

AGREEMENT NUMBER <b>24695</b>
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  
**County of San Mateo**

2. The term of this Agreement is: **July 1, 2004 -Through- September 30, 2005**

3. The maximum amount of this Agreement is: **\$ 489,322.00** F.Y. 2004/2005 - \$364,658.00  
 F.Y. 2005/2006 - \$124,664.00



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	4 Page(s)
Exhibit B - Budget Detail and Payment Provisions	2 Page(s)
Attachment I - Program Budgets	8 Page(s)

* Exhibit C - General Terms and Conditions	GTC - 304	03/01/2004
Exhibit D - Special Terms and Conditions		4 Page(s)
Exhibit E - Additional Provisions		3 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.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)

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

<b>CONTRACTOR</b>	<b>CALIFORNIA Department of General Services Use Only</b>
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>County of San Mateo</b>	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS <b>400 County Center, Redwood City 94063-1662, Billing: 500 Quarry Rd, San Carlos, CA 94070</b>	
STATE OF CALIFORNIA	
AGENCY NAME <b>Department of Rehabilitation</b>	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Florence Hughes, Chief, Contracts and Procurement</b>	
ADDRESS <b>2000 Evergreen Street, Sacramento, CA 95815-3832</b>	
<input type="checkbox"/> Exempt Per _____	

**EXHIBIT A  
ISSP CONTRACT  
COUNTY OF SAN MATEO  
VOCATIONAL REHABILITATION SERVICES (VRS)  
& DEPARTMENT OF REHABILITATION (DOR)**

**PLAN OF OPERATION  
July, 2004 – September, 2005**

**SCOPE OF WORK**

**I. Introduction**

The California Department of Rehabilitation (DOR) has been awarded funds from the Social Security Administration (SSA) to develop and implement a five-year research and demonstration project. Its purpose is to develop an integrated service delivery system that increases employment and retention of employment of individuals with severe psychiatric disabilities who receive Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI). San Mateo County Human Services Agency was selected to implement the project with Vocational Rehabilitation Services (VRS), its county run employment services program, designated to be the demonstration site.

**II. Services to Be Provided**

This contract will provide State funding for two (2) Service Coordinators and two (2) Benefits Coordinators who will be County employees. This staff will provide the following services:

**A. Service Coordination.** The Service Coordinator will provide and/or arrange for the support services necessary for the individual to obtain and maintain employment. For each individual choosing to participate in this project, an Individual Self Sufficiency Plan (ISSP) will be developed. This is a written agreement between the individual and VRS that will outline what benefits the participant is receiving, and those elements identified as employment barriers. It will then indicate the services and supports that will be provided to address those

barriers. Assistance will be given to implement the ISSP and ongoing support services will be provided. This position also provides for data collection on a monthly and/or quarterly basis to collect information for the research design.

**B. Benefits Coordinator.** The Benefits Coordinator will provide complete and accurate information on the impact working will have on an individual's range of benefits. (e.g., SSI, SSDI, subsidized housing) The Benefits Coordinator will also facilitate the development of the individual's ISSP, and assist in the management of benefits and Social Security work incentives, advocate with SSA and coordinate services with treatment professionals, case management, DOR, or other service providers. This position also provides for data collection on a monthly and/or quarterly basis to collect information for the research design.

### **III. Methodology**

**A. Referrals.** Program participants will be individuals with psychiatric disabilities who are recipients of SSI and/or SSDI. Referrals will come to the project through VRS. Before being enrolled in the ISSP Project, each potential referral will be provided information about the purpose of this project and the information that will be required of them as participants. They will be given the option of declining to participate. Each participant will sign an informed consent.

**B. Service Delivery.** It is possible that the services provided by the Benefits Coordinator and Service Coordinator may be available to an individual who is not currently a client of the DOR. However, if that individual is in need of services provided through the mental health cooperative program, those services may not be provided until that individual has been determined eligible for DOR services and has a level of Significance of Disability (LSOD) score that is being served under the Order of Selection.

**C. Advisory Body.** The San Mateo County B.E.S.T. Network (Building Employment Services Team), a collaborative of local rehabilitation agencies, will serve as the advisory board to the

Contractor. In addition to VRS, county mental health and DOR, members include mental health provider agencies, community colleges, county training programs, mental health consumers and family members.

**D. One Stop Involvement.** VRS is co-located and is a partner of Peninsula Works San Carlos, one of three sites comprising the San Mateo County One Stop Career Center network. Resources and services include: vocational rehabilitation services, job seeking skills classes, job placement, housing and family programs, aid payment resources, State Employment Development Department (EDD) job services, community college and adult education resources, and other core, intensive and training resources mandated by the Workforce Investment Act. All of these resources will be available to individuals participating in this demonstration project.

**E. State Level Support.** The following positions will provide oversight, support and evaluation to the demonstration project:

1. State Department of Rehabilitation Contract Administrator will work closely with the Contractor and be responsible for the implementation of the work plan. The Contract Manager will develop or coordinate the development of required reports to the State Coordination Committee and SSA.

2. A State Program Evaluator under contract with DOR will work with the sites on data collection and reporting processes. The Program Evaluator will analyze and develop quantitative reports.

#### **IV. Objectives**

At least one hundred (100) individuals per year will be served in this demonstration project. As a result of this project it is expected that there will be:

1. Increased employment of program participants.
2. Increased employment retention.

3. Increased earnings among the project participants.
4. Decreased payments from SSA.

**V. Data Collection and Reporting Requirements**

Under this agreement, the Contractor agrees to cooperate with the State DOR Contract Administrator of the project to develop appropriate eligibility requirements, data collection and reporting mechanisms, and means by which to measure the above four objectives.

The Contractor will develop procedures to identify and verify social security numbers for all project participants. All data provided to the State DOR Contract Administrator and/or Project Evaluator will include these validated participant social security numbers.

The Contractor further agrees to develop procedures to record and verify the beginning and ending dates of project participation and will record these two events on all data files submitted to the State DOR Contract Administrator and/or Project Evaluator.

The Contractor will collect all data elements as required by SSA. This data will be collected for all program participants. Employment status data will be updated monthly. Project updates will be collected quarterly. Data will be submitted to Virginia Commonwealth University (VCU) as required. VCU has been designated as the nationwide project evaluator by SSA. Demographic information on new participant enrollees will be sent to DOR for tracking and research match design purposes.

For purposes of tracking cost and benefit outcomes of the project, the Contractor will collect and track any necessary participant information as identified by the State DOR Contract Administrator relating to any waivers that may be approved by SSA and offered to project participants.

Upon prior written SSA request and State DOR Contract Administrator approval, the Contractor will represent the ISSP Project at annual State Partnership Initiative Meetings and Topical Conferences.

**VI. Contract Administrator/Contractor Program Coordinator**

Department of Rehabilitation  
Warren Hayes, Contract  
Administrator  
2000 Evergreen Street  
Sacramento, CA 95815  
(916) 263-8986

County of San Mateo  
Human Service Agency  
Vocational Rehabilitation  
Services  
Robert Manchia, Manager  
550 Quarry Road  
San Carlos, CA 94070  
(650) 802-6491

## **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 was 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 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 variation 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.** 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 requires 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.

**VIII.** 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.

**IX.** Payment of Expenditures. By signing this contract, Contractor certifies under penalty of perjury that the Service Budget (DOR 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 (DOR801A)." Total funds to be paid shall not exceed the amount specified in the "Service Budget."



STATE OF CALIFORNIA  
 SERVICE INVOICE  
 DR 801A (REV. 02/98)

DEPARTMENT OF REHABILITATION  
 Amendment Revision

Original

County of San Mateo Human Services Agency 550 Quarry Road San Carlos, CA 94070		Contract Number:	Federal ID Number: ID 94-6000-532	Page of Pages 1 of 1	
		Budget Period 7/1/04-6/30/05	Effective Date:	Effective Date:	
Line No.	Position Title/% of Time Expense & Description	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	ISSP SERVICE COORDINATOR - 2 FTE	160,802.00			160,802.00
2	ISSP BENEFITS COORDINATOR - 2 FTE	187,427.00			187,427.00
3	Travel	16,429.00			16,429.00
TOTALS		364,658.00			364,658.00

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.

## BUDGET NARRATIVE

1. ISSP Service Coordinator – 1 FTE at 40 hours per week, including salary and benefits (see duty statement and program narrative).
2. ISSP Benefits Coordinator – 1 FTE at 40 hours per week, including salary and benefits (see duty statement and program narrative).
3. Travel – Reimburse for contract required travel expenses for coordinating committee meetings, presentations and consultations to requesting programs, and representation of California's ISSP Project at such SSA grant financed meetings as the annual Statewide Partnership Initiative and Topical Conferences.

## DUTY STATEMENTS

Job Description: ISSP Service Coordinator

Title: Individual Self Sufficiency Project (ISSP) Service Coordinator

Basic Function: Participates in the development and Implementation of the Individual Self-Sufficiency Plan; provides and/or arranges to be provided support services necessary for individuals with severe psychiatric disabilities to maintain employment.

Reports to: Local Site Director

Qualities sought: Ability to communicate well orally and in writing; ability to work well with others in a team environment.

Examples of Duties:

1. Conducts service needs assessment with individual participants.
2. Facilitates the development of the Individual Self Sufficiency Plan.
3. Coordinates individual service and support teams.
4. Reviews and revises ISSP with the individual as needed.
5. Assists individual with reporting wage information.
6. Refers individual participant to appropriate community services, and assists in acquisition of said services.
7. Develops local resource networks.
8. Coordinates inter and intra agency services as needed.
9. Completes and transmits monthly projection data.
10. Maintains individual participant time logs for units of service.
11. Develops and facilitates a local Interagency Task Force.
12. Reviews progress on local work plans with the local coordinating council.

Title: Individual Self Sufficiency Project (ISSP) Benefits Coordinator.

Basic Function: Provides benefits/financial planning assistance to individuals served in DR/MH cooperatives; facilitates the development of the Individual Self Sufficiency Plan.

Reports to: Local Site Director

Qualities sought: Ability to communicate well orally and in writing; ability to work well with others in a team environment.

Examples of Duties:

1. Evaluates current levels of benefits as well as basic, monthly living costs.
2. Develops the benefits section of the Individual Self Sufficiency Plan.
3. Conducts group and individual orientations regarding benefit programs.

4. Provides ongoing training and technical assistance on benefits to individuals.
5. Assists individuals in accessing public benefits programs as needed.
6. Makes available information and helps implement SSA work incentive programs which facilitate return to work and maintenance of employment.
7. Reviews and assesses changing individual employment needs as they are related to impact on benefits.
8. Establishes an earnings and reporting system for incentive income with the local SSA field office.
9. Provides ongoing cross-training to all local stakeholders on benefits and their effects on employment.
10. Participate in ongoing training and technical assistance with the Benefits Consultant.
11. Maintain communication with the local SSA field office and attend project meetings.

STATE OF CALIFORNIA  
 SERVICE INVOICE  
 DR 801A (REV. 02/98)

DEPARTMENT OF REHABILITATION  
 Amendment Revision

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		Budget Period 7/1/05-9/30/05	Effective Date:	Effective Date:	
Line No.	Position Title/% of Time Expense & Description	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	ISSP SERVICE COORDINATOR - 2 FTE	55,208.00			55,208.00
2	ISSP BENEFITS COORDINATOR - 2 FTE	65,349.00			65,349.00
3	Travel	4,107.00			4,107.00
TOTALS		124,664.00			124,664.00

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.

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Job Description: ISSP Service Coordinator

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6. Refers individual participant to appropriate community services, and assists in acquisition of said services.
7. Develops local resource networks.
8. Coordinates inter and intra agency services as needed.
9. Completes and transmits monthly projection data.
10. Maintains individual participant time logs for units of service.
11. Develops and facilitates a local Interagency Task Force.
12. Reviews progress on local work plans with the local coordinating council.

Title: Individual Self Sufficiency Project (ISSP) Benefits Coordinator.

Basic Function: Provides benefits/financial planning assistance to individuals served in DR/MH cooperatives; facilitates the development of the Individual Self Sufficiency Plan.

Reports to: Local Site Director

Qualities sought: Ability to communicate well orally and in writing; ability to work well with others in a team environment.

Examples of Duties:

1. Evaluates current levels of benefits as well as basic, monthly living costs.
2. Develops the benefits section of the Individual Self Sufficiency Plan.
3. Conducts group and individual orientations regarding benefit programs.

4. Provides ongoing training and technical assistance on benefits to individuals.
5. Assists individuals in accessing public benefits programs as needed.
6. Makes available information and helps implement SSA work incentive programs which facilitate return to work and maintenance of employment.
7. Reviews and assesses changing individual employment needs as they are related to impact on benefits.
8. Establishes an earnings and reporting system for incentive income with the local SSA field office.
9. Provides ongoing cross-training to all local stakeholders on benefits and their effects on employment.
10. Participate in ongoing training and technical assistance with the Benefits Consultant.
11. Maintain communication with the local SSA field office and attend project meetings.



## **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. Upon prior written approval of the DOR Contract Administrator, Contractor may send one representative to the annual State Partnership Initiative Meetings and Topical Conferences.

### **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.

## Exhibit D (Continued)

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:

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

## Exhibit D (Continued)

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](http://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 debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

## **EXHIBIT E**

### **ADDITIONAL PROVISIONS**

#### **I. Contract Monitoring and Reporting Process**

The DOR Contract Administrator will review and approve the DOR 801B, Service Invoice submitted by Contractor.

#### **II. Transportation of DOR Applicants/Clients**

No transportation will be provided.

Exhibit E ADDITIONAL PROVISIONS  
(continued)

DOR Contract Administrator Contract Monitoring and Reporting

The Contract Administrator will monitor and document the performance of assigned contracts. The Contract Administrator will:

- Maintain contract documentation on the performance of the contract services.
- Monitor the contract to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the contract.
- Review and approve invoices for payment to substantiate expenditures for the work performed and that the invoices are current, correct and timely.
- Monitor to ensure there are sufficient funds in the contract to pay for all services rendered as required by the contract.
- Identify low usage levels and consider partial disencumbrance and reassignment of funds,
- Verify costs that are invoiced for the provision of services to DOR clients during the contract period are based on actual costs.
- Verify that the contract funds only staff that provide services as specified in the contract and only to authorized DOR clients.
- Verify that the contractor has fulfilled all requirements of the contract before approving the final invoice.
- Periodically review personnel activity reports for staff funded by the contract.

- Verify that personnel duty statements or a copy of the Contract Budget Narrative/Contract Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the contract.
- Verify that all contracted staff are providing services according to their duty statements within the contract.
- Verify that job duties, as described, match contract duty statements and service descriptions.
- Verify that personnel activity reports are accurate, reflect an after-the-fact distribution of actual activity, account for the total time for which the employee is compensated, are prepared at least monthly and coincide with one or more pay periods, and are signed by the employee.
- Review monthly client progress reports of each consumer served during the month. Progress reports are to describe progress and/or findings for each consumer.

#### Contractor Monthly Progress Reports

Interim reports describing progress and/or findings will be submitted to the DOR Counselor and the Contract Administrator on a monthly basis.

The Contractor will send a copy of the written plan to the DOR Counselor.

Upon completion of each month, the consumer receives services, the Contractor will generate a report with the information addressing progress on each of the characteristics or areas identified and send to the DOR Counselor with a copy to the Contract Administrator.

DOR Contract Administrator will maintain relevant documentation on contracts for which they are responsible.