

STANDARD AGREEMENT AMENDMENT

STD. 213A (Rev 06/03)

AGREEMENT NUMBER 24647	AMENDMENT NUMBER 1
REGISTRATION NUMBER	

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ Pages

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, 2004 -Through- June 30, 2007**

3. The maximum amount of this Agreement is: **\$ 1,534,380.00** F.Y. 2005/2006
County's Cash Match: \$220,009.00, Certified Expenditure: \$100,859.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The following goals for the 2005/2006 Fiscal Year are hereby added to Exhibit A, Scope of Work: Total unduplicated clients-300; Applicants-200; IPE's Developed-150, and Successful Closures-60.

Attachment I-Budget pages (11) are hereby replaced in its entirety with the attached revised Attachment I-Budget pages (11).



Exhibit E Additional Provisions (Contract Monitoring and Reporting) is hereby added to this contract.

The maximum amount payable under this agreement is changed from \$767,190.00 to \$1,534,380.00 to **add for the Fiscal Year 2005/2006, \$767,190.00 in payments to the contractor.**

This amendment is effective July 1, 2005.

All other terms and conditions shall remain the same.

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 County Vocational Rehabilitation Services		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING President, Board of Supervisors		
ADDRESS 550 Quarry Road, San Carlos, CA 94070		
STATE OF CALIFORNIA		
AGENCY NAME Department of Rehabilitation		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Douglas J. Sale, Chief, Contracts and Procurement		
ADDRESS 2000 Evergreen Street, Sacramento, CA 95815-3832		

County of San Mateo Vocational Rehabilitation Services

Attachment 1

Program Budget Summary

Fiscal Year 2005/06

July 1, 2005 - June 30, 2006

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)		\$100,859

TOTAL PROGRAM COST		\$1,436,340
---------------------------	--	--------------------

Cooperative Agency Share (Certified Expenditure)	25.00%	\$100,859
Total DOR Share	75.00%	\$302,577
Cash Expenditure	21.30%	\$220,009
Total DOR Share	78.70%	\$812,895

TOTAL BUDGET		\$1,436,340
---------------------	--	--------------------

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 2005/06

July 1, 2005 - June 30, 2006

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

Original

Amendment

Revision

Page 1 of 1

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

Budget Period:
 7/1/05-6/30/06

Effective Date:
 7/1/05

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					
18	OPERATING				
19	Training	\$3,000.00			\$3,000.00
20	Rent Occupancy	\$127,797.00			\$127,797.00
21					
22					
23					
24					
25					
	Subtotal Personnel & Operating Costs:	\$667,122.00			\$667,122.00
	INDIRECT COST	\$100,068.30	15.0000%		\$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 2005-2006

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 for DOR clients.

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 2005/06

July 1, 2005 - June 30, 2006

Contractor Name and Address

County of San Mateo Human Services Agency
Vocational Rehabilitation Services
550 Quarry Road
San Carlos, CA 94070

Cooperative agency agrees that it will make the following expenditures during the fiscal year ending June 30, 2006 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.

Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
Vocational Program Supervisor II	1	\$125,585.00	37%	\$ 46,114.81
Regional Program Manager	1	\$148,051.00	17%	\$ 25,183.48
Mental Health Manager	1	\$164,052.00	10%	\$ 16,405.20
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

OPERATING EXPENSES

NOT APPLICABLE				

Indirect Cost/Administrative Overhead:

TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar):	\$15,000%	SUBTOTAL	\$87,703.49
			\$13,155.52
			\$100,859

SAN MATEO COUNTY VOCATIONAL REHABILITATION SERVICES CERTIFIED EXPENDITURE BUDGET NARRATIVE

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 Duties:

Vocational Rehabilitation Supervisor

63% of 1 FTE (1 FTE = 40 hrs per wk.)

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

Cooperative Program Duties:

Vocational Program Supervisor II

37% of 1 FTE (1 FTE = 40 hrs per wk.)

- Supervise, train, and evaluate Vocational Specialists serving DOR applicant/clients through coordination and linkage to the cooperative program services.
- Manage and review caseload distribution of DOR client cases.
- Prepare and analyze statistical data related to the DOR contract.

Former/Concurrent Agency Duties:

Human Services Program Manager II

83% of 1 FTE (1 FTE = 33.2 hrs per wk)

- Plan, organize, direct, and supervise the operations of the VRS rehabilitation programs.
- Administer, analyze, and supervise Work Center client payroll, business budget and marketing strategies.
- Monitor mental health contracts and other revenue programs.

Cooperative Program Duties:

Regional Program Manager

17% of 1 FTE (1 FTE = 40 hrs per wk.)

- Direct situational assessment and work adjustment services 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.

Former/Concurrent Agency Duties:

Clinical Program Manager

90% of 1 FTE (1 FTE = 40 hrs per 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.

Cooperative Program Duties:

Mental Health Manager

10% of 1 FTE (1 FTE = 40 hrs per wk.)

- Direct and coordinate Mental Health participation in the Cooperative Program
- Consult with administrative staff in cooperative and case service 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 at 15% x salary and benefits of the certified time match position.

Exhibit E, Additional Provisions
(continued)

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

- Maintain contract documentation on the performance of the contract services. (Cooperative and Case Service Agreements)
- Monitor the contract to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the contract. (Cooperative and Case Service Agreements)
- Review and approve invoices for payment to substantiate expenditures for the work performed and that the invoices are current, correct and timely. (Cooperative and Case Service Agreements)
- Ensure there are sufficient funds to pay for all services rendered as required by the contract. (Cooperative and Case Service Agreements)
- Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this contract. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Agreements only)
- Identify low usage levels and consider partial disencumbrance and reassignment of funds. (Cooperative and Case Service Agreements)
- Verify costs that are invoiced for the provision of services to DOR clients during the contract period are based on actual costs. (Cooperative and Case Service Agreements)
- Verify that the contract staff provide services only to authorized DOR clients. (Case Service Agreements only)

- Verify that the contractor has fulfilled all requirements of the contract before approving the final invoice. (Cooperative and Case Service Agreements)
- Periodically review personnel activity reports for staff funded by the contract. (Cooperative and Case Service Agreements)
- 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. (Cooperative and Case Service Agreements)
- Verify that all contracted staff are providing services according to their duty statements within the contract. (Cooperative and Case Service Agreements)
- Verify that job duties, as described, match contract duty statements and service descriptions. (Cooperative and Case Service Agreements)
- 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. (Cooperative and Case Service Agreements)
- Ensure that a semi-annual certification of time is completed for public agency full time contract staff. (Cooperative Agreements)
- Ensure that contractor has provide monthly client progress reports to the appropriate DOR counselor. (Case Service Contracts only)
- Each Contract Administrator will maintain relevant documentation on contracts for which they are responsible. (Cooperative and Case Service Agreements)