

**STANDARD AGREEMENT AMENDMENT**

STD. 213A (Rev 06/03)

AGREEMENT NUMBER <b>24554</b>	AMENDMENT NUMBER <b>1</b>
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

**County of San Mateo, Human Services Agency, 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: **\$ 494,092.00** F.Y. 2005/2006  
**\$247,046.00** County Cash Match: **\$80,604.00**

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-90; Applicants-90; IPE's Developed-60, and Successful Closures-38.

Attachment I-Budget pages (6) are hereby replaced in its entirety with the attached revised Attachment I-Budget pages (6).

The maximum amount payable under this agreement is changed from \$247,046.00 to \$494,092.00 to **add for the Fiscal Year 2005/2006, \$247,046.00 in payments to the contractor.**

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

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.**

<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, Human Services Agency, Vocational Rehabilitation Services</b>	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Mark Church, President, County of San Mateo, Board of Supervisors</b>	
ADDRESS <b>550 Quarry Road, San Carlos, CA 94070</b>	
<b>STATE OF CALIFORNIA</b>	
AGENCY NAME <b>Department of Rehabilitation</b>	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Douglas J. Sale, Chief, Contracts and Procurement</b>	
ADDRESS <b>2000 Evergreen Street, Sacramento, CA 95815-3832</b>	
<input type="checkbox"/> Exempt Per _____	

**County of San Mateo, Human Services Agency, 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)		<b>\$131,377</b>
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		<b>\$247,046</b>
<hr/>		
<b>TOTAL PROGRAM COST</b>		<b>\$378,423</b>
Cooperative Agency Share (Cash Match)	21.30%	\$80,604
Total DOR Share	78.70%	\$297,819
<hr/>		
<b>TOTAL BUDGET</b>		<b>\$378,423</b>

Cooperative agency cash expenditure must be from non-Federal funds. Cash expenditure must equal at least 21.3% of the total program budget. Source of funds: State realignment funds.

**County of San Mateo, Human Services Agency, Vocational  
Rehabilitation Services**

**DOR Program Budget**

**Fiscal Year 2005/06**

**July 1, 2005 - June 30, 2006**

**1.00**

**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	1.00	\$101,377
Case Services (Individual Client Expenses)			<b>\$30,000</b>
SUBTOTAL			<b>\$131,377</b>

Case Service Contract/s to:

_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>

**TOTAL DOR PROGRAM COST**

**\$131,377**

	<input type="checkbox"/> Original	<input checked="" type="checkbox"/> Amendment	Revision		Page <u>1</u> of <u>1</u>
Contractor Name and Address:		Contract Number:	Federal ID Number:		
County of San Mateo Human Services Agency		ID-94-6000532	ID-94-6000532		
Vocational Rehabilitation Services		Budget Period:	Effective Date:	Effective Date:	
550 Quarry Road		7/1/05-6/30/06			
San Carlos, CA 94070		Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
Line No.	Position Title				
1	<b>PERSONNEL</b>				
2	Job Development Specialist II/III	\$82,284.00			\$82,284.00
3	Placement Program Supervisor	\$12,117.00			\$12,117.00
4	Vocational Specialist II/III	\$86,835.00			\$86,835.00
5	Vocational Program Supervisor	\$12,474.00			\$12,474.00
6	Office Assistant	\$4,680.00			\$4,680.00
7					
8					
9					
10					
11					
12					
13	<b>Subtotal</b>	\$198,390.00			\$198,390.00
14	<b>OPERATING</b>				
15	Transportation	\$3,600.00			\$3,600.00
16	Communication	\$2,106.00			\$2,106.00
17	Rent Occupancy	\$6,515.00			\$6,515.00
18	Facilities Maintenance	\$4,212.00			\$4,212.00
19					
20					
21					
22					
23	<b>Subtotal</b>	\$16,433.00			\$16,433.00
24	<b>Subtotal Personnel &amp; Operating Costs:</b>	\$214,823.00			
25	<b>INDIRECT COST @ 15%</b>	\$32,223.45			\$32,223.45
	<b>TOTALS</b>	<b>\$247,046</b>			<b>\$247,046</b>

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.

**SERVICE BUDGET NARRATIVE**  
**San Mateo County VRS - HSA**

**PERSONNEL**

FTE are based on a 40 hour work week

**Line 2: Job Development Specialist II/III : 88.24% of 1 FTE @ \$93,251 per annum (1 FTE = 40 hrs per week)**

DOR contract duties:

Under direction and supervision of the Placement Program Supervisor, this position provides the following intensive services to DOR clients meeting the target population of CALWORKS, County HIV/AIDS program, General Assistance Program, Peninsula Works (One Stop Center), County Alcohol/Substance Programs, or DOR applicants/clients with psychiatric disabilities who are not receiving services from San Mateo County Mental Health. Will provide Employment Services, which include; develop job leads, arrange interviews, assist with applications and resume, instruct the DOR client on appropriate attire and grooming, assist the DOR client with cold calls, directs 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, and provide brief follow-up services.

**Line 3: Placement Program Supervisor 10.714% of 1 FTE @ \$113,092 per annum (1 FTE = 40 hrs per week)**

DOR contract duties:

Under direction and supervision of the Central Region Program Manager duties include: training, supervision, and evaluation of job development specialists providing intensive Employment Services to contract DOR applicants/clients, to include job development, job placement and brief follow up services. Manages and reviews case load distribution of DOR client cases, prepares and analyzes statistical data relating to the DOR contract.

**Line 4: Vocational Specialist II/III : 83.52% of 1 FTE @ \$104,078 per annum (1 FTE = 40 hrs per week)**

DOR contract duties:

Under the DOR Cooperative Contract, duties include provision of Vocational Assessment. Works closely with the DOR counselor and keeps records on DOR applicants/clients. Participates in Cooperative meetings.

**Line 5: Vocational Program Supervisor: 10.492% of 1 FTE @ \$118,899 per annum (1 FTE = 40 hrs per week)**

DOR contract duties:

Under direction and supervision of the Central Region Program Manager duties include: training, supervision, and evaluation of vocational specialists providing intensive Vocational Assessment, Employment Services to DOR applicants/clients from intake through successful rehabilitation, manage and review case load distribution of DOR client cases, prepare and analyze statistical data relating to the DOR contract.

**Line 6: Office Assistant: 7.377% of 1 FTE @ \$63,451 per annum (1 FTE= 40 hrs per week)**

DOR contract duties:

Under direction and supervision of the Vocational Program Supervisor, duties include clerical support to the Vocational Specialists and Job Development Specialists providing VR services under this contract. This may include performing case correspondence, organizing and maintaining files, processing management information service functions for DOR cases, as well as statistical recording for the DOR contract for the Placement and Vocational Program Supervisors.

**OPERATING EXPENSES**

**Line 15: Transportation – Mileage reimbursement for the Job Development Specialist & Vocational Specialist to provide services to DOR clients under the terms of this contract = \$3600**

**Line 16: Communication** – Includes telephone, cell phone and internet service for 2.34 FTE x \$75/mo x 12 months = \$2106

**Line 17 : Rent Occupancy –**

Office cubicle space for 2.10 x 93.5 sq.ft.	=	196
Supervisory office space for .24 x 120 sq.ft.	=	29
Meeting space (20% of 400 sq. ft)	=	80
Total square feet		305

305 square feet @ 1.78 per square foot for 12 months = \$6,515

**Line 18: Facilities maintenance** – consists of janitorial service that is separate from rent costs - 2.34 FTE x \$150/mo x 12 months = \$4,212

**INDIRECT**

**Line 25: Indirect Cost/ 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 applicants/clients, as well as Operating Expenses of Transportation, Communication, Rent and Facilities maintenance

.15 X \$214,823 (subtotal Line 24) = \$32,223

**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)