

## STANDARD AGREEMENT AMENDMENT

STD. 213A (Rev 06/03)

AGREEMENT NUMBER <b>24554</b>	AMENDMENT NUMBER <b>2</b>
REGISTRATION NUMBER	

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED \_\_\_\_\_ Pages

- 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**
- The term of this Agreement is: **July 1, 2004 -Through- June 30, 2007**
- The maximum amount of this Agreement is: **\$ 532,184.00** F.Y. 2005/2006  
**\$285,138.00, County Cash Match: \$88,718.00**
- 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:



Program Budget Summary, DOR Program Budget, Service Budget (801A), and Service Budget Narrative, are hereby replaced in its entirety with the attached revised Program Budget Summary, DOR Program Budget, Service Budget (801A), and Service Budget Narrative.

The maximum amount payable under this agreement is changed from \$494,092.00 to \$532,184.00.

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>Richard S. Gordon, President, Board of Supervisors</b>		
ADDRESS		
<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 &amp; Procurement Section</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**

Augmentation Amendment

**Program Budget Summary**

Fiscal Year 2005/06

July 1, 2005 - June 30, 2006

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$131,377
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$285,138
<hr/>		
<b>TOTAL PROGRAM COST</b>		<b>\$416,515</b>
Cooperative Agency Share (Cash Match)	21.30%	\$88,718
Total DOR Share	78.70%	\$327,797
<hr/>		
<b>TOTAL BUDGET</b>		<b>\$416,515</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>
<b>SUBTOTAL</b>			<b>\$131,377</b>
Case Service Contract/s to:			
_____			<b>\$0</b>
_____			<b>\$0</b>
_____			<b>\$0</b>
_____			<b>\$0</b>
_____			<b>\$0</b>
<b>TOTAL DOR PROGRAM COST</b>			<b>\$131,377</b>

Contractor Name and Address:  
 County of San Mateo Human Services Agency  
 Vocational Rehabilitation Services  
 550 Quarry Road  
 San Carlos, CA 94070

Original

Amendment

Revision

Contract Number: **24554** Federal ID Number: **ID-94-6000532** Page  1  of  1

Budget Period: **7/1/05-6/30/06** Effective Date: **7/1/2005** Effective Date:

Line No.	Position Title	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	<b>PERSONNEL</b>				
2	Job Development Specialist I/III	\$82,284.00	\$10,967.00		\$93,251.00
3	Placement Program Supervisor	\$12,117.00	\$1,454.00		\$13,571.00
4	Vocational Specialist I/III	\$86,835.00	\$17,243.00		\$104,078.00
5	Vocational Program Supervisor	\$12,474.00	\$1,794.00		\$14,268.00
6	Office Assistant	\$4,680.00	\$1,665.00		\$6,345.00
7					
8					
9					
10					
11					
12					
13					
14	<b>OPERATING</b>				
	Subtotal	\$198,390.00	\$33,123.00		\$231,513.00
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					
24	Subtotal Personnel & Operating Costs:	\$214,823.00	\$33,123.00		\$247,946.00
25	INDIRECT COST @ 15%	\$32,223.45			\$37,191.90
	<b>TOTALS</b>		\$247,046		\$285,138

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 (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 (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 (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 (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 (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