

STANDARD AGREEMENT AMENDMENT

STD. 213A (Rev 06/03)

AGREEMENT NUMBER 24647	AMENDMENT NUMBER 3
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
San Mateo County Vocational Rehabilitation Services
- The term of this Agreement is: **July 1, 2004 -Through- June 30, 2007**
- The maximum amount of this Agreement is: **\$ 2,464,190.00** F.Y. 2006/2007
 County's Cash Match: \$237,328.00, Certified Expenditure: \$100,859.00
- 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:

The following goals for the 2006/2007 Fiscal Year are hereby added to Exhibit A, Scope of Work: Total unduplicated clients-300; Applicants-200; IPE's Developed-150, and Successful Closures-62.



Attachment I-Budget pages (11) and Exhibit E are hereby added to this agreement for Fiscal Year 2006/2007.

The maximum amount payable under this agreement is changed from \$1,615,690.00 to \$2,464,190.00.

This amendment is effective July 1, 2006.

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 Jerry Hill, 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	
<input type="checkbox"/> Exempt Per _____	

County of San Mateo Vocational Rehabilitation Services

Attachment 1

Program Budget Summary

Fiscal Year 2006/07

July 1, 2006 - June 30, 2007

TOTALS

DOR PROGRAM COSTS (From DOR Program Budget)		\$568,291
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$848,500
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$100,859
<hr/>		
TOTAL PROGRAM COST		\$1,517,650
Cooperative Agency Share (Certified Expenditure)	25.00%	\$100,859
Total DOR Share	75.00%	\$302,577
Cash Expenditure	21.30%	\$237,328
Total DOR Share	78.70%	\$876,886
<hr/>		
TOTAL BUDGET		\$1,517,650

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 2006/07

July 1, 2006 - June 30, 2007

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:			
<u>Caminar, Inc.</u>			\$241,921
<u> </u>			\$0
<u> </u>			\$0
<u> </u>			\$0
<u> </u>			\$0
<u> </u>			\$0
TOTAL DOR PROGRAM COST			\$568,291

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

Contract Number: 24647
 Budget Period: 7/1/06-6/30/07
 Federal ID Number: ID-94-6000-532
 Effective Date: Effective Date:
 Page 1 of 1

Original Amendment Revision

Line No.	Position Title	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	Rehab. Production Supervisor III	\$33,092.00			\$33,092.00
3	Rehab. Production Supervisor II	\$31,751.00			\$31,751.00
4	Rehab. Production Supervisor II	\$42,335.00			\$42,335.00
5	Rehab. Production Supervisor II	\$23,813.00			\$23,813.00
6	Rehab. Production Staff Supervisor	\$29,174.00			\$29,174.00
7	Job Development Specialist II	\$43,828.00			\$43,828.00
8	Job Development Specialist II	\$44,105.00			\$44,105.00
9	Job Development Specialist II	\$44,101.00			\$44,101.00
10	Placement Program Supervisor	\$49,339.00			\$49,339.00
11	Vocational Specialist II	\$40,491.00			\$40,491.00
12	Vocational Specialist III	\$41,020.00			\$41,020.00
13	Vocational Specialist III	\$50,250.00			\$50,250.00
14	Vocational Specialist III	\$37,943.00			\$37,943.00
15	Vocational Specialist III	\$48,199.00			\$48,199.00
16	Clerical Assessment Coordinator	\$47,588.00			\$47,588.00
17		Subtotal			\$607,029.00
18	OPERATING EXPENSES				
19	Training Expenses	\$3,000.00			\$3,000.00
20	Rent Occupancy	\$127,797.00			\$127,797.00
21					
22					
23		Subtotal			\$130,797.00
24		Subtotal Personnel & Operating Costs:			\$737,826.00
25	INDIRECT COST	15.00000%	\$110,673.90		\$110,673.90
	TOTALS		\$848,500		\$848,500

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**

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, the 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 applicant clients receiving situational assessment and work adjustment services in the work area; observing and evaluating the performance and work behaviors of the DOR applicant/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 applicant/clients in situational assessment and work adjustment services, manage and review case load distribution of DOR

applicant/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 DOR applicant/client 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 applicant/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 client/applicants. 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 Manger, this position provides supervision and training and evaluation of job development, job coaching, and counseling staff providing services to disadvantaged and/or prevocational services 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 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 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 applicant/DOR clients receive needed resources such as benefits counseling, housing support, and other vocational needs and keeps records on DOR 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 applicant/clients. Situational Assessment may include: assessment of clerical skill, coordination, assignment and supervision of DOR referrals for Situational Assessment. Work Adjustment may include, the identification of barriers to employment and the provision of interventions to reduce or eliminate those barriers while in a work situation in the clerical area. Prepare documentation on clerical and other work skills and work habits for evaluation report. 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.

Additionally, clerical support will be provided to case service contract staff including performing case correspondence, organizing and maintaining

files, processing management information service functions for DOR cases. Statistical recording and correspondence for DOR applicant/client services for the Placement and Counseling Program Supervisors.

OPERATING EXPENSES (line 18)

Line 19: Training will not exceed \$500 per FTE. Training will be applicable to vocational rehabilitation services for DOR applicants/clients and will be with written approval by DOR 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 applicants/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 COST

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 applicant/clients.

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

63.28% 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

36.72 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 applicant/client cases.
- Prepare and analyze statistical data related to the DOR contract.

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- Prepare and analyze statistical data related to the DOR contract.

Former/Concurrent Agency Duties:

Human Services Program Manager II

82.9% 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

17.01% of 1 FTE (1 FTE = 40 hrs per wk.)

- Direct situational assessment and work adjustment services for DOR applicants/clients in the Work Center.
- Direct the preparation of reports for DOR applicants/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. This includes management, fiscal and office support.

EXHIBIT E

I. CONTRACT MONITORING AND REPORTING



The Program Contract Administrator shall monitor the contract by:

- ◆ Submitting DOR 801B, CAS 170AA and listing of clients received services during the month of invoice.
- ◆ Submitting Personnel Activity Reports or time allocation documents requested by DOR Contract Administrator
- ◆ Including a monthly progress report for each client served during month of invoice
- ◆ Meeting with DOR and contract agency staff, as well as clients, family members, caregivers, or other individuals acting as part of an individual's support system. Meeting quarterly with DOR staff assigned to this contract.
- ◆ Submitting monthly statistical reports on clients participating in the program. These will include referrals, enrollments, participation, and completion of services. The Employment Specialist is responsible for these calculations, as well as sending a copy of the monthly report to the DOR Rehabilitation Supervisor and DOR Contract Administrator.

II. Transportation of DOR clients: Transportation will be provided to DOR clients receiving services under this contract.