

Attachment C:  
Department of Rehabilitation TAY  
FY 2022-2025 Vocational Rehabilitation  
Services Program  
(Agreement No. 32003)  
First Amendment Executed

**STANDARD AGREEMENT - AMENDMENT**

STD 213A (Rev. 10/2019)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 6 PAGES

AGREEMENT NUMBER

32003

AMENDMENT NUMBER

1

Purchasing Authority Number

1

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY NAME

Department of Rehabilitation

CONTRACTOR NAME

Santa Barbara County Department of Behavioral Wellness

2. The term of this Agreement is:

START DATE

July 1, 2022

THROUGH END DATE

June 30, 2025

3. The maximum amount of this Agreement after this Amendment is:

\$1,409,472.00 Cash Match: \$495,000.00

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 purpose of this amendment is to adjust funding in the 22/23 Fiscal Year Operating expenses in order to add the line item "Special Licenses" as described in the Service Budget Narrative.

The effective date of the amendment is November 1, 2022.

*All other terms and conditions shall remain the same.*

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.**

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Santa Barbara County Department of Behavioral Wellness

CONTRACTOR BUSINESS ADDRESS

429 N. San Antonio Road

CITY

Santa Barbara

STATE

CA

ZIP

93110

PRINTED NAME OF PERSON SIGNING

Antonette "Toni" Navarro

TITLE

Director

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

DocuSigned by:

Antonette "Toni" Navarro

10/6/2022

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STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT - AMENDMENT**

STD 213A (Rev. 10/2019)

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AGREEMENT NUMBER <b>32003</b>	AMENDMENT NUMBER <b>1</b>	Purchasing Authority Number <b>1</b>
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**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTING AGENCY ADDRESS

721 Capitol Mall, 6th Floor

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

**Exhibit B.1**

STATE OF CALIFORNIA SERVICE BUDGET								DEPARTMENT OF REHABILITATION			
<input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment											
Contractor Name and Address		Contract Number			Federal ID Number			Page 1 of 1			
Santa Barbara County		32003			95-6002833						
Department of Behavioral Wellness		<b>Budget Period</b>			<b>Budget Period</b>			<b>Budget Period</b>			
429 N. San Antonio Road		July 1, 2022 - June 30, 2023			July 1, 2023 - June 30, 2024			July 1, 2024 - June 30, 2025			
Santa Barbara, CA 93110		Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)			
		11/1/2022									
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	
1	Vocational Division Manager - Special Projects (1 FTE=40 hrs/week, 12 months)	\$214,141.00	0.0500	10,707.05	\$214,141.00	0.0500	10,707.05	\$214,141.00	0.0500	10,707.05	
2	Voc Rehabilitation Specialist # 1 (1 FTE = 40 hrs/week, 12 months)	\$125,218.00	0.9800	122,713.64	\$125,218.00	0.9800	122,713.64	\$125,218.00	0.9800	122,713.64	
3	Voc Rehabilitation Specialist # 2 (1 FTE = 40 hrs/week, 12 months)	\$125,218.00	0.9800	122,713.64	\$125,218.00	0.9800	122,713.64	\$125,218.00	0.9800	122,713.64	
4	Voc Rehabilitation Specialist # 3 (1 FTE = 40 hrs/week, 12 months)	\$125,218.00	0.9800	122,713.64	\$125,218.00	0.9800	122,713.64	\$125,218.00	0.9800	122,713.64	
5											
6											
7											
8											
9											
10											
11	<b>Subtotal</b>			\$378,847.97			378,847.97			378,847.97	
12	<b>OPERATING EXPENSES</b>										
13	Office Supplies			2,300			3,300			3,300	
14	Instructional Materials			1,100			2,100			2,100	
15	Training			1,000			1,500			1,500	
16	Mileage			1,500			2,500			2,500	
17	Transportation			1,500			2,500			2,500	
18	Travel			1,500			2,500			2,500	
19	Printing/Postage			495			495			495	
20	Communication			3,000			4,000			4,000	
21	Theft Sensitive Items			10,800			10,800			10,800	
22	<b>Special Licences</b>			6,500							
23	<b>Operating Subtotal</b>			29,695.00			29,695.00			29,695.00	
24	<b>Personnel and Operating Subtotal</b>			408,542.97			408,542.97			408,542.97	
25	<b>Indirect Rate Percentage</b>			15.00%			15.00%			15.00%	
26	<b>Indirect Cost</b>			61,281			61,281			61,281	
27	<b>TOTAL (rounded to nearest dollar)</b>			469,824			469,824			469,824	

**Santa Barbara County Department of Behavioral Wellness  
Service Budget Narrative**

**The purpose of this amendment is to adjust funding in the 22/23 Fiscal Year Operating expenses in order to add the line item “Special Licenses” as described below.**

**BENEFITS**

Benefits paid for the employee such as FICA, Medicare, Unemployment Coverage, Workers’ Compensation Insurance, Medical Insurance and Retirement plan.

Unemployment	1.0%
W/C	2.5%
Social Security	6.2%
Medicare Tax	1.45%

Medical Insurance based on actual rates, times percentage work for the program. Retirement Plan is 32.84% of Salaries/Wages times the percentage work for the program.

This Service Budget narrative is to describe how service expenditures will be allocated for the provision of services to unduplicated individuals and/or participants in DOR Services (hereinafter referred to as “participants”).

**PERSONNEL**

Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

**Vocational Division Manager – Special Projects**

Allowable Activities Under this Agreement Include:

- Provides administrative direction of Mental Health Cooperative Program SBCDBW.
- Responsible for providing program guidance to the Vocational Rehabilitation Specialist.

Unallowable Traditional Duties that are the customary or typical services provided by the public agency

**Division Chief, Administrative Services**

Activities include:

- Provides administrative oversight and management staff supervision to Human Resources, Facilities & Safety, Quality Assurance/Utilization Review, Medical Records, Contract and Administrative Office.
- Represent Administration Services Division in meetings with Fiscal and Programs Divisions.
- Authorize Purchase Orders related to Contract providers

## **Vocational Rehabilitation Specialist (#1, #2, #3)**

Provides the following direct Program services: Vocational Assessment, PVSA, Employment Services including, Employment Preparation, Job Development and Placement, Employment Retention and Short-Term Supports to individuals and in group settings. Activities include:

- Liaison to Department of Rehabilitation.
- Process participant referrals from DOR and introduces participant to Vocational Services.
- Perform intake.
- Provides Vocational Assessment services and necessary participant information to the DOR Counselor to assist in determining DOR eligibility and assists participant in setting vocational goals.
- Writes up Vocational Assessment report including participant goals and recommendations and submits to DOR Counselor.
- Assists participant in developing and executing their Individualized Service Plan (ISP), including Employment Preparation, Job Development and Employment Retention.
- Provides supportive PVSA service to assist participant and DOR Counselor in the successful completion of an Individual Plan for Employment (IPE).
- Educates participants on job search techniques including interviewing strategies, identifying employment opportunities, as well as implication of the Americans with Disabilities Act (ADA) and the California Fair Employment Housing Act.
- Works with the participant to complete resumes, applications, and cover letters.
- Develops employment opportunities for participants by developing new partnerships with businesses in Santa Barbara County.
- Completes a job site analysis to ensure that the environment and job demands are commensurate with participant's abilities.
- Documents contacts with participants and tracks time, develops and delivers Monthly Progress Reports, a final Vocational Assessment Report and End of Service Reports.
- Maintains regular communication with DOR Counselors regarding participants' progress.
- Provides employment-related support to promote job adjustment and retention.
- Makes sound and informed recommendations to DOR Counselors based upon the progress and status of participants.
- Attends staff meetings as needed to support participants
- Participates in case conferences regarding services coordination meetings regarding participants.
- Attends Program Quarterly meetings
- Attends training related to contracts services
- Participates in cross-training opportunities

Unallowable Traditional Duties that are the customary or typical services provided by the public agency

## Behavioral Wellness Rehabilitation Specialist

Activities include:

- Evaluates the social adjustment or vocational needs of persons with mental or emotional disturbances.

- Works within a system of interdisciplinary departmental teams providing assessment, prevention, intervention, treatment, and related ancillary support services to people with alcohol and other drug-related problems, mental illness, and/or co-occurring conditions]

## OPERATING EXPENSES

### **Office Supplies**

Consumable office supplies used by staff on this cooperative contract may include, but are not limited to, materials such as: participant's folders, staplers, calendars, envelopes, pens, pencils, paper clips, tape, notepads, binders, computer printer cartridges, thumb drives, batteries, letterhead stationery and resume paper.

### **Instructional Materials**

Supplies used for participants on this cooperative contract that include, but are not limited to, assessment materials and instructional supplies for individual and group work with participants.

### **Training**

Registration and fees for program staff to attend training or to bring in a trainer to provide training related to contract services. Written requests must be received at least 8 weeks in advance by the DOR Contract Administrator. Training must be pre-approved in writing by the DOR Contract Administrator and federal prior approval must be received for all training costs. Training costs estimated at \$500.00 per FTE.

These funds will be directed towards providing staff on this cooperative contract with enhancements of knowledge in providing employment services to participants. The training funds will be used for training and topic areas such as vocational assessment, job development and job retention.

### **Mileage**

Consists of mileage expenses incurred for program staff on this cooperative contract related services. Reimbursement for mileage expenses when contract staff use their own private vehicles in the provision of contract services such as local job development, job coaching, monitoring and other program-related activities. Reimbursement rates not to exceed the California Department of Human Resources (CalHR) designated rates.

### **Transportation**

Costs for transporting clients in chartered vehicle and/or Santa Barbara County owned vehicles for the provision of contract services.

### **Travel**

Per diem and travel costs for program staff to travel to contract related trainings within the State of California (e.g., airfare, bus, train, rental cars, personal vehicle mileage, lodging and food costs). Reimbursed at actual costs not to exceed the CalHR designated rates as stated on CalHR website. All training-related travel costs must receive prior federal approval.

### **Printing/Postage**

Printing: Funds will be used to develop literature on the program to be used with potential employers for job development purposes, and for use with families of participants to explain the program and services offered.

Postage: Costs of mailing contract related documents to participants and DOR staff.

### **Communication**

Costs associated with program-related telephone, Internet, and fax service.

### **Theft Sensitive Items**

Nonexpendable items purchased with contract funds that have a normal life expectancy of one year or more but have a purchase price of less than \$5,000 per item. These items must be inventoried, and a copy of the inventory record must be submitted to DOR upon request. Costs related to purchase of theft sensitive items to promote job readiness skills and gainful employment. Purchase of laptop computers, printers/scanners, and electronic signature pads. Items will be used by participants to receive contractual employment services including, but not limited to, Vocational Assessment, Personal, Vocational, Social Adjustment (PVSA), Employment Preparation, Job Development and Placement, Employment Retention, and Short Term Supports. These items include laptop computers, printers/scanners, and electronic signature pads.

Computers are essential in conducting and teaching the job search process, including employment preparation activities such as resume and cover letter development, locating job openings, completing employment applications, and conducting an organized job search. Computers are also necessary for conducting labor market research, e-mail correspondence with participants, e-mail correspondence with employers, documenting participant progress and activities, and sharing information with DOR Counselors and Contract Administrator. Additionally, a printer/scanner will allow for scanning and electronic storing of documents that will contribute to more organized records and streamlined sharing of information among contract staff. The computers and laptops would only be purchased if currently existing computers and/or laptops need updating or become defective.

Vocational Rehabilitation Specialists will also need electronic signature pads to electronically save signed program related documents. Having the electronic signature pads will allow the program staff to get participant signatures on required forms in a paperless and secure format to help ensure confidentiality.

The purchase of theft-sensitive items needed for program efficiency will include the following:

#### Fiscal Year 2022-2023

- 3 laptop computers/tablets @ \$1,400 = \$4,200
- 3 desk top computers @ \$700 = \$2,100
- 3 printers/scanners @ \$500 = \$1,500
- 3 electronic signature pads @ \$300 = \$900
- 3 cellphones @ \$700 = \$2,100

Total for FY 22/23 \$10,800

#### Fiscal Year 2023-2024

- 3 laptop computers/tablets @ \$1,400 = \$4,200
- 3 desk top computers @ \$700 = \$2,100
- 3 printers/scanners @ \$500 = \$1,500
- 3 electronic signature pads @ \$300 = \$900
- 3 cellphones @ \$700 = \$2,100

Total for FY 23/24 \$10,800



Fiscal Year 2024-2025

- 3 laptop computers/tablets @ \$1,400 = \$4,200
- 3 desk top computers @ \$700 = \$2,100
- 3 printers/scanners @ \$500 = \$1,500
- 3 electronic signature pads @ \$300 = \$900
- 3 cellphones @ \$700 = \$2,100

Total for FY 24/25 \$10,800

Theft Sensitive total of \$32,400 during the 3-year contract

## **SPECIAL LICENCES**

### **Commission on the Accreditation of Rehabilitation Facilities (CARF)**

**CARF costs include, but are not limited to, initial and renewal fees for accreditation, CPR/First Aid training materials and the purchase of necessary materials to keep accreditation current.**

### **INDIRECT COST**

The indirect cost rate established for Santa Barbara County Department of Behavioral Wellness (Fund 0048) is 37%; however, the program is invoicing the maximum of 15% to this contract as provided in the DOR Contract Handbook. The indirect rate is compiled internally by the Santa Barbara County Department of Behavioral Wellness Cost Report team and certified by the Santa Barbara County Auditor-Controller Department. The indirect rate is for program-related expenses not covered in the service budget line items described previously include, but are not limited to, administrative expenses, rent, security services, liability insurances and information technology services. These are indirect costs from specific Santa Barbara County Department of Behavioral Wellness cost pools that do not provide direct services to participants.