

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Department of Mental Health

SUBMITTAL DATE:

9/27/10

SUBJECT: Ratify the Standard Agreement Amendment No. 27548A between the Riverside County Department of Mental Health and the State Department of Rehabilitation

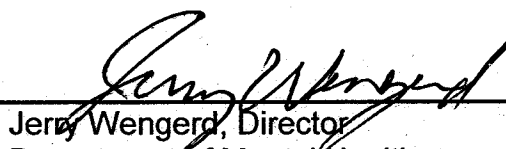
RECOMMENDED MOTION: Move that the Board of Supervisors:

- (1) Ratify the Standard Agreement Amendment No. 27548A between the Riverside County Department of Mental Health (RCDMH) and the State Department of Rehabilitation (DOR); and
- (2) Approve Resolution 2010-248 authorizing the Chairman of the Board to sign the Agreement.

BACKGROUND: On December 9, 2009, Agenda Item 3.19, the Riverside County Board of Supervisors approved the original Standard Agreement No. 27548A between the Riverside County Department of Mental Health (RCDMH) and the State Department of Rehabilitation (DOR). The State Department of Rehabilitation (DOR) was allocated American Recovery and Reinvestment Act (ARRA) funding from the Federal government in December 2009, which is now being extended to December 31, 2010, and is identified by the attached Standard Agreement Amendment No. 27548A.

Continued on page 2.

JW:EM

  
Jerry Wengerd, Director  
Department of Mental Health

FINANCIAL  
DATA

Current F.Y. Total Cost:

\$ 78,285

In Current Year Budget:

Yes

Current F.Y. Net County Cost:

\$ 0

Budget Adjustment:

No

Annual Net County Cost:

\$ 0

For Fiscal Year:

09/10 & 10/11

SOURCE OF FUNDS: State DOR 100%

Positions To Be  
Deleted Per A-30

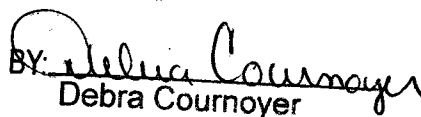
☐

Requires 4/5 Vote

☐

C.E.O. RECOMMENDATION:

APPROVE

BY:   
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley

Nays: None

Absent: None 1:22

Date: October 19, 2010

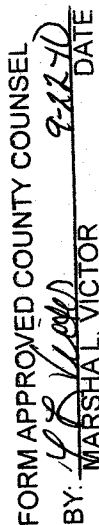
xc: Mental Health

Kecia Harper-Ihem  
Clerk of the Board

By:   
Deputy

3.37

Prev. Agn. Ref.: 12/08/09 item 3.19 | District: 1 & 4 | Agenda Number:

FORM APPROVED COUNTY COUNSEL  
DATE: 9/22/10  
BY:   
MARSHALL VICTOR

Dep't Recomm.: ☒ Consent ☐ Policy  
ATTACHMENTS FILED WITH  
Per THE CLERK OF THE BOARD ☒ Policy

Departmental Concurrence

**PAGE 2:**

**SUBJECT:** Ratify the Standard Agreement Amendment No. 27548A between the Riverside County Department of Mental Health and the State Department of Rehabilitation

**BACKGROUND: (Continued)**

This funding is intended to enhance services in accordance with ARRA principles of advancing California and local economic recovery through the maintenance and creation of jobs; transparency in reporting and fiscal accountability; and one time investment in community projects with long term sustainable results. DOR services are provided and coordinated through existing RCDMH vocational programs, RCDMH's Jefferson Wellness Program, and the Desert Vocational Cooperative. DOR services are provided to consumers of the RCDMH and the State DOR Inland Empire District as an adjunct and enhancement to the services already provided as part of the RCDMH cooperative program through DOR. The intent of the DOR services is to prepare and assist the individual(s) served to obtain and maintain meaningful and gainful employment.

The State DOR requires the County to submit an adopted Resolution stating that the Board of Supervisors approves and is entering into the agreement with the State DOR. The State also requires that the County designate the person authorized to sign the agreement. Therefore, the RCDMH is requesting that the Board of Supervisors ratify this agreement with DOR and approve Resolution 2010-228 authorizing and directing the Chairman of the Board to sign the agreement.

**PERIOD OF PERFORMANCE**

The agreement amendment is effective from July 1, 2009 through December 31, 2010, which covers FY 2009/2010 and FY 2010/2011

**FINANCIAL IMPACT:**

There is no funding match for this agreement; therefore, there is no financial impact to the County. No additional County funds are required.

**JUSTIFICATION FOR DELAY**

The Standard Agreement was received by the Mental Health Department August 9, 2010.

**RESOLUTION NO. 2010-248**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE  
APPROVING THE AMENDMENT OF THE STANDARD AGREEMENT, NO. 27548A,  
BETWEEN THE DEPARTMENT OF MENTAL HEALTH  
AND THE STATE DEPARTMENT OF REHABILITATION**

**WHEREAS**, On December 9, 2009, Agenda Item 3.19, the Riverside County Board of Supervisors approved the original Standard Agreement No. 27548A between the Riverside County Department of Mental Health (RCDMH) and the State Department of Rehabilitation (DOR) for FY 2009/2010.

**WHEREAS**, the State DOR has issued an amendment to the original agreement known as Standard Agreement Amendment No. 27548A, that covers FY 2009/2010

**WHEREAS**, the Board of Supervisors of the County of Riverside, State of California, has read the proposed amendment between the State of California, Department of Rehabilitation and the County of Riverside, Department of Mental Health.

**WHEREAS**, the Board of Supervisors acknowledges and agrees to the benefits and responsibilities to be shared by both parties in said amendment to agreement.

**NOW THEREFORE, BE IT RESOVLED, FOUND, DETERMINED, AND ORDERED** by the Board of Supervisors of the County of Riverside, State of California assembled in regular session on the date noted below, that they do hereby ratify and authorize the Chairman of the Board to sign and execute said amendment to the agreement, and agree to the terms and conditions for receipt of the funds.

**ROLL CALL:**

Ayes: Buster, Tavaglione, Stone, Benoit, and Ashley  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By: \_\_\_\_\_

Deputy

10.19.10 3.37

FORM APPROVED COUNTY COUNSEL  
BY: *MSH* 9-12-70  
MARSHAL VICTOR DATE

## STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 6 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
27548A	1
REGISTRATION NUMBER	
eP 1056970	

- This Agreement is entered into between the State Agency and Contractor named below:  
STATE AGENCY'S NAME  
Department of Rehabilitation  
CONTRACTOR'S NAME  
Riverside County Department of Mental Health
- The term of this Agreement is July 1, 2009 through December 31, 2010
- The maximum amount of this Agreement after this amendment is: ARRA CFDA # Basic Support 84.390A Award # H390A090005  
78,285.00
- 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 term of the agreement is amended to read July 1, 2009 through December 31, 2010.

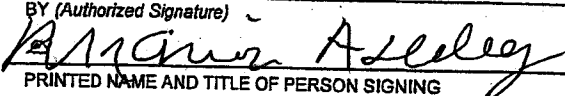

The following documents are hereby added to this agreement as amended, and shall supersede of the same exhibit documents as referred for FY 2009/2010 and FY 2010/2011.

Exhibit A (change of contract end date)  
Service Budget (DOR 801A)

The maximum amount of this agreement does not change.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <u>Riverside County Department of Mental Health</u>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <u>10-19-10</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>MARION ASHLEY</b> <b>CHAIRMAN, BOARD OF SUPERVISORS</b>		
ADDRESS <u>4095 County Circle Drive, Riverside, CA 92503</u>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <u>Department of Rehabilitation</u>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Thomas J. Dempsey, Chief, Contracts &amp; Procurement Section</u>		
ADDRESS <u>721 Capitol Mall, Sacramento, CA 95814</u>		

☐ Exempt per:

FORM APPROVED COUNTY COUNSEL

BY:   
NEAL R. KIPNIS

DATE

ATTEST

KECIA HARPER-JHEM, Clerk

BY:   
DEPUTY

OCT 19 2010

337

ARRA Cooperative Public Agency/CRP Contract  
Riverside County Department of Mental Health  
Jefferson Wellness Center

SCOPE OF WORK

**I. Introduction**

This case service contract is funded through the American Recovery and Reinvestment Act (ARRA) federal program. These funds are time-limited and intended to enhance services to individuals in accordance with the ARRA principles of:

- a) Advancing California and local economic recovery through the maintenance and creation of jobs; and
- b) Transparency in reporting and fiscal accountability; and
- c) One time investment in community projects with long term sustainable results.

This case service contract is designed to provide services through Jefferson Wellness Center and the Desert Vocational Cooperative to shared consumers of Riverside County Department of Mental Health and the Department of Rehabilitation (DOR), Inland Empire District, as an adjunct and enhancement to the services already provided as part of the Riverside County Department of Mental Health cooperative program. The intent of these services is to prepare and assist the individual(s) served to obtain and maintain meaningful employment. All DOR/ARRA consumers referred for services under this contract will meet DOR and Riverside County Department of Mental Health criteria for services; and be mutually identified by DOR and Riverside County Department of Mental Health as a cooperative program consumer who is expected to benefit from contract services.

Services will be provided at Jefferson Wellness Center in Riverside proper and surrounding areas and the Desert FSP site in Palm Springs (and surrounding areas). Services will be authorized by the DOR counselor based on individual consumer need and informed choice.

The services available under this contract are designed to prepare the cooperative program consumers with the skills necessary to secure and maintain competitive employment in agreement with their Individual Plan for Employment (IPE).

The following services will be provided to 35 unduplicated DOR/ARRA cooperative program consumers for the duration of the contract period 7/1/09-12/31/10.

---

## **II. Services to be Provided**

### **B. Employment Services (ES)**

#### Description of Service:

ARRA contract employment services are provided as an adjunct or enhancement to existing employment services.

Employment services assists a DOR/ARRA consumer to prepare for, obtain, and retain employment. ES components provide assistance in the development of job search skills, coordination of job search activities, and identification of appropriate job openings. The individual service plan will be developed jointly with the DOR/ARRA consumer including information received from the DOR SVRC in the referral form and tailoring each component of the service to the needs of the individual and to be consistent with the DOR Individualized Plan for Employment (IPE). The components include:

#### Employment Preparation:

- Application Preparation
- Appropriate work behaviors and work ethics
- Appropriate Grooming and hygiene
- Relevant work practices
- Discussion of impact of employment on disability and benefits
- Identification of additional support services

#### Employment Retention:

Upon DOR/ARRA consumer acceptance of employment of a job that is consistent with the IPE goal and meets the needs for hours, wages, and

benefits, the following Employment Retention activities will be provided for at least 90 days:

- o Phone or personal contact, on or off the job, with the DOR/ARRA consumer to determine ongoing satisfaction with the terms of employment
- o No less than two contacts a month are required for a minimum of 90 days.
- o Communication with DOR SVRC at least monthly to discuss progress and coordinate for any additional services that may be required.
- o Assistance with necessary minimal supports to sustain employment.

More intensive support services, as determined by Jefferson Wellness Center and DOR SVRC, may require the authorization of Non Supported Employment Job Coaching services.

#### Non-Supported Employment Job Coaching (NSEJC)

NSEJC provides intensive assistance and support in employment-related activities to promote job adjustment and retention.

Activities of NSEJC include on-site support services and off-site interventions for DOR/ARRA consumers, such as;

- Job destination training
- Teaching job tasks
- Assistance in integrating the DOR/ARRA consumer into the work environment through natural supports
- Assistance in changes in the work environment impacting potential for job retention
- Assistance with public support agencies
- Family and residential provider consultation
- Contact with the consumer and/or employer to ensure continued job satisfaction (for volunteer job sites)
- Assistance with monitoring Social Security Administration (SSA) reporting requirements;
- Support and counseling necessary to maintain employment.
- Consultation with the DOR/ARRA consumer / employer and others following job loss.

Riverside County Department of Mental Health will provide monthly progress reports to the referring DOR counselor, and other reports as applicable and develop a final report to DOR when ES is completed. In

addition, quarterly reports will be provided to the DOR contract administrator in the required format.

B. Service outcomes/number to be served:

For the duration of the contract period from the contract effective date through **12/31/10**, this program will serve 35 DOR/ARRA consumers in Employment Services.

---

35 will receive Employment Preparation Services

15 will receive NSE job coaching services

10 will retain their job for a minimum of 90 days and be closed by DOR in status "26"

**III. Contract Administrator/Program Coordinator**

<u>Department of Rehabilitation</u>	<u>Jefferson Wellness Center</u>
Urshella Starr, Collab. Svcs Spec.	Mental Health Services Supervisor
721 Capitol Mall, 4 <sup>th</sup> Floor	1827 Atlanta Ave. Suite D-3
Sacramento, CA 95814	Riverside, CA 92507
(916) 558-5433	(951) 955-8000
Fax (916) 558-5402	Fax: (951) 955-8010
E-Mail: <a href="mailto:ustarr@dor.ca.gov">ustarr@dor.ca.gov</a>	E-Mail: <a href="mailto:LRamos@rcmhd.org">LRamos@rcmhd.org</a>

# ARRA Coop Public Agency/CRP Contract

Attachment 1

Original

☒ Amendment

Revision

Contractor Name and Address:

Riverside County Department of Mental Health  
4095 County Circle Drive  
Riverside, CA 92503

Contract Number:

27548A

Federal ID Number:

9360009301W

Page 1 of 1

Budget Period:

7/1/09 to 6/30/10

Effective Date:

6/1/2010

Effective Date:

Line No.

Position Title & FTE

Amount Budgeted

Budget Change

Budget Change

TOTAL BUDGET

1 PERSONNEL

2 MH Fee Specialist @ 95% of FTE @ 40 hours per week

\$68,471.27

\$12,002.42

3

4

5 OPERATING

\$38,471.27

\$12,002.42

6 Communications

\$3,284.12

\$234.18

7 Janitorial Expenses

\$2,001.00

\$142.77

8 Insurance

\$1,109.40

\$116.11

9 Maintenance (Building/Equipment/Other)

\$3,685.22

\$174.12

10 Records Management

\$2,001.00

\$1.95

11 Office Supplies/Printing/Postage

\$2,001.00

\$130.44

12 Oasis Processing Financials/HRMS

\$4,014.47

\$78.51

13 Building Rental/Lease

\$4,222.11

\$133.71

14 Utilities

\$3,722.07

\$83.27

15 Memberships/Dues/Associations

\$19.95

\$1.57

16 Testing Material

\$39.89

\$0.00

17 Software

\$209.4

\$0.00

18 Training

\$65.82

\$0.24

19 Conference/Registration Fees

\$39.89

\$0.43

20 County Fleet Charges/Transportation

\$209.35

\$239.35

21

\$39.89

\$39.89

22 Bus Fare

\$39.89

\$39.89

23 Instructional Materials

\$39.89

\$0.00

24

25

26

27

28

TOTALS (rounded to nearest dollar)

\$62,841

\$15,081

Subtotal

\$17,443.04

\$1,416.43

Personnel and Operating Subtotal

\$55,914.31

\$13,418.85

INDIRECT COST

\$6,926.71

\$1,662.34

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 2 CFR Part, 215, 220, 230 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.

# ARRA Coop Public Agency/CRP Contract

Attachment 1

Original

Amendment

Revision

Contractor Name and Address:  
Riverside County Department of Mental Health  
4095 County Circle Drive  
Riverside, CA 92503

Contract Number:  
27548A

Budget Period:  
7/1/10-12/31/10

Effective Date:  
7/1/10-12/31/10

Page 1 of 1

Line No.	Position Title & FTE	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	MHPP's Specialist - 95% of FTE @ 40 hours per week	\$9,617.82	\$26,468.85		\$36,086.67
3					
4					
5	OPERATING				
	Subtotal	\$9,617.82	\$26,468.85		\$36,086.67
6	Communications				
7	Telephone Expenses	\$3,000.03			\$3,772.88
8	Insurance	\$57.23			\$157.23
9	Maintenance (Building/Equipment)	\$993.29			\$1,530.39
10	Records Management	\$3,511.15			\$3,913.61
11	Office Supplies/Printing/Postage	\$198.05			\$298.05
12	Office Processing - Financials/HRMS	\$269.56			\$369.56
13	Building/rent/lease	\$322.96			\$418.89
14	Utilities	\$4,088.40			\$5,136.52
15	Memberships/Press/Subscriptions	\$3,358.80			\$4,195.40
16	Printing Material	\$18.38			\$23.15
17	Software	\$39.89			\$49.42
18	Training	\$23.94			\$29.66
19	Conference/Registration Fees	\$65.58			\$81.31
20	County/State Charges/Transportation	\$39.46			\$48.99
21	Travel/Mileage				\$57.20
22	Bus/Fare				\$9.53
23	Instructional Materials				\$9.53
24					\$49.42
25					
26					
27					
28	INDIRECT COST				
	Subtotal	\$4,124.13	\$16,027		\$20,151
	Personnel and Operating Subtotal	\$13,741.95	\$42,495		\$56,237
	INDIRECT COST	\$1,702.36	\$5,264		\$6,966.73
	TOTALS (rounded to nearest dollar)	\$15,444	\$47,760		\$63,204

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 2 CFR Part, 215, 220, 230 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.