

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



**ITEM: 3.52**  
(ID # 28489)

**MEETING DATE:**  
Tuesday, July 29, 2025

**FROM :** RUHS-BEHAVIORAL HEALTH

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH: Ratify and Approve the Standard Agreement No. 32964 with the State of California, Department of Rehabilitation (DOR) to Provide Vocational Rehabilitation Services, in the amount of \$1,830,455, for FY 2025/2026 through FY 2027/2028 and Adopt Resolution 2025-184, Districts 1, 2, and 3. [\$610,151 annually for a total amount of \$1,830,455; 75% Federal, 25% State Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and Approve the Standard Agreement No. 32964 between Riverside University Health System (RUHS-BH) and the State of California, Department of Rehabilitation (DOR) to jointly provide vocational rehabilitation services for the term of July 1, 2025 through June 30, 2028; and
2. Adopt Resolution No. 2025-184, authorizing the Director of Behavioral Health to accept, sign, and execute Standard Agreement No. 3296. This authority shall include signature of necessary acceptance documents, exhibits, certifications, reports, and non-substantive amendments that do not increase or modify the intent of the agreement through June 30, 2028. Amendments shall be approved by County Counsel.

**ACTION:**Policy


  
Matthew Chang, Director 7/23/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: July 29, 2025  
xc: RUHS-BH

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 610,151	\$ 610,151	\$ 1,830,455	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 75% Federal, 25% State</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 25/26 – 27/28</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

RUHS–BH provides a continuum of care through County-operated and contracted providers, offering a broad range of mental health services across all geographic regions of Riverside County.

On January 29, 2019, (3.18), the Board of Supervisors approved the Standard Agreement No. 30860 between RUHS-BH and DOR to jointly provide vocational rehabilitation services to people in the County with psychiatric disabilities for the period of July 1, 2018, through June 30, 2021, and amended for FY21/22 on August 30, 2022.

On August 30, 2022, (3.62), the Board of Supervisors approved the Form 11 for Standard Agreement No. 32102 between RUHS-BH and DOR to jointly provide vocational rehabilitation services to people in the County with psychiatric disabilities for the period of July 1, 2022, through June 30, 2025, and adopted resolution No. 2022-167.

All services will be provided by RUHS-BH, Pathway to Success Programs in the Western and Mid-County regions of Riverside County. In the Mid-County region, a targeted population will be provided case services by contracted provider Victor Community Support Services. In the Desert region, case services will be provided by contracted provider Oasis Behavioral Health (Oasis Harmony). DOR will determine eligibility and functional limitations. All vocational rehabilitation services for each individual with psychiatric disabilities will be authorized by DOR. RUHS-BH will assist clients in developing an Individualized Plan for Employment (IPE), provide vocational counseling, and coordinate and provide services that will lead to a successful employment outcome.

**Impact on Citizens and Businesses**

These services are a component of the Department’s system of care, aimed at improving the health and safety of the communities of Riverside County. This agreement expands access to competitive employment and promotes economic independence for behavioral health clients. It directly supports recovery outcomes and regional workforce development, addressing a critical need for integrated mental health and employment services in Riverside County.

**Additional Fiscal Information**

The maximum amount for this three-year agreement is \$4,436,694, which includes \$1,830,455 allocated to RUHS–BH for direct services and \$2,606,239 allocated for case service contractors

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

paid directly by DOR. To draw down the \$1,830,455 in direct service funding, RUHS–BH is required to certify a match in the amount of \$1,308,123. This certified match has already been incorporated into RUHS–BH's state-funded budget for FY 2025/2026 through FY 2027/2028. There are sufficient appropriations in the Department's FY2025/26 budget. No additional County funds are required.

**Attachments**

Resolution 2025-184

Agreement No. 32964 with Department of Rehabilitation

  
Gregg Gu, Chief of Deputy County Counsel 7/23/2025

# RESOLUTION


BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, July 29, 2025, that the Chair is authorized and directed to execute on behalf of said County the Standard Agreement ID: 32964 between Riverside County and the California Department of Rehabilitation (DOR) providing for: Provide Vocational Rehabilitation Services effective July 1, 2025 through June 30, 2028.

## ROLL CALL:

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Abstain: 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.

KIMBERLY A. RECTOR, Clerk of the Board

BY:  \_\_\_\_\_  
Deputy

2  
3 RESOLUTION NO. 2025-184

4  
5 RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE  
6 APPROVE THE STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION  
7 AGREEMENT NUMBER 32964 AND AUTHORIZE THE DIRECTOR OF BEHAVIORAL  
8 HEALTH TO SIGN THE STATE AGREEMENT, ITS RELATED DOCUMENTS, REPORTS,  
9 AMENDMENTS, AND ANNUAL RENEWALS WITH DEPARTMENT OF REHABILITATION  
10 (DOR) ON BEHALF OF RIVERSIDE UNIVERSITY HEALTH SYSTEM-BEHAVIORAL  
11 HEALTH (RUHS-BH).

12  
13 **BE IT RESOLVED AND ORDERED** by the Board of Supervisors of the Coutry of Riverside,  
14 State of California, in regular session assembled on July 29, 2025, as follows:

- 15 1. Ratify and Approve the Standard Agreement No. 32964 between RUHS-BH and DOR to  
16 jointly provide vocational rehabilitation services in the amount of \$1,046,192 Annually for  
17 FY 2025/2026 through 2027/2028 for a total agreement amount of \$3,138,576, and  
18 authorize the Chairman of the Board to sign and execute the Agreements on behalf of the  
19 County; and  
20 2. Adopt Resolution No. 2025-184, authorizing the Director of Behavioral Health to accept,  
21 sign, and execute Standard Agreement No. 32964. This authority shall include signature  
22 of necessary acceptance documents, exhibits, certifications, reports, and non-substantive  
23 amendments that do not increase or modify the intent of the agreement through June 30,  
24 2028. Amendments shall be approved as to form by County Counsel.

25  
26 **ADOPTED, SIGNED, AND APPROVED** this 29 day of July, 2025 by the Board of Supervisors of the  
27 **County of Riverside.**

28 **AYES:** 5 **NOES:** 0 **ABSTENTIONS:** 0 **ABSENT:** 0

29 Approved as to form:

30 County Counsel

31 By Gregg Ju

32 Deputy County Counsel

2  
3 RESOLUTION NO. 2025-184

4 RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE  
5 APPROVE THE STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION  
6 AGREEMENT NUMBER 32964 AND AUTHORIZE THE DIRECTOR OF BEHAVIORAL  
7 HEALTH TO SIGN THE STATE AGREEMENT, ITS RELATED DOCUMENTS,  
8 REPORTS, AMENDMENTS, AND ANNUAL RENEWALS WITH DEPARTMENT OF  
9 REHABILITATION (DOR) ON BEHALF OF RIVERSIDE UNIVERSITY HEALTH  
10 SYSTEM-BEHAVIORAL HEALTH (RUHS-BH)

11 ROLL CALL:

12 Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez

13 Nays: None

14 Absent: None

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

17  
18 KIMBERLY A. RECTOR, Clerk of said Board

19  
20 By:  \_\_\_\_\_

21 Deputy

# RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, July 29, 2025, that the Chair is authorized and directed to execute on behalf of said County the Standard Agreement: 32964 between Riverside County and the California Department of Rehabilitation (DOR) providing for: Vocational Rehabilitation Services, for FY 2025/2026 through FY 2027/2028.

## ROLL CALL:

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Abstain: 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.

KIMBERLY A. RECTOR, Clerk of the Board

BY:   
Deputy

FULL Name of Corporation or Public Agency

**RIVERSIDE UNIVERSITY HEALTH SYSTEM – BEHAVIORAL HEALTH**

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

**V. MANUEL PEREZ      CHAIR, BOARD OF SUPERVISORS**

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

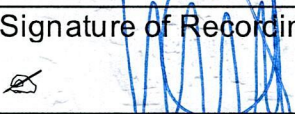
**CERTIFICATION**

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

4080 Lemon Street, Riverside, CA 92501

Date of Board Meeting	Signature of Recording Secretary	Date Signed
July 29, 2025	 <b>DEPUTY</b>	07/29/2025

County Counsel

By Gregg Ju  
Deputy County Counsel

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FULL Name of Corporation or Public Agency

RIVERSIDE UNIVERSITY HEALTH SYSTEM – BEHAVIORAL HEALTH

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WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

---

Name/Position of Person Authorized to Sign Agreement

Dr. Mathew Chang, MD, MMM Director of Behavioral Health

---

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

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**CERTIFICATION**

---

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

---

Address Where Board Meeting Held

4080 Lemon Street, Riverside, CA 92501

Date of Board Meeting	Signature of Recording Secretary	Date Signed
July 29, 2025	 DEPUTY	07/29/2025

County Counsel

By Gregg Gu  
Deputy County Counsel

07/29/2025 Item 3.52

WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

# RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, July 29, 2025, that the Chair is authorized and directed to execute on behalf of said County the Standard Agreement ID: 32964 between Riverside County and the California Department of Rehabilitation (DOR) providing for: Provide Vocational Rehabilitation Services effective July 1, 2025 through June 30, 2028.

## ROLL CALL:

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Abstain: 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.

KIMBERLY A. RECTOR, Clerk of the Board

BY: \_\_\_\_\_

Deputy

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER <b>32964</b>	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTOR NAME

County of Riverside

2. The term of this Agreement is:

START DATE

July 1, 2025 or Upon DGS Approval (whichever date is later)

THROUGH END DATE

June 30, 2028

3. The maximum amount of this Agreement is:

\$1,830,453.00 One million eight hundred thirty thousand four hundred fifty three dollars and zero cents

Certified Expense \$1,308,123.00 One million three hundred eight thousand one hundred twenty three dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	1
Exhibit A.1	Contractor's Description of Services/Deliverables	7
Exhibit B	Budget Detail and Payment Provisions	4
+ - Exhibit B.1	Contractor's Program Budget(s) and Narrative(s)	14
+ - Exhibit C	General Terms and Conditions (GTC 2/2025)	1
+ - Exhibit D	Special Terms and Conditions	7
+ - Exhibit E	Additional Provisions - Federally Funded Agreements	3
+ - Exhibit F	Additional Provisions - TPCA	3
+ - Exhibit G	Additional Provisions	1

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

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.)

County of Riverside

CONTRACTOR BUSINESS ADDRESS

PO Box 7549

CITY

Riverside

STATE

CA

ZIP

92503

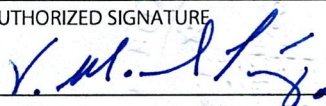
PRINTED NAME OF PERSON SIGNING

**V. MANUEL PEREZ**

TITLE

**CHAIR, BOARD OF SUPERVISORS**

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

**JUL 29 2025**

COUNTY COUNSEL:

Approved as to form

By: Gregg Ju  
Deputy County Counsel

**ATTEST:**  
**KIMBERLY M. RECTOR, Clerk**

By [Signature]  
**DEPUTY**

**WHEN DOCUMENT IS FULLY EXECUTED RETURN  
CLERK'S COPY**

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

**JUL 29 2025**  
**3.52**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

32964

PURCHASING AUTHORITY NUMBER (If Applicable)

DOR-5160

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

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTOR NAME

County of Riverside

2. The term of this Agreement is:

START DATE

July 1, 2025 or Upon DGS Approval (whichever date is later)

THROUGH END DATE

June 30, 2028

3. The maximum amount of this Agreement is:

\$1,830,453.00 One million eight hundred thirty thousand four hundred fifty three dollars and zero cents

Certified Expense \$1,308,123.00 One million three hundred eight thousand one hundred twenty three dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	1
Exhibit A.1	Contractor's Description of Services/Deliverables	7
Exhibit B	Budget Detail and Payment Provisions	4
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+ - Exhibit C	General Terms and Conditions (GTC 2/2025)	1
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+ - Exhibit F	Additional Provisions - TPCA	3
+ - Exhibit G	Additional Provisions	1

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

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.)

County of Riverside

CONTRACTOR BUSINESS ADDRESS

PO Box 7549

CITY

Riverside

STATE

CA

ZIP

92503

PRINTED NAME OF PERSON SIGNING

Matthew Chang

TITLE

Director

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

7/30/25

COUNTY COUNSEL:

Approved as to form

By: Gregg Ju  
Deputy County Counsel

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 32964	PURCHASING AUTHORITY NUMBER (If Applicable)
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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

Linda Vu

TITLE

Chief

CONTRACTING AGENCY AUTHORIZED SIGNATURE

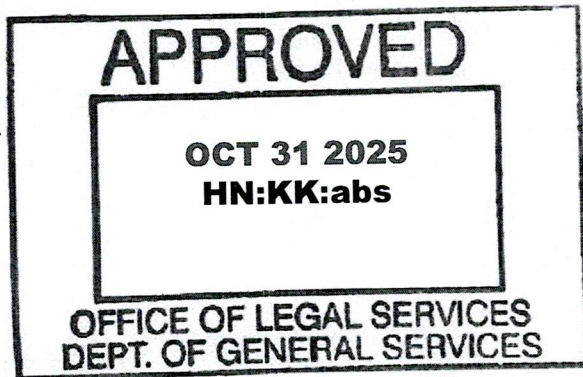
**Linda Vu**

Digitally signed by Linda Vu  
Date: 2025.10.27 15:44:11  
+07'00'

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)



STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 32964	PURCHASING AUTHORITY NUMBER (If Applicable)
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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

Linda Vu

TITLE

Chief

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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FULL Name of Corporation or Public Agency

RIVERSIDE UNIVERSITY HEALTH SYSTEM – BEHAVIORAL HEALTH

---

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

---

---

Name/Position of Person Authorized to Sign Agreement

---

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

---

### CERTIFICATION

---

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.


IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

---

Address Where Board Meeting Held

4080 Lemon Street, Riverside, CA 92501





---

Date of Board Meeting	Signature of Recording Secretary	Date Signed
		


---

GRANTEE/CONTRACTOR:  STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	SUBGRANTEE/CONTRACTEE: (Legal Corporation/Public Agency Name & Address)  COUNTY OF RIVERSIDE, RIVERSIDE UNIVERSITY HEALTH SYSTEM- BEHAVIORAL HEALTH 4095 COUNTY CIRCLE DRIVE, RIVERSIDE, CA 92503
--	--

The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature	Name (Please Type or Print)	Title (Please Type or Print)
	AMY MCCANN	RUHS COMPROLLER
	JACOB RUIZ	DEPUTY DIRECTOR
	MESLISSA NOONE	ADMINISTRATIVE SERVICES MANAGER, FISCAL ANALYSIS UNIT
	YAYAIRA CARRILLO	ADMINISTRATIVE SERVICES SUPERVISOR, FISCAL ANALYSIS UNIT

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution  	Name (Please Type or Print) MATTHEW S. CHANG	Date Signed
--	---	-------------

**COUNTY COUNSEL**

*Approved as to Form*

By Gregg Ju  
 Deputy County Counsel

**CCC 04/2017**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> RUHS-Behavioral Health		<i>Federal ID Number</i> 95-6000930
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Matthew S. Chang, MMM, Director		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**COUNTY COUNSEL**

*Approved as to Form*

By Gregg Ju  
Deputy County Counsel

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a

controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

### 3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the

Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the

contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number
COUNTY OF RIVERSIDE, RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH	95-6000930
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Matthew S. Chang, Director	
Executed in the County of	Executed in the State of
Riverside	CA
Date Executed	

**COUNTY COUNSEL**

*Approved as to Form*

By Gregg Ju  
Deputy County Counsel

**EXHIBIT A**  
**(Standard Agreement - Subvention)**  
**Scope of Work**

**1. PURPOSE**

Third Party Cooperative Agreement

**2. AUTHORITY**

Law: 29 U.S.C. §§ 721(a)(3), 730, 731, and 733; California Welfare and Institutions Code sections 19008 and 19013.

Regulations: 34 C.F.R. 361.28

Assistance Listing Number: 84.126

**3. CONTRACT ENTITIES**

Department of Rehabilitation	County of Riverside
Inland Empire District 464 W. Fourth Street, Suite 152 San Bernardino, CA 92401-1885	PO Box 7549 Riverside, CA 92503

**4. DESCRIPTION OF SERVICES/DELIVERABLES**

See attached program description – EXHIBIT A.1

**EXHIBIT A.1**  
**(Standard Agreement - Subvention)**  
**Contractor's Description of Services/Deliverables**

County of Riverside  
Third-Party Cooperative Agreement (TPCA)

**I. INTRODUCTION**

This contract is between County of Riverside - Riverside University Health System - Behavioral Health (henceforth known as RUHS-BH or "the Program"), which is a State or local public agency, and the California Department of Rehabilitation (DOR). This Third-Party Cooperative Agreement (TPCA) is designed to jointly serve the mutual unduplicated individuals and/or recipients of DOR Services (hereinafter referred to as 'participants') receiving services from the Program and DOR. Under this cooperative agreement, the Program will ensure that the services provided are not the customary or typical services provided by that Program but rather are new services that have a vocational rehabilitation focus or are existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.

RUHS-BH will provide vocational rehabilitation services to adults and transitional age youth population, ages 18 to 26 years old, with psychiatric disabilities under the terms of this contract in the Desert, Western, and Mid-County Regions of Riverside County. Vocational Rehabilitation services will be tailored to meet unique needs of Transitional Age Youth to include Vocational Assessment and advancement to Employment Services within 30 days of entry into the program. RUHS-BH will be the primary provider of referrals to the Cooperative Program. DOR may also refer participants that meet the Program's eligibility criteria. Services will also be made available to DOR participants of Blind Field Services (BFS) District as appropriate.

DOR authorizes the following services to be provided under this agreement:

- Vocational Assessment
- Personal, Vocational & Social Adjustment
- Employment Preparation
- Job Development, Placement, & Retention

**DOR SERVICES – DOR GOALS**

For fiscal year 2025-2026, a total of 90 unduplicated participants with disabilities will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 77 new cases from the referrals made by the Program
- Develop 72 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program
- Close 45 cases successfully for those participants with disabilities who achieve an employment outcome

For fiscal year 2026-2027, a total of 90 unduplicated participants with disabilities will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 77 new cases from the referrals made by the Program

- Develop 72 new IPEs for those participants DOR determines to be eligible for the VR program
- Close 45 cases successfully for those participants with disabilities who achieve an employment outcome

For fiscal year 2027-2028, a total of 90 unduplicated participants with disabilities will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 77 new cases from the referrals made by the Program
- Develop 72 new IPEs for those participants DOR determines to be eligible for the VR program
- Close 45 cases successfully for those participants with disabilities who achieve an employment outcome

## II. ASSURANCES

The Program makes the following assurances as identified in 361.28(a):

- (1) The services provided by the Program, as the public cooperating agency, are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.
- (2) The services provided by the Program, as the cooperating agency, are only available to applicants for, or recipients of, services from DOR.
- (3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of DOR (e.g., the Program will provide only those services that have been authorized by DOR under this cooperating arrangement).
- (4) All requirements of the vocational rehabilitation services portion of the Unified or Combined State Plan, including a state's order of selection, will apply to all services provided under the cooperative arrangement.

## III. SERVICES TO BE PROVIDED

The following vocational rehabilitation services will be provided by the Program in accordance with this agreement, as authorized by DOR for each individual with a disability and individualized to each program participant's needs, preferences, and interests as well as their DOR IPE goals and objectives, as appropriate.

### 1. Vocational Assessment

#### a. Description

The DOR Counselor will send a referral to authorize participants to receive Vocational Assessment. Participants receiving this service will undergo an assessment process that systemically utilizes interviews and individual modalities to assist them in understanding their strengths and weaknesses and make an informed choice about meaningful career goals leading toward vocational development.

Upon completion of an intake, the assigned Coop Behavioral Health Specialist II or COOP Employment Services Counselor II will develop an Individual Service Plan (ISP) which will include:

- Areas to be addressed
- Proposed assessment activities
- Proposed outcomes (measurable)

- Schedule/Timeline for completion
- Staff responsible

Vocational Assessment Services are limited in scope and short in duration. Services assess basic information about the participant's current educational and vocational levels, abilities, and interests through the use of a questionnaire, an interview, and review of collateral information.

Services within this category will be individualized and may include one-on-one meetings that focus on participant interest and aptitude exploration, assessment of transferable skills, work related behaviors, and identifying barriers to employment and determinants of job readiness. Medical, psychological, social, vocational, cultural, assistive technology and economic issues will be explored and incorporated into the vocational assessment process. Through this process, participants will be provided with the opportunity to assess functional capabilities, the need for accommodations and modifications, and ultimately demonstrate sufficient interest and motivation to proceed into community-based employment.

When needed, under the directions/instructions of the Coop Behavioral Health Specialist II or COOP Employment Services Counselor II, the COOP MH Peer Specialist will assist with the activities listed above.

Progress Reports on Vocational Assessment activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor, COOP Employment Services Counselor II, and Coop Behavioral Health Specialist II will provide Vocational Assessment.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 77 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 77 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 77 unduplicated participants of DOR services will receive this service

2. Personal, Vocational, and Social Adjustment

a. Description

Upon referral of the DOR Counselor, COOP Behavioral Health Specialist II or COOP Employment Services Counselor II will meet with the participant to develop an Individual Service Plan which includes:

- Areas/barriers to be addressed
- Proposed training activities
- Proposed measurable outcomes
- Schedule/timeline for completion
- Staff responsible

Personal, Vocational, and Social Adjustment (PVSA) services may be provided individually, in groups or in a classroom setting based on the participants' needs.

Participants will be assisted in developing or re-establishing skills, attitudes, personal characteristics, interpersonal skills, work behaviors, and functional capacities to achieve and maintain positive employment outcomes. This service is to address one or more barriers that are preventing a participant from successfully completing their DOR Individual Plan for Employment. Training is vocational in nature, time-limited, typically up to 40 hours and if further training is needed more hours may be authorized on a case-by-case basis. Service is goal oriented, individualized, and provided in the environment where the identified appropriate behavior is needed or occurs.

PVSA training activities target the elimination/reduction of identified barriers to employment and may include, but are not limited to, issues such as:

- Appropriate interaction in the workplace
- Grooming and hygiene as related to work
- Mobility training
- Work habits and attitudes such as: attendance, punctuality, phoning in if ill, returning promptly from breaks and lunch
- Personal budgeting, banking and bill payment.

When needed, under the directions/instructions of the COOP Behavioral Health Specialist II or COOP Employment Services Counselor II, the COOP MH Peer Specialist will assist with the services listed above.

Progress Reports on PVSA activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor, COOP Employment Services Counselor II, and Coop Behavioral Health Specialist II will provide PVSA.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 76 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 76 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 76 unduplicated participants of DOR services will receive this service

3. Employment Preparation

a. Description

Upon receiving referral from DOR Counselor, RUHS-BH will provide Employment Services to participants, who will be assisted in identifying, obtaining, and/or retaining employment commensurate with their strengths, desires, vocational, social, psychological, and medical needs and abilities.

Employment Services Intake:

COOP Employment Services Counselor II will meet with the participants and complete the following intake activities:

- Assessment and review of referral and job choice
- Review of DOR Individualized Plan for Employment (IPE)
- Review of job choice in relation to the availability of employers and job postings in the local labor market
- Analysis of pertinent collateral information and reports of prior work experiences and performance

- Determination if participant will benefit from services
- Development of an Individual Service Plan (ISP) to affirm employment goal, identify services to be provided consistent with the IPE, and include the following:
  - Employment goals and objectives
  - Employment components to be addressed
  - Proposed activities
  - Proposed outcomes (Measurable)
  - Schedule/timeline for completion
  - Persons responsible

Upon determination of participants' readiness to engage in Employment Preparation Services, a COOP Employment Services Counselor II will provide services that will include, but are not limited to: completing job applications appropriately, writing resumes, improving interview techniques, appropriate work behavior and work ethics, relevant work practices, appropriate grooming and hygiene, assistance in becoming knowledgeable regarding the impact of employment on the participant and their disability, assistance with benefits planning related to employment, identification of additional support services such as transportation, childcare, or other needs; improving verbal and physical presentation; and increasing self-confidence.

Progress Reports on Employment Preparation activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor and COOP Employment Services Counselor II will provide Employment Preparation.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 59 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 59 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 59 unduplicated participants of DOR services will receive this service

4. Job Development, Placement, & Retention

a. Description

Upon determination of a participant's preparedness to engage in job search activities, a COOP Employment Services Counselor II and participants will collaborate in the following activities as guided by the ISP:

- Identification of specific job openings appropriate for the DOR participant as indicated in their IPE and ISP.
- Contact of employers to identify job openings.
- Obtaining information detailing qualifications and work site requirements for specific job opportunities to ensure participant readiness and success on the job.
- Job Site consultation to identify or modify barriers as agreed upon with the participant.
- Negotiating job carving, work site analysis, or other job accommodations as agreed upon with the participant.

- Assisting participant in the interviewing process.
- Assisting the participant in coordinating transportation needs.
- Provision of job club or tools to assist in job search.

Individualized job development in the community is also provided to enhance placement opportunities. Program staff will actively pursue job leads in the community by means of "cold" calls, canvassing and marketing. Service implementation will consist of individual/group intervention with utilization of both RUHS-BH/Case Service Contract Staff and community resources.

Upon job placement:

- Job destination training
- Job orientation assistance
- Information on conditions of employment, such as:
  - Job duties and job description
  - Performance expectations
  - Name of immediate supervisor
  - Responsibilities of the employee
  - Wage payment practices
  - Benefits
  - Company policies and procedures including conflict resolution procedures and health and safety practices
  - Probation and performance evaluation procedures
  - Union status, as appropriate

Employment Retention:

Upon participant acceptance of employment of a job that is consistent with the IPE goal and meets the needs for hours, wages, and benefits, the COOP Employment Services Counselor II will provide at least 90 days of the following Employment Retention activities:

- Phone or personal contact, on or off the job, with the participant to determine ongoing satisfaction with the terms of employment.
- Phone or personal contact with the employer to determine ongoing satisfaction with the terms of employment as agreed upon with the participant.
- No less than two (2) contacts a month are required for a minimum of 90 days as agreed upon with the participant.
- Communication with DOR Counselor at least monthly to discuss progress and coordinate for any additional services that may be required.
- Assist with necessary minimal supports to sustain employment as agreed upon with the participant.

At completion of Employment Retention activities, and/or after 90 days of employment, a final report will be provided to the referring DOR Counselor. The report addresses the participant's ability to meet the employer's standards and performance expectations. The report will identify any specific support and resource needs necessary to retain employment.

Progress Reports on Job Development, Placement, & Retention activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor and COOP Employment Services Counselor II will provide Job Development, Placement, & Retention.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 45 unduplicated participants of DOR services will receive this service. As a result, it is expected that:
  - 45 participants will be placed in employment consistent with their IPE and
  - 45 participants will be closed successfully by DOR.
- For fiscal year 2026-2027, a total of 45 unduplicated participants of DOR services will receive this service. As a result, it is expected that:
  - 45 participants will be placed in employment consistent with their IPE and
  - 45 participants will be closed successfully by DOR.
- For fiscal year 2027-2028, a total of 45 unduplicated participants of DOR services will receive this service. As a result, it is expected that:
  - 45 participants will be placed in employment consistent with their IPE and
  - 45 participants will be closed successfully by DOR.

IV. DOR AND PROGRAM CONTACTS

Organization	Department of Rehabilitation	County of Riverside
Contact Person	Shahzia Manawer	Alea Jackson
Title	DOR Contract Administrator	Program Contract Administrator
Telephone	(909) 922-2965	(951) 358-4516
Email Address	<a href="mailto:Shahzia.Manawer@dor.ca.gov">Shahzia.Manawer@dor.ca.gov</a>	<a href="mailto:A.jackson@ruhealth.org">A.jackson@ruhealth.org</a>
Mailing Address	464 W. Fourth Street, Suite #152 San Bernardino, CA 92401-1885	2085 Rustin Avenue, Ste 5 Riverside, CA 92507

V. LINKAGES TO OTHER COMMUNITY AGENCIES

In alignment with section 101(a)(11) of the Rehabilitation Act, DOR and the Program has regular contact and ongoing working relationships with the following agencies to increase opportunities for participants and avoid duplication of services such as:

- Regional Center
- America’s Job Center of California
- Community College
- Local Education Agencies
- Chamber of Commerce
- Business Leaders Network

VI. IN-SERVICE TRAINING

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train the Program and DOR staff in each agency’s mission, goals, services, policies, procedures, and professional approaches. This may be done through quarterly meetings, monthly staff meetings, and other program related meetings.

**EXHIBIT B**  
**(Standard Agreement - Subvention)**  
**Budget Detail and Payment Provisions**

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed by the Program consistent with those authorized by DOR, and upon receipt and approval of the invoices by DOR, DOR agrees to reimburse the Program for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, approved invoices, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Program.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Program's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary, reasonable, and allocable to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited; therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1<sup>st</sup>, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the California Department of General Services' Government Claims Program, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

### C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Budgeted amounts that have not been utilized during a fiscal year shall not be carried over to another fiscal year.

### D. Invoice Claim Adjustments

1. Budgeted amounts remaining for a given line item, within a fiscal year budget, may be used to defray allowable costs under the approved budget line items contained within the same fiscal year. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

### E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.  
(Note: ALL changes must be made in bold.)

### F. Travel Reimbursements

If travel is reimbursable, the Program agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California States shall be reimbursed without prior documented written authorization from DOR.

Upon request from DOR, the Program will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs. Travel costs that benefit more than one cost objective will be allocated to this agreement in proportion to the benefit received by DOR.

## 2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall have no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Program or to furnish any other considerations under this

Agreement and the Program shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to the Program to reflect the reduced amount.

### 3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

### 4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

### 5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by DOR shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the provision of services identified in this Agreement.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Program.
- Be properly documented and supported.
- Be allocable to the services provided under the cooperative arrangement so that costs charged to the agreement are proportional to the benefits received by DOR.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Program agrees to comply with the 2 CFR part 200 Federal cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

## 6. ACCOUNTING SYSTEM REQUIREMENTS

- A. The Program must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with State and Federal regulations, and generally accepted accounting principles. The Program's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
  - Records that identify adequately the source and application of funds for federally sponsored activities.
  - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
  - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. The Program shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

**EXHIBIT B.1  
CONTRACTORS BUDGET AND NARRATIVE**

**County of Riverside**

**DOR Program Budget**

July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2028

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	FY 7/1/2025 or Upon Approval, Whichever is Later to 6/30/2026 TOTAL	FY 7/1/2026 to 6/30/2027 TOTAL	FY 7/1/2027 to 6/30/2028 TOTAL
Rehabilitation Team Unit 1 FTE = \$110,377	FTE Counselor Units	3.00 \$331,131	3.00 \$331,131	3.00 \$331,131
Case Services (Individual Consumer Expenses)		537,616	537,616	537,616
	SUBTOTAL	<u>\$868,747</u>	<u>\$868,747</u>	<u>\$868,747</u>
<b>TOTAL DOR PROGRAM COST</b>		<u>\$868,747</u>	<u>\$868,747</u>	<u>\$868,747</u>

## County of Riverside

### Program Budget and Match Summary

July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2028

	FY 7/1/2025, or Upon approval, Whichever is Later to 6/30/2026 <u>TOTALS</u>	FY 7/1/2026 to 6/30/2027 <u>TOTALS</u>	FY 7/1/2027 to 6/30/2028 <u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$868,747	\$868,747	\$868,747
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$610,151	\$610,151	\$610,151
<b>TOTAL FEDERAL COSTS</b>	\$1,478,898	\$1,478,898	\$1,478,898
Certified Match (If applicable)	\$436,041 22.77%	\$436,041 22.77%	\$436,041 22.77%
Total Federal Share	\$1,478,898 77.23%	\$1,478,898 77.23%	\$1,478,898 77.23%
Cash Match (If applicable)	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
<b>TOTAL STATE MATCH</b>	\$436,041	\$436,041	\$436,041

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

STATE OF CALIFORNIA  
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

Original

Amendment

Contractor Name and Address		Contract Number		Federal ID Number		Page X of X	
COUNTY OF RIVERSIDE PO BOX 7549 RIVERSIDE, CA 92503		32964		95-6000930		1 of 1	
Effective Date (Amendments Only)		Budget Period		Budget Period		Budget Period	
July 1, 2025, or Upon Approval Whichever is Later - June 30, 2026		July 1, 2026 - June 30, 2027		July 1, 2027 - June 30, 2028			
Effective Date (Amendments Only)		Annual FTE		Annual FTE		Annual FTE	
Line No.	PERSONNEL - Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	COOP SR Employment Services Counselor - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$120,007.32	0.763699	\$91,649.47	\$124,807.61	0.7343256	\$91,649.43
2	COOP Employment Services Counselor II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$112,888.00	0.385488	\$43,516.97	\$117,403.52	0.3712126	\$42,904.61
3	COOP Employment Services Counselor II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$112,888.00	0.3855488	\$43,523.83	\$117,403.52	0.3595816	\$42,904.61
4	COOP Employment Services Counselor II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$112,888.00	0.140974	\$15,914.27	\$117,403.52	0.1355529	\$15,914.45
5	Coop Behavioral Health Specialist II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$94,467.07	0.345636	\$32,651.22	\$98,245.75	0.3323436	\$32,651.39
6	Coop Behavioral Health Specialist II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$94,467.07	0.350928	\$33,151.14	\$98,245.75	0.3502212	\$34,618.53
7	COOP MH Peer Specialist - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$77,959.81	0.0385656	\$3,006.57	\$81,078.20	0.0371692	\$3,013.59
8	COOP MH Peer Specialist - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$77,959.81	0.799773	\$62,350.15	\$81,078.20	0.7690125	\$62,350.15
9	COOP DOR Services Supervisor - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$153,956.99	0.457617	\$70,453.34	\$160,115.27	0.4398857	\$70,290.44
10	Subtotal			\$396,216.96			\$396,297.20
11	OPERATING EXPENSES						
12	Communications			\$6,300.00			\$5,300.00
13	Janitorial			\$2,200.00			\$2,200.00
14	Insurance			\$12,500.00			\$12,500.00
15	Records Management			\$445.00			\$369.00
16	Office Supplies/ Duplication, Postage and Printing			\$11,200.00			\$10,200.00
17	CARF Accreditation						\$7,500.00
18	Rent			\$85,000.00			\$80,000.00
19	Utilities (Facilities)			\$10,504.00			\$10,000.00
20	Testing Material			\$100.00			\$100.00



**Exhibit B.1**  
**County of Riverside**  
**SERVICE BUDGET NARRATIVE**

**BENEFITS**

Full-time employee positions are allowed to enroll in all County Benefit Plans which include medical, dental, vision, flexible spending accounts, leave balance accruals, and supplemental life insurance. These employees are also required to make contributions to the Public Employee's Retirement System. Temporary employee positions are not entitled to these benefits.

Benefits percentage varies by position. On average Coop Behavioral Health Specialists II are 57% of salaries, Coop MH Peer Specialists are 59% of salaries, Coop Employment Services Counselors II are 55% of salaries and Coop Sr. Employment Services Counselor are 54% of salaries. RUHS-Behavioral Health provides CalPERS retirement plan 32.96%, Unemployment .223%, Social Security 6.2%, Medicare 1.45%, Disability 1.2%, Medical Flex Benefit (depending on the family plan Single/Family) 13-30%, Life insurance and Pension training.

This Service Budget Narrative is to describe how services expenditures for the County of Riverside - Riverside University Health System - Behavioral Health (hereinafter referred to as RUHS-BH or 'Program') will be allocated for the provision of services to unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

**PERSONNEL**

For all positions: 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).

COOP SR Employment Services Counselor

Allowable Activities Under this Agreement Include:

- Provide Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment services under the cooperative contract.
- Write Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for participants.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel participants in the development of an employability plan.
- Provide participants with assistance in obtaining employment.
- Solicit and develop sources of employment for participants.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate "cold calls" to potential employers and attend job fairs and other functions to promote participation in the cooperative program and solicit job leads.
- Interview, screen and counsel participants regarding employment barriers and advise participants regarding alternate training and employment opportunities as needed.
- Evaluate participants' interests, education, and experience to determine possible employment placements and develop plans to further participants' entry into the labor market.
- Arrange supportive services and refer participants to appropriate training and employment services; monitor and evaluate participants' progress and attendance.
- Counsel participants in interviewing skills, techniques, and etiquette for employment interviews.

- Follow up on participants after placement in job to assist with work-related problems.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Attend Administrative meetings, non-DOR trainings.
- Provide consultation to clients who are not enrolled in the DOR program.

#### COOP Employment Services Counselor II

Allowable Activities Under this Agreement Include:

- Provide Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment services under the cooperative contract.
- Write Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for participants.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel participants in the development of an employability plan.
- Provide participants with assistance in obtaining employment.
- Solicit and develop sources of employment for participants.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate "cold calls" to potential employers and attend job fairs and other functions to promote participation in the cooperative program and solicit job leads.
- Interview, screen and counsel participants regarding employment barriers and advise participants regarding alternate training and employment opportunities as needed.
- Evaluate participants' interests, education, and experience to determine possible employment placements and develop plans to further participants' entry into the labor market.
- Arrange supportive services and refer participants to appropriate training and employment services; monitor and evaluate participants' progress and attendance.
- Counsel participants in interviewing skills, techniques, and etiquette for employment interviews.
- Follow up on participants after placement in job to assist with work-related problems.

A portion of this position's time is on the Certified Expenditure Budget of this contract. Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Attend Administrative non-DOR meetings and trainings.
- Provide consultation to clients who are not enrolled in the DOR program.

#### Coop Behavioral Health Specialist II

Allowable Activities Under this Agreement Include:

- Evaluate work abilities and deficits of participants and provide up-to-date documentation to both RUHS-BH and cooperative program staff.
- Coordinate pre-Individualized Plan for Employment (IPE) and IPE services with program staff and DOR Counselor for participants.

- Assist COOP Employment Services Counselor II in providing Employment Services; Personal, Vocational, and Social Adjustment, and Vocational Assessments.
- Provide vocational skills building for participants.
- Document Vocational Assessment Reports and monthly progress reports for participants.
- Provide Vocational Assessment and Personal, Vocational, and Social Adjustment services under the cooperative contract.

A portion of this position's time is on the Certified Expenditure Budget of this contract.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Plan, supervise, and implement group activities for clients who are not enrolled in the DOR program participants.
- Monitor conduct of clients who are not enrolled in the DOR program in non-employment skill development program.
- Plan and accompany applicants/clients who are not enrolled in the DOR program on recovery/skill building outings.
- Assess and evaluate prospective full-service partnership program applicants/clients for admission to program.

#### COOP MH Peer Specialist

Allowable Activities Under this Agreement Include:

- Assist cooperative program participants to develop goals for their Individual Service Plans.
- Work with participants in eliminating barriers to employment.
- Assist cooperative program staff in providing Vocational Assessment, Employment Services, and Personal, Vocational, and Social Adjustment services.
- Provide support, guidance, and advocacy for participants/family/ caregivers as directed by the assigned Coop Behavioral Health Specialist II/COOP Employment Services Counselor II in relation to Individual Service Plan and employment goals.
- Develop activities for vocational programs and resources for participants which support or enhance employment related goals of participant/family/caregivers.
- Develop effective working relationships with agencies and organizations to advocate for and enhance employment related outcomes for the participant.
- Help participants and those who support them to articulate their needs in preparation for achieving employment and/or related goals.
- Focus on ensuring participant's satisfaction with the Vocational Services received by administering program satisfaction surveys annually.
- Document all contract service provision activities in the format agreed upon by DOR and Cooperative contract staff.
- Facilitate self-help groups such as Wellness and Recovery Action Plan which focuses on employment, how symptoms affect employment and coping techniques to overcome symptoms while at work for participants as related to their Individual Service Plan.

A portion of this position's time is on the Certified Expenditure Budget of this contract.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Work with clients who are not enrolled in the DOR program by providing pre-vocational services via facilitating "First Steps" workshops to improve wellness skills and eliminate barriers to employment.

COOP DOR Services Supervisor

Allowable Activities Under this Agreement Include:

- Plan, assign, supervise, evaluate, and coordinate the work of multidisciplinary professional cooperative program staff, and support personnel engaged in planning and providing vocational rehabilitation services to program participants individually and in groups.
- Interagency Collaboration – Developing partnerships with external agencies, community organizations, and local businesses to create additional vocational opportunities.
- Program Innovation & Expansion – Identifying gaps in service delivery, implementing new vocational rehabilitation models, workshops, or partnerships that enhance participant outcomes.
- Preparing reports, documentation, and auditing medical charts of participants.
- Training & Professional Development – Offering additional training or mentorship for staff on soft skills, cultural competency, trauma-informed care, or emerging best practices in rehabilitation services.
- Data & Quality Improvement Efforts – Conducting additional research, needs assessments, or program evaluations that go beyond contractual obligations to enhance service delivery and participant success rates.
- Interact and meet with DOR counselors, supervisor, or District Administrator as needed.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Provide clinical and/or administrative consultation to RUHS-BH staff.
- Assign, supervise, and evaluate the work of RUHS-BH staff and support personnel engaged in planning and provide mental health services to individuals and groups.
- Hiring, training, onboarding new staff, and conducting staff evaluations and performance reviews of RUHS-BH employees.

OPERATING EXPENSES

*Costs are budgeted through an appropriate allocation methodology for expenses that are shared by multiple funding categories.*

Communications

Cost of telephone and faxing services incurred by Mental Health staff in contacting cooperative program staff, participants, employers, and other individuals involved in providing services to participants in the vocational program. These costs are allocated based on the program's salary and benefits costs.

Janitorial

Janitorial expenses are allowable when the program is operating independently of existing facilities. These costs would be associated with daily facility maintenance and should be budgeted based upon allocated space for program staff. If the services are being provided in a setting within or attached to a school or building, these costs would be considered in-kind unallowable.

### Insurance

Insurance costs include but not limited to general Liability, umbrella liability, auto, theft, sexual misconduct, Workers Compensation and Property Insurance coverage necessary to maintain the program if not included in the program's indirect rate costs.

### Records Management

Annual charges for storage, microfiche, retrieval, reproduction, and destruction of participant files. Participant files are maintained in accordance with county policy.

### Office Supplies/Duplication, Postage and Printing

Office Supplies - consumable office supplies necessary for staff required in the provision of program services under the contract to be used during the contract period. Items to be purchased include but are not limited to binder clips, binders, calculator tape, envelopes, file folders, markers, paper, paper clips, pencils, pens, post-it notes, printer cartridges, staples, staplers, and stationary. This line item may also include items for the safety of personnel and participants such as Personal Protective Equipment (PPE) and safety equipment necessary. May include but not limited to masks, gloves, hand sanitizers, disinfectant spray, Plexiglass barriers, first aid kits, fire extinguishers and temperature screeners.

Duplication, Postage and Printing - postage and printing costs may include, but shall not be limited to, self-addressed envelopes, appointment cards, business cards, letterhead stationery, laminating, binding, cooperative program forms, master applications, job applications, resumes, cover letters, paper employment-related flyers, portfolio folders and pamphlets and other programmatic printed needs. These expenses will allow for program staff to communicate effectively with partners, participants and their support network and employers. Additionally, programmatic copier maintenance fees and supplies are an allowable expense.

### 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.

### Rent

Allowable expenses to lease space for the provision of program services. The amount budgeted includes Rent & Common Area Maintenance (CAM) per the lease agreement. Common areas include spaces such as conference rooms, restrooms, hallways, and lobbies. The rent charges are allocated based on the actual space usage. The program invoices only the percentage of actual rent paid, not rent rate forecasted for the contract term.

### Utilities (Facilities)

Facility expenses for costs associated to the program for electricity, gas, water, waste removal, fire safety, sewage & power fees based on a percentage allocation in comparison to the other services performed in the program office location. Actual costs are to be invoiced based upon the standard allocation process.

### Testing Material

Assessment tools to use with participants during Vocational Assessment. Will be given to participants during the evaluation stage only, based on their individual needs as determined by an initial assessment. A variety of tests or testing forms will be purchased and used to determine participants' aptitudes and interests.

### Training

Expenses such as registration and fees for program staff to attend trainings or hire a trainer for applicable program-related instruction. Trainings may encompass but not be limited to services currently identified in the contract, prospective services or current trends related to program services as outlined in Exhibit A of the contract. Training costs may be budgeted up to \$500 per Full-Time Equivalent (FTE) utilizing all contract budgets. The DOR Contract Administrator must pre-approve all training in writing.

### Transportation

Costs for transporting participants for the provision of contract services utilizing school district vans, school bus service or hired vehicle, Access, Lyft, and UBER. The expense may also include the allocated costs for fleet maintenance.

### Travel

Per diem and travel costs for contract staff to travel to contract related trainings within the State of California. Reimbursed at actual costs not to exceed CalHR designated rates as stated on the website. DOR Contract Administrator prior approval is required for all travel costs associated with training attendance.

### Mileage

Expenses allowable when program staff utilize personal vehicles in the provision of program services such as job development, job coaching, DOR meetings and/or trainings, program monitoring and other program-related activities. Costs are reimbursable utilizing CalHR designated rates found at CalHR.Ca.Gov.

### Instructional Materials

Instructional Materials may include instructional software, tangible materials, and web-based instruction sites audio/vision materials. Examples of instructional materials may include but not be limited to curriculum materials, textbooks, vocational assessments, interest inventories, consumable workbooks, instructional videos, posters, portfolios, and other appropriate vocational guidance materials. These items will be used only for or by the participants in the course of service provision.

### INDIRECT COST

These costs cover the vocational program's share of the department's fiscal, program support, IT services, human resources, and county support services. These costs are allocated based on the service and certified program's salary and benefits costs.

**COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET**  
**July 1, 2025 or Upon Approval, whichever is later – June 30, 2028**

**Contractor Name and Address**  
**COUNTY OF RIVERSIDE**  
**PO BOX 7549**  
**RIVERSIDE, CA 92503**  
**FEIN#: 95-6000930**

Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. \*\*NOTE\*\* No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.

Line No.	Item Expenditure	July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2026			July 1, 2026 – June 30, 2027			July 1, 2027 – June 30, 2028		
		Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified
1	PERSONNEL - COOP Employment Services Counselor II, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$131,301.00	0.697936649378146	\$91,639.78	\$136,553.04	0.671092932094371	\$91,639.78	\$142,015.16	0.64528167274536	\$91,639.78
2	COOP Employment Services Counselor II, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$131,301.00	0.697936649378146	\$91,639.78	\$136,553.04	0.671092932094371	\$91,639.78	\$142,015.16	0.64528167274536	\$91,639.78
3	COOP Employment Services Counselor II, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$131,301.00	0.444622737831395	\$58,366.28	\$136,553.04	0.427425709453264	\$58,366.28	\$142,015.16	0.410986263720014	\$58,366.28
4	Coop Behavioral Health Specialist II, 1 FTE = 40 hrs/k, 12 mo/yr + Benefits	\$125,201.00	0.594687982524101	\$74,443.01	\$130,209.04	0.571719213965482	\$74,443.01	\$135,417.40	0.549730019923585	\$74,443.01
5	Coop Behavioral Health Specialist II, 1 FTE = 40 hrs/k, 12 mo/yr + Benefits	\$110,197.00	0.550001451945153	\$60,608.51	\$114,604.88	0.528847549947262	\$60,608.51	\$119,189.08	0.508507239085997	\$60,608.51
6	Coop Behavioral Health Specialist II, 1 FTE = 40 hrs/k, 12 mo/yr + Benefits	\$110,197.00	0.476226757534234	\$52,478.76	\$114,604.88	0.457910343782917	\$52,478.76	\$119,189.08	0.440298389751813	\$52,478.76
7	COOP MH Peer Specialist, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$100,825.00	0.0680871807587404	\$6,864.89	\$104,858.00	0.0654684430372504	\$6,864.89	\$109,052.32	0.0629504259973561	\$6,864.89
8										
9										
10										
11										
12										
13										
14										
15	Personnel Subtotal			\$436,041.01			\$436,041.01			\$436,041.01
16	OPERATING EXPENSES									
17										
18										
19										
20										
21										
22	Operating Subtotal									
23	Personnel and Operating Subtotal			\$436,041.01			\$436,041.01			\$436,041.01
24										
25	TOTAL EXPENDITURES "CERTIFIED"			\$436,041			\$436,041			\$436,041

**County of Riverside**  
**CERTIFIED BUDGET NARRATIVE**

**BENEFITS**

Full time employee positions are allowed to enroll in all County Benefit Plans which include medical, dental, vision, flexible spending accounts, leave balance accruals, and supplemental life insurance. These employees are also required to make contributions to the Public Employee's Retirement System. Temporary employee positions are not entitled to these benefits.

Benefits percentage varies by position. On average Coop Behavioral Health Specialists II are 57% of salaries, COOP MH Peer Specialists are 59% of salaries, and COOP Employment Services Counselors II are 55% of salaries. Riverside University Health System-Behavioral Health provides CalPERS retirement plan 32.96%, Unemployment .223%, Social Security 6.2%, Medicare 1.45%, Disability 1.2%, Medical Flex Benefit (depending on the family plan Single/Family) 13-30%, Life insurance and Pension training.

This Certified Budget Narrative is to describe how the County of Riverside - Riverside University Health System - Behavioral Health (RUHS – BH) will redirect staff time specifically certified in the provision of services to program unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

**PERSONNEL**

For all positions: 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).

COOP Employment Services Counselor II

Job Requirements:

FTE: 44-70%

Allowable Contract Activities Include:

- Provide Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment services under the cooperative contract.
- Write Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for participants.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel participants in the development of an employability plan.
- Provide participants with assistance in obtaining employment.
- Solicit and develop sources of employment for participants.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate "cold calls" to potential employers and attend job fairs and other functions to promote participation in the cooperative program and solicit job leads.
- Interview, screen and counsel participants regarding employment barriers and advise participants regarding alternate training and employment opportunities as needed.
- Evaluate participants' interests, education, and experience to determine possible employment placements and develop plans to further participants' entry into the labor market.

- Arrange supportive services and refer participants to appropriate training and employment services; monitor and evaluate participants' progress and attendance.
- Counsel participants in interviewing skills, techniques, and etiquette for employment interviews.
- Follow up on participants after placement in job to assist with work-related problems.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Attend Administrative non-DOR meetings and trainings.
- Provide consultation to clients who are not enrolled in the DOR program participants.

### Coop Behavioral Health Specialist II

#### Job Requirements:

FTE: 47-60%

Allowable Contract Activities Include:

- Evaluate work abilities and deficits of participants and provide up-to-date documentation to both RUHS-BH and cooperative program staff.
- Coordinate pre-Individualized Plan for Employment (IPE) and IPE services with program staff and DOR Counselor for participants.
- Assist COOP Employment Services Counselor II in providing Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessments.
- Provide vocational skills building for participants.
- Document Vocational Assessment Reports and monthly progress reports for participants.
- Provide Vocational Assessment and Personal, Vocational, and Social Adjustment services under the cooperative contract.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Plan, supervise, and implement group activities for clients who are not enrolled in the DOR program.
- Monitor conduct of clients who are not enrolled in the DOR program in non-employment skill development program.
- Plan and accompany clients who are not enrolled in the DOR program on recovery/skill building outings.
- Assess and evaluate prospective full-service partnership program participants for admission to program.

### COOP MH Peer Specialist

#### Job Requirements:

FTE: Approximately 6%

Allowable Contract Activities Include:

- Assist cooperative program participants develop goals for their Individual Service Plans.
- Work with participants in eliminating barriers to employment.
- Assist cooperative program staff in providing Vocational Assessment, Employment Services, and Personal, Vocational, and Social Adjustment services.

- Provide support, encouragement, and advocacy for participants/family/caregivers as directed by the assigned Coop Behavioral Health Specialist II or COOP Employment Services Counselor II in relation to participants' Individual Service Plans and employment goals.
- Develop activities for vocational programs and resources for participants which support or enhance employment related goals of participant/family/caregivers.
- Develop effective working relationship with agencies and organizations to advocate for and enhance employment related outcomes for the participant.
- Help participants and those who support them to articulate their needs in preparation for achieving employment and/or related goals.
- Focus on ensuring participant and family/caregiver satisfaction with the Vocational Services received by administering program satisfaction surveys annually.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

Work with clients who are not enrolled in the DOR program by providing pre-vocational services via facilitating "First Steps" workshops to improve wellness skills and eliminate barriers to employment.

**EXHIBIT C**  
**(Standard Agreement - Subvention)**  
**General Terms and Conditions (GTC 2/2025)**

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at: [Standard Contract Language \(ca.gov\)](#). Click on the GTC 2/2025 to open the document.

**EXHIBIT D**  
**(Standard Agreement - Subvention)**  
**Special Terms and Conditions**

**1. NOTIFICATION AND COMPLIANCE**

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

The Program agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. The Program shall accept financial responsibilities in the event of non-compliance.

**2. DISPUTES**

If the Program believes that there is a dispute or grievance between the Program and the State arising out of or relating to this Agreement, the Program shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, the Program shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, the Program shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must State the issues in the dispute, the legal authority, or other basis for the Program's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Program, the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Program indicating the decision and reasons, therefore. Should the Program disagree with the Supervisor's decision, the Program may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. The Program's letter of appeal must be submitted within ten (10) working days of the receipt of the DOR Contract Administrator's Supervisor's written decision. The Program must submit a letter of appeal to the DOR Contract Officer explaining the disagreement with the Contract Administrator's Supervisor's decision. The letter must include, as an attachment, copies of the Program's original grievance report, evidence originally submitted, and response from the Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Program's letter of appeal, review the issues raised and shall render a written decision to the Program. The decision of the Director or designee shall be final.

**3. RIGHT TO TERMINATE**

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated by DOR for cause. The term "for cause" shall mean that the Program fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Program.

**4. CORRECTIVE ACTION**

If the Program is not able to meet the service goals outlined in the Scope of Work, DOR reserves the right to reduce the Service Budget in alignment with an amended Scope of Work to reflect

updated service goals that are achievable for the Program after review by the DOR Contract Administrator.

## 5. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If the Program provides training seminars, workshops, or conferences, the Program must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Program shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Program to conduct routine business matters.

## 6. INSURANCE REQUIREMENTS

### General Provisions Applying to All Policies

- A. **Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State within ten (10) days of the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. **Policy Cancellation or Termination & Notice of Non-Renewal** – The Program is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event the Program fails to keep in effect the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. **Deductible** – The Program is responsible for any deductible or self-insured retention contained within their insurance program.
- D. **Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Program is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- E. **Inadequate Insurance** – Inadequate or lack of insurance does not negate the Program obligations under the contract.
- F. **Satisfying a Self-Insured Retention (SIR)** – All insurance required by this contract must allow the State to pay and/or act as the Program's agent in satisfying any SIR. The choice to pay and/or act as the Program's agent in satisfying any SIR is at the State's discretion.
- G. **Available Coverages/Limits** – All coverage and limits available to the Program shall also be available and applicable to the State.
- H. **Subcontractors** – In the case of the Program's utilization of subcontractors to complete the contracted scope of work, the Program shall include all subcontractors as insured under the Program's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of the Program.
- I. **Hazardous Activity**  
If applicable under this contract transportation is considered a hazardous activity. The Program agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the time of this contract, the Program agrees to provide, at least 30 days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract or for a period of not less than one year. New certificates of insurance are subject to the approval of DGS/ORIM, and the Program agrees that no work or services shall be performed prior to such approval.

The State may, in addition to any other remedies it may have, terminate this contract should Program fail to comply with these provisions.

- i. Commercial General Liability – The Program shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Programs, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Program's limit of liability.

**The following must be included as part of the policy and must be noted on the certificate of insurance:** *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

**\*\*Endorsements must be provided to the DOR prior to release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.\*\***

- ii. Automobile Liability (If Applicable) – For DOR consumers being provided transportation under said Agreement, the Program shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- For public schools and other State or local public agencies: Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Program's certificate of insurance shall State a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 to 15 people** (includes driver) the certificate of insurance shall State a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall State a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

**The following must be included as part of the policy and must be noted on the certificate of insurance:** *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

**\*\*Endorsements must be provided to the DOR prior to the release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.\*\***

- iii. Workers' Compensation and Employers Liability – The Program shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.

**The workers' compensation policy shall contain a waiver of subrogation in favor of the State.**

**\*\*The waiver of subrogation endorsement must be provided to the DOR prior to release of the executed contract. The waiver of subrogation endorsement must be acceptable to the Department of Rehabilitation.\*\***

Self-insurance – The Program shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

## **7. CONTRACTOR STAFFING REQUIREMENT**

The Program certifies that its employees meet the qualifications as outlined in the job posting for the position listed on the budget. The program further certifies that staff providing services under this agreement meet the specific requirements. The Program will provide key staff resumes or duty statements for the positions identified under this agreement at DOR's request at the time of program reviews as outlined in the DOR Contract Handbook.

## **8. CONFLICT OF INTEREST**

- A. The Program certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. The Program shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain, or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

## **9. CONFIDENTIALITY**

- A. The Program agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations section 361.38 and Title 9, California Code of Regulations, section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code section 1798 et seq.).
- B. The Program agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. The Program agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, the Program agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at [iso@dor.ca.gov](mailto:iso@dor.ca.gov).
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Program or the Program's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
  2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
  3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. The Program agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. The Program agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the Program's information privacy and security policies.
- H. For Programs that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:  
<https://www.dor.ca.gov/Home/SecurityandPrivacy>.
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These State entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

## **10. AUDIT AND REVIEW REQUIREMENTS**

### **A. General Audit and Review Requirements**

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Program to determine whether the services provided, and the expenditures invoiced by the Program were in compliance with this Agreement and other applicable federal or State statutes and regulations.
2. The Program agrees that DOR, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Program shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable Federal Office of Management and Budget (OMB) cost principles and administrative requirements.
4. The Program agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. The Program agrees to maintain such records for possible audit for a minimum of seven (7) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the seven (7) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Program agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. These annual audit documents shall be maintained by the Program and provided to the auditing agency when requested. This audit shall be made in accordance with 2 CFR 200.

## **11. COMPETITIVE BIDDING AND PROCUREMENTS**

- A. The Program shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Program's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of three competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR Contract Administrator or adequate justification provided for the absence of bidding.
- B. The Program must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Program at any time.
- C. The Program should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Program must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Program must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

## **12. CONTRACT AMENDMENTS**

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

## **13. SOFTWARE**

The Program certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

#### **14. THEFT SENSITIVE ITEMS**

The DOR is requiring nonexpendable electronic items purchased to be listed under a separate line item titled "Theft Sensitive Items". The Program shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the DOR Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other electronic items required to provide contract services

Upon termination of the agreement, DOR may request equipment be returned to DOR or authorize the continued use of equipment for work to be performed under a different agreement.

The DOR reserves title to equipment purchased under this agreement that are not fully consumed during the life of the agreement.

#### **15. ATTRIBUTION**

The Program agrees to acknowledge the sponsorship of DOR with respect to any public Statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. The Program further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Program, when such individual is a DOR consumer.

#### **16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT**

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The Program certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the Program has an internal policy against a sovereign nation or peoples recognized by the United States government, the Program certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**EXHIBIT E**  
**(Standard Agreement - Subvention)**  
**Additional Provisions - Federally Funded Agreements**

**1. FEDERAL REQUIREMENTS**

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at [www.ecfr.gov](http://www.ecfr.gov) under Title 2-Grants and Agreements.

**2. FEDERAL FUNDING INTELLECTUAL PROPERTY**

A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Program must refer the discovery or invention to DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. The RSA's determination of these issues shall be considered final. In addition, DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Program agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.

C. Copyrights and Patents: The Federal awarding agency and/or DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

**3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, the Program certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

#### 4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a State agency enters into after July 1, 2012, is void if the contract is between a State agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) <https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html>

(Department of Tax and Fee Administration) <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

#### 5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
1. Subject: Discrimination on the basis of race, color, or national origin.  
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).  
Regulation: 34 CFR part 100.
  2. Subject: Discrimination on the basis of sex  
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).  
Regulations: 34 CFR part 106.
  3. Subject: Discrimination on the basis of handicap.  
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).  
Regulation: 34 CFR part 104handicap.
  4. Subject: Discrimination on the basis of age.  
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).  
Regulation: 34 CFR part 110

**6. RETURN OF INAPPROPRIATE USE OF FUNDS**

By signing this Agreement, the Program shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

**7. AMERICANS WITH DISABILITIES ACT (ADA)**

By signing this Agreement, the Program agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

**EXHIBIT F**  
**(Standard Agreement – Subvention)**  
**Additional Provisions - TPCA**

**1. MATCH REQUIREMENTS**

The Program shall submit the certified expenditure invoice on a timely basis (i.e. same time as submission of service budget invoice) for proper DOR processing. To ensure sufficient match is available to leverage federal funding, the contractor is required to submit 100% of their obligated certified/cash match to meet their full budgeted amount by the end of each fiscal year. Refer to the Contract Handbook for Case Services and Cooperative Program Agreements for more information regarding certified/cash match requirements.

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. The Program shall certify to the State, on a monthly basis as specified in Exhibit B and G, the Program's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Program for any contributions made by the Program in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Program is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Program for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. The Program's contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

Certified match only includes:

Certified personnel expenditures for the time Program staff spend providing direct VR services under the TPCA. This may include the allocable portion of staff salary and fringe benefits based upon the amount of time cooperating agency staff directly spend providing services under the arrangement.

Third-party in-kind contributions are an unallowable source of match in the VR program whether provided via this agreement or other mechanism (34 C.F.R. § 361.60(b)(2)). This includes:

- A. Certified time for individuals not directly providing VR services, such as principals, administrators, secretaries and supervisors; and
- B. Certified expenditures for the costs incurred by the TPCA not directly for the provision of VR services, such as, indirect costs, depreciation, existing utilities and space donated for use under the TPCA.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year the Program will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Program in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Program shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

**2. INDIRECT COSTS**

Indirect costs are allowable expenses 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 200. 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 fixed rate and there is a 15% cap on the service budget. State

**3. DOR'S CONTRACT MONITORING**

The DOR Contract Administrator will monitor and document the Program's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes, and manner specified in the Agreement, and that the Program prepares and submits adequate documentation by the Program to support the services provided, expenditures reimbursements, and/or any applicable match requirements. Appropriate documentation may include, but is not limited to the Program's goal outcomes, consumer progress reports, a monthly client list of consumers provided services, and a corresponding monthly Service Invoice(s) (DR801B) and Certified Expenditure Summaries as appropriate.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period, including costs paid by the Program are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1<sup>st</sup>, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the Program has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

- G. 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 Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Program is preparing and maintaining personnel activity reports in compliance with the applicable cost principles in 2.C.F.R. part 200.
- J. Verify that all Agreement staff are providing services in accordance with their duties and qualifications specified in the Agreement, including ensuring that:
- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
  - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
  - Ensure that the Program has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
  - Verify that Contract staff provide services only to authorized DOR consumers.

#### **4. CONTRACT HANDBOOK**

The Program acknowledges and agrees with the policies requirements and conditions of the DOR Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

**EXHIBIT G**  
**(Standard Agreement - Subvention)**  
**Additional Provisions**

**I. CONTRACT MONITORING AND REPORTING**

The Program Contract Administrator shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of program participants/DOR consumers served that month.
- Ensuring Program Personnel Activity Reports or time reporting documents and a list of student/DOR clients served are prepared and maintained by the Program staff in accordance with 2 CFR 200 and reflect accurate reporting, on a monthly basis in accordance with invoicing requirements stipulated in Exhibit B. These documents can be reviewed and maintained electronically to allow for flexibility in either on-site or off-site monitoring, as needed.
- Submitting Program Personnel Activity Reports or time reporting documents, supporting documentation, and a list of student/DOR consumers served, as requested by the DOR Contract Administrator.
- Meeting with the DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings.
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator.
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for the student/DOR consumer receiving contract services. Progress reports should include the student/DOR consumer's name and other necessary or required information to document the services provided and the individual student/DOR consumer's progress in those services.

**II. TRANSPORTATION**

The Program will provide transportation for up to 7 participants, including the driver.



May 1, 2025

County of Riverside  
PO Box 7549  
Riverside, CA 92503

**CONTRACT #32964**

Attention: Alea Jackson

Attached is your agreement for Fiscal Years 2025/2026, 2026/2027, 2027/2028.

**Please return the required documents listed below to the following email address: julie.sanchez@dor.ca.gov. Please include your contract number in the subject line.**

- **Electronically signed** Standard Agreement form (STD 213)
- **Electronically signed** Signature Authorization Form (DR325).
- Board Approval - Submit one of the following that applies: **Electronically signed** Board Resolution Form (DR324), Board minutes clearly stating the assigned member has authorization to sign and executed any and all DOR contract documents, or a letter on official letterhead indicating the authorized signer is an elected official.
- **Electronically signed** Contractor Certification Clauses (CCC 4/2017). The CCC package contains clauses and conditions that may apply to your agreement and to persons doing business with the State of California. Sign and return the first page of the current CCC. Failure to do will prohibit the State of California from doing business with your company.
- **Electronically signed** Unruh Civil Rights Act and the Fair Employment & Housing Act. This form must be received to execute the agreement.
- Current Certificate of General Liability Insurance and required endorsement. See Exhibit D for specific insurance requirements.
- Current Certificate of Worker's Compensation Insurance and required Waiver of Subrogation. See Exhibit D for specific insurance requirements.
- Current Certificate of Auto Liability Insurance and required endorsement (if applicable). See Exhibit D for specific insurance requirements.

This Agreement cannot be considered binding on either party until approved by appropriate authorized State Agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval.

**Expeditious handling of this Agreement is appreciated.** Please contact me at: [julie.sanchez@dor.ca.gov](mailto:julie.sanchez@dor.ca.gov) if you have any questions.

Sincerely,

/s/Julie Sanchez, Assistant Chief  
Contracts and Procurement Section

Enclosures  
cc: Contract Administrator

**EXHIBIT A**  
**(Standard Agreement - Subvention)**  
**Scope of Work**

**1. PURPOSE**

Third Party Cooperative Agreement

**2. AUTHORITY**

Law: 29 U.S.C. §§ 721(a)(3), 730, 731, and 733; California Welfare and Institutions Code sections 19008 and 19013.

Regulations: 34 C.F.R. 361.28

Assistance Listing Number: 84.126

**3. CONTRACT ENTITIES**

Department of Rehabilitation	County of Riverside
Inland Empire District 464 W. Fourth Street, Suite 152 San Bernardino, CA 92401-1885	PO Box 7549 Riverside, CA 92503

**4. DESCRIPTION OF SERVICES/DELIVERABLES**

**See attached program description – EXHIBIT A.1**

**EXHIBIT A.1**  
**(Standard Agreement - Subvention)**  
**Contractor's Description of Services/Deliverables**

County of Riverside  
Third-Party Cooperative Agreement (TPCA)

**I. INTRODUCTION**

This contract is between County of Riverside - Riverside University Health System - Behavioral Health (henceforth known as RUHS-BH or "the Program"), which is a State or local public agency, and the California Department of Rehabilitation (DOR). This Third-Party Cooperative Agreement (TPCA) is designed to jointly serve the mutual unduplicated individuals and/or recipients of DOR Services (hereinafter referred to as 'participants') receiving services from the Program and DOR. Under this cooperative agreement, the Program will ensure that the services provided are not the customary or typical services provided by that Program but rather are new services that have a vocational rehabilitation focus or are existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.

RUHS-BH will provide vocational rehabilitation services to adults and transitional age youth population, ages 18 to 26 years old, with psychiatric disabilities under the terms of this contract in the Desert, Western, and Mid-County Regions of Riverside County. Vocational Rehabilitation services will be tailored to meet unique needs of Transitional Age Youth to include Vocational Assessment and advancement to Employment Services within 30 days of entry into the program. RUHS-BH will be the primary provider of referrals to the Cooperative Program. DOR may also refer participants that meet the Program's eligibility criteria.

Services will also be made available to DOR participants of Blind Field Services (BFS) District as appropriate.

DOR authorizes the following services to be provided under this agreement:

- Vocational Assessment
- Personal, Vocational & Social Adjustment
- Employment Preparation
- Job Development, Placement, & Retention

**DOR SERVICES – DOR GOALS**

For fiscal year 2025-2026, a total of 90 unduplicated participants with disabilities will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 77 new cases from the referrals made by the Program
- Develop 72 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program
- Close 45 cases successfully for those participants with disabilities who achieve an employment outcome

For fiscal year 2026-2027, a total of 90 unduplicated participants with disabilities will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 77 new cases from the referrals made by the Program

- Develop 72 new IPEs for those participants DOR determines to be eligible for the VR program
- Close 45 cases successfully for those participants with disabilities who achieve an employment outcome

For fiscal year 2027-2028, a total of 90 unduplicated participants with disabilities will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 77 new cases from the referrals made by the Program
- Develop 72 new IPEs for those participants DOR determines to be eligible for the VR program
- Close 45 cases successfully for those participants with disabilities who achieve an employment outcome

## II. ASSURANCES

The Program makes the following assurances as identified in 361.28(a):

- (1) The services provided by the Program, as the public cooperating agency, are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.
- (2) The services provided by the Program, as the cooperating agency, are only available to applicants for, or recipients of, services from DOR.
- (3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of DOR (e.g., the Program will provide only those services that have been authorized by DOR under this cooperating arrangement).
- (4) All requirements of the vocational rehabilitation services portion of the Unified or Combined State Plan, including a state's order of selection, will apply to all services provided under the cooperative arrangement.

## III. SERVICES TO BE PROVIDED

The following vocational rehabilitation services will be provided by the Program in accordance with this agreement, as authorized by DOR for each individual with a disability and individualized to each program participant's needs, preferences, and interests as well as their DOR IPE goals and objectives, as appropriate.

### 1. Vocational Assessment

#### a. Description

The DOR Counselor will send a referral to authorize participants to receive Vocational Assessment. Participants receiving this service will undergo an assessment process that systemically utilizes interviews and individual modalities to assist them in understanding their strengths and weaknesses and make an informed choice about meaningful career goals leading toward vocational development.

Upon completion of an intake, the assigned Coop Behavioral Health Specialist II or COOP Employment Services Counselor II will develop an Individual Service Plan (ISP) which will include:

- Areas to be addressed
- Proposed assessment activities
- Proposed outcomes (measurable)

- Schedule/Timeline for completion
- Staff responsible

Vocational Assessment Services are limited in scope and short in duration. Services assess basic information about the participant's current educational and vocational levels, abilities, and interests through the use of a questionnaire, an interview, and review of collateral information.

Services within this category will be individualized and may include one-on-one meetings that focus on participant interest and aptitude exploration, assessment of transferable skills, work related behaviors, and identifying barriers to employment and determinants of job readiness. Medical, psychological, social, vocational, cultural, assistive technology and economic issues will be explored and incorporated into the vocational assessment process. Through this process, participants will be provided with the opportunity to assess functional capabilities, the need for accommodations and modifications, and ultimately demonstrate sufficient interest and motivation to proceed into community-based employment.

When needed, under the directions/instructions of the Coop Behavioral Health Specialist II or COOP Employment Services Counselor II, the COOP MH Peer Specialist will assist with the activities listed above.

Progress Reports on Vocational Assessment activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor, COOP Employment Services Counselor II, and Coop Behavioral Health Specialist II will provide Vocational Assessment.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 77 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 77 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 77 unduplicated participants of DOR services will receive this service

2. Personal, Vocational, and Social Adjustment

a. Description

Upon referral of the DOR Counselor, COOP Behavioral Health Specialist II or COOP Employment Services Counselor II will meet with the participant to develop an Individual Service Plan which includes:

- Areas/barriers to be addressed
- Proposed training activities
- Proposed measurable outcomes
- Schedule/timeline for completion
- Staff responsible

Personal, Vocational, and Social Adjustment (PVSA) services may be provided individually, in groups or in a classroom setting based on the participants' needs.

Participants will be assisted in developing or re-establishing skills, attitudes, personal characteristics, interpersonal skills, work behaviors, and functional capacities to achieve and maintain positive employment outcomes. This service is to address one or more barriers that are preventing a participant from successfully completing their DOR Individual Plan for Employment. Training is vocational in nature, time-limited, typically up to 40 hours and if further training is needed more hours may be authorized on a case-by-case basis. Service is goal oriented, individualized, and provided in the environment where the identified appropriate behavior is needed or occurs.

PVSA training activities target the elimination/reduction of identified barriers to employment and may include, but are not limited to, issues such as:

- Appropriate interaction in the workplace
- Grooming and hygiene as related to work
- Mobility training
- Work habits and attitudes such as: attendance, punctuality, phoning in if ill, returning promptly from breaks and lunch
- Personal budgeting, banking and bill payment.

When needed, under the directions/instructions of the COOP Behavioral Health Specialist II or COOP Employment Services Counselor II, the COOP MH Peer Specialist will assist with the services listed above.

Progress Reports on PVSA activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor, COOP Employment Services Counselor II, and Coop Behavioral Health Specialist II will provide PVSA.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 76 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 76 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 76 unduplicated participants of DOR services will receive this service

3. Employment Preparation

a. Description

Upon receiving referral from DOR Counselor, RUHS-BH will provide Employment Services to participants, who will be assisted in identifying, obtaining, and/or retaining employment commensurate with their strengths, desires, vocational, social, psychological, and medical needs and abilities.

Employment Services Intake:

COOP Employment Services Counselor II will meet with the participants and complete the following intake activities:

- Assessment and review of referral and job choice
- Review of DOR Individualized Plan for Employment (IPE)
- Review of job choice in relation to the availability of employers and job postings in the local labor market
- Analysis of pertinent collateral information and reports of prior work experiences and performance

- Determination if participant will benefit from services
- Development of an Individual Service Plan (ISP) to affirm employment goal, identify services to be provided consistent with the IPE, and include the following:
  - Employment goals and objectives
  - Employment components to be addressed
  - Proposed activities
  - Proposed outcomes (Measurable)
  - Schedule/timeline for completion
  - Persons responsible

Upon determination of participants' readiness to engage in Employment Preparation Services, a COOP Employment Services Counselor II will provide services that will include, but are not limited to: completing job applications appropriately, writing resumes, improving interview techniques, appropriate work behavior and work ethics, relevant work practices, appropriate grooming and hygiene, assistance in becoming knowledgeable regarding the impact of employment on the participant and their disability, assistance with benefits planning related to employment, identification of additional support services such as transportation, childcare, or other needs; improving verbal and physical presentation; and increasing self-confidence.

Progress Reports on Employment Preparation activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor and COOP Employment Services Counselor II will provide Employment Preparation.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 59 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 59 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 59 unduplicated participants of DOR services will receive this service

4. Job Development, Placement, & Retention

a. Description

Upon determination of a participant's preparedness to engage in job search activities, a COOP Employment Services Counselor II and participants will collaborate in the following activities as guided by the ISP:

- Identification of specific job openings appropriate for the DOR participant as indicated in their IPE and ISP.
- Contact of employers to identify job openings.
- Obtaining information detailing qualifications and work site requirements for specific job opportunities to ensure participant readiness and success on the job.
- Job Site consultation to identify or modify barriers as agreed upon with the participant.
- Negotiating job carving, work site analysis, or other job accommodations as agreed upon with the participant.

- Assisting participant in the interviewing process.
- Assisting the participant in coordinating transportation needs.
- Provision of job club or tools to assist in job search.

Individualized job development in the community is also provided to enhance placement opportunities. Program staff will actively pursue job leads in the community by means of “cold” calls, canvassing and marketing. Service implementation will consist of individual/group intervention with utilization of both RUHS-BH/Case Service Contract Staff and community resources.

Upon job placement:

- Job destination training
- Job orientation assistance
- Information on conditions of employment, such as:
  - Job duties and job description
  - Performance expectations
  - Name of immediate supervisor
  - Responsibilities of the employee
  - Wage payment practices
  - Benefits
  - Company policies and procedures including conflict resolution procedures and health and safety practices
  - Probation and performance evaluation procedures
  - Union status, as appropriate

Employment Retention:

Upon participant acceptance of employment of a job that is consistent with the IPE goal and meets the needs for hours, wages, and benefits, the COOP Employment Services Counselor II will provide at least 90 days of the following Employment Retention activities:

- Phone or personal contact, on or off the job, with the participant to determine ongoing satisfaction with the terms of employment.
- Phone or personal contact with the employer to determine ongoing satisfaction with the terms of employment as agreed upon with the participant.
- No less than two (2) contacts a month are required for a minimum of 90 days as agreed upon with the participant.
- Communication with DOR Counselor at least monthly to discuss progress and coordinate for any additional services that may be required.
- Assist with necessary minimal supports to sustain employment as agreed upon with the participant.

At completion of Employment Retention activities, and/or after 90 days of employment, a final report will be provided to the referring DOR Counselor. The report addresses the participant’s ability to meet the employer’s standards and performance expectations. The report will identify any specific support and resource needs necessary to retain employment.

Progress Reports on Job Development, Placement, & Retention activities will be provided to the DOR Counselor.

COOP SR Employment Services Counselor and COOP Employment Services Counselor II will provide Job Development, Placement, & Retention.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 45 unduplicated participants of DOR services will receive this service. As a result, it is expected that:
  - 45 participants will be placed in employment consistent with their IPE and
  - 45 participants will be closed successfully by DOR.
- For fiscal year 2026-2027, a total of 45 unduplicated participants of DOR services will receive this service. As a result, it is expected that:
  - 45 participants will be placed in employment consistent with their IPE and
  - 45 participants will be closed successfully by DOR.
- For fiscal year 2027-2028, a total of 45 unduplicated participants of DOR services will receive this service. As a result, it is expected that:
  - 45 participants will be placed in employment consistent with their IPE and
  - 45 participants will be closed successfully by DOR.

IV. DOR AND PROGRAM CONTACTS

Organization	Department of Rehabilitation	County of Riverside
Contact Person	Shahzia Manawer	Alea Jackson
Title	DOR Contract Administrator	Program Contract Administrator
Telephone	(909) 922-2965	(951) 358-4516
Email Address	<a href="mailto:Shahzia.Manawer@dor.ca.gov">Shahzia.Manawer@dor.ca.gov</a>	<a href="mailto:A.jackson@ruhealth.org">A.jackson@ruhealth.org</a>
Mailing Address	464 W. Fourth Street, Suite #152 San Bernardino, CA 92401-1885	2085 Rustin Avenue, Ste 5 Riverside, CA 92507

V. LINKAGES TO OTHER COMMUNITY AGENCIES

In alignment with section 101(a)(11) of the Rehabilitation Act, DOR and the Program has regular contact and ongoing working relationships with the following agencies to increase opportunities for participants and avoid duplication of services such as:

- Regional Center
- America’s Job Center of California
- Community College
- Local Education Agencies
- Chamber of Commerce
- Business Leaders Network

VI. IN-SERVICE TRAINING

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train the Program and DOR staff in each agency’s mission, goals, services, policies, procedures, and professional approaches. This may be done through quarterly meetings, monthly staff meetings, and other program related meetings.

**EXHIBIT B**  
**(Standard Agreement - Subvention)**  
**Budget Detail and Payment Provisions**

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed by the Program consistent with those authorized by DOR, and upon receipt and approval of the invoices by DOR, DOR agrees to reimburse the Program for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, approved invoices, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Program.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Program's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary, reasonable, and allocable to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited; therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1<sup>st</sup>, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the California Department of General Services' Government Claims Program, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

### C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Budgeted amounts that have not been utilized during a fiscal year shall not be carried over to another fiscal year.

### D. Invoice Claim Adjustments

1. Budgeted amounts remaining for a given line item, within a fiscal year budget, may be used to defray allowable costs under the approved budget line items contained within the same fiscal year. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

### E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.  
(Note: ALL changes must be made in bold.)

### F. Travel Reimbursements

If travel is reimbursable, the Program agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California States shall be reimbursed without prior documented written authorization from DOR.

Upon request from DOR, the Program will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs. Travel costs that benefit more than one cost objective will be allocated to this agreement in proportion to the benefit received by DOR.

## 2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall have no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Program or to furnish any other considerations under this

Agreement and the Program shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to the Program to reflect the reduced amount.

### 3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

### 4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

### 5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by DOR shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the provision of services identified in this Agreement.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Program.
- Be properly documented and supported.
- Be allocable to the services provided under the cooperative arrangement so that costs charged to the agreement are proportional to the benefits received by DOR.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Program agrees to comply with the 2 CFR part 200 Federal cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

## 6. ACCOUNTING SYSTEM REQUIREMENTS

- A. The Program must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with State and Federal regulations, and generally accepted accounting principles. The Program's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
  - Records that identify adequately the source and application of funds for federally sponsored activities.
  - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
  - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. The Program shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

**EXHIBIT B.1  
CONTRACTORS BUDGET AND NARRATIVE**

County of Riverside

DOR Program Budget

July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2028

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	FY 7/1/2025 or Upon Approval, Whichever is Later to 6/30/2026 TOTAL	FY 7/1/2026 to 6/30/2027 TOTAL	FY 7/1/2027 to 6/30/2028 TOTAL
Rehabilitation Team Unit 1 FTE = \$110,377	FTE Counselor Units	3.00 \$331,131	3.00 \$331,131	3.00 \$331,131
Case Services (Individual Consumer Expenses)		537,616	537,616	537,616
	SUBTOTAL	\$868,747	\$868,747	\$868,747
TOTAL DOR PROGRAM COST		\$868,747	\$868,747	\$868,747

## County of Riverside

### Program Budget and Match Summary

July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2028

	FY 7/1/2025, or Upon approval, Whichever is Later to 6/30/2026 <u>TOTALS</u>	FY 7/1/2026 to 6/30/2027 <u>TOTALS</u>	FY 7/1/2027 to 6/30/2028 <u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$868,747	\$868,747	\$868,747
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$610,151	\$610,151	\$610,151
<b>TOTAL FEDERAL COSTS</b>	<b>\$1,478,898</b>	<b>\$1,478,898</b>	<b>\$1,478,898</b>
Certified Match (If applicable)	\$436,041 22.77%	\$436,041 22.77%	\$436,041 22.77%
Total Federal Share	\$1,478,898 77.23%	\$1,478,898 77.23%	\$1,478,898 77.23%
Cash Match (If applicable)	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
<b>TOTAL STATE MATCH</b>	<b>\$436,041</b>	<b>\$436,041</b>	<b>\$436,041</b>

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

STATE OF CALIFORNIA  
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

Original

Amendment

<b>Contractor Name and Address</b>		<b>Contract Number</b>			<b>Federal ID Number</b>			<b>Page X of X</b>		
COUNTY OF RIVERSIDE PO BOX 7549 RIVERSIDE, CA 92503		32964			95-6000930			1 of 1		
		<b>Budget Period</b>			<b>Budget Period</b>			<b>Budget Period</b>		
		July 1, 2025, or Upon Approval Whichever is Later – June 30, 2026			July 1, 2026 – June 30, 2027			July 1, 2027 – June 30, 2028		
		<b>Effective Date (Amendments Only)</b>			<b>Effective Date (Amendments Only)</b>			<b>Effective Date (Amendments Only)</b>		

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	COOP SR Employment Services Counselor - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$120,007.32	0.763699	\$91,649.47	\$124,807.61	0.7343256	\$91,649.42	\$129,799.92	0.7060823	\$91,649.43
2	COOP Employment Services Counselor II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$112,888.00	0.385488	\$43,516.97	\$117,403.52	0.3712126	\$43,581.67	\$122,099.66	0.3513901	\$42,904.61
3	COOP Employment Services Counselor II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$112,888.00	0.3855488	\$43,523.83	\$117,403.52	0.3595816	\$42,216.15	\$122,099.66	0.3513901	\$42,904.61
4	COOP Employment Services Counselor II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$112,888.00	0.140974	\$15,914.27	\$117,403.52	0.1355529	\$15,914.39	\$122,099.66	0.1303398	\$15,914.45
5	Coop Behavioral Health Specialist II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$94,467.07	0.345636	\$32,651.22	\$98,245.75	0.3323436	\$32,651.35	\$102,175.58	0.3195616	\$32,651.39
6	Coop Behavioral Health Specialist II - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$94,467.07	0.350928	\$33,151.14	\$98,245.75	0.3502212	\$34,407.74	\$102,175.58	0.3388141	\$34,618.53
7	COOP MH Peer Specialist - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$77,959.81	0.0385656	\$3,006.57	\$81,078.20	0.0371692	\$3,013.61	\$84,321.33	0.0357394	\$3,013.59
8	COOP MH Peer Specialist - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$77,959.81	0.799773	\$62,350.15	\$81,078.20	0.7690125	\$62,350.15	\$84,321.33	0.7394351	\$62,350.15
9	COOP DOR Services Supervisor - 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$153,956.99	0.457617	\$70,453.34	\$160,115.27	0.4398857	\$70,432.42	\$166,519.88	0.42211442	\$70,290.44
10	Subtotal			\$396,216.96			\$396,216.89			\$396,297.20
11	<b>OPERATING EXPENSES</b>									
12	Communications			\$6,300.00			\$6,300.00			\$5,300.00
13	Janitorial			\$2,200.00			\$2,200.00			\$2,200.00
14	Insurance			\$12,500.00			\$12,500.00			\$12,500.00
15	Records Management			\$445.00			\$445.00			\$369.00
16	Office Supplies/ Duplication, Postage and Printing			\$11,200.00			\$11,200.00			\$10,200.00
17	CARF Accreditation									\$7,500.00
18	Rent			\$85,000.00			\$85,000.00			\$80,000.00
19	Utilities (Facilities)			\$10,504.00			\$10,504.00			\$10,000.00
20	Testing Material			\$100.00			\$100.00			\$100.00

21	Training		\$100.00		\$100.00		\$100.00
22	Transportation		\$5,200.00		\$5,200.00		\$5,200.00
23	Travel		\$100.00		\$100.00		\$100.00
24	Mileage		\$400.00		\$400.00		\$400.00
25	Instructional Materials		\$300.00		\$300.00		\$300.00
26	Operating Subtotal		\$134,349.00		\$134,349.00		\$134,269.00
27	Personnel and Operating Subtotal		\$530,565.96		\$530,565.89		\$530,566.20
28	Indirect Rate Percentage		15%		15%		15%
29	Indirect Cost		\$79,584.89		\$79,584.88		\$79,584.93
30	TOTAL (rounded to nearest dollar)		\$610,151		\$610,151		\$610,151

**Exhibit B.1**  
**County of Riverside**  
**SERVICE BUDGET NARRATIVE**

**BENEFITS**

Full-time employee positions are allowed to enroll in all County Benefit Plans which include medical, dental, vision, flexible spending accounts, leave balance accruals, and supplemental life insurance. These employees are also required to make contributions to the Public Employee's Retirement System. Temporary employee positions are not entitled to these benefits.

Benefits percentage varies by position. On average Coop Behavioral Health Specialists II are 57% of salaries, Coop MH Peer Specialists are 59% of salaries, Coop Employment Services Counselors II are 55% of salaries and Coop Sr. Employment Services Counselor are 54% of salaries. RUHS-Behavioral Health provides CalPERS retirement plan 32.96%, Unemployment .223%, Social Security 6.2%, Medicare 1.45%, Disability 1.2%, Medical Flex Benefit (depending on the family plan Single/Family) 13-30%, Life insurance and Pension training.

This Service Budget Narrative is to describe how services expenditures for the County of Riverside - Riverside University Health System - Behavioral Health (hereinafter referred to as RUHS-BH or 'Program') will be allocated for the provision of services to unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

**PERSONNEL**

For all positions: 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).

COOP SR Employment Services Counselor

Allowable Activities Under this Agreement Include:

- Provide Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment services under the cooperative contract.
- Write Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for participants.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel participants in the development of an employability plan.
- Provide participants with assistance in obtaining employment.
- Solicit and develop sources of employment for participants.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate "cold calls" to potential employers and attend job fairs and other functions to promote participation in the cooperative program and solicit job leads.
- Interview, screen and counsel participants regarding employment barriers and advise participants regarding alternate training and employment opportunities as needed.
- Evaluate participants' interests, education, and experience to determine possible employment placements and develop plans to further participants' entry into the labor market.
- Arrange supportive services and refer participants to appropriate training and employment services; monitor and evaluate participants' progress and attendance.
- Counsel participants in interviewing skills, techniques, and etiquette for employment interviews.

- Follow up on participants after placement in job to assist with work-related problems.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Attend Administrative meetings, non-DOR trainings.
- Provide consultation to clients who are not enrolled in the DOR program.

#### COOP Employment Services Counselor II

Allowable Activities Under this Agreement Include:

- Provide Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment services under the cooperative contract.
- Write Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for participants.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel participants in the development of an employability plan.
- Provide participants with assistance in obtaining employment.
- Solicit and develop sources of employment for participants.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate “cold calls” to potential employers and attend job fairs and other functions to promote participation in the cooperative program and solicit job leads.
- Interview, screen and counsel participants regarding employment barriers and advise participants regarding alternate training and employment opportunities as needed.
- Evaluate participants’ interests, education, and experience to determine possible employment placements and develop plans to further participants’ entry into the labor market.
- Arrange supportive services and refer participants to appropriate training and employment services; monitor and evaluate participants’ progress and attendance.
- Counsel participants in interviewing skills, techniques, and etiquette for employment interviews.
- Follow up on participants after placement in job to assist with work-related problems.

A portion of this position’s time is on the Certified Expenditure Budget of this contract.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Attend Administrative non-DOR meetings and trainings.
- Provide consultation to clients who are not enrolled in the DOR program.

#### Coop Behavioral Health Specialist II

Allowable Activities Under this Agreement Include:

- Evaluate work abilities and deficits of participants and provide up-to-date documentation to both RUHS-BH and cooperative program staff.
- Coordinate pre-Individualized Plan for Employment (IPE) and IPE services with program staff and DOR Counselor for participants.

- Assist COOP Employment Services Counselor II in providing Employment Services; Personal, Vocational, and Social Adjustment, and Vocational Assessments.
- Provide vocational skills building for participants.
- Document Vocational Assessment Reports and monthly progress reports for participants.
- Provide Vocational Assessment and Personal, Vocational, and Social Adjustment services under the cooperative contract.

A portion of this position's time is on the Certified Expenditure Budget of this contract.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Plan, supervise, and implement group activities for clients who are not enrolled in the DOR program participants.
- Monitor conduct of clients who are not enrolled in the DOR program in non-employment skill development program.
- Plan and accompany applicants/clients who are not enrolled in the DOR program on recovery/skill building outings.
- Assess and evaluate prospective full-service partnership program applicants/clients for admission to program.

#### COOP MH Peer Specialist

Allowable Activities Under this Agreement Include:

- Assist cooperative program participants to develop goals for their Individual Service Plans.
- Work with participants in eliminating barriers to employment.
- Assist cooperative program staff in providing Vocational Assessment, Employment Services, and Personal, Vocational, and Social Adjustment services.
- Provide support, guidance, and advocacy for participants/family/ caregivers as directed by the assigned Coop Behavioral Health Specialist II/COOP Employment Services Counselor II in relation to Individual Service Plan and employment goals.
- Develop activities for vocational programs and resources for participants which support or enhance employment related goals of participant/family/caregivers.
- Develop effective working relationships with agencies and organizations to advocate for and enhance employment related outcomes for the participant.
- Help participants and those who support them to articulate their needs in preparation for achieving employment and/or related goals.
- Focus on ensuring participant's satisfaction with the Vocational Services received by administering program satisfaction surveys annually.
- Document all contract service provision activities in the format agreed upon by DOR and Cooperative contract staff.
- Facilitate self-help groups such as Wellness and Recovery Action Plan which focuses on employment, how symptoms affect employment and coping techniques to overcome symptoms while at work for participants as related to their Individual Service Plan.

A portion of this position's time is on the Certified Expenditure Budget of this contract.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Work with clients who are not enrolled in the DOR program by providing pre-vocational services via facilitating “First Steps” workshops to improve wellness skills and eliminate barriers to employment.

- 

#### COOP DOR Services Supervisor

Allowable Activities Under this Agreement Include:

- Plan, assign, supervise, evaluate, and coordinate the work of multidisciplinary professional cooperative program staff, and support personnel engaged in planning and providing vocational rehabilitation services to program participants individually and in groups.
- Interagency Collaboration – Developing partnerships with external agencies, community organizations, and local businesses to create additional vocational opportunities.
- Program Innovation & Expansion – Identifying gaps in service delivery, implementing new vocational rehabilitation models, workshops, or partnerships that enhance participant outcomes.
- Preparing reports, documentation, and auditing medical charts of participants.
- Training & Professional Development – Offering additional training or mentorship for staff on soft skills, cultural competency, trauma-informed care, or emerging best practices in rehabilitation services.
- Data & Quality Improvement Efforts – Conducting additional research, needs assessments, or program evaluations that go beyond contractual obligations to enhance service delivery and participant success rates.
- Interact and meet with DOR counselors, supervisor, or District Administrator as needed.

Non-reimbursable traditional duties that are the customary or typical services provided by the Program:

Activities include:

- Provide clinical and/or administrative consultation to RUHS-BH staff.
- Assign, supervise, and evaluate the work of RUHS-BH staff and support personnel engaged in planning and provide mental health services to individuals and groups.
- Hiring, training, onboarding new staff, and conducting staff evaluations and performance reviews of RUHS-BH employees.

#### OPERATING EXPENSES

*Costs are budgeted through an appropriate allocation methodology for expenses that are shared by multiple funding categories.*

#### Communications

Cost of telephone and faxing services incurred by Mental Health staff in contacting cooperative program staff, participants, employers, and other individuals involved in providing services to participants in the vocational program. These costs are allocated based on the program’s salary and benefits costs.

#### Janitorial

Janitorial expenses are allowable when the program is operating independently of existing facilities. These costs would be associated with daily facility maintenance and should be budgeted based upon allocated space for program staff. If the services are being provided in a setting within or attached to a school or building, these costs would be considered in-kind unallowable.

### Insurance

Insurance costs include but not limited to general Liability, umbrella liability, auto, theft, sexual misconduct, Workers Compensation and Property Insurance coverage necessary to maintain the program if not included in the program's indirect rate costs.

### Records Management

Annual charges for storage, microfiche, retrieval, reproduction, and destruction of participant files. Participant files are maintained in accordance with county policy.

### Office Supplies/Duplication, Postage and Printing

Office Supplies - consumable office supplies necessary for staff required in the provision of program services under the contract to be used during the contract period. Items to be purchased include but are not limited to binder clips, binders, calculator tape, envelopes, file folders, markers, paper, paper clips, pencils, pens, post-it notes, printer cartridges, staples, staplers, and stationary. This line item may also include items for the safety of personnel and participants such as Personal Protective Equipment (PPE) and safety equipment necessary. May include but not limited to masks, gloves, hand sanitizers, disinfectant spray, Plexiglass barriers, first aid kits, fire extinguishers and temperature screeners.

Duplication, Postage and Printing - postage and printing costs may include, but shall not be limited to, self-addressed envelopes, appointment cards, business cards, letterhead stationery, laminating, binding, cooperative program forms, master applications, job applications, resumes, cover letters, paper employment-related flyers, portfolio folders and pamphlets and other programmatic printed needs. These expenses will allow for program staff to communicate effectively with partners, participants and their support network and employers. Additionally, programmatic copier maintenance fees and supplies are an allowable expense.

### 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.

### Rent

Allowable expenses to lease space for the provision of program services. The amount budgeted includes Rent & Common Area Maintenance (CAM) per the lease agreement. Common areas include spaces such as conference rooms, restrooms, hallways, and lobbies. The rent charges are allocated based on the actual space usage. The program invoices only the percentage of actual rent paid, not rent rate forecasted for the contract term.

### Utilities (Facilities)

Facility expenses for costs associated to the program for electricity, gas, water, waste removal, fire safety, sewage & power fees based on a percentage allocation in comparison to the other services performed in the program office location. Actual costs are to be invoiced based upon the standard allocation process.

### Testing Material

Assessment tools to use with participants during Vocational Assessment. Will be given to participants during the evaluation stage only, based on their individual needs as determined by an initial assessment. A variety of tests or testing forms will be purchased and used to determine participants' aptitudes and interests.

### Training

Expenses such as registration and fees for program staff to attend trainings or hire a trainer for applicable program-related instruction. Trainings may encompass but not be limited to services currently identified in the contract, prospective services or current trends related to program services as outlined in Exhibit A of the contract. Training costs may be budgeted up to \$500 per Full-Time Equivalent (FTE) utilizing all contract budgets. The DOR Contract Administrator must pre-approve all training in writing.

### Transportation

Costs for transporting participants for the provision of contract services utilizing school district vans, school bus service or hired vehicle, Access, Lyft, and UBER. The expense may also include the allocated costs for fleet maintenance.

### Travel

Per diem and travel costs for contract staff to travel to contract related trainings within the State of California. Reimbursed at actual costs not to exceed CalHR designated rates as stated on the website. DOR Contract Administrator prior approval is required for all travel costs associated with training attendance.

### Mileage

Expenses allowable when program staff utilize personal vehicles in the provision of program services such as job development, job coaching, DOR meetings and/or trainings, program monitoring and other program-related activities. Costs are reimbursable utilizing CalHR designated rates found at CalHR.Ca.Gov.

### Instructional Materials

Instructional Materials may include instructional software, tangible materials, and web-based instruction sites audio/vision materials. Examples of instructional materials may include but not be limited to curriculum materials, textbooks, vocational assessments, interest inventories, consumable workbooks, instructional videos, posters, portfolios, and other appropriate vocational guidance materials. These items will be used only for or by the participants in the course of service provision.

### INDIRECT COST

These costs cover the vocational program's share of the department's fiscal, program support, IT services, human resources, and county support services. These costs are allocated based on the service and certified program's salary and benefits costs.

**COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET**  
**July 1, 2025 or Upon Approval, whichever is later – June 30, 2028**

Contractor Name and Address		Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.								
COUNTY OF RIVERSIDE PO BOX 7549 RIVERSIDE, CA 92503 FEIN#: 95-6000930		July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2026			July 1, 2026 – June 30, 2027			July 1, 2027 – June 30, 2028		
Line No.	PERSONNEL - Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified
1	COOP Employment Services Counselor II, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$131,301.00	0.697936649378146	\$91,639.78	\$136,553.04	0.671092932094371	\$91,639.78	\$142,015.16	0.64528167274536	\$91,639.78
2	COOP Employment Services Counselor II, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$131,301.00	0.697936649378146	\$91,639.78	\$136,553.04	0.671092932094371	\$91,639.78	\$142,015.16	0.64528167274536	\$91,639.78
3	COOP Employment Services Counselor II, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$131,301.00	0.444522737831395	\$58,366.28	\$136,553.04	0.427425709453264	\$58,366.28	\$142,015.16	0.410986263720014	\$58,366.28
4	Coop Behavioral Health Specialist II, 1 FTE = 40 hrs/k, 12 mo/yr + Benefits	\$125,201.00	0.594587982524101	\$74,443.01	\$130,209.04	0.571719213965482	\$74,443.01	\$135,417.40	0.549730019923585	\$74,443.01
5	Coop Behavioral Health Specialist II, 1 FTE = 40 hrs/k, 12 mo/yr + Benefits	\$110,197.00	0.550001451945153	\$60,608.51	\$114,604.88	0.528847549947262	\$60,608.51	\$119,189.08	0.508507239085997	\$60,608.51
6	Coop Behavioral Health Specialist II, 1 FTE = 40 hrs/k, 12 mo/yr + Benefits	\$110,197.00	0.476226757534234	\$52,478.76	\$114,604.88	0.457910343782917	\$52,478.76	\$119,189.08	0.440298389751813	\$52,478.76
7	COOP MH Peer Specialist, 1 FTE = 40 hrs/wk, 12 mo/yr + Benefits	\$100,825.00	0.0680871807587404	\$6,864.89	\$104,858.00	0.0654684430372504	\$6,864.89	\$109,052.32	0.0629504259973561	\$6,864.89
8										
9										
10										
11										
12										
13										
14										
15	Personnel Subtotal			\$436,041.01			\$436,041.01			\$436,041.01
16	<b>OPERATING EXPENSES</b>									
17										
18										
19										
20										
21										
22	Operating Subtotal									
23	Personnel and Operating Subtotal			\$436,041.01			\$436,041.01			\$436,041.01
24										
25	<b>TOTAL EXPENDITURES "CERTIFIED"</b>			\$436,041			\$436,041			\$436,041

**County of Riverside**  
**CERTIFIED BUDGET NARRATIVE**

**BENEFITS**

Full time employee positions are allowed to enroll in all County Benefit Plans which include medical, dental, vision, flexible spending accounts, leave balance accruals, and supplemental life insurance. These employees are also required to make contributions to the Public Employee's Retirement System. Temporary employee positions are not entitled to these benefits.

Benefits percentage varies by position. On average Coop Behavioral Health Specialists II are 57% of salaries, COOP MH Peer Specialists are 59% of salaries, and COOP Employment Services Counselors II are 55% of salaries. Riverside University Health System-Behavioral Health provides CalPERS retirement plan 32.96%, Unemployment .223%, Social Security 6.2%, Medicare 1.45%, Disability 1.2%, Medical Flex Benefit (depending on the family plan Single/Family) 13-30%, Life insurance and Pension training.

This Certified Budget Narrative is to describe how the County of Riverside - Riverside University Health System - Behavioral Health (RUHS – BH) will redirect staff time specifically certified in the provision of services to program unduplicated individuals and/or participants in DOR Services (hereinafter referred to as “participants”).

**PERSONNEL**

For all positions: 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).

COOP Employment Services Counselor II

Job Requirements:

FTE: 44-70%

Allowable Contract Activities Include:

- Provide Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment services under the cooperative contract.
- Write Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for participants.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel participants in the development of an employability plan.
- Provide participants with assistance in obtaining employment.
- Solicit and develop sources of employment for participants.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate “cold calls” to potential employers and attend job fairs and other functions to promote participation in the cooperative program and solicit job leads.
- Interview, screen and counsel participants regarding employment barriers and advise participants regarding alternate training and employment opportunities as needed.
- Evaluate participants’ interests, education, and experience to determine possible employment placements and develop plans to further participants’ entry into the labor market.

- Arrange supportive services and refer participants to appropriate training and employment services; monitor and evaluate participants' progress and attendance.
- Counsel participants in interviewing skills, techniques, and etiquette for employment interviews.
- Follow up on participants after placement in job to assist with work-related problems.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Attend Administrative non-DOR meetings and trainings.
- Provide consultation to clients who are not enrolled in the DOR program participants.

### Coop Behavioral Health Specialist II

#### Job Requirements:

FTE: 47-60%

Allowable Contract Activities Include:

- Evaluate work abilities and deficits of participants and provide up-to-date documentation to both RUHS-BH and cooperative program staff.
- Coordinate pre-Individualized Plan for Employment (IPE) and IPE services with program staff and DOR Counselor for participants.
- Assist COOP Employment Services Counselor II in providing Employment Services; Personal, Vocational, and Social Adjustment; and Vocational Assessments.
- Provide vocational skills building for participants.
- Document Vocational Assessment Reports and monthly progress reports for participants.
- Provide Vocational Assessment and Personal, Vocational, and Social Adjustment services under the cooperative contract.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Plan, supervise, and implement group activities for clients who are not enrolled in the DOR program.
- Monitor conduct of clients who are not enrolled in the DOR program in non-employment skill development program.
- Plan and accompany clients who are not enrolled in the DOR program on recovery/skill building outings.
- Assess and evaluate prospective full-service partnership program participants for admission to program.

### COOP MH Peer Specialist

#### Job Requirements:

FTE: Approximately 6%

Allowable Contract Activities Include:

- Assist cooperative program participants develop goals for their Individual Service Plans.
- Work with participants in eliminating barriers to employment.
- Assist cooperative program staff in providing Vocational Assessment, Employment Services, and Personal, Vocational, and Social Adjustment services.

- Provide support, encouragement, and advocacy for participants/family/caregivers as directed by the assigned Coop Behavioral Health Specialist II or COOP Employment Services Counselor II in relation to participants' Individual Service Plans and employment goals.
- Develop activities for vocational programs and resources for participants which support or enhance employment related goals of participant/family/caregivers.
- Develop effective working relationship with agencies and organizations to advocate for and enhance employment related outcomes for the participant.
- Help participants and those who support them to articulate their needs in preparation for achieving employment and/or related goals.
- Focus on ensuring participant and family/caregiver satisfaction with the Vocational Services received by administering program satisfaction surveys annually.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

Work with clients who are not enrolled in the DOR program by providing pre-vocational services via facilitating "First Steps" workshops to improve wellness skills and eliminate barriers to employment.

**EXHIBIT C**  
**(Standard Agreement - Subvention)**  
**General Terms and Conditions (GTC 2/2025)**

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at: [Standard Contract Language \(ca.gov\)](#). Click on the GTC 2/2025 to open the document.

**EXHIBIT D**  
**(Standard Agreement - Subvention)**  
**Special Terms and Conditions**

**1. NOTIFICATION AND COMPLIANCE**

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

The Program agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. The Program shall accept financial responsibilities in the event of non-compliance.

**2. DISPUTES**

If the Program believes that there is a dispute or grievance between the Program and the State arising out of or relating to this Agreement, the Program shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, the Program shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, the Program shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must State the issues in the dispute, the legal authority, or other basis for the Program's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Program, the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Program indicating the decision and reasons, therefore. Should the Program disagree with the Supervisor's decision, the Program may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. The Program's letter of appeal must be submitted within ten (10) working days of the receipt of the DOR Contract Administrator's Supervisor's written decision. The Program must submit a letter of appeal to the DOR Contract Officer explaining the disagreement with the Contract Administrator's Supervisor's decision. The letter must include, as an attachment, copies of the Program's original grievance report, evidence originally submitted, and response from the Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Program's letter of appeal, review the issues raised and shall render a written decision to the Program. The decision of the Director or designee shall be final.

**3. RIGHT TO TERMINATE**

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated by DOR for cause. The term "for cause" shall mean that the Program fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Program.

**4. CORRECTIVE ACTION**

If the Program is not able to meet the service goals outlined in the Scope of Work, DOR reserves the right to reduce the Service Budget in alignment with an amended Scope of Work to reflect

updated service goals that are achievable for the Program after review by the DOR Contract Administrator.

## **5. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES**

If the Program provides training seminars, workshops, or conferences, the Program must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Program shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Program to conduct routine business matters.

## **6. INSURANCE REQUIREMENTS**

### **General Provisions Applying to All Policies**

- A. Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State within ten (10) days of the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. Policy Cancellation or Termination & Notice of Non-Renewal** – The Program is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event the Program fails to keep in effect the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. Deductible** – The Program is responsible for any deductible or self-insured retention contained within their insurance program.
- D. Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Program is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- E. Inadequate Insurance** – Inadequate or lack of insurance does not negate the Program obligations under the contract.
- F. Satisfying a Self-Insured Retention (SIR)** – All insurance required by this contract must allow the State to pay and/or act as the Program's agent in satisfying any SIR. The choice to pay and/or act as the Program's agent in satisfying any SIR is at the State's discretion.
- G. Available Coverages/Limits** – All coverage and limits available to the Program shall also be available and applicable to the State.
- H. Subcontractors** – In the case of the Program's utilization of subcontractors to complete the contracted scope of work, the Program shall include all subcontractors as insured under the Program's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of the Program.
- I. Hazardous Activity**  
If applicable under this contract transportation is considered a hazardous activity. The Program agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the time of this contract, the Program agrees to provide, at least 30 days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract or for a period of not less than one year. New certificates of insurance are subject to the approval of DGS/ORIM, and the Program agrees that no work or services shall be performed prior to such approval.

The State may, in addition to any other remedies it may have, terminate this contract should Program fail to comply with these provisions.

- i. Commercial General Liability – The Program shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Programs, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Program’s limit of liability.

**The following must be included as part of the policy and must be noted on the certificate of insurance:** *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

**\*\*Endorsements must be provided to the DOR prior to release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.\*\***

- ii. Automobile Liability (If Applicable) – For DOR consumers being provided transportation under said Agreement, the Program shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- For public schools and other State or local public agencies: Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Program’s certificate of insurance shall State a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 to 15 people** (includes driver) the certificate of insurance shall State a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall State a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

**The following must be included as part of the policy and must be noted on the certificate of insurance:** *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

**\*\*Endorsements must be provided to the DOR prior to the release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.\*\***

- iii. Workers’ Compensation and Employers Liability – The Program shall maintain statutory workers’ compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer’s liability limits of \$1,000,000 are required.

**The workers’ compensation policy shall contain a waiver of subrogation in favor of the State.**

**\*\*The waiver of subrogation endorsement must be provided to the DOR prior to release of the executed contract. The waiver of subrogation endorsement must be acceptable to the Department of Rehabilitation.\*\***

Self-insurance – The Program shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

## **7. CONTRACTOR STAFFING REQUIREMENT**

The Program certifies that its employees meet the qualifications as outlined in the job posting for the position listed on the budget. The program further certifies that staff providing services under this agreement meet the specific requirements. The Program will provide key staff resumes or duty statements for the positions identified under this agreement at DOR's request at the time of program reviews as outlined in the DOR Contract Handbook.

## **8. CONFLICT OF INTEREST**

- A. The Program certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. The Program shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain, or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

## **9. CONFIDENTIALITY**

- A. The Program agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations section 361.38 and Title 9, California Code of Regulations, section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code section 1798 et seq.).
- B. The Program agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. The Program agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, the Program agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at [iso@dor.ca.gov](mailto:iso@dor.ca.gov).
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Program or the Program's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
  2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
  3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. The Program agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. The Program agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the Program's information privacy and security policies.
- H. For Programs that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:  
<https://www.dor.ca.gov/Home/SecurityandPrivacy>.
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These State entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

## **10. AUDIT AND REVIEW REQUIREMENTS**

### **A. General Audit and Review Requirements**

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Program to determine whether the services provided, and the expenditures invoiced by the Program were in compliance with this Agreement and other applicable federal or State statutes and regulations.
2. The Program agrees that DOR, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Program shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable Federal Office of Management and Budget (OMB) cost principles and administrative requirements.
4. The Program agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. The Program agrees to maintain such records for possible audit for a minimum of seven (7) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the seven (7) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Program agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. These annual audit documents shall be maintained by the Program and provided to the auditing agency when requested. This audit shall be made in accordance with 2 CFR 200.

## **11. COMPETITIVE BIDDING AND PROCUREMENTS**

- A. The Program shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Program's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of three competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR Contract Administrator or adequate justification provided for the absence of bidding.
- B. The Program must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Program at any time.
- C. The Program should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Program must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Program must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

## **12. CONTRACT AMENDMENTS**

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

## **13. SOFTWARE**

The Program certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

#### **14. THEFT SENSITIVE ITEMS**

The DOR is requiring nonexpendable electronic items purchased to be listed under a separate line item titled "Theft Sensitive Items". The Program shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the DOR Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other electronic items required to provide contract services

Upon termination of the agreement, DOR may request equipment be returned to DOR or authorize the continued use of equipment for work to be performed under a different agreement.

The DOR reserves title to equipment purchased under this agreement that are not fully consumed during the life of the agreement.

#### **15. ATTRIBUTION**

The Program agrees to acknowledge the sponsorship of DOR with respect to any public Statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. The Program further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Program, when such individual is a DOR consumer.

#### **16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT**

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The Program certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the Program has an internal policy against a sovereign nation or peoples recognized by the United States government, the Program certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**EXHIBIT E**  
**(Standard Agreement - Subvention)**  
**Additional Provisions - Federally Funded Agreements**

**1. FEDERAL REQUIREMENTS**

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at [www.ecfr.gov](http://www.ecfr.gov) under Title 2-Grants and Agreements.

**2. FEDERAL FUNDING INTELLECTUAL PROPERTY**

- A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Program must refer the discovery or invention to DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. The RSA's determination of these issues shall be considered final. In addition, DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Program agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.
- C. Copyrights and Patents: The Federal awarding agency and/or DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
  2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

**3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, the Program certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

#### 4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a State agency enters into after July 1, 2012, is void if the contract is between a State agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) <https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html>

(Department of Tax and Fee Administration) <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

#### 5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
  1. Subject: Discrimination on the basis of race, color, or national origin.  
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).  
Regulation: 34 CFR part 100.
  2. Subject: Discrimination on the basis of sex  
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).  
Regulations: 34 CFR part 106.
  3. Subject: Discrimination on the basis of handicap.  
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).  
Regulation: 34 CFR part 104handicap.
  4. Subject: Discrimination on the basis of age.  
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).  
Regulation: 34 CFR part 110

**6. RETURN OF INAPPROPRIATE USE OF FUNDS**

By signing this Agreement, the Program shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

**7. AMERICANS WITH DISABILITIES ACT (ADA)**

By signing this Agreement, the Program agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

**EXHIBIT F**  
**(Standard Agreement – Subvention)**  
**Additional Provisions - TPCA**

**1. MATCH REQUIREMENTS**

The Program shall submit the certified expenditure invoice on a timely basis (i.e. same time as submission of service budget invoice) for proper DOR processing. To ensure sufficient match is available to leverage federal funding, the contractor is required to submit 100% of their obligated certified/cash match to meet their full budgeted amount by the end of each fiscal year. Refer to the Contract Handbook for Case Services and Cooperative Program Agreements for more information regarding certified/cash match requirements.

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. The Program shall certify to the State, on a monthly basis as specified in Exhibit B and G, the Program’s allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Program for any contributions made by the Program in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Program is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Program for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. The Program’s contributions, including any excess of the amount specified in the “Cooperative Agency Certified Expenditure Budget Summary”, will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the “Total Program Cost” as identified on the “DOR Program Budget Summary” shall accrue to the State.

Certified match only includes:

Certified personnel expenditures for the time Program staff spend providing direct VR services under the TPCA. This may include the allocable portion of staff salary and fringe benefits based upon the amount of time cooperating agency staff directly spend providing services under the arrangement.

Third-party in-kind contributions are an unallowable source of match in the VR program whether provided via this agreement or other mechanism (34 C.F.R. § 361.60(b)(2)). This includes:

- A. Certified time for individuals not directly providing VR services, such as principals, administrators, secretaries and supervisors; and
- B. Certified expenditures for the costs incurred by the TPCA not directly for the provision of VR services, such as, indirect costs, depreciation, existing utilities and space donated for use under the TPCA.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year the Program will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Program in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Program shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

**2. INDIRECT COSTS**

Indirect costs are allowable expenses 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 200. 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 fixed rate and there is a 15% cap on the service budget. State

**3. DOR'S CONTRACT MONITORING**

The DOR Contract Administrator will monitor and document the Program's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes, and manner specified in the Agreement, and that the Program prepares and submits adequate documentation by the Program to support the services provided, expenditures reimbursements, and/or any applicable match requirements. Appropriate documentation may include, but is not limited to the Program's goal outcomes, consumer progress reports, a monthly client list of consumers provided services, and a corresponding monthly Service Invoice(s) (DR801B) and Certified Expenditure Summaries as appropriate.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period, including costs paid by the Program are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1<sup>st</sup>, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the Program has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

- G. 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 Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Program is preparing and maintaining personnel activity reports in compliance with the applicable cost principles in 2.C.F.R. part 200.
- J. Verify that all Agreement staff are providing services in accordance with their duties and qualifications specified in the Agreement, including ensuring that:
- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
  - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
  - Ensure that the Program has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
  - Verify that Contract staff provide services only to authorized DOR consumers.

#### **4. CONTRACT HANDBOOK**

The Program acknowledges and agrees with the policies requirements and conditions of the DOR Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

**EXHIBIT G**  
**(Standard Agreement - Subvention)**  
**Additional Provisions**

**I. CONTRACT MONITORING AND REPORTING**

The Program Contract Administrator shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of program participants/DOR consumers served that month.
- Ensuring Program Personnel Activity Reports or time reporting documents and a list of student/DOR clients served are prepared and maintained by the Program staff in accordance with 2 CFR 200 and reflect accurate reporting, on a monthly basis in accordance with invoicing requirements stipulated in Exhibit B. These documents can be reviewed and maintained electronically to allow for flexibility in either on-site or off-site monitoring, as needed.
- Submitting Program Personnel Activity Reports or time reporting documents, supporting documentation, and a list of student/DOR consumers served, as requested by the DOR Contract Administrator.
- Meeting with the DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings.
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator.
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for the student/DOR consumer receiving contract services. Progress reports should include the student/DOR consumer's name and other necessary or required information to document the services provided and the individual student/DOR consumer's progress in those services.

**II. TRANSPORTATION**

The Program will provide transportation for up to 7 participants, including the driver.



May 1, 2025

County of Riverside  
PO Box 7549  
Riverside, CA 92503

**CONTRACT #32964**

Attention: Alea Jackson

Attached is your agreement for Fiscal Years 2025/2026, 2026/2027, 2027/2028.

***Please return the required documents listed below to the following email address: [julie.sanchez@dor.ca.gov](mailto:julie.sanchez@dor.ca.gov). Please include your contract number in the subject line.***

- **Electronically signed** Standard Agreement form (STD 213)
- **Electronically signed** Signature Authorization Form (DR325).
- Board Approval - Submit one of the following that applies: **Electronically signed** Board Resolution Form (DR324), Board minutes clearly stating the assigned member has authorization to sign and executed any and all DOR contract documents, or a letter on official letterhead indicating the authorized signer is an elected official.
- **Electronically signed** Contractor Certification Clauses (CCC 4/2017). The CCC package contains clauses and conditions that may apply to your agreement and to persons doing business with the State of California. Sign and return the first page of the current CCC. Failure to do will prohibit the State of California from doing business with your company.
- **Electronically signed** Unruh Civil Rights Act and the Fair Employment & Housing Act. This form must be received to execute the agreement.
- Current Certificate of General Liability Insurance and required endorsement. See Exhibit D for specific insurance requirements.
- Current Certificate of Worker's Compensation Insurance and required Waiver of Subrogation. See Exhibit D for specific insurance requirements.
- Current Certificate of Auto Liability Insurance and required endorsement (if applicable). See Exhibit D for specific insurance requirements.

This Agreement cannot be considered binding on either party until approved by appropriate authorized State Agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval.

**Expeditious handling of this Agreement is appreciated.** Please contact me at: [julie.sanchez@dor.ca.gov](mailto:julie.sanchez@dor.ca.gov) if you have any questions.

Sincerely,

/s/Julie Sanchez, Assistant Chief  
Contracts and Procurement Section

Enclosures  
cc: Contract Administrator

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FULL Name of Corporation or Public Agency

**RIVERSIDE UNIVERSITY HEALTH SYSTEM – BEHAVIORAL HEALTH**

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WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

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Name/Position of Person Authorized to Sign Agreement

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of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

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**CERTIFICATION**

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I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

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Address Where Board Meeting Held

4080 Lemon Street, Riverside, CA 92501

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Date of Board Meeting

Signature of Recording Secretary

Date Signed



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