

**AGREEMENT**  
**between**  
**FAR NORTHERN REGIONAL CENTER**  
**and**  
**THE COUNTY OF SHASTA, THROUGH ITS HEALTH AND HUMAN SERVICES AGENCY,**  
**REGIONAL SERVICES BRANCH, OPPORTUNITY CENTER, FOR THE PURPOSE OF**  
**PROVIDING TRANSPORTATION SERVICES**

\* \* \*

This agreement is made by and between **FAR NORTHERN REGIONAL CENTER**, hereafter referred to as "**FNRC**" and the **COUNTY OF SHASTA, A POLITICAL SUBDIVISION OF THE STATE OF CALIFORNIA, THROUGH ITS HEALTH AND HUMAN SERVICES AGENCY, REGIONAL SERVICES BRANCH, OPPORTUNITY CENTER**, hereafter referred to as "**Contractor**" for the general purpose of providing one-time funding in order to meet the requirements of the Federal Centers for Medicare and Medicaid Services (CMS) Home and Community-Based Services (HCBS) final regulations for FNRC consumers as described herein.

**RECITALS**

Contractor operates, through its Opportunity Center, a Work Activity Program ("Program") that is funded to serve FNRC's adult consumers ("Consumers"). The Program's primary worksite is located at 1265 Redwood Boulevard, Redding, California.

FNRC is a private, non-profit agency that provides case management services to persons with developmental disabilities in the Counties of Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity.

Contractor provides, through its Program, a variety of habilitation services including supported employment. In order to meet the requirements of the federal Centers for Medicare and Medicaid Services (CMS) Home and Community-Based Services (HCBS) final regulations, FNRC agrees to fund a one-time grant as authorized by the Department of Developmental Services (DDS) as prescribed below.

Subject to the provisions for termination contained herein, the terms of this agreement shall be from July 1, 2017 through June 30, 2018.

The parties mutually agree to the following terms:

**I. SERVICES TO BE RENDERED**

Contractor shall provide services as outlined in the Home and Community Based Services grant application as approved by the Department of Developmental Services (DDS) in a letter dated April 25, 2017. Services shall include, but not be limited to, staff and consumer development, consumer-centered community integration, volunteerism, vocational skills development, self-advocacy and personal health and wellness opportunities as outlined in **Attachment A**, consisting of three (3) pages, attached and incorporated herein. Up to twelve (12) consumers per day or sixty (60) consumers per week are expected to be served and engage in HCBS compliant community-based activities. Consumers will be served in small groups, not to exceed four (4) individuals in one group or at one event or location that requires working in close proximity to other like programs or groups.

## **II. PAYMENT**

The maximum amount received by Contractor for the services rendered under this agreement shall not exceed two hundred sixty-four thousand one hundred forty dollars (\$264,140.00) for the life of this contract, as outlined in **Attachment B**, hereto consisting of one (1) page, attached and incorporated herein. FNRC, at its sole discretion, may adjust payment by a commensurate amount if the minimum contract requirements are not being met, specifically, but without limitation, the minimum amount of consumers being served.

The monies paid to Contractor shall be the sole compensation for all of Contractor's expenses incurred in the HCBS grant as approved by DDS, including travel and per diem, salary and benefits, supplies, and administrative costs, unless otherwise authorized in writing by FNRC.

If applicable, any and all material modifications funded from regional center dollars must be completed by an appropriately licensed contractor and in conformity with any applicable ordinances as required by regulatory agencies.

All contracts in the sum of two hundred fifty thousand dollars (\$250,000.00) or greater require approval by the FNRC Board of Directors in order to take effect.

On June 30, 2017, this agreement was approved by FNRC's Board of Directors.

## **III. PUBLICITY ACKNOWLEDGEMENT**

Contractor agrees to acknowledge the support and involvement of FNRC in the development and funding of this project. Such recognition is to be included in all publicity releases (including printed or electronic) and printed material produced by the contractor such as annual reports and informational brochures.

## **IV. BILLING AND REPORTING**

FNRC shall reimburse Contractor, in arrears, upon receipt of a written status report and invoice/billing in a manner prescribed by FNRC, stating the contract number. The billing shall be based upon paid receipts from the suppliers of materials and services and shall be included with the bills.

Contractor understands and agrees that upon completion or termination of this agreement, FNRC funding for a subsequent agreement or period, if any, is not guaranteed and that the decision for such funding is within the discretion of FNRC.

There is no provision for the advancement of funds. All payments will be made in arrears based upon actual costs. Payment shall be made by check within approximately ten (10) working days from the close of billing, which is the fifth (5th) day of the month following the month of service (the next working day if the 5th is a weekend or holiday).

In the event Contractor has not achieved the contract goals within the time frame of this agreement, FNRC may withhold final payment of claims pending completion of the project goals. Should the project fail to be developed, FNRC will seek repayment of the funds through the use of any remedy allowed by law.

Final bills pertaining to this agreement must be received by FNRC's Associate Director, Community Services, within sixty (60) days following the end of the contract.

## **V. PROJECT CHANGES**

Contractor shall immediately notify FNRC's Associate Director, Community Services Division, in writing, when any part of the projects becomes inoperative or requires change(s). Contractor may submit a written

request to FNRC for a change(s) in the projects but shall not implement any change(s) prior to written approval in accordance with this agreement.

#### **VI. CONTRACTOR NOT EMPLOYEE OF REGIONAL CENTER**

Contractor, its employees, or agents performing under this agreement are not deemed to be employees nor agents of FNRC or the State of California. The above-named Contractor is an independent contractor and is solely responsible for the manner of operation of its business except to the extent as limited by the parties to this agreement. Contractor will not hold itself out as, nor claim to be an officer or employee of FNRC or the State of California by reason hereof and will not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of FNRC or the State of California, including but not limited to workers' compensation coverage, unemployment insurance benefits, social security benefits, state disability insurance benefits, or retirement membership or credit.

Contractor agrees that while it is performing under this agreement, Contractor and its employees and agents are acting in an independent capacity and not as officers, employees, or agents of the State of California, Department of Developmental Services (DDS) or of FNRC. FNRC shall not be responsible for payments of any kind to any subcontractor and shall have no liability for any actions of any subcontractors. Contractor agrees to be solely responsible for all matters relating to payment of its employees, including compliance with state and federal withholding requirements and all other regulations governing such matters.

#### **VII. INDEMNIFICATION**

FNRC agrees to indemnify, defend, and save harmless Contractor, including Contractor's elected officials, officer, agents, volunteers, and employees, against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by Contractor, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of Contractor) being damaged by the negligent acts, willful act, or errors or omissions of FNRC or any of FNRC's subcontractors, any person employed under FNRC, or under any subcontractor, or in any capacity during the progress of the services to be provided under this agreement, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of Contractor.

Contractor agrees to indemnify, defend, and save harmless FNRC and the State of California, including their elected officials, officers, agents, volunteers, and employees, against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of FNRC and the State of California) being damaged by the negligent acts, willful act, or errors or omissions of Contractor or any of Contractor's subcontractors, any person employed under Contractor, or under any subcontractor, or in any capacity during the progress of the services to be provided under this agreement, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of FNRC or the State of California.

#### **VIII. INSURANCE**

FNRC understands, acknowledges, agrees, and Contractor warrants it is self-insured with respect to its automobile and general liability exposures and shall remain self-insured throughout the term of this agreement. At the written request of FNRC, Contractor shall provide to FNRC a certificate of self-insurance.

Contractor shall, at all times, maintain workers' compensation insurance covering all persons providing services under this agreement.

The limits of Contractor's insurance coverage shall not be construed as limiting in any manner any obligation assumed by Contractor in its performance under this agreement.

#### **IX. NON-ASSIGNABILITY OF CLAIMS**

No claim arising under this agreement shall be transferred or assigned by Contractor without the prior written consent of the FNRC Executive Director or Associate Director, Administrative Services.

#### **X. SUBCONTRACTING**

Contractor shall not assign, transfer, or subcontract any of its rights, burdens, duties or obligations under this agreement without prior written permission of FNRC. FNRC shall not be responsible for any payments of any kind directly to any subcontractors under any circumstances, and shall not have any liability for any actions of any subcontractor.

#### **XI. RECORD KEEPING AND AUDIT**

Contractor shall maintain all books, records, documents and other evidence pertaining to all income, expenses, and services relating to and/or affecting the performance of this agreement and retain the same for a minimum of five (5) years from the completion or termination of this agreement. Pursuant to Title 17, California Code of Regulations, section 50610, all records are subject to review and/or audit by FNRC, Department of Developmental Services, or their representatives for a minimum period of three (3) years from the date of the final payment for the state fiscal year or until audit findings have been resolved, whichever is longer. Contractor shall retain those service records required for audit pursuant to Title 17, California Code of Regulations, section 50604.

Contractor shall accept financial liability for any audit findings and/or recommendations disclosed by audit and promptly repay amounts owed unless appealed and liquidation is stayed pursuant to Title 17, California Code of Regulations, section 50705.

Contractor agrees to utilize and be bound by Title 17, California Code of Regulations, Sections 50700, et seq. should Contractor elect to appeal any audit findings and/or recommendations.

Contractor shall render services in accordance with the applicable provisions of federal and California laws, including Welfare and Institutions Code sections 4500, et seq., and regulations promulgated thereunder including Title 17, California Code of Regulations, commencing at section 50601. The terms of this agreement shall not be construed to excuse compliance with existing statutes or regulations. Contractor shall comply with contract requirements and Service Provider Accountability Regulations contained in Title 17, California Code of Regulations, sections 50601 through 50612.

#### **XII. REQUIREMENTS FOR INDEPENDENT AUDIT OR REVIEW OF FINANCIAL STATEMENTS**

As applicable, contractor agrees to comply with the provisions of Welfare & Institutions Code Section 4652.5, requiring covered entities receiving payments from one or more regional centers (collectively) to contract with an independent accounting firm for an audit or review of its financial statements when the amount received during its fiscal year is equal to or more than \$500,000.00 but less than \$2,000,000.00. When during its fiscal year the payments received total \$2,000,000.00 or more, then an independent audit is required. Should contractor be required to obtain either an audit or review of its financial statements, then FNRC shall be provided a copy of the independent audit or independent review report and accompanying management letter, if any, within nine (9) months of the end of the fiscal year for the contractor.

Contractor shall be subject to sanctions for failure to comply with this provision as required.

#### **XIII. GOVERNING LAW**

It is the intention of the parties that the laws of the State of California and any applicable federal regulations shall govern the validity of this agreement, the construction of its terms, and the interpretation of the rights and duties of the parties.

It is understood that execution of any amendment or modification to this agreement shall comply with the requirements of all applicable statutes and regulations. It is additionally understood that nothing in the terms of this agreement shall be construed to excuse compliance with existing statutes or regulations.

#### **XIV. SEVERABILITY**

If any provision of this agreement is held to be inoperative, unenforceable or otherwise invalid, the remaining provisions hereof shall be carried into effect without regard to such inoperative, unenforceable or otherwise invalid provision. If any provision is held to be inoperative, unenforceable or otherwise invalid with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

#### **XV. TERMINATION**

FNRC may terminate this agreement in accordance with Title 17, CCR, Section 50611, and/or Welfare and Institutions Code Section 4648.1, if Contractor has not complied with provisions of this agreement, the terms of the purchase of service authorization, applicable federal and state regulations, or statutes governing the service program and/or provision of services to persons with developmental disabilities, is guilty of gross carelessness or misconduct, unjustifiably neglects its duties under this agreement, or acts in any way that has a direct, substantial, and adverse effect on FNRC or any FNRC consumer(s). Unless excused by emergency or applicable court order, FNRC shall, if it determines such a situation exists, convey to the service provider such termination thirty (30) days in advance of payment and/or contract termination in a form of notice in compliance with Title 17, CCR, Section 50611(b), together with the basis of settlement or cure, if applicable.

Termination without cause by either party may occur, provided: the parties to the agreement mutually agree to the termination; or the party initiating the termination gives at least 60 days' advanced written notice of the intention to terminate. Upon termination of the agreement, Contractor shall immediately cease providing services to, and remove any service staff from, any location where services covered by the agreement were taking place.

If this agreement is terminated, FNRC shall be liable only for payment in accordance with the terms of this agreement for services rendered prior to the effective date of termination.

#### **XVI. BUDGET AND FISCAL PROVISIONS AND TERMINATION IN THE EVENT OF NON-APPROPRIATION**

This agreement is subject to the budget and fiscal provisions of FNRC's contract with the Department of Developmental Services. Payments made by FNRC for services rendered by Contractor hereunder are subject to and dependent upon sufficient funds being appropriated by the State of California and distributed to FNRC during the fiscal years covered by this agreement. It is anticipated that FNRC will receive sufficient appropriations for payments to be made in the current fiscal year. However, if sufficient funds are not appropriated by the California Legislature, or if FNRC's contract with the Department of Developmental Services is terminated or modified, such that FNRC determines that it is in its best interests to discontinue or reduce the services which are the subject of this agreement, then the affected service shall be terminated or modified upon 30 days' written notice to Contractor. This provision controls against any and all other provisions of this agreement.

#### **XVII. NONDISCRIMINATION CLAUSE**

During the performance of this agreement, Contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12900, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code sections 12900-12996 are incorporated into this agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

#### **XVIII. COMPLIANCE WITH ORDER OF FEDERAL NATIONAL LABOR RELATIONS BOARD**

By executing this contract, Contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against Contractor within the two-year period immediately preceding the commencement date of this contract because of Contractor's failure to comply with a federal court ordering Contractor to comply with an order of a Federal National Labor Relations Board. FNRC may rescind any contract in which Contractor falsely swears to the truth of the above statement.

#### **XIX. CONSUMER GRIEVANCES**

Contractor agrees to adopt and periodically review a written internal procedure to resolve consumer grievances pursuant to Welfare and Institutions Code Section 4705.

#### **XX. ZERO TOLERANCE POLICY**

Contractor shall adopt a zero tolerance policy regarding suspected or reported consumer abuse or neglect in connection with the provision of services set forth in this agreement. Failure to report as mandated by law or to take action to protect against abuse or neglect of consumers while providing services in accordance with this agreement may result in sanctions up to and including removal from the list of authorized regional center service providers.

#### **XXI. NOTIFICATION OF BREACHES OF CONFIDENTIAL CONSUMER INFORMATION**

Contractor shall maintain as confidential all personal and sensitive consumer information obtained as a result of providing services in accordance with this agreement. In the event contractor becomes aware of any unauthorized disclosure or potential disclosure of confidential consumer information obtained as a result of providing services in accordance with this agreement, it shall promptly report the same to FNRC.

#### **XXII. FUNDING OUT CLAUSE**

It is mutually understood that this agreement and any future agreements may be written and executed prior to the start of the affected fiscal year (July 1) for the mutual benefit of both parties in order to avoid program and fiscal delays. It is mutually agreed that when the Budget Act, as enacted by the California Legislature, for the affected fiscal year does not appropriate sufficient funds as determined by FNRC for the agreement, the agreement shall be invalid and of no further force and effect.

#### **XXIII. SCOPE OF AGREEMENT**

This agreement constitutes the entire agreement between the parties, pertaining to the subject matter contained herein and supersedes all prior agreements, representation, and understandings of the parties, either oral or written. No supplement, modification, or amendment to this agreement shall be binding unless executed in writing by all the parties.

#### **XIV. ATTORNEY'S FEES**

In the event of litigation over the interpretation or enforcement of this agreement, the prevailing party shall, in addition to any other relief appropriate, be entitled to reasonable attorney's fees incurred.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the party on whose behalf his/her execution is made.

**COUNTY OF SHASTA, a Political Subdivision of  
the STATE OF CALIFORNIA, through its HEALTH  
AND HUMAN SERVICES AGENCY, REGIONAL  
SERVICES BRANCH, OPPORTUNITY CENTER  
CONTRACTOR**

P.O. Box 496005  
Redding, CA 96049-6005

By: \_\_\_\_\_  
David A. Kehoe Chairman  
Board of Supervisors, County of Shasta  
State of California

Date: \_\_\_\_\_

ATTEST:  
LAWRENCE G. LEES  
Clerk of the Board of Supervisors

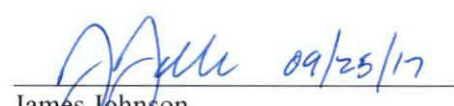
By: \_\_\_\_\_  
Deputy

**APPROVED AS TO FORM:**

Rubin E. Cruse, Jr.  
County Counsel

  
Alan B. Cox  
Deputy County Counsel

**RISK MANAGEMENT APPROVAL**

  
James Johnson  
Risk Management Analyst

**FAR NORTHERN REGIONAL CENTER**

P.O. Box 492418  
Redding, CA 96049-2418

By:   
Laura Larsen  
Executive Director

Date: 09/25/17

**ATTACHMENT A**

Vendor and vendor number	Shasta County Opportunity Center Vendor #HF0201
Primary regional center	Far Northern Regional Services
Service type and code	954 Work Activity Program
No. of consumers currently serving	There are approximately 80 clients in the Work Activity Program.
Barriers to compliance with the HCBS rules and/or project implementation	The Shasta County Opportunity Center Work Activity Program currently has five staff responsible for 80 on-site clients who perform assembly, packaging, and shredding services for the community. Additional staff, technology to improve client skills and manage information, and vehicles are necessary to transport clients out into the community as envisioned by the new HCBS rules. The Opportunity Center is excited to transition clients into the Community Integration Training program but lacks resources for additional personnel and means of transporting clients into the community in groups of two to four.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	<p>The current Work Activity Program is not compliant with being integrated in the community so to meet this requirement the program needs to transition to community integration training program. Due to lack of staff and inadequate transportation, clients are currently unable to be transported out of the Opportunity Center to perform work activities or educational activities in the community as mandated by the new requirements. However, with increased personnel and additional vehicles and other aids as set forth below, clients will be transported to various sites in the community individually and in small groups of two to four to acquire skills and knowledge to assist them to integrate into the community. The necessary staff and equipment to provide services in an integrated community setting include:</p> <p>Two and half new Opportunity Center staff employees (two full-time Employment Services Instructors, one half-time Job Developer funded for 12 months)</p> <p>Administrative costs of 15% of staff salaries for oversight and administration of the program in accordance with State guidelines.</p> <p>One crew cab truck and one sedan for transporting clients within the community.</p> <p>Cloud based Case Management &amp; Department of Labor compliant Client Payroll system (VERTEX) to provide services in a community setting while allowing real time access by staff to secured case information, case plans &amp; provide ability to enter data in a HIPAA compliant system within the community setting.</p> <p>Training Software: Reliant Learning software for providing developmentally disabled population specific courses to staff and clients within an integrated community setting.</p> <p>Nine iPads and four MS Surface Pro 4 with protective covers and chargers to access training software in the community and participate in community employment preparation activities.</p> <p><u>Community Service Volunteerism</u> – Clients would be available to staff informational booths for local civic and charity events. A sedan and crew cab truck.</p> <p>Up to nine clients at a time and four staff, in separate groups will need nine data-connected iPads and four Microsoft surface Pro laptops with remote access to software system in order to track client educational progress and safeguard confidential information and access emergency information (staff)</p>



and to access online vocational training courses, conduct employment research, complete applications and develop resumes (clients). Nine data-connected iPads and four MS Surface Pro notebooks for clients and staff with software and protective cases.

Vocational Training – To build skills for community integration, clients will be available to perform volunteer work to add to their experience and foster community engagement and awareness. Clients will do job exploration at local employers businesses, work on vocational coursework in a community integrated setting (Starbucks, Library, Smart Center, Shasta Senior Nutritional Center). With appropriate tablet-loaded training software, clients would also train under supervision. Nine data-connected tablets and four notebooks for clients and staff with software and cases.

The Opportunity Center (OC) will also partner with other County Programs & utilize other County buildings to provide technology training as well as software driven modules for vocational skills building. We will use a software program for self-paced vocational skill building; The County currently has this software available to the OC at no charge to the OC.

#### Training on Person Centered Home and Community Based Services

Client training in an integrated community setting: Online software based training with current curriculum specific to serving the developmentally disabled population. Software suite includes person centered planning, community based services, Autism and other fundamental courses. The courses will be taken on tablets by clients to increase their understanding, provide relevant feedback on service delivery methods and open discussions on personal growth with behaviors, personal goals, expectations and barriers. This will promote client self-advocacy for services received.

New Staff training: Online software based training with current curriculum specific to serving the developmentally disabled population. Software suite includes person centered planning, community based services, Autism and other fundamental courses for staff.

Continuing Education of staff: More experienced staff would receive refresher trainings as well as more advance courses in Autism, Behavior modification and Federal/ State regulations for services. Reliant Learning Systems.

This training system will ensure competency based learning for meeting outcomes and providing services in compliant and supportive manner.

#### Self-Advocacy Track

Community presentations: Clients would make presentations to the community, such as the Redding Chamber of Commerce Greeters and various customer service events by serving as hosts/hostesses. Some local events identified include People First, Stand Against Stigma, "Just Like You," Think Pink, Shascom Emergency, the Lions, the annual Crab Feed, Moose, Elks and Senior Center events, IOOF Hall, drug abuse awareness programs, Shasta County Public Health community awareness, Communicable Disease awareness and the D.A.P. program.

Socialization training: Clients will build skills in interacting with the public, including etiquette, appropriate talk/conversation in public, appropriate behavior, and public skills. Dress, grooming, and hygiene training may be included to facilitate clients' integration into the community.

#### Health & Wellness Track:

Clients will receive trainings in integrated community settings that promote healthy lifestyles, resiliency building and visiting community health and wellness providers. The Opportunity Center's Job Developer will provide instructor-lead discussions on individual and group understanding of health and wellness in their life as well as discussion of barriers on what obstacles exist for improving health and wellness.

Clients will participate in vegetable gardening that has been established at community locations via a partnership with other County Programs. Clients will participate in ongoing education for effective coping skills, revitalization and healthy lifestyles

<p>Estimated budget; identify all major costs and benchmarks</p>	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="480 200 711 221">Resources needed:</th></tr> <tr> <th data-bbox="480 221 711 253">Projected Cost</th><th data-bbox="711 221 1557 253">Description:</th></tr> </thead> <tbody> <tr> <td data-bbox="480 253 711 348">\$146,635.00</td><td data-bbox="711 253 1557 348">2.5 new Opportunity Center staff employees (2 Employment Services Instructors, 1 half time Job Developer funded for 12 months) Cost includes wages and benefits.</td></tr> <tr> <td data-bbox="480 348 711 412">\$21,995.25</td><td data-bbox="711 348 1557 412">Administrative costs of 15% of staff salaries for oversight and administration of the program in accordance with State guidelines.</td></tr> <tr> <td data-bbox="480 412 711 444">\$55,000.00</td><td data-bbox="711 412 1557 444">1 crew cab truck, 1 sedan for transporting clients within the community.</td></tr> <tr> <td data-bbox="480 444 711 732">\$39,882.00</td><td data-bbox="711 444 1557 732">Cloud based Case Management &amp; Department of Labor compliant Client Payroll system (VERTEX) to provide services in a community setting while allowing real time access by staff to secured case information, case plans &amp; provide ability to enter data in a HIPAA compliant system within the community setting.  Training Software: Reliant Learning software for providing the developmentally disabled population specific courses to staff and clients within an integrated community setting.</td></tr> <tr> <td data-bbox="480 732 711 827">\$7,910.20</td><td data-bbox="711 732 1557 827">Nine iPads and four MS Surface Pro 4 with protective covers and chargers to access training software in the community and participate in community employment preparation activities.</td></tr> <tr> <td data-bbox="480 827 711 859"></td><td data-bbox="711 827 1557 859"></td></tr> <tr> <td data-bbox="480 859 711 976">\$271,422.45</td><td data-bbox="711 859 1557 976">Grant approved funding is \$264,140 and Contractor's funds will be used for project expenditures above the grant total.</td></tr> </tbody> </table>	Resources needed:		Projected Cost	Description:	\$146,635.00	2.5 new Opportunity Center staff employees (2 Employment Services Instructors, 1 half time Job Developer funded for 12 months) Cost includes wages and benefits.	\$21,995.25	Administrative costs of 15% of staff salaries for oversight and administration of the program in accordance with State guidelines.	\$55,000.00	1 crew cab truck, 1 sedan for transporting clients within the community.	\$39,882.00	Cloud based Case Management & Department of Labor compliant Client Payroll system (VERTEX) to provide services in a community setting while allowing real time access by staff to secured case information, case plans & provide ability to enter data in a HIPAA compliant system within the community setting.  Training Software: Reliant Learning software for providing the developmentally disabled population specific courses to staff and clients within an integrated community setting.	\$7,910.20	Nine iPads and four MS Surface Pro 4 with protective covers and chargers to access training software in the community and participate in community employment preparation activities.			\$271,422.45	Grant approved funding is \$264,140 and Contractor's funds will be used for project expenditures above the grant total.
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<p>Estimated timeline for the project</p>	<p>Project will be implemented within 30 days of fully executed agreement from July 1, 2017 through June 30, 2018 Future grant opportunities will be pursued to extend the timeline of this project.</p>																		
<p>Expected Outcomes</p>	<p>Up to 12 clients per day will be engaged in HCBS compliant community based activities. Client input will be used extensively to determine educational progress and preferences for community based learning and activities that provide the best outcomes, including competitive integrated employment.</p>																		
<p>Project Milestones</p>	<p>Staffing and administrative costs will be invoiced monthly. Technology will be purchased via the County I.T. department which complies with State procurement requirements. Technology purchases will be invoiced within 30 days of purchase. Vehicles will be purchased via the County Fleet Department which complies with State procurement requirements. Mileage will be invoiced within 30 days of travel. A monthly summary of program participants and community based activities will be provided to document progress on multiple tracks including Community Service, Vocational Training, Person Centered Training, Self-Advocacy, and Health &amp; Wellness.</p>																		

Contract No. PS-2139  
Vendor No. HF0201  
Service Code 954

**ATTACHMENT B**

<b><u>BUDGET ITEM</u></b>	<b><u>TOTALS</u></b>
STAFF WAGES AND BENEFITS	\$146,635.00
ADMINISTRATIVE COSTS (15% OF SALARIES AND BENEFITS)	\$21,995.25
VEHICLE PURCHASES	\$55,000.00
PAYROLL AND LEARNING SOFTWARE	\$39,882.00
EQUIPMENT PURCHASES	\$7,910.20
<b>TOTAL BUDGET</b>	<b>\$271,422.45</b>
<b>MAXIMUM GRANT AMOUNT AS AUTHORIZED BY DDS</b>	<b>\$264,140.00</b>