

Z1997

Additional Terms and Conditions to Title IIIB Programs Purchase Order
Amendment 2 – Effective November 21, 2006

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, Department of Aging and Adult Services, hereinafter called the County, and

Name

City of Redlands

hereinafter called "Contractor"

Address

P.O. Box 3005

Redlands, CA 92373

Phone

(909) 798-7579

Federal ID No. or Social Security No.

95-6000766

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

It is hereby agreed to amend this Contract as follows:

Section VIII. TERM (A) is amended to read:

This Contract is effective as of November 21, 2006 and expires June 30, 2007, but may be terminated earlier in accordance with provisions of Article IX of the Contract.

All other terms and conditions of this Contract shall remain the same and are incorporated herein by this reference.

This amendment shall become effective upon execution by both parties.

COUNTY OF SAN BERNARDINO
PURCHASING DEPARTMENT

CONTRACTOR

By:

LEO GOMEZ

Deputy Purchasing Agent

Dated:

06 OCT 25 PM 12:52

FISCAL DIVISION
RECEIVED

By:

JON HARRISON, MAYOR, CITY OF REDLANDS

ATTEST:

Lorrie Poyzer, City Clerk

Dated:

November 21, 2006

City of Redlands
WORK PLAN

FY 2006 - 2007

This work plan contains the measurable objectives mandated by DAAS of the service provider. The work plan specifies and establishes time frames either on an annual basis or, where required by state regulations, on a quarterly basis. The work plan constitutes the primary document for ongoing monitoring, Annual Program Performance Review/Fiscal Audit and will be used to measure the provider's efforts toward providing quality Transportation services.

I. Scope of Work

A. Geographic Area/Clientele and Eligibility Criteria

1. The geographic area served by this provider covers City of Redlands.
2. The clientele served by this agreement consists of seniors 60 and over.

B. Program Description

1. Purpose: Transportation services assist people who cannot transport themselves to remain independent and active in community services.
2. Definition: Provide a means of transportation for a person who requires help in going from one location to another, using a vehicle. Does not include any other activity.

C. Intended Outcomes

1. Provide 3,466 one-way trips annually to seniors who are not eligible for these services from any other resource and who cannot afford to pay for these services.
2. Staff and/or volunteers providing services must be trained and qualified in the safe provision of Transportation services. Transportation must be provided to at least 74 unduplicated seniors of which at least 7 are to be minority low-income seniors.

II. Service Delivery Activities

A. Staffing

Sufficient personnel shall be available to carry out the needs of the program. This includes a Director and additional personnel as determined by the size of the service area and the method and level of service provision needed to fully comply with the terms of this work plan and agreement.

B. Volunteer Staff

1. Volunteers are individuals who work without pay in the performance of essential duties to conduct the program. In some cases, the Director may be a volunteer.
2. Volunteers shall not replace paid personnel.

C. Clients will be given priority for services who are socially and/or economically needy and who are not eligible for services from any other source.

Further, individuals referred by DAAS staff shall be given first priority for services under this agreement.

Definitions: Economically Needy: Seniors whose income is at or below the SSI/SSP level.

Socially Needy: Seniors who have at least two of the following characteristics: Disabled, Language/Communication Barrier, Lives Alone, Age 75+.

D. Training Activities

1. Provide training both on the job and in formal training sessions, as appropriate, to improve the understanding of paid staff about the service(s) being provided. Wherever required by law and/or ordinance, licensed staff must be trained to carry out assigned duties. In addition, annually evaluate paid staff performance to determine his/her effectiveness, skill development and understanding of tasks they are assigned. Documentation of training shall be kept on file at the provider's main office for review by DAAS during program monitoring to be scheduled and conducted by DAAS.
2. Volunteers should be provided on-the-job training and opportunities for formal training to improve skills and understanding of the service being provided. Wherever required by law or ordinance, volunteers must be trained and/or licensed to carry out assigned duties. Documentation of training shall be kept on file at the provider's main office for review by DAAS during program monitoring to be scheduled and conducted by DAAS staff.

III. Other Service Requirements

A. Physical Set-Up

1. Where services are provided in a care center, office or any setting outside the client's home, the environment must be attractive, clean and free from obstacles which could cause injury.
2. Post floor plans identifying emergency exits, assembly areas, etc. and conduct evacuation drills at least twice a year. Proof of evacuation drills will be kept on file duly signed by the Fire Marshal or other authorized agency within the community where the service site is located.

B. Donations and Confidentiality

1. Encourage seniors to donate by notifying them verbally that donations are accepted and are important to maintaining the service(s) provided. Post signs where appropriate stating that donations are accepted. The provider shall not in any way employ tactics which could be viewed as coercion, embarrassing, and/or obligatory to the service being provided.
2. All contributions shall be used to increase the amount of service being provided in the program(s) funded by DAAS.

C. Coordination Activities

1. Provider shall participate within appropriate coordination bodies established by state law and/or county ordinance.
2. Provider shall include the following statement on all advertising, posters and brochures, etc.:

"Funding for this service has been provided by the San Bernardino County Department of Aging and Adult Services through a grant award from the California Department of Aging."

3. Provider shall coordinate service with other County departments and local agencies by providing time within the facility during participant meetings, staff meetings and volunteer meetings, etc., for presentations on special activities that promote a Community Based System of Care for elderly clients. All coordination activities must be documented and kept on file for review by DAAS.
4. Provider shall coordinate service with other County departments and local agencies by providing time for presentations or special activities that promote a Community Based System of Care for the elderly participants attending their sites. All such activities must be documented and kept on file for review by DAAS.

D. Reporting Requirements

Contractor, at such times and in such forms as DAAS may require, shall furnish statements, records, reports, data and information requested by DAAS pertaining to Contractor's performance of services hereunder and other matters covered by this Contract. The forms shall be reviewed for timeliness, completeness, and correctness of the information submitted, by the Program Director or his/her designee, prior to submission to DAAS. Incomplete forms shall be returned to the Contractor for completion. (In the event of changes in these forms, DAAS shall advise the Contractor via written notice.) The Contractor shall develop and implement a process for ensuring quality control.

- a. Contractor shall meet the following standard for its financial management systems, as provided in the CDA PM Title III Program Manual:

I. Financial Reporting (CDA PM, Section G, Paragraph 93.5a)

Accurate, current and complete disclosure of the financial results of the Supportive Services Program shall be made in accordance with the financial reporting requirements of this Contract. The following reports are to be submitted to DAAS when indicated:

- 1) Monthly (Due by 5th working day of each month)
 - a. Monthly Expenditure Report/Request for Reimbursement
- 2) Semi-Annually
 - a. Budget Revision #1 (Due November 1)
 - b. Budget Revision # 2 (Due May 15)
- 3) Annually
 - a. Financial Close-Out Report (Due August 1)
 - b. Periodic Inventory (Due August 1 with Close-out)
 - c. Audit Report (Due October 31)
 - d. Revised Financial Close-out Report (Due October 31) with Audit Report.

II. Program Reporting

The following reports are to be submitted to DAAS when indicated:

- 1) Monthly (Due by the 5th working day of each month)
 - a. IIIB Monthly Service Unit Report
- 2) Quarterly
 - a. Program modification request in writing to DAAS. Contractor shall describe, in detail, necessary program changes and the reasons for the requested modification.
- 3) Upon request
 - a. Completion of Client Intake Sheets provided by DAAS.
- 4) DAAS may require financial reports more frequently than indicated above or with more detail (or both), upon written notice to the Contractor, until such time as DAAS determines that the financial management standards are met.

- III. Report service and client data by the 5th working day of the month on DAAS Monthly Service Report which will be verified by DAAS during the annual program audit. Additionally, establish audit files which include but are not limited to a copy of the Monthly Service Report

- IV. Report monthly expenditures to DAAS by the 5th working day of the

month. Maintain support files including but not limited to invoices, payroll, and other supporting documents, all of which will be attached to a copy of the expenditures report and kept on file by month for review during the Annual Audit.

- V. Maintain records, by month, that support claimed in-kind expenditures.

In the event additional funds become available, the provider will use the funds to increase the Transportation services provided to elderly clients by either increasing the number of individuals served or by increasing the units of service provided or both. Exceptions to this requirement, for instance the use of additional funds to purchase equipment, must be fully documented in writing and submitted to the department for prior approval. Failure to abide by this work plan will constitute just cause for sanctions being imposed.

County of San Bernardino - Department of Aging and Adult Services

BUDGET DISPLAY
Original ☒ [X]
Revised ☐ []
Date: July 19, 2006
Contract Agency Name: City of Redlands Budget for Fiscal Year: 2006 - 2007 Contract P. O. No.: _____

Contractor Information		Performance Information			Budget Information					DAAS USE ONLY
Program	#	Seniors To Be Served	Minorities To Be Served	Units Of Service	Title III Funds	Project Income	<u>MATCH</u> Cash	In-Kind	Total	GRC Codes
Transportation	10	74	7	3,466 one way trips	\$5,200.00			\$578.00	\$ 5,778.00	

VENDOR COMPLAINT FORM

Date: _____ Program: _____

Name of person completing form:	Phone #
Address:	Phone #
Staff name (if it applies)	Phone #
Office Location	

Contractor/Vendor: _____

Has issue been brought to the attention of vendor? (Circle one) YES NO

Do you wish to remain anonymous? (Circle one) YES NO

Issue:		
FACTS:		
Resolution:		
Admin Staff Assigned	Date Assigned	Date Resolved

INFORMATION SHEET

CONTRACTOR SHALL COMPLETE SECTION I OF THIS FORM AND RETURN TO:

SAN BERNARDINO COUNTY
Department of Aging and Adult Services
Attn: CONTRACTS

SECTION I: CONTRACTOR INFORMATION

Contractor Name: City of Redlands		
Address (including City, State and Zip Code): P.O. Box 3005, Redlands, CA 92373		Phone: (909) 798-7579 x 3
Web Site: www.redlandspolice.org	Email: lstowell@redlandspolice.org	Fax: (909) 793-3569
Site Name for Services (If Different from Contractor): Same As Above		
Address (including City, State and Zip Code):		Phone:
Web Site:	Email:	Fax:
Clinic Contact:		Title:

Contract Signature Authority:

Name: Jon Harrison	Name:
Title: Mayor, City of Redlands	Title:
Signature: 	Signature:
Phone #: (909) 798-7533	E-Mail:
Phone #: ()	E-Mail:

Claim Signature Authority:

Name: Linda K. Stowell	Name:
Title: Recreation Program Coordinator	Title:
Signature: 	Signature:
Phone #: (909) 798-7579	E-Mail:
Phone #: lstowell@redlandspolice.org	E-Mail:

SECTION II: DAAS INFORMATION

Contract Mailing Address:	Contracts Unit:
San Bernardino County Department of Aging and Adult Services Contracts Unit 686 E. Mill Street San Bernardino, CA 92415-0920	Ginny Stafford, Contracts Management 909-891-3908 E-Mail: gstafford@hss.sbcounty.gov Unit Fax #: 909-891-3919

DAAS IIIB Non-Registered Provider Service Unit Report

PART A. CRITICAL IDENTIFICATION DATA

1. Type of Report New ☐ Correction ☐		2. PSA Number 20	
3. Service Provider Name City of Redlands		4. Region Redlands	
5. Program Name Transportation	6. Program # (10,11,14,15) 10	7. Month and Year of Report 	

Ethnic Categories

(AF-AM) - African American	(AS) - Asian / Pacific Islander
(His) - Hispanic	(Non) - Non Minority (white)
(Am-Ind) - American Indian	(Unk) - Unknown or Missing

PART B. NEW SENIORS SERVED

New seniors served this month		Ethnic Category					
		01	02	03	04	05	09
		AF-AM	His	Am-Ind	AS	Non	Unk
8	Total New Clients, Poverty						
9	Total New Clients, Non-Poverty						
12	Total New Clients Served						

PART C. RESIDENTIAL STATUS

10	Total New Clients, Rural						
11	Total New Clients, Lives Alone						

PART D. MISSING INFORMATION

12	Total New Clients - Income Missing						
13	New Non-Poverty Clients - Rural Status Missing						
14	New Non-Poverty Clients - Lives Alone Missing						
15	New Poverty Clients - Rural Status Missing						
16	New Poverty Clients - Lives Alone Missing						

PART E. UNITS OF SERVICE

17	Unit Name (circle one)	18 Number of units served
	# 1 way trips	
	# contacts	
	# hours	
	# clients	
	# visits	

Submit to DAAS: 686 E. Mill St., San Bernardino, CA 92415

19 Prepared by:	20 Date:
---------------------------	--------------------