

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

15-319 A-5

**SAP Number**

4400002637

## Department of Behavioral Health

<b>Department Contract Representative</b>	Paul Lindenberg
<b>Telephone Number</b>	(909) 386-8264
<b>Contractor</b>	Inland Valley Drug and Alcohol Recovery Services, Inc.
<b>Contractor Representative</b>	Tina Hughes
<b>Telephone Number</b>	(909) 932-1069
<b>Contract Term</b>	July 1, 2015 – December 31, 2021
<b>Original Contract Amount</b>	\$2,978,344
<b>Amendment Amount</b>	\$484,451
<b>Total Contract Amount</b>	\$3,462,795
<b>Cost Center</b>	1018611000

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and Inland Valley Drug and Alcohol Recovery Services, Inc. referenced above, hereinafter called Contractor.

**IT IS HEREBY AGREED AS FOLLOWS:**

**WITNESSETH:**

IN THAT CERTAIN **Contract No. 15-319** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor provision of Substance Use Disorder Recovery Services Community-Based Recovery Service Center Services, which Contract first became effective July 1, 2015 the following changes are hereby made and agreed to, effective July 1, 2021:

- I. ARTICLE IV Funding paragraph K is hereby amended and paragraph L is hereby added to read as follows:
  - K. The contract amendment amount of \$484,451 shall increase the total contract amount from \$2,978,334 to \$3,462,795 for the contract term.
  - L. This amendment hereby adds Schedules A and B for fiscal year 2021-22. All previous approved schedules remain in effect.
- II. ARTICLE XV DURATION AND TERMINATION paragraph A is hereby amended to read as follows:

A. The term of this Agreement shall be from July 1, 2015 through December 31, 2021 inclusive.

III. All other terms, conditions and covenants in the basic agreement remain in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

COUNTY OF SAN BERNARDINO

Curt Hagman, Chairman, Board of Supervisors

Dated:

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
of the County of San Bernardino

By

Deputy

Inland Valley Drug and Alcohol Recovery  
Services, Inc.

(Print or type name of corporation, company, contractor, etc.)

DocuSigned by:

By

Tina Hughes

84306844 (Authorized signature - sign in blue ink)

Name Tina Hughes

(Print or type name of person signing contract)

Title Chief Executive Officer

(Print or Type)

Dated: 4/11/2021

Address 1260 E. Arrow Hwy  
Upland Ca 91786

**FOR COUNTY USE ONLY**

Approved as to Legal Form

Dawn Martin

Dawn Martin, Deputy County Counsel

Date 4/9/2021

Reviewed for Contract Compliance

Natalie Kersee

Natalie Kessie, Contracts Manager

Date 4/12/2021

Reviewed/Approved by Department

Veronica Kellen

Veronica Kelley, Director

Date 4/12/2021

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
**SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)**  
Community-Based Recovery Service Centers Contract  
Schedule A - Proposed Budget

**BUDGET PERIOD:** FY21/22 (7/1/21-12/31/21)

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 939 N. D Street San Bernardino CA 92410  
**Provider Number:** 8619

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
<b>Recovery Services - Outpatient Treatment</b>			
<b>Cost - Individual Counseling</b>	\$ 79,834	\$ 19,958	\$ 99,792
Units of Service (15 minute increment)	2,112	528	2,640
Interim Rate (Cost/UOS)*	\$ 37.80	\$ 37.80	\$ 38
<b>Cost - Group Counseling</b>	\$ 19,958	\$ 4,990	\$ 24,948
Units of Service (15 minute increments)	528	132	660
Interim Rate (Cost/UOS)*	\$ 37.80	\$ 37.80	\$ 38
<b>Recovery Services - Recovery Monitoring</b>			
<b>Cost</b>	\$ 22,662	\$ 5,666	\$ 28,328
Units of Service (15 minute increments)	1133	283	1,416
Interim Rate (Cost/UOS)*	\$ 20.00	\$ 20.00	\$ 20
<b>Recovery Services - Case Management</b>			
<b>Cost</b>	\$ 14,515	\$ 3,629	\$ 18,144
Units of Service (15 minute increments)	384	96	480
Interim Rate (Cost/UOS)	\$ 37.80	\$ 37.80	\$ 38
<b>SUMMARY OF ALL RECOVERY SERVICES COSTS</b>			
<b>Total Net Service Expenses</b>	\$ 136,970	\$ 34,242	\$ 171,212
<b>Units of Service (15 minute increments)</b>	4,157	1,039	5,196
<b>Interim Rate (Cost/UOS)</b>	\$ 32.95	\$ 32.95	\$ 33
<b>Recovery Center (Non-Service Related Costs)</b>			
Total Expenditures		\$ 81,750	\$ 81,750
Less reportable Revenue		\$ 0	\$ 0
Net Recovery Center Costs		\$ 81,750	\$ 81,750
Service Hours		1,320	1,320
Cost per Hour		\$ 62	\$ 62
<b>CONTRACT TOTAL</b>	<b>\$ 136,970</b>	<b>\$ 115,992</b>	<b>\$ 252,962</b>

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
**SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)**  
**Community-Based Recovery Service Centers Contract**  
**Personnel Expense Detail**

**BUDGET PERIOD:** **FY21/22 (7/1/21-12/31/21)**

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 939 N. D Street San Bernardino CA 92410  
**Provider Number:** 8619

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Coordinator	\$ 43,500	\$ 10,875	\$ 54,375	20.0%	\$ 10,875
Therapist (LPHA)	\$ 31,200	\$ 7,800	\$ 39,000	50.0%	\$ 19,500
Clinical Director	\$ 57,500	\$ 14,375	\$ 71,875	5.0%	\$ 3,594
Clinical Supervisor	\$ 42,500	\$ 10,625	\$ 53,125	5.0%	\$ 2,656
Quality Improvement/Compliance Coordinator	\$ 32,500	\$ 8,125	\$ 40,625	5.0%	\$ 2,031
Certified Counselor	\$ 22,880	\$ 5,720	\$ 28,600	100.0%	\$ 28,600
Peer Support	\$ 17,680	\$ 4,420	\$ 22,100	100.0%	\$ 22,100
Peer Support	\$ 17,680	\$ 4,420	\$ 22,100	100.0%	\$ 22,100
Billing Clerk	\$ 20,800	\$ 5,200	\$ 26,000	20.0%	\$ 5,200
Administrative Assistant	\$ 17,680	\$ 4,420	\$ 22,100	40.0%	\$ 8,840
Activities Coordinator	\$ 18,720	\$ 4,680	\$ 23,400	100.0%	\$ 23,400
Recovery Specialist/Outreach	\$ 20,800	\$ 5,200	\$ 26,000	100.0%	\$ 26,000
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**TOTAL COSTS \$ 174,896**

**Community-Based Recovery Service Centers Contract  
Budget Detail**

**BUDGET PERIOD: FY21/22 (7/1/21-12/31/21)**

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 939 N. D Street San Bernardino CA 92410  
**Provider Number:** 8619

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

<b>Personnel Expenditures</b>	
<b>Salaries and Benefits</b>	<b>\$ 174,896</b>

<b>Services and Supplies</b>	
Communications	\$ 803
Office Supplies	\$ 990
Utilities	\$ 5,127
Rent/Leases - Structures	\$ 23,028
Rent/Leases - Equipment	\$ 1,103
Insurance	\$ 3,410
Professional Services	\$ 5,616
Repair and Maintenance	\$ 4,560
Food	\$ 250
Training & Travel	\$ 1,407
Printing & Publications	\$ 2,162
Curriculum & Educational Training	\$ 2,831
Miscellaneous Supplies	\$ -
Other: Supplies and Materials	\$ 2,079
Other: Dues and Fees	\$ 500
Other: Incentives	\$ 250
<b>Other Expenditures</b>	
Administrative Indirect Costs (see "NOTE" below)	\$ 22,830
Other: Depreciation	\$ 1,124
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 252,962</b>

<b>Revenue</b>	
Agency Revenue-Fees/Other	

<b>TOTAL NET EXPENDITURES</b>	<b>\$ 252,962</b>
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SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
**SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)**  
**Community-Based Recovery Service Centers Contract**  
**Budget Narrative**

**BUDGET PERIOD:** FY21/22 (7/1/21-12/31/21)

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 939 N. D Street San Bernardino CA 92410  
**Provider Number:** 8619

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.).  
For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 802.50	Telephone program expense
Office Supplies	\$ 990.00	Office Supplies program expense
Utilities	\$ 5,127.00	Utility program expense
Rent/Leases - Structures	\$ 23,027.50	Rent program expense
Rent/Leases - Equipment	\$ 1,102.50	Postage and copy machine rental program expense
Insurance	\$ 3,409.50	Agency General Liability, Crime, Cyber etc program expense
Professional Services	\$ 5,616.00	Outreach and/or consulting program expense
Repair and Maintenance	\$ 4,560.00	Repair/Maintenance of Facility and Equipment program expense
Food	\$ 250.00	Meals and/or snacks provided to participants
Training & Travel	\$ 1,406.50	Training/travel necessary for staff and/or participants
Printing & Publications	\$ 2,161.50	Printing and/or publications related to contracted services
Curriculum & Educational Training	\$ 2,831.00	Literature/educational materials related to contracted services
Miscellaneous Supplies	\$ -	
Other: Supplies and Materials	\$ 2,079.00	Supplies and Materials program expenses
Other: Dues and Fees	\$ 500.00	State, County and City dues and fees program expenses
Other: Incentives	\$ 250.00	\$5 and \$10 gift cards given to participants as incentives for reaching treatment goals and/or milestones for program
Administrative Indirect Costs	\$ 22,829.64	Each IVRS program is given an Admin Allocation percentage based on a direct program expense to total expense formula. The indirect costs in this budget represents less than 10% of the total budget. Admin Allocation expenses included the CEO, Director of Finance, HR Director and other positions/expenses associated with overall Agency Administration for all programs.
Other: Depreciation	\$ 1,123.50	Facility and equipment depreciation program expenses

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
**SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)**  
Community-Based Recovery Service Centers Contract  
Schedule A - Proposed Budget

**BUDGET PERIOD:** FY21/22 (7/1/21-12/31/21)

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 934 N. Mountain Ave A-D Upland CA 91786  
**Provider Number:** 36AC

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
<b>Recovery Services - Outpatient Treatment</b>			
<b>Cost - Individual Counseling</b>	\$ 69,852	\$ 17,463	\$ 87,315
Units of Service (15 minute increment)	1,848	462	2,310
Interim Rate (Cost/UOS)*	\$ 37.80	\$ 37.80	\$ 38
<b>Cost - Group Counseling</b>	\$ 14,515	\$ 3,629	\$ 18,144
Units of Service (15 minute increments)	384	96	480
Interim Rate (Cost/UOS)*	\$ 37.80	\$ 37.80	\$ 38
<b>Recovery Services - Recovery Monitoring</b>			
<b>Cost</b>	\$ 17,280	\$ 4,320	\$ 21,600
Units of Service (15 minute increments)	864	216	1,080
Interim Rate (Cost/UOS)*	\$ 20.00	\$ 20.00	\$ 20
<b>Recovery Services - Case Management</b>			
<b>Cost</b>	\$ 18,144	\$ 4,536	\$ 22,680
Units of Service (15 minute increments)	480	120	600
Interim Rate (Cost/UOS)	\$ 37.80	\$ 37.80	\$ 38
<b>SUMMARY OF ALL RECOVERY SERVICES COSTS</b>			
<b>Total Net Service Expenses</b>	\$ 119,791	\$ 29,948	\$ 149,739
<b>Units of Service (15 minute increments)</b>	3,576	894	4,470
<b>Interim Rate (Cost/UOS)</b>	\$ 33.50	\$ 33.50	\$ 33
<b>Recovery Center (Non-Service Related Costs)</b>			
Total Expenditures		\$ 81,750	\$ 81,750
Less reportable Revenue		\$ 0	\$ 0
Net Recovery Center Costs		\$ 81,750	\$ 81,750
Service Hours		1,320	1,320
Cost per Hour		\$ 62	\$ 62
<b>CONTRACT TOTAL</b>	<b>\$ 119,791</b>	<b>\$ 111,698</b>	<b>\$ 231,489</b>

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
**SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)**  
Community-Based Recovery Service Centers Contract  
Personnel Expense Detail

BUDGET PERIOD: **FY21/22 (7/1/21-12/31/21)**

**Providers Name:** Inland Valley Recovery Services  
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**Provider Number:** 36AC

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Coordinator	\$ 43,500	\$ 10,875	\$ 54,375	10.0%	\$ 5,438
Therapist (LPHA)	\$ 31,200	\$ 7,800	\$ 39,000	50.0%	\$ 19,500
Clinical Director	\$ 57,500	\$ 14,375	\$ 71,875	5.0%	\$ 3,594
Clinical Supervisor	\$ 42,500	\$ 10,625	\$ 53,125	5.0%	\$ 2,656
Quality Improvement/Compliance Coordinator	\$ 32,500	\$ 8,125	\$ 40,625	5.0%	\$ 2,031
Certified Counselor	\$ 22,880	\$ 5,720	\$ 28,600	100.0%	\$ 28,600
Peer Support	\$ 17,680	\$ 4,420	\$ 22,100	100.0%	\$ 22,100
Peer Support	\$ 17,680	\$ 4,420	\$ 22,100	80.0%	\$ 17,680
Billing Clerk	\$ 20,800	\$ 5,200	\$ 26,000	10.0%	\$ 2,600
Administrative Assistant	\$ 17,680	\$ 4,420	\$ 22,100	20.0%	\$ 4,420
Activities Coordinator	\$ 18,720	\$ 4,680	\$ 23,400	100.0%	\$ 23,400
Recovery Specialist/Outreach	\$ 20,800	\$ 5,200	\$ 26,000	100.0%	\$ 26,000
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**TOTAL COSTS \$ 158,019**



SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
**SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)**  
Community-Based Recovery Service Centers Contract  
Budget Detail

BUDGET PERIOD: FY21/22 (7/1/21-12/31/21)

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 934 N. Mountain Ave A-D Upland CA 91786  
**Provider Number:** 36AC

**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

Personnel Expenditures	
Salaries and Benefits	\$ 158,019

Services and Supplies	
Communications	\$ 1,343
Office Supplies	\$ 545
Utilities	\$ 2,998
Rent/Leases - Structures	\$ 16,380
Rent/Leases - Equipment	\$ 790
Insurance	\$ 2,932
Professional Services	\$ 10,716
Repair and Maintenance	\$ 3,772
Food	\$ 250
Training & Travel	\$ 936
Printing & Publications	\$ 1,757
Curriculum & Educational Training	\$ 2,735
Miscellaneous Supplies	\$ -
Other: Supplies and Materials	\$ 4,984
Other: Dues and Fees	\$ 500
Other: Incentives	\$ 250
Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 20,853
Other: Depreciation	\$ 1,734
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 231,489</b>

Revenue	
Agency Revenue-Fees/Other	

<b>TOTAL NET EXPENDITURES</b>	<b>\$ 231,489</b>
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**Community-Based Recovery Service Centers Contract  
Budget Narrative**

**BUDGET PERIOD:** FY21/22 (7/1/21-12/31/21)

**Providers Name:** Inland Valley Recovery Services  
**Facility Address:** 934 N. Mountain Ave A-D Upland CA 91786  
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**Prepared by:** Laurie Figueroa  
**Title:** Director of Finance  
**Date Prepared:** 3/3/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.). For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,342.50	Telephone program expense
Office Supplies	\$ 544.50	Office Supplies program expense
Utilities	\$ 2,997.50	Utility program expense
Rent/Leases - Structures	\$ 16,379.50	Rent program expense
Rent/Leases - Equipment	\$ 789.50	Postage and copy machine rental program expense
Insurance	\$ 2,932.00	Agency General Liability, Crime, Cyber etc program expense
Professional Services	\$ 10,716.00	Outreach and/or consulting program expense
Repair and Maintenance	\$ 3,771.50	Repair/Maintenance of Facility and Equipment program expense
Food	\$ 250.00	Meals and/or snacks provided to participants
Training & Travel	\$ 936.00	Training/travel necessary for staff and/or participants
Printing & Publications	\$ 1,757.00	Printing and/or publications related to contracted services
Curriculum & Educational Training	\$ 2,734.50	Literature/educational materials related to contracted services
Miscellaneous Supplies	\$ -	
Other: Supplies and Materials	\$ 4,984.00	Supplies and Materials program expenses
Other: Dues and Fees	\$ 500.00	State, County and City dues and fees program expenses
Other: Incentives	\$ 250.00	\$5 and \$10 gift cards given to participants as incentives for reaching treatment goals and/or milestones for program
Administrative Indirect Costs	\$ 20,852.50	Each IVRS program is given an Admin Allocation percentage based on a direct program expense to total expense formula. The indirect costs in this budget represents less than 10% of the total budget. Admin Allocation expenses included the CEO, Director of Finance, HR Director and other positions/expenses associated with overall Agency Administration for all programs.
Other: Depreciation	\$ 1,733.50	Facility and equipment depreciation program expenses