



**Contract Number**

**SAP Number**

4400016518

## Department of Aging and Adult Services

<b>Department Contract Representative</b>	Karol Hamman, Contract Analyst
<b>Telephone Number</b>	909.388.0215
<b>Contractor</b>	Rolling Start, Inc.
<b>Contractor Representative</b>	Lisa Hayes
<b>Telephone Number</b>	909.890.9516
<b>Contract Term</b>	July 1, 2021-June 30, 2022
<b>Original Contract Amount</b>	\$87,623
<b>Amendment Amount</b>	\$140,414
<b>Total Contract Amount</b>	\$228,037
<b>Cost Center</b>	5298101036

### **AMENDMENT NO. 1**

It is hereby agreed to amend SAP Contract No. 4400016518, effective July 1, 2021, as follows:

### **SECTION II. CONTRACTOR RESPONSIBILITIES**

**Amend Section to add Paragraphs O, P, Q, and R to read as follows:**

- O. Employ an ADRC Program Manager in accordance with applicable laws, statutes, ordinances, administrative orders, rules and regulations, as ADRC funding is available. The ADRC Program Manager responsibilities shall include, but are not limited to:
  - 1. Assisting with the achievement of ADRC goals and key indicators.
  - 2. Supporting the implementation of a shared information through a referral system and telephonic system across core and extended partners.
  - 3. Developing ADRC marketing campaign materials and strategy.
  - 4. Hosting events and community outreach efforts.
  - 5. Creating and delivering training to partners on ADRC core elements and new shared tools.
  - 6. Serving as a point of contact between partners for all ADRC business.
  - 7. Communicating with and reporting to CDA for ADRC matters.
  - 8. Monitoring ADRC performances against measurable indicators and regularly producing reports in collaboration with the ADRC designated Fiscal Agent.

9. Creating plans to continuously improve service delivery and coordination.
  10. Pursue new funding streams to support the ADRC's long-term sustainability.
  11. Be available as a subject-matter expert on disability-related services and resources.
  12. Assist in the coordination of warm-transfers of referrals received from the ADRC phone line.
  13. Make referrals to DAAS when appropriate.
  14. Facilitate the local ADRC Advisory Committee Meetings.
  15. Assist with updates to the ADRC public facing website: <https://adrc.sbcounty.gov/>
  16. Other duties as assigned.
- P. Employ a Transitions Coordinator in accordance with applicable laws, statutes, ordinances, administrative orders, rules and regulations, as ADRC funding is available. The Transitions Coordinator responsibilities shall include, but are not limited to:
1. Assist in the coordination of the ADRC core Transition Services. Including Nursing Facility to Home/Community Setting.
  2. Coordinate diversion services to prevent homelessness.
  3. Assist with obtaining needed documents to access LTSS.
  4. Application Assistance for LTSS.
  5. Coach and/or train participants on how to secure a caregiver.
  6. Engage housing providers, housing application assistance, determine voucher access, and ensure medication access during and post transition.
  7. Assist the ADRC with identifying potential extended partners that provide Transition Services.
  8. Aid in the coordination of Transition Services amongst the NWD/ADRC network.
  9. Other duties as assigned.
- Q. Modify the agreement with its client database, Q90, in order to:
1. Capture eligible ADRC client data (individuals age 60 and over and individuals with disabilities) on ADRC core services.
  2. Modify the agreement with its client database, Q90, in order to link to the reporting databases used by ADRC core and extended partners (Wellsky and iCarol).
  3. Produce reports with information on ADRC clients and services.
  4. Accept access from the ADRC and its partner's shared telephony system, InContact, for warm transfer referrals.
- R. CalFresh Expansion
1. CalFresh Program Description: CalFresh is known federal as the Supplemental Nutrition Assistance Program or SNAP. CalFresh benefits can help buy nutritious foods for a better diet, stretch food budgets, and allow individuals afford more healthy foods.
  2. Contractor will utilize ADRC Infrastructure Funds to meet the match requirements as expected by California Department of Social Services including the following four (4) Key Performance Indicators (KPI):
    - a. KPI #1: Data and Geocoding: Rolling Start will target people with disabilities, older adults and Caregivers who are low income, minorities, unhoused, and/or in rural areas. RSI will use data from the ADRC Core and Extended partners to outreach, pre-screen, provide application assistance and follow-up activities for the Cal Fresh program.

- b. KPI #2: Direct Service: RSI will target individuals that fall at or below the poverty level, Supplemental Security Income/State Supplemental Payment (SSI/SSP) recipients, College students, children, Veterans, and clients with language access barriers. RSI will meet program deliverables through virtual and in person meetings.
- c. KPI #3: Partnerships: RSI will collaborate and partner with Community Based Organizations (CBO), the AAA, Community Health Action Network, United Way 2-1-1, Special Education Local Plan Areas (SELPA), and agencies serving people who are unhoused. RSI's referrals come from many of these partnerships and collaborations.
- d. KPI #4: Large Scale Disaster Response (Multi-County Disaster): Targeted populations are people with disabilities and older adults in San Bernardino County to include urban, rural, mountain, and desert areas. If needed support can also be provided in Mono, Inyo, and Riverside Counties. Deliverables and outcomes will be reviewed on a case-by-case basis at the time of implementation.

Each of the items outlined in this Contract are in service of meeting the ADRC Designation Key Indicators, including public information and referral database, shared ADRC methods and tools, functional assessment process, uniformed assessment for long-term services and supports (LTSS) service delivery, Medi-Cal eligibility assistance local contact agency partners, partner Memorandum of Understanding (MOU), core and extended partners list, staff training plan and records, and service delivery tracking.

The goals of the partnership between the ADRC of San Bernardino County and Rolling Start, Inc. include empowering individuals to effectively navigate their long-term services and supports options to make informed choices, implementing a No Wrong Door approach, streamlining access to information and long-term services and supports, removing significant barriers individuals face when accessing services, providing objective information about the full range of options available, increasing capacity to provide reliable information and services by bringing new and existing resources together, and ensuring the provision of core ADRC elements: enhanced information and referral, person-centered options counseling, short-term service coordination, and individualized transition services.

The success of these goals will be measured by a variety of metrics, including increases in the number of people served, increases in referrals, increased call capacity, increased number of resources available in each region of the County, and percentage improvement in client satisfaction.

### **SECTION III. CONTRACTOR GENERAL RESPONSIBILITIES**

**Amend Section to Amend Paragraphs C and AA.1 to read as follows:**

- C. Without the prior written consent of the Assistant Executive Officer of Department Operations, this Contract is not assignable by Contractor either in whole or in part.

AA.

- 1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law.

The County agrees to indemnify, defend (with Counsel reasonably approved by Contractor) and hold harmless the Contractor and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from the negligence of the County, including the acts, errors or omissions of the County and for any costs or expenses incurred by the Contractor on account of any claim resulting from the acts or negligence of the County and its authorized

officers, employees, agents, and volunteers, except where such indemnification is prohibited by law.

In the event that the County and/or Contractor are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this contract, the County and/or the Contractor shall indemnify the other to the extent of its comparative fault.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

## **SECTION V. FISCAL PROVISIONS**

**Amend Paragraphs A and B and add Paragraph I to read as follows:**

- A. The maximum amount of funds under this Contract shall not exceed \$228,037, of which \$0 may be federally funded, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.
- B. Contractor shall be compensated on a cost-reimbursement basis, per the Program Budget (Attachment D) and incorporated by reference into this Contract.
- I. Upon written demonstration of need by Contractor and at the option of County, funds may be advanced to Contractor by County upon approval of the County Assistant Executive Officer of Department Operations. Any such advance will cause the amounts payable to Contractor in subsequent months to be reduced to the amount determined by dividing the balance left by the number of months remaining in the contract term. No advance will increase the amount shown in Paragraph A of this Section. In the event of early termination, the Contractor shall pay the remaining balance due to the County within thirty (30) calendar days.

## **SECTION IX. EARLY TERMINATION**

**Amend Paragraph A to read as follows:**

- A. The County may terminate the Contract immediately under Section V. Paragraph A, if funds are not available to the County, and under the provisions of Section VII, Paragraph C, Item 5 of the Contract. In addition, the Contract may be terminated without cause by either party by serving a written notice to the Contractor thirty (30) days in advance of termination. The Assistant Executive Officer of Department Operations is authorized to exercise the County's rights with respect to any termination of this Contract.

## **SECTION X. GENERAL PROVISION**

**Amend Section to add Paragraphs S and T to read as follows:**

### **I. GENERAL PROVISIONS**

- S. In the event of any inconsistency between the terms of this Contract and any forms, attachments, statements of work (SOW), or specifications which may be incorporated into this Contract, the following order of precedence shall apply:
  - 1. This Contract;
  - 2. Attachments to this Contract, as indicated herein; and
  - 3. Price lists, SOWs, and other documents attached hereto or incorporated herein.
- T. Equipment – All equipment, materials, supplies or property of any kind (including vehicles, publications, copyrights, etc.) which has a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of this Contract and not fully

consumed in one (1) year shall be the property of the County, unless otherwise required by Funding Source, and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by County when the Contract is terminated. Additional terms are as follows:

1. The purchase of any furniture or equipment which exceeds a single unit cost of five hundred dollars (\$500) and/or was not included in Contractor's approved budget, shall require the prior written approval of County, and shall fulfill the provisions of this Contract which are appropriate and directly related to Contractor's services or activities under the terms of the Contract. County may refuse reimbursement for any cost resulting from such items purchased, which are incurred by Contractor, if prior written approval has not been obtained from County.
2. Before equipment purchases made by Contractor are reimbursed by County, Contractor must submit paid vendor receipts identifying the purchase price, description of the item, serial numbers, model number and location where equipment will be used during the term of this Contract.
3. Contractor shall submit an inventory of equipment purchased under the terms of this Contract as part of the monthly activity report for the month in which the equipment is purchased.
4. At the termination of this Contract, Contractor shall provide a final inventory to County and shall at that time query County as to requirements, including the manner and method in returning said equipment to County. Final disposition of such equipment shall be in accordance with instructions from County.

#### **ATTACHMENT D – PROGRAM BUDGET**

**Amend Attachment D – Program Budget, included in this Amendment.**

All other terms and conditions of SAP Contract No. 4400016518 remain in full force and effect.

SAN BERNARDINO COUNTY

►

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  
San Bernardino County

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

Rolling Start Inc.

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

By ►

(Authorized signature - sign in blue ink)

Name Lisa Hayes

(Print or type name of person signing contract)

Title Executive Director

(Print or Type)

Dated: \_\_\_\_\_

Address 1955 Hunts Lane, Suite 101

San Bernardino, CA 92408

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►

Jacqueline Carey-Wilson, Deputy County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►

Patty Steven, Contracts Manager

Date \_\_\_\_\_

Reviewed/Approved by Department

►

Sharon Nevins, Director

Date \_\_\_\_\_

**COUNTY OF SAN BERNARDINO  
PROVIDER PROGRAM BUDGET FORM**  
Fiscal Year: 21-22

PROGRAM: ADRC

Provider: Rolling Start Inc.

SERVICE		ADRC	
Expenditure Category:		CASH	
1	Personnel-Liaises (3 mo. Only)	\$	19,185
	Personnel-D Tekie (9 Months)	\$	61,218
	Personnel - Open (Trans Coord)	\$	40,250
	Cal Fresh Match Personnel (2 FTE+Supervisor) 9 mos	\$	40,261
2	Staff Travel & Training	\$	550
	Cal Fresh Match Travel & Perdiem	\$	1,353
3	Equipment	\$	8,400
4	Non-Inventoriable Equipment		
5	Consultants		
6	Other Expenses:		
a	Supplies		
b	Insurance		
c	Repair & Maintenance		
d	Rent/Building Space		
e	Utilities		
f	Vehicle Operations		
	Miscellaneous-IT and Phone; C90 API development	\$	33,440
h	Cal Fresh Match Operating	\$	2,650
	Sub Total:	\$	207,307
7	Indirect Cost-10%	\$	20,730.68
Total Expenditures (add lines 1-7)		\$	228,037
Revenue Sources:		CASH	
	State Funds	\$	228,037
	Total Revenue	\$	228,037

Submitted by:

Lisa Hayes, Executive Director, Rolling Start Inc. 10/21/2021

First  
Signature  
Date

*10/21/21*  
Cecilia Bonni  
ADMINISTRATIVE SUPERVISOR II  
DAAS

*[Signature]*

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