

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

**Contract Number**

17-422 A-1

SAP Number

10005276

Department of Behavioral Health

Department Contract Representative	Deborah Forthun
Telephone Number	(909) 388-0862
Contractor	Inland Valley Drug and Alcohol Recovery Services, Inc.
Contractor Representative	Tina Hughes
Telephone Number	(909) 932-1069
Contract Term	July 1, 2017 – March 31, 2021
Original Contract Amount	\$905,112
Amendment Amount	\$226,278
Total Contract Amount	\$1,131,390
Cost Center	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. 17-422** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor provision of Substance Use Disorder Services, California Work Opportunity and Responsibility to Kids Life Skills program, which Contract first became effective July 1, 2017 the following changes are hereby made and agreed to, effective July 1, 2020:

- I. ARTICLE IV Funding paragraph H is hereby added to read as follows:
 - H. The maximum financial obligation under this contract shall not exceed \$301,704 annually. This contract is increased by \$226,278 for the period of July 1, 2020- March 31, 2021. This amendment shall increase the total contract amount from \$905,112 to \$1,131,390.
- II. ARTICLE XIV DURATION AND TERMINATION paragraph A is hereby amended to read as follows:
 - A. The term of this Agreement shall be from July 1, 2016 through March 31, 2021 inclusive. The County may, but is not obligated to, extend awarded contract(s) for up to one additional one-year periods contingent on the availability of funds and Contractor performance.

- III. This amendment hereby adds Schedules A and B for July 1, 2020 – March 31, 2021. All previously approved schedules remain in effect.
- IV. 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

By  _____
Curt Hagman, Chairman, Board of Supervisors

Dated: JUN 09 2020

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

By  _____
Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino
Deputy

Inland Valley Drug and Alcohol Recovery Services, Inc.

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

By  _____
(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: 5/21/2020

Address 1260 E Arrow Hwy, Upland Ca 91786
1260 E Arrow Hwy, Upland Ca 91786

FOR COUNTY USE ONLY


Approved as to Legal Form

By  _____
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Dawn Martin, Deputy County Counsel
Date 5/21/2020

Reviewed for Contract Compliance

By  _____
4AA4DEA056D0425...
Natalie Kessee, Contracts Manager
Date 5/21/2020

Reviewed/Approved by Department

By  _____
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Veronica Kelley, Director
Date 5/21/2020

SCHEDULE A

ADS - ALCOHOL AND DRUG SERVICES

SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM

SCHEDULE A - Proposed Budget

FISCAL YEARS: 2017/2018 through 2020/2021 (July 1, 2020-March 31,2021)

Prepared by: **Laurie Figueroa**
 Title: **Director of Finance**
 Date Form Completed: **May 13, 2020**

Contractor Name: **Inland Valley Drug and Alcohol Recovery Services**
 Address: **934 N. Mountain Ave. Suite# A-D**
 Provider: **Upland CA 91786**
 Number (36XX): **36AC Rancho Cucamonga/Colton Offices**

Rancho Cucamonga	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
	Annual Budget	\$ 75,701	\$ 75,701	\$ 55,000	\$ 282,103
	Service Hours	2,080	2,080	1,440	7,680
Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

Colton	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
	Annual Budget	\$ 75,701	\$ 75,701	\$ 55,000	\$ 282,103
	Service Hours	2,080	2,080	1,440	7,680
Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

SCHEDULE A

**ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM**

SCHEDULE A - Proposed Budget

FISCAL YEARS: 2017/2018 through 2020/2021 (July 1, 2020-March 31,2021)

Prepared
by:

Laurie Figueroa
Director
of
Finance

Title:

Date Form

May 13,
2020

Completed:

Contractor
Name: Inland Valley Drug and Alcohol
Recovery Services
939 N. D St
Address:
San Bernardino CA 92410
Provider
Number (36XX): 8619 Redlands/San Bernardino Offices

	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
Annual Budget	\$ 75,151	\$ 75,151	\$ 75,151	\$ 58,139	\$ 283,592
Service Hours	2,080	2,080	2,080	1,530	7,770
Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
Annual Budget	\$ 75,151	\$ 75,151	\$ 75,151	\$ 58,139	\$ 283,592
Service Hours	2,080	2,080	2,080	1,530	7,770
Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

SCHEDULE A

ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
SCHEDULE A - Proposed Budget

FISCAL YEARS: 2017/2018 through 2020/2021 (July 1, 2020-March 31, 2021)

Prepared by: **Laurie Figueroa**
 Title: **Director of Finance**
 Date Form Completed: **May 13, 2020**

Contractor Name: **Inland Valley Drug and Alcohol Recovery Services**
 Address: **1260 E. Arrow Highway**
 Provider Number (36XX): **Upland CA 91786**
 Summary: **36AC / 8619**

36AC		FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
	Annual Budget	\$ 151,402	\$ 151,402	\$ 151,402	\$ 110,000	\$ 564,206
	Service Hours	4,160	4,160	4,160	2,880	15,360
	Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

8619		FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
	Annual Budget	\$ 150,302	\$ 150,302	\$ 150,302	\$ 116,278	\$ 567,184
	Service Hours	4,160	4,160	4,160	3,060	15,540
	Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

Totals		FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 (9mo)	TOTAL
	Annual Budget	\$ 301,704	\$ 301,704	\$ 301,704	\$ 226,278	\$ 1,131,390
	Service Hours	8,320	8,320	8,320	5,940	30,900
	Cost per Service Hour	\$ 36	\$ 36	\$ 36	\$ 38	\$ 37

SCHEDULE A

SCHEDULE B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

PROVIDER NAME Inland Valley Drug and Alcohol Recovery Services**LOCATION/SITE** COLTON (1900 W. Valley Blvd Colton, CA 92324)**Provider # (36xx):** 36AC**BUDGET PERIOD** July 1, 2020 - March 31, 2021 (9mo)**PREPARED BY** Laurie Figueroa

POSITION TITLE	HOURLY RATE	TOTAL SERVICE HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARY & BENEFITS
				Benefit Rate: 22%	
Life Skills Facilitator 1	\$ 22.00	1440	\$ 31,680	\$ 6,970	\$ 38,650
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			\$ -	\$ -	\$ -
TOTAL		1,440	\$ 31,680	\$ 6,970	\$ 38,650

SCHEDULE B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL**

PROVIDER: Inland Valley Drug and Alcohol Recovery Services**LOCATION/SITE: COLTON****Provider # (36xx): 36AC****BUDGET PERIOD: July 1, 2020 - March 31, 2021****PREPARED BY: Laurie Figueroa**

TOTAL SALARY & BENEFITS (pg 1)	\$	38,650
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SERVICES AND SUPPLIES	Annual Cost	
COMMUNICATIONS	\$	665
INSURANCE	\$	1,859
OFFICE EXPENSES	\$	1,153
PRINTING/PUBLICATIONS	\$	526
RENTS & LEASES – STRUCTURES	\$	1,441
EQUIPMENT RENTAL/LEASE	\$	271
EQUIPMENT REPAIR AND MAINTENANCE	\$	624
DEPRECIATION: EQUIPMENT	\$	-
DEPRECIATION: STRUCTURES	\$	-
TRAVEL	\$	100
TRAINING	\$	120
Professional Services	\$	2,295
OTHER: Facility Repair and Maintenance	\$	681
OTHER: Utilities		\$776
INDIRECT COSTS (ADMIN COST)		\$5,839
TOTAL SERVICES & SUPPLIES	\$	16,350
TOTAL PROGRAM EXPENDITURES	\$	55,000

SUMMARY OF SERVICE HOURS & HOURLY COST:		
PROGRAM COST	\$	55,000
SERVICE HOURS		1,440
NET COST PER HOUR:	\$	38

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

Budget Narrative *

Line-Item Budget	Budget Amount	Description of Expenditure
Professional Services	\$ 2,295	Professional services include temporary staff agency costs
OTHER: Facility Repair and Maintenance	\$ 681	Standard repair and maintenance costs for facility to maintain a clean and safe environment.
OTHER: Utilities	\$ 776	For each program that has a "shared" location (several programs operating out of the same location) i.e. Secondary Prevention, Outpatient, and Life skills sharing the same facility, the expenses for the entire facility are shared based on a formula similar to the Admin Allocation % formula. However, here the total expenses for each program located at that facility are compared to the total expenses at that facility quarterly and assigned an expense allocation percentage for all shared expenses such as utilities, phone, repair and maintenance etc.
INDIRECT COSTS (ADMIN COST)	\$ 5,839	Each IVRS agency program is allocated an Admin Allocation percentage based on a direct program expense compared to total agency expense formula and is adjusted quarterly based on actual financial statements by program. Currently the Upland Life Skills Program represents 1.29% of the IVRS Admin allocation and the Admin Cost here represents 10% of our proposed budget.

SCHEDULE B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

PROVIDER NAME Inland Valley Drug and Alcohol Recovery Services
LOCATION/SITE RANCHO CUCAMONGA (10825 Arrow Rte., Rancho Cucamonga CA 91730)
Provider # (36xx): 36AC
BUDGET PERIOD July 1, 2020 - March 31, 2021 (9mo)
PREPARED BY Laurie Figueroa

POSITION TITLE	HOURLY RATE	TOTAL SERVICE HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARY & BENEFITS
				Benefit Rate: 22%	
Life Skills Facilitator 1	\$ 22.00	1440	\$ 31,680	\$ 6,970	\$ 38,650
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
TOTAL		1,440	\$ 31,680	\$ 6,970	\$ 38,650

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL**

PROVIDER: Inland Valley Drug and Alcohol Recovery Services

LOCATION/SITE: RANCHO CUCAMONGA

Provider # (36xx): 36AC

BUDGET PERIOD: July 1, 2020 - March 31, 2021

PREPARED BY: Laurie Figueroa

TOTAL SALARY & BENEFITS (pg 1)	\$	38,650
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SERVICES AND SUPPLIES	Annual Cost
COMMUNICATIONS	\$ 665
INSURANCE	\$ 1,859
OFFICE EXPENSES	\$ 1,153
PRINTING/PUBLICATIONS	\$ 526
RENTS & LEASES – STRUCTURES	\$ 1,441
EQUIPMENT RENTAL/LEASE	\$ 271
EQUIPMENT REPAIR AND MAINTENANCE	\$ 624
DEPRECIATION: EQUIPMENT	\$ -
DEPRECIATION: STRUCTURES	\$ -
TRAVEL	\$ 100
TRAINING	\$ 120
Professional Services	\$ 2,295
OTHER: Facility Repair and Maintenance	\$ 681
OTHER: Utilities	\$ 776
INDIRECT COSTS (ADMIN COST)	\$ 5,839
TOTAL SERVICES & SUPPLIES	\$ 16,350
TOTAL PROGRAM EXPENDITURES	\$ 55,000

SUMMARY OF SERVICE HOURS & HOURLY COST:	
PROGRAM COST	\$ 55,000
SERVICE HOURS	1,440
NET COST PER HOUR:	\$ 38

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

Budget Narrative *

Line-Item Budget	Budget Amount	Description of Expenditure
Professional Services	\$ 2,295	Professional services include temporary staff agency costs
OTHER: Facility Repair and Maintenance	\$ 681	Standard repair and maintenance costs for facility to maintain a clean and safe environment.
OTHER: Utilities	\$ 776	For each program that has a "shared" location (several programs operating out of the same location) i.e. Secondary Prevention, Outpatient, and Life skills sharing the same facility, the expenses for the entire facility are shared based on a formula similar to the Admin Allocation % formula. However, here the total expenses for each program located at that facility are compared to the total expenses at that facility quarterly and assigned an expense allocation percentage for all shared expenses such as utilities, phone, repair and maintenance etc.
INDIRECT COSTS (ADMIN COST)	\$ 5,839	Each IVRS agency program is allocated an Admin Allocation percentage based on a direct program expense compared to total agency expense formula and is adjusted quarterly based on actual financial statements by program. Currently the Upland Life Skills Program represents 1.29% of the IVRS Admin allocation and the Admin Cost here represents 10% of our proposed budget.

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

PROVIDER NAME Inland Valley Drug and Alcohol Recovery Services
LOCATION/SITE REDLANDS (1811 W. Lugonia Ave Redlands CA 92374)
Provider # (36xx): 8619
BUDGET PERIOD July 1, 2020 - March 31, 2021 (9mo)
PREPARED BY Laurie Figueroa

POSITION TITLE	HOURLY RATE	TOTAL SERVICE HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARY & BENEFITS
				Benefit Rate: 22%	
Life Skills Facilitator 1	\$ 22.00	1530	\$ 33,660	\$ 7,405	\$ 41,065
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			\$ -	\$ -	\$ -
TOTAL		1,530	\$ 33,660	\$ 7,405	\$ 41,065

BUDGET PROPOSAL**PROVIDER: Inland Valley Drug and Alcohol Recovery Services****LOCATION/SITE: REDLANDS****Provider # (36xx): 8619****BUDGET PERIOD: July 1, 2020 - March 31, 2021****PREPARED BY: Laurie Figueroa**

TOTAL SALARY & BENEFITS (pg 1)	\$	41,065
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SERVICES AND SUPPLIES	Annual Cost
COMMUNICATIONS	\$ 574
INSURANCE	\$ 1,913
OFFICE EXPENSES	\$ 995
PRINTING/PUBLICATIONS	\$ 572
RENTS & LEASES – STRUCTURES	\$ 1,532
EQUIPMENT RENTAL/LEASE	\$ 364
EQUIPMENT REPAIR AND MAINTENANCE	\$ 961
DEPRECIATION: EQUIPMENT	\$ -
DEPRECIATION: STRUCTURES	\$ -
TRAVEL	\$ 240
TRAINING	\$ 139
Professional Services	\$ 1,794
OTHER: Facility Repair and Maintenance	\$ 793
OTHER: Utilities	\$1,117
INDIRECT COSTS (ADMIN COST)	\$6,080
TOTAL SERVICES & SUPPLIES	\$ 17,074
TOTAL PROGRAM EXPENDITURES	\$ 58,139

SUMMARY OF SERVICE HOURS & HOURLY COST:	
PROGRAM COST	\$ 58,139
SERVICE HOURS	1,530
NET COST PER HOUR:	\$ 38

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

Budget Narrative *

Line-Item Budget	Budget Amount	Description of Expenditure
Professional Services	\$ 1,794	Professional services include temporary staff agency costs
OTHER: Facility Repair and Maintenance	\$ 793	Standard repair and maintenance costs for facility to maintain a clean and safe environment.
OTHER: Utilities	\$ 1,117	For each program that has a "shared" location (several programs operating out of the same location) i.e. Secondary Prevention, Outpatient, and Life skills sharing the same facility, the expenses for the entire facility are shared based on a formula similar to the Admin Allocation % formula. However, here the total expenses for each program located at that facility are compared to the total expenses at that facility quarterly and assigned an expense allocation percentage for all shared expenses such as utilities, phone, repair and maintenance etc.
INDIRECT COSTS (ADMIN COST)	\$ 6,080	Each IVRS agency program is allocated an Admin Allocation percentage based on a direct program expense compared to total agency expense formula and is adjusted quarterly based on actual financial statements by program. Currently the Upland Life Skills Program represents 1.45% of the IVRS Admin allocation and the Admin Cost here represents 10% of our proposed budget.

SCHEDULE B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL - SALARY & BENEFITS**

PROVIDER NAME Inland Valley Drug and Alcohol Recovery Services
LOCATION/SITE SAN BERNARDINO (265 E. 4th Street San Bernardino, CA 92415)
Provider # (36xx): 8619
BUDGET PERIOD July 1, 2020 - March 31, 2021 (9mo)
PREPARED BY Laurie Figueroa

POSITION TITLE	HOURLY RATE	TOTAL SERVICE HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARY & BENEFITS
				Benefit Rate: 22%	
Life Skills Facilitator 1	\$ 22.00	1530	\$ 33,660	\$ 7,405	\$ 41,065
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TOTAL		1,530	\$ 33,660	\$ 7,405	\$ 41,065

SCHEDULE B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
ADS - ALCOHOL AND DRUG SERVICES
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM
BUDGET PROPOSAL**

PROVIDER: Inland Valley Drug and Alcohol Recovery Services**LOCATION/SITE: SAN BERNARDINO****Provider # (36xx): 8619****BUDGET PERIOD: July 1, 2020 - March 31, 2021****PREPARED BY: Laurie Figueroa**

TOTAL SALARY & BENEFITS (pg 1)	\$	41,065
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SERVICES AND SUPPLIES	Annual Cost
COMMUNICATIONS	\$ 574
INSURANCE	\$ 1,913
OFFICE EXPENSES	\$ 995
PRINTING/PUBLICATIONS	\$ 572
RENTS & LEASES – STRUCTURES	\$ 1,532
EQUIPMENT RENTAL/LEASE	\$ 364
EQUIPMENT REPAIR AND MAINTENANCE	\$ 961
DEPRECIATION: EQUIPMENT	\$ -
DEPRECIATION: STRUCTURES	\$ -
TRAVEL	\$ 240
TRAINING	\$ 139
Professional Services	\$ 1,794
OTHER: Facility Repair and Maintenance	\$ 793
OTHER: Utilities	\$1,117
INDIRECT COSTS (ADMIN COST)	\$6,080
TOTAL SERVICES & SUPPLIES	\$ 17,074
TOTAL PROGRAM EXPENDITURES	\$ 58,139

SUMMARY OF SERVICE HOURS & HOURLY COST:

PROGRAM COST	\$ 58,139
SERVICE HOURS	1,530
NET COST PER HOUR:	\$ 38

BUDGET PROPOSAL - SALARY & BENEFITS**Budget Narrative ***

Line-Item Budget	Budget Amount	Description of Expenditure
Professional Services	\$ 1,794	Professional services include temporary staff agency costs
OTHER: Facility Repair and Maintenance	\$ 793	Standard repair and maintenance costs for facility to maintain a clean and safe environment.
OTHER: Utilities	\$ 1,117	For each program that has a "shared" location (several programs operating out of the same location) i.e. Secondary Prevention, Outpatient, and Life skills sharing the same facility, the expenses for the entire facility are shared based on a formula similar to the Admin Allocation % formula. However, here the total expenses for each program located at that facility are compared to the total expenses at that facility quarterly and assigned an expense allocation percentage for all shared expenses such as utilities, phone, repair and maintenance etc.
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