

## EXHIBIT A

### COOPERATIVE CONTRACT MT DIABLO UNIFIED SCHOOL DISTRICT Transition Partnership Program

#### SCOPE OF WORK

##### I. Introduction

This cooperative contract is designed to jointly serve the mutual clients receiving services from the Mt Diablo Unified School District Transition Partnership Program (TPP) and the Department of Rehabilitation (DOR) students. Staff and resources are combined to provide vocational rehabilitation services through this TPP.

The Mt Diablo Unified School District TPP will focus on serving the eligible DOR - TPP students/clients in 10 high school sites..

Through the Cooperative Contract, the Mt Diablo Unified School District TPP staff will provide Employment Services. These services are designed to prepare DOR clients/TPP students with disabilities with the skills necessary to secure and maintain competitive employment in agreement with their Individual Plan for Employment (IPE).

Referral for this agreement will be accomplished by ongoing communication between the DOR counselor and TPP staff and will be made in both directions.

During fiscal year 2010/11, there shall be a total of 20 unduplicated students/DOR clients who shall receive services through this cooperative program. As a result of the services provided through this contract, it is expected that DR will:

- ◆ Open 15 new cases (status 02)
- ◆ develop 10 new Individual Plan for Employment (IPE)
- ◆ close 6 cases successfully (status 26)

During fiscal year 2011/12, there shall be a total of 20 unduplicated students/DOR clients who shall receive services through this cooperative program. As a result of the services provided through this contract, it is expected that DR will:

- ◆ Open 15 new cases (status 02)
- ◆ develop 10 new Individual Plan for Employment (IPE)
- ◆ close 6 cases successfully (status 26)

During fiscal year 2012/13, there shall be a total of 20 unduplicated students/DOR clients who shall receive services through this cooperative program. As a result of the services provided through this contract, it is expected that DR will:

- ◆ Open 15 new cases (status 02)
- ◆ develop 10 new Individual Plan for Employment (IPE)
- ◆ close 6 cases successfully (status 26)

## **II. Services to be Provided**

### **A. Employment Services**

#### **Employment Preparation:**

Upon determination of a DOR consumers' readiness to engage in Employment Preparation services the TPP/ DOR consumer will participate in the following activities:

- Interviewing techniques
- Resume development
- Application preparation
- Appropriate work behaviors and work ethics
- Relevant work practices
- Appropriate grooming and hygiene
- Assistance with benefits planning related to employment

#### **Job Development, Placement, and Follow up**

Upon determination of a DOR consumer's preparedness to engage in job search activities, TPP Job Developers, TPP CBI Instructor, and the student/DOR consumer will collaborate in the following activities:

- Identification of specific job openings appropriate for the DOR consumer as indicated in their IPE.
- Contact of employers to identify job openings
- Obtaining information detailing qualifications and work site requirements for specific job opportunities to ensure applicant readiness and success on the job
- Job site consultation to identify or modify barriers
- Negotiating job carving, work site analysis or other job accommodations
- Assisting job applicant in the interviewing process
- Assisting the job applicant in coordinating transportation needs
- Provision of job club or tools to assist in job search

Upon job placement:

- Job destination training
- Job Orientation assistance
- Information on conditions of employment, such as:
  - Job Duties' and job description
  - Performance expectations
  - Name of immediate supervisor
  - Responsibilities of the employee
  - Wage payment practices
  - Benefits
  - Company policies and procedures including conflict resolution procedures and health and safety practices
  - Probation and performance evaluation procedures
  - Union status, as appropriate

The TPP Vocational Specialist will provide follow-up services upon job placement. This service is primarily a monitoring function to ensure that the student/DOR client has retained employment for a minimum of ninety days.

Service Outcomes/Number to be Served:

For fiscal year 2010/11, there shall be:

- 20 TPP students/DOR clients who shall receive employment preparation services.
- 10 TPP students/DOR clients will be placed in employment consistent with their respective approved IPE.
- 6 TPP students/DOR clients will obtain and retain employment for 90 days or longer.

For fiscal year 2011/12, there shall be:

- 20 TPP students/DOR clients who shall receive employment preparation services.
- 10 TPP students/DOR clients will be placed in employment consistent with their respective approved IPE.
- 6 TPP students/DOR clients will obtain and retain employment for 90 days or longer.

For fiscal year 2012/13, there shall be:

- 20 TPP students/DOR clients who shall receive employment preparation services.
- 10 TPP students/DOR clients will be placed in employment consistent with their respective approved IPE.
- 6 TPP students/DOR clients will obtain and retain employment for 90 days or longer.

### **III. Contract Administrator/Program Administrator**

Department of Rehabilitation  
 Diane Gressani  
 1485 Enea Ct, Suite 1100  
 Concord, CA 94597  
 (925) 602-3991  
 Fax: (925) 689-1797  
[dgressan@dor.ca.gov](mailto:dgressan@dor.ca.gov)

Mt Diablo Unified School District  
 Samantha Espinosa  
 1266 San Carlos Ave  
 Concord, CA 94518  
 (925) 765-2843  
 (925) 603-1773  
[espinosas@mdusd.k12.ca.us](mailto:espinosas@mdusd.k12.ca.us)

### **V. IV. Linkages to Other Community Agencies**

Mt Diablo Unified School District TPP has linkages to the following agencies:

- Employment Development Department (EDD)
- CalWorks
- Mt Diablo Adult Education
- Workforce Investment Board
- Job Corps
- Diablo Valley College Workability III
- Independent Living Resource
- Los Medanos College
- Pleasant Hill Park and Recreation
- Walnut Creek Park and Recreation
- YMCA
- Walnut Creek Chamber of Commerce
- Independent Adoption Agency
- Foster Youth Services
- California Conservation Corp

## **VI. In Service Training**

As needed, in-service trainings will be conducted to cross-train in other agency's missions, services, procedures, and professional approaches.

Original

Amendment

Revision

Contractor Name and Address: Mt Diablo Unified School District 1266 San Carlos Ave Concord, CA 94518		Contract Number: 7/1/10-6/30/11	Federal ID Number: 68-0091157	Page ___ of
Line No.	Position Title	Budget Period: 7/1/10-6/30/11	Effective Date: 7/1/2010	Effective Date:
1	<b>PERSONNEL</b>		Budget Change	<b>TOTAL BUDGET</b>
2	TPP Job Developers - hourly, \$25/hr, 28 hrs/wk	\$26,460.00		\$26,460.00
3	TPP CBI Instructor - hourly, \$25/hr, 5 hrs/wk	\$4,410.00		\$4,410.00
4	Benefits, TPP Job Developers	\$3,540.00		\$3,540.00
5	Benefits, TPP CBI Instructor	\$590.00		\$590.00
6				
7				
8				
9				
10				
11				
12				
13	<b>Subtotal</b>	\$35,000.00		\$35,000.00
14	<b>OPERATING</b>			
15	Travel / Mileage	\$618.00		\$618.00
17	Office Supplies	\$300.00		\$300.00
18	Training	\$300.00		\$300.00
19	Instructional Supplies/Materials	\$145.00		\$145.00
20				
21				
22				
23	<b>Subtotal</b>	\$1,363.00		\$1,363.00
24	<b>Subtotal Personnel &amp; Operating Costs:</b>	\$36,363.00		\$36,363.00
25	<b>INDIRECT COST</b>	5.7300%		\$2,083.60
	<b>TOTALS</b>	\$38,447		\$38,447

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

Original     
  Amendment     
  Revision

Contractor Name and Address:  
 Mt Diablo Unified School District  
 1266 San Carlos Ave  
 Concord, CA 94518

Contract Number: 68-0091157      Federal ID Number: 68-0091157  
 Budget Period: 7/1/11-6/30/12      Effective Date: 7/1/2010

Line No.	Position Title	Budget Change	Budget Change	TOTAL BUDGET	Page ___ of ___
1	<b>PERSONNEL</b>				
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6					
7					
8					
9					
10					
11					
12					
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Original       Amendment       Revision

Contractor Name and Address:  
**Mt Diablo Unified School District**  
 1266 San Carlos Ave  
 Concord, CA 94518

Contract Number: **68-0091157**      Federal ID Number:  
 Budget Period: **7/1/12-6/30/13**      Effective Date: **7/1/2010**

Line No.	Position Title	Budget Change	Budget Change	TOTAL BUDGET	Page ___ of
1	<b>PERSONNEL</b>				
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## **Mt Diablo Unified School District SERVICE BUDGET NARRATIVE**

### **Personnel**

#### **TPP Job Developer**

The TPP Job Developer will provide Employment Services within the description of the contract services to DOR students/clients. The duties include:

- Conducting intake interviews with each DOR student/client to assess job readiness
- Contacting employers to develop specific job sites
- Coordinating the placement of DOR student/clients into competitive employment
- Providing post employment monitoring of DOR student/clients
- Providing DOR client job placement and monthly progress reports to referring DOR counselor
- Supervising the Vocational Assistant
- Participating in community employer networks and meetings
- Coordinating TPP paperwork

This position will be hourly and 100% to the contract.

#### **TPP CBI Instructor**

The TPP CBI Instructor will provide the DOR student/client assistance and support on or off the job in activities that are Employment Service related and needed to promote successful job adjustment and retention. The TPP CBI Instructor duties include, based on client need:

- Conducting intake interviews with each DOR student/client to assess job readiness
- Contacting employers to develop specific job sites
- Coordinating the placement of DOR student/clients into competitive employment
- Providing post employment monitoring of DOR student/clients
- Providing DOR client job placement and monthly progress reports to referring DOR counselor
- Supervising the Vocational Assistant
- Participating in community employer networks and meetings

- Coordinating TPP paperwork

This position will be hourly and 100% to the contract.

### **Operating**

**Travel/Mileage:** TPP staff mileage expenses for local job development, job-coaching meetings, TPP monitoring and other program related activities. Travel expenses for TPP staff to attend TPP related training activities.

**Office Supplies:** Office supplies necessary to carry out the TPP. This includes postage, paper, pencils, pens, computer disks, duplicating costs, curriculum materials, recordkeeping materials and office supplies.

**Training:** Costs for TPP staff to attend training related to provision of services under this contract. Training must be approved by the DOR Contract Administrator and restricted to \$500 per FTE positions in the contract.

**Instructional Supplies/Materials:** DOR students/clients supplies necessary to promote the vocational rehabilitation component of the TPP. This includes vocational curriculum and job specific tutorial supplies.

### **Indirect Cost**

Indirect costs rate has been calculated and approved by the California Department of Education (CDE).

**COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET**

Fiscal Year 2010/11

July 1, 2010 - June 30, 2011

**Contractor Name and Address**

Mt Diablo Unified School District  
 1266 San Carlos Ave  
 Concord, CA 94518

Cooperative agency agrees that it will make the following expenditures during the fiscal year in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. \*\*NOTE\*\* No portion of the below expenditures shall come from Federal Funds.

Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
<b>PERSONNEL/POSITIONS</b>				
TPP Administrator (Mildred Browne) 7.315%	@40 hrs/wk, 11	\$ 180,133.00	7%	\$ 13,176.73
TPP Manager (Mary Ann Tucker)	@ 40 hrs wk, 1	\$ 95,725.00	8%	\$ 7,658.00
TPP Fiscal Analyst (Marie Fabie)	E@40 hrs wk, 1	\$ 35,619.00	10%	\$ 3,561.90
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>OPERATING EXPENSES</b>				
				\$ -
				\$ -
				\$ -
<b>NOT APPLICABLE</b>				
<b>Indirect Cost/Administrative Overhead:</b>				
		5.060%		
<b>TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar):</b>				<b>SUBTOTAL</b>
				\$24,396.63
				\$1,234.47
				\$25,631



COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2012/13  
July 1, 2012 - June 30, 2013

**Contractor Name and Address**

Mt Diablo Unified School District  
1266 San Carlos Ave  
Concord, CA 94518

Cooperative agency agrees that it will make the following expenditures during the fiscal year in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. \*\*NOTE\*\* No portion of the below expenditures shall come from Federal Funds.

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>OPERATING EXPENSES</b>				
<b>NOT APPLICABLE</b>				
SUBTOTAL				
Indirect Cost/Administrative Overhead:				\$24,396.63
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar):				\$1,234.47
				\$25,631

## MT DIABLO UNIFIED SCHOOL DISTRICT CERTIFIED EXPENDITURE BUDGET NARRATIVE

Federal matching purposes (see Cooperative Agency Certified Time Budget Summary). This role will involve the provision of specific DR services, which are other than the traditional personnel roles/services of the Cooperative Agency. In order to identify the difference in function between their Cooperative Agency role and their DOR role, the following comparisons are made between their traditional and new duties (which constitute a "new pattern of service").

<b><u>Former/Concurrent Cooperative Agency Functions</u></b>	<b><u>Cooperative Program Functions</u></b>
<p><b>Assistant Superintendent, Pupil Services and Special Education</b></p> <p>Responsible for leadership in planning, developing, administering, coordinating and evaluating the student services programs, recommending and administering student services related policies and procedures to ensure student success. Direct oversight of student services programs.</p>	<p><b>TPP Administrator</b></p> <p>Oversees the TPP contract and provides guidance and support to the program. Communicates with TPP staff via meetings, phone calls, and emails to discuss program matters. Coordinates the hiring process of TPP staff. Reviews and monitors TPP budget expenditures.</p>

<p><b>Administrator/Special Day Class and Center Programs</b></p> <p>Responsible for the overall design, organization, supervision, evaluation and fiscal management of Special Day Class and Center programs at Mt Diablo Unified School District.</p>	<p><b>TPP Manager</b></p> <p>Provides overall administration of TPP Contract, monitor work load and progress of TPP Job Developers and TPP CBI Instructor on work time issues, TPP efficient flow of services, referrals, and overall contract performance. Maintains contact with DOR Contract Administrator to ensure proper and appropriate adherence to contract.</p>
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<b>Fiscal Analyst I</b> Provides fiscal oversight and management within Mt Diablo Unified School District.	<b>TPP Fiscal Analyst</b> Oversight and management of fiscal and invoicing for TPP contract.
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**Indirect Cost/Administrative Overhead:**

Indirect cost rate calculated by the CDE – California Department of Education necessary reports.

**Mt Diablo Unified School District**

**DOR Program Budget**

**Fiscal Year 2010/11**

**July 1, 2010 - June 30, 2011**

**0.30**

**FTE Counselor Units**

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**DEPARTMENT OF REHABILITATION SERVICES**

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<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = 110,377	0.30	\$33,113
Case Services (Individual Client Expenses)			<b>\$5,334</b>
<b>SUBTOTAL</b>			<b>\$38,447</b>

Case Service Contract/s to:

_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
<b>TOTAL DOR PROGRAM COST</b>	<b>\$38,447</b>



**Mt Diablo Unified School District**

**DOR Program Budget**

**Fiscal Year 2011/12**

**July 1, 2011 - June 30, 2012**

**0.30**

**FTE Counselor Units**

**DEPARTMENT OF REHABILITATION SERVICES**

---

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = 110,377	0.30	\$33,113
Case Services (Individual Client Expenses)			<b>\$5,334</b>
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Case Service Contract/s to:

_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>

**TOTAL DOR PROGRAM COST** **\$38,447**

**Mt Diablo Unified School District**

**DOR Program Budget**

**Fiscal Year 2012/13**

**July 1, 2012 - June 30, 2013**

**0.30**

**FTE Counselor Units**

**DEPARTMENT OF REHABILITATION SERVICES**

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<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
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<b>SUBTOTAL</b>			<b>\$38,447</b>

Case Service Contract/s to:

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_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>
_____	<b>\$0</b>

**TOTAL DOR PROGRAM COST**

**\$38,447**

# Mt Diablo Unified School District

Attachment 1

## Program Budget Summary

Fiscal Year 2010/11

July 1, 2010 - June 30, 2011

### TOTALS

DOR PROGRAM COSTS (From DOR Program Budget)		<b>\$38,447</b>
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		<b>\$38,447</b>
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		<b>\$25,631</b>
<hr/>		
<b>TOTAL PROGRAM COST</b>		<b>\$102,525</b>
Cooperative Agency Share (Certified Expenditure)	<b>25.00%</b>	<b>\$25,631</b>
Total DOR Share	<b>75.00%</b>	<b>\$76,894</b>
<hr/>		
<b>TOTAL BUDGET</b>		<b>\$102,525</b>

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

# Mt Diablo Unified School District

Attachment 1

## Program Budget Summary

Fiscal Year 2011/12

July 1, 2011 - June 30, 2012

### TOTALS

DOR PROGRAM COSTS (From DOR Program Budget)		<b>\$38,447</b>
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		<b>\$38,447</b>
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		<b>\$25,631</b>
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<b>TOTAL PROGRAM COST</b>		<b>\$102,525</b>
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<b>TOTAL BUDGET</b>		<b>\$102,525</b>

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# Mt Diablo Unified School District

Attachment 1

## Program Budget Summary

Fiscal Year 2012/13

July 1, 2012 - June 30, 2013

### TOTALS

DOR PROGRAM COSTS (From DOR Program Budget)		<b>\$38,447</b>
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		<b>\$38,447</b>
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		<b>\$25,631</b>
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<b>TOTAL PROGRAM COST</b>		<b>\$102,525</b>
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<b>TOTAL BUDGET</b>		<b>\$102,525</b>

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

# CONTRACT COMPARISON SHEET

Contractor: Mt Diablo Unified School District

Program Goals	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13
Unduplicated clients		20	20	20
Applicants		15	15	15
IPE's Developed		10	10	10
Successful Closures		6	6	6
<b>Services to be Provided</b>	<b>FY 2009/10</b>			<b>FY 2012/13</b>
<b>Employment Services</b>				
<b>Service Outcomes:</b>				
Served		20	20	20
Placements		12	12	12
Plcmt leading to 26		6	6	6
<b>Service Category:</b>				
<b>Service Outcomes:</b>				
<b>Service Category:</b>				
<b>Service Outcomes:</b>				

### Total Budget Category Costs

Budgets	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13
# of FTE Counselors	0.3	0.3	0.3	0.3
SVRC Costs	\$ 33,113.00	\$ 33,113.00	\$ 33,113.00	\$ 33,113.00
Case Services Dollars	\$ 5,334.00	\$ 5,334.00	\$ 5,334.00	\$ 5,334.00
Case Service Contracts				
801A Payment	\$ 38,447.00	\$ 38,447.00	\$ 38,447.00	\$ 38,447.00
Cert Expense Total	\$ 25,631.00	\$ 25,631.00	\$ 25,631.00	\$ 25,631.00
<b>Total Contract</b>	<b>\$ 102,525.00</b>	<b>\$ 102,525.00</b>	<b>\$ 102,525.00</b>	<b>\$ 102,525.00</b>
Cash Match Total	\$ -	\$ -	\$ -	\$ -

If you have substantial changes, please explain:

## EXHIBIT F

### I. CONTRACT MONITORING AND REPORTING

The DOR Contract Administrator shall monitor the contract by:

- ◆ Monthly review of DOR 801B, CAS 170AA and listing of clients receiving services during the month of invoice.
- ◆ Review of Personnel Activity Reports and other time allocation documents submitted when requested by DOR Contract Administrator
- ◆ Review contract objectives and contract services quarterly with the Program Contract Administrator
- ◆ Sign and submit the invoices to Central Office Accounting

The Program Contract Administrator shall monitor the contract by:

- ◆ Submitting DOR 801B, CAS 270AA and listing of clients received services during the month of invoice.
- ◆ Submitting Personnel Activity Reports or time allocation documents requested by DOR Contract Administrator
- ◆ Including a monthly progress report for each client served during month of invoice
- ◆ Meeting with DOR and contract agency staff, as well as clients, family members, caregivers, or other individuals acting as part of an individual's support system. Meeting quarterly with DOR staff assigned to this contract.
- ◆ Submitting monthly statistical reports on clients participating in the program. These will include referrals, enrollments, participation, and completion of services. The Employment Specialist is responsible for these calculations, as well as sending a copy of the monthly report to the DOR Rehabilitation Supervisor and DOR Contract Administrator.

II. Transportation of DOR clients: Transportation will not be provided to DOR clients receiving services under this contract.

# CONTRACT INFORMATION SHEET

Contract Agency Name: Mt Diablo Unified School District

Federal ID Number: 68-0091157

## Program Information:

Program Contact Person: Samantha Espinosa  
(Agency Contract Administrator)

Program Address: 1266 San Carlos Avenue  
(To be put on Standard Agreement)

City: Concord, CA 94518 Zip: \_\_\_\_\_

Billing Address: Same as above

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone number: 925-765-2843 FAX Number: 925-603-1773

Contact E-mail: espinosas@mdusd.k12.ca.us

Person Authorized to sign Contract: Mildred Browne, Assistant Superintendent  
(Name and Title)

## Department of Rehabilitation (DOR) Information:

DOR Office: Greater East Bay District

DOR Contract Administrator: Diane Gressani

Phone number: 925-602-3991 FAX Number: 925-689-1797

Contract Admin. E-mail: dgressan@dor.ca.gov

## Transportation Information:

Will the Contractor staff transport DOR Applicants/Clients?  Yes  No

*If yes, will the contractor transport:*

*Up to 7 clients in the same vehicle at a time?*  Yes  No

*8-15 clients in the same vehicle at a time?*  Yes  No

*16 or more clients in the same vehicle at a time?*  Yes  No

**If yes**, a current certificate of insurance naming Department of Rehabilitation as additionally insured must be submitted by the Cooperative Agency before General Services will approve the contract.

## Contract Terms:

**THIS IS A:**

- One (1) year contract  
 New three (3) year contract

## Contract Approvals:

The following persons have reviewed and approved the attached contract draft:

Partner Agency Program Contract Administrator

DOR District Administrator

Rev 9 08