EXHIBIT A

MT DIABLO UNIFIED SCHOOL DISTRICT Transition Partnership Program

SCOPE OF WORK

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
 - o 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.
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- 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

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

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.

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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).

	Fis	Fiscal Year 2010/11	10/11	Fiscal Year 2010/11	
		July 1, 2010 - June 30, 2011	30, 2011		
Contractor Name and Address	ddress				
Mt Diablo Unifed School District			Cooperative age during the fisca	Cooperative agency agrees that it will make the following expenditures during the fiscal year in conformity with the following narrative section	the following expenditures following narrative section
1266 San Carlos Ave			titled "Cooperat	titled "Cooperative Agency-Certified Expenditure Budget Narrative".	diture Budget Narrative".
Concord, CA 94518			Cooperative age	Cooperative agency otherwise provides. "*NOTE"* No portion of the below expenditures shall come from Federal Funds.	d are not services that the NOTE** No portion of the al Funds.
Item Expenditure	FTE	Total Expen	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
PERSONNEL/POSITIONS					
TPP Administrator (Mildred Browne) 7.315%	@40 hrs/wk, 12	82	180,133.00	2%	\$ 13,176.73
TPP Manager (Mary Ann Tucker)	@ 40 hrs wk,	1.8	95,725.00	8%	\$ 7,658.00
TPP Fiscal Analyst (Marie Fabie)	E@40 hrs wk,	\$	35,619.00	10%	\$ 3,561.90
					69
					69
					\$
					69
					69
					6
					\$
					69
A PART DAY A SPECIAL CO. SPECIAL DESCRIPTION OF SPECIAL DESCRIPTION					s
OPERALING EXPENSES					
		N	NOT APPLICABLE	LE	
Indirect Cost/Administrative Overhead:			2.060%	SUBTOTAL	\$24,396.63 \$1,234.47

			COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET	RE BUDGET	
	Fis	Fiscal Year 2011/12	1/12		
	July 1,	July 1, 2011 - June 30, 2012	30, 2012		
Contractor Name and Address	1 Address				
Mt Diablo Unifed School District			Cooperative age during the fiscal	Cooperative agency agrees that it will make the following expenditures during the fiscal year in conformity with the following narrative section	the following expenditures following narrative section
1266 San Carlos Ave			titled "Cooperat	titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated carvices and are not consider that the	diture Budget Narrative".
Concord, CA 94518			Cooperative age below expenditu	Cooperative agency otherwise provides. "*NOTE** below expenditures shall come from Federal Funds.	"NOTE" No portion of the eral Funds.
Item Expenditure	FTE	Total Expen	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
PERSONNEL/POSITIONS					
TPP Administrator (Mildred Browne) 7.315%	@40 hrs/wk, 1	11 \$	180,133.00	4.4	\$ 13,176.73
TPP Manager (Mary Ann Tucker)	@ 40 hrs wk,	4.8	95,725.00	8%	\$ 7,658.00
TPP Fiscal Analyst (Marie Fabie)	E@40 hrs wk,	-	35,619.00	40%	\$ 3,561.90
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					\$
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					8
					\$
					69
					8
CHOCKLOST CHILLY CLICK					4
OPERATING EXPENSES					
		N N	NOT APPLICABLE		
Indirect Cost/Administrative Overhead:			5.060%	SUBTOTAL	\$24,396.63
TOTAL EXPENDIT	TURES "CERTIFIED" BY	COOPERATIV	E AGENCY (Rou	TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar):	\$25,631

	Fis	Fiscal Year 2012/13	12/13	Fiscal Year 2012/13	
	8	July 1, 2012 - June 30, 2013	30, 2013		
Contractor Name and Address	idress			4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	44-6-11-11-1-11-11-11-11-11-11-11-11-11-11
Mt Diablo Unifed School District			during the fisca	incy agrees that it will make I year in conformity with the	Cooperative agency agrees that it will make the following expenditures during the fiscal year in conformity with the following narrative section
1266 San Carlos Ave			titled "Cooperat	titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legisly mandated convices and are not convices that the	diture Budget Narrative".
Concard, CA 94518			Cooperative age	Cooperative agency otherwise provides. "NOTE" below expenditures shall come from Federal Funds.	"NOTE" No portion of the eral Funds.
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PERSONNEL/POSITIONS					
TPP Administrator (Mildred Browne) 7.315%	E@40 hrs/wk, 1	8	180,133.00	4.4	\$ 13,176.73
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TPP Fiscal Analyst (Marie Fabie)	E@40 hrs wk,	9	35,619.00	10%	\$ 3,561.90
					9
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					69
					9
					-
					9
OPERATING EXPENSES					
		ž	NOT APPLICABLE	T.E.	
Indirect Cost/Administrative Overhead:			2.060%	SUBTOTAL	\$24,396.63

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").

Former/Concurrent Cooperative Agency Functions

Assistant Superintendent, Pupil Services and Special Education

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.

Cooperative Program Functions

TPP Administrator

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.

Administrator/Special Day Class and Center Programs

Responsible for the overall design, organization, supervision, evaluation and fiscal management of Special Day Class and Center programs at Mt Diablo Unified School District.

TPP Manager

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.

Fiscal Analyst I	TPP Fiscal Analyst
Provides fiscal oversight and	
management within Mt Diablo Unified	Oversight and management of fiscal
School District.	and invoicing for TPP contract.

Indirect Cost/Administrative Overhead:

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

DOR Program Budget

Fiscal Year 2010/11 July 1, 2010 - June 30, 2011

0.30

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	FTE EXPENDITURE	FTE	TOTAL
Rehabilitation Counselor	1 FTE = 110,377	0.30	\$33,113
Case Services			
(Individual Client Exper	nses)	[\$5,334
SUBTOTAL			\$38,447
Case Service Contract/s to:		,	
			\$0
		. [\$0
		. [\$0
	A-16-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	[\$0
		[\$0
TOTAL DOR PROGRAM CO	OST		\$38,447

DOR Counselor

DOR Program Budget

Fiscal Year 2011/12 July 1, 2011 - June 30, 2012

0.30

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

ITEM	FTE EXPENDITURE	FTE	TOTAL
Rehabilitation Counselor	1 FTE = 110,377	0.30	\$33,113
Case Services		102	
(Individual Client Exper	nses)	[\$5,334
SUBTOTAL			\$38,447
Case Service Contract/s to:		n=	
		. [\$0
		. [\$0
		. [\$0
	4	. [\$0
		. [\$0
TOTAL DOR PROGRAM CO	OST		\$38,447

DOR Counselor

DOR Program Budget

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

0.30

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

ITEM	FTE EXPENDITURE	FTE	TOTAL
Rehabilitation Counselor	1 FTE = 110,377	0.30	\$33,113
Case Services			
(Individual Client Exper	nses)	[\$5,334
SUBTOTAL		,	\$38,447
Case Service Contract/s to:			
		. [\$0
		. [\$0
		. [\$0
		. [\$0
		. [\$0
TOTAL DOR PROGRAM CO	OST		\$38,447

DOR Counselor

Attachment 1

TOTALS

\$76,894

\$102,525

75.00%

Program Budget Summary

Fiscal Year 2010/11 July 1, 2010 - June 30, 2011

DOR PROGRAM COSTS (From DOR Program Budget)		\$38,447
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$38,447
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$25,631
TOTAL PROGRAM COST		\$102,525
Cooperative Agency Share (Certified Expenditure)	25.00%	\$25,631

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.

Total DOR Share

TOTAL BUDGET

Attachment 1

Program Budget Summary

Fiscal Year 2011/12 July 1, 2011 - June 30, 2012

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

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.

Attachment 1

Program Budget Summary

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

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

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

Program Goals	F	Y 2009/10	F	Y 2010/11		FY 2011/12	F	Y 2012/13
Unduplicated clients				20		20		20
Applicants				15		15		15
PE's Developed				10		10		10
Successful Closures				6		6		6
Services to be Provided	F	Y 2009/10					F	Y 2012/13
Employment Services Service Outcomes: Served				20		20		20
Placements				12	_	12		12
Plcmt leading to 26				6	_	6		6
Service Category: Service Outcomes:								
Service Category: Service Outcomes:								
		Total E	Budge	t Category Cos	its			
Budgets	F	Y 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
Total Contract	\$	102,525.00	\$	102,525.00	\$	102,525.00	\$	102,525.00
Cash Match Total	\$	-	\$		\$		\$	

1 of 1 Rev. 10/03

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. <u>Transportation of DOR clients:</u> Transportation will not be provided to DOR clients receiving services under this contract.

CONTRACT INFORMATION SHEET

Contract Agency N	ame:	Mt Diab	lo Unified Scho	ool District			
Federal ID Number	68-00	91157					
***************************************			Program In	formation:			
Program Contact P	erson:	Samant					
			(Age	ency Contract Admir	nistrator)		
Program Address:	1266	San Carl	(To be put on Stan				
City: Concord,	CA 94	518	(10 be put on Stan	ndard Agreement)	Zip	:	
Billing Address:			e				
City:	1				Zip		
Contact Phone nur				The same	tore from	925-603-177	
Contact E-mail:	espino	sas@mdus	sd.k12 ca.us				
Person Authorized	to sign	Contract:	Mildred Brow		Supering		
	Depar	tment o	of Rehabilita		102-100-00-00		
DOR Office:	Greater East Bay District						
DOR Contract Adm	ninistrat	or:	Diane Gress	ani			
Phone number:	925-60	02-3991		FAX	Number	925-689-179	7
Contract Admin. E-	-mail:	dgressan	@dor.ca.gov				
		Tra	ansportation	n Informatio	n:		
Will the Contractor	staff tra					Yes	✓ No
If yes, will the contract			OT Applicants	onerita:			E3140
		-	n the same vehic	le at a time?		Yes	☐ No
					□ No		
If yes, a current certific by the Cooperative Age	cate of In	surance na		of Rehabilitation	as addition	Yes nally insured n	No nust be submitted
			Contract	Terms:			
THIS IS A:	-						
		(1) year o three (3)	year contract				
			Contract A	pprovals:			
The following person	ons hav	e reviewe	d and approve	ed the attached	l contrac	t draft:	
Partner Agency Pro	ogram (ontract A	Administrator	√			
DOR District Admir	nistrator			[7]			

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