

INTERAGENCY AGREEMENT
(Agency Provides Services)

Number 19-636-0
Fund/Org# 5450
Account # 2310
Other #
option Code N65

1. Contract Identification.

Department: Employment and Human Services

Subject: Interagency Agreement between Contra Costa County Employment and Human Services and Agency named below for the provisions of assessment, planning, support, education, and training to CalWORKs Welfare-to-Work recipients.

2. Parties. The County of Contra Costa, California (County), for its Department named above, and the following named Agency mutually agree and promise as follows:

Agency: Mt. Diablo Adult Education (hereinafter "Agency")

Capacity: A public agency

Address: 1266 San Carlos Avenue, Concord, CA 94518

3. Term. The effective date of this Agreement is November 1, 2010 and it terminates on June 30, 2011 unless sooner terminated as provided herein.

4. Payment Limit. County's total payments to Agency under this Agreement shall not exceed \$34,800.

5. County's Obligations. County shall pay Agency for its provision of the services as set forth in the attached Payment Provisions which are incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

6. Agency's Obligations. Agency shall provide those services and carry out that work described in the Service Plan attached hereto which is incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

7. General and Special Conditions. This Agreement is subject to the General Conditions and Special Conditions (if any) attached hereto, which are incorporated herein by reference.

8. Project. This Agreement implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: N/A

9. Legal Authority. This Agreement is entered into under and subject to the following legal authorities: California Government Code section 26227.

10. Signatures. These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

BOARD OF SUPERVISORS	ATTEST: Clerk of the Board of Supervisors
By _____ Chairman/Designee	By _____ Deputy

AGENCY

By _____ (Signature of authorized Agency representative)	By _____ (Signature of authorized Agency representative)
_____ (Print name and title A)	_____ (Print name and title B)

ACKNOWLEDGMENT

STATE OF CALIFORNIA)

)

COUNTY OF CONTRA COSTA)

On _____, before me, _____
(insert name and title of the officer), personally appeared _____

_____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL.

(Seal)

Signature

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

FORM APPROVED
COUNTY COUNSEL

By: _____
Designee

By: _____
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

I. Purpose

The purpose of this service plan is to set forth the respective responsibilities of the Employment and Human Services Department Contra Costa County (EHSD) and Mt. Diablo Adult Schools (Agency) for the provision of assessment, planning, support, education and training to the CalWORKs/Welfare-to-Work recipients throughout Contra Costa County.

Mt Diablo Adult School will coordinate the delivery of assessment, planning, support, education and training at adult school location of Mt. Diablo – Loma Vista Campus.

I. Agency's Responsibilities

Agency will:

- A. Coordinate and deliver assessment, planning, support, education and training at adult school location of Mt. Diablo – Loma Vista Campus. The open entry curriculum will include a maximum of 37 hours weekly consisting of the following courses/services: Office/computer skills, adult basic education, career transition exploration, beginning keyboarding, employability skills workshops, distance based learning, supervised work study, and individualized and small group services for career assessment and exploration. See Attachment A, attached hereto and incorporated herein by reference.
- B. Provide assessment, planning, support, education and training courses for EHSD referred CalWORKs/Welfare-to-Work recipients to the adult school location of Mt. Diablo – Loma Vista Campus.
- C. Provide a flexible schedule of hours weekly with options in the areas of assessment, planning, support, and education and training courses to meet the participation hours required by EHSD.
- D. Provide all equipment, tools and textbooks including the classroom and computer labs.
- E. Submit verification of attendance for each participant, as appropriate once weekly if necessary or once monthly summary and any other reports, including outcome reports, indentified as needed in the regular meetings as determined by EHSD.
- F. Update the County immediately or within two (2) days when a referred client does not begin services or has an unexcused absence.

II. County's Responsibilities

County will:

- A. Identify appropriate clients and make direct referrals through the agreed upon process in the amount of approximately 50 clients per month.
- B. Coordinate any necessary meetings to clarify roles, responsibilities, participants and training needs.
- C. Coordinate meetings every other month to develop time-line, processes and/or procedures to prevent customer service or payment problems or other difficulties that may occur over the period of the contract.
- D. Collect all reports as required under this agreement.
- E. Provide appropriate supportive services to those clients engaged in the program.

III. Payment Provisions

- A. The total contract payment limit is \$34,800.
- B. This is a cost reimbursement contract. The agency will be reimbursed one eighth of the contract each month the program is running.

IV. Payment Process

- A. Subject to the Contract payment limit and the "Payment Provisions" contained herein, Contractor's allowable costs must be in accordance Attachment B, Budget of Estimated Expenditures, which is attached hereto and incorporated herein by reference. Adjustments between line item expenses may be made if the line item budget adjustment is ten (10) percent of the budgeted line item. The Workforce Services Director, or designee, may approve any line item adjustment which exceeds the line item budget by more than ten (10) percent.
- B. Demands for payment shall be submitted on County Demand form D-15 with documentation attached detailing names of participants, attendance rosters, and names of participants receiving certificates of completion. Demands shall be submitted not more than thirty (30) days following the end of the billing period and shall be sent to Employment and Human Services Department, Attn: Workforce Services Director, 40 Douglas Drive, Martinez, CA 94553. Upon approval of payment demands by the head of the County Department for which this Contract is made, or designee, County will make payments as specified under Payment Provisions, paragraph III, above

ATTACHMENT A – Menu of Options
ATTACHMENT B - Budget

SPECIAL CONDITIONS
(Purchase of Services - Long Form)

I. Item #18 of the General Conditions, Indemnification, is deleted in its entirety and replaced with the following paragraphs:

18. Mutual Indemnification.

- a. Agency shall defend, indemnify and save harmless the County of Contra Costa, and its officers, agents and employees from any and all liability and claims for damages for sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising from or connected with the operations or services of the Agency hereunder, resulting from the conduct, negligent or otherwise, of Agency, its agents, servants, employees or subcontractors hereunder.

- b. County shall defend, indemnify and save harmless the Agency, and its officers, agents and employees from any and all liability and claims for damages for sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising from or connected with the operations or services of the County hereunder, resulting from the conduct, negligent or otherwise, of County, its agents, servants, employees or subcontractors hereunder.

Initials: _____
Contractor County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.

a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.

b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of four years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.

Contractor

County Dept.

5. Termination and Cancellation.

a. Written Notice. This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.

b. Failure to Perform. County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.

c. Cessation of Funding. Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. Entire Agreement. This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.

7. Further Specifications for Operating Procedures. Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.

8. Modifications and Amendments.

a. General Amendments. In the event that the Payment Limit of this Contract is \$100,000 or less, this Contract may be modified or amended only by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the Payment Limit of this Contract exceeds \$100,000, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.

b. Minor Amendments. The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. Disputes. Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

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County Dept.

10. Choice of Law and Personal Jurisdiction.

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. Conformance with Federal and State Regulations and Laws. Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. No Waiver by County. Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. Subcontract and Assignment. This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. Independent Contractor Status. The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Additionally, Contractor is not entitled to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate the Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. Conflicts of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify,

Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest.

16. **Confidentiality.** Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that:

- a. All applications and records concerning any individual made or kept by Contractor or any public officer or agency in connection with the administration of or relating to services provided under this Contract will be confidential, and will not be open to examination for any purpose not directly connected with the administration of such service.
- b. No person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.

17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none shall be used, in whole or in part, for religious worship.

18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:

- a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business

Contractor

County Dept.

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losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000, and Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability, worker's compensation, and, if applicable, all professional liability insurance policies as required herein no later than the effective date of this Contract.

b. Workers' Compensation. Contractor must provide workers' compensation insurance coverage for its employees.

c. Certificate of Insurance. The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.

d. Additional Insurance Provisions. The insurance policies provided by Contractor must include a provision for thirty (30) days written notice to County before cancellation or material change of the above specified coverage.

20. Notices. All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.

21. Primacy of General Conditions. In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.

22. Nonrenewal. Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.

23. Possessory Interest. If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this

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GENERAL CONDITIONS
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Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.

25. **Copyrights and Rights in Data.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. If any material is subject to copyright, County reserves the right to copyright, and Contractor agrees not to copyright such material. If the material is copyrighted, County reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such materials, in whole or in part, and to authorize others to do so.

26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

27. **Required Audit.** (A) If Contractor is funded by \$500,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

Contractor

County Dept.

GENERAL CONDITIONS
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28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.

29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.

Contractor

County Dept.

~~(CAST#)~~ Assessments, Planning, Support, Education & Training

FOCUS

Menu of Options

Monday – Thursday Mornings		
Time	Description	Hrs./Wk
8:30am – 1:00pm <i>Open Entry</i>	<p><i>All clients not in training begin here:</i> Teacher to provide individualized and small group services that may include (based on individual needs):</p> <ul style="list-style-type: none"> • Career assessments, exploration and decision-making • Employability skills assessment (work keys; soft skills) • Exploration of Career Technical Education training options in the county • Development of individualized education/career/training plan (for 35 hrs/week of engagement) • Supervised work study • Computer skills practice and basic computer training • Small group workshops on employability skills 	18
8:30am – 10:30am <i>Quarterly Entry (Sept, Jan, March)</i>	Beginning Keyboarding (includes correct posture, hand and arm position, proper key stroking and practice to increase speed and reduce errors)	8*
8:30am – 12:00pm <i>Open Entry</i>	Adult Basic Education (for adults who need to brush on basic skills in reading, writing and/or math)	14*
Monday – Thursday Afternoons		
1:15-4:15 (Mon – Thurs) <i>Open Entry</i>	Office/Computer Skills Learning Center (self-paced environment where students can practice computer and/or office skills, and/or meet one of the requirements for the Administrative Assistant certificate. Includes lessons/practice in keyboarding, 10-key, filing skills, business writing and math, office equipment use, customer service, employment search skills, and employment test practice. Some modules off-site. <i>Keyboarding at 25 wpm or concurrent enrollment in keyboarding course required.</i>)	12*
12:30-2:30 (Mon/Wed) <i>Open Entry</i>	Career Transitions (Adult Basic Education course designed to help students successfully transition into a new or better job or career)	4*
12:30-2:45 (Tues – Thurs) <i>Open Entry</i>	Adult Basic Education (for adults who need to brush on basic skills in reading, writing and/or math)	6.75*

Friday Mornings

8:30am – 12:30pm <i>Open Entry</i>	Employability Skills Workshops that may include: <ul style="list-style-type: none">• Interpersonal/Communication Skills In the Workplace• Financial Literacy• Customer Service Skills• Business/Work Ethics• Problem-Solving/Decision-Making in the Workplace• Stress Management• Managing Conflict and Anger• Written Communication/Business Writing• Avoiding/Responding to harassment in the Workplace• Dependability/Initiative• Others as requested	4*
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Friday Afternoons

1:00-4:00pm <i>Open Entry</i>	Computer Learning Center (lab setting where students can work individually on keyboarding, web search, resumes, emailing, computer skills practice, Key Train, Labyrinth Microsoft e-lab, etc.)	3
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***In-kind contributions**

Total hours of engagement possible: 37 hours

FOCUS Program Costs (SY 2010-11; Nov. 1 start date)

Course/Service	Cost per Hr.	Hrs./ Wk	# of Weeks	Total Cost
<p>Teacher to provide individualized and small group services that may include (based on individual needs):</p> <ul style="list-style-type: none"> • Career assessments, exploration and decision-making • Employability skills assessment (work keys; soft skills) • Exploration of Career Technical Education training options in the county • Development of individualized education/career/training plan (for 35 hrs/week of engagement) • Supervised work study • Computer skills practice and basic computer training • Small group workshops on employability skills <p>(Monday – Thursday mornings)</p>	\$50	18	29	\$26,100
<p>Teacher for Computer Learning Center (lab setting where students can work individually on keyboarding, web search, resumes, emailing, computer skills practice, Key Train, Labyrinth Microsoft e-lab, etc.)</p> <p>(Friday Afternoons)</p>	\$50	3	29	\$4,350
<p>Teacher to coordinate individual engagement plans (to include receiving referrals, reporting attendance, tracking student hours/ participation, etc.)</p>	\$50	3 (average)	29	\$4,350
TOTAL				\$34,800