

AGREEMENT NUMBER

30025

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Irvine Unified School District

2. The term of this Agreement is: July 1, 2016 through June 30, 2019

3. The maximum amount of this Agreement is: **\$1,731,882.00** Certified Expenditure: **\$1,003,005.00**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

**CFDA #84.126A State Vocational Rehabilitation Services Program**

Exhibit A - Scope of Work	1 page
Exhibit A.1 - Contractor's Program Scope of Work	8 pages
Exhibit B - Budget Detail and Payment Provisions	4 pages
Contractor's Program Budget and Narrative	16 pages
Exhibit C* - General Terms and Conditions	GTC 610 (Dated 06/09/10) 1 page
Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement)	7 pages
Exhibit E - Additional Provisions - Federally Funded Agreements	3 pages
Exhibit F - Additional Provisions - Cooperative/Case Service Agreements	3 pages
Exhibit G - Additional Provisions - Contractor's Monitoring & Transportation	1 page

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Irvine Unified School District

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

5050 Barranca Parkway  
Irvine, CA 92604

**STATE OF CALIFORNIA**

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Simone Dumas, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6th Floor, Sacramento, CA 95814

**California Department of General  
Services Use Only**

☐ Exempt per:

**EXHIBIT A**  
**(Standard Agreement - Subvention)**

**1. PURPOSE**

Subvention: VR Third Party Cooperative/Case Service Agreements:

**2. AUTHORITY**

Legislation: Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.

Regulations: 34 CFR 369.2 (b)

Catalog of Federal Domestic Assistance Number (CFDA) 84.126A

**3. CONTRACT REPRESENTATIVES**

The Contractor shall direct all inquiries during the term of this Agreement to the DOR Contract Administrator listed herein:

<b>Department of Rehabilitation</b> San Diego District Office Barbara Lamb, Contract Administrator 7575 Metropolitan Drive, Suite 107 San Diego, CA 92108 (619) 767-2131 - phone (619) 767-2134 - fax <u><a href="mailto:Barbara.k.Lamb@dor.ca.gov">Barbara.k.Lamb@dor.ca.gov</a></u>	<b>Irvine Unified School District</b> Karen Gibbs 5050 Barranca Parkway Irvine, CA 92604 (949) 936-8638 – phone (949) 936-8659 – fax <u><a href="mailto:karenagibbs@iusd.org">karenagibbs@iusd.org</a></u>
--	--

**4. DESCRIPTION OF SERVICES/DELIVERABLES**

**See attached program description - EXHIBIT A.1**

**EXHIBIT A.1**  
**(Standard Agreement - Subvention)**

**SCOPE OF WORK**  
**Cooperative Contract**  
**Irvine Unified School District**  
**Transition Partnership Program**

**SCOPE OF WORK**

**I. Introduction**

This Cooperative Contract is designed to jointly serve the mutual clients of the Department of Rehabilitation (DOR) administered through the Laguna Hills DOR Office in the San Diego DOR District) and the Cooperative Agency Irvine Unified School District / IUSD through the combining of resources.

The Irvine Transition Partnership Program (TPP) is in its nineteenth year of operation. Students from the four comprehensive high schools (Irvine, Northwood, University & Woodbridge High Schools), Creekside Alternative High School & Irvine Adult Transition Program students will be referred 2-3 years prior to exit or graduation by teachers, nurses, school counselors, psychologists, principals, and vice principals to the Laguna Hills DOR Office/DOR Counselor. The Irvine TPP staff will continue working with TPP students/DOR clients for up to one year post graduation, and may be extended on a case by case basis if the with TPP students/DOR clients is actively participating in job development, NSE job coaching, or a successful closure.

To ensure appropriate DOR referrals, program staff will be in-serviced on criteria for appropriate referrals and of the Level of Severity of Disability (SOD) utilized by the DOR in determining eligibility for DOR services.

We will continue implementation of the TPP Program:

The Irvine Unified School District will support students in special education with a variety of disabilities to facilitate a coordinated set of activities for a TPP student/DOR client, designed within an outcome-oriented process that promotes movement from school to post school activities with Pre-Employment Transition Services (PETS). The focus will be on PETS Vocational Evaluation, Vocational Instruction/Employment Preparation/ PETS Workplace Readiness training, Work Experience/ PETS Work-based Learning Experience, Job Development, Placement and Follow-u/PETS Workplace Readiness Training, PETS Non-Supported Employment (NSE) Job Coaching with instruction in self-advocacy.

All services, including services funded directly or through certified expenditures, provided through this agreement are exclusively for TPP students/DOR clients for whom the service(s) have been agreed upon.

For fiscal year 2016-2017, a total of:

207 unduplicated DOR clients will receive services through this cooperative contract.

As a result of the services provided under this contract, it is expected that DOR will:

Open 70 new cases (applicant status)  
Develop 68 new Individual Plans for Employment IPE's  
Close 44 cases successfully closed

For fiscal year 2017-2018, a total of:

207 unduplicated TPP student/DOR clients will receive services through this cooperative contract.

As a result of the services provided under this contract, it is expected that DOR will:

Open 70 new cases (applicant status)  
Develop 68 new Individual Plans for Employment IPE's  
Close 44 cases successfully closed

For fiscal year 2018-2019, a total of:

207 unduplicated TPP student/DOR clients will receive services through this cooperative contract.

As a result of the services provided under this contract, it is expected that DOR will:

Open 70 new cases (applicant status)  
Develop 68 new Individual Plans for Employment IPE's  
Close 44 cases successfully closed

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

### **Transition Partnership Program (TPP) COOP Pre-Employment TRANSITION SERVICES (PETS)**

The term "TPP COOP Pre-employment Transition Services (PETS)" means a coordinated set of activities for a TPP student/DOR client, designed within an outcome-oriented process that promotes movement from school to post school activities. This will include a variety of services in classroom, community, and work settings provided to students with a disability and focus on the following core services:

- Job exploration counseling
- Work based learning experiences
- Counseling on post-secondary opportunities
- Workplace readiness training
- Instruction in self-advocacy

These services, in addition to others provided on an individual basis are intended to ultimately result in competitive integrated employment.

The coordinated PETS activities shall include DOR, the school, and other appropriate agencies that may provide services to the TPP student/DOR clients including Regional Centers, the One Stop system, and Social Security administration. PETS services are based upon the individual TPP student/DOR client needs, taking into account the student's preferences and interests as well as DOR IPE goals and objectives, and shall include instruction, community experiences, the development of employment and other post school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation.

The following vocational rehabilitation services are designed to be provided under the auspices of a DOR third-party cooperative agreement, and individualized to each TPP student/DOR client needs and IPE. These services are not services that are certified by DOR or otherwise CARF accredited.

***Pre-plan activity to include:***

**A. PETS Vocational Evaluation (PETS/VE)**

**1. DESCRIPTION OF SERVICE**

PETS Vocational Evaluation services provide an individualized, timely, and systematic process by which a TPP student/DOR client seeking employment learns to identify strengths, barriers to employment, as well as viable vocational options and develop employment goals and objectives which will be provided by the TPP Service Manager and TPP Service Manager Lead assisted by the Transition Services Assistant. PETS/VE includes an analysis of the TPP student/DOR client's prior work experience and transferable skills as well as interest in post-secondary training or education, need for and type of work-based learning experiences, need for further job exploration counseling, need for training in workplace readiness, and need for training in self-advocacy skills. Published assessments may include career aptitude, career interest, career skills and interest inventory assessments. Actual work sites may also be used to conduct the evaluation and may include simulated work trials, the opportunity to conduct work activity with paid wages, job exploration, job shadowing, and volunteer activities. Job exploration counseling will be provided in conjunction with the counseling provided by the DOR counselor. Reporting of assessments completed, findings, and recommendations will be provided to the referring DOR Counselor.

**2. Service Goals/Number to be served**

During fiscal year 2016/2017, it is expected that:

- There shall be 110 TPP student/DOR clients who receive PETS Vocational Evaluation services.

During fiscal year 2017/2018, it is expected that:

- There shall be 110 TPP student/DOR clients who receive PETS Vocational Evaluation services.

During fiscal year 2018/2019, it is expected that:

- There shall be 110 TPP student/DOR clients who receive PETS Vocational Evaluation services.

***Pre-plan or Plan activities to include:***

**B. Vocational Instruction/Employment Preparation PETS Workplace Readiness Training:**

**1. DESCRIPTION OF SERVICES**

Vocational Instruction/Employment Preparation PETS Workplace Readiness Training services consist of vocational rehabilitation instruction with curricular supports which can be provided as a class, in a group, or individually by TPP Service Manager Lead and TPP Service Manager, assisted by the Transition Services Assistant and TPP Benefits Planner. This secondary school



instruction is intended to support both pre-plan and plan activities, goals and objectives and will typically be provided until the student exits the secondary school system. Services will be in concert with the DOR IPE, once it is developed.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Job exploration counseling
- Instruction in self-advocacy
- Workplace readiness training including :
  - soft skills needed for successful employment
  - Interviewing techniques
  - Resume development
  - Application preparation
  - Appropriate work behaviors
  - Relevant work practices
  - Appropriate grooming and hygiene
  - Assistance in becoming knowledgeable regarding the impact of employment on a TPP student/DOR client's disability and benefits

Reporting on employment preparation activities will be provided to the referring DOR counselor.

## **2. Service Goals/Number to be served**

During fiscal year 2016/2017, it is expected that:

- There shall be 200 TPP student/DOR clients who receive Vocational Instruction/Employment Preparation PETS Workplace Readiness Training services.

During fiscal year 2017/2018, it is expected that:

- There shall be 200 TPP student/DOR clients who receive Vocational Instruction/Employment Preparation PETS Workplace Readiness Training services.

During fiscal year 2018/2019, it is expected that:

- There shall be 200 TPP student/DOR clients who receive Vocational Instruction/Employment Preparation PETS Workplace Readiness Training services.

### ***Plan Activities to include:***

## **C. Work Experience/ PETS Work-based Learning Experience**

### **1. DESCRIPTION OF SERVICES**

PETS Work based learning experience includes work experience services consisting of short term placements both on and off campus and monitoring the TPP student /DOR client's performance in the work environment and will be provided by the TPP Job Developer and the TPP Service Manager. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. TPP student/DOR clients may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may include instruction in self advocacy, if appropriate. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

Any paid or non-paid work experience activities will be in compliance with the Department of Labor regulations. Work Experience supervisors will evaluate TPP student/DOR clients and submit written reports to the DOR counselor on a monthly basis.

## **2. Service Goals/Number to be served**

During fiscal year 2016/2017, it is expected that:

- There shall be 85 TPP student/DOR clients who receive Work Experience/ PETS Work-based learning experience services.

During fiscal year 2017/2018, it is expected that:

- There shall be 85 TPP student/DOR clients who receive Work Experience/ PETS Work-based learning experience services.

During fiscal year 2018/2019, it is expected that:

- There shall be 85 TPP student/DOR clients who receive Work Experience/ PETS Work-based learning experience services.

## **D. Job Development, Placement and Follow-up/PETS Workplace Readiness Training**

### **1. DESCRIPTION OF SERVICES**

Assist job ready TPP student/DOR clients, both in school and out-of-school, to obtain employment in the community by identifying specific job openings that are appropriate for each TPP student/DOR client, assisting in placing the TPP student/DOR client in the job, orient the with TPP students/DOR clients to the job, and identify specific ongoing support and resource needs will be provided by the TPP Job Developer and TPP Service Manager. Activities include:

- Contact employers and build networks to develop and/or identify job opportunities
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job accommodations
- Negotiate customized employment placement
- Maintain an organized system of current job openings
- Assisting TPP student/DOR clients to find jobs which match their Individual Plan for Employment vocational goal
- Providing instruction in self-advocacy
- Assisting a TPP student/DOR client become knowledgeable regarding the conditions of their employment, such as:
  - *Job description*
  - *Name of immediate supervisor*
  - *Responsibilities of the employee*
  - *Wage payment practices*
  - *Benefits*
  - *Conflict resolution procedures*
  - *Health and safety practices*
- A limited amount of contact with the TPP student/DOR client and/or their employer post-placement for 90 days to ensure job satisfaction.

## **2. Service Goals/Number to be served**

During fiscal year 2016/2017, it is expected that:

- There shall be 80 TPP student/DOR clients who receive Job Development/ PETS Workplace Readiness Training services.
- There shall be 62 TPP student/DOR clients placed in employment consistent with the IPE goal.
- The placements shall result in 44 successful DOR closures.

During fiscal year 2017/2018, it is expected that:

- There shall be 80 TPP student/DOR clients who receive Job Development/ PETS Workplace Readiness Training services.
- There shall be 62 TPP student/DOR clients placed in employment consistent with the IPE goal.
- The placements shall result in 44 successful DOR closures.

During fiscal year 2018/2019, it is expected that:

- There shall be 80 TPP student/DOR clients who receive Job Development/ PETS Workplace Readiness Training services.
- There shall be 62 TPP student/DOR clients placed in employment consistent with the IPE goal.
- The placements shall result in 44 successful DOR closures.

## **E. PETS Non-Supported Employment (NSE) Job Coaching**

### **1. DESCRIPTION OF SERVICES**

NSE Job Coaching includes individual client assistance and support on or off-the-job in activities that are employment-related and needed to promote job adjustment and retention which will be provided by the TPP Job Coach and at times the TPP Service Manager, assisted by the Transition Service Assistant. Services depend upon individual client need. Activities include:

- Job orientation
- Job destination/transportation training
- Teaching job tasks
- Supervision at the worksite
- Coworker/supervisor consultation
- Assistance with integrating into the work environment or with changes in the work environment
- Provision of instruction in self-advocacy
- Assistance with public support agencies
- Family and residential provider consultation
- Ongoing contact with the TPP student/DOR client and/or employer to ensure continued job satisfaction

### **2. Service Goals/Number to be served**

During fiscal year 2016/2017, it is expected that:

- There shall be 65 TPP student/DOR clients who receive PETS Non-supported Employment Job Coaching services.



During fiscal year 2017/2018, it is expected that:

- There shall be 65 TPP student/DOR clients who receive PETS Non-supported Employment Job Coaching services.

During fiscal year 2018/2019, it is expected that:

- There shall be 65 TPP student/DOR clients who receive PETS Non-supported Employment Job Coaching services.

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

The Contractor shall direct all inquiries during the term of this agreement to the DOR Contract Administrator listed herein:

#### **Department of Rehabilitation**

Department of Rehabilitation/San Diego District  
Barbara Lamb, Rehabilitation Specialist  
7575 Metropolitan Drive  
San Diego, California 92108  
Phone #: (619) 767-2131  
Fax #: (619) 767-2134  
E-mail: [Barbara.K.Lamb@dor.ca.gov](mailto:Barbara.K.Lamb@dor.ca.gov)

#### **Contractor**

Irvine Unified School District  
Karen Gibbs  
5050 Barranca Parkway  
Irvine, California 92604  
Phone #: 1-949-936-8638  
Fax #: 1-949-936-8659  
E-mail: [karenagibbs@iusd.org](mailto:karenagibbs@iusd.org)

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

The IUSD TPP has regular contact and ongoing working relationships with the following agencies to increase opportunities for TPP student/DOR clients and avoid duplication of services:

- Employment Development Department
- Regional Center of Orange County
- TRIPS Transportation Services
- OC Access Transportation
- Community Colleges Disabled DOR student/clients Programs and Services (DSP&S)
- Social Security Administration
- Irvine Families Forward
- OC One-Stop Center/ Disability Navigator
- Orange County Adult Service Providers
- OC Workforce Investment Act (WIOA) Program
- OC Health Care Agency / Mental Health
- OCTA
- OC Businesses

- State Council on Developmental Disabilities
- University of California, Irvine
- Dayle McIntosh Center/ILC

This collaborative program will be supported through long standing partnerships with: DOR, IUSD, Irvine Valley College, Regional Center, Integrated Resources Institute, City of Irvine, OC Health Care Agency, WorkAbility I, Irvine Adult Education, The OC Workforce Investment Board, The Irvine Police Department, OC Developmental Disabilities Services, UCI Best Buddies, Coastline Regional Occupational Program, Social Security Administration, OC One Stop Center, and the Schools First Federal Credit Union.

The linkages are made specific to the client's eligibility for the various service agencies. Representatives from these agencies, work cooperatively to support efficient and effective transition programming options for the identified TPP student/DOR clients.

#### **V. In Service Training**

Quarterly, or more frequently as needed and no less than twice per year, the Irvine TPP Staff and DOR Staff, through joint meetings, will be cross-trained in the other agency's mission, goals, services, policies, procedures and professional approaches.

**EXHIBIT B**  
**(Standard Agreement - Subvention)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENT**

**A. Service Budget Payment of Expenditure**

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Contractor.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the Agreement.

**B. Submission of Invoice(s)**

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number, Registration Number, and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited, therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1<sup>st</sup>, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the Victims

Compensation and Government Claims Board, where approval to pay is not guaranteed.

6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

### C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the Schedule of Federal Awards under the CFDA # listed for this Agreement and prepared for the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200) Single Audit.

### D. Invoice Claim Adjustments

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

### E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.  
(Note: ALL changes must be made in **bold**.)

### F. Travel Reimbursements

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for

excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs.

## **2. BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

## **3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS**

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

## **4. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

## **5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT**



Agreements awarded by the Department shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the operation of the Contractor's organization.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Contractor.
- Be properly documented and supported.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Contractor agrees to comply with the 2 CFR 200 cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

## **6. ACCOUNTING SYSTEM REQUIREMENTS**

- A. Contractor must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations, and generally accepted accounting principles. The Contractor's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
  - Records that identify adequately the source and application of funds for federally sponsored activities.
  - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
  - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations.

**Irvine Unified School District**

**Program Budget and Match Summary**  
**July 1, 2016 - June 30, 2019**

	<b>FY 7/1/2016 to 6/30/2017</b>	<b>FY 7/1/2017 to 6/30/2018</b>	<b>FY 7/1/2018 to 6/30/2019</b>
	<b><u>TOTALS</u></b>	<b><u>TOTALS</u></b>	<b><u>TOTALS</u></b>
DOR PROGRAM COSTS (From DOR Program Budget)	\$425,471	\$425,471	\$425,471
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$577,294	\$577,294	\$577,294
<b>TOTAL FEDERAL COSTS</b>	<b>\$1,002,765</b>	<b>\$1,002,765</b>	<b>\$1,002,765</b>
Certified Match (If applicable)	\$334,335 25.00%	\$334,335 25.00%	\$334,335 25.00%
Total Federal Share	\$1,002,765 75.00%	\$1,002,765 75.00%	\$1,002,765 75.00%
Cash Match (If applicable)			
	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
<b>TOTAL STATE MATCH</b>	<b>\$334,335</b>	<b>\$334,335</b>	<b>\$334,335</b>

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

# Irvine Unified School District

## DOR Program Budget July 1, 2016 - June 30, 2019

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 7/1/2016 to 6/30/2017 TOTAL</u>	<u>FY 7/1/2017 to 6/30/2018 TOTAL</u>	<u>FY 7/1/2018 to 6/30/2019 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	2.50	2.50	2.50
		\$275,943	\$275,943	\$275,943
Case Services (Individual Consumer Expenses)		\$149,528	\$149,528	\$149,528
	<b>SUBTOTAL</b>	<b>\$425,471</b>	<b>\$425,471</b>	<b>\$425,471</b>
Case Service Contract(s):				
<b>TOTAL DOR PROGRAM COST</b>		<b>\$425,471</b>	<b>\$425,471</b>	<b>\$425,471</b>

STATE OF CALIFORNIA

TPP PETS SERVICE BUDGET

☒ Original

☐ Amendment

DEPARTMENT OF REHABILITATION

Contractor Name and Address			Contract Number			Federal ID Number			Page 1 of 2		
Irvine Unified School District 5050 Barranca Parkway Irvine, CA 92604						95-2798-223					
			Budget Period			Budget Period			Budget Period		
			July 1, 2016 - June 30, 2017			July 1, 2017 - June 30, 2018			July 1, 2018 - June 30, 2019		
			Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)		
Line No.	PERSONNEL-Position Title & Time Base	Administrative Personnel	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	TPP Program Manager - 1 FTE= 40 hrs/wk 10 Mos		\$164,578.00	0.2000	\$32,915.60	\$164,578.00	0.2000	\$32,915.60	\$164,578.00	0.2000	\$32,915.60
2	TPP Service Manager Lead - 1 FTE = 40 hrs/wk 12 Months		\$125,145.00	0.4419	\$55,301.58	\$125,145.00	0.4419	\$55,301.58	\$125,145.00	0.4419	\$55,301.58
3	TPP Clerk - 1 FTE = 29.5 hrs/week 12 months		\$45,465.00	0.9015	\$40,986.70	\$45,465.00	0.9015	\$40,986.70	\$45,465.00	0.9015	\$40,986.70
4	TPP Budget Specialist - 1 FTE = 40 hrs/wk 12 months		\$76,175.00	0.5000	\$38,087.50	\$76,175.00	0.5000	\$38,087.50	\$76,175.00	0.5000	\$38,087.50
5	OPEB (Other Post Employment Benefits)		\$5,400.00	1.0000	\$5,400.00	\$5,400.00	1.0000	\$5,400.00	\$5,400.00	1.0000	\$5,400.00
6	TPP Service Manager (2) @ 1 FTE= 40 hrs/week 12 months		\$65,836.00	0.0076	\$500.35	\$65,836.00	0.0076	\$500.35	\$65,836.00	0.0076	\$500.35
7	TPP Service Manager - (3) @ 1 FTE = 25 hrs/wk, 10 months		\$30,127.00	0.0165	\$497.10	\$30,127.00	0.0165	\$497.10	\$30,127.00	0.0165	\$497.10
8	TPP Service Manager - 1 FTE = 25 hrs/wk, 12 months		\$34,043.00	0.0062	\$211.07	\$34,043.00	0.0062	\$211.07	\$34,043.00	0.0062	\$211.07
9	TPP Benefits Planner - 1 FTE = 40 hrs/wk, 12 months		\$65,836.00	0.0038	\$250.18	\$65,836.00	0.0038	\$250.18	\$65,836.00	0.0038	\$250.18
10	TPP Job Developer - 1 FTE = 40 hrs/wk 12 months		\$71,801.00	0.0038	\$272.84	\$71,801.00	0.0038	\$272.84	\$71,801.00	0.0038	\$272.84
11	TPP Job Coach - (4) @ 1 FTE = 20 hrs/week, 12 months		\$23,516.00	0.0308	\$724.29	\$23,516.00	0.0308	\$724.29	\$23,516.00	0.0308	\$724.29
12	Admin Subtotal				\$175,147.20			\$175,147.20			\$175,147.20
13	PETS direct service Personnel										
14	TPP Service Manager Lead - FTE = 40 hrs/wk 12 months		\$125,145.00	0.1206	\$15,092.49	\$125,145.00	0.1206	\$15,092.49	\$125,145.00	0.1206	\$15,092.49
15	TPP Service Manager (2) @ 1 FTE= 40 hrs/week 12 months		\$65,836.00	1.6548	\$108,945.41	\$65,836.00	1.6548	\$108,945.41	\$65,836.00	1.6548	\$108,945.41
16	TPP Service Manager - (3) @ 1 FTE = 25 hrs/wk, 10 months		\$30,127.00	2.6235	\$79,038.18	\$30,127.00	2.6235	\$79,038.18	\$30,127.00	2.6235	\$79,038.18
17	TPP Service Manager - 1 FTE = 25 hrs/wk, 12 months		\$34,043.00	0.8738	\$29,746.77	\$34,043.00	0.8738	\$29,746.77	\$34,043.00	0.8738	\$29,746.77
18	TPP Benefits Planner - 1 FTE = 40 hrs/wk, 12 months		\$65,836.00	0.1337	\$8,802.27	\$65,836.00	0.1337	\$8,802.27	\$65,836.00	0.1337	\$8,802.27



19	TPP Job Developer - 1 FTE = 40 hrs/wk 12 months	\$71,801.00	0.6464	\$46,412.17	\$71,801.00	0.6464	\$46,412.17	\$71,801.00	0.6464	\$46,412.17
20	TPP Job Coach - (4) @ 1 FTE = 20 hrs/week, 12 months	\$23,516.00	3.3516	\$78,816.23	\$23,516.00	3.3516	\$78,816.23	\$23,516.00	3.3516	\$78,816.23
21	PETS Subtotal			\$366,853.52			\$366,853.52			\$366,853.52
22	Personnel Subtotal			\$542,000.73			\$542,000.73			\$542,000.73
23	OPERATING EXPENSES									
24	Instructional Materials			\$3,000.00			\$4,000.00			\$4,000.00
25	Licensing			\$1,000.00			\$1,000.00			\$1,000.00
26	Office Supplies			\$2,579.00			\$2,779.00			\$2,779.00
27	Postage			\$40.00			\$40.00			\$40.00
28	Theft Sensitive Items			\$2,200.00			\$1,000.00			\$1,000.00
29	Software			\$300.00			\$300.00			\$300.00
30	Printing & Duplication			\$1,600.00			\$1,600.00			\$1,600.00
31	Communication			\$3,000.00			\$3,000.00			\$3,000.00
32	Mileage			\$4,600.00			\$4,600.00			\$4,600.00
33	Travel			\$400.00			\$400.00			\$400.00
34	Training			\$2,000.00			\$2,000.00			\$2,000.00
35	Operating Subtotal			\$20,719.00			\$20,719.00			\$20,719.00
36	Personnel and Operating Subtotal			\$562,719.73			\$562,719.73			\$562,719.73
37	Indirect Rate Percentage			2.59%			2.59%			2.59%
38	Indirect Cost			\$14,574.44			\$14,574.44			\$14,574.44
39	TOTAL (rounded to nearest dollar)			\$577,294			\$577,294			\$577,294



**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<b>PERSONNEL</b> <b>Benefits</b> <ul style="list-style-type: none"> <li>Benefits are included in the annual salary per FTE. Benefits are calculated by Irvine Unified School District Payroll department by employee as applicable. Possible benefits and rates are STRS(10.73%), PERS(11.847%), PARS(3.75%), OASDI(6.2%), Medicare(1.45%), SUI(.05%), W/C(3%) and Health &amp; Welfare(\$10,143).</li> </ul>	
<b>PERSONNEL</b>	
<b><u>TPP Program Manager</u></b> <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>Oversee TPP Contract outcome completion and verification</li> <li>Represent TPP in the Irvine Business Advisory Committee &amp; OC Adult Transition Task Force</li> <li>Outreach to students in need of DOR Services and contract transition services</li> <li>Develop program procedures for TPP Student/DOR Clients, including: classroom, community, Pre-employment Transition Services and work site learning accommodations</li> <li>Provide program evaluation oversight</li> <li>Monitor Work Experience /PETS Work-based Learning (WE)/OJT Program use for appropriate TPP Student/DOR Clients</li> <li>Coordinate cross agency contract transition programming efforts that includes the use of blended and braided funding</li> <li>Promote Transition Planning/Self Advocacy activities for TPP Student/DOR Clients</li> <li>Ensure provision of Pre-Employment Transition Services (PETS) including: PETS Vocational Evaluation, Job Exploration and Counseling, Vocational Instruction/Employment Preparation, PETS Work-Based Readiness Training, Post-secondary Education &amp; Training Counseling, Job Development, Placement and</li> </ul>	<b><u>Career Link Coordinator</u></b> <ul style="list-style-type: none"> <li>Oversee operation of additional grants including: Workability High School &amp; Middle School, WIOA Coastal and Southern In-School/Out of School Grant, CA Promise Grant and the Ticket-to-Work Program</li> <li>Supervise all non-TPP Career Link Staff</li> <li>Serve as the IUSD Special Education Transition Specialist</li> <li>Grant write to fund new career development related programs for students 14-26</li> </ul>

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<p>Follow-up/PETS Workplace Readiness Training, PETS NSE Job Coaching and Instruction in Self Advocacy.</p>	
<p><b><u>TPP Service Manager Lead</u></b>  <b>Administrative Duties Line #2</b></p> <ul style="list-style-type: none"> <li>• Monitor program functions for all TPP personnel</li> <li>• Provide year-round supervision for TPP staff</li> <li>• Facilitate access to non-special education DOR-eligible students as potential TPP referrals</li> <li>• Oversee completion of all identified TPP outcomes</li> <li>• Ensure accurate completion all TPP Certified and Service Budget Staff Personnel Activity Reports (PAR)</li> <li>• Ensure job site accommodations for TPP Student/DOR Clients are implemented</li> <li>• Ensure provision of (PETS) including: PETS Vocational Evaluation, Job Exploration and Counseling, Vocational Instruction/Employment Preparation, PETS Work-Based Readiness Training, Post-secondary Education &amp; Training Counseling, Job Development, Placement and Follow-up/PETS Workplace Readiness Training, PETS NSE Job Coaching and Instruction in Self Advocacy.</li> <li>• Attend contract meetings such as the Quarterly with DOR and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #14</b></p> <ul style="list-style-type: none"> <li>• Initial and final community safety assessments for TPP Students/DOR Clients</li> <li>• Design and recommend job site accommodations for TPP Students/DOR Clients by observing TPP Students/DOR Clients at job sites</li> </ul>	<p><b><u>Career Link Supervisor</u></b></p> <ul style="list-style-type: none"> <li>• Oversee operation of additional grants including: Workability High School &amp; Middle School Grant, WIOA Coastal and Southern In-School/Out of School Grant, CA Promise Grant and the Ticket-to-Work Program.</li> <li>• Supervise all non-TPP Career Link Staff</li> <li>• Oversee completion of other identified grant outcomes</li> </ul>

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<ul style="list-style-type: none"> <li>• Provide Employment Preparation /PETS Workplace Readiness training workshops</li> <li>• Provide other PETS services as needed</li> </ul>	
<u>TPP Clerk</u> <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>• Keeping TPP Student/DOR Clients Participant lists</li> <li>• Printing and copying TPP related materials</li> <li>• Type and proofread all TPP Communications</li> <li>• TPP purchasing activities</li> <li>• Inventory and oversee TPP supply use</li> </ul>	<u>Career Link Clerk</u> <ul style="list-style-type: none"> <li>• Format all new and revised Career Link documents</li> <li>• Develop computerized lists of all students enrolled in non-TPP projects for tracking purposes</li> <li>• Order and oversee distribution of all materials &amp; supplies</li> <li>• Organize interviews and complete &amp; turn in all required hiring paperwork</li> </ul>
<u>TPP Budget Specialist</u> <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>• Prepare monthly templates for all PARS time allocation reports including TPP Staff and TPP Certified Expenditures</li> <li>• Prepare TPP PETS Service invoicing and Certified Expenditure Summaries</li> <li>• Budget all costs and monitor expenditures as outlined in the TPP contract and the TPP Contract Handbook.</li> <li>• Complete WE related paperwork</li> <li>• Billing for WE expenses</li> <li>• Maintain and monitor list of TPP Student/DOR Clients.</li> </ul>	<u>Career Link Account Technician</u> <ul style="list-style-type: none"> <li>• Oversee the Career Link Budget for grants including: Workability High School &amp; Middle School, WIOA Coastal and Southern In-School/Out of School Grant, CA Promise Grant and the Ticket-to-Work Program.</li> <li>• Budget all costs and monitor expenditures in keeping with all contract requirements</li> <li>• Complete all non-TPP billing forms in given timelines</li> </ul>
<u>OPEB (Other Post-Employment Benefits)</u> <ul style="list-style-type: none"> <li>• Actual amount to be determined by Irvine Unified School District by June 30<sup>th</sup> of each Fiscal Year.</li> </ul>	<u>OPEB (Other Post-Employment Benefits)</u> <ul style="list-style-type: none"> <li>• Actual amount to be determined by Irvine Unified School District by June 30<sup>th</sup> of each Fiscal Year.</li> </ul>
<u>TPP Service Manager</u> <b>Administrative Duties Line #6,7, 8</b> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meeting and other contract-related meetings</li> </ul> <b>PETS Direct Service Duties Line #15,16,17</b> <ul style="list-style-type: none"> <li>• Completion of TPP registration</li> </ul>	<u>Career Guidance Paraprofessional I</u> These positions are responsible for providing case management and support for students enrolled in the Workability High School & Middle School Grant. Additional responsibilities include:

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<p>paperwork after intake by DOR Counselor</p> <ul style="list-style-type: none"> <li>• PETS Vocational Evaluation               <ol style="list-style-type: none"> <li>1. Assess TPP Student/DOR clients self-determination skills</li> <li>2. Coordinate evaluation of community work experience including employer evaluation information</li> <li>3. Facilitate inter-agency exchange of vocational assessment results with DOR Counselor and other adult service providers as appropriate by obtaining reports for case records as needed</li> </ol> </li> <li>• Transition Planning Activities               <ol style="list-style-type: none"> <li>1. Self-determination skills training</li> <li>2. Coordinate IPE/ITP meetings with TPP Student/DOR clients, DOR Counselor, parents, school staff, and adult service providers</li> <li>3. Provide transition information and materials to TPP Student/DOR Clients, parents and adult service provider</li> <li>4. Serve as liaison between school, DOR, and community agencies on behalf of student</li> <li>5. Promote use of mental health services and supports as directed by mental health professionals and autism professionals to support TPP Employment Preparation in the classroom and at the work site.</li> </ol> </li> <li>• Job Development, Placement/PETS Workplace Readiness Training               <ol style="list-style-type: none"> <li>1. Facilitate paid full and part time employment opportunities through job development</li> </ol> </li> <li>• Promote use of services and supports specifically geared to TPP students/DOR Clients who are developmentally disabled. The main focus will be on employment</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and update all grant required paperwork</li> <li>• Provide student services as outlined in the grant contract.</li> <li>• Participate in weekly staff meetings and training as needed.</li> <li>• Assist and support parents in the understanding of the transition from high school to adult living process.</li> <li>• Work with Special Education teachers to keep up to date on transition programming elements</li> </ul>
---	--

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<p>preparation and career development.</p> <ul style="list-style-type: none"> <li>• Provide PETS and supports to TPP Students in school who are working on their Certificate of Completion and are not Regional Center Clients.</li> <li>• Facilitate communication among all TPP Student/DOR Client service providers in support of positive employment outcomes</li> <li>• Community Integration through scheduling/management and support for community and work site safety</li> <li>• Support Implementation of Pre-Employment Transition Services (PETS) including: PETS Vocational Evaluation, Job Exploration and Counseling, Vocational Instruction/Employment Preparation, PETS Work-Based Readiness Training, Post-secondary Education &amp; Training Counseling, Job Development, Placement and Follow-up/PETS Workplace Readiness Training, PETS NSE Job Coaching and Instruction in Self Advocacy.</li> </ul>	
<p><u>TPP Benefits Planner</u> <b>Administrative Duties Line #9</b></p> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meetings and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #18</b></p> <ul style="list-style-type: none"> <li>• Assistance with Social Security Administration communication including: applications, wage reporting and use of work incentives</li> <li>• Benefits planning and management specific to employment and wages</li> <li>• Trouble Shooting Benefits Problems for TPP Student/DOR Clients</li> </ul>	<p><u>Career Guidance Paraprofessional I</u> Services as provided above. Additional responsibilities include:</p> <ul style="list-style-type: none"> <li>• Benefits planning and management</li> <li>• Trouble shooting benefits</li> <li>• Processing Ticket to Work Program paperwork</li> </ul>
<p><u>TPP Job Developer</u> <b>Administrative Duties Line #10</b></p> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meetings and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #19</b></p>	<p><u>Career Guidance Paraprofessional II</u></p> <ul style="list-style-type: none"> <li>• Develop work site learning opportunities for all non-TPP grant programs (including paid employment)</li> </ul>



**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<ul style="list-style-type: none"> <li>• <b>Meet with TPP Service Managers and/or TPP Student/DOR Clients to obtain special needs information required for specialized job development</b></li> <li>• <b>Develop work site learning opportunities, i.e., job shadows, Work Experience/PETS Work-Based Learning Experience, and Job Development, Placement and Follow-up/PETS Work-Based Learning Experience employment sites for TPP Student/DOR Client participants</b></li> <li>• <b>Meet or phone potential employers to discuss special needs of potential TPP hires</b></li> </ul>	<ul style="list-style-type: none"> <li>• Participate in City and County wide employer network opportunities</li> <li>• Assist business with implementation of needed ADA requirements</li> </ul>
<p><u>TPP Job Coach</u> <b>Administrative Duties Line #11</b></p> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meetings and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #20</b></p> <ul style="list-style-type: none"> <li>• Provide PETS Non-Supported Employment Job Coaching support at the work site</li> <li>• Provide task analysis of job</li> <li>• Implement accommodations in the work place for TPP Students/DOR Clients</li> <li>• Mobility train TPP Students/DOR Clients to job sites</li> <li>• Liaison with employer, DOR counselor, and IUSD staff to insure successful placement</li> <li>• Complete anecdotal progress reports</li> </ul>	<p><u>Job Coach</u> These positions are responsible for providing job coaching for students enrolled in the Workability High School grant. Additional responsibilities include services for all non-TPP student-clients including:</p> <ul style="list-style-type: none"> <li>• Job coaching support at the work site</li> <li>• Task analysis</li> <li>• Mobility training</li> <li>• Liaison with employer and IUSD staff to insure successful placement</li> <li>• Completion of required grant paperwork</li> </ul>
<p><b>OPERATING EXPENSES</b></p> <p><u>Instructional Materials</u></p> <ul style="list-style-type: none"> <li>• Purchase of TPP student/DOR Clients' supplies (e.g. monthly planners, resume paper, dividers and notebooks), self-determination skills development materials, employment preparation tutorials and other specific materials needed in the provision of contract services.</li> </ul> <p><u>Licensing</u></p> <ul style="list-style-type: none"> <li>• Upgrades of licensed internet products for current computers for online TPP student/DOR client career assessments/instruction for PETS Vocational</li> </ul>	

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

Evaluation; Vocational Instruction/Employment Preparation PETS.

Office Supplies

- Consumable office supplies which may include, file folders, labels, paper clips, pens, note pads, paper, card stock, pens, notepads, and computer paper. These materials will be used for TPP record-keeping purposes specific to those required by the contract.

Postage

- Postage to send monthly invoices and documents to DOR.

Theft Sensitive Items

Provides funding for technology to be used with and for services for TPP Students/DOR Clients. The following items will be used to develop resumes, career explorations, interview trainings, job searches, online applications and other technology resources to meet the TPP Students/DOR Clients needs as defined in the contract.

- Purchase one (1) Dell Optiplex 7010 Desk Top Computer including monitor, keyboard, mouse, and speakers. For use by TPP staff with TPP Student/DOR Client student curriculum, resume development, career explorations, interview training, job searches, and on-line job search/applications. Computer will refresh/replace obsolete hardware. Total Cost \$1,200.
- Purchase one (1) HP LaserJet Pro 4001n printer. To accompany Dell Optiplex 7010 Desk Top Computer purchased above. For use by TPP staff with TPP Student/DOR Client student curriculum, resume development, career explorations, interview training, and job searches. Printer will refresh/replace obsolete hardware. Total Cost \$200.
- Purchase one (1) HP Color LaserJet M553dn printer. For use by TPP staff at Yale Loop location to print all TPP Student/DOR Client student documents including but not limited to contracts, resumes, training material, applications, and invoicing. Printer will replace/upgrade current printer. Total Cost \$800.
- Purchase four (4) HP LaserJet Pro 400 M401n printers \$200 each. For use by TPP staff on high school campuses with TPP student/DOR Clients for printing all confidential paperwork including resumes, assessments, and applications. Total cost of \$800.
- Purchase two (2) cellular smart phones. For use by TPP staff to communicate with TPP Student/DOR Clients, other TPP Staff, and Job Sites. Cellular smart phones will refresh/replace/upgrade. Total cost of \$1,200.

Software

For use by the TPP staff and/or TPP student/DOR Clients in the areas of word processing, database, spreadsheet, employment applications, multimedia presentations, vocational assessments and contract-related instruction.

- Purchase of one (1) Microsoft Office 2013 License for the Dell Optiplex 7010 Desk Top Computer purchased above in Theft Sensitive Items. Total cost \$300.

Printing & Duplication

- Duplicating, copying and printing costs for TPP materials.

Communication

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

- Telephone service for provision of contract services. In addition, telephone service will be used to support the Irvine Adult Transition Program communication necessary for TPP student/DOR client safety and transportation to the job sites and to home.

**Mileage**

- Reimbursement for mileage expenses when TPP staff use private vehicles in the provision of TPP contract services, such as to school sites, DOR meetings, meetings with TPP student/DOR Clients, job development and job retention/follow-up. Mileage to be reimbursed at CalHR designated rates.

**Travel**

- Per Diem and travel costs for TPP staff to travel to contract related trainings such as: transition and/or job development. Reimbursed at actual costs not to exceed the CalHR designated rates.

**Training**

- Registration costs for TPP related training for TPP Staff to attend external trainings, or purchase of internal technical assistance support that is unavailable through external training opportunities; all which have a direct application to contract services. Trainings must be pre-approved in writing by DOR Contract Administrator.

**INDIRECT COST**

**Indirect/Administrative Overhead**

- The rate is set by the California Department of Education, and is taken by IUSD for direct general management and support program costs. This includes the following items: Centralized Data Processing, Plant Maintenance and Operations, Board/Superintendent Costs, and other Administrative costs. These indirect costs are reasonable and necessary for administration of the program, and are not directly related to the provision of the contracted services.



## July 1, 2016 - June 30, 2019

## Exhibit B.1

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Certified Expenditure Budget Narrative**

<p><b>PERSONNEL</b></p> <p><u>Benefits</u></p> <ul style="list-style-type: none"> <li>Benefits are included in the annual salary per FTE. Benefits are calculated by Irvine Unified School District Payroll department by employee as applicable. Possible benefits and rates are STRS(10.73%), Medicare(1.45%), SUI(.05%), W/C(3%) and Health &amp; Welfare(\$10,143).</li> </ul> <p><u>Allocation/Time Base</u></p> <ul style="list-style-type: none"> <li>The hour allocation is based on annual salary and, therefore, varies among the Transition Service Coordinators (TSCs). The specific hours devoted to the TPP Program are indicated on the Certified Expenditure Summary and will be verified by time sheets for each TSC.</li> </ul> <p><u>Position Title &amp; Roles</u></p> <ul style="list-style-type: none"> <li>The following personnel will be assigned to the cooperative program, with the concurrence of the DOR Administrator. These personnel will function for a specified portion of their time in a DOR role, and that portion of their time will be certified for use by DOR for Federal matching purposes. This role will involve the provision of specific DOR 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").</li> </ul>	
<p><u>Former/Concurrent Cooperative Functions/Agency Functions</u></p>	<p><u>Cooperative Program</u> These duties will be performed for Authorized TPP Students/DOR Clients.</p>
<p><u>Special Education Teacher</u></p> <ul style="list-style-type: none"> <li>Participating school are as follows: <ol style="list-style-type: none"> <li>Crestside High School</li> <li>Irvine High School</li> <li>Northwood High School</li> <li>University High School</li> <li>Woodbridge High School</li> <li>Legacy Education Center/Irvine Adult Transition Program</li> </ol> </li> <li>The new pattern of service will replace these traditional activities: <ol style="list-style-type: none"> <li>Teach basic school subjects and provide an education program designed to encourage learning achievement and overall adjustment to the maximum of each individual student's capacity.</li> <li>Provide community-based instruction (where appropriate): <ul style="list-style-type: none"> <li>Life Skills Training</li> <li>Independent Living Skills</li> </ul> </li> <li>Promote participation in career relevant programming.</li> </ol> </li> </ul>	<p><u>Transition Service Coordinator (TSC)</u></p> <ul style="list-style-type: none"> <li>Participating school are as follows: <ol style="list-style-type: none"> <li>Crestside High School</li> <li>Irvine High School</li> <li>Northwood High School</li> <li>University High School</li> <li>Woodbridge High School</li> <li>Legacy Education Center/Irvine Adult Transition Program</li> </ol> </li> <li>The following functions will be provided to TPP Student/DOR Client only: <ol style="list-style-type: none"> <li>Implement Parent Orientation to Services and Training: <ul style="list-style-type: none"> <li>Overview of IPE/Transition Planning</li> <li>TPP policies and procedures</li> <li>Parent role in transition process</li> <li>Community Resource</li> <li>Information</li> </ul> </li> <li>Provide Transition Planning: <ul style="list-style-type: none"> <li>Coordinate IPE meetings</li> </ul> </li> </ol> </li> </ul>



**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Certified Expenditure Budget Narrative**

	<ul style="list-style-type: none"> <li>○ Facilitate Self Determination Skills Development</li> <li>○ Facilitate cross agency document exchange</li> </ul> <ol style="list-style-type: none"> <li>3. Supervise the TPP Service Manager</li> <li>4. Service/manage the implementation of the IPE</li> <li>5. Provide guidance for accommodation plan development as needed for work site learning/employment opportunities for TPP Student/DOR Client.</li> <li>6. Facilitate job placement and promotional opportunities/PETS Job Development and Placement</li> <li>7. Promote adult independence through implementation of community based-instruction consistent with TPP contract services, as part of PETS</li> <li>8. Promote parental involvement in adult/community TPP programming</li> <li>9. Promote safety in various community settings during TPP contract activities.</li> </ol>
<u>Instructional Aide</u> <ul style="list-style-type: none"> <li>• Assist the classroom teacher with classroom activities related to academic learning including reading, writing and math.</li> <li>• Tutoring for college level classes.</li> </ul>	<u>Transition Service Assistant</u> <ul style="list-style-type: none"> <li>• Assist Transition Services Coordinator to implement 100% community-based transition plans consistent with TPP contract services, as part of PETS</li> <li>• Promote safety in various community settings during TPP contract activities</li> <li>• Assist with implementing transportation plans for TPP Student/DOR Clients in TPP activities</li> <li>• Assist with provision of PETS contract services</li> </ul>
<u>Psychologist</u> <ul style="list-style-type: none"> <li>• Provide Special Education psychological services to special education students.</li> </ul>	<u>TPP Psychologist</u> <ul style="list-style-type: none"> <li>• Provide TPP related psychological services to TPP Student/DOR Clients specific to employment related needs.</li> </ul>
<b>INDIRECT COST</b>	

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Certified Expenditure Budget Narrative**

**Indirect/Administrative Overhead**

- The rate is set by the California Department of Education, and is taken by IUSD for direct general management and support program costs. This includes the following items: Centralized Data Processing, Plant Maintenance and Operations, Board/Superintendent Costs, and other Administrative costs. These indirect costs are reasonable and necessary for administration of the program, and are not directly related to the provision of the contracted services.

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<b>PERSONNEL</b> <b>Benefits</b> <ul style="list-style-type: none"> <li>Benefits are included in the annual salary per FTE. Benefits are calculated by Irvine Unified School District Payroll department by employee as applicable. Possible benefits and rates are STRS(10.73%), PERS(11.847%), PARS(3.75%), OASDI(6.2%), Medicare(1.45%), SUI(.05%), W/C(3%) and Health &amp; Welfare(\$10,143).</li> </ul>	
<b>PERSONNEL</b>	
<u><b>TPP Program Manager</b></u> <u><b>Administrative Duties</b></u> <ul style="list-style-type: none"> <li>Oversee TPP Contract outcome completion and verification</li> <li>Represent TPP in the Irvine Business Advisory Committee &amp; OC Adult Transition Task Force</li> <li>Outreach to students in need of DOR Services and contract transition services</li> <li>Develop program procedures for TPP Student/DOR Clients, including: classroom, community, Pre-employment Transition Services and work site learning accommodations</li> <li>Provide program evaluation oversight</li> <li>Monitor Work Experience /PETS Work-based Learning (WE)/OJT Program use for appropriate TPP Student/DOR Clients</li> <li>Coordinate cross agency contract transition programming efforts that includes the use of blended and braided funding</li> <li>Promote Transition Planning/Self Advocacy activities for TPP Student/DOR Clients</li> <li>Ensure provision of Pre-Employment Transition Services (PETS) including: PETS Vocational Evaluation, Job Exploration and Counseling, Vocational Instruction/Employment Preparation, PETS Work-Based Readiness Training, Post-secondary Education &amp; Training Counseling, Job Development, Placement and</li> </ul>	<u><b>Career Link Coordinator</b></u> <ul style="list-style-type: none"> <li>Oversee operation of additional grants including: Workability High School &amp; Middle School, WIOA Coastal and Southern In-School/Out of School Grant, CA Promise Grant and the Ticket-to-Work Program</li> <li>Supervise all non-TPP Career Link Staff</li> <li>Serve as the IUSD Special Education Transition Specialist</li> <li>Grant write to fund new career development related programs for students 14-26</li> </ul>

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<p>Follow-up/PETS Workplace Readiness Training, PETS NSE Job Coaching and Instruction in Self Advocacy.</p>	
<p><b><u>TPP Service Manager Lead</u></b>  <b>Administrative Duties Line #2</b></p> <ul style="list-style-type: none"> <li>• Monitor program functions for all TPP personnel</li> <li>• Provide year-round supervision for TPP staff</li> <li>• Facilitate access to non-special education DOR-eligible students as potential TPP referrals</li> <li>• Oversee completion of all identified TPP outcomes</li> <li>• Ensure accurate completion all TPP Certified and Service Budget Staff Personnel Activity Reports (PAR)</li> <li>• Ensure job site accommodations for TPP Student/DOR Clients are implemented</li> <li>• Ensure provision of (PETS) including: PETS Vocational Evaluation, Job Exploration and Counseling, Vocational Instruction/Employment Preparation, PETS Work-Based Readiness Training, Post-secondary Education &amp; Training Counseling, Job Development, Placement and Follow-up/PETS Workplace Readiness Training, PETS NSE Job Coaching and Instruction in Self Advocacy.</li> <li>• Attend contract meetings such as the Quarterly with DOR and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #14</b></p> <ul style="list-style-type: none"> <li>• Initial and final community safety assessments for TPP Students/DOR Clients</li> <li>• Design and recommend job site accommodations for TPP Students/DOR Clients by observing TPP Students/DOR Clients at job sites</li> </ul>	<p><b><u>Career Link Supervisor</u></b></p> <ul style="list-style-type: none"> <li>• Oversee operation of additional grants including: Workability High School &amp; Middle School Grant, WIOA Coastal and Southern In-School/Out of School Grant, CA Promise Grant and the Ticket-to-Work Program.</li> <li>• Supervise all non-TPP Career Link Staff</li> <li>• Oversee completion of other identified grant outcomes</li> </ul>

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<ul style="list-style-type: none"> <li>• Provide Employment Preparation /PETS Workplace Readiness training workshops</li> <li>• Provide other PETS services as needed</li> </ul>	
<u>TPP Clerk</u> <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>• Keeping TPP Student/DOR Clients Participant lists</li> <li>• Printing and copying TPP related materials</li> <li>• Type and proofread all TPP Communications</li> <li>• TPP purchasing activities</li> <li>• Inventory and oversee TPP supply use</li> </ul>	<u>Career Link Clerk</u> <ul style="list-style-type: none"> <li>• Format all new and revised Career Link documents</li> <li>• Develop computerized lists of all students enrolled in non-TPP projects for tracking purposes</li> <li>• Order and oversee distribution of all materials &amp; supplies</li> <li>• Organize interviews and complete &amp; turn in all required hiring paperwork</li> </ul>
<u>TPP Budget Specialist</u> <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>• Prepare monthly templates for all PARS time allocation reports including TPP Staff and TPP Certified Expenditures</li> <li>• Prepare TPP PETS Service invoicing and Certified Expenditure Summaries</li> <li>• Budget all costs and monitor expenditures as outlined in the TPP contract and the TPP Contract Handbook.</li> <li>• Complete WE related paperwork</li> <li>• Billing for WE expenses</li> <li>• Maintain and monitor list of TPP Student/DOR Clients.</li> </ul>	<u>Career Link Account Technician</u> <ul style="list-style-type: none"> <li>• Oversee the Career Link Budget for grants including: Workability High School &amp; Middle School, WIOA Coastal and Southern In-School/Out of School Grant, CA Promise Grant and the Ticket-to-Work Program.</li> <li>• Budget all costs and monitor expenditures in keeping with all contract requirements</li> <li>• Complete all non-TPP billing forms in given timelines</li> </ul>
<u>OPEB (Other Post-Employment Benefits)</u> <ul style="list-style-type: none"> <li>• Actual amount to be determined by Irvine Unified School District by June 30<sup>th</sup> of each Fiscal Year.</li> </ul>	<u>OPEB (Other Post-Employment Benefits)</u> <ul style="list-style-type: none"> <li>• Actual amount to be determined by Irvine Unified School District by June 30<sup>th</sup> of each Fiscal Year.</li> </ul>
<u>TPP Service Manager</u> <b>Administrative Duties Line #6,7, 8</b> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meeting and other contract-related meetings</li> </ul> <b>PETS Direct Service Duties Line #15,16,17</b> <ul style="list-style-type: none"> <li>• Completion of TPP registration</li> </ul>	<u>Career Guidance Paraprofessional I</u> These positions are responsible for providing case management and support for students enrolled in the Workability High School & Middle School Grant. Additional responsibilities include:



**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<p>paperwork after intake by DOR Counselor</p> <ul style="list-style-type: none"> <li>• PETS Vocational Evaluation               <ol style="list-style-type: none"> <li>1. Assess TPP Student/DOR clients self-determination skills</li> <li>2. Coordinate evaluation of community work experience including employer evaluation information</li> <li>3. Facilitate inter-agency exchange of vocational assessment results with DOR Counselor and other adult service providers as appropriate by obtaining reports for case records as needed</li> </ol> </li> <li>• Transition Planning Activities               <ol style="list-style-type: none"> <li>1. Self-determination skills training</li> <li>2. Coordinate IPE/ITP meetings with TPP Student/DOR clients, DOR Counselor, parents, school staff, and adult service providers</li> <li>3. Provide transition information and materials to TPP Student/DOR Clients, parents and adult service provider</li> <li>4. Serve as liaison between school, DOR, and community agencies on behalf of student</li> <li>5. Promote use of mental health services and supports as directed by mental health professionals and autism professionals to support TPP Employment Preparation in the classroom and at the work site.</li> </ol> </li> <li>• Job Development, Placement/PETS Workplace Readiness Training               <ol style="list-style-type: none"> <li>1. Facilitate paid full and part time employment opportunities through job development</li> </ol> </li> <li>• Promote use of services and supports specifically geared to TPP students/DOR Clients who are developmentally disabled. The main focus will be on employment</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and update all grant required paperwork</li> <li>• Provide student services as outlined in the grant contract.</li> <li>• Participate in weekly staff meetings and training as needed.</li> <li>• Assist and support parents in the understanding of the transition from high school to adult living process.</li> <li>• Work with Special Education teachers to keep up to date on transition programming elements</li> </ul>
---	--

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<p>preparation and career development.</p> <ul style="list-style-type: none"> <li>• Provide PETS and supports to TPP Students in school who are working on their Certificate of Completion and are not Regional Center Clients.</li> <li>• Facilitate communication among all TPP Student/DOR Client service providers in support of positive employment outcomes</li> <li>• Community Integration through scheduling/management and support for community and work site safety</li> <li>• Support Implementation of Pre-Employment Transition Services (PETS) including: PETS Vocational Evaluation, Job Exploration and Counseling, Vocational Instruction/Employment Preparation, PETS Work-Based Readiness Training, Post-secondary Education &amp; Training Counseling, Job Development, Placement and Follow-up/PETS Workplace Readiness Training, PETS NSE Job Coaching and Instruction in Self Advocacy.</li> </ul>	
<p><u>TPP Benefits Planner</u> <b>Administrative Duties Line #9</b></p> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meetings and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #18</b></p> <ul style="list-style-type: none"> <li>• Assistance with Social Security Administration communication including: applications, wage reporting and use of work incentives</li> <li>• Benefits planning and management specific to employment and wages</li> <li>• Trouble Shooting Benefits Problems for TPP Student/DOR Clients</li> </ul>	<p><u>Career Guidance Paraprofessional I</u> Services as provided above. Additional responsibilities include:</p> <ul style="list-style-type: none"> <li>• Benefits planning and management</li> <li>• Trouble shooting benefits</li> <li>• Processing Ticket to Work Program paperwork</li> </ul>
<p><u>TPP Job Developer</u> <b>Administrative Duties Line #10</b></p> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meetings and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #19</b></p>	<p><u>Career Guidance Paraprofessional II</u></p> <ul style="list-style-type: none"> <li>• Develop work site learning opportunities for all non-TPP grant programs (including paid employment)</li> </ul>

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

<ul style="list-style-type: none"> <li>• <b>Meet with TPP Service Managers and/or TPP Student/DOR Clients to obtain special needs information required for specialized job development</b></li> <li>• <b>Develop work site learning opportunities, i.e., job shadows, Work Experience/PETS Work-Based Learning Experience, and Job Development, Placement and Follow-up/PETS Work-Based Learning Experience employment sites for TPP Student/DOR Client participants</b></li> <li>• <b>Meet or phone potential employers to discuss special needs of potential TPP hires</b></li> </ul>	<ul style="list-style-type: none"> <li>• Participate in City and County wide employer network opportunities</li> <li>• Assist business with implementation of needed ADA requirements</li> </ul>
<p><u>TPP Job Coach</u> <b>Administrative Duties Line #11</b></p> <ul style="list-style-type: none"> <li>• Attends TPP Quarterly Meetings and other contract-related meetings</li> </ul> <p><b>PETS Direct Service Duties Line #20</b></p> <ul style="list-style-type: none"> <li>• Provide PETS Non-Supported Employment Job Coaching support at the work site</li> <li>• Provide task analysis of job</li> <li>• Implement accommodations in the work place for TPP Students/DOR Clients</li> <li>• Mobility train TPP Students/DOR Clients to job sites</li> <li>• Liaison with employer, DOR counselor, and IUSD staff to insure successful placement</li> <li>• Complete anecdotal progress reports</li> </ul>	<p><u>Job Coach</u> These positions are responsible for providing job coaching for students enrolled in the Workability High School grant. Additional responsibilities include services for all non-TPP student-clients including:</p> <ul style="list-style-type: none"> <li>• Job coaching support at the work site</li> <li>• Task analysis</li> <li>• Mobility training</li> <li>• Liaison with employer and IUSD staff to insure successful placement</li> <li>• Completion of required grant paperwork</li> </ul>
<p><b>OPERATING EXPENSES</b></p> <p><u>Instructional Materials</u></p> <ul style="list-style-type: none"> <li>• Purchase of TPP student/DOR Clients' supplies (e.g. monthly planners, resume paper, dividers and notebooks), self-determination skills development materials, employment preparation tutorials and other specific materials needed in the provision of contract services.</li> </ul> <p><u>Licensing</u></p> <ul style="list-style-type: none"> <li>• Upgrades of licensed internet products for current computers for online TPP student/DOR client career assessments/instruction for PETS Vocational</li> </ul>	

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

Evaluation; Vocational Instruction/Employment Preparation PETS.

**Office Supplies**

- Consumable office supplies which may include, file folders, labels, paper clips, pens, note pads, paper, card stock, pens, notepads, and computer paper. These materials will be used for TPP record-keeping purposes specific to those required by the contract.

**Postage**

- Postage to send monthly invoices and documents to DOR.

**Theft Sensitive Items**

Provides funding for technology to be used with and for services for TPP Students/DOR Clients. The following items will be used to develop resumes, career explorations, interview trainings, job searches, online applications and other technology resources to meet the TPP Students/DOR Clients needs as defined in the contract.

- Purchase one (1) Dell Optiplex 7010 Desk Top Computer including monitor, keyboard, mouse, and speakers. For use by TPP staff with TPP Student/DOR Client student curriculum, resume development, career explorations, interview training, job searches, and on-line job search/applications. Computer will refresh/replace obsolete hardware. Total Cost \$1,200.
- Purchase one (1) HP LaserJet Pro 4001n printer. To accompany Dell Optiplex 7010 Desk Top Computer purchased above. For use by TPP staff with TPP Student/DOR Client student curriculum, resume development, career explorations, interview training, and job searches. Printer will refresh/replace obsolete hardware. Total Cost \$200.
- Purchase one (1) HP Color LaserJet M553dn printer. For use by TPP staff at Yale Loop location to print all TPP Student/DOR Client student documents including but not limited to contracts, resumes, training material, applications, and invoicing. Printer will replace/upgrade current printer. Total Cost \$800.
- Purchase four (4) HP LaserJet Pro 400 M401n printers \$200 each. For use by TPP staff on high school campuses with TPP student/DOR Clients for printing all confidential paperwork including resumes, assessments, and applications. Total cost of \$800.
- Purchase two (2) cellular smart phones. For use by TPP staff to communicate with TPP Student/DOR Clients, other TPP Staff, and Job Sites. Cellular smart phones will refresh/replace/upgrade. Total cost of \$1,200.

**Software**

For use by the TPP staff and/or TPP student/DOR Clients in the areas of word processing, database, spreadsheet, employment applications, multimedia presentations, vocational assessments and contract-related instruction.

- Purchase of one (1) Microsoft Office 2013 License for the Dell Optiplex 7010 Desk Top Computer purchased above in Theft Sensitive Items. Total cost \$300.

**Printing & Duplication**

- Duplicating, copying and printing costs for TPP materials.

**Communication**

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Service Budget Budget Narrative**

- Telephone service for provision of contract services. In addition, telephone service will be used to support the Irvine Adult Transition Program communication necessary for TPP student/DOR client safety and transportation to the job sites and to home.

**Mileage**

- Reimbursement for mileage expenses when TPP staff use private vehicles in the provision of TPP contract services, such as to school sites, DOR meetings, meetings with TPP student/DOR Clients, job development and job retention/follow-up. Mileage to be reimbursed at CalHR designated rates.

**Travel**

- Per Diem and travel costs for TPP staff to travel to contract related trainings such as: transition and/or job development. Reimbursed at actual costs not to exceed the CalHR designated rates.

**Training**

- Registration costs for TPP related training for TPP Staff to attend external trainings, or purchase of internal technical assistance support that is unavailable through external training opportunities; all which have a direct application to contract services. Trainings must be pre-approved in writing by DOR Contract Administrator.

**INDIRECT COST**

**Indirect/Administrative Overhead**

- The rate is set by the California Department of Education, and is taken by IUSD for direct general management and support program costs. This includes the following items: Centralized Data Processing, Plant Maintenance and Operations, Board/Superintendent Costs, and other Administrative costs. These indirect costs are reasonable and necessary for administration of the program, and are not directly related to the provision of the contracted services.



**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Certified Expenditure Budget Narrative**

**PERSONNEL**

Benefits

- Benefits are included in the annual salary per FTE. Benefits are calculated by Irvine Unified School District Payroll department by employee as applicable. Possible benefits and rates are STRS(10.73%), Medicare(1.45%), SUI(.05%), W/C(3%) and Health & Welfare(\$10,143).

Allocation/Time Base

- The hour allocation is based on annual salary and, therefore, varies among the Transition Service Coordinators (TSCs). The specific hours devoted to the TPP Program are indicated on the Certified Expenditure Summary and will be verified by time sheets for each TSC.

Position Title & Roles

- The following personnel will be assigned to the cooperative program, with the concurrence of the DOR Administrator. These personnel will function for a specified portion of their time in a DOR role, and that portion of their time will be certified for use by DOR for Federal matching purposes. This role will involve the provision of specific DOR 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").

<u>Former/Concurrent Cooperative Functions/Agency Functions</u>	<u>Cooperative Program</u> These duties will be performed for Authorized TPP Students/DOR Clients.
<p><u>Special Education Teacher</u></p> <ul style="list-style-type: none"> <li>• Participating school are as follows:               <ol style="list-style-type: none"> <li>1. Creekside High School</li> <li>2. Irvine High School</li> <li>3. Northwood High School</li> <li>4. University High School</li> <li>5. Woodbridge High School</li> <li>6. Legacy Education Center/Irvine Adult Transition Program</li> </ol> </li> <li>• The new pattern of service will replace these traditional activities:               <ol style="list-style-type: none"> <li>1. Teach basic school subjects and provide an education program designed to encourage learning achievement and overall adjustment to the maximum of each individual student's capacity.</li> <li>2. Provide community-based instruction (where appropriate):                   <ul style="list-style-type: none"> <li>○ Life Skills Training</li> <li>○ Independent Living Skills</li> </ul> </li> <li>3. Promote participation in career relevant programming.</li> </ol> </li> </ul>	<p><u>Transition Service Coordinator (TSC)</u></p> <ul style="list-style-type: none"> <li>• Participating school are as follows:               <ol style="list-style-type: none"> <li>1. Creekside High School</li> <li>2. Irvine High School</li> <li>3. Northwood High School</li> <li>4. University High School</li> <li>5. Woodbridge High School</li> <li>6. Legacy Education Center/Irvine Adult Transition Program</li> </ol> </li> <li>• The following functions will be provided to TPP Student/DOR Client only:               <ol style="list-style-type: none"> <li>1. Implement Parent Orientation to Services and Training:                   <ul style="list-style-type: none"> <li>○ Overview of IPE/Transition Planning</li> <li>○ TPP policies and procedures</li> <li>○ Parent role in transition process</li> <li>○ Community Resource</li> <li>○ Information</li> </ul> </li> <li>2. Provide Transition Planning:                   <ul style="list-style-type: none"> <li>○ Coordinate IPE meetings</li> </ul> </li> </ol> </li> </ul>

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Certified Expenditure Budget Narrative**

	<ul style="list-style-type: none"> <li>○ Facilitate Self Determination Skills Development</li> <li>○ Facilitate cross agency document exchange</li> </ul> <ol style="list-style-type: none"> <li>3. Supervise the TPP Service Manager</li> <li>4. Service/manage the implementation of the IPE</li> <li>5. Provide guidance for accommodation plan development as needed for work site learning/employment opportunities for TPP Student/DOR Client.</li> <li>6. Facilitate job placement and promotional opportunities/PETS Job Development and Placement</li> <li>7. Promote adult independence through implementation of community based-instruction consistent with TPP contract services, as part of PETS</li> <li>8. Promote parental involvement in adult/community TPP programming</li> <li>9. Promote safety in various community settings during TPP contract activities.</li> </ol>
<u>Instructional Aide</u> <ul style="list-style-type: none"> <li>• Assist the classroom teacher with classroom activities related to academic learning including reading, writing and math.</li> <li>• Tutoring for college level classes.</li> </ul>	<u>Transition Service Assistant</u> <ul style="list-style-type: none"> <li>• Assist Transition Services Coordinator to implement 100% community-based transition plans consistent with TPP contract services, as part of PETS</li> <li>• Promote safety in various community settings during TPP contract activities</li> <li>• Assist with implementing transportation plans for TPP Student/DOR Clients in TPP activities</li> <li>• Assist with provision of PETS contract services</li> </ul>
<u>Psychologist</u> <ul style="list-style-type: none"> <li>• Provide Special Education psychological services to special education students.</li> </ul>	<u>TPP Psychologist</u> <ul style="list-style-type: none"> <li>• Provide TPP related psychological services to TPP Student/DOR Clients specific to employment related needs.</li> </ul>
<b>INDIRECT COST</b>	

**IRVINE UNIFIED SCHOOL DISTRICT TPP  
Certified Expenditure Budget Narrative**

**Indirect/Administrative Overhead**

- The rate is set by the California Department of Education, and is taken by IUSD for direct general management and support program costs. This includes the following items: Centralized Data Processing, Plant Maintenance and Operations, Board/Superintendent Costs, and other Administrative costs. These indirect costs are reasonable and necessary for administration of the program, and are not directly related to the provision of the contracted services.

## **EXHIBIT C**

### **GENERAL TERMS AND CONDITIONS (GTC 610)**

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. Click on the Standard Contract Language section to expand, then click on GTC 610.

**EXHIBIT D**  
**(Standard Agreement - Subvention)**

**SPECIAL TERMS AND CONDITIONS**

**1. NOTIFICATION & COMPLIANCE**

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.

**2. DISPUTES**

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this Agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision, Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

**3. RIGHT TO TERMINATE**

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of



the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

#### 4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

#### 5. INSURANCE REQUIREMENTS

- A. Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy endorsement must include:

(Agency/Department Name), The State of California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the Agreement.

**Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.**

- B. Automobile Liability (If Applicable) – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16**

**passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

**The same additional insured designation and endorsement required for general liability is to be provided for this coverage.**

- C. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.

**The workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.**

- D. Self-insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

## **6. CONFLICT OF INTEREST**

- A. Contractor certifies that it's employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

## **7. CONFIDENTIALITY**

- A. Contractor agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations, Section 361.38 and Title 9, California Code of Regulations, Section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.).
- B. Contractor agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.

- C. Contractor agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, Contractor agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at [iso@dor.ca.gov](mailto:iso@dor.ca.gov).
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:
1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
  2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
  3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
- H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named



"Protecting Privacy in State Government" and can be downloaded at the following link:  
<http://www.dor.ca.gov/VRED/Security-n-Privacy-Training.html>.

1. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These state entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

## **8. AUDIT AND REVIEW REQUIREMENTS**

### **A. General Audit and Review Requirements**

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this Agreement and other applicable federal or state statutes and regulations.
2. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.
3. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable OMB cost principles and administrative requirements.
4. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. Contractor agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

### **B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):**

1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with 2 CFR 200.

## **9. COMPETITIVE BIDDING AND PROCUREMENTS**

- ### **A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's Agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of two competitive quotations is required for any purchase order or**



subcontract for services over \$2,500, and should be submitted to the DOR contract administrator or adequate justification provided for the absence of bidding.

- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

#### **10. USE OF SUBCONTRACTOR(S)**

If the Contractor desires to accomplish part of the services through the use of one (1) or more subcontractors, the following conditions must be met:

- A. The Contractor shall submit any subcontracts to the State for approval prior to starting any of the work;
- B. The Agreement between the primary Contractor and the subcontractor must be in writing;
- C. The subcontract must include specific language which establishes the rights of the auditors of the State to examine the records of the subcontractor relative to the services and materials provided under the Agreement; and
- D. Upon termination of any subcontract, the State shall be notified immediately, in writing.
- E. Contractor shall assure that all subcontractor administrative fees are reasonable considering the services being provided, and they may only pay overhead charges on the first \$25,000 for each subcontract.

Further, any subcontract in excess of \$100,000 entered into as a result of this Agreement shall contain all applicable provisions stipulated in this Agreement.

#### **11. POTENTIAL SUBCONTRACTORS**

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a

result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

## **12. CONTRACT AMENDMENTS**

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

## **13. SOFTWARE**

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

## **14. THEFT SENSITIVE ITEMS**

DOR is requiring nonexpendable items to be listed and purchased under a separate line item titled "Theft Sensitive Items". The contractor shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the State Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other items required to provide contract services

## **15. ATTRIBUTION**

The Contractor agrees to acknowledge the sponsorship of DOR with respect to any public statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. Contractor further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Contractor, when such individual is a DOR consumer.

## **EXHIBIT E**

### **(Standard Agreement - Subvention)**

#### **ADDITIONAL PROVISIONS – Federally Funded Agreements**

##### **1. FEDERAL REQUIREMENTS**

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at [www.ecfr.gov](http://www.ecfr.gov) under Title 2-Grants and Agreements.

##### **2. FEDERAL FUNDING INTELLECTUAL PROPERTY**

- A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.
- C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
  - 1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
  - 2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

##### **3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, Contractor certifies that

neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

#### **4. PROHIBITION ON TAX DELINQUENCY**

Any Agreement that a state agency enters into after July 1, 2012, is void if the contract is between a state agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code Section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) [https://www.ftb.ca.gov/aboutFTB/Delinquent\\_Taxpayers.shtml](https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml),  
(Board of Equalization) <http://www.boe.ca.gov/cgi-bin/deliq.cgi>

#### **5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT**

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 6--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
  - 1. Subject: Discrimination on the basis of race, color, or national origin.  
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).  
Regulation: 34 CFR part 100.
  - 2. Subject: Discrimination on the basis of sex  
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).  
Regulations: 34 CFR part 106.
  - 3. Subject: Discrimination on the basis of handicap.



Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).  
Regulation: 34 CFR part 104handicap.

4. Subject: Discrimination on the basis of age.  
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).  
Regulation: 34 CFR part 110

## **6. RETURN OF INAPPROPRIATE USE OF FUNDS**

By signing this Agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

## **7. AMERICANS WITH DISABILITIES ACT (ADA)**

By signing this Agreement, Contractor/Grantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as, all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.



**EXHIBIT F**  
**(COOP/Case Services Agreements-Subvention)**

**ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES**

**1. MATCH REQUIREMENTS**

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. Contractor shall certify to the State, on a monthly basis as specified in Exhibit B & G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

**2. INDIRECT COSTS**

Indirect costs are allowable expenses 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 2 CFR 200. 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 fixed rate and there is a 15% cap on the service budget. There is no cap on the certified match, however, indirect costs over 40% require a copy of the rate approval document from the cognizant federal agency or state department designee (e.g. California Department of Education {CDE} or established through an independent audit).

### **3. CONTRACT HANDBOOK**

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only. Contract Handbook can be downloaded from the DOR website at: <http://www.dor.ca.gov/Public/Grants.html>.

### **4. DOR'S CONTRACT MONITORING**

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the Agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1<sup>st</sup>, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the contractor has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.
- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the

appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)

- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB cost principle.
- J. Verify that all Agreement staff are providing services in accordance to their duties specified in the Agreement, including ensuring that:
  - Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
  - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
  - Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
    - Verify that Contract staff provide services only to authorized DOR consumers.

**EXHIBIT G**  
**(COOP/Case Services Agreements-Subvention)**

**ADDITIONAL PROVISIONS-CONTRACTOR'S MONITORING & TRANSPORTATION**

**I. Contract Monitoring and Reporting**

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of TPP Student/DOR Clients served that month
- Ensuring Personnel Activity Reports or time reporting documents and a list of student/DOR clients served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of TPP Student/DOR Clients served as requested by DOR contract administrator
- Meeting with DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for TPP Student/DOR Clients' receiving contract services. Progress reports should include TPP Student/DOR Client's name and other necessary or required information to document the services provided and individual TPP Student/DOR Client progress in those services

**II. Transportation of TPP Student/DOR clients**

- TPP Student/DOR clients will be transported up to 16 TPP students/DOR clients, including the driver, periodically as part of the contract services.