

Milpitas Unified School District

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

	FY 7/1/2016- 6/30/2017	FY 7/1/2017- 6/30/18	FY 7/1/2018- 6/30/2019
	<u>TOTALS</u>	<u>TOTALS</u>	<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$150,189	\$150,189	\$150,189
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$178,770	\$178,770	\$178,770
TOTAL FEDERAL COSTS	\$328,959	\$328,959	\$328,959
Certified Match (If applicable)	\$115,798 26.04%	\$115,798 26.04%	\$119,268 26.61%
Total Federal Share	\$328,959 73.96%	\$328,959 73.96%	\$328,959 73.39%
Cash Match (If applicable)			
	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
TOTAL STATE MATCH	\$115,798	\$115,798	\$119,268

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.

STATE OF CALIFORNIA
TPP PETS SERVICE BUDGET

DEPARTMENT OF REHABILITATION

☐ Original

☒ Amendment

Contractor Name and Address		Contract Number	Federal ID Number	Page 1 of 1	
Milpitas Unified School District 1331 E. Calaveras Blvd. Milpitas, CA 95035		29918	77-0289955		
		Budget Period July 1, 2016-June 30, 2017	Budget Period July 1, 2017-June 30, 2018	Budget Period July 1, 2018-June 30, 2019	
		Effective Date (Amendments Only) 10/1/2016	Effective Date (Amendments Only)	Effective Date (Amendments Only)	
Line No.	PERSONNEL Position Title & Time Base	Annual FTE	Annual Salary Per FTE	Amount Budgeted	Amount Budgeted
Administrative Personnel					
1	Job Developer (1 FTE = 40 hrs/wk 12 months)	0.1000	\$96,911.00	\$9,691.10	\$9,691.10
2	Job Developer (1 FTE = 40 hrs/wk 12 months)	0.1000	\$70,157.00	\$7,015.70	\$7,015.70
3	TPP Project Coordinator	0.0500	\$119,873.00	\$5,993.65	\$5,986.92
4					
5	Admin Subtotal			\$22,700.45	\$21,793.72
PETS direct service Personnel					
7	Job Developer (1 FTE = 40 hrs/wk 12 months)	0.78	\$96,911.00	\$75,590.58	\$89,961.00
8	Job Developer (1 FTE = 40 hrs/wk 12 months)	0.65	\$70,157.00	\$45,602.05	\$48,379.50
9					
10					
11	PETS Subtotal			\$121,192.63	\$138,340.50
12	Personnel Subtotal			\$143,893.08	\$160,134.22
OPERATING EXPENSES					
14	Postage			\$252.00	\$229.00
15	Office Supplies			\$3,500.00	\$1,600.00
16	Travel			\$2,000.00	\$1,000.00
17	Mileage			\$2,700.00	\$2,200.00
18	Instructional Materials			\$5,000.00	\$2,000.00
19	Software			\$700.00	
20	Training			\$2,618.00	\$1,000.00
21	Theft Sensitive items			\$10,000.00	\$2,500.00
22					
23	Operating Subtotal			\$26,770.00	\$10,529.00
24	Personnel and Operating Subtotal			\$170,663.08	\$170,663.22
25	Indirect Rate Percentage			4.75%	4.75%
26	Indirect Cost			\$8,108.50	\$8,106.50
27	TOTAL (rounded to nearest dollar)			\$178,770	\$178,770

SERVICE BUDGET NARRATIVE

PERSONNEL

These duties are to be performed only for student/DOR applicant/clients or the Transition Program.

BENEFITS

All staff receive health insurance (medical, dental, and vision), sick leave, Worker's Compensation, Medicare, and vacation time, except for the TPP Program Coordinator. Only Job Developers receive Social Security. **Benefits are 25% of Salary.**

Cooperative Program Functions

Job Developer (1)

Administrative Duties:

1. Attends TPP/DOR meetings, such as quarterly meetings, TPP staff meetings

PETS Direct Service Duties

1. Conducts individual or group job-seeking skills training (Job Club).
2. Provides individual training and support on or off of the Job Site (PETS NSE Job Coaching).
4. Assists with student/DOR Client progress in contract services
5. Completes Resumes for students/DOR Clients
6. Assists students/DOR clients in development and utilization of self-advocacy.
7. Provides feedback to transition counselor/job developer, placement specialist, Program Coordinator/Lead Service Liaison, DOR counselor, parents and employers
9. Provides PETS vocational evaluation, as needed. Provides Vocational Instruction/Employment Preparation PETS Work Based Readiness Training, PETS work-based learning experience, PETS Non-Supported Employment Job Coaching
10. Assists when needed with job development and placement
11. Assists with other duties as assigned

Non-Contracted Duties

WAI Counselor/Job Developer (1)

1. Attends WAI meetings, school site meetings and IEP meetings
 2. Assists with Interest Inventories and Career Reviews
 3. Markets WAI Program to employers
 4. Job Coach and follow-up on WAI student placements
 5. Schedules fieldtrips to Community Colleges/Vocational Schools
 6. Assists students with time cards and submitting time cards
 7. Inputs WAI students services and WAI Placement information into the Database
 8. WAI Students 1 year and 2 year follow-up phone calls and inputting information into Follow-up Data Base
 9. Provides Job Readiness Skills Individually or in a group
-

Cooperative Program Functions

Job Developer (2)

Administrative Duties:

1. Attends TPP/DOR meetings, such as quarterly meetings.
2. Provides feedback to TPP Program Coordinator on quality of services to TPP student/DOR client and effectiveness of program design (Staff meetings)
3. Provide Clerical support

PETS Direct Service Duties

1. Attends student/DOR applicant/client-centered staffing to assist DOR staff in developing IPE.
3. Provides support in development of problem-solving and coping skills on the job site.
4. Develops jobs in the community for students/DOR clients.
5. Completes Resumes for students/DOR Clients
6. Provides direct placement for students/DOR clients.
7. Provide Information to employer on the TPP program and Department of Rehabilitation OJT Program
8. Conducts individual or group job-seeking skills training for students/DOR clients.
9. Assists with Job Club
10. Mobility training for student/DOR clients to get to worksites
11. Meets with student/DOR Consumer to complete job applications for job openings
12. Consults with prospective employers on job site accommodations, if needed

13. Attends student/DOR applicant IEP Meetings to discuss TPP progress in contract services. (Only the time that the TPP is addressed will be invoiced.)
14. Transports students/DOR clients to job site interviews.
15. Maintains student/DOR applicant/client records and files
16. Assists with maintaining/sharing information on relevant agencies/support services.
17. Provides job retention support, student/DOR client follow-up and placement evaluations
18. **Provides feedback to TPP Program Coordinator on quality of services to TPP student/DOR client and effectiveness of program design (Staff Meetings).**

Traditional Job Functions

WAI Counselor/Job Developer (2)

1. Attend IEP meetings when needed.
 2. Coordinate with other agencies
 3. Confers with students to identify vocational interests, strengths and goals for 12th graders.
 4. Recommends special programs for students interested in college or vocational schools
 5. Refers students to outside agencies and special programs when appropriate
-

Cooperative Program Functions

TPP Project Coordinator

Administrative Duties:

1. Attends TPP/DOR meetings, such as quarterly meetings
2. Coordinates the activities of the TPP staff
3. Write and maintain TPP contract
4. Provide Administration of TPP
5. Prepares, monitors, and oversees expenditures, compliance reports and PARS

Traditional Job Functions

Vocational Specialist

1. Coordination of WorkAbility I Program
2. Supports staff with Transition plans
3. Attends Special Education staff meetings
4. Oversees WorkAbility I staff duties
5. Partners with Community colleges and other agencies
6. Coordinates Transition activities for special ed 9th-12th graders
7. Collaborates with Post-Senior teacher for job opportunities, resources and services for special ed students who are 18-22 years old and have more severe disability

OPERATING EXPENSES

Postage - Cost of mailing for TPP.

Office Supplies – Cost of consumable supplies such as paper, pens, fasteners, labels, binders, dividers, file folders, tape, pencils, tabs, envelopes, white out, staples, yearly planners and other appropriate materials to maintain records for TPP. Printer cartridges utilized to provide students/DOR clients with employment information.

Travel- Per Diem and travel costs for TPP staff to travel to contract related trainings and meetings. Reimbursed at actual costs not to exceed the Cal HR designated rates.

Mileage- Mileage expenses for TPP program staff for the delivery of contract services. Reimbursement rates not to exceed the Cal HR designated rates. Student/DOR client will be transported by TPP staff.

Instructional Materials - Books, pamphlets, portfolio development materials, goal-setting materials for use by student/DOR applicant/client in in PETS Vocational Evaluation, and job search.

Software: for career explorations, job search, resumes, interviewing. Virtual job shadow. This is an online career planning and career exploration resource that provides all the tools and resources for charting clients career path by choice (descriptive videos of careers, internships, employees in the career field). Offers soft skills, job interviews, work ethics and goal setting. Also purchasing Resume Builder which is an online purchase. All TPP clients will have access to create a resume and be able to update and print out.

Training - Registration and fees for contract staff to attend training related to contract services such as training on current trends in technology related to job placement, job skill development, labor laws/labor market trends, career and vocational goal settings. Training must be pre-approved in writing by the DOR Contract Administrator.

Theft Sensitive Items –

2016-2017

computers: 4

Cost: (each individual computer estimated cost not to exceed \$2,500.00)

Purpose: For students/DOR Clients to use during Job Club. For Job search, vocational assessments, resume development, completing applications on line.

2017- 2018

Computers: 2

Computers: (each individual computer estimated cost not to exceed \$2,500.00)

Purpose: For students/DOR Clients to use during Job Club. For Job search, vocational assessments, resume development, completing applications on line.

2018-2019

Computers: 1

Computers: (each individual computer estimated cost not to exceed \$2,500.00)

Purpose: For students/DOR Clients to use during Job Club. For Job search, vocational assessments, resume development, completing applications on line.

INDIRECT COST

Administrative Overhead - Indirect costs of the Cooperative Agency Cooperative Program are those costs which have been calculated and approved by the California Department of Education (CDE.)

July 1, 2016 - June 30, 2019

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

Cooperative Agency Certified Expenditure - Narrative

All staff receive health insurance (medical, dental, and vision) sick leave, Worker's Compensation, Medicare, and Vacation time, except for the TPP Program Coordinator. Only Job Developers receive Social Security. Benefits are 25% of Salary.

Cooperative Program Functions

Former/Concurrent Cooperative Agency

Cooperative Program Functions

TPP Project Coordinator

Note: The following duties are to be performed only for Student-DOR applicant/clients or the transition program.

1. Coordinates with DOR Counselor to identify needs and services
2. Coordinates post placement services (DOR Counselor, job developer, student/client) to assure job retention and successful closures.
3. Completing progress reports and case notes regarding student progress and activities
4. Preparing TPP Curriculum
5. Collaborates with TPP Staff for Pre-employment materials/activities
6. Assists with work experience component
7. Develop curriculum for TPP Job Club/Job Search
8. **Develops internships and job shadows;** confers with job developer on job development and placement assists when necessary
9. Provides **job exploration counseling in conjunction with the counseling provided by the DOR counselor**
10. Facilitates Career Exploration activities: Job Shadowing, Job Site Tours, Guest Speakers

Traditional Job Functions

Vocational Specialist

1. Coordination of WorkAbility I Program
2. Supports staff with Transition plans
3. Attends Special Education staff meetings

4. Oversees WorkAbility I staff duties
 5. Partners with Community colleges and other agencies
 6. Coordinates Transition activities for special ed 9th-12th graders
 7. Collaborates with Post-Senior teacher for job opportunities, resources and services for special ed students who are 18-22 years old and have more severe disability
-

Cooperative Program Functions

TPP Teacher (2)

1. Provides **Employment Preparation** work place readiness training to develop social skills and Independent living
2. Provides Self-Advocacy Training
3. Provides **PETS Vocational Evaluation and Job Exploration** activities
4. Facilitates Job Club/Job Search Class
5. Provides employment readiness and occupational guidance to TPP students/DOR clients And potential DOR clients in structured group classroom activities and individual Instruction to include: exploring and researching careers, guest speakers, job shadows, Developing positive work attitude and behavior, interviewing activities, appropriate, Resume preparation and employment portfolio.
6. Complete case notes regarding student progress and activities

Traditional Job Functions

2 Special Education Teachers

1. Write and facilitate IEP Meetings
 2. Provide Academic Instruction
 3. Develop Academic Curriculum
 4. Correct student assignments and assign grades
 5. Parent/Student conferences
-

STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 8/03)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 10 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
29918	1
REGISTRATION NUMBER	

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

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Milpitas Unified School District

2. The term of this

Agreement is

July 1, 2016

Through

June 30, 2019

3. The maximum amount of this

Agreement after this amendment is:

\$536,310.00**Certified Expenditure: \$350,864.00**

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

In compliance with WIOA regulations, the following checked documents are hereby revised and attached hereto for fiscal year(s) 2016/17, 2017/18 and 2018/19.



- ☐ Exhibit A - Scope of Work
- ☒ Program Budget & Match Summary
- ☐ DOR Program Budget
- ☒ Service Budget
- ☒ Service Budget Narrative
- ☒ Certified Expenditure Budget
- ☒ Certified Expenditure Narrative

The effective date of this amendment is October 1, 2016.

The maximum amount of this agreement will not exceed \$536,310.00.

All other terms and conditions shall remain the same.

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		
Milpitas Unified School District		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
1285 Escuela, Milpitas, CA 95035		
1331 East Calaveras Blvd. Escuela, Milpitas, CA 95035 (Billing)		
STATE OF CALIFORNIA		
AGENCY NAME		<input type="checkbox"/> Exempt per:
Department of Rehabilitation		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
Simone Dumas, Chief, Contracts & Procurement Section		
ADDRESS		
721 Capitol Mall, Sacramento, CA 95814		