

**DEPARTMENT of
REHABILITATION**

Employment, Independence & Equality

Edmund G. Brown Jr., Governor



State of California
Health and Human Services Agency

Tony Sauer, Director
P.O. Box 944222
Sacramento, CA 94299-9222
(916) 558-5680 Office
(916) 558-5681 Fax
scooley@dor.ca.gov Email

December 17, 2013

Chabot-Las Positas Community College District
James Gioia
3000 Campus Hill Drive
Livermore, CA 94550

Dear James Gioia:

Attached is an amendment #1 for Fiscal Years 2013/14 , 2014/15 and 2015/16 for Agreement 28812. Please print out four copies of the Standard Agreement (STD213) form. Sign and return all four copies to the Department of Rehabilitation, Shari Cooley, Contracts and Procurement Section, 721 Capitol Mall, 6th Floor, Sacramento, CA 95814. **All signed documents must have original signatures.**

Please note: The person currently authorized to sign your contracts is Lorenzo Legaspi, Vice Chancellor. If anyone else signs the Agreement, a new board resolution and a signature authorization form are required. However, if the authorized signer is in an elected position, you only need to submit the signature authorization form and a letter or email stating the person authorized to sign is an Elected Official.

No services should be started prior to final approval by DGS and/or the passage of the State Budget as the State is not obligated to make any payments until the Agreement is executed. Expeditious handling of this Agreement is appreciated.

If you have any questions please call me at (916) 558-5690.

Sincerely,

Shari Cooley

Contract Analyst

Enclosure

cc: Contract Administrator

STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 11 Pages

AGREEMENT NUMBER 28812	AMENDMENT NUMBER 1
REGISTRATION NUMBER eP 1301982	

- This Agreement is entered into between the State Agency and Contractor named below:
STATE AGENCY'S NAME
Department of Rehabilitation
CONTRACTOR'S NAME
Chabot-Las Positas Community College District
- The term of this Agreement is July 1, 2013 through June 30, 2016
- The maximum amount of this Agreement after this amendment is: \$422,136.00
Certified Expenditure \$337,704.00
- 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:



CFDA #84,126A – State Vocational Rehabilitation Services Program

Exhibit A, service budget and narratives are hereby revised as attached hereto for fiscal years (FY) 2013/14, 2014/15 and 2015/16. The amount of this agreement does not change. This amendment is effective February 1, 2014.

This contract provides aid to the public through an intermediary or a non-profit entity that meets Revenue & Taxation Code 2211 using funds identified for this purpose.

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.) <u>Chabot-Las Positas Community College District</u>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Lorenzo Legaspi, CLPCCD Vice Chancellor</u>		
ADDRESS <u>3000 Campus Hill Drive, Livermore, CA 94551-7623</u> <u>7600 Dublin Blvd., 3rd Floor, Dublin, CA 94568 (billing)</u>		
STATE OF CALIFORNIA		
AGENCY NAME <u>Department of Rehabilitation</u>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Simone Dumas, Chief, Contracts & Procurement Section</u>		
ADDRESS <u>721 Capitol Mall, 6th Floor, Sacramento, CA 95814</u>		
		<input type="checkbox"/> Exempt per:

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**EXHIBIT A
COOPERATIVE CONTRACT
Chabot-LAS POSITAS COMMUNITY COLLEGE
WORKABILITY III PROGRAM**

Scope of Work

I. **Introduction**

The Greater East Bay District of the Department of Rehabilitation (DOR) and the Chabot-Las Positas Community College District, henceforth known as Las Positas College, shall combine staff and resources to provide vocational rehabilitation services to DOR clients at Las Positas College. The purpose of the WorkAbility III (WAIII) Program at Las Positas College is to provide Employment Services to DOR clients. The specialized services offered by WAIII Program, which are not offered elsewhere on campus, include WorkAbility III Intake and Vocational Counseling, Pre-Employment **workshops**, Employment Preparation, Job Development and Job Placement. The WAIII will provide bridges to employment of DOR clients by networking with DOR counselors, on-campus employers, public and private employment agencies and employers.

The administration, budgeting, and supervision of the Contract will be provided by the WAIII Coordinator, who is a certified time staff.

The Greater East Bay District will utilize the WAIII program at Las Positas College. Referrals from the San Jose District and the San Francisco District may also be received. **In addition, service areas include Chabot College and the Tri-City area.**

Referrals will be processed by the WAIII Employment Developer, who will arrange an intake with the DOR client and the WAIII DOR/Liaison Counselor (intake may also include the referring DOR counselor). The referring DOR counselor will include a referral form, a copy of the DOR client's Individual Plan for Employment (IPE), and other case documentation necessary for the implementation of the services. During the intake, the DOR client and WAIII DOR/Liaison Counselor will discuss services and goals; complete the School-to-Work Plan (in support of the DOR client's IPE) and implement services.

All services, funded directly or through certified expenditures, provided through this agreement shall only be for DOR applicants/clients.

For fiscal year 2013/14 a total of 50 unduplicated DOR clients will be served under the terms of this contract.

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

- . Open 25 new cases (status 02)
- . Develop 15 new individual Plan for Employment (IPE)
- . Close 10 cases successfully (status 26)

For fiscal year 2014/15, a total of 50 unduplicated DOR clients will be served under the terms of this contract.

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

- . Open 25 new cases (status 02)
- . Develop 15 new individual Plan for Employment (IPE)
- . Close 10 cases successfully (status 26)

For fiscal year 2015/16, a total of 50 unduplicated DOR clients will be served under the terms of this contract.

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

- . Open 25 new cases (status 02)
- . Develop 15 new individual Plan for Employment (IPE)
- . Close 10 cases successfully (status 26)

II. Services To Be Provided

A. Employment Services

1. Description Of Services

Employment Preparation

The **WAIII Employment Developer** will provide Employment Services to DOR clients. These Employment Services include a WorkAbility III Intake and Pre-Employment **Workshops**:

WorkAbility III Intake – After receiving a referral form and copy of the IPE form, DOR and the client will meet for an intake with the WAIII DOR/Liaison Counselor. During the intake, a School-to-Work Plan, conforming to the DOR client's IPE, will be agreed upon by the DOR client and the WAIII DOR/Liaison Counselor. Follow-up appointments between the DOR client and the WAIII DOR/Liaison Counselor will be provided for matriculation assistance, vocational counseling and a

clarification of the employment goals as stated in the DOR client's IPE. The WAIII DOR/Liaison Counselor will also provide liaison services with the DOR counselors and the District.

WorkAbility III Pre-Employment **Workshops** – In accordance to the DOR client's School-to-Work Plan, Pre-Employment Workshops will be provided to the DOR client, by the **WA III Employment Developer and WA III Administrative Assistant**. Pre-Employment **Workshops** may include, but are not limited to, Workplace Communication, Career Math, Career Exploration, and Work Exploration and **Technical Workshops where consumers learn how to utilize technology in their job search**. Pre-Employment **Workshops** are provided at a **variety of worksites in the community including at Chabot College**. Only DOR clients will be in attendance at these Pre-Employment **Workshops**.

Description of Workshops

Workplace Communication **Workshop**, taught by the WAIII **Employment Developer**, will include training on work-related communication skills, use of communicative assistive technology and knowledge of work behaviors, practices and characteristics.

Career Math **Workshop**, taught by the **WAIII Employment Developer**, will include training on work-related mathematics issues, including use of calculators, inventory-counting skills, and use of time cards, time management and paycheck deductions.

Career Exploration **Workshop**, taught by the **WAIII Employment Developer**, will include training on career awareness, specific vocational skills training, community services education and off-campus job site visits.

Job Seeking Skills workshops will provide training in specific techniques for seeking employment, the application and interview process, as well as job retention strategies. These are taught by the **WA III Employment Developer**:

Workshop instruction includes:

- Informational interviews with potential employers.
- Strategies to identify employment opportunities.

- Creation of an Employment Portfolio, including development of a resume, references and letters of recommendation cover letter and transcripts.
- Practice filling out applications.
- Interview skills, including appropriate interview dress, ADA issues, development of interview questions, and videotaped interview practice.
- Job retention strategies, including work culture and expectations, communications, evaluations and support services.

Employment Development, Job Placement and Follow-up

Provided by the WAIII Employment Developer to DOR clients on an individual or a small-group basis, in accordance with the DOR client's IPE. Services will include identification of potential employers, assistance with the application and hiring process, and provision of follow-up services to assist with workplace accommodations and ensure job retention.

2. Service Outcomes/Number to be Served

During fiscal year 2013/14, it is expected that:

- Twenty five (25) DOR clients shall receive employment preparation services.
- Fifteen (15) DOR clients will receive job development, placement, and follow up services.
- Fifteen (15) DOR clients who receive Employment Services shall be placed in employment in accordance with the DOR client's IPE.
- Ten (10) of the DOR clients placed shall retain employment for 90 days resulting in a 26 closure.

During fiscal year 2014/15, it is expected that:

- Twenty five (25) DOR clients shall receive employment preparation services.
- Fifteen (15) DOR clients will receive job development, placement, and follow up services.
- Fifteen (15) DOR clients who receive Employment Services shall be placed in employment in accordance with the DOR client's IPE.
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During fiscal year 2015/16, it is expected that:

- Twenty five (25) DOR clients shall receive employment preparation services.
- Fifteen (15) DOR clients will receive job development, placement, and follow up services.
- Fifteen (15) DOR clients who receive Employment Services shall be placed in employment in accordance with the DOR client's IPE.
- Ten (10) of the DOR clients placed shall retain employment for 90 days resulting in a 26 closure.

B. III. Contract Administrator/Program Coordinator

Department of Rehabilitation

Diane Gressani
1485 Civic Court, Ste. 1100
Concord, CA 94520
(925) 602-3991 Phone
(925) 689-1797 Fax
dgressan@dor.ca.gov

Las Positas College

Jim Gioia
3033 Collier Canyon Road
Livermore, CA 94551
(925) 424-1508
(925) 449-6038 Fax
igioia@laspositascollege.edu

IV. Linkages to Other Community Agencies

The WorkAbility III Coordinator in collaboration with the DOR Counselor and DOR Contract Administrator will make referrals to the appropriate community agencies, such as Employment Development Department, Alameda County Behavioral Health Services, Regional Center of the East Bay, California Community Colleges, Social Security Administration, Department of Motor Vehicles, Tri Valley Regional Opportunity Program, Tri Valley One Stop Career Center and Community Resources for Independent Living.

V. In Service Training

Las Positas Community College Workability III staff and DOR staff through joint unit meetings and additional training as needed will be crossed trained in the agencies mission services procedures professional approach and additional skill areas as identified.

STATE OF CALIFORNIA
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

Original Amendment

Contractor Name and Address		Contract Number		Federal ID Number		Page 1 of 1	
Las Positas College WA III 7600 Dublin Blvd., 3rd Floor Dublin, CA 94568		28812		94-1670563			
Effective Date (Amendments Only)		Effective Date (Amendments Only)		Effective Date (Amendments Only)		Effective Date (Amendments Only)	
7/1/13 - 6/30/14		7/1/13 - 6/30/14		7/1/14 - 6/30/15		7/1/15 - 6/30/16	
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary	Annual Percent FTE	Amount Budgeted	Annual Salary	Annual Percent FTE	Amount Budgeted
1	WA III Employment Developer - 40 hrs/wk	\$94,472.00	100%	\$94,472.00	\$94,472.00	100%	\$94,472.00
2	WA III Administrative Assistant - 40 hrs/wk	\$37,440.00	100%	\$37,440.00	\$37,440.00	100%	\$37,440.00
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16							
17							
18	Subtotal			\$131,912.00			\$131,912.00
19	OPERATING EXPENSES						
20	Office Materials and Supplies			\$2,000.00			\$2,000.00
21	Travel/Mileage			\$2,500.00			\$2,500.00
22	Training			\$300.00			\$300.00
23	Communication			\$500.00			\$500.00
24	Theft Sensitive Items			\$3,500.00			\$3,500.00
25							
26							
27	Operating Subtotal			\$8,800.00			\$8,800.00
28	Personnel and Operating Subtotal			\$140,712.00			\$140,712.00
29	Indirect Rate Percentage						
30	Indirect Cost						
TOTAL (rounded to nearest dollar)				\$140,712			\$140,712

CHABOT-LAS POSITAS COMMUNITY COLLEGE WA III SERVICE BUDGET NARRATIVE

BENEFITS:

The Chabot-Las Positas Community College District provides STRS depending on the classification, Social security, Medi-Care, health insurance portion, unemployment, and worker's compensation. **The range for benefits is 6.05 – 36.26% of salaries.**

PERSONNEL:

Workability III Employment Developer

Under the supervision of the WorkAbility III Administrator, the WorkAbility III Employment Developer is responsible to hire, train and supervise DOR clients, to develop work experiences, internships and cooperative work programs for DOR clients and to act as a liaison with employers at job sites, assign work, determine work schedules, provide productivity analysis, provide employment job retention services to DOR Clients.

Cooperative program Duties and Responsibilities:

- Provide job preparation training in WA III **Workshops and one-on-one individual sessions.**
- Develop interagency cooperative work contracts between WAIII DOR participants and local area businesses.
- Coordinate DOR client placements with WAIII staff and DOR counselors. Coordinate referrals from local DOR offices and provide follow-up to DOR counselors.
- Maintain **monthly progress reports to be sent to referring DOR counselors.**
- Provide technical and functional direction between DOR clients and private employers by completing individual task analysis and training.
- Train DOR clients on the job in employee protocol, teamwork, productivity and quality work performance.
- Assist DOR clients with transitions into full-time employment including help with independent living skills as related to successful job retention.

Interface with the vocational work experience programs at Las Positas College to ensure DOR client participation in these opportunities.

Traditional Educational Duties: This position was created to provide services to the WAIII contract solely. There are no duties outside of this contract.

WorkAbility III Administrative Assistant

Under the supervision of the WA III Coordinator, the WAIII Administrative Assistant is responsible for assisting with the administration of the WA III program.

Cooperative Program Duties and Responsibilities:

- **Assist in Technical Workshops to instruct clients on how to utilize technology in their job search.**
- Complete Monthly Service Invoices (DOR 801B) and accompanying cover letter.
- Collect monthly timesheets from Case Service Contract staff.
- Process WAIII programmatic and financial reports, DOR correspondence and DOR client reports.
- Develop and maintain DOR client files and reports.
- Prepare WAIII contract amendments and/or revisions as needed
- Track Personnel and Operating costs for Budget reporting.

Traditional Educational Duties: This position was created to provide services to the WAIII contract solely. There are no duties outside of this contract.

OPERATING COSTS:

Office Materials and Supplies: Office supplies and materials to develop and maintain training and job development for DOR clients of the Workability III contract. Office supplies to be used during the contract period may include, but are not limited to, pens, pencils, paper, file folders, markers, notepads and calendars.

Travel/Mileage: Mileage accrued to perform job development and placement activities for Workability III DOR clients. Travel costs tabulated to participate in Workability III training activities.

Training: Training necessary to develop and maintain the Workability III staff in their development for services as it relates to the WorkAbility III contract. All training has to be approved by the DOR Contract Administrator.

Communication: Coverage of cell phone monthly service for Workability III Employment Developer.

Theft Sensitive Items: These devices will be used exclusively by cooperative contract staff directly providing contract services for DOR consumers involved in this program or in support of the program.

HP Notebook Laptop (2)	\$2286.00
Tax and ewaste fee:	<u>\$254.88</u>
Total	\$2540.88

HP Convertible Mini-Tower computer with Monitor	\$828.00
Tax and ewaste fee:	<u>\$96.73</u>
Total:	\$924.73

HP Officejet Printer/Copier/Scanner	\$246.00
Tax @ 9.75%	<u>\$23.98</u>
	\$269.98

The items listed above and their costs are only estimates which may change by the time of purchase. Such purchases are intended to be made in all three Fiscal Years of this contract, as needed.

CERTIFIED EXPENDITURE BUDGET NARRATIVE

Federal matching purposes (see Cooperative Agency Certified Time Budget Summary). 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").

Benefits:

Las Positas provides STRS depending on the classification, Social security, Medi-Care, health insurance portion, unemployment, and worker's compensation.

<p>Vice President, Student Services Las Positas College</p> <p>Responsible for the overall design, organization, delivery, supervision, evaluation and fiscal management of a comprehensive student services program including admissions and records, counseling and advisement, matriculation, financial aid, veterans' affairs, assessment, transfer center, career and employment services center, health services, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSPS), CalWORKs, job placement, course and program articulation, student outreach and recruitment, international student services, student discipline, student grievances, student scholarships, and student government and activities.</p>	<p>WA III Director</p> <p>Provides overall administration of Cooperative Contract, Monitor work load and progress of WA III Coordinator, and DOR/Liaison Counselor on work time issues, pre-employment workshop curricula, and efficient flow of services, referrals, and overall contract performance. Ensure proper and appropriate adherence to contract.</p>
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<p>Coordinator, Disabled Students Programs and Services, DSPS Counselor</p> <p>Coordinate and support Las Positas College Disabled Students Programs and Services (DSP&S).</p> <p>Provide counseling for DSPS students with disabilities.</p>	<p>WA III Coordinator</p> <p>Monitor WA III monthly progress and financial reports. Supervise WA III Coordinator/Employment Developer and WA III Administrative Assistant regarding work assignments, maintenance of client files, and communication with DOR. Conduct WA III staff meetings. Meet with DOR Rehabilitation Supervisor of DOR Fremont Branch and DOR Contract Administrator to report on service flow, program issues, and program progress. Report to WA III Director on program status and efficiency of delivery of service to DOR clients. Perform program planning. Attend to contract quarterly meetings.</p>
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<p>Counselor</p> <p>Provide counseling for DSPS students with disabilities.</p>	<p>WA III DOR Liaison Counselor</p> <p>Handles all referrals of students to WA III program. Conduct intake of WA III referrals. Facilitate DOR clients' participation in WA III programs. Consult with WA III. Coordinator/Employment Developer on DOR client's placement in WA III program.</p>
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Indirect Cost / Administrative Overhead- Indirect cost rate of the Education Agency Cooperative Program is the rate calculated.

**Indirect Cost/Administrative Overhead
From 801A**

In calculating the cooperative agency share this amount represents the indirect amount from 801A not charged.