



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Social Services
Department No.: 044
For Agenda Of: May 15, 2007
Placement: Administrative
Estimated Tme: n/a
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kathy Gallagher, 681-4451
Director(s)
Contact Info: Michael Gregory, 681-4446

SUBJECT: **Contract with Community Action Commission of Santa Barbara County to provide Workforce Investment Act (WIA) Out-of-School Youth Services**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions: That the Board of Supervisors:

- a. Approve and authorize the Chair to execute a contract for the period June 1, 2007 through May 31, 2010 with Community Action Commission of Santa Barbara County (CAC) in the amount of \$658,962 to provide countywide Workforce Investment Act (WIA) Youth Services to Out-of-School eligible youth between the ages of 16 and 21 years of age.
- b. Authorize the Director of the Department of Social Services to approve amendments to the proposed contract, provided that any such amendments do not exceed ten percent (10%) of the contract's dollar amount.

Summary Text:

The Workforce Investment Act targets low-income participants, ages 14-21 to provide these youth with comprehensive activities, which includes a variety of options for improving educational and skill competencies as well as provide collaborative relationships with employers. The Workforce Investment Board's Request for Proposal (RFP) priorities and outcomes were identified, and included the following:

- Programs designed to meet the WIA common measures outcomes while serving the targeted population
- Programs that serve eligible youth between the ages of 16 and 21, who are most in need and can most benefit from WIA services.

- Programs that focus on youth in the juvenile justice system, foster care, aging out of foster care, youth in group homes, youth with disabilities, and migrant youth that WIA funds can help prepare participants “to grow up ready for work, college or military service.”
- No more than 5% of youth served will be between the ages of 14 and 15 years.

The RFP was publicized through direct mail, e-mail mailing lists, and public notices to local newspapers. As a result, 22 RFP packets were distributed and 6 applications for funding were received by the RFP deadline. An evaluation committee comprised of representatives from the Youth Council, Workforce Investment Board, and staff read and scored each application. Following a comprehensive evaluation, a contract was awarded to Community Action Commission of Santa Barbara County (CAC). Key considerations were demonstrated, such as capacity to provide the services, ability to meet performance goals, and consideration for reasonable, allowable, necessary costs. Services to be provided under Agreement are in conformance with Section 664 of the Final Federal Regulations governing Youth Activities under the Workforce Investment Act.

A second RFP was authorized by the Workforce Investment Board to fund WIA Youth Services for both In-School and Out-of-School services and is currently underway. It is anticipated that contracts from the April 2007 RFP will be awarded in late September 2007. These additional contracts will expand the number of youth served while more fully meeting the needs of youth in all areas of the county.

Background:

WIA allocates funding for the provision of youth employment and training services that are closely linked to the local labor market and provide youth with a comprehensive set of year-round strategies based on individual assessments. The WIA Youth Program is a blend of youth development activities and employment training activities. As required by WIA, the contractor was selected through a competitive bidding process.

CAC will target out-of-school youth who are marginalized and face multiple risk factors that inhibit their opportunities for success as future adults. A high percentage of the 100 clients served will be transition age foster care and juvenile justice system probation youth. CAC will provide high intensity one-on-one services that are primarily conducted in the field and focus on removing obstacles that may prevent successful program completion.

CAC has identified crucial areas as school completion, job placement assistance and assessment of needed supportive services. Case management staff will spend a significant amount of time addressing these areas. Staff helps youth prepare resumes, fill out applications, practice interviewing, search for employment opportunities, dress appropriately for interviews and work, utilize transportation, and practice good employment skills. Youth will also be encouraged and given assistance with returning to school. Case management staff will maintain at least one hour of contact with each participant per week and at a minimum one face-to-face contact every three weeks.

As a current contractor, CAC has experience serving the targeted youth and has consistently improved their performance in all program areas. The proposal has a good overall design with a heavy emphasis on intensive case management. The agency currently has a waiting list of 25 youth county-wide and is poised to expand the number of youth served. CAC expects the largest population of youth served to live

in North County; however, various areas of the county will be well represented. Case managers will be located in Santa Maria, Lompoc and Santa Barbara and are available to assist youth in all areas.

Performance Measure:

CAC will operate a program designed to meet the Employment and Training Administration's Common Measures for Youth participants in WIA programs, while servicing the target population. Although Common Measures have not yet been implemented in California, the Employment Development Department does require that local areas report performance for the measures. The reported performance will serve as a baseline for negotiation of future performance. Santa Barbara County has established initial targets considering the various components and complexity of each measure. For example, the Literacy and Numeracy Gains performance initial target has been established at 45%. For the contractor, this means that 45% of youth who are tested and determined basic skills deficient must achieve one or more educational levels within twelve months of initial participation.

The performance measures are defined as follows:

1. **Placement in Employment or Education:** Measures the percentage of participants who are in employment, the military, post-secondary education, and/or advanced training/occupational skills training in the 1st quarter after the program exit quarter
2. **Attainment of a Degree or Certificate:** Measures the percentage of participants in education who attained a diploma, GED, or certificate by the 3rd quarter after the program exit quarter
3. **Literacy/Numeracy Gains:** Measures the percentage of out-of-school basic skill deficient participants who increase one or more educational functioning levels (Adult Basic Education or English as a Second Language) within one year of the date of youth program participation
4. **Younger Youth Skill Attainment Rate:** Measures the percentage of all out-of-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and or occupational skills who attain skill goals.

Performance measures, benchmarks and time of measurement for each are as follows:

MEASURE	BENCHMARK		BENCHMARK GOAL REQUIREMENT
	PERFORMANCE GOAL	TIME OF MEASUREMENT	
Placement in Education or Employment County Performance Standard 65%	65% of Youth Participants included in Measure	Reported on MEAL Reported monthly Final performance will be calculated March 2009	<input type="checkbox"/> FAILED Benchmark Goal (<52%) <input type="checkbox"/> FAVORABLE Performance Achieved (58%+) <input type="checkbox"/> ACHIEVED Performance Standard (65%) <input type="checkbox"/> EXCEEDED Performance Standard (>65%)
Literacy and Numeracy Gains County Performance Standard 45%	45% of Youth Participants included in Measure	Reported on MEAL Reported monthly Final performance will be calculated March 2009	<input type="checkbox"/> FAILED Benchmark Goal (<36%) <input type="checkbox"/> FAVORABLE Performance Achieved (40%+) <input type="checkbox"/> ACHIEVED Performance Standard (45%) <input type="checkbox"/> EXCEEDED Performance Standard (>45%)
Attainment of a Degree or Certificate County Performance Standard 65%	65% of youth Participants included in Measure	Reported on MEAL Reported monthly Final performance will be calculated March 2010	<input type="checkbox"/> FAILED Benchmark Goal (<52%) <input type="checkbox"/> FAVORABLE Performance Achieved (>58%) <input type="checkbox"/> ACHIEVED Performance Standard (65%) <input type="checkbox"/> EXCEEDED Performance Standard (>65%)
Younger Youth Skill Attainment County Performance Standard 90%	90% of all Younger youth Participants	Reported on MEAL Reported monthly Final performance will be calculated March 2009	<input type="checkbox"/> FAILED Benchmark Goal (<72%) <input type="checkbox"/> FAVORABLE Performance Achieved (81%+) <input type="checkbox"/> ACHIEVED Performance Standard (90%) <input type="checkbox"/> EXCEEDED Performance Standard (>90%)
Follow-Up Reporting County Performance Standard 72%	72% of all Quarterly Contact reports will be complete, including questions and complete interview	Measured quarterly Final performance will be calculated June 2010	<input type="checkbox"/> FAILED Benchmark Goal (<58%) <input type="checkbox"/> FAVORABLE Performance Achieved (65%+) <input type="checkbox"/> ACHIEVED Performance Standard (72%) <input type="checkbox"/> EXCEEDED Performance Standard (>72%)

Fiscal and Facilities Impacts:

Funding for this contract is budgeted in the Department’s FY 06-07 Operating Budget.

Fiscal Analysis:

Narrative:

Approval and execution of this three year contract will result in direct contract expenditures of no more than \$658,962.

These costs have been allocated as follows: \$20,000 in Fiscal Year 2006-07, \$215,974 Fiscal Year 2007-08, \$248,524 Fiscal Year 2008-09 and \$174,464 in Fiscal Year 2009-10. Appropriations for Fiscal

Year 2006-07 have been included in the Department's Approved Budget. Appropriations for Fiscal year 2007-08 have been included in the Department's recommended Fiscal Year 2007-08 Budget. Appropriations for Fiscal Year 2008-09 and 2009-10 will be included in the respective budgets. Funding for this contract comes 100% from the Department's Workforce Investment Act (WIA) federal allocation. The contract includes a clause that allows the County to reduce the contracted not to exceed amount if revenues are not realized at the Department's anticipated level.

Staffing Impacts:

Legal Positions:

FTEs:

None.

Special Instructions: Please send one(1) duplicate original Contract, and a copy of the minute order to Diana Klopp.

Attachments:

2 copies of Contract with Community Action Commission

Authored by: Michael Gregory

cc: