

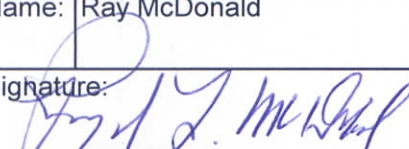
Proposer: Santa Barbara County Workforce Development Board

CHECK X	ATT #	DOCUMENT NAME/DESCRIPTION	FORM PROVIDED	FORM REQUIRED
X	1	Cover Page	YES	YES
x	2	Application Narrative	NO	YES
x	3	Form 1: Project Budget	YES	YES
x	4	Form 2: Budget Detail	YES	YES
x	5	Form 3: Workplan	YES	YES
x	6	Form 4: Participant Plan	YES	YES
x	7	Form 5: Worker's Compensation Certification	YES	YES
x	8	Form 6: CCC-307	YES	YES
n/a	9	Form 7: Darfur Contracting Act Certification (If applicable, see form for details)	YES	If applicable
x	10	Form 8: Bidder Declaration	YES	YES
n/a	11	Proof of registration with the California Secretary of State's Office.	NO	If applicable
x	12	Partnership Agreement Letter/MOU (For a sample template, see Appendix B in the RFA)	NO	YES
x	13	Participant Service Delivery Flow Chart (that includes pre and post participant enrollment services and required services listed on page 6.)	NO	YES

**Supervised Population Workforce Training Grant Program 2.0  
Cover Page**

EDD RFA #73705

Applicant Santa Barbara County Workforce Development Board

Total Project Budget		\$ 538,603
Requested Amount		\$ 341,374
Address:		260 North San Antonio Road, Suite C
City & Zip Code:		Santa Barbara 93110
County:		Santa Barbara County
Designated Contact Person and Title:		Jessica McLernon, Program Manager
Telephone:	805 681 4760	Fax: <span style="background-color: yellow;"> </span> E-mail: j.mclernon@sbcsocialserv.org
DUNS Number:	70200196	
Proposed Region:	Santa Barbara County	
Proposed Occupations/Trades:	Sector: Building and Design Occupations: Laborer, Carpenter, Solar Installer	
List Partners:	Santa Barbara County Workforce Development Board; Santa Barbara County Probation Department; Community Solutions Inc.; Santa Barbara City College; Santa Barbara Contractors Association	
<b>Approval of Authorized Representative</b>		
Name:	Ray McDonald	Title: Executive Director
Signature:		Date: 4/28/2016

## **I. Statement of Need**

This proposal is designed to establish a public/private collaboration to address the employment needs of unemployed and underemployed adults who are on supervision in Santa Barbara County and who have achieved stability for basic employment readiness (i.e. stable housing, progressing in referred or mandated treatment such as drug and alcohol treatment and/or other cognitive behavioral interventions). The requested grant funds would supplement and enhance the services the supervised population currently receives through Probation referrals and would bring new partners to the table for a more collaborative service delivery model with an increased focus on employment outcomes.

The County's Probation Department supervises an average of 5210 adults. As of March 2016, a point in time snapshot reveals 2,643 supervised adults were available in the community and reporting to probation. Forty-seven percent of those reporting (1,234) were unemployed. Current programming and available services are inadequate to address the employment barriers these individuals face, which include: skill deficiencies (basic skills, occupational skills, workplace skills); lack of resources necessary for employment (e.g. transportation, state issued identification); inability to explain background and address the conviction question; disconnection from job opportunities; and difficulty retaining employment. Both the local workforce system and the Probation Department have struggled to address these barriers and effectively serve the population. As a result, the supervised population struggles to find and retain meaningful employment which often leads to recidivism. In the first half of FY 15-16, 24.4% of felony adult probationers and 32.8% of realigned adults were convicted of a new crime while on supervision. In 2013, Santa Barbara County became the first county in California to participate in the Pew-MacArthur Results First Initiative to better understand the cost of recidivism. The researchers found that each high-risk probationer reconvicted of a new crime in Santa Barbara County costs the community \$66,000 in incremental criminal justice system and victimization costs.

The Santa Barbara County Workforce Development Board (WDB) has conducted in-depth analysis and identified areas of opportunity for this population. In 2015, the WDB contracted with BW Research to examine the Santa Barbara County labor market and identify industry sectors that are growing or particularly important to the area. Designated industry clusters offer a framework to understand employment opportunities in the County, to engage employers, and to develop career pathways and training opportunities that are consistent with the needs of Santa Barbara County.

Of the nine designated industry clusters identified in Santa Barbara County, one in particular offers promising opportunities for the supervised population. The Building and Design industry cluster includes all firms that design and build residential and nonresidential buildings, such as contractors, architects, landscaping, building inspection services, interior design, and material manufacturing and wholesale. As of 2014, Building and Design employed just over 10,000 workers in Santa Barbara County, representing 5% of the county's total labor market. Employment in the sector increased by 2% between 2013 and 2014. Over two-thirds of employers in the sector report difficulty finding and hiring qualified workers. The hourly wage for common occupations within the sector ranges from \$15.33 to \$73.87, and these occupations typically require an Associate's or Vocational degree.

The training tracks described in the Program Plan (Section III) below will prepare participants for the following occupations within the County's Building and Design sector: Laborer, Carpenter, Solar Installer, Plumber, and Electrician, among others.

## **II. Partnerships**

The Workforce Development Board, Probation Department, Community Solutions Inc., and the Santa Barbara Contractor's Association have come together to design a new, collaborative service delivery model that will better serve the County's supervised population. Each organization has been involved in the program design and has submitted a Partnership Agreement (attached) detailing the specific commitments of their organizations. The Community Corrections Partnership (CCP) is not scheduled to meet until after the submission deadline for proposals. The project team will take this proposal to the CCP and the County Board of Supervisors for official approval.

In the proposed service model, the Partner Organizations will fulfill the following functions:

The Workforce Development Board (WDB) will be responsible for employer outreach, engagement, and job development. The WDB has Business Services staff who have developed strong relationships with the local business community. They help make employers aware of the workforce system and increase utilization of services. This proposal includes one dedicated Business Services Representative (BSR) who will develop opportunities for the supervised population. The BSR will have individual goals and accountability around project outcomes. The BSR will have the required skill set and experience to effectively interact with employers and will be well versed in State and Federal incentives and bonding programs related to the population. The BSR will have the full support of the local Workforce Development Board to help with employer outreach which includes the Presidents of four local Chambers of Commerce as well as senior executives from the private sector. The BSR will collaborate with the Santa Barbara Contractors Association to reach industry employers and develop job opportunities within the sector. In addition, the BSR will have a dedicated budget to be used for on-the-job training/workplace learning and employer stipends to encourage skeptical employers to hire jobseekers with a background. Finally, the BSR will be responsible for following up with employers who have hired from the supervised population to ensure customer satisfaction and to troubleshoot any issues that may arise.

Community Solutions Inc. (CSI) will be responsible for working directly with the supervised population to provide employment preparation, job placement, and retention support. CSI is a nationally recognized, community-based organization that contracts with Probation to provide services at the County's two Probation Report and Resource Centers (PRRCs) which are located in the cities of Santa Barbara and Santa Maria. This proposal includes one dedicated Employment Specialist who would be hired, trained, and supervised by CSI. The specific responsibilities and activities of the Employment Specialist are described in detail in the Program Plan (Section III).

The Probation Department will be responsible for conducting an initial assessment of clients' risks and needs and referring eligible clients to the Employment Specialist for services. In addition, Probation staff will support clients to meet their employment goals by facilitating

transportation and making referrals to other providers for supplementary services as deemed necessary by the initial assessment. Probation's Special Projects Manager will provide data collection and analysis to support the reporting requirements of the grant.

The Santa Barbara Contractors Association (SBCA) will serve as advisor to the project team to ensure the program design and training are relevant and aligned with employer needs. In addition, the SBCA will help the BSR connect to industry employers to develop on-the-job training and employment opportunities.

### **III. Program Plan**

The proposed service delivery model is a County-wide, collaborative effort designed to prepare, place and retain the supervised population in employment with particular focus on the Building and Design sector. Detailed below is the plan for achieving the outcomes listed in the Participant Plan (Form 4).

#### **Employment Preparation**

The grant-funded Employment Specialist will be trained in Dr. Edward Latessa's Cognitive Behavioral Interventions for Offenders Seeking Employment. Dr. Latessa is the Director and Professor of the School of Criminal Justice at the University of Cincinnati. Dr. Latessa has published over 150 works in the area of criminal justice, corrections, and juvenile justice. The approach integrates cognitive-behavioral interventions with more traditional employment approaches to support justice involved individuals who are moderate to high need in the area of employment. The program teaches individuals how to identify and manage high risk situations related to obtaining and maintaining employment. Heavy emphasis is placed on skill building activities to assist with cognitive, social, emotional, and coping skill development for the work environment. Using a modified closed group format with multiple entry points, the curriculum is designed to allow for flexibility across various service settings and intervention lengths. This curriculum was developed in partnership with MDRC.

The Employment Specialist will use WorkKeys® to assess clients' workplace and occupational skill levels. Based on the outcome of the individual assessment, the Employment Specialist will help the client to create an Individual Development Plan which may include any combination of the following employment-related services:

- Career Counseling
- Workshops (e.g. Resume and Interviewing; How to answer the conviction question; Workplace Skills, including communication, punctuality, etc.; GED preparation)
- Access to discounted drivers license and/or state issued ID (CSI will expand a relationship with the DMV that offers discounted CDL/IDs to Parolees)
- Participant incentives and/or supports (e.g. bus pass, gift cards, professional clothing, tools for training/employment, etc.) – *Funds will be provided by Probation*
- Assessment and referral to occupational training and apprenticeship programs
- One-on-one assistance with job applications
- Direct referrals to job openings developed by WDB Business Services Representative
- Follow up services after job placement to support retention or re-employment

## Training

Depending on a client's WorkKeys® assessment and individual interests, they may be referred into one of three training tracks:

*Track 1: Santa Barbara City College's Construction Technology:* The program offers Basic Construction Skills and Beginning Construction as well as a series of carpentry courses, green-collar training courses, and electrician trainee courses. The program is open to individuals with no prior experience in the industry or laborers/tradesmen who are trying to learn or enhance skills. The program provides flexible options for participants, including: bilingual non-credit courses to prepare English language learners for the coursework, courses for credit, certificate programs, and an AS degree in Construction Technology. Courses are primarily offered in the evenings and weekends to accommodate students who work during the day. WDB and SBCC are currently in discussions about developing a customized set of courses for the supervised population which would be offered in the daytime. Grant funds would be used to pay for this training. Workforce Innovation and Opportunity Act (WIOA) training funds will be leveraged to fund training when participants are co-enrolled and meet the eligibility criteria. Some participants are expected to earn a certificate/degree but not within the grant period. Therefore, the outcome is not listed in the Participant Plan.

*Track 2: On the Job Training (OJT) with Employers:* The BSR will work with the Santa Barbara Contractors Association to identify opportunities for participants to receive hands-on training from employers. Participants will learn while performing actual job duties and will be paid for their time in training. Up to 50% of the participants' wages will be paid for with a combination of grant funds and/or WIOA funds (when eligible). The goal of OJT will be unsubsidized employment at the end of training.

*Track 3: Apprenticeship:* Representatives from both the *International Brotherhood of Electrical Workers Local 413* and the *U.A. Local Union 114 Plumbers, Pipe Fitters and Welders* sit on the Santa Barbara County Workforce Development Board. Both Unions have competitive apprenticeship programs. Select participants who meet the criteria and show interest will be referred to these apprenticeship programs. Apprenticeship may also be an option for participants who complete Track 1 and would like more in-depth preparation for careers in the industry. The Employment Specialist would help participants prepare for the required tests, paperwork, and interviews. These programs do not cost money.

## Job Placement, Retention, and Monitoring

The BSR will identify and develop relevant job opportunities for participants. The Employment Specialist will coordinate with the BSR to appropriately match the participants to the job opportunity based on the client's interests and abilities.

The Employment Specialist will also help participants conduct their own job searches, complete applications, and prepare for interviews.

Probation will help facilitate transportation for program participants to attend training, go out on interviews, and submit job applications.

Once placed in a job, the Employment Specialist will mentor and coach participants to support retention, troubleshoot issues, and track outcomes. Similarly, the BSR will follow up with the employers to ensure satisfaction and address any issues that arise on their end.

The Employment Specialist will monitor participant progress throughout the grant period. The Employment Specialist will follow up with participants who have been placed in training/employment at least two times per month for the first 90 days post-placement and monthly for the next 90 days.

#### Program Successes and Lessons

At the end of the project, the Partner Organizations will develop a project close-out report that highlights successes, lessons learned, and recommendations for which programmatic elements should be continued through other funding mechanisms.

#### IV. Innovation

This proposal incorporates promising practices in workforce development to be applied to the Supervised Population in Santa Barbara County, specifically:

Sector Strategy: An approach to workforce development that: targets a specific industry or cluster of occupations; intervenes through a credible organization or set of organizations; supports workers in improving their range of employment-related skills; meets the needs of employers; and creates lasting change in the labor market to the benefit of the workers and the employers. In a number of studies, the Aspen Institute has found that sector strategies help to remove barriers and lead to strong outcomes for participants including higher incomes, more consistent employment, and higher quality jobs two years after training.

Latessa's Model: An approach that integrates cognitive-behavioral interventions with more traditional employment approaches to enhance and improve employment outcomes and support retention for the supervised population. Staff from CSI will utilize Latessa's curriculum and will attend comprehensive training to ensure program fidelity.

#### V. Sustainability

The proposed model will serve as a pilot program to establish baseline data and demonstrate strong outcomes. The Partner Organizations are committed to sustaining the program beyond the term of the grant by taking the following actions:

- Establish designated points of contact, clear referral channels, and data sharing among Partner Organizations.
- Develop a project close-out report that highlights successes and includes recommendations for maintaining high-value programmatic elements.
- Require grant-funded staff to cross-train existing staff across the Partner Organizations to share best practices and integrate key elements of the model.

If funded, this model will solidify community partnerships ensuring better collaboration and enhanced employment outcomes for the supervised population.

Supervised Population Workforce Training Grant Program 2.0  
Form 1: Project Budget

EDD RFA #73705

Applicant Santa Barbara County Workforce Development Board

Item #	Expense Item	Amount Requested	Amount Leveraged	Total Allocated to Project	Source of Leveraged Funds	In-Kind or Cash
1.	Staff					
a.	Salaries	\$85,194.72	\$93,745.05	\$178,939.77	WDB, Probation	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
b.	Fringe Benefits	\$38,823.00	\$44,365.95	\$83,188.95	WDB	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
2.	Staff Travel	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
3.	Communications	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
4.	Facilities Rent	\$0.00	\$16,843.35	\$16,843.35	WDB	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
5.	Facilities Utilities	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
6.	Facilities Maintenance	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
7.	Office Supplies	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
8.	Testing and Instructional Materials	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
9.	Equipment Purchases	\$0.00	\$1,400.00	\$1,400.00	WDB	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
10.	Equipment Leases/Use-Charge	\$0.00		\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
11.	Tools and Supplies	\$0.00	\$15,750.00	\$15,750.00	Probation	<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
12.	Support Services	\$0.00	\$11,550.00	\$11,550.00	Probation	<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
13.	Indirect Costs	\$19,843.00		\$19,843.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
14.	Other - List other in Item 14 of Budget Detail	\$57,500.00		\$57,500.00		<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
15.	Subcontract(s) - List subcontract(s) in Item 15 of Budget Detail	\$140,013.00	\$1,213.00	\$141,226.00	CSI	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
16.	<b>TOTAL</b>	\$341,373.72	\$184,867.35	\$526,241.07		



**Supervised Population Workforce Training Grant Program 2.0  
Form 2: Budget Detail**

EDD RFA #73705

**Applicant:** Santa Barbara County Workforce Development Board

<b>BUDGET LINE #1 - Staff Salary and Fringe Benefits</b>				
<b>List job titles of staff working on project</b>	<b>Salaries charged to project</b>	<b>Fringe Benefits charged to project</b>	<b>FTEs %</b>	<b>Amount Requested</b>
Business Services Rep (1.5 years)	\$85,195	\$38,823	100%	\$ 124,017.72
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Staff Subtotals</b>	<b>\$ 85,194.72</b>	<b>\$ 38,823.00</b>	<b>100%</b>	<b>\$ 124,017.72</b>
<b>BUDGET LINE #</b>	<b>EXPENSE ITEM</b>	<b>NARRATIVE DETAIL</b>		<b>Amount Requested</b>
2	Staff Travel	In kind match from WDB/Probation staff; Included in CSI subcontract for Employment Specialist		
3	Communications	Included in CSI subcontract		
4	Facilities Rent	In kind, space for Employment Specialist at each One Stop location		
5	Facilities Utilities	In kind (included in rent estimate)		
6	Facilities Maintenance	In kind (included in rent estimate)		
7	Office Supplies -- detail major	Included in CSI subcontract		
8	Testing/Instructional Materials -- detail major	WorkKeys included in CSI subcontract		
9	Equipment Purchases with grant funds -- list, briefly state purpose/need/cost of each item.	In kind - Desk and chair at each One Stop location; Laptop for Employment Specialist included in CSI subcontract		
10	Equipment lease/use-charge costs paid with grant funds -- list, briefly state purpose/need/total lease or use-charge cost of each item, total (to equal Budget line 10 entry).			
11	Tools and Supplies (detail per participant cost)	Leveraged funds from Probation for employment and training related items - workboots, tools, etc		

**Supervised Population Workforce Training Grant Program 2.0  
Form 2: Budget Detail**

EDD RFA #73705

<b>BUDGET LINE #</b>	<b>EXPENSE ITEM</b>	<b>NARRATIVE DETAIL</b>	<b>Amount Requested</b>
12	Support Services -- (detail each type of cost, and amount per participant)	Leveraged funds from Probation for transportation supports, participation incentives, license fees, professional clothing	
13	Indirect costs -- Provide rate, direct cost(s) to which authorized to be applied, approving cognizant agency and date of approval. Show how total was calculated.	16% of staff costs (WDB, County Dept of Social Services)	\$ 19,843.00
14	"Other" Costs - Identify and detail the nature of each such cost to be paid with grant funds.)	On the Job Training participant wages (up to 50%) - 20 participants	\$ 24,000.00
		SBCC Construction Training - 25 participants x average 30 units	\$ 33,500.00
<b>"Other" Subtotal</b>			<b>\$ 57,500.00</b>
15	Subcontract - Identify, detail main functions/activities, cost of each subcontracts and timelines of grant agreements. Subcontractors must also be identified on the Bidder's Declaration on Form 8.	Community Solutions Inc. Subcontract	\$ 140,013.00
<b>"Subcontract" Subtotal</b>			<b>\$ 140,013.00</b>
<b>Total Amount Requested</b>			<b>\$341,373.72</b>

**Supervised Population Workforce Training Grant Program 2.0** EDD RFA #73705  
**Form 3: Workplan**

**Applicant:** Santa Barbara County Workforce Development Board

Strategy/Objective	Activity	Deliverables/Outcomes	Completion Date
Hire qualified staff to provide effective services	Hire and train program staff (BSR and ES)	CSI hires ES by July 15; WDB hires BSR by September 1	1-Sep-16
Attract participants to the program	Probation staff refers clients to the Employment Specialist	10 successful referrals/month from Probation to Employment Specialist	30-Nov-17
Connect participants to training	ES refers participants to SBCC Construction Technology Program; OJT; Apprenticeship based on assessment and individual plan	25 participants in SBCC Construction Technology Program; 20 in OJT; 3 in Apprenticeship	31-Dec-17
Place participants in meaningful employment	BSR and Contractors Assoc develop training and employment opportunities for participants; ES supports independent job search/placement	60 participants placed in Building and Design sector; 65 placed in temporary or other employment	31-Dec-17
Support employment retention	ES follows up and supports participants after placement; BSR follows up with employers to support retention	Strong retention and/or re-employment outcomes for participants ~80%	31-Dec-17
Maintain program model beyond the grant term	Write a project close out report with lessons learned, best practices, recommendations	Close out report	15-Jan-18

*Please add more rows as needed*

**Supervised Population Workforce Training Grant Program 2.0  
Form 4: Participant Plan**

EDD RFA #73705

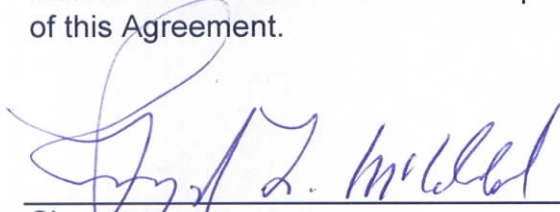
Applicant: Santa Barbara County Workforce Development Board

	Q1 Jun - Sep	Q2 Oct - Dec	Q3 Jan - Mar	Q4 Apr - Jun	Q5 Jul - Sep	Q6 Oct - Dec	TOTAL
1. Participants to be Serve	0	30	30	30	30	30	150
2. Enrollment in Training	0	9	9	9	9	9	45
3. Completion of Training	0	0	7	8	10	10	35
4. Attained Industry-Valued Certificate, Credential or Degree	0	0	0	0	0	0	0
5. Placement in Postsecondary Education	0	0	20	0	20	0	40
6. Placement in State-Approved Apprenticeship	0	0	0	0	3	0	3
7. Placement in Industry Sector Employment							60
Industry Type: Building and Design	0	5	10	10	15	20	60
8. Placement in Temporary/Other Employment	0	5	10	15	15	20	65
9. Retention in Employment	0	8	16	16	20	40	100

**WORKERS' COMPENSATION CERTIFICATION**

**The undersigned in submitting this document hereby certifies the following:**

I am aware of the provisions of section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this Agreement.

  
Signature

4/28/2016

Date

Raymond McDonald, Executive Director

Name and Title (Print or Type)

260 N. San Antonio Road

Street Address

Santa Barbara County Workforce Development

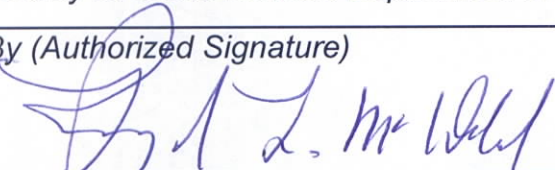
Firm Name

Santa Barbara, CA 93110

City, State, Zip

**CONTRACTOR CERTIFICATION CLAUSES-307****CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> County of Santa Barbara Department of Social Services	<i>Federal ID Number</i> 95-600 2833
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Raymond McDonald, Executive Director, Workforce Development Board	
<i>Date Executed</i> 4/28/2016	<i>Executed in the County of</i> Santa Barbara

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.



*Not Applicable*

Public Contract Code, Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

***If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do not need to complete this***

**OPTION #1 - CERTIFICATION**

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
N/A		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**OPTION #2 – WRITTEN PERMISSION FROM DGS**

Pursuant to Public Contract Code, Section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code, Section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code, Section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
N/A		
<i>Initials of Submitter</i>		
<i>Printed Name and Title of Person Signing</i>		

**BIDDER DECLARATION**

**1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):**

- a. Identify current California certification(s) (MB, SB, NVSA, DVBE): \_\_\_\_\_ or None  (If "None", go to Item #2)
- b. Will subcontractors be used for this contract? Yes  No  (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c. If you are a California certified DVBE: (1) Are you a broker or agent? Yes  No   
 (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes  No  N/A

**2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):**

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?
Community Solutions Inc. Robert D. Pidgeon, CEO Phone: 860 683 7100 Fax: 860 683 7199	340 W. Newberry Road, Ste. B Bloomfield, CT 06002 bpidgeon@csimail.com	None	Provide employment preparation, training referrals, job placement and retention support to the Supervised Population in Santa Barbara County	41%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.**

*Robert D. Pidgeon, EXECUTIVE DIRECTOR*

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between:

- **Santa Barbara County Workforce Development Board (WDB)**, a public/private partnership established by the Federal Workforce Innovation and Opportunity Act and staffed by the County of Santa Barbara. The WDB develops innovative workforce strategies that help businesses, individuals, and industries achieve and sustain economic vitality across all communities in Santa Barbara County.
- **Santa Barbara County Probation Department**, which provides investigation and supervision services for juvenile and adult offenders as ordered by the Santa Barbara County Superior Court and supervises adult offenders realigned to the county by the State as a result of the 2011 Public Safety Realignment Act, among other responsibilities.
- **Community Solutions Inc. (CSI)**, a nonprofit organization that promotes self-reliance, responsibility, and accountability for at-risk and disadvantaged youth and adults. CSI contracts with Probation to provide services at the County's Probation Report and Resource Centers.
- **Santa Barbara Contractors Association**, a nonprofit organization serving contractors and construction industry professionals. The membership is comprised of licensed general contractors, specialty subcontractors, builders, architects, designers, manufacturers, materials suppliers and construction industry professionals. The SBCA is an active professional association serving over 500 members and is recognized as one of the leading organizations representing the overall construction industry on the California Central Coast.

### **A. Purpose:**

The purpose of this MOU is to establish a public/private collaboration to address the employment needs of unemployed and underemployed adults on Probation supervision in Santa Barbara County.

### **B. Roles and Responsibilities:**

Santa Barbara County Workforce Development Board (WDB) agrees to:

<b>Responsibility/Activity</b>
Outreach, recruit, and engage employers.
Develop on-the-job training and employment opportunities for program participants.
Follow up with participating employers to ensure satisfaction and troubleshoot issues.

Santa Barbara County Probation Department agrees to:

<b>Responsibility/Activity</b>
Assess clients and refer to the Employment Specialist for services.
Facilitate transportation for clients to attend training, interviews, and other program activities.
Refer clients to supplementary supportive services.

Community Solutions Inc. agrees to:

<b>Responsibility/Activity</b>
Assess participants and develop individual development plans.
Provide employment preparation and career counseling to program participants.
Refer participants to training and work-based learning opportunities.
Place participants in jobs.
Follow up to support retention or facilitate re-employment.

Santa Barbara Contractors Association agrees to:

<b>Responsibility/Activity</b>
Serve as advisor to the project team to ensure alignment with employer needs.
Facilitate connections with industry employers to develop training and employment opportunities.

**C. Reporting Requirement:**

The Workforce Development Board (WDB) will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes. Probation and Community Solutions Inc. will be responsible for submitting timely and relevant data to the WDB for the purposes of reporting and program management.

**D. Leverage Resources:**

The Partners will contribute matching funds which will be spent according to the Program Budget (Appendix C):

- Santa Barbara County Workforce Development Board will contribute \$136,834 in matching funds and in kind services for program oversight, fiscal management, contracting, reporting, facilities, facility-related costs, and staff travel for mandated trainings.
- Santa Barbara County Probation Department will contribute \$67,270 in matching funds and in kind services for client outreach and referral, managerial oversight, reporting, and travel to mandatory trainings, as well as cash funds for client supports, training and employment materials, and incentives.
- Community Solutions Inc. will contribute \$1,213 in in-kind matching funds for seven days of internal training for the Employment Specialist who will be hired to provide services to program participants.

**E. Timeframe/Compensation:**

This MOU will commence on the projected Program Start Date, June 30, 2016, and will dissolve at the end of the grant funding period on December 31, 2017.

\$140,013 will be funded to Community Solutions, Inc. through a subcontract with the Workforce Development Board for the period of June 30, 2016 to December 31, 2017. Community Solutions, Inc. shall submit a monthly invoice by the 30<sup>th</sup> day of each month

**F. Confidentiality:**

In order to ensure the safety of clients, all parties to the MOU agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This MOU is the complete agreement between the Santa Barbara County Workforce Development Board, Santa Barbara County Probation Department, Community Solutions Inc., and the Santa Barbara Contractors Association and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

**Santa Barbara County Workforce Development Board**

Authorized Official: [Signature] Date: 4/27/16

Printed Name and Title: Raymond McDonald, Executive Director

Agency Name: Workforce Development Board

**Santa Barbara County Probation Department**

Authorized Official: [Signature] Date: 4/27/16

Printed Name and Title: Lee A. Bethel, DC PO

Agency Name: Santa Barbara County Probation

**Community Solutions Inc.**

Authorized Official: [Signature] Date: 4-26-16

Printed Name and Title: Robert D. Pidgeon

Agency Name: Community Solutions, Inc.

Santa Barbara Contractors Association

Authorized Official: K. Peissinotto

Date: 4/27/2016

Printed Name and Title: K. Peissinotto Executive Director

Agency Name: SBCA

# Participant Service Delivery Flow Chart

