

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Goodwill Industries of Ventura and Santa Barbara Counties with an address at 130 Lombard Street, Oxnard, CA 93030 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. DESIGNATED REPRESENTATIVE

Raymond L. McDonald at phone number (805) 681-4453 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Laura Kistner at phone number (805)981-0130 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery, email, or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Ray McDonald, Executive Director, Workforce Development Board
234 Camino Del Remedio, Santa Barbara, CA 93110.
R.McDonald@sbcsocialserv.org

To CONTRACTOR: Laura Kistner, Goodwill Industries of Ventura and Santa Barbara Counties,
130 Lombard Street, Oxnard, CA 93030
lkistner@goodwillvsb.org

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

CONTRACTOR shall commence performance on August 18, 2020 and end performance upon completion, but no later than December 31, 2021 unless otherwise directed by COUNTY or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing

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shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. STANDARD OF PERFORMANCE

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. DEBARMENT AND SUSPENSION

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any

potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in EXHIBIT A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten

thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. TERMINATION

- A. **By COUNTY.** COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.
1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.
 2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period.

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Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.

3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

20. SECTION HEADINGS

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence

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therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. AUTHORITY

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

31. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. PRECEDENCE

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

33. STATE ENERGY CONSERVATION PLAN

CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

34. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING

A. CONTRACTOR, by signing this Agreement, hereby certifies to the best of his, her or its knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONTRACTOR to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONTRACTOR shall complete and submit California State Standard Form-LLL, "Disclosure Form to Report Lobbying," to the COUNTY and in accordance with the instructions found therein.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CONTRACTOR also agrees by signing this document that he, she or it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly

35. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

CONTRACTOR shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and pursuant to the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). CONTRACTOR shall promptly disclose, in writing, to the COUNTY office, to the Federal Awarding Agency, and to the Regional Office of the Environmental Protection Agency (EPA), whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the CONTRACTOR has credible evidence that a principal, employee, agent, or subcontractor of the CONTRACTOR has committed a violation of the Clean Air Act (42 U.S.C. 7401-7671q.) or the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).

36. MANDATORY DISCLOSURE

CONTRACTOR must disclose, in a timely manner, in writing to the COUNTY all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. Contractor is required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM) located at www.sam.gov. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 OR 45 CFR §75.371. Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 376 and 31 U.S.C. 3321.)

37. SUBAWARD (ASSIGNABILITY, SUBCONTRACT)

The Contractor shall comply with the requirements of Title 2, Code of Federal Regulations, Part 200.330, which are hereby incorporated by reference in this award.

38. PROCUREMENT OF RECOVERED MATERIALS

CONTRACTOR must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. **GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

CONTRACTOR agrees to the GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) provisions as set forth in EXHIBIT D attached hereto and incorporated herein by reference.

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Goodwill Industries of Ventura and Santa Barbara Counties**.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: 
Deputy Clerk

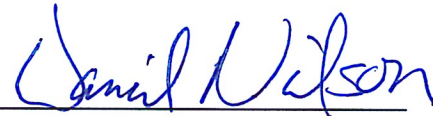
COUNTY OF SANTA BARBARA:

By: 
Gregg Hart, Chair Board of Supervisors

Date: 8-18-20

RECOMMENDED FOR APPROVAL:

Department of Social Services

By: 
Department Head

CONTRACTOR:

Goodwill Industries of Ventura and Santa Barbara Counties

By: _____
Authorized Representative

Name: Laura Kistner
Senior Director of Workforce

Title: Services


APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

By: 
Paul Lee (Jul 2, 2020 12:00 PDT)
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

By: 
Deputy

APPROVED AS TO FORM:

Risk Management

By: 
Risk Management

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Goodwill Industries of Ventura and Santa Barbara Counties**.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

By: _____
Gregg Hart, Chair Board of Supervisors

Date: _____


RECOMMENDED FOR APPROVAL:

Department of Social Services

CONTRACTOR:

Goodwill Industries of Ventura and Santa Barbara Counties

By: _____
Department Head

By:  _____
Authorized Representative

Name: Laura Kistner
Senior Director of Workforce

Title: Services

APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

By: _____
Deputy County Counsel

By: _____
Deputy

APPROVED AS TO FORM:

Risk Management

By: _____
Risk Management

EXHIBIT A

STATEMENT OF WORK

VEAP Service Provider

This Statement of Work (hereafter SOW) is made by and between the COUNTY and CONTRACTOR to provide the services specified herein. Attachment 1 contains terms and definitions applicable to the Agreement, and is incorporated here by reference.

I. **BACKGROUND – Veterans’ Employment-Related Assistance Program (VEAP) & Workforce Innovation and Opportunity Act (WIOA)**

On April 22, 2020, The County of Santa Barbara Workforce Development Board (WDB) was awarded VEAP WIOA Governor Discretionary funds. VEAP services are based on WIOA regulations and VEAP funds are specifically intended to serve Veterans and Spouses of Veterans who face barriers to employment. Veterans and Spouses of Veterans will receive employment and training services that will lead to skills attainment and civilian employment.

WIOA was signed into law on July 22, 2014. It supersedes the Workforce Investment Act (WIA) of 1998 and replaces it with new authorization language that is in effect from July 1, 2015. Section 2 of the Act describes the objectives of the legislation:

The purposes of WIOA are the following:

- A. *To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.*
- B. *To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.*
- C. *To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America’s workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America’s employers with the skilled workers the employers need to succeed in a global economy.*
- D. *To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.*
- E. *To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.*
- F. *For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of Participants, and increase attainment of recognized postsecondary credentials by Participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.*

II. **TARGETED POPULATIONS**

- A. Target population shall be military Veterans and adult spouse of Veterans.

III. ELIGIBILITY

- A. Individual shall be considered eligible to be a Participant if he/she is:
 - 1. COUNTY resident, or employed within the County of Santa Barbara;
 - 2. Adult Military Veteran or adult Spouse of a Veteran who fall into one or more of the veteran priority groups below:
 - a. Recently Separated;
 - b. Campaign Veterans;
 - c. Disabled Veterans; or
 - d. Veterans with Significant Barriers.
 - 3. Age 18 or older;
 - 4. Meet selective service registration requirements if applicable. Selective service registration is required for men ages 18 to 25 who are United States citizens or immigrants living in the United States;
 - 5. Provide proof of right to work in the United States;
 - 6. Demonstrate need for service beyond Basic Career Service to achieve employment.

IV. DUTIES AND RESPONSIBILITIES

- A. CONTRACTOR shall:
 - 1. Fulfill the role of the WIOA VEAP operator and service provider.
 - 2. Include the following services to be provided to VEAP Participants, as the WIOA VEAP service provider:
 - a. Outreach to agencies and organizations that serve targeted population of Veterans, to ensure program information is widely distributed and available. Coordinate and deliver program services to meet the needs of Veterans and ensure all WIOA employment and Training program services are available. Recruit, enroll and case manage eligible Participants through duration of this program.
 - b. Provide Basic Career Services including but not limited to Participant intake, orientations, initial assessment, employment services, and referrals to other agencies that provide employment services.
 - c. Provide Individualized Career Services including but not limited to comprehensive and specialized assessments, Case Management, Individual Employment Plans, career planning, and vocational counseling.
 - d. Provide Training Services: CONTRACTOR shall be responsible for developing, funding, and overseeing Training services such as:
 - i. Occupational skills Training, including Training for nontraditional employment.
 - ii. Paid Work Experience.

- iii. Programs that combine workplace training with related instruction, which may include cooperative education programs.
 - iv. Training programs operated by the private sector.
 - v. Skill upgrading and retraining.
 - vi. Job readiness Training provided in combination with any of the services in (i)-(vi).
- e. Preparation services for unsubsidized employment opportunities, and in appropriate cases, effective connections to employers, including those in the designated industry sectors. Services shall include:
- i. Job readiness services including:
 - 1. Instruction on interviewing skills;
 - 2. Career exploration which shall provide Participants information about in demand industry sectors and occupations and postsecondary education opportunities;
 - 3. Assistance in completing a job application.
 - ii. Providing hands-on guidance drafting a cover letter, filling out a job application, and updating or targeting resume for position;
 - iii. Provide job interview coaching, which shall include providing hands-on preparation for interviews, review commonly asked questions in an interview and information about proper interview attire;
 - iv. Provide other necessary job readiness related topics.
- f. Provide follow up services for one year after exit from program to improve individual outcomes and program performance. CONTRACTOR shall engage Participants (at least two times per month) after exit from the program to provide job placement assistance and referrals to additional training or employment services, as needed.
- g. Facilitate outreach to other services available through the one-stop delivery system.
- h. Assess, connect and support Veterans or Spouse of Veterans with academic and vocational Training programs; offer supportive services and incentive payments in accordance with WIOA, 2 CFR Part 200, and local policies.
- i. Coordinate Work Experience services, including:
- i. Recruit businesses to serve as Work Experience Sites.
 - ii. Obtain signed Goodwill Work Experience Site agreement from each business before Participant begins Work Experience.
 - iii. Obtain Participants agreements from each Participant before Participant begins Work Experience.
 - iv. Screen Work Experience Sites and Participants to ensure successful placement by evaluating Work Experience Sites and their needs and place Participants at Work Experience Sites based on Participants' interests and skills.
 - v. Prepare and coach Participants for Work Experience.
 - vi. Follow-up with Work Experience Site once every two weeks.
 - vii. CONTRACTOR shall be responsible for funding, managing, and referring Veterans or Spouse of Veterans to Work Experience. CONTRACTOR shall have the option of serving as the employer of record or subcontracting.
- j. Provide Wraparound Services to Veterans who attend the annual County of Santa Barbara Veteran Stand Down, to include 145 Participant's from 2019. The Veteran Stand Down is an annual event that connects Veterans with employment, housing and social services. CONTRACTOR shall provide the following:
- i. Outreach and contact event Stand Down Participants by way of email, phone, or through other social services agency.

- ii. Identify the needs of Stand Down Participants through intake appointment and document needs through in-person, phone or virtual interview.
 - iii. Provide direct referrals to social service agencies and community based programs that will meet the need of Participant.
 - iv. Introduce VEAP program services through scheduled monthly VEAP program orientations.
- 3. Ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 or 46 CFR part 31, 2 CFR Part 200, and all other items mentioned on EXHIBIT D, General Conditions, Assurances and Certifications Workforce Innovation and Opportunity Act.
- 4. Adhere to all federal, state, or County statutes, regulations, executive orders, directives already issued or issued after the execution of the Agreement, including, but not limited to, WIOA, the Social Security Act, the Civil Rights Acts, the Clean Air Act, State Efficiency Plan, California Welfare and Institutions Code, and the State Department of Social Services Manual of Policies and Procedures.
- 5. Adhere to and ensure internal policies are in place to guarantee all staff and supervisors, and clients (when applicable) receive information and training on the following:
 - a. WIOA grievance and complaint resolution procedure
 - b. Equal opportunity law
 - c. Code of Conduct and Conflict of Interest
 - d. Fraud reporting
 - e. Sexual harassment training and reporting
 - f. Protected Client Information training
 - g. Americans with Disabilities Act and related laws, rules, regulations.
- 6. Work in collaboration with other WIOA entities such as:
 - a. WIOA Title I programs;
 - b. Wagner-Peyser programs;
 - c. Adult Education and Literacy programs;
 - d. Rehabilitation Act programs;
 - e. Welfare-to-Work;
 - f. Older Americans Act programs;
 - g. Perkins postsecondary vocational education activities;
 - h. Trade Adjustment Assistance and North American Free Trade Agreement – Transitional Adjustment Assistance (NAFTA-TAA) programs;
 - i. Veterans Employment and Training;
 - j. Community Service Block Grant employment and Training activities;
 - k. Housing and Urban Development (HUD) employment and Training activities;
 - l. Unemployment compensation programs;
 - m. Second Chance Act Programs;
 - n. Temporary Assistance for Needy Families (TANF).
- 7. Work in collaboration with any other entities approved by the WDB and the COUNTY, that carry out workforce development programs, such as:
 - a. Employment and Training programs administered by the Social Security Administration;

- b. Supplemental Nutrition Assistance Program (SNAP) and SNAP Employment and Training programs;
 - c. Client assistance programs;
 - d. Other appropriate federal, state or local employment, education and Training programs;
 - e. Other agencies that offer complementary in-kind services for Veterans.
8. Participate in the annual Santa Barbara County Veteran Stand Down and work in collaboration with other entities to provide services to Veterans and Spouses of Veterans. CONTRACTOR shall make a good faith effort to provide Wraparound/Follow-Up Services to Veterans that attend the annual Santa Barbara County Veteran Stand Down. Outcomes shall be documented in CalJOBS and include:
- a. Contact of veteran via phone, email, in-person or virtual etc.
 - b. Assessment of needs of veteran and determination of eligibility for VEAP as documented.
 - c. Enrollment of eligible veteran in VEAP; or
 - d. Documented referrals to other workforce programs or social service agencies, that fit Veterans needs if VEAP program enrollment is suitable.
9. Provide services described in Section IV.A in “mobile veterans’ center” approach. CONTRACTOR shall be accessible to Veterans throughout the County of Santa Barbara utilizing locations listed in Section V of this Agreement and additional locations throughout the COUNTY as needed.
10. Follow the branding guidelines issued at the federal, state, and County level. CONTRACTOR shall not use their brand or promote their own organization without the explicit written permission of the COUNTY.
11. Implement yearly outreach and recruitment strategies to identify and engage diverse populations.
12. Ensure customer satisfaction with program services and quality by regularly tracking and analyzing customer feedback and committing to continuous improvement.
13. Have policy and process for referring, and following up, for Participants who have needs that are beyond the program services.
14. Provide ongoing staff development and Training to support compliance and success. Trainers utilized for staff development and paid with contract funds must be approved by COUNTY, and must be locally, regionally, or nationally recognized.
15. Support WDB staff or other WDB contractors in the provision of workforce services, such as special Veterans or spouse of veteran’s projects and/or grand funded workforce programs.
16. Obtain approval from the COUNTY staff prior to the purchase of any equipment using WIOA contract funds.
17. Obtain approval from COUNTY prior to any out-of-state staff travel.

18. CONTRACTOR shall request approval from COUNTY for new WIOA applications, exits, and Participants entering Work Experience and Training.

19. Develop and implement performance management practices and exit strategy plan to ensure strong program outcomes.

B. COUNTY shall:

1. Provide CONTRACTOR with the State established annual Performance Measures and monitor performance on a quarterly, or as needed, basis.

2. Develop and maintain an operating manual documenting the policies and procedures for the program. Provide Training and support to CONTRACTOR on an as needed basis.

3. Review new WIOA applications, exits, and Participants entering Work Experience and Training.

V. FACILITIES

A. CONTRACTOR shall:

1. Provide comprehensive services outlined in the SOW at the CONTRACTOR's facilities located at:

a. Santa Maria: 210 E Enos Drive, Santa Maria, CA 93454

b. Lompoc: 1009 N H St., Lompoc, CA 93436

c. Santa Barbara: 302 W. Carrillo St, Santa Barbara 93101

2. Provide comprehensive services outlined in the SOW at the following COUNTY facilities:

a. Santa Barbara America's Job Center of California, 130 E. Ortega St., Santa Barbara, CA 93101.

b. Santa Maria America's Job Center of California, 1410 S. Broadway, Suite, A, Santa Maria, Ca 93454.

3. CONTRACTOR shall be required to provide comprehensive services as outlined in the VEAP program design of a mobile veterans' center and additional locations throughout the County of Santa Barbara. Locations must be accessible to Participants. CONTRACTOR will be responsible for utilizing community agencies that offer locations to serve participants free of cost, such as Santa Barbara Parks & Recreation and Public Libraries.

4. Comply with facility management direction when in COUNTY buildings. Be responsible for following all building policies, including but not limited to those dealing with professional conduct, confidentiality and Private Client Information (PCI), and Equal Opportunity policies and procedures.

VI. REPORTING REQUIREMENTS

A. CONTRACTOR shall:

1. Utilize the COUNTY-prescribed reporting tool, CalJOBS, and ensure timely data entry based on the state mandated 30-day data entry requirement from day service was provided.
2. Meet quarterly with COUNTY staff to discuss: enrollments, Participant retention, program design, outcomes (employment and education), program expenditures, staffing, and other elements that have the potential to impact the quality of the programs and services provided under the Agreement.
3. Be required to provide reports on regional projects generated from reports function in CalJOBS.
4. Provide detail Work Experience Report on a monthly basis with information regarding the name of clients in Work Experience, worksite location, hourly rate, and job description.
5. Provide (quarterly) data, which summarizes performance, based on this Agreement, which shall be presented to the WDB, VEAP Advisory committee and additional WDB committees. CalJOBS will be utilized to generate this information through reports function of CalJOBS.

B. COUNTY shall:

1. Be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.
2. Be responsible for reporting to the State and shall field all requests for information. CONTRACTOR shall support reporting requests as needed and shall respond to reporting requests in a prompt and timely manner. CONTRACTOR will be given, at minimum, three business days from initial request to provide requested information.

VII. PERFORMANCE MEASURES/OUTCOMES

- A. CONTRACTOR shall provide Wraparound Services to the 145 Veterans identified at the annual Santa Barbara County Veteran Stand Down for 2019.
- B. CONTRACTOR shall provide 51 Participants in the County of Santa Barbara over the term of the Agreement Individualized Career Services. CONTRACTOR shall enroll the following number of Participants in Santa Barbara County:

Year	
2020/2021	25
2021/2022	26
Total	51

- C. CONTRACTOR shall meet or exceed State established annual WIOA Performance Measures.

Performance Indicator	PERFORMANCE GOALS	
	Fiscal Year 2020/2021	Fiscal Year 2021/2022
Employed 2nd Quarter	66.00%	66.00%

Employed 4th Quarter	62.50%	62.50%
Median Earnings	\$5,600	\$5,600
Credential Attainment	54.00%	54.00%

The performance goals for Fiscal Year (FY) 2021/2022 will be negotiated with the State by the WDB.

COUNTY shall provide CONTRACTOR the State established WIOA annual performance goals as they are updated on an annual basis. CONTRACTOR shall meet or exceed State established annual performance goals.

VIII. GENERAL CONTRACT PROVISIONS

A. CONTRACTOR shall:

1. Provide reports in a form and manner as mutually agreed upon as determined reasonably necessary by the COUNTY to the COUNTY’s Designated Representative.
2. Return to COUNTY upon expiration or termination of this Agreement any equipment or furniture used by CONTRACTOR as well as any other equipment purchased or provided to CONTRACTOR under this Agreement.
3. Monitoring/Audit Exceptions and Disallowed Costs: CONTRACTOR shall be subject to monitoring reviews that cover all fiscal and programmatic terms and conditions of the Agreement and/or prescribed by the State, including cost allocation methodologies. Such repayment shall be from funds other than those received under this Agreement.

B. COUNTY shall:

1. Perform both a programmatic and a fiscal closeout in connection with the end of the Agreement, to determine CONTRACTOR’s full compliance with the provisions of the Agreement.
2. Request corrective action plans and/or conduct additional monitoring if the CONTRACTOR is not meeting expected performance levels.

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EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation (with attached Line Item Budget) VEAP Service Provider

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed **\$ 439,000**.
- B. The funds provided under this Agreement shall be solely used for the services described in this Agreement and shall not be used for services under any other Agreement for Services of Independent Contractor with CONTRACTOR, including the Agreement for Services of Independent Contractor with CONTRACTOR for Santa Barbara County services.
- C. The Agreement is subject to the availability of applicable Federal funding from the Department of Labor and/or the State EDD Workforce Services Division. If the Department of Labor and/or the State EDD Workforce Services Division fails to appropriate or otherwise make available sufficient funds to fund this Agreement, COUNTY may terminate this Agreement and/or reduce funding of this Agreement in full or in part, at any time during the term of the Agreement.
- D. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. CONTRACTOR shall utilize the COUNTY provided invoice template. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges, timesheets, hourly rates, and task description log for personnel, as defined in **EXHIBIT B-1** (Line Item Budget). Invoices submitted for payment that are based upon **EXHIBIT B-1** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.
- E. By the 15th of each month, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **EXHIBIT B-1** shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR. All corrections shall be made no later than 60 days upon the initial receipt of invoice. COUNTY shall initiate payment process with adjustments if corrections are not received during this period of time.
- F. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.
- G. During the term of this Agreement, COUNTY will evaluate whether CONTRACTOR is making sufficient progress in spending funds provided by this Agreement to deliver services to program Participants. COUNTY may recapture unexpended funds so as to redirect the spending of those unexpended funds to accomplish timely use of the funds. In addition, if CONTRACTOR spends less than the amounts budgeted for each year of this Agreement, COUNTY may also reduce the overall budget for the Agreement and for any year of the Agreement. Such recaptures and budget reductions will not require an amendment to this Agreement.

- H. Budget Variances: CONTRACTOR shall obtain the expressed written consent from the DESIGNATED REPRESENTATIVE for any variation of the line item amounts set forth in the Line Item Budget detailed in **EXHIBIT B-1**. In no event shall the overall budget amount be exceeded without a formal written amendment to the Agreement.
- I. Line Item Budget Additions: CONTRACTOR shall obtain the expressed written consent from the DESIGNATED REPRESENTATIVE for any additions to the line item categories and/or associated costs set forth in the Line Item Budget detailed in **EXHIBIT B-1**. Requests shall be considered only if funding is available and transferable from other line items per Section H. In no event shall the overall budget amount be exceeded without a formal written amendment to the Agreement.
- J. CONTRACT is subjected to the Uniform Guidance and applicable provisions of the Federal Acquisition Requirements (FAR). The DOL-specific requirement at 2 CFR 2900.2 expands the definition of “non-Federal entity” to include for-profit entities, therefore CONTRACTOR is considered a non-Federal entity and subjected to the Uniform Guidance. The Uniform Guidance provides fiscal and administrative guidance for the administration of the WIOA program, including specific requirements for purchasing goods or services as related to equipment. The intent is to ensure that purchases of goods or services are approved and performed through fair and open competition. Procurement of Equipment and Related Services, WSD 17-18.
- K. CONTRACTOR shall make good faith effort to provide proposed in-kind and leverage resources listed in **EXHIBIT B-3**.

Exhibit B1

LINE ITEM BUDGET

Term: August 18, 2020 through December 31, 2021

SUBCONTRACT - GOODWILL			
I. Operating Costs			
A. WAGES AND FRINGES	% Allocated to Contract	Salary	Total Cost to Contract
Position Title			
Veteran Coordinator	100%	\$87,360	\$87,360
Veteran Coordinator	50%	\$87,360	\$43,680
Administrative/ Finance	50%	\$136,500	\$68,250
Subtotal Wages & Fringes			\$199,290
B. OTHER OPERATIONS			
Mileage			\$5,796
Rent			\$12,914
Staff Development			\$2,000
Subtotal Wages & Fringes			\$20,710
C. DIRECT JOB SEEKER COSTS			
Work Experience Wages & Fringe Benefits			\$150,000
Tuition/Training			\$40,000
Supportive Services			\$29,000
Subtotal Wages & Fringes			\$219,000
D. INDIRECT COSTS			
			\$0
E. PROFIT			
			\$0
TOTAL BUDGET			\$439,000

Exhibit B-2

LINE ITEM BUDGET NARRATIVE

CONTRACT is subjected to the Uniform Guidance and Federal and State regulations and directives. Budget items are subject to review and approval.

I. Operating Costs:

A. **WAGES AND FRINGE** – Includes wages and benefits of staff providing direct services. Fringes include: Federal Insurance Contributions (FICA), Federal and State unemployment, medical (medical/dental/life insurance), workers' compensation, and pension for:

- i. 1 Veteran Coordinator at 100% Full Time Employed (FTE);
- ii. .5 Veteran Coordinator;
- iii. .5 Administrative/Finance Clerk;

B. OTHER OPERATING

- i. Facilities Rent/Maintenance: Amounts charge to contract to cover CONTRACTOR's Veterans Center in Lompoc:
CONTRACTOR shall designate 1,200 square feet of the Lompoc site to Veterans services.
- ii. Advertising: This is not included in budget.
- iii. Audit: This is not included in budget.
- iv. Copying/Printing: This is not included in budget.
- v. Dues/Memberships: This is not included in budget.
- vi. Equipment (Lease/Purchase/Maintenance): This is not included in budget.
- vii. Insurance: This is not included in budget.
- viii. Legal Fees: This is not included in budget.
- ix. Meeting Room Rental: This is not included in budget.
- x. Misc. (License, Tax, Other Fees): This is not included in budget.
- xi. Postage: This is not included in budget.
- xii. Publications: This is not included in budget.
- xiii. Staff Development: This cost includes trainings and conferences related to providing veteran program services.
- xiv. Staff Travel: Includes mileage reimbursement to staff. It is expected that staff will drive approximately 560 miles per month for 2 staff at .575 per mile for 18 months. Mileage reimbursement must be at the approved federal rate for mileage reimbursement; for 2020 is \$0.575. Mileage rates are subject to change for each calendar year. Amount charged to contract is \$5,796.
- xv. Supplies (Not Testing): This is not included in budget.
- xvi. Telephone/Communication: This is not included in budget.
- xvii. Utilities: This is not included in budget.

C. DIRECT JOB SEEKER COSTS

- i. Work Experience:

Goodwill Agreement for VEAP

1. FY 2020/2021 & FY 2021/2022: 30 Veterans will receive 170 hours of Work Experience at \$17 per hour Amount charged to contract in a total amount of \$150,000. This includes a one-time \$100 on-boarding fee and 15% management fee to the Foundation for California Community Colleges.
- ii. Training: Payments for Participant tuition and fees associated with occupational skills Trainings up to \$40,000.
- iii. Supportive Services: CONTRACTOR has allotted \$580 per veteran and spouses of veteran receiving supportive services in an amount not to exceed \$29,000 for FY 2019/2020 and FY 2020/2021.

D. **INDIRECT COST:** None.

E. **PROFIT:** None.

EXHIBIT B-3

In-Kind

CONTRACTOR shall provide at no cost to COUNTY the following provisions for the term August 18, 2020 through December 31, 2021.

Staff Mileage	\$6,164
Office Rent for Goodwill Lompoc	\$8,086
Staff Development	\$4,750
Paid Work Experience (4 Participants)	\$25,000
Tuition/Training for Participants	\$20,000
TOTAL	\$64,000

EXHIBIT C

Indemnification and Insurance Requirements (For Professional Contracts)

INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is prohibited by law. CONTRACTOR's indemnification obligation applies to COUNTY's active as well as passive negligence but does not apply to COUNTY's sole negligence or willful misconduct.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the CONTRACTOR'S profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains higher limits than the minimums shown above, the COUNTY requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR’s insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR’s insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR’s insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best’s Insurance Guide rating of “A- VII”.
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR’s obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
 - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

- ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.

EXHIBIT D

GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS WORKFORCE INNOVATION AND OPPORTUNITY ACT

The following applies to all programs and/or projects funded under the Workforce Innovation and Opportunity Act (WIOA) conducted by **Goodwill Industries of Ventura and Santa Barbara Counties**, which is hereinafter referred to as "CONTRACTOR".

1. COMPLIANCE

In performance of this Agreement, CONTRACTOR will fully comply with:

- A. The provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014; the Office of Management and Budget (OMB) Uniform Administrative Requirements, Allowable Costs, Cost Principles, and Audit Requirements for Federal Awards, Final Rule at 2 Code of Federal Regulations (CFR), Chapter I and Chapter II, Part 200, et al (hereafter referred to as Uniform Guidance 2 CFR Part 200); and the Department of Labor's (DOL) exceptions at 2 CFR Chapter II, Part 2900, et al. (hereafter referred to as DOL Exceptions 2 CFR Part 2900); title 34 of the Code of Federal Regulations parts 74; and all regulations, legislation, directives, policies, procedures and amendments issued pursuant thereto.
- B. All State legislation and regulations to the extent permitted by Federal law and all policies, directives and/or procedures, which implement the WIOA.
- C. The provisions of Public Law 107-288, Jobs for Veterans Act, as the law applies to DOL job training programs.
- D. CONTRACTOR will ensure diligence in managing programs under this Agreement, including performing appropriate monitoring of its activities and taking prompt corrective action against known violations of the WIOA. CONTRACTOR agrees to conform to the provisions of the WIOA and the contract requirements as referenced in Uniform Guidance 2 CFR Part 200, Appendix II and DOL Exceptions 2 CFR Part 2900, Appendix II to Part 200; and title 34 of the Code of Federal Regulations parts 74

2. CERTIFICATIONS / ASSURANCES

Except as otherwise indicated, the following certifications apply to all CONTRACTORS.

- A. **Corporate Registration:** CONTRACTOR, if it is a corporation, certifies it is registered with the Secretary of State of California.
- B. **American's Disabilities Act (ADA):** CONTRACTOR agrees to comply with the American's Disabilities Act (ADA) of 1990, which, prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C.12101 et seq.)
- C. **False Claims Act:** CONTRACTOR, by signing this Agreement, agrees to assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets. CONTRACTOR shall assure that all annual, final fiscal reports, monthly claims, invoices, and vouchers, it submits for the purpose of requesting payment will include a certification, signed by an official who is authorized to legally bind CONTRACTOR, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete,

and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.” (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

- D. **Authority to Bind CONTRACTOR:** CONTRACTOR shall furnish the WDB in writing, a list of persons authorized to execute on behalf of CONTRACTOR: Agreements, modifications to Agreements, invoices or other documents as may be required by the WDB.
- E. **Sectarian Activities:** CONTRACTOR certifies that this Agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- F. **National Labor Relations Board:** CONTRACTOR (if not a public entity), by signing this Agreement, does swear under penalty of perjury, that no more than one 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 the 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 (PCC10296).
- G. **Prior Findings:** CONTRACTOR by signing this Agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous Agreement with the DOL or the State of California and has not failed to satisfy conditions relating to the resolution of the final finding and determination, including repayment of debts.
- H. **Drug-Free Workplace Certification:** By signing this Agreement, CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that 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:
1. 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.
 2. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The person’s or organization’s policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
 3. Every CONTRACTOR employee who works on this Agreement will:
 - i. Receive a copy of CONTRACTOR’s drug-free policy statement; and
 - ii. Agree to abide by the terms of the CONTRACTOR’s drug-free policy statement as a condition of employment on the Agreement.
- I. **Child Support Compliance Act:** In accordance with the Child Support Compliance Act, CONTRACTOR recognizes and acknowledges: The importance of child and family support obligations and shall fully comply with the applicable State and Federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders,

as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge CONTRACTOR is fully complying with the earnings assignment orders of all CONTRACTOR's employees and is providing the names of all new CONTRACTOR's employees to the New Employee Registry maintained by the State of California Employment Development Department (EDD).

J. **Debarment and Suspension Certification:** By signing this Agreement, CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that CONTRACTOR will comply with regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I, and that CONTRACTOR, to the best of its knowledge and belief, certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
2. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract. Nor shall CONTRACTOR have, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State or local), with commission of any of the offenses enumerated in Section 2 of this Debarment and Suspension Certification.
4. Have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default. Where CONTRACTOR is unable to certify to any of the statements in this Debarment and Suspension Certification, it shall attach an explanation to this Agreement.

K. **Lobbying Certification:** By signing this AGREEMENT CONTRACTOR hereby assures and certifies to compliance with the lobbying restrictions which are codified in the DOL regulations at Uniform Guidance 2 CFR Part 200, 34 CFR part 74, and DOL Exceptions 2 CFR 2900, as follows:

1. No Federal appropriated funds have been paid, by or on behalf of CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant loan, or cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

3. CONTRACTOR shall require that the language of the lobbying restrictions be included in the award documents for Agreement transactions over \$100,000 (per OMB) at all tiers (including AGREEMENTs, contracts, and subcontracts, under grants, loan, or cooperative Agreements), and that all sub-recipients shall certify and disclose accordingly.
 4. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.
- L. **Priority Hiring Considerations:** If this AGREEMENT includes services in excess of \$200,000, CONTRACTOR shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with Public Contract Code §10353.
- M. **Sweatfree Code of Conduct:** All CONTRACTORS that contract 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, 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. CONTRACTOR further declares under penalty of perjury that it will adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108. CONTRACTOR agrees to cooperate fully in providing reasonable access to CONTRACTOR's records, documents, agents or employees, or premises if reasonably required by authorized officials of the WDB, State of California EDD, the Department of Industrial Relations, or the Department of Justice to determine CONTRACTOR's compliance with the requirements of the Sweatfree Code of Conduct.
- N. **Unenforceable Provision:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected hereby.
- O. **Non-discrimination Clause / Affirmative Action / Equal Employment Opportunity:**

The conduct of the parties to this Agreement will be in accordance with Title VI of the Civil Rights Act of 1964 and the Rules and Regulations promulgated hereunder and the provisions of WIOA Section 188.

As a condition to the Agreement of financial assistance from the DOL under WIOA, CONTRACTOR assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

- i. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity;
- ii. Title VI of the Civil Rights Act of 1964, as amended, which prohibits

- discrimination on the basis of race, color, and national origin;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - iv. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - v. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
1. CONTRACTOR also assures that it will comply with Uniform Guidance 2 CFR Part 200, 34 CFR part 74, DOL Exceptions 2 CFR Part 2900, and all other regulations implementing the laws listed above. This assurance applies to CONTRACTOR's operation of the WIOA financially assisted program or activity, and to all Agreements that CONTRACTOR makes to carry out the WIOA financially assisted program or activity. CONTRACTOR understands that the United States has the right to seek judicial enforcement of this assurance.
 2. CONTRACTOR shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
 3. CONTRACTOR will take affirmative action to assure that no individual will be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration or in connection with any services or activities authorized under the WIOA in violation of any applicable nondiscrimination law, including laws prohibiting discrimination on the basis of age, race, sex, color, religion, national origin, disability, political affiliation or belief. All complaints alleging discrimination must be filed and processed according to the procedure in the applicable DOL nondiscrimination regulations.
 4. CONTRACTOR will assure that discriminatory job orders will not be accepted, except where the stated requirement is a bona fide occupational qualification (BFOQ). See, generally, 42 U.S.C. 2000(e)-2(e), 29 CFR parts 1604, 1606, 1625. (3)
 5. CONTRACTOR will assure that employment testing programs will comply with 41 CFR part 60-3 and 29 CFR part 32 and 29 CFR 1627.3(b)(iv).
 6. CONTRACTOR agrees to conform to non-discrimination and equal opportunity requirements and procedures, including the WDB's grievance and complaint procedures in compliance with the WIOA, the Uniform Guidance 2 CFR Part 200, DOL Exceptions 2 CFR Part 2900, Federal regulations and State statutes, regulations and policy, and title 34 of the Code of Federal Regulations part 74.
 7. CONTRACTOR will be governed by WIOA procedures relating to complaints alleging violations of the WIOA, regulations, other Agreements under the WIOA including terms and conditions of employment. Youth will be notified in writing, upon enrollment into employment or training, of the WIOA complaint procedures including notification of their right to file a complaint and instructions on how to do so. Complaint procedures include: (1) the right to file a complaint, (2) the opportunity to resolve complaints informally, (3) written notice of hearings, and (4) a final decision within sixty (60) days of the date of filing.
 8. CONTRACTOR will comply with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract

Compliance Programs, Equal Employment Opportunity, DOL”.

9. CONTRACTOR shall ensure equal employment opportunity based on objective personnel policies and practices for recruitment, selection, promotion, classification, compensation, performance evaluation, and employee management relations.

P. **Salary and Bonus Limitations:** In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading “Employment and Training” that are available for expenditure on or after June 15, 2006, including funds expended pursuant to this Agreement, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to CONTRACTORS providing goods and services as defined in Uniform Guidance 2 CFR Part 200, the DOL Exceptions 2 CFR Part 2900, and title 34 of the Code of Federal Regulations parts 74. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from sub-recipients of such funds, taking into account factors including the relative cost-of-living in the States, the compensation levels for programs involved including DOL Employment and Training Administration programs. See Training and Employment Guidance Letter #05-06 for further clarification at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

The incurrence of costs and receiving reimbursement for these costs under this Agreement certifies that CONTRACTOR has read the above special condition and is in compliance.

Q. **Federal Funding Accountability and Transparency Act (FFATA):** As required by FFATA, recipients of Federal awards are required to report sub-award and executive compensation information. By signing this Agreement, CONTRACTOR hereby assures and certifies to comply with the provisions of FFATA, which includes requirements referenced in Uniform Guidance 2 CFR Part 200 and DOL Exceptions 2 CFR Part 2900.

R. **Air or Water Pollution Violation:** Under State laws, CONTRACTOR shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to any cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of Federal law relating to air or water pollution.

S. **Federal Award Identification Information (Applicable to Subaward)**

Federal Award Identification Information (Applicable to Subaward)		
i. Subrecipient Name (which must match the registered name in DUNS)	Goodwill Industries of Ventura and Santa	
ii. Subrecipient DUNS number	079706335	
iii. Federal Award Identification Number (FAIN)	AA-33218-19-55 A-6	
iv. Federal Award Date	04/01/20	
v. Subaward Period of Performance	Start Date	04/01/20
	End Date	12/31/21
vi. Amount of Federal Funds Obligated by this action	\$ 500,000.00	
vii. Total Amt of Federal Funds Obligated to subrecipient	\$ 339,000.00	
viii. Total Amount of the Federal Award	\$ 500,000.00	
ix. Federal award project description*	Veterans Employment-Related Assistance Program service provider.	
x. Name of Federal awarding agency.	Department of Labor	
Pass through entity.	EDD	
And contact information for awarding official	Maria McNamara	
xi. CFDA	Number	17 258
	Name	
xii. Is the award research and development?	No <input checked="" type="checkbox"/>	
xiii. Indirect cost rate for the Federal award (including if the de minimus rate is charged per §200.414 Indirect (F&A) costs.	0	

*as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)

Attachment 1

Key Terms and Definitions

A. Basic Career Services

Basic Career Services made available to all individuals seeking employment and Training services at the America's Job Center of California. Basic Career Services include the following services:

- i. Determinations of whether the Participant is eligible to receive assistance from the adult, dislocated worker, or youth programs.
- ii. Outreach, intake, and orientation to information and other services available through the local workforce system.
- iii. Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- iv. Labor exchange services which shall include:
 1. Job search service, placement assistance, and when needed by the Participant, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 2. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- v. Provide referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs.
- vi. Provide workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas.
- vii. Provide performance information and program cost information on eligible providers of training services by program and provider type.
- viii. Provide information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance.

B. CalJOBS: California's designated online resource system to help job seekers and employers navigate the State's workforce services.

C. Case Management:

- i. Provide WIOA intake and eligibility determination for all Participants.
- ii. Use of CalJOBS for all data entry, including:
 1. Creating WIOA application.
 2. Completing Individual Employment Plan.
 3. Entering program activities and case notes.
 4. Provide data entry during follow-up period, 12 months after exit for Participants.

D. Follow-up Services: Contact with Participants after exit from program to improve individual outcomes and program performance. Participants shall be contacted at least three times per quarter for one year after exit from program.

E. Individualized Career Services: Individualized Career Services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. Individualized Career Services include the following:

- ix. Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers. WIOA contains a clause that allows the use of previous assessments

from another education or Training program. The Previous Assessments must be determined to be appropriate by COUNTY and must have been completed within the previous six months.

- x. Development of an Individual Employment Plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the Participant to achieve his or her employment goals, including the list of, and information regarding eligible training providers.
- xi. Group career counseling.
- xii. Individual career counseling.
- xiii. Career planning.
- xiv. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.
- xv. Job readiness training which teach skills needed to be successful in the workplace. Training should provide Participants with specific occupational competencies needed to perform specific work tasks on the job. For example, job readiness training courses could teach customers skills such as how to communicate in an office environment, how to function as part of a team, or how to work in a deadline driven workplace. In each of these instances, the focus of the training would be on competencies needed to succeed during the workday while on the job (rather than the skills needed to find and apply for a job).
- xvi. Internships and Work Experience that are linked to careers.
- xvii. Workforce preparation activities.
- xviii. Financial literacy services as defined in WIOA Section 129(b)(2)(D).
- xix. English language acquisition and integrated education and training programs.

F. Individualized Employment Plans: A plan developed for each Participant based on the assessment of the individual and the performance goals of the program (unless a recent service plan is available).

G. Objective Assessment: An assessment of academic levels, occupational and basic skill levels, employability, and service needs of each Participant (unless a recent assessment is available).

H. Other Covered Person: Veterans and eligible spouses, also known as “covered persons” who meet the mandatory priorities (public assistance recipient, other low income individuals, and individuals who are basic skills deficient).

I. Participant: a Veteran or Spouse of Veteran residing in Santa Barbara County and determined to be eligible to participate in the VEAP Program and who receives one or more VEAP program-funded service(s).

J. Recently Separated: Veterans who separated from the military within the 48 months prior to application and received a DD214 form for conditions other than dishonorable.

K. Spouses of Veterans: spouse of a Veteran including husband, wife (including same-sex spouses).

L. Significant Barriers to employment:

- i. A homeless person, as defined in Sections 103(a) and (b) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. I 1302(a) and (b)) as amended;
- ii. A recently-separated service member, as defined in 38 U.S.C section 4211(6), who has been unemployed for 27 or more weeks in the previous 12 months;

- iii. An offender, as defined by WIOA Section 3 (38), who is currently incarcerated or who has been released from incarceration;
 - iv. A veteran lacking a high school diploma or equivalent certificate;
 - v. A low-income individual (as defined by WIOA Section 3 (36)); or
 - vi. Women and other minorities.
- M. Supportive Services:** Services that enable an individual to participate in WIOA activities and include, but are not limited to, transportation assistance, work related attire, employment and education related fees, and financial-based or physical accommodations that are reasonable and necessary for a Participant to participate in authorized activities.
- N. Training:** A program of training services is one or more courses or classes, or a structured regimen that provides the services in 20 CFR section 680.200 and leads to one of the following:
- i. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or the federal government, an associate or baccalaureate degree.
 - ii. A secondary school diploma or its equivalent.
 - iii. Employment.
 - iv. Measurable skill gains toward a credential described in (ii) or (iii) above, or employment.
- O. Veterans:** A person who served in the active military, navel, or air service and who was discharged or released under conditions other than dishonorable. (United States Code (U.S.C), Title 38, Part I, Section 101)
- P. Campaign Veterans:** Veterans who served on active duty in the United States Armed Forces during a war, or in a campaign or expedition for which a campaign badge or medal has been authorized.
- Q. Disabled Veterans -** Veterans who are entitled to compensation under laws administered by the Department of Veterans Affairs, or individuals who were discharged or released from active duty because of a service connected disability.
- R. Special Disabled Veteran:**
- i. A veteran who is entitled to compensation for a disability at;
 - ii. 30 percent or more disabled, or
 - iii. 10 to 20 percent disabled in the case of a veteran who has been determined under section 3106 of Title 38 U.S.C section 4211(1) and (3) to have a serious employment handicap; or
 - iv. A person who was discharged or released from active duty because of a service-connected disability.
- S. Veterans with Significant Barriers:** Are disabled veteran or a special disabled veteran (Title 38 U.S.C section 4211(1) and (3)) who has Significant Barriers to Employment.
- T. Work Experience:** Is a planned, structured learning experience that takes place in a workplace and provides Participants with opportunities for career exploration and skill development. A Work Experience may take place in the private for-profit section, the non-profit sector, or the public sector.
- U. Work Experience Site:** The worksite where the Participant is placed in order to develop workplace skills.

V. Wraparound services: Comprehensive services aimed at meeting the unique needs of a specific group of Participants.

W. WIOA Performance Measures

- i. **Employment, Education, or Training:** The percentage of program Participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
- ii. **Retention:** The percentage of program Participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
- iii. **Earnings:** The median earnings of program Participants who are in unsubsidized employment during the second quarter after exit from the program.
- iv. **Degree or Certificate Attainment:** The percentage of program Participants who obtain a recognized postsecondary credential, a secondary school diploma, or its recognized equivalent during participation in or within year after exit from the program.
- v. **In Program Skills Gain:** The percentage of program Participants who, during the program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
- vi. **Business Services.** Performance indicator(s) shall be established to measure the effectiveness of the program in serving employers.