

## 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 Managed Career Solutions, SPC with an address at 3333 Wilshire Boulevard, Suite 405, Los Angeles, CA 90010 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein. COUNTY and CONTRACTOR may be referred to herein individually or collectively as "Party" or "Parties."

**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**

Luis Servin, Program Manager, Workforce Development Board at phone number (805) 896-6835, is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Philip Starr at phone number (213) 272-8635 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 with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Luis Servin, Program Manager, Workforce Development Board  
130 E. Ortega Street, Santa Barbara, CA 93101  
[lservin@countyofsb.org](mailto:lservin@countyofsb.org)

[Linda Hillman, Deputy Director, Workforce Development Board](#)  
234 Camino del Remedio, Santa Barbara, CA 93110  
FAX: (805) 681-4674  
[lhilm@countyofsb.org](mailto:lhilm@countyofsb.org)

To CONTRACTOR: Philip Starr, Executive Director, Managed Care Solutions, SPC  
3333 Wilshire Blvd Suite 405, Los Angeles, CA 90010  
[pstarr@mcs-careergroup.com](mailto:pstarr@mcs-careergroup.com)

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 July 1, 2022 and end performance upon completion, but no later than September 23, 2023 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 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 five (5) 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.

CONTRACTOR is subject to audit requirements pursuant to Uniform Guidance 2 CFR part 200 and DOL Exceptions 2 CFR § 2900.2. Accordingly, CONTRACTOR is required to, and shall have, a single audit conducted in accordance with 2 CFR § 200.514 if CONTRACTOR expends \$750,000 or more in federal awards (this includes federal subawards) during CONTRACTOR'S fiscal year. CONTRACTOR shall submit such required single audit reports to COUNTY the earlier of: (a) 30 days after CONTRACTOR receives such reports; or (b) nine months after the end of the audit period.

CONTRACTOR will maintain and make available to auditors and monitors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors and monitors.

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. 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 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](http://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**

CONTRACTOR has been awarded the subaward and shall comply with the requirements of 2 CFR Parts 200 and 2900, which are hereby incorporated by reference in this Agreement.

### **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.

### **39. EXHIBIT D, 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.



#### **40. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Domestic Preferences for Procurements. CONTRACTOR shall comply with Section 2 CFR Part 200.322. CONTRACTOR should, as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes here, "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

#### **41. CONTRACTOR SHALL COMPLY WITH SECTION 2 CFR PART 200.216.**

CONTRACTOR shall be prohibited from obligating or expending loan or grant funds to: procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Managed Career Solutions, SPC**

**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: \_\_\_\_\_  
Joan Hartmann, Chair  
Board of Supervisors  
Date: \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**

Department of Social Services

By: \_\_\_\_\_  
Daniel Nielson, Department Head

**CONTRACTOR:**

Managed Career Solutions, SPC

By: \_\_\_\_\_  
Authorized Representative  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

Rachel Van Mullem  
County Counsel

By: \_\_\_\_\_  
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

## EXHIBIT A

### STATEMENT OF WORK

#### Comprehensive and Accessible Reemployment through Equitable Employment Recovery National Dislocated Worker Grant Project (CAREER NDWG)

##### Background:

On March 11, 2021 the American Rescue Plan Act of 2021 (ARPA) was signed into law. Among other priorities, the ARPA provides emergency funding intended to help stabilize the economy and increase hiring, which will increase demands on the public workforce system to support reemployment efforts.

The Department of Labor Employment and Training Administration (ETA) is now furthering these reemployment efforts with up to \$43 million in Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) funds. The funding is authorized under section 170 of WIOA and administered according to 20 CFR part 687.

Employment Recovery National Dislocated Worker Grant (NDWG)s such as CAREER NDWG provide employment and training resources to states and other eligible applications to respond to major economic dislocations, such as plant closures and mass layoffs, as well as other dislocations that have significantly increased the number of unemployed individuals in state, regional or local workforce area.

##### CAREER NDWG description:

The CAREER NDWG aims to serve, in particular those from historically marginalized communities or groups, and those who have been unemployed for an extended period of time or who have exhausted Unemployment Insurance or other Pandemic Unemployment Insurance programs.

The Santa Barbara County Workforce Development Board (WDB) CAREER NDWG activities include the following:

1. WIOA Dislocated Worker Career Services (Career Services) including basic, individualized, training, and Follow-up Services.
2. Establish Community Access Points throughout Santa Barbara County in underserved communities where customers can receive Career Services.
3. Community Navigators who are persons to provide Career Services by rotating their time between Community Access Points and America's Job Centers of California (AJCC)s.
4. Strategic Partnership Consultant that will provide support in the implementation of the CAREER NDWG and ensure successful partner collaboration
5. CAREER NDWG and Business Services platform that will support customers and Business Services activities.

##### I. Target Population

CAREER NDWG participants must be dislocated workers with an emphasis on serving English Language Learners (ELL) and Agriculture workers who have been dislocated or affected by the COVID 19. This project may also serve any other workers who have been affected by the COVID-19 pandemic, but CONTRACTOR must make it a priority to enroll ELL and those working in Agriculture first.

1. Dislocated Workers: Individual shall be considered eligible to participate if he/she is a COUNTY resident, as defined in local policy, is age 18 and older, and:

- a. Meet the following definition of a Dislocated Worker:
    - i. Has been terminated or laid off or has received a notice of termination or layoff from employment, is eligible for or has exhausted entitlement to unemployment compensation, and is unlikely to return to a previous industry or occupation;
    - ii. Has been terminated or laid off, or has received notice of termination or layoff from employment as a result of any permanent closure of, or significant layoff at a plant, facility, or enterprise; or Is employed at a facility at which the employer has made a general announcement that such facility will close in 180 days;
    - iii. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
    - iv. Is a displaced homemaker; or
    - v. Is the spouse of a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such a member; or is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
  - b. Meet selective service registration requirements;
  - c. Provide proof of right to work in the United States.
2. Priority of services for eligible Dislocated Worker participants must be provided in the following order:
- a. Veterans and eligible spouses who are also recipients of public assistance, or Low-Income Individuals, or individuals who are Basic Skills Deficient.
  - b. Individuals who are the recipient of public assistance, or other Low-Income Individuals, or individuals who are Basic Skills Deficient.
  - c. Veterans and eligible spouses who are not included in groups 2.a or 2.b.
  - d. Other individuals not included in above.
- Note: When past income is an eligibility determinant for federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213 and Employment Development Department (EDD) Directive Workforce Services Directive (WSD) 15-14.

## II. Duties and Responsibilities

### A. CONTRACTOR SHALL:

- 1. Fulfill the role of the CAREER NDWG operator by providing participants Basic, Individualized, and Training Services (including Paid Work Experience), per the outlined enrollment goals, and to meet or exceed State's negotiated annual performance goals in section V of the Exhibit A, Performance Measures/Outcomes.
- 2. In collaboration with COUNTY, no later than 30 days upon contract execution, create and adopt a Service Delivery Model for the Community Access Points and CAREER NDGW that

addresses the needs of the target population. Service Delivery Model must include:

- a. Jobseeker Services to prepare, train, and place jobseekers in quality employment with opportunities for advancement. Jobseeker services shall include but not be limited to:
  - i. Intake process including eligibility determination, assessment of skill levels, and the development of competency-based Individual Employment Plans.
  - ii. Career readiness services in preparation for unsubsidized employment opportunities, and in appropriate cases, effective connections to employers, including those in the designated industry sectors. Directly or in collaboration with other America's Job Center of California (AJCC) partners, provide the following career readiness services:
    1. Job readiness training including:
      - a. Services that teach skills needed to be successful in the workplace.
      - b. Occupational competencies needed to perform specific work tasks on the job, 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.
    2. Job search training including:
      - a. Instruction on interviewing skills.
      - b. Career exploration which shall provide participants information about in-demand industry sectors and occupations, and postsecondary education opportunities.
      - c. Assistance in completing a job application.
      - d. Providing hands-on guidance drafting a cover letter, filling out a job application, and updating or targeting resume for position.
      - e. 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.
      - f. A monthly schedule of career readiness services shall be proposed by CONTRACTOR and approved by COUNTY.
  - iii. Supportive Services that allow participants the ability to participate and complete the program.
  - iv. Direct placement into Unsubsidized Employment through referrals to open job orders.
  - v. Provide Follow-up Services for one year after exit from employment or training program to improve individual outcomes and employment or training program performance. Participant shall be contacted at least three times per quarter for one year after exit from program.
  - vi. Provision of information and referrals to other programs and services.
  - vii. All other WIOA Career Services.
- b. Training Services as defined in EDD Workforce Services Directive (18-10). The type of training services shall be approved by COUNTY and must be driven by the needs of local employers and the employment goals of participants enrolled in CAREER NDWG. Training services shall include at minimum the following and shall be provided to WIOA participants:
  - i. Individualized Training Accounts (ITAs)
  - ii. Paid Work Experience

- c. Coordinate the placement of a minimum of 100 participants into Paid Work Experience. CONTRACTOR shall:
    - i. Recruit organizations for work experience sites.
    - ii. Screen work experience sites and participant to ensure successful placement by evaluating work experience sites and their needs and place participant at work experience sites based on participants' interests and skills.
    - iii. Prepare and coach participants for work experience.
    - iv. Connect with work experience site supervisor once every two weeks to follow up on participant's progress.
    - v. CONTRACTOR shall serve as the Employer of Record.
3. Fulfill the role of the CAREER NDWG Community Access Points operator.
    - a. Oversee the day-to-day operation of Community Access Points, established by COUNTY, throughout Santa Barbara County in underserved communities.
    - b. Provide Career Services at Community Access Points, as described in this Agreement.
    - c. COUNTY, in its sole and absolute discretion, shall have the right to add, change, or remove Community Access Point locations and other service locations. CONTRACTOR shall provide any and all services described in the Agreement or any portion thereof, including, but not limited to, staff and services at all future locations approved by COUNTY, under the same rates, reimbursement cost structure, and terms stated in the Agreement.
    - d. Serve as the single point of contact for the partners and customers at the Community Access Points and AJCCs.
    - e. Ensure that the look and feel of the Community Access Points are welcoming and accessible to all customers and staff.
    - f. Collect and report to the COUNTY all needed data that illustrate the progress of the Community Access Points in providing Career Services such as partner activities, customer traffic due to partner referrals, co-enrollments, success stories, referrals and outcomes.
    - g. Manage the daily operations and fully staff Community Access Points and AJCCs during scheduled hours of operation in order to effectively serve the needs of customers.
    - h. Adhere to hours of operation established by COUNTY.
    - i. Coordinate the schedules of CAREER Community Navigators amongst Community Access Points and AJCCs for adequate coverage.
    - j. CONTRACTOR shall observe COUNTY's holiday operation schedule and work with AJCC partners to ensure that arrangements are made to keep full-service delivery available throughout the year.
    - k. Work in collaboration with consultants and agencies supporting CAREER NDWG.
  4. Ensure compliance with the following, as applicable: U.S. Department of Labor regulations 29 CFR Parts 96, 93, 99, and 37; 2 CFR part 200; 48 CFR Part 31; the Code of Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, whichever is applicable, and all other items mentioned on EXHIBIT D, General Conditions, Assurances and Certifications Workforce Innovation and Opportunity Act.
  5. Adhere to all federal, state, or county statutes, regulations, executive orders, directives, or ordinances 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.

6. Adhere to and ensure internal policies are in place to guarantee all CONTRACTOR's staff, CONTRACTOR's supervisors, and participants (when applicable) will receive information and training on the following:
  - a. WIOA grievance and complaint resolution procedure;
  - b. Nondiscrimination and Equal Opportunity procedures;
  - c. Code of conduct and conflict of interest;
  - d. Criminal fraud reporting, waste, abuse and other criminal activity;
  - e. Sexual harassment training and reporting;
  - f. Protected client information; and/or
  - g. Americans with Disabilities Act and related laws, rules, and regulations.
  
7. Monitor labor market trends and research vocational and Occupational Skills Training programs in order to align services with the designated industry sectors. Existing designated sectors include:
  - a. Aerospace and Defense;
  - b. Agriculture, Food, and Beverage;
  - c. Biotechnology and related devices;
  - d. Building and Design;
  - e. Business Services;
  - f. Energy and Environment;
  - g. Healthcare;
  - h. Information and Communication Technologies; and
  - i. Tourism and Hospitality.

The industry sectors offer a framework to understand employment opportunities to engage employers, and to develop career pathways and training opportunities that are consistent with the needs of COUNTY. Sector strategies will be developed to support COUNTY's designated industry sectors and to educate and connect jobseekers to employment within these sectors.

8. Work in collaboration with other entities that carry out workforce development programs as follows:
  - a. Work in collaboration with the entities listed in Section 121(b)(1) of the WIOA that support:
    - i. WIA Title I programs;
    - ii. Wagner-Peyser programs;
    - iii. Adult Education and Literacy programs;
    - iv. Rehabilitation Act programs;
    - v. Welfare-to-Work;
    - vi. Older Americans Act programs;
    - vii. Perkins postsecondary vocational education activities;
    - viii. Trade Adjustment Assistance and North American Free Trade Agreement – Transitional Adjustment Assistance programs;
    - ix. Veterans Employment and Training;
    - x. Community Service Block Grant employment and training activities;
    - xi. Housing and Urban Development employment and training activities;
    - xii. Unemployment compensation programs;
    - xiii. Second Chance Act Programs; and
    - xiv. Temporary Assistance for Needy Families.

- b. Work in collaboration with any other entities, approved by COUNTY, that carry out workforce development programs, such as:
  - i. Employment and training programs administered by the Social Security Administration;
  - ii. Supplemental Nutrition Assistance Program (SNAP) and SNAP Employment and Training programs;
  - iii. Client assistance programs;
  - iv. National and Community Service state grants; or
  - v. Other appropriate federal, state or local employment, education and training programs.
  - vi. Community based organizations.
9. Follow the communication, distributed material and posting, and branding guidelines issued at the federal, state, and county level. CONTRACTOR shall not use their brand or promote its organization without the explicit permission of the COUNTY. CONTRACTOR must utilize the branding: America's Job Center of California<sup>SM</sup>.
10. No later than August 1, 2022, implement outreach and recruitment plan to identify and engage target population.
11. No later than August 1, 2022, CONTRACTOR shall have a policy and process in place for referring, and following up with participants, whose needs are beyond the services offered by CONTRACTOR.
12. Support COUNTY, EDD, or other COUNTY workforce service contractors in the provision of other workforce services, such as grant funded workforce programs or on an as-needed basis.
13. Obtain approval from COUNTY prior to the purchase of any equipment using WIOA Agreement funds.
14. Obtain approval from COUNTY prior to any out-of-state staff travel.
15. Request COUNTY's approval for new WIOA applications, exits, and participants entering training.
- 16. Adhere to General staffing requirements:**
  - a. CONTRACTOR shall be responsible for immediately filling any vacancies, which may occur during the term of this Agreement in order to ensure the continuous and efficient delivery of services to clients. CONTRACTOR shall fill vacancies with individuals that demonstrate the appropriate experience and levels of education required for the position.
  - b. CONTRACTOR shall utilize temporary staff only with COUNTY's prior approval, to the extent that not doing so will have a negative impact on service delivery or meeting program deliverables including invoices. Use of temporary staff shall be kept to a minimum. Applicable Federal, State and County procurement policies shall be adhered to.
  - c. CONTRACTOR must submit written request with justification and must obtain written approval from COUNTY prior to authorizing staff to telecommute under this Agreement.



No later than August 1, 2022, CONTRACTOR must have an active and COUNTY approved Telecommute Policy and Telecommute Employee Agreement template. CONTRACTOR will be responsible to ensure staff possess the proper tools and/or available resources provided by the CONTRACTOR to support the continuation of services. In addition, CONTRACTOR will be responsible to ensure the services provides are within the provisions and guidelines of this Agreement and WIOA regulations.

**17. Ensure staff development and training:**

- a. CONTRACTOR shall ensure that all MCS CAREER staff are fully-trained and receive continuous on-going training in Workforce Development and Title I Career Services including but not limited to: case management, WIOA participant eligibility, customer service, developing participant IEPs, Follow-up Services, support services, CalJOBS (to include system enhancements and data entry), serving targeted populations, soft skills (behaviors that will help candidates get hired and succeed in their work), identifying transferable skills, resume writing, interview techniques, workforce assessments, serving clients with barriers, trauma informed training, COUNTY endorsed trainings, etc., and all other available WIOA related training designed to increase staff development and ensure effective delivery of client services. Trainers utilized for staff development and paid with Agreement funds must be approved by COUNTY. Trainers must be locally, regionally, or nationally recognized.
- b. CONTRACTOR shall be responsible for providing training to CONTRACTOR's front-line staff members (staff who deals directly with customers/participants) to assure compliance with WIOA Section 188 and the nondiscrimination provisions of federal, state, and local laws, regulations, and directives including Equal Employment Opportunity and Nondiscrimination training to their CAREER staff.

**B. COUNTY SHALL:**

1. Provide CONTRACTOR with the State established annual performance goals and monitor performance on a quarterly, or as needed, basis.
2. No later than August 1, 2022, develop an operating manual documenting the policies and procedures for CAREER NDWG.
3. No later than August 1, 2022, review CONTRACTOR's yearly staffing plans, outreaching plan and program design documents.

**III. Facilities**

**A. CONTRACTOR SHALL:**

1. Provide comprehensive services outlined in the SOW at the following locations:
  - a. Santa Barbara AJCC South COUNTY facility: 130 E. Ortega Street, Santa Barbara, CA 93101.
  - b. Santa Maria AJCC North COUNTY Facility: 1410 S. Broadway, Santa Maria, CA 93454
  - c. All established Community Access Points.
2. Follow all building policies, including but not limited to those dealing with COVID-19 protocols, professional conduct, and equal opportunity policies and procedures.

3. Obtain prior approval from COUNTY before moving any computer/phone line within the Community Access Points or AJCCs.
4. 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.
5. Comply with facility management direction when in COUNTY buildings.
6. Be responsible for the replacement of any damaged furniture/equipment provided by COUNTY or COUNTY partners' at COUNTY facilities or Community Access Points. If the furniture/equipment is no longer needed, it shall be returned to the COUNTY. COUNTY will not upgrade or replace property initially provided. This includes:
  - a. Furniture (cubicles, desk, chairs)
  - b. Computers/ printers in Resource Room (to be maintained by CONTRACTOR) including software updates, security patches and/or consumables.
7. Be responsible for:
  - a. Internet service (Comcast, Cox, Frontier, etc.) connection.
  - b. Local network connectivity for CONTRACTOR staff use and publicly used computers (CONTRACTOR may not connect to COUNTY network).
  - c. Computers, copiers and printers for CONTRACTOR staff use.

**B. COUNTY SHALL:**

1. Be the leaseholder for the AJCC facilities and shall be responsible for the payment of the following facility-related costs:
  - a. Building lease;
  - b. Janitorial services;
  - c. Utility costs (electric, water and trash);
  - d. Building maintenance staff (COUNTY employees);
  - e. Desk phones and phone service; and
  - f. Furniture maintenance (cubicles, desk, chairs).

**IV. Reporting Requirements:**

**A. CONTRACTOR SHALL:**

1. Utilize CalJOBS as the COUNTY-prescribed reporting tool and shall adhere to the following requirement:
  - a. Must input all participant data in to the CalJOBS system within 5-business days of service delivery, reported client update or program changes;
  - b. Establish quality control procedures to protect the integrity of data pertaining to customers, services and outcomes;
  - c. Ensure that all staff designated to handle data entry and data management receive training on CalJOBS functionalities and limitations;
  - d. Establish a review process for CalJOBS reports that include participant rosters and other reports provided by the COUNTY;
  - e. Ensure strict adherence to proper handling of personally identifiable information (PII) and other confidential participant information; and
  - f. Ensure access to CalJOBS is limited to only active staff members.

2. Meet regularly (no less than quarterly) with COUNTY to discuss performance outcomes listed on Exhibit A, section V, Performance Measures/Outcomes, and other elements that have the potential to impact the quality of the programs and services provided under the Agreement.
3. By the 10<sup>th</sup> day of each month submit a monthly report on performance measure listed on Exhibit A, section V, Performance Measures/Outcomes in addition to the following:
  - a. Expenditure updates;
  - b. Provide detailed training report with information regarding the name of customers in training, amounts obligated for training per participant, payments made up to date for each participant, and remaining balance amounts.
4. Have a thorough mechanism and system for tracking training expenditures.
5. Provide COUNTY with additional reporting requests as needed and respond in a prompt and timely manner.

**B. COUNTY SHALL:**

1. Be responsible for collecting, collating and reporting data related to program outputs and outcomes.
2. Be responsible for reporting to the State and will respond to all requests from the County Board of Supervisors, WDB members, the media, and other interested stakeholders.

**V. Performance Measures/Outcomes:**

- A. Enrollment Goals: Enroll 100 unduplicated number of customers.
- B. Provide Basic Career Services to a minimum of 200 customers through the Community Access Points.
- C. Provide Paid Work Experience to 100 customers.
- D. Meet or exceed State’s negotiated annual performance goals:

<b>WIOA Title I Adult</b>	<b>2022-2023 Projected Goals</b>
Employment Rate 2nd Quarter After Exit	77.3%
Employment Rate 4th Quarter After Exit	66.0%
Median Earnings 2nd Quarter After Exit	\$6,200 Quarterly Earnings
Credential Attainment 4th Quarter After Exit	60.0%
Measurable Skill Gains	50.0%

<b>WIOA Title I Dislocated Worker</b>	<b>2022-2023 Projected Goals</b>
Employment Rate 2nd Quarter After Exit	76.8%
Employment Rate 4th Quarter After Exit	72.5%
Median Earnings 2nd Quarter After Exit	\$8,070 Quarterly Earnings
Credential Attainment 4th Quarter After Exit	60.0%

Measurable Skill Gains	50.0%
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*The performance measure listed represent projected goals. Performance Measures are negotiated by WDB with the State each program year. The final performance goals for FY 2022-2023, 2023-2024, and 2024-2025 have not yet been negotiated with the State. Once negotiated, performance goals will be updated accordingly.*

E. Show satisfactory progress on COUNTY-conducted Quarterly AJCC/Community Access Point Evaluations. The areas to be evaluated include by are not limited to:

1. Each Community Access Point must have a calendar of activities to be provided each month at the AJCCs or Community Access Points, with at least one in-person workshops, one Virtual Services, and one training opportunity (such as those provided by local community colleges), or workshop with local community organization (where resources are shared). These shall be provided directly or through other AJCC partners.
2. Each center must have a list of current job openings.
3. Level of customer satisfaction (over 50% satisfaction) based on collected surveys.

## **VI. General Agreement Provisions**

A. CONTRACTOR shall:

1. **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. CONTRACTOR shall comply with title 20 CFR Section 683.410(a), which requires subrecipient to conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors. This requirement ensures that expenditures meet the cost category and cost limitation requirements of WIOA and the regulations, that there is compliance with other provisions of WIOA and the regulations and other applicable laws and regulations, and to provide technical assistance as needed. CONTRACTOR shall comply with title 20 CFR Section 683.410(a)(6), which states that the Governor may issue additional requirements and instructions to subrecipients regarding monitoring activities.
2. CONTRACTOR shall be subjected to program monitoring/reviews. Program monitoring involves the review and verification of essential program documents that support the participant's eligibility for WIOA services. The documents are to be maintained in the customers' case management files. Program monitoring also includes an on-site review of training locations to ascertain that all other necessary and required federal, state and local laws and ordinances are in place and are being enforced. Examples of the items to be reviewed include drug-free work/training environment, Equal Employment Opportunity and Nondiscrimination posters, etc.
3. CONTRACTOR shall be subjected to oversight and monitoring of nondiscrimination and equal opportunity policies and procedures.

4. In connection with the end of the Agreement term, CONTRACTOR shall be subject to WIOA programmatic and fiscal closeout requirements, as listed on Workforce Service Directive 16-05.
5. CONTRACTOR warrants that it has adopted, shall retain, and make available upon request from the COUNTY, the following documents and their amendments, if any:
  - a. CONTRACTOR'S Financial and Accounting Procedures, which incorporate Generally Accepted Accounting Principles (GAAP) including, but not limited to, the preparation and submission of invoices, reconciliation of cash on-hand and earnings with COUNTY records, reporting and tracking of customer activity and earnings, repayment of unearned funds, preparation for the resolution of audits and inspections, inventory control, and reporting.
  - b. Contractor's Personnel Policy, which incorporates due process protection and standard personnel procedures, and which the CONTRACTOR agrees to abide by in the performance of this Agreement.
  - c. Agreements with Other Funding Sources: A copy of any agreements between CONTRACTOR and other public or private organizations that directly impact the activities funded under this Agreement shall be kept on file at CONTRACTOR's offices and be provided to the COUNTY upon Agreement execution. CONTRACTOR shall also notify COUNTY of any default, termination, or finding of disallowed costs under these agreements. CONTRACTOR warrants that no other funding source will be billed for services that are provided and paid for by the COUNTY under this Agreement.
  - d. CONTRACTOR Board of Director's meeting minutes.
6. CONTRACTOR agrees to provide the COUNTY sixty (60) days advance written notice of any facts that may materially affect the performance of this Agreement or impact the COUNTY's decision to continue this Agreement with CONTRACTOR. Among the items to be disclosed are an amendment to its Articles of Incorporation or Bylaws, move to dissolve or transfer any assets derived from funds provided under this Agreement negotiations leading to the sale, merger or acquisition of Contractor; debarment or Agreement termination by any other public entity and/or any final audit findings regarding Contractor's administration of any Agreement with public funds.
7. CONTRACTOR shall notify the City within five (5) days of changes affecting this Agreement including actions that would change Contractor's legal status, any action that may materially change the performance of the Scope of Work (i.e., bankruptcy) and/or a change in Contractor's corporate name.
8. Quality Assurance Review:
  - a. CONTRACTOR shall be responsible for quality assurance review of their fiscal and program operations (including all special projects) which includes, but is not limited to, a quality assurance system to review case files, including CalJOBS electronic files, client's WIOA eligibility determination and documentation, IEPs, reports (issued by CalJOBS, State, and/or Local agencies), gaps in service delivery, provision and documentation of substantial services, timely client exit, performance outcomes, follow-up activities, property management (including maintenance of up-to-date equipment inventory lists in each service location, purchases, expenditures and

MCS for WDB CAREER program FY 22/23

invoices, federal and state requirements for universal programmatic and physical access to services and activities (including access for individuals with disabilities).

- b. CONTRACTOR shall be responsible for leading the quality assurance review on a quarterly basis.
- c. CONTRACTOR shall produce all quality assurance review documentation upon request by the COUNTY.
- d. CONTRACTOR shall establish and follow a standardized review methodology that:
  - i. Includes procedures for conducting a quality assurance review on all contracted program and fiscal activities.
  - ii. Must develop a written report to include recorded findings, any needed corrective action, and due dates for the accomplishment of corrective actions;
  - iii. Requires systematic follow-up to ensure that necessary corrective action has been taken and outstanding issues are addressed and resolved; and
  - iv. Requires that following the completion of each internal monitoring, completed reviews are verified and a list of files reviewed is maintained.
- e. CONTRACTOR shall follow their regular (day-to-day) internal review processes to support high standards of service provision and documentation. This shall include periodic file review and immediate correction of issues noted.
- f. CONTRACTOR shall conduct a baseline analysis of client flow, program delivery, career planning strategies and tools, business process and service improvement once per program year. CONTRACTOR must develop a policy and procedures to ensure client flow and program delivery are in place. CONTRACTOR shall provide a copy of their program delivery policy, procedures and all other documentation of the process followed and the results of the analysis to the County.
- g. CONTRACTOR shall take corrective action measures as a result of findings identified through federal, state and County monitoring within 15 days of notification. Repeat and systemic findings identified in any federal, state and County compliance monitoring may result in a possible loss or reduction in funding and/or other sanctions issued by the COUNTY.
- h. Case Files shall be maintained for every enrolled client. CONTRACTOR shall have a physical file and an electronic file (e.g. CalJOBS electronic file). At a minimum, participant physical and electronic case files shall include documentation of the following:
  - i. CAREER NDWG eligibility and determination of need;
  - ii. Client signature evidence of Equal Opportunity (EO) and programmatic grievance forms;
  - iii. All source documents needed for validation (as referenced in applicable County Policies and State Directives and Information);
  - iv. All program and required CalJOBS forms;
  - v. Initial and/or Comprehensive Assessments, as applicable;

- vi. IEP, including all updates of services provided, completed and signed by participant;
- vii. Completed resume for clients being enrolled into Individualized Career Services;
- viii. Progress reports, time and attendance;
- ix. Signed Employer or Worksite Agreement, timesheets, certificate, and other related documents for Work Experience (WEX), as applicable;
- x. Supportive Services documentation including participant signature of receipt; and
- xi. Case management notes in CalJOBS showing provision of all substantial services provided.

- i. PII and information designated as sensitive (both hardcopy and electronic) relating to services received by WIOA clients including information regarding medical and/or substance abuse treatments shall be subject to federal, state and County privacy/confidentiality guidelines, which are incorporated herein by reference.
- j. CONTRACTOR shall develop and maintain internal Policies and Procedures for all AJCC operations and administration. All Policies and Procedures shall be reviewed to ensure full compliance with the WIOA. CONTRACTOR shall provide a copy of all Policies and Procedures to the COUNTY upon request.

B. COUNTY shall:

- 1. In connection with the end of the Agreement term, COUNTY shall perform both a programmatic and a fiscal closeout to determine CONTRACTOR's full compliance with the provisions of the Agreement.
- 2. COUNTY staff may request corrective action plans and/or conduct additional monitoring if the CONTRACTOR is not meeting expected performance levels.
- 3. COUNTY shall consider an Agreement modification per fiscal year for the following purposes:
  - a. To transfer unspent direct job seeker costs from one fiscal year to another;
  - b. Changing labor market conditions; or
  - c. New state and federal requirements, including unanticipated funding.

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## EXHIBIT B

### PAYMENT ARRANGEMENTS Periodic Compensation (with attached Line Item Budget) CAREER ADWCS 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 \$ **1,468,353**.
- 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 South COUNTY services. CONTRACTOR shall segregate and manage funds for South COUNTY services separate from South 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 contracts, COUNTY or the WDB may terminate and/or reduce funding of this Agreement in full or in part, at any time during the Agreement period.
- 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, WIOA Monthly Invoice and Detail Report (**Attachment 1**). 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 and Narrative). 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 15<sup>th</sup> 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** and 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 customers. COUNTY shall have the option to 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 will not require an amendment to this Agreement.



- H. Budget Variances: CONTRACTOR shall obtain in advance the expressed written consent from the DESIGNATED REPRESENTATIVE for any variation of the line item amounts within the same cost category (i.e. cost category A, cost category B., cost category C, and cost category D. identified in **EXHIBIT B-1**) set forth in the Line Item Budget detailed in **EXHIBIT B-1**. In no event shall funds be moved between cost categories or the overall budget amount be exceeded without a formal written amendment to the Agreement.
- I. CONTRACTOR is subjected to the Uniform Guidance and applicable provisions of the Federal Acquisition Requirements (FAR). The DOL-specific requirement at 2 CFR Part 2900.2 expands the definition of “non-Federal entity” to include for-profit entities, therefore CONTRACTOR warrants that it is a non-Federal entity and subjected to the Uniform Guidance.
- J. Six-Month Billing Limit: Unless otherwise determined by state or federal regulations all original invoices under this Agreement must be received by COUNTY within six (6) months from the date of service to avoid possible payment reduction or denial for late billing.
- K. CONTRACTOR shall allow COUNTY and auditors access to the CONTRACTOR records and financial statements as necessary for the COUNTY to meet the requirements of CFR 200.332 Requirement for Pass-through Entities.

**EXHIBIT B-1**

**Line Item Budget and Narrative  
CAREER NDWG**

**Comprehensive and Accessible Reemployment  
through Equitable Employment Recovery  
National Dislocated Worker Grant (CAREER)**

<b>Organization:</b>	<b>MANAGED CAREER SOLUTIONS</b>
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Program Year:	FY 2022/2023	FY 2023/2024	TOTAL
	July 1, 2022 - June 30, 2023	July 1, 2023 - September 23, 2023	
<b>A. WAGES &amp; FRINGES</b>			
<b>Position Title</b>			
Community Navigator 1	\$67,100	\$16,775	\$83,875
Community Navigator 2	\$67,100	\$16,775	\$83,875
Senior Community Navigator 3	\$81,203	\$20,301	\$101,504
Job/WEX Placement Specialist	\$71,053	\$17,763	\$88,816
Assistant Community Navigator	\$44,674	\$11,169	\$55,843
<b>Subtotal</b>	<b>\$331,130</b>	<b>\$82,783</b>	<b>\$413,913</b>
<b>B. OTHER OPERATING COSTS</b>			
Staff Travel	\$12,000	\$3,000	\$15,000
Telephone/Communication	\$9,709	\$2,427	\$12,137
Staff Training	\$2,000	\$500	\$2,500
<b>Subtotal</b>	<b>\$23,709</b>	<b>\$5,927</b>	<b>\$29,637</b>
<b>C. DIRECT JOB SEEKER COST</b>			
Supportive Services	\$68,750	\$31,250	\$100,000
Individual Training Accounts	\$200,000	\$50,000	\$250,000
Paid Work Experience	\$479,520	\$119,880	\$599,400
<b>Subtotal</b>	<b>\$748,270</b>	<b>\$201,130</b>	<b>\$949,400</b>
<b>D. INDIRECT COST</b>			
	\$60,323	\$15,081	\$75,403
<b>TOTAL</b>	<b>\$1,163,432</b>	<b>\$304,921</b>	<b>\$1,468,353</b>

**Line Item Budget and Narrative  
CAREER NDWG**

CONTRACTOR is subject to the federal and state statutes and common law, federal Uniform Administrative Guidance, applicable provisions of the FAR, and other federal and state regulations and directives. Budget items included in EXHIBIT B-1 are subject to review and approval. Unanticipated costs not included in description of this Line Item Budget and Narrative are subject to review and approval by COUNTY.

I. Operating Costs:

- A. **WAGES AND FRINGE** – wages and benefits of CONTRACTOR staff providing direct services. Benefits include: Federal Insurance Contributions (FICA), Federal and State unemployment, medical (medical/dental/life insurance), workers’ compensation, and pension costs.

**Wages:** The table below details the annual wages and benefits, and the percentage of each position allocated to this contract, including full time employee (FTE).

Job Title	Annual Wage	% Allocated to Contract	FTE Count	Total Wages
Community Navigator 1	\$67,100	100%	1.0	\$67,100
Community Navigator 2	\$67,100	100%	1.0	\$67,100
Senior Community Navigator 3	\$81,203	100%	1.0	\$81,203
Job/WEX Placement Specialist	\$71,053	100%	1.0	\$71,053
Assistant Community Navigator	\$44,674	100%	1.0	\$44,674

**Fringe Benefits:** The following fringe benefits and taxes shall be budgeted on total cost. The cost of fringe benefits represents 22% of gross salary costs, details as follow:

- i. U.S. Federal Payroll Tax (FICA) 7.65%
- ii. State unemployment (SUI) 1.35%
- iii. Health Insurance 10%
- iv. Workers Comp 2%
- v. 401 Employer Share 1%

B. **OTHER OPERATING EXPENSES**

The following costs represent program operations expenses.

- i. Staff Travel:
  - a. Reimbursement of staff travel and parking for official business travel to/from: work experience worksites, community satellite offices throughout North and South County.
  - b. Travel to conferences and other trainings is allowable with prior approval from COUNTY. The conference and other training must be related to CAREER NDWG in order to be claimed as a direct cost. Any general administration should be claimed as an indirect cost. See 2 CFR Part 200.413 (direct costs), 2 CFR Part 200.474, (travel costs), and 2 CFR Part 200.472 (training and education costs).

- c. Out-of-State Travel: Prior approval from COUNTY is required for out-of-state travel.
- d. Mileage: Travel mileage is allowable for the staff who needs to travel throughout the region to meet with customers, partners, and businesses. Mileage reimbursement must be at the approved federal rate for mileage reimbursement. Mileage rates are subject to change for each calendar year.
- ii. Telephone/Communications: Funds shall be used for internet access for staff and AJCC customers and staff phone lines.
- iii. Staff Training: Funds to be used towards staff development training which will include registration fees for industry conferences, such as CWA and professional development training in-person and virtual seminars conducted by vetted industry recognized workforce development professionals. Professional development trainings charged to this Agreement must be approved by COUNTY.

**C. DIRECT JOB SEEKER**

- i. Supportive Services, as defined in Attachment 2. Costs shall be in accordance with WDB policy.
- ii. Individual Training Accounts (ITA): as defined in Attachment 2. Costs shall be in accordance with WDB policy.
- iii. Paid Work Experience  
Cost to include:
  - a. Participant wages;
  - b. Participant taxes and fringe benefits;
  - c. Workers Compensation Total estimated combined amount of \$10,800 based on MCS calculation and historical rates for operating similar PWEX programs. Approximately .75% of participant wages/salary;
  - d. PWEX will be provided to 100 customers for an estimated 300 hours of work experience at a wage rate of \$18.00 per hour.

**D. INDIRECT COST**

Indirect Costs Total Combined \$75,403. \$60,323 for FY 22/23 and \$15,081 for FY 23/24.

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. CONTRACTOR has an approved Indirect Cost Rate with a cognizant agency and will be charging 17% of the total operations budget to this agreement.

**E. PROFIT**

This is not included in the budget.

## 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:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance 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. ***(Not required if CONTRACTOR provides written verification that it has no employees)***
4. **Professional Liability:** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or 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 both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, 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 CONTRACTOR.

#### 1. COMPLIANCE

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

- A. The provisions of the 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); 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.

#### 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:** Agreements must not be issued for any entity listed on the Excluded Parties List System in the System for Award Management (SAM). When the CONTRACTOR is unable to certify the following to any of the statements in this certification, CONTRACTOR shall attach an explanation to this agreement. 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 Agreement. 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:** Contractors bidding over \$100,000 must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). 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 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](http://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. 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 race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity); national origin (including limited English proficiency); age; disability; political affiliation or belief; or against any beneficiary of, applicant to, or participant in, programs financially assisted under Title I of the WIOA, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. All complaints alleging discrimination must be filed and processed according to the procedure in the applicable DOL nondiscrimination regulations. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
  - iv. 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, 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.

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.
  8. CONTRACTOR will comply with Executive Order 11246, "Equal Employment Opportunity" (30 FR 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:** To the extent applicable, 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 contractors providing goods and services as defined in Uniform Guidance 2 CFR Part 200 and the DOL Exceptions 2 CFR Part 2900. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients 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](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. **Contamination and Pollution Including, But Not Limited to, 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. CONTRACTOR, solely at its own cost and expense, will provide clean-up of any premises, property or natural resources contaminated or polluted due to CONTRACTOR'S activities. Any fines, penalties, punitive or exemplary damages assigned due to contaminating or polluting activities of the CONTRACTOR will be borne entirely by the CONTRACTOR.
- S. **Clean Air and Water Acts** For all Agreements between COUNTY and CONTRACTOR in excess of \$150,000,

CONTRACTOR shall comply with Section 306 of the Clean Air Act (42 USC § 7606), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and United States Environmental Protection Agency regulations (Title 2 of CFR).

- T. **Solid Waste Disposal Act.** For all Agreements between COUNTY and CONTRACTOR in which an item or items in excess of \$10,000 are procured, CONTRACTOR shall comply with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962) and 40 CFR part 247.
  
- U. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.** CONTRACTOR shall comply with Section 2 CFR Part 200.216. CONTRACTOR shall be prohibited from obligating or expending loan or grant funds to: procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  
- V. **Domestic Preferences for Procurements.** CONTRACTOR shall comply with Section 2 CFR Part 200.322. CONTRACTOR should, as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes here, “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

### 3. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) PROGRAMS

Note: In addition to the above provisions, all Contractors receiving WIOA funds are required to comply with the following additional provisions:

#### A. Compliance

In its performance under the Agreement, CONTRACTOR will comply with the requirements of:

1. The WIOA, Public Law 105-220, all federal regulations and Governors’ policies and procedures issued pursuant to WIOA, and any new legislation, regulation, policy and procedures which may replace or amend the WIOA.
  
2. The items and conditions of the Agreement between the State and COUNTY for WIOA funds for the applicable fiscal year in which WIOA funds are provided by COUNTY to CONTRACTOR, and all applicable Federal, State, COUNTY and WIOA Regulations, COUNTY Agreement Directives and Policies.
  
3. CONTRACTOR represents and warrants that it is familiar with all laws, regulations, COUNTY rules and COUNTY policies and procedures affecting its requirements under the performance of the Agreement. Measured performance below goals and standards and/or non-compliance with applicable rules and regulations will constitute non-compliance with the terms of the Agreement.

#### B. Charging of Costs

CONTRACTOR will comply with 29 CFR Part 97, and as they may be amended from time to time, as they

relate to charging direct and indirect costs.

**C. Allowable Costs**

A cost must meet the following criteria in order to be an allowable WIOA charge:

1. Be necessary and reasonable for the performance of the Agreement.
2. Be allocable to the Agreement
3. Conform to any limitations or exclusions set forth in the Agreement.
4. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.
5. Be accorded consistent treatment.
6. Be determined in accordance with generally accepted accounting principles.
7. Not to be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the COUNTY).
8. Be adequately documented.

**D. Maintenance of Effort/Union Concurrence**

No currently employed worker will be displaced by any participant (including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits.) No program will impair existing Agreements for services or collective bargaining agreements, except that no program under this Act which would be inconsistent with the terms of a collective bargaining agreement, will be undertaken without the written concurrence of the labor organization and employer concerned. No participant will be employed or job opening filled: (1) When any other individual is on layoff from the same or any substantially equivalent job; or (2) When the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act. No jobs will be created in a promotional line that will infringe in anyway upon the promotional opportunities of currently employed individuals. (WIOA Reg. 667.270)

**E. Prevailing Wage**

Individuals employed in activities under Title I of WIOA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills. Such rates must be in accordance with applicable law, but may not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law. (WIOA Reg. 667.272)

**F. Minimum Wage**

Individuals employed in activities authorized under WIOA will be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938 (b) the minimum wage under the applicable State or local minimum wage law, (c) the prevailing rates of pay for individuals employed in similar occupations by the same employer, or (d) minimum wage as determined by the COUNTY Demand Occupation List. (WIOA Reg. 667.272)

**G. Benefits and Working Conditions**

All trainees employed in subsidized jobs in a training capacity (i.e., On the Job Training) will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work (WIOA Reg. 667.272). This provision does not apply to participants enrolled in unpaid work experience. Unpaid work experience will be as specified in the participant's work experience agreement and any applicable Federal, State and local requirements.

**H. Additional Nondiscrimination and Equal Opportunity Provisions**

In accordance with 29 CFR Part 37 and 29 CFR Part 38, as a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, CONTRACTOR assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, gender identity and transgender status), national origin (including limited English proficiency), age, disability (temporary or permanent), unlawful harassment, political affiliation or belief, citizenship, or participation in WIOA. CONTRACTOR also assures that it will comply with WIOA's implementing regulations when they are promulgated and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. CONTRACTOR understands that the United States has the right to seek judicial enforcement of this assurance. Participation in programs and activities financially assisted in whole or in part under WIOA or other fund source will be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. CONTRACTOR agrees to abide by the Immigration Reform and Control Act of 1986, as amended. Additionally, priority for services should be given to veterans and their eligible spouses, as outlined in EDD Directive WSD19-04 Priority of Service for Veterans and Eligible Spouses.

**I. Definitions**

For the purpose of the Agreement, the definitions enumerated in WIOA as amended, and the glossary of WIOA terms as amended, published by the State of California Employment Development Department (EDD) and the California Workforce Development Board (CWDB) directives will govern. Where references to these definitions is not possible, the definition or meaning of a word, phrase, section, clause, part, condition, or other requirement will be determined by the common meaning or business usage.

**J. Tracking Costs by WIOA Cost Category**

In order to determine reasonableness of Agreement costs and to comply with Federal legislation, CONTRACTOR shall:

1. Develop and submit to the COUNTY a Cost Allocation Plan, which identifies all costs shared among each separate funding source, WIOA, or non-WIOA.
2. Maintain its accounting records and make such available to federal, state and COUNTY auditors and/or monitors.
3. Document and indicate in budget and invoices submitted to the COUNTY, any in-kind costs contributed to the Agreement. In-kind costs shall be applied to the appropriate WIOA Cost Category.

**K. Financial Aid**

Educational assistance, grants and loans to WIOA participants for the purpose of supplementing training costs must reduce the costs chargeable to the Agreement. CONTRACTOR shall evaluate Supportive Services or Needs Based Payments, if any, received by the participant from WIOA funds to ensure that duplicate payments are not made to the participant from WIOA and Pell Grants or other sources of financial aid. (WIOA Reg. 663.320)

**L. Reporting Fraud or Abuse**

All subrecipients or subcontractors/contractors that receive WIOA funds shall promptly report within 48 hours to COUNTY of Santa Barbara Workforce Development Board all allegations of WIOA-related fraud, abuse, and other criminal activity in accordance with local directive(s).

**M. California Labor Code, Fair Labor Standards Acts as Amended**



Appropriate standards for health and safety in work and training situations will be maintained, and facilities and equipment will be adequate for the achievement of learning, as follows:

1. Health and safety standards established under state and federal law, otherwise applicable to the working conditions of employees, will be equally applicable to working conditions of participants. With respect to any participant in a program conducted under WIOA who is engaged in activities which are not covered by health and safety standards under the Occupational Safety and Health Act of 1970 as amended, the Secretary will prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants. CONTRACTOR hereby assures and certifies compliance with all provisions of the California Labor Code and the Fair Labor Standards Act as amended by the Occupational Safety and Health Act of 1970, as amended. (WIOA Reg. 667.274)
2. Where participants are engaged in activities not covered under the Occupational Safety and Health Act of 1970 as amended, CONTRACTOR will ensure that participants are not permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant's health or safety. Participants employed or trained for occupations that are inherently dangerous (e.g., fire or police jobs) will be assigned to work in accordance with reasonable safety practices.

#### **N. Training Conditions**

Conditions of employment and training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the participant. Training and related services will, to the maximum extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient. The program will, to the maximum extent feasible, contribute to the occupational development and/or upward mobility of individual participants.

#### **O. Recovery of WIOA Tuition and Training Refunds**

All subrecipients or subcontractors/contractors that receive WIOA funds shall obtain the designated training provider's policy regarding refunds of tuitions. In accordance with local directives, subrecipients or subcontractors/contractors shall monitor participant's enrollment and attendance in training programs and will be responsible to pursue recovery of unused WIOA training monies and/or tuition refunds for any participant who does not complete a training program.

#### **P. Property Management**

##### 1. Insurance

All property and equipment purchased, received, or utilized by CONTRACTOR for the purpose of performing the Agreement shall be insured against fire, theft, and destruction, equal to the full replacement cost.

##### 2. Purchase and Maintenance of Equipment

CONTRACTOR shall ensure and document open competition and shall procure, in accordance with all WIOA and Federal regulations when purchasing at a cost of \$1,000 per unit or more, any property described in the CAREER NDWG Budget. If the low bid or quotation is not accepted by CONTRACTOR, the COUNTY'S approval of the expenditure shall be required. CONTRACTOR shall have and use a procurement policy that complies with all pertinent WIOA and Federal regulations. Unless otherwise specified, ownership of all non-expendable real property and equipment purchased with WIOA funds

belongs to the U. S. Department of Labor through the State of California. The COUNTY may take possession of all such equipment and property at any time it determines necessary.

CONTRACTOR shall maintain an up-to-date inventory of all WIOA property in its custody with an individual purchase price of \$500 or more, and shall implement adequate maintenance procedures to keep such property in good condition.

Further, CONTRACTOR shall conduct an annual inventory of equipment and property at any time during and upon termination of the Agreement. A copy of the inventory shall be sent to the COUNTY as part of the closeout report documents.

Records for non-expendable real property shall be retained for a period of three (3) years from the date of final disposition of the property. These records shall be retained beyond the three (3) years if any litigation or audit is begun or if a claim is instituted involving the Agreement. In these instances, the records shall be retained until the litigation, audit or claim has been finally resolved.

#### **Q. Theft or Embezzlement**

1. Whoever, being an officer, director, agent, or employee of, or connected in any capacity with any agency or organization receiving financial assistance or any funds under Title I of WIOA knowingly enrolls an ineligible participant, embezzles, willfully misapplies, steals, or obtains by fraud any of the monies, funds, assets, or property which are the subject of a financial assistance agreement or Agreement pursuant to such Act shall be fined under this title or imprisoned for not more than two (2) years, or both; but if the amount so embezzled, misapplied, stolen, or obtained by fraud does not exceed \$1,000, such person shall be fined under this title or imprisoned not more than one (1) year, or both (18 USC Section 665(a)).
2. Whoever, by threat or procuring dismissal of any person from employment or of refusal to employ or refusal to renew a contract of employment in connection with a financial assistance agreement or contract under Title I of the WIOA induces any person to give up any money or thing of any value to any person (including such organization or agency receiving funds) shall be fined under this title, or imprisoned not more than one (1) year, or both (18 USC Section 655.b).
3. Whoever willfully obstructs or impedes or willfully endeavors to obstruct or impede, an investigation or inquiry under the WIOA, or the regulation thereunder, shall be punished by a fine under this title, or by imprisonment for not more than one year, or by both such fine and imprisonment. (18 USC Section 665.c)

#### **R. Duplicate Funding**

CONTRACTOR shall submit to the COUNTY copies of all requests for federal, state or local grants that may materially affect the quality or cost of the services provided under the Agreement, prior to submitting the request to the funding source. CONTRACTOR shall also inform the COUNTY of the receipt of any such grant, in which event the COUNTY shall have the right to renegotiate the price or deliverable performance of the Agreement. CONTRACTOR'S costs or earnings claimed under one contract or grant may not also be claimed under any other or grant.

#### **S. Relocation Act**

CONTRACTOR will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended, which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs. (42 U.S.C. sections 4601 et seq.)

**T. Selective Service Act**

CONTRACTOR, unless stated otherwise in the Contract, will ensure that each participant under the Contract has not violated, or is not in violation of Section 3 of the Military Selective Act (50 U.S.C. Appen. § 453), as amended, by not presenting and submitting to registration as required pursuant to such section.

**U. Employment Generating Activities Prohibited**

1. No funds available under WIOA shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, or similar activities.
2. No funds available under WIOA shall be used for foreign travel for employment generating activities, economic development activities, or similar activities. (WIOA Reg. 667.264(b))

**V. Rights**

CONTRACTOR shall comply with 29 CFR Section 97.36 (i) (8) which states, in part, that Agreements must contain languages pertaining to any patent rights that might be discovered under the Agreement. With respect to inventions made by CONTRACTOR in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, CONTRACTOR hereby grants to COUNTY and state a license as described in paragraphs 1 and 2 below of this section for devices or material incorporating, or made through the use of such inventions. If such inventions result from research work specifically included within the Agreement's scope of work, then CONTRACTOR agrees to assign to COUNTY and state, without additional compensation, all its right, title and interest in and to such inventions and to assist COUNTY and state in securing United States and foreign patent with respect thereto.

**Retained Rights/License Rights**

1. Except for intellectual Property made, conceived, derived from, or reduced to practice by CONTRACTOR or COUNTY and state and which result directly or indirectly from this Agreement, CONTRACTOR shall retain title to all of its Intellectual Property to the extent such Intellectual property is in existence prior to the effective date of this agreement. CONTRACTOR hereby grants to COUNTY and state, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of CONTRACTOR 'S Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless CONTRACTOR assigns all rights, title and interest in the Intellectual Property as set forth herein.
2. Nothing in this provision shall restrict, limit, or otherwise prevent CONTRACTOR from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that CONTRACTOR'S use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of COUNTY and state or third party, or result in a breach or default of any provisions required by COUNTY or state including the Intellectual Property Provisions specified in the WIOA subgrant agreement for the applicable program year incorporated herein by this reference as though set forth in full, or result in a breach of any provisions of law relating to confidentiality.

**W. Employment of Mechanics and/or Laborers**

CONTRACTOR, if employing mechanics or laborers, shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 – 3708) for Agreements in excess of \$100,000.

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

<b>Federal Award Identification Information (Applicable to Subaward)</b>		
i. Subrecipient Name (which must match the registered name in DUNS)	Managed Career Solutions, SPC	
ii. Subrecipient DUNS number	HLNDDL3DN5P1	
iii. Federal Award Identification Number (FAIN)	17.277	
iv. Federal Award Date	07/01/22	
v. Subaward Period of Performance	Start Date	07/01/22
	End Date	09/23/23
vi. Amount of Federal Funds Obligated by this action	\$ 1,468,353.00	
vii. Total Amt of Federal Funds Obligated to subrecipient	\$ 1,468,353.00	
viii. Total Amount of the Federal Award	\$ 2,500,000.00	
ix. Federal award project description*	CAREER NDWG Program Operator.	
x. Name of Federal awarding agency,	Department of Labor	
Pass through entity,	EDD/COUNTY OF SANTA BARBARA	
And contact information for awarding official		
xi. CFDA	Number	17.277
	Name	WIOA National Dislocated Worker Grant
xii. Is the award research and development?	No	
xiii. Indirect cost rate for the Federal award (including if the de minimus rate is charged per §200.414 Indirect (F&A) costs.	17%	

**Attachment 1  
WIOA Monthly Invoice and Detail Report**

**COUNTY OF SANTA BARBARA  
Department of Social Services - Fiscal Division  
WIOA MONTHLY INVOICE: ADULT/DISLOCATED WORKERS PROGRAM**

<b>Contractor:</b>	County: <u>                    </u> Invoice # <u>                    </u>
<b>Billing Address:</b>	Invoice Date: <u>                    </u>
<b>Contract Term (from/to):</b>	Invoice Period: <u>                    </u>
	Contract Number: <u>                    </u>

WIOA Program	Wages and Fringes	Other Operating	Direct Job Seeker Costs	Indirect Costs	Profit	Total
<b>Adult</b>						
Basic Career Services	-	-				-
Individualized Career Services	-	-				-
Career Services Follow-Up	-	-				-
Direct Training (ITA/OJT)			-			-
Other (Supportive Services, Misc)	-	-				-
<b>Total Adult Program</b>	-	-	-	-	-	-

Dislocated Worker	Wages and Fringes	Other Operating	Direct Job Seeker Costs	Indirect Costs	Profit	Total
<b>Dislocated Worker</b>						
Basic Career Services	-	-				-
Individualized Career Services	-	-				-
Career Services Follow-Up	-	-				-
Direct Training (ITA/OJT)			-			-
Other (Supportive Services, Misc)	-	-				-
<b>Total Dislocated Worker</b>	-	-	-	-	-	-
<b>Total Invoice Amount</b>	-	-	-	-	-	-

RESCARE of hereby attest that, to the best of our knowledge, we have fully complied with the terms and conditions in said contract plus appropriate federal and state regulations, the expenditures submitted herein comply with 48 CFR Support 31.2 "Cost Principles for For-Profits", we have documentation showing proper approval to expend, and, when applicable, we have obtained valid program participant acknowledgement of goods/services received.	<b>DSS USE ONLY</b>	
	Date	Date invoice received
	Date	Proper documentation attached
	Date	Invoice line items tie to docs attached
Prepared by	Costs are allowable per WIOA, Uniform Guidance, Contracts	
Authorized by	Adjustments to invoice:	
Questions? Please contact:		
		Adjusted Total - If applicable
		\$OK TO PAY

WIOA Representative Signature \_\_\_\_\_ Date \_\_\_\_\_





## Attachment 2 Key Terms and Definitions

This Attachment contains definitions to terms used in the Agreement.

1. **Basic Skills Deficient:**
  - A. Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
  - B. Enrolled in Adult Education/Literacy Program.
  - C. English, reading, writing, or computing skills at an 8.9 or below grade level.
  - D. Determined to be Limited English Skills proficient through staff-documented observations.
  - E. Other objective criteria determined to be appropriate by the COUNTY and documented in its required policy.
  
2. **CalJOBS:** The CalJOBS SM system is California's online resource to help customers and employers navigate the State's workforce services.
  
3. **Career Services:** There are three types of Career Services: Basic Career Services, Individualized Career Services; and Follow-up Services:
  - A. Basic Career Services: Basic Career Services must be made available to all individuals seeking employment and Training Services in at least one comprehensive American Job Center of California per local area. These services may be provided by both the Adult and Dislocated Worker programs, as well as by the employment Service. Basic Career Services must be made available and, at a minimum, must 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 (assistance identifying employment opportunities), career counseling - including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
      2. Services that connect the customers with employers, such as job fairs.
    - 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. Individualized Career Services: Individualized Career Services must be made available, on a one-on-one basis or in groups, in order for an individual to obtain or retain employment. A calendar of group activities or workshops must be available at the AJCCs or Community Access Points.

Individualized Career Services include the following:

- i. 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.
- ii. Development of an IEP 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.
- iii. Group career counseling.
- iv. Individual career counseling.
- v. Career planning.
- vi. 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.
- vii. Job readiness training which teach skills needed to be successful in the workplace. Training should provide customers 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).
- viii. Internships and work experience that are linked to in-demand industry sectors.
- ix. Workforce preparation activities, such as trainings or classes provided by local community colleges that prepare customers to obtain and retain employment. .
- x. Financial literacy services as defined in WIOA Section 129(b)(2)(D).
- xi. English language acquisition and integrated education and training programs.

C. Training Services:

- i. Occupational Skills Training/vocational training.
- ii. On-the-Job Training: training by an employer that is provided to a paid participant while engaged in productive work in a job that:
  1. Provides knowledge or skills essential to the full and adequate performance of the job;
  2. Provides wage reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the training; and
  3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
- iii. Incumbent Worker Training: See definition, Attachment 2, section 7.

- iv. Programs that combine workplace training with related instruction, which may include Cooperative Education that allows a customer to take their classroom knowledge and apply it to an on-site job.
- v. Training programs (classroom or on-the-job training) provided by the private sector.
- vi. Skill upgrading and retraining for customers already employed with a business needed to increase knowledge on a specific function.
- vii. Entrepreneurial Training: a series of training or workshops that provide the basics of starting and operating a small business.
- viii. Transitional jobs: Transitional Jobs are a type of work-experience local WDBs may provide under WIOA and are considered an Individualized Career Service. Transitional Jobs are time-limited and wage-paid work experiences that are fully subsidized. These jobs are in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment, including those who are chronically unemployed or have an inconsistent work history, which might be preventing the customer to obtain or retain employment. This service must be combined with career and supportive services, and the jobs must be designed to establish a work history for the participant, demonstrate success in the workplace, and develop skills that lead to entry into unsubsidized employment.
- ix. Job readiness training provided in combination with any of the services listed above. Training a participant receives in order to prepare them to seek, obtain, and retain employment. Training and/or instruction shall include the following:
  - 1. Preparing a resume or job application
  - 2. Preparing a cover and thank you letters
  - 3. Work-focused career exploration
  - 4. Training in interviewing skills
  - 5. Training in effective job seeking
  - 6. Instruction in workplace expectations
    - a. Behavior on the job
    - b. Getting along with co-workers/boss
    - c. Being reliable and on-time
    - d. Filling out paperwork (for example, completing time sheets)
  - 7. Appropriate work attire
- x. Adult education and literacy activities provided concurrently or in combination with any of the services listed above in section C i through vii. Adult education and literacy activities assists adults with developing the basic skills they need for employment such as English language proficiency (reading and writing), math, and basic problem-solving skills. Training shall also be provided to assist adults with obtaining a high school diploma or a general education diploma (GED).
- xi. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- xii. Training must meet the definition of a training service as provided in 20 CFR Section 680.420. A program of training services in one or more courses or classes, or a structured regimen that provides the training services and shall lead to one of the following:

1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state or the federal government, an associate or baccalaureate degree.
  2. A secondary school diploma or its equivalent.
  3. Employment.
  4. Measurable skill gains toward a credential described in (1) or (2) above, or employment.
- D. **Follow-up Services:** Contact with customers after exit from program to improve individual outcomes and program performance. Customers shall be contacted at least three times per quarter for one year after exit from program.
4. **Community Access Points:** Locations in underserved parts of the community, as designated by COUNTY, where Career Services and other resource are provided to target population.
5. **Employer of Record:** Acting as the employer for work-based learning Training Services. Examples of responsibilities include:
- A. On-Boarding Assistance
    - i. Serve as single point of contact for new hire paperwork.
    - ii. Provide streamlined and electronic tools/systems for recruitment/hiring (employment forms, orientation presentation, etc.).
    - iii. Maintain personnel records.
  - B. Employee Relation Issues
    - i. Respond to all day-to-day employee relations issues and participant/supervisor inquiries regarding Policies and Procedures.
    - ii. Provide coaching, guidance, and legal assistance with employee relations issues.
    - iii. Initiate communication with participant to address and resolve issues.
  - C. Payroll Services
    - i. Responsible for maintaining human resource information system and records, and processing new hires, salary increases, promotions, transfers and terminations for the Project.
    - ii. Generate and provide reports on the number of hours worked by customers.
    - iii. Provide training/guidance on payroll system to customers and worksite supervisors.
    - iv. Tax documentation and information.
    - v. Reporting and tracking under the Affordable Care Act (ACA).
    - vi. Timely and accurate payment of all taxes to respective agencies.
    - vii. Issuance of all payroll checks.
  - D. Leave Management
    - i. Serve as single point of contact for administrative and medical leaves of absence.
    - ii. Generate paperwork, track time out of the office, facilitate/manage communication between the participant and supervisor.
    - iii. Serve as the liaison between individual and EDD for State Disability Insurance (SDI) and Paid Family Leave (PFL) insurance/payments.
  - E. Workers Compensation Claims

- i. Serve as single point of contact for workers' compensation claims.
  - ii. Generate paperwork, track time out of the office, facilitate communication between the individual and supervisor.
  - iii. Serve as the liaison between individual and insurance carrier for workers' compensation insurance/payments.
- F. Unemployment
  - i. Serve as single point of contact for unemployment claims.
  - ii. Generate paperwork.
  - iii. Serve as the liaison between individual and EDD for unemployment payments.
- 6. **Entrepreneurial Training:** Entrepreneurial skills training (Entrepreneurial Training) provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship and include, but are not limited to, the ability to:
  - A. Take initiative;
  - B. Creatively seek out and identify business opportunities;
  - C. Develop budgets and forecast resource needs;
  - D. Understand various options for acquiring capital and the trade-offs associated with each option; and
  - E. Communicate effectively and market oneself and one's ideas.
- 7. **Incumbent Worker Training:** Incumbent Worker Training (IWT) under WIOA provides both workers and employers with the opportunity to build and maintain a quality workforce and increase both customers' and companies' competitiveness. It is a type of work-based training and up-skilling designed to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company, or to acquire the skills necessary to avert a layoff. IWT is responsive to the special requirements of an employer or a group of employers in partnership with other entities for the purposes of delivering training to:
  - A. Help avert potential layoffs of employees; or
  - B. Increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.
- 8. **Individual Employment Plan (IEP):** a tool for engaging customers in individualized career services and case management. An IEP should reflect the unique goals and needs of an individual customer. The IEP is an Individualized Career Service that is developed jointly by the customer and staff when determined appropriate. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the customer to achieve the employment goals.
- 9. **Low-Income Individual:** An individual who:
  - A. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
  - B. is in a family with total family income that does not exceed the higher of:
    - i. the poverty line; or
    - ii. 70 percent of the lower living standard income level;

- C. is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2));
- D. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- E. Is a foster child on behalf of whom State or local government payments are made; or
- F. Is an individual with a disability whose own income meets the low-income requirement, but who is a member of a family whose income does not meet this requirement.

10. **Occupational Skills Training:** Organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Occupational Skills Training shall:

- A. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy for the youth;
- B. Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- C. Lead to the attainment of a recognized postsecondary credential.

11. **Paid Work Experience:** a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development.

12. **Performance Measures:**

- A. **Employment, Education, or Training:** The percentage of customers who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
- B. **Retention:** The percentage of program customers who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
- C. **Earnings:** The median earnings of program customers who are in unsubsidized employment during the second quarter after exit from the program.
- D. **Certificate Attainment:** The percentage of program customers who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.
- E. **Measurable Skills Gain:** The percentage of customers 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.

13. **Policies and Procedures:** Policies that communicate the connection between the organization’s vision and values and its day-to-day operations. A procedure explains a specific action plan for carrying out a policy. Procedures tells employees how to deal with a situation and when.

14. **Santa Barbara County Regions (North/South):**

The chart below illustrates the cities within each part of the region within Santa Barbara County. For the purpose of the Agreement, the COUNTY is divided into North and South.

	<b>North</b>	<b>South</b>
Casmalia, Guadalupe, Orcutt, Santa Maria	Buellton, Cuyama, Lompoc, Los Alamos, Mission Hills, Santa Ynez, Solvang, Vandenberg, Vandenberg Village	Carpinteria, Goleta, Isla Vista, Mission Canyon, Montecito, Santa Barbara, Summerland, Toro Canyon

15. **Service Delivery Model:** Outlines the service to be provided under the model, as well as the infrastructure and the management model needed to operate and maintain the infrastructure in order to provide the service.
16. **Supportive Services:** Services necessary to enable a WIOA program participant to participate in activities authorized under WIOA. Examples include:
- A. Child care and dependent care for dependents of participant;
  - B. Clothing adequate to allow participant to wear appropriate work attire while participating in WIOA activities and during job interviews;
  - C. Housing assistance, including assistance paying for rent.
  - D. Transportation for commuting to and from WIOA activities such as public transportation fare, carpool arrangement or gas for personal auto;
  - E. Department of Motor Vehicle’s fees for Driver License or California ID required for employment or education related activities.
  - F. Other, including, but not limited to: uniforms or work-related tools, eye glasses and protective eye gear which may be needed for participating in WIOA activities and/or employment, materials for individuals with disabilities, meals, and needs related payments.
17. **The Nondiscrimination and Equal Opportunity:** Provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibit discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including Limited English Proficiency (LEP)); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and customers only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.
18. **Transitional jobs:** Transitional Jobs are a type of work-experience local WDBs may provide under WIOA and are considered an Individualized Career Service. Transitional Jobs are time-limited and wage-paid work experiences that are subsidized up to 100 percent. These jobs are in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. This service must be combined with career and supportive services, and the jobs must be designed to establish a work history for the participant, demonstrate success in the workplace, and develop skills that lead to entry into unsubsidized employment.