

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

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

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

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

1. DESIGNATED REPRESENTATIVE

Raymond L. McDonald at phone number (805) 884-6830 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Laura Kistner at phone number (805) 988-1616 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

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

To COUNTY: Ray McDonald, Executive Director, Workforce Development Board
130 E. Ortega Street, Santa Barbara, CA 93110. FAX: (805) 884-6811
R.McDonald@sbcsocialserv.org

To CONTRACTOR: Laura Kistner, Director of Workforce Services, Goodwill Industries of Santa Barbara
and Ventura Counties, Inc.
130 Lombard Street, Oxnard, CA, 93030. FAX: (805) 988-1626

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 **February 1, 2019** and end performance upon completion, but no later than **December 31, 2019** 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 four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

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

15. INDEMNIFICATION AND INSURANCE

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

16. NONDISCRIMINATION

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

17. NONEXCLUSIVE AGREEMENT

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

18. NON-ASSIGNMENT

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

19. TERMINATION

A. By COUNTY. COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.

1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing

unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.

2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. 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:

(i) 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.

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

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

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

35. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

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

36. MANDATORY DISCLOSURE

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

37. 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.

38. GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

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

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

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

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: _____
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: _____
STEVE LAVAGNINO, CHAIR
BOARD OF SUPERVISORS

Date: _____

RECOMMENDED FOR APPROVAL:

Department of Social Services

By: _____
Department Head

CONTRACTOR:

Goodwill Industries of Santa Barbara and
Ventura Counties

By: _____
Authorized Representative

Name: Laura Kistner

Title: Director of Workforce Services

APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

By: _____
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Shaffer , CPA
Auditor-Controller

By: _____
Deputy

APPROVED AS TO FORM:

Risk Management

By: _____
Risk Management

EXHIBIT A

STATEMENT OF WORK

I. BACKGROUND

On October 26, 2018, the Santa Barbara County Workforce Development Board (WDB) approved the one-time funding in order to implement the Transitional Jobs Program (TJP). The purpose of this project is to provide transitional jobs to homeless individuals and military veterans adults residing in Santa Barbara County, in order to gain job skills necessary to obtain full-time employment while also addressing a community need. TJP consists of job readiness services, supportive services, work experience and placement and follow-up services.

II. DEFINITIONS

- Participant – an individual adult who is homeless or military veteran residing in Santa Barbara County and determined to be eligible to participate in the TJP and who receives one or more WIOA-funded service(s).
- Employment - an individual employed with wage records (in the calendar quarter of measurement) showing earnings greater than zero.
- Work Experience –It is a planned, structured learning experience that takes place in a workplace and provides Participants with opportunities for career exploration and skill development. A Work Experience may take place in the private for-profit section, the non-profit sector, or the public sector.
- Postsecondary education/training - The provision of a formal instructional program whose curriculum is designed primarily for students who have completed high school or a GED. This includes programs whose purpose is academic, vocational, continuing professional education, and excludes vocational and adult basic education programs.
- Work Experience Site - a business or organization in the Business Support Industry Sector Services and Healthcare Industry Sectors, acting as the Work Experience Site where the Participant is performing work functions.
- Business Support Services Industry Sector - This industry group comprises of establishments engaged in performing activities that are ongoing routine business support functions that businesses and organizations traditionally do for themselves. Business Services involve any management, consulting, employment, administrative, advertisement, accounting, legal, marketing, design, building and faculty support services.
- Healthcare Industry Sector – This industry group comprises of services related to the diagnosis, treatment, and prevention of disease, illness, injury, and other physical or mental impairments. The cluster covers all practitioners in medicine, chiropractic, dentistry, nursing, pharmaceutical care, etc.
- On-boarding - the process of completing “new employee” documentation (tax forms, right to work verification documentation, etc.).

- Off-boarding - the process of separating Participants from Work Experience by ensuring last timecards get processed and payment is issued after separation.
- Follow-up and Retention Services - CONTRACTOR regularly checks that Participant is successful in employment and/or postsecondary education/training. Follow-up Services may include regular contact with a Participant's Work Experience Site, including assistance in addressing work-related problems that arise. Follow-up Services facilitate youth development and retention in employment, education placements, and provide for the tracking and data collection required to measure performance.

III. DUTIES AND RESPONSIBILITIES:

A. CONTRACTOR shall provide:

i. Program Coordination, Recruitment and Case Management

1. Coordinate and deliver TJP services and ensure Participant is provided with all TJP services (job readiness services, supportive services, Work Experience, and job placement and follow-up services).
2. Recruit eligible Participants.
 - a. Participants are required to be eligible for Workforce Innovation and Opportunity Act (WIOA) adult/dislocated worker services.
3. Enroll and case manage eligible Participants utilizing the CalJOBS information system and in accordance WIOA rules and regulations.
4. Maintain personnel records of Participants.

ii. Job Readiness Services

1. Provide job readiness training to each Participant. Job readiness services shall include:
 - 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. Resume development, which shall include updating or targeting resume for specific positions.
 - d. Hands-on guidance drafting a cover letter.
 - e. Assistance in completing a job application.
 - f. Other necessary job readiness related topics.

iii. Supportive Services

1. Provide Participants, those reasonable and necessary supportive services as deemed necessary and in accordance with Exhibit E – Supportive Services Policy and Procedures, which is attached hereto and incorporated by reference. The \$420 supportive services payment cap in Exhibit B shall supersede the \$1,000 supportive services payment cap in Exhibit E. Supportive services may include:
 - a. Transportation assistance in the form of bus passes or gas cards.
 - b. Clothing for interview such as undershirts, pants, dress shirts, coats, ties, shoes.
 - c. Work attire which shall include work attire necessary to perform the work under the TJP and not covered by Work Experience Site (e.g. work shoes, aprons, jeans, uniforms).

- d. Tools necessary to perform the work under TJP and not covered by Work Experience Site (e.g. stethoscopes for Participant working in a medical office).

iv. Work Experience Coordination

1. Responsible for coordination of Work Experience including:
 - a. Recruit businesses for Work Experience Sites.
 - b. Obtain signed Work Experience Site agreement from each business before Participant begins Work Experience.
 - c. Obtain Participants agreements from each Participant before Participant begins Work Experience.
 - d. Screen Work Experience Sites and Participants to ensure successful placement by evaluating Work Experience Sites and their needs and place Participants at Work Experience Sites based on Participants' interests and skills.
 - e. Prepare and coach Participants for Work Experience.
 - f. Follow-up with Work Experience Site once every two weeks once Participants are placed to ensure successful Work Experience placement, and ensure Participants are performing satisfactorily.
2. Coordinate timecard collection and approval from Work Experience Sites and provide timecards to COUNTY for review and approval every two weeks.
3. In coordination with Career Catalyst services provider, coordinate and perform on and off-boarding of Participants.
4. Provide Participant with supervision and coaching in accordance with the Work Experience Site request and job description.
5. Promptly notify Career Catalyst Services provider and COUNTY of any injury suffered by Participant and/or Workers' Compensation Claims during the Participant's employment at Work Experience Site.
6. Promptly notify Career Catalyst Services provider and COUNTY of any claims of harassment, discrimination, and/or claims of any violation of law governing the Participant's employment, including allegations or reports of any irregularities or discrepancies at or by either Work Experience Site or Participant.
7. Certify that Participant shall not operate any motor vehicle at any time as part of his/her work/training activities.
8. Certify that all Work Experience Sites shall provide a drug-free workplace, required by the California Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.).

v. Placement and Follow-up

1. Place Participants in postsecondary education/training or employment appropriate to their skill set and career goals.
 - a. Employment placement
 - i. Employment placement shall not be subsidized by any governmental program or any other source (Unsubsidized Employment). Placement services shall be available to the Participant within the first six months of the Agreement.
 - ii. Services to place Participants in Unsubsidized Employment shall include:
 1. Provide job readiness services, which shall include: providing hands-on guidance drafting a cover letter, filling

- out a job application, and updating or targeting resume for position.
 - 2. Provide job search assistance, which shall include providing hands-on help finding appropriate position openings and assisting Participants with employment applications.
 - 3. 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.
 - b. Postsecondary education/training placement shall be available to the Participant within six months of the Agreement. Services to place Participants in postsecondary education/training shall include the following:
 - i. Provide Participants career awareness and connections to year-round employment and career exploration opportunities including:
 - 1. Apprenticeship and pre-apprenticeship guidance.
 - 2. Postsecondary education and training opportunities.
 - 3. Labor market information and career pathways information.
 - 4. Career pathways on-ramp connection.
 - ii. Provide hands-on guidance with enrollment in postsecondary education including assistance with financial aid applications and college/program applications, scheduling appointments with admission counselor and selecting classes.
 - c. Postsecondary education/training placement, in accordance with Participant's goals and objectives, shall be in:
 - i. a state-recognized postsecondary institution or an occupational skills training program; or
 - ii. a qualified apprenticeship program that is approved and recorded by the Employment Training Administration Bureau of Apprenticeship and Training or by a recognized state apprenticeship agency or council; or
 - iii. advanced training/occupational skills training defined as an 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.
- vi. CONTRACTOR shall provide Follow-up and Retention Services for Participant placed in Unsubsidized Employment for 12 months after the Participant has exited from the program. CONTRACTOR shall not be additionally compensated for Follow-up and Retention Services occurring after expiration of this Agreement. Frequency of follow-up services shall be conducted as necessary to ensure performance measures are met, at least two Follow-up services for each Participant per quarter.
- vii. CONTRACTOR shall not be additionally compensated for re-placement of Participant in Unsubsidized Employment or postsecondary/training placement. Only one placement fee shall be paid per Participant.

- viii. CONTRACTOR shall perform all placement services within the first six months of this Agreement. CONTRACTOR shall not be additionally compensated for placement services after six months from the date of this Agreement.

B. COUNTY shall:

- i. Conduct weekly check-ins and monthly meetings with CONTRACTOR;
- ii. Serve as the intermediary between Career Catalyst Services provider and CONTRACTOR, in the provision of Career Catalyst Services; and
- iii. Provide technical assistance and guidance in regards to WIOA rules and regulations and CalJOBS to CONTRACTOR.

IV. REPORTING REQUIREMENTS

CONTRACTOR shall provide monthly reports by the 15th of the month to begin March 2019 to COUNTY assigned Department Business Specialist, corresponding to Fiscal Year Quarters. The monthly reports shall detail activities by CONTRACTOR, including:

- Program Coordination
 - List of Participants enrolled with breakdown of adult Participants.
- Job Readiness Services
 - Sign-in sheets for job readiness activities completed by Participants.
- Supportive Services
 - Report identifying Participant names receiving supportive services, supportive service type, and dollar amount provided to Participants for supportive services.
- Work Experience Coordination
 - Work Experience Sites located and secured.
 - Name of Participants placed in Work Experience, along with name of Work Experience Site and Work Experience contact information.
 - Evaluations of how the Participants are performing at Work Experience Site.
- Placement and Follow-up
 - Identify Participants exited from TJP. The exit process shall be completed in CalJOBS.
 - Identify placement and other Follow-up Services provided by CONTRACTOR.

V. PERFORMANCE MEASURES

- A. CONTRACTOR shall enroll 22 Participants – military veteran or homeless over the term of the Agreement and provide the following services:
 - Program Coordination, Recruitment and Case Management
 - Job Readiness Services
 - Supportive Services
 - Work Experience Coordination
 - Placement and Follow-up
- B. Meet WIOA/State negotiated performance measures:

	Employed 2nd Quarter	Employed 4th Quarter	Median Earning	Credential Attainment	Measurable Skills Gain (MSG)
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Goodwill Industries of Santa Barbara & Ventura for Transitional Jobs Program - Adults

Adult	64%	60.5%	\$5,600	53%	37%
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- C. CONTRACTOR shall work together with the COUNTY, WDB, Participants, and Work Experience Sites, to ensure Participants are provided the necessary tools that facilitate the learning experience during participation in the TJP.

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EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ **29,480** for the period of February 1, 2019 through December 31, 2019.
- B. For each program element, CONTRACTOR shall be reimbursed as follows during the period of performance. (One program element charge for each Participant, excluding Supportive Services Processing Fee**):

Program elements and associated cost:

Element	Cost per Participant	Number of Participants	Total
Program Coordination	\$350	22	\$7,700
Job Readiness	\$100	22	\$2,200
Supportive Services*	\$420	22	\$9,240
Supportive Services Processing Fee**	\$30	22	\$660
Work Experience Coordination	\$240	22	\$5,280
Placement, Follow-up and Retention***	\$200	22	\$4,400
		Not-to-Exceed Grand Total (Maximum Agreement Amount)	\$29,480

*Each Participant is allowed up to \$420 of support services

**\$10 processing fee per Participant. For a maximum of three (3) processing fees per Participant.

***Only one fee per Participant, regardless if a Participant is placed at different Work Experience Site or postsecondary education/training.

- C. Monthly by the 30th, 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 REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory 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.
- D. 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.

- E. Tracking of Expenses: CONTRACTOR shall inform COUNTY when seventy-five percent (75%) of Maximum Agreement Amount has been incurred based upon CONTRACTOR'S own billing records. CONTRACTOR shall send such notice to those persons and addresses which are set forth in the Agreement, Section 2 (NOTICES).

- F. 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. Except to the extent that the State and/or the COUNTY determines it will assume liability, CONTRACTOR shall be liable for and shall repay, to the COUNTY, any amount for recoupment of audit exceptions and disallowances of disallowed costs. Such repayment shall be from funds other than those received under this Agreement.

EXHIBIT C
Indemnification and Insurance Requirements
(For Service Contracts Not Requiring Professional Liability Insurance)

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, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

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

B. Other Insurance Provisions

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

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment

furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **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

1. COMPLIANCE

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

- a. The provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014; the Office of Management and Budget (OMB) Uniform Administrative Requirements, Allowable Costs, Cost Principles, and Audit Requirements for Federal Awards, Final Rule at 2 Code of Federal Regulations (CFR), Chapter I and Chapter II, Part 200, et al (hereafter referred to as Uniform Guidance 2 CFR Part 200); and the Department of Labor's (DOL) exceptions at 2 CFR Chapter II, Part 2900, et al. (hereafter referred to as DOL Exceptions 2 CFR Part 2900); 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 the 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 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 a 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 the CONTRACTOR's drug-free policy statement; and
 - ii. Agree to abide by the terms of the CONTRACTOR's drug-free policy statement as a condition of employment on the Agreement.
- i. **Child Support Compliance Act:** In accordance with the Child Support Compliance Act, CONTRACTOR recognizes and acknowledges: The importance of child and family support obligations and shall fully comply with the applicable State and Federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge CONTRACTOR is fully complying with the earnings assignment orders of all CONTRACTOR's employees and is providing the names of all new CONTRACTOR's employees to the New Employee Registry maintained by the State of California Employment Development Department (EDD).

- j. **Debarment and Suspension Certification:** By signing this Agreement, CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that CONTRACTOR will comply with regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I, and that CONTRACTOR, to the best of its knowledge and belief, certifies that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2) Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract. Nor shall CONTRACTOR have, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - 3) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State or local), with commission of any of the offenses enumerated in Section 2 of this Debarment and Suspension Certification.
 - 4) Have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default. Where CONTRACTOR is unable to certify to any of the statements in this Debarment and Suspension Certification, it shall attach an explanation to this Agreement.
- k. **Lobbying Certification:** By signing this AGREEMENT CONTRACTOR hereby assures and certifies to compliance with the lobbying restrictions which are codified in the DOL regulations at Uniform Guidance 2 CFR Part 200 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 subrecipients shall certify and disclose accordingly.
 - 4) This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who

fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

- l. Priority Hiring Considerations:** If this AGREEMENT includes services in excess of \$200,000, CONTRACTOR shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with Public Contract Code §10353.
- m. Sweatfree Code of Conduct:** All CONTRACTORS that contract for the procurement or laundering of apparel, garments, or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the State pursuant to the contract have been laundered or produced, in whole or in part, by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. CONTRACTOR further declares under penalty of perjury that it will adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108. CONTRACTOR agrees to cooperate fully in providing reasonable access to CONTRACTOR's records, documents, agents or employees, or premises if reasonably required by authorized officials of the WDB, State of California EDD, the Department of Industrial Relations, or the Department of Justice to determine CONTRACTOR's compliance with the requirements of the Sweatfree Code of Conduct.
- n. Unenforceable Provision:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected hereby.
- o. Non-discrimination Clause / Affirmative Action / Equal Employment Opportunity:**

 - 1) 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.

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

 - i. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity;
 - ii. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

- iv. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - v. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- b. 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.
- c. This CONTRACTOR shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
- 2) 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.
- 3) 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)
- 4) 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).
- 5) 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.
- 6) 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. Participants will be notified in writing, upon enrollment into employment or training, of the WIOA complaint procedures including notification of their right to file a complaint and instructions on how to do so. Complaint procedures include: (1) the right to file a complaint, (2) the opportunity to resolve complaints informally, (3) written notice of hearings, and (4) a final decision within sixty (60) days of the date of filing.
- 7) 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"

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

- p. **Salary and Bonus Limitations:** In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, including funds expended pursuant to this Agreement, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to CONTRACTORS providing goods and services as defined in Uniform Guidance 2 CFR Part 200 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.

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

- q. **Federal Funding Accountability and Transparency Act (FFATA):** As required by FFATA, recipients of Federal awards are required to report sub-award and executive compensation information. By signing this Agreement, CONTRACTOR hereby assures and certifies to comply with the provisions of FFATA, which includes requirements referenced in Uniform Guidance 2 CFR Part 200 and DOL Exceptions 2 CFR Part 2900.
- r. **Air or Water Pollution Violation:** Under State laws, CONTRACTOR shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to any cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of Federal law relating to air or water pollution.
- s. **Clean Air Act and Federal Water Pollution Control Act:** All Agreements between the COUNTY and CONTRACTOR of Agreements in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

EXHIBIT E



SUPPORTIVE SERVICES POLICY AND PROCEDURES

1. STATEMENT OF PURPOSE

These policies and procedures are intended to:

- Provide guidelines and requirements when administering supportive services to customers;
- Provide a streamlined process for approval;
- Ensure accurate and timely tracking of expenditures; and
- Ensure that similarly situated customers receive comparable supportive services.

2. WORKFORCE DEVELOPMENT BOARD POLICY

It is the policy of the Santa Barbara County Workforce Development Board (WDB) to provide supportive services to customers that are appropriately matched to the customers' needs. Supportive Service needs should be identified as early as possible in the assessment process. As soon as the needs are identified and a decision made to enroll the participant, the Supportive Services Authorization form should be prepared. In completing the form, estimate the total anticipated needs for the duration of training. A separate form is not necessary for each supportive service item.

Adult Service Providers shall follow the standard framework of procedures outlined in this policy. These guidelines shall be followed to the fullest extent possible and are applicable across all WIOA Adult grants and programs. Note: WDB's non-WIOA funded special grant programs may have their own supportive services policies and procedures.

Supportive services may only be used for the following items:

- Food
- Licensing/certification fees
- Text books
- Tools
- Transportation (bus passes/gas cards)
- Work Clothing
- Fees for Driver's License or Government-issued Identification

Gift cards, bus passes and checks made out to vendors are the *only* allowable forms of disbursement. Service providers will be reimbursed for gift cards, bus passes and vendor checks *after* the supportive services have been distributed to the customer. Service providers must log all inventory of purchased supportive services items and track what has been distributed to the customer. WDB will not reimburse service providers for any unused inventory.

These logs are subject to monitoring and file review. Failure to comply with this requirement will result in corrective action and/or disallowed costs.

In addition, WIOA-funded supportive services may only be provided to WIOA-enrolled customers.

Supportive services are designed to assist customers who are:

- Actively participating in approved training, job search, or employment retention services and have not yet exited;
- Unable to obtain such supportive services through other programs providing similar services; and,
- Determined to be in need of supportive services based on an assessment that is consistent with, and documented as a barrier on the customer's Individual Employment Plan (IEP).

3. LIMITATIONS

The WIOA program is not an entitlement program. The needs of each customer shall be determined based on an individual assessment and documented in the IEP. The WDB may establish limits on the provision of supportive services, including the maximum amount of funding available to customers.

4. SERVICE PROVIDER RESPONSIBILITIES

Service providers shall accept unconditional fiduciary responsibility for issuing federal funds on behalf of WDB as specified in this policy. Service providers shall establish and utilize appropriate checks and balances necessary to guarantee the integrity of the supportive services funding. Service providers shall ensure systems are in place for the review, approval, and payment of supportive services pursuant to current WIOA, State regulations, and local WDB directives, policies and procedures.

Expenditures shall be tracked in the CalJOBS system and this information shall be kept by means of a hardcopy customer file. All supportive services payments and collection of back-up documentation (i.e. receipts, mileage logs) will be the sole responsibility of the service provider. In the event the service provider desires to create forms to enhance the flow of supportive services, WDB's program specialist must first approve the forms. Upon approval, the service provider shall train their staff and WDB on any new forms and/or procedures.

Further responsibilities include:

A. Supportive Services Delivery

Supportive services shall be made available based on the IEP.

B. Approval/Denial of Supportive Services Requests

Service providers can approve or deny services based upon the criteria set forth in this policy. The service provider shall provide a copy of the Supportive Services Form with the notation that the service request be denied to the customer; the original form will be kept in the customer's hardcopy file. The denial shall also be documented in a customer's CalJOBS case note.

C. Utilization of Non-WIOA Alternative Resources

WIOA funded supportive services will *only* be issued when all other non-WIOA funded resources have been exhausted or if untimely delivery of other services would create a hardship

for the customer. Service provider shall identify and refer customers to other community-based organizations and or resources as the first step. Documentation of referrals must be maintained in the customer's hard file and recorded in a CalJOBS case note.

D. Customer Tracking System

Service Provider will ensure a hardcopy file is maintained for each customer that receives WIOA-funded supportive services. The file shall contain, at a minimum, the following documents:

- Supportive Services Form;
- Customer/Mileage Travel Log signed by customer (if applicable); and
- Documentation of IEP that stipulates the actual need for support services and documentation verifying the utilization of Supportive Services such as receipts.

E. CalJOBS System

Service Provider shall ensure that a case note regarding the type of support services received and the customer's remaining balance of supportive services are entered into CalJOBS within five working days from the service date.

F. Service Provider Records Review

Service Provider shall ensure that records of supportive services provided to customers as well as the financial records pertaining to supportive services payments are made available for review by local, state and federal monitors. All financial records must meet financial management standards that are consistent with Generally Accepted Accounting Principles (GAAP).

- A comparison of actual expenditures with budgeted amounts of each funding stream;
- Support for accounting records to ensure proper charging of costs and cost allocation;
- Tracking of expenditure levels of each funding source to establish that funds have not been used in violation of the applicable restrictions on the use of funds; and,
- Service Provider records must be maintained in accordance with record retention requirements so that WDB staff and/or monitors are able to verify accuracy, appropriateness and timeliness of record keeping by the service provider.

Note: Effective control of and accountability over all funds, properties, and other assets related to the purchase, storing and the distribution of supportive services must be included in the service providers policies and procedures as required under 2 CFR 200.303 Administrative Requirements for Grants and Agreements.

G. Monthly Outstanding Receipts Report

Service Provider shall keep a "Monthly Outstanding Receipts Report" by funding source, and grant with the following information:

- Name of the customer;
- Customer's case number;
- Date of service(s) listed separately;
- Amount of the outstanding receipt(s); and
- Receipt(s) due date(s).
- Documentation that a Missing Receipt Letter has been issued to customer. Service providers must mail a missing receipt letter once a customer exceeds the 30-day timeframe; and
- Document in case note that no further supportive services will be provided until receipts are rendered.

Note: Failure to comply with the requirement of missing receipts letter will result in the service provider being placed on corrective action and/or incur disallowed costs.

H. Supportive Services Funding Cap

The service provider shall ensure that the total supportive services expenditures for each customer do not exceed the maximum allowable amount of \$1,000.

5. SUPPORTIVE SERVICES PROCESS

Before granting supportive services to a customer, the following must be adhered to:

- Assist customer in identifying non-WIOA resources; if alternative resources are not available, refer customer for supportive services. This activity must be documented in a CalJOBS case note and a copy of referrals kept in customer's file;
- IEP demonstrates the need for supportive services request as a barrier to employment;
- If the customer has previously received supportive services and is returning for additional services, ensure all receipts have been returned and validated;
- Upon completion of the above requirements a referral for supportive services may be approved and documented in a CalJOBS case note using activity code 212;
- Complete the supportive services Form;
- Document services in CalJOBS using activity code 181 for Transportation Assistance, when supportive services have been delivered;
- Document services in CalJOBS using activity code 185 for Other, when supportive services have been delivered;
- Document services in CalJOBS using activity code 187 for Job Search Allowance, when supportive services have been delivered;
- Document services in CalJOBS using activity code 188 for Tools/Clothing, when supportive services have been delivered;
- The case note must include at minimum: the cost of the service, service provided, non-WIOA resources identified and the outcome, grant funds used to pay for services, and the total to date the customer has received in supportive services assistance; and
- Document in-kind supportive services provided to customer in CalJOBS as necessary.

6. DOCUMENTATION AND RECEIPT REQUIREMENTS

Supporting documentation, for purposes of this policy, refers to the appropriate and necessary verification needed to substantiate the need to provide supportive services to customers before a service is provided. Additionally, receipts must contain enough information so that a monitor or auditor can determine the validity of the receipts. At a minimum, a receipt shall contain:

- Name, address, and telephone number of the company or service provider;
- Date of service or services;
- What was purchased or what service was provided; and
- Amount of the service.

Original receipts are required for each supportive services provided. **Failure to return appropriate documentation and/or receipts shall result in suspension of supportive services to the customer until such receipts and/or documentation is provided. Receipts are also referenced in Section VII in each supportive services category.**

In the event that a previously enrolled and returning customer failed to provide receipts, the program manager shall have the authority to determine whether to allow the provision of supportive services.

If the customer fails to return receipts within thirty days after supportive services are provided the service provider must:

- Inform the customer requesting the receipts that no further supportive services will be provided until the receipts are received in full and verified to substantiate supportive services.
- Notify the program manager of the outstanding receipts; document in CalJOBS that no further supportive services will be processed for the customer until the receipts are collected.
- Send a follow-up letter within one week after the due date specified on the supportive services form to the customer requesting the receipts and notifying the customer that no further supportive services will be provided until receipts are received. A copy of this letter must be in the customer's file.

7. AVAILABLE SUPPORTIVE SERVICES

A. Transportation Assistance

When selecting the type of transportation method (i.e., gas card or bus pass) the service provider must determine the first and most reasonable means of getting to and from the WIOA activity or non-WIOA funded training. In addition, due to the nature of the service, customers may receive on-going supportive services for a maximum period of three months without having to meet with the Service Provider. However, it will be the responsibility of the service provider to ensure customer continues to be eligible for the supportive services and that such service is required for the subsequent months, and documented in a CalJOBS case note.

(i) Supporting Documentation:

- An Internet-based program (such as MapQuest) shall be used to determine and/or estimate the miles the customer will travel to and from the WIOA-supported activity(ies) or non-WIOA-funded training. A hard copy of this information shall be placed in the customer's file;
- For those customers who are enrolled in training and/or have been placed but not yet exited, the calculation to determine the "actual amount of cumulative customer travel incurred that is directly related to the WIOA supported activity(ies) or non-WIOA-funded training" shall be as follows: Number of miles to and from the WIOA-supported activity(ies) or non-WIOA funded training, multiplied by the number of days of the week attending, multiplied by the prevailing amount per mile allowed by the IRS.
- For those customers who are in job search, the calculation to determine the "actual amount of cumulative customer travel incurred that is directly related to the WIOA-supported activity(ies)" shall be as follows: Number of miles to and from home to the service provider and/or job search/interviews, multiplied by the number of estimated days of the week this will occur, multiplied by the prevailing amount per mile allowed by the IRS.

Note: Service provider shall provide the customer the current IRS amount per mile.

(ii) Receipts:

- Copies of the gasoline card receipt or bus pass receipt with the customer's signature and the date received.
- Customers receiving transportation assistance via a gasoline card shall complete a Customer Mileage/Travel Log in order to document the trips and miles traveled to and from the WIOA-supported activities or non-WIOA-funded training during the month the assistance was issued.
- Service provider must collect the completed Customer Mileage/Travel Log (and calculate the mileage traveled by the customer to ensure the actual amount of cumulative customer travel incurred equates to the amount of assistance provided. In the event that the dollar amount that is calculated in the customer's Mileage/Travel Log is less than the amount of assistance provided, the customer will be ineligible to receive any additional monies within this category.

B. Career Wardrobe, Tools, and Equipment

Supportive services assistance will only be used in situations where a customer is in need of specific clothing items, tools, or equipment required by employers, training providers, or required for job interviews.

(i) Supporting documentation:

- The customer must submit a list of specific items and costs needed to participate in the WIOA activity or new employment position; and,
- Verification that the clothing, tools, or equipment are a requirement for training, or employment (such as a letter or brochure from the school, employer, or written acknowledgement from the service provider's staff).

(ii) Receipts:

- A copy of the gift card with the customer's signature and the date received; and
- Itemized receipt with the costs from the company or store where the clothing, tools, or equipment was purchased.

C. Food

The supportive services provider will be responsible for maintaining food cards, food vouchers and a food pantry or partnership with food pantries for customers requiring assistance with food. Supportive Services may not be used for the purchase of alcohol or tobacco. Customers in violation of this policy must be suspended from AJCC services.

(i) Receipts:

- A copy of the food card(s) provided with the Customer's signature and date of receipt; and
- Original receipt(s) from the food card (s) store totaling the amount..

D. License/Certification Fees

License/Certification fees are allowable only when the expense directly relates to a condition of employment, training and/or for the purpose of interviewing for an employment position.

(i) Supporting documentation:

- Customer must submit a list of specific tests or exams and associated costs; and,
- Verification that the testing or exam is needed to participate in the WIOA activity, non-

WIOA-funded training, or employment position.

(ii) Receipts:

- A copy of the check made out to the licensing/certifying agency with the customer's signature and the date received; and,
- Receipt from the licensing/certifying agency totaling the costs of the exam or license; and,
- A copy of the license or certificate.

E. Text Books

Supportive services assistance for textbooks will only be used when the customer is enrolled in an approved training activity and are in need of a specific text book required to successfully complete the training activity.

(i) Supporting documentation:

- Customer must submit a syllabus and list specifying text book(s), and associated costs required to complete approved training activity.

(ii) Receipts:

- A copy of the gift card with the customer's signature and the date received; and,
- Itemized receipt with the costs from the company or store where the text book(s) was purchased

ITEM	ELIGIBILITY	AMOUNT	PROCEDURES/FORMS
Clothing, protective gear, uniforms, work-related boots & shoes	All customers	\$200.00	Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form (Exhibit 6).
Basic occupation-specific tools necessary for employment	All customers entering employment	\$300.00	Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form.
Transportation	Classroom Training customers and Work Experience participants for duration of training OJT customers for up to four weeks	\$3.00/day local \$5.00/day out-of-area	Enter need and justification on IEP. Complete Supportive Services Authorization form. Prepare Single Payment Claim form for up to one month's payment.
Transportation to training site (lodging situation)	Classroom Training customers in lodging situation	\$0.30/mile for one round trip	Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form.
Lodging	Classroom Training customers at sites where daily commuting is	\$150.00/week up to maximum of \$1,000.00	Enter need and justification on IEP. Complete Supportive Services Authorization form. Prepare Single Payment Claim form for up to one month's payment.

	impractical up to four weeks		
Per Diem Payment (lodging situation)	Classroom Training customers in a lodging situation	\$15.00/day for a five day training week up to a maximum total of \$1,000.00	Enter need and justification on IEP. Complete Supportive Services Authorization form. Prepare Single Payment Claim form for up to one month's payment.
Meal Allowance (non-lodging)	Classroom Training customers NOT receiving UI, CalWORKs, or SSI	\$6.00/day	Verify that participant is not receiving UI, CalWORKs, or SSI. Enter need and justification on IEP. Complete Supportive Services Authorization form. Prepare Single Payment Claim form for up to one month's payment.
Mileage reimbursement for initial travel to employment outside of Santa Barbara county but within California	All customers who can present appropriate verification of acceptance of employment offer	\$0.30/mile (one way)	Obtain verification of acceptance of employment. Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form with mileage record attached.
Mileage reimbursement for initial travel to employment out-of-state	All customers who can present appropriate verification of acceptance of employment offer	\$60.00	Obtain verification of acceptance of employment. Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form.
Mileage reimbursement for employment interviews within California	All customers who can present appropriate documentation of a scheduled employment interview	\$0.30/mile (round trip)	Obtain verification of scheduled employment interview. Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form with mileage record attached
Mileage reimbursement for employment interviews out-of-state	All customers who can present appropriate documentation of a scheduled employment interview	\$60.00	Obtain verification of scheduled interview. Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form.
Additional assistance for needs not specified elsewhere	All customers who can provide documentation of need for assistance not covered elsewhere. Prior approval of Supervisor is required.	\$300.00 maximum	Prepare written request for assistance and obtain approval of Manager. Enter need and justification on IEP. Complete Supportive Services Authorization form and Single Payment Claim form.

*The maximum total payment for any combination of these services cannot exceed \$1000.00

SUPPORTIVE SERVICE EXPRESS EXCLUSIONS

1. Payment toward goods or services incurred or received prior to the customer's enrollment in WIOA is prohibited.
2. Fines and penalties may not be paid with WIOA funds under any circumstances.
3. WIOA funds cannot be used to cover the cost of certain legal fees.
4. Bad debts cannot be paid with WIOA funds; debts meet this definition at the point they are turned over to a collection agency for further action.
5. Interest expense cannot be paid with WIOA resources. Revolving credit payments or other periodic loan payments are normally comprised of both interest and principal.
6. Payments for real or personal property that bears title (i.e. - automobiles, homes, etc.) cannot be made with WIOA funds.
7. The purchase of goods or services that are illegal under any federal, state, local, or municipal law or statute cannot be made with WIOA funds.
8. The purchase of cigarettes, alcoholic beverages or firearms is prohibited.
9. WIOA funds cannot be used to pay for union dues or rental deposits.
10. WIOA funds may not be used for foreign travel or training.
11. Payments for participant memberships, dues and subscriptions are not allowed unless it is a specific requirement of a training program, or necessary and reasonable as a condition of employment.