



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: Social Services
Department No.: 044
For Agenda Of: April 2, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346-7101
Contact Info: Luis Servin, Executive Director,
Workforce Development Board (805) 614-1543
SUBJECT: **Agreements with Foundation for California Community Colleges and Goodwill Industries of Ventura and Santa Barbara Counties for Student Training and Employment Program**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management, CEO Budget

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute an Agreement to receive up to \$750,000 each calendar year in Student Training and Employment Program grant funds from the Foundation for California Community Colleges (not a local vendor), for the period of April 1, 2024 through December 31, 2026;
- b) Approve, ratify and authorize the Chair to execute an Agreement with Goodwill Industries of Ventura and Santa Barbara Counties (a local vendor), to serve as operator in Santa Barbara County for the Student Training and Employment Program, for a total contract amount not to exceed \$151,929.58 from April 1, 2024 through December 31, 2024;
- c) Authorize the Director of Social Services, or designee, allocate the amount of unused funds from the previous Fiscal Year budget to the next Fiscal Year Budget, subject to appropriations and budget approval;
- d) Authorize the Director of Social Services, or designee, to extend the Agreement with Goodwill Industries for Ventura and Santa Barbara Counties for two additional years and allocate the

amount of unused funds from the previous Fiscal Year budget to the next Fiscal Year Budget, subject to appropriations and budget approval;

- e) Authorize the Director of Social Services, or designee, to execute the Contract Certification Clauses set forth in Exhibit F to the Agreement with the Foundation for California Community Colleges;
- f) Authorize the Director of Social Services, or designee, to execute the Certification Regarding Lobbying set forth in Exhibit H to the Agreement with the Foundation for California Community Colleges;
- g) Authorize the Director of Social Services, or designee, to reallocate the budgeted line items of the Agreements without exceeding the total contract amount;
- h) Approve Budget Revision Request No. 0009550 to increase appropriations by \$188,779.58 in the Department Social Services Fund 0058 for Salaries and Benefits of staff in the amount of \$36,350.00, Staff Travel of \$500.00, and Contractual Costs of \$151,929.58 for Student Training and Employment Program. The expenditures are funded by the Student Training and Employment Program Grant; and
- i) Determine that the activity is not a “Project” subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4), the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

These items are on the agenda in order to approve the following Agreements:

1. Agreement to receive up to \$750,000 each calendar year in Student Training and Employment Program (STEP) grant funds from the Foundation for California Community Colleges (FCCC), for the period of April 1, 2024 through December 31, 2026; and
2. Agreement with Goodwill Industries of Ventura and Santa Barbara Counties (Goodwill) to serve as operator in Santa Barbara County for STEP, for a total contract amount not to exceed \$151,929.58 from April 1, 2024 through December 31, 2024.

The County of Santa Barbara Workforce Development Board (WDB) competed for and was awarded the STEP grant by FCCC to provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences, as well as summer and year-round work experience opportunities for students with disabilities. The WDB will administer and operate, through Goodwill, the STEP for Santa Barbara County. FCCC will serve as the pass-through and designated agency by the California Department of Rehabilitation responsible for managing the grant funds for STEP and provide comprehensive human resource and payroll services for all students with disabilities placed in a paid work experience through its Career Catalyst Services. As the designated agency, FCCC will retain \$561,220.42 to cover participants’ work experience wages and other Career Catalyst Services.

Background:

The California Department of Rehabilitation, in coordination with FCCC, will be funding and administering the STEP to provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences, as well as summer and year-round work experience opportunities for students with disabilities.

The FCCC conducted a Solicitation for Proposals for the 2024 STEP grant. The WDB competed and was awarded the grant. FCCC is the designated agency responsible for managing STEP grant funds. The FCCC will distribute funds to WDB and serve as the official employer of record for all paid work experience through its Career Catalyst Services. As such, FCCC will provide comprehensive human resource and payroll services for all students with disabilities placed in paid work experience. The WDB is the agency administering and implementing the program in Santa Barbara County and will contract with Goodwill to serve as the STEP program operator. Goodwill has extensive experience operating workforce programs for students with disabilities and justice-involved-youth.

These 2024 STEP grant funds are allocated in the following amounts:

\$561,220.42	Funds retained by FCCC for STEP Career Catalyst Services
\$36,850.00	WDB – Salaries/Benefits and travel cost of staff and administrative costs
\$151,929.58	Goodwill - Santa Barbara County STEP operator
\$750,000.00	Total grant

The grant funds allocated annually for years 2025 and 2026 are to be determined each year upon approval of WDB’s proposed budget to FCCC. These future allocations will be incorporated through DSS’ budget process and will not need budget revisions through the Board of Supervisors.

Performance Measure:

FCCC Agreement:

1. DSS shall report on the 10th of each month to track grant activities and submit invoices for services rendered.

Goodwill Agreement:

1. Serve 125 Participants.
2. Ensure all 125 participants receive Job Preparation Training.
3. Provide 90 Participants with paid Work Experience.
4. Co-enroll 40 Participants in the Workforce Innovation and Opportunity Act (WIOA) Title I Programs.

Both FCCC and Goodwill have provided these services since 2019 and have performed satisfactorily.

Fiscal and Facilities Impacts:

Budgeted: Budget Revision Included

Fiscal Analysis:

Funding Sources	Current FY Cost:	Annualized On-going Cost:	Total One-Time Project Cost
General Fund			
State			
Federal			\$ 188,779.58
Fees			
Other:			
Total	\$ -	\$ -	\$ 188,779.58

Narrative:

Budget Revision Request No. 0009550 increases appropriations by \$188,779.58 in DSS Fund 0058 for salaries and benefits of WDB staff in the amount of \$36,350, staff travel of \$500, and contractual costs of \$151,929.58 for the STEP operator agreement with Goodwill. The expenditures are funded by the federal STEP grant.

FCCC will reimburse the WDB for any activity relating to the STEP grant. There is no impact to the General Fund.

Key Contract Risks:

The risk assessment worksheet has been completed and DSS has determined per the completion of the Contract Risk Assessment Worksheet that both FCCC and Goodwill are medium risk vendors. The medium risk determinations are a result of the contract size, contract type (cost reimbursable), and the program is funded mostly by federal/state funds where federal/state funding and program requirements exist, Under section 6 of the FCCC Agreement, the County will indemnify FCCC for claims or damages arising from the performance or service of the FCCC Agreement. Under Exhibit B section 1 and Exhibit C sections 2g)i) of the FCCC Agreement, the County will be responsible for incurred costs that exceed STEP grant fund amount at a maximum cap of \$32,899. Under the Goodwill Agreement, however, the County will be reimbursed by Goodwill for these costs.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:
DSS Contracts Unit
C/O Tricia Beebe
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455
Email: tbeebe@countyofsb.org

Attachments:

1. Attachment 1 - Agreement – FCCC – STEP 2024
2. Attachment 2 - Agreement – Goodwill – STEP 2024
3. Attachment 3 - Budget Revision Request No. 0009550

Authored by:

Pedro Sotelo, WDB Program Analyst
Tricia Beebe, Procurement and Contracts Supervisor