



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:** 6/27/23  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**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:** **Fourth Amendments to the Agreements with Foundation for California  
Community Colleges and Goodwill of Ventura and Santa Barbara Counties for  
Summer Training and Employment Program for Students**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Director of the Department of Social Services, or his designee, to execute a Fourth Amendment to the Agreement to receive \$200,000 in Summer Training and Employment Program for Students grant funds from the Foundation for California Community Colleges (not a local vendor), for the period of July 1, 2023 through December 31, 2023;
- b) Approve and authorize the Chair to execute a Fourth Amendment to the Agreement with Goodwill of Ventura and Santa Barbara Counties (a local vendor), to serve as operator in Santa Barbara County for the Summer Training and Employment Program for Students, for a total contract amount not to exceed \$41,019 from July 1, 2023 through December 31, 2023; and
- c) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review 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 contract amendments with the Foundation for California Community Colleges (FCCC) and Goodwill of Ventura and Santa Barbara Counties (Goodwill) related to the Summer Training and Employment Program for Students (STEPS) grant, for the period of July 1, 2023 through December 31, 2023.

The California Department of Rehabilitation (DOR) is renewing its agreement with FCCC to continue STEPS for an additional six months, beginning July 1, 2023. Consequently, the County of Santa Barbara Workforce Development Board (WDB), as a STEPS grantee, is eligible to renew its contract with FCCC and receive an additional \$200,000 in STEPS grant funds for an additional six months. Goodwill will provide outreach services that connect community college students with summer employment placements under the 2022 STEPS. The FCCC will pay participating community college students for work hours utilizing STEPS grant funds.

**Background:**

In March 2020, the California Department of Rehabilitation (DOR), in coordination with FCCC, funded and administered STEPS 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 (SWD).

The FCCC conducted a Solicitation for Proposals for the STEPS grant. The WDB competed and was awarded \$500,000 in 2020 STEPS grant funds. FCCC is the designated agency responsible for managing STEPS 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 SWD 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 STEPS program operator. Goodwill has extensive experience operating workforce programs for SWD and justice-involved-youth.

On July 14, 2020, the WDB entered into an agreement for STEPS grant funds for the period of July 14, 2020 through April 30, 2021. The Board of Supervisors authorized the Director of Social Services, or designee, to extend the Agreements 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. On February 23, 2021, the WDB entered into the First Amendment to the Agreement with FCCC to extend the term of the Agreement through June 30, 2021. On March 12, 2021, the WDB also executed a First Amendment to the Agreement with Goodwill to extend the term of the Agreement through June 30, 2022. On April 15, 2021, FCCC notified WDB of the opportunity to renew the existing agreement in order to extend the STEPS through June 30, 2022 and receive \$500,000 of additional funding. On June 22, 2021, the WDB entered into Second Amendments to the Agreements with FCCC and Goodwill to renew each Agreement through June 30, 2022. On March 15, 2022, FCCC notified WDB of the opportunity to renew the existing agreement in order to extend the STEPS through June 30, 2023 and receive \$500,000 of additional funding. On June 28, 2022, the WDB entered into Third Amendments to the Agreements with FCCC and Goodwill to renew each Agreement through June 30, 2023.

On April 20, 2023, FCCC notified WDB of the opportunity to renew the existing agreement in order to extend the STEPS through December 31, 2023 and receive \$200,000 of additional funding.

These STEPS grant funds for an additional six-months are allocated in the following amounts:

\$155,026	Funds retained by FCCC for STEPS Career Catalyst Services
\$3,955	WDB – Salaries/Benefits of staff and administrative costs
\$41,019	Goodwill - Santa Barbara County STEPS operator
<b>\$200,000</b>	<b>Total grant</b>

**Performance Measure:**

The Performance Measures for the additional six months for each vendor are:

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 40 Participants.
2. Ensure all 40 participants receive Job Preparation Training
3. Provide 40 Participants with paid Work Experience.

**Contract Renewals and Performance Outcomes:**

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

**Fiscal and Facilities Impacts:**

Budgeted: No

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			\$ 44,974.00
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 44,974.00

Narrative: The grant amount totals \$200,000 to the WDB, however FCCC will retain \$155,026 as they are the Employer of Record to pay participants in the program. FCCC will reimburse the WDB for up to \$3,955 for administrative costs relating to the STEPS program, as well as for the \$41,019 Goodwill contract. There is no impact to the General Fund.

**Key Contract Risks:**

The risk assessment worksheet has been completed and DSS has determined that both FCCC and Goodwill are medium risk vendors.

**Staffing Impacts:**

<b><u>Legal Positions:</u></b>	<b><u>FTEs:</u></b>
0	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, 3<sup>rd</sup> Floor  
Santa Maria, CA 93455  
Email: [tbeebe@countyofsb.org](mailto:tbeebe@countyofsb.org)

**Attachments:**

1. Attachment 1 – 4A – FCCC – STEPS 2022-2023
2. Attachment 2 – 4A – Goodwill – STEPS 2022-2023

**Authored by:**

Luis Servin, Executive Director  
Tricia Beebe, Contracts Coordinator