



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: September 22, 2009  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Kathy M. Gallagher, (850) 681-4451  
Director(s)  
Contact Info: Raymond L. McDonald, (805) 681-4446

**SUBJECT:** **Contract with Community Action Commission to provide Workforce Investment Act (WIA) Out-of-School Youth Services in a Youth Corps Model**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

- a. Approve and authorize the Chair to execute a contract for the period October 1, 2009 through September 30, 2011 with the Community Action Commission, a local vendor, in the amount not to exceed \$1,100,000 to provide *county-wide* Workforce Investment Act (WIA) Youth Services to Out-of-School eligible youth between the ages of 14 and 21 years of age using a Youth Corps model.
- b. Authorize the Director of the Department of Social Services to approve future amendments to the aforementioned contract, provided that any such amendments to the contract are not in variance of 10% of the total contract dollar amount.
- c. Authorize the Director of the Department of Social Services, at her discretion, to negotiate a renewal for up to one (1) additional year of service beyond the initial term to the aforementioned contract. The terms of the renewal will be subject to renegotiation, based on performance measures and satisfaction with services provided.

**Summary Text:**

The Workforce Investment Act (WIA) targets low-income individuals, ages 14-21 to provide these youth with comprehensive activities, which includes a variety of options for improving educational and skill competencies as well as providing collaborative relationships with employers. On April 13, 2009

the Santa Barbara County Workforce Investment Board (WIB) released a Request for Proposal (RFP) seeking a vendor to provide services, using the following priorities and outcomes:

- Programs designed to meet the WIA common measures outcomes while serving the targeted population.
- Providing services to youth that can be demand driven and be aimed at preparing our county's at risk and neediest youth for real job opportunities.
- Programs that support the preparation of youth for the local labor market (i.e. opportunities to experience and gain real-time employability skills using internships, unpaid and paid work-experience, creation of entrepreneurial activities, apprenticeships, workplace literacy, etc.
- A program that incorporates a Youth Corps Model.
- Programs that focus on youth in the juvenile justice system, foster care, aging out of foster care, youth in group homes, youth with disabilities, and migrant youth that WIA funds can help prepare participants "to grow up ready for work, college or military service."
- No more than 5% of youth served will be between the ages of 14 and 15 years.

The RFP was publicized through direct mail, e-mail lists, and public notices in the local newspapers. As a result, 15 RFP packets were distributed and 1 application was received by the RFP deadline. The application, from the Community Action Commission, was first subjected to an "Administrative Review" by the County Department of Social Services (DSS) staff. After having passed this review it was then forwarded to an Evaluation Committee. The Evaluation Committee was comprised of a representative from the County (WIB) Youth Council, the Youth Program Manager of a neighboring WIB and the former Executive Director of a regional "youth corps" collaborative; and they read and scored the application. Subsequently, there was an in-person interview with the applicant.

As prescribed in Federal law, the Workforce Investment Board voted on June 26, 2009 to approve the staff recommendation to award the contract to the applicant, the Community Action Commission.

This contract contains a clause that allows for termination by the department with 30 days notice in the event funding from any source is diminished or becomes unavailable.

**Background:**

WIA allocates funding for the provision of youth employment and training services that are closely linked to the local labor market and provide youth with a comprehensive set of year-round strategies based on individual assessments. The WIA Youth Program is a blend of youth development activities and employment training activities. As required by WIA, the contractor was selected through a competitive bidding process.

The contractor will serve out-of-school youth and will provide year-round employment and training and education support designed and delivered in a Youth Corps model. The Youth Corps model teaches youth of all backgrounds how to work together in a team environment, performs community services such as trail restoration and environmental stewardship; and enhances the participants educational skills. The youth corps model has successfully worked in cities across the nation from New York, Wisconsin and in nearby Los Angeles and Ventura counties.

**Performance Measure:**

Program activities are subject to performance standards developed by the U.S. Department of Labor for employment outcomes, educational attainments, and skill acquisitions. Unique performance based outcomes have been included in the contract. Ten percent of the contract is subject to holdback tied to attainment of three specific performance measures, Placement in Employment or Education, Literacy and Numeracy Gains and Attainment of a Degree or Certificate.

Performance Standards

- 67% of the youth who complete the Youth Corps program should go on to employment or continued education (Placement in Employment and Education).
- 30% of the youth who complete the Youth Corps program should test at a higher educational level than when they entered the program (Literacy and Numeracy Gains).
- 47% of all youth who entered the Youth Corps *without* a high school diploma or equivalent, should have obtained one by the time they complete the program (Attainment of a Degree or Certificate).

Note: Participants' may be in more than one skill category depending on the individuals' assessment at the time of eligibility.

**Fiscal and Facilities Impacts:**

Funding for this contract is budgeted in the Department's FY 09-10 Operating Budget.

**Fiscal Analysis:**

Narrative:

Approval and execution of this two year contract will result in direct contract expenditures of no more than \$1,100,000.

These costs have been allocated as follows: \$542,888 in Fiscal Year 2009-10 and \$557,112 in Fiscal Year 2010-11. Appropriations for Fiscal Year 2009-10 have been included in the Department's Approved Budget. Appropriations for Fiscal Year 2010-11 will be included in the respective budget. Funding for this contract comes 100% from the Department's Workforce Investment Act (WIA) federal allocation. The contract includes a clause that allows the County to reduce the contracted not to exceed amount if revenues are not realized at the Department's anticipated level.

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal	\$ 542,888.00	\$ -	
Fees			
Other:			
Total	\$ 542,888.00	\$ -	\$ -

Narrative:

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

None.

**Special Instructions:**

Please send one (1) fully executed copy of the contract and minute order to:

Department of Social Services

Attn: Contracts, 3<sup>rd</sup> Floor

2125 S. Centerpointe Parkway

Santa Maria, CA 93455

**Attachments:**

Agreement for Services of Independent Contractor

**Authored by:**

Raymond L. McDonald

**cc:**