

CONTRACT TO PROVIDE WORKFORCE INVESTMENT ACT (WIA) OUT-OF-SCHOOL YOUTH SERVICES IN A YOUTH CORPS MODEL

Santa Barbara County-Department of Social Services

**First Amendment - Agreement Renewal
Effective 10/1/11**

This is the first amendment to the Agreement for Services of Independent Contractor, number BC#10-069 by and between the **County of Santa Barbara** (COUNTY) and **Community Action Commission** (CONTRACTOR), for the continued provision of WIA Youth Services for Out-of-School (OSY) eligible youth between the ages of 14-21. The CONTRACTOR will not be expected to serve new youth for Program Year 11/12.

RECITALS

Whereas, the parties desire to amend the Agreement for services under the Youth Corp Model for out-of-school youth, which provides employment, training and education support, while teaching youth how to work together in a team environment, perform community services and enhance the participant's educational skills; and

Whereas, the parties desire to amend the Agreement to extend the term of the existing Agreement through Fiscal Year 11-12 and to compensate CONTRACTOR during that Fiscal Year; and

Whereas, this First Amended Agreement incorporates the terms and conditions set forth in the original Agreement, approved by the County Board of Supervisors on September 22, 2009, except as modified by this First Amended Agreement.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows.

1. Amendments

A. Agreement for Services of Independent Contractor is amended as follows:

1. Agreement, Page 1, 4. TERM is amended as follows:

TERM. For the extension period, CONTRACTOR shall commence performance on *October 1, 2011* and end performance upon completion, but no later than *July 5, 2012*, unless otherwise directed by COUNTY or unless earlier terminated.

B. Exhibit A, Statement of Work is amended as follows:

1. Exhibit A, Page 1, I. Purpose/Term, is amended as follows:

Under WIA the main focus of the youth program is on longer-term academic and occupational learning opportunities for youth. A goal is to increase employment, job retention and earnings by developing the work/career potential of youth. The purpose of this Agreement is for CONTRACTOR to provide countywide Workforce Investment Act (WIA) Youth Services for Out-of-School (OSY) eligible youth between the ages of 14-21 with no more than 5% of the total youth served between the ages 14-15. *The CONTRACTOR will not be expected to serve new youth for Program Year 11/12.*

2. Exhibit A, Page 3, B. Program Design Features, add the following:

13. *Stipends: Youth Corps activities that are eligible for stipends are limited to crew projects and activities, including the following:*

- *Project and community service work*
- *Crew training*
- *Career day activities*

Individual educational and training activities are not eligible for stipends.

3. Exhibit A, Page 4, III. Program Summary, C. Program Element Services, 4th Bullet is amended as follows:

Paid and unpaid work experiences, including internships and job shadowing: CONTRACTOR will assist participants in accessing this element through collaboration with local employers.

4. Exhibit A, Page 5, IV. Training, is revised to read as follows:

CONTRACTOR and their subcontractors will participate in all mandatory training and meetings provided by and on behalf of the State, County, and the Workforce Investment Board during the term of this Agreement.

Trainings will include but are not limited to:

- *WIA Youth Eligibility*
- *WIA Case Management*
- *WIA Enrollment*
- *WIA Exit Strategies*
- *WIA Performance Strategies*
- *WIA Common Measures*
- *Interlink Software*
- *CASAS*
- *Child Abuse Prevention*

5. Exhibit A, Page 6, VI. Performance Measures, is revised to read as follows:

Youth Services Programs for Out-of-School youth will be measured on their success in achieving each of the WIA performance measures. The WIA indicators of performance related to youth are:

Out-of-School Youth Ages 14-21

- Attainment of basic skills or, as appropriate, work readiness or occupational skills.*
- Attainment of secondary school diplomas or their recognized equivalent.*
- Placement and retention in post-secondary education or advanced training, or placement and retention in military services, employment or qualified apprenticeship.*
- An increase of one or more educational functioning levels within one year of the date of participation.*

As outlined in the RFP, CONTRACTOR shall operate a program designed to meet the Employment and Training Administration's Common Measures for Youth participants in WIA programs while serving the target population.

Performance measures are subject to change by the State and Federal Government. CONTRACTOR will be notified in writing of any changes that could affect program activities or outcomes.

Contractor Performance Standards for	
1) Placement in Employment or Education	65%
2) Attainment of Degree or Certificate	61%
3) Literacy and Numeracy Gains	40%

Performance Measures, milestones, benchmarks and time of measurement for each have been negotiated with CONTRACTOR and are set forth in Exhibit A-1 "Milestones and Benchmark Goal Requirements" and Exhibit A-2 DOL Common Measures.

COUNTY and CONTRACTOR will evaluate the effectiveness of the benchmark and milestone measures established in the statement of work within 90 days of the effective date of this Agreement. If necessary to obtain meaningful data about service delivery, the milestones and/or benchmarks will be amended by mutual agreement between the Designated Representatives of this Agreement.

Agreement funding utilization shall be evaluated monthly. If CONTRACTOR is under spent by more than 10% in a month for two consecutive months (based on Agreement budget), that amount is subject to immediate recapture by the COUNTY. The recaptured funds will then be reallocated, at the discretion of the COUNTY, to other Youth program agreements or projects.

6. Exhibit A, Page 8, IX. Reporting, add the following:

CONTRACTOR will compile and submit reports of enrollments, activities, and expenditures, by the specified dates and in the specified format as prescribed by the COUNTY. CONTRACTOR will be required to submit monthly program and fiscal reports as outlined in the Santa Barbara County WIA Youth Policies and Procedures Manual. The monthly program report is due by the 10th of the month following the prior month end and should be submitted to the designated WIB staff. The monthly fiscal report is due by the 10th of the month following the prior month end and should be submitted to the designated WIB staff. Additionally, CONTRACTOR will be required to provide an end of program year report upon closeout of the program year.

Additionally, CONTRACTOR will provide the COUNTY with a weekly report detailing Youth Corps projects for that week. The report should be submitted to the designated WIB staff by noon on Monday following the end of the prior week.

- C. Exhibit A-1, Milestones and Benchmark Goal Requirements, is amended and included herein.
- D. Add Exhibit A-4, Participant Operating Plan, which is included herein.
- E. Exhibit B, Payments Arrangements, is amended as follows:

1. Exhibit B, Page 1, Section A, is amended as follows:

For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be reimbursed for CONTRACTOR's cash outlays for which COUNTY received benefit for its WIA youth program. Cost reimbursements are not to exceed \$346,886.38.

F. *Add Exhibit B-2, Budget is amended, and incorporated herein.*

IN WITNESS WHEREOF, this First Amendment to the Agreement has been executed by parties hereto upon this date first above written.

COUNTY OF SANTA BARBARA

By: _____
Chair, Board of Supervisors

Date: _____

ATTEST:

CHANDRA L. WALLAR

KATHY M. GALLAGHER
DEPARTMENT OF SOCIAL SERVICES-
DIRECTOR

BY: _____
Clerk of the Board

By: _____

Date: _____

APPROVED AS TO ACCOUNTING FORM:
ROBERT W. GEIS, CPA
AUDITOR-CONTROLLER

APPROVED AS TO FORM:
DENNIS MARSHALL
COUNTY COUNSEL

By _____
Deputy

By _____
Deputy County Counsel

APPROVED AS TO INSURANCE FORM:
RAY AROMATORIO
RISK MANAGEMENT

By: _____
Risk Manager

IN WITNESS WHEREOF, this First Amendment to the Agreement has been executed by parties hereto upon this date first above written.

CONTRACTOR: **Community Action Commission**

By _____ Date _____
Fran Foreman, Executive Director

Taxpayer ID Number: On-File

Exhibit A-1
MILESTONES AND BENCHMARK GOAL REQUIREMENTS

MEASURE	PERFORMANCE GOAL	TIME OF MEASUREMENT	PERFORMANCE GOAL REQUIREMENT
Placement in Education or Employment County Performance Standard 65%	65% of Youth Participants (77 Participants) included in Measure	Reported monthly Performance will be calculated June 30, 2012	<input type="checkbox"/> FAILED Benchmark Goal (<65%) <input type="checkbox"/> ACHIEVED Performance Standard (65%) <input type="checkbox"/> EXCEEDED Performance Standard (>65%)
Attainment of a Degree or Certificate County Performance Standard 61%	61% of Youth Participants (72 Participants) included in Measure	Reported monthly Performance will be calculated June 30, 2012	<input type="checkbox"/> FAILED Benchmark Goal (<61%) <input type="checkbox"/> ACHIEVED Performance Standard (61%) <input type="checkbox"/> EXCEEDED Performance Standard (>61%)
Literacy and Numeracy Gains County Performance Standard 40%	40% of Youth Participants included in Measure	Reported monthly Performance will be calculated June 30, 2012	<input type="checkbox"/> FAILED Benchmark Goal (<40%) <input type="checkbox"/> ACHIEVED Performance Standard (40%) <input type="checkbox"/> EXCEEDED Performance Standard (>40%)
Total Exits County Performance Standard 100%	100% of Youth Participants (118 Participants) included in Measure	Reported monthly Performance will be calculated March 31, 2012	<input type="checkbox"/> FAILED Benchmark Goal (<100%) <input type="checkbox"/> ACHIEVED Performance Standard (100%) <input type="checkbox"/> EXCEEDED Performance Standard (>100%)

*All data reported on the Participant Operating Plan (Exhibit A-4) are subject to data validation by County, State, and Federal audits. Documentation to support outcomes must be clearly documented in WIA youth Participant case files.

**Exhibit A-4
Participant Operating Plan**

Workforce Investment Board of Santa Barbara County
Youth Program Operating Plan & Monthly Report
October 1, 2011 to July 5, 2012

Agency: Community Action Commission

Type (ISY _____ OSY X)

		2011			2012						
		Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Enrollments											
New Enrollments	Goal	0	0	0	0	0	0	0	0	0	0
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#DIV/0!
Carry Over	Goal	37	0	0	0	0	0	0	0	0	37
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	0%
Total Enrollments (New +Carry Over)	Goal	37	0	0	0	0	0	0	0	0	37
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	0%
Performance Outcomes											
Education/Employment	Goal	4	4	4	4	4	5	0	0	0	25
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	0%
Degree/Certificate	Goal	7	2	2	8	2	2	0	0	0	23
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	0%
Numeracy/Literacy (Applies only to OSY)	Goal	2	2	2	2	2	2	0	0	0	12
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	0%
Exits											
Exits	Goal	0	5	5	7	5	15	0	0	0	37
	Actual										0
	% Achieved	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	0%

Number of Basic Skill Deficient (BSD) clients= 29

Exhibit B-2

Santa Barbara County Workforce Investment Board FY 11/12 Out-of-School Youth

	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total Invoiced
A. SALARIES & EE BENEFITS										
1. Positions										
Director @10%	\$ 808.00	\$ 808.00	\$ 808.00	\$ 8,085.00	\$ 808.00	\$ 808.00	\$ 808.00	\$ 808.00	\$ 808.00	\$ 14,549.00
Program Manager @35%	1,745.00	1,745.00	1,745.00	1,797.00	1,797.00	1,797.00	1,797.00	1,797.00	1,797.00	16,017.00
Education / Case Managers	5,543.00	5,543.00	5,543.00	5,543.00	5,543.00	5,543.00	5,543.00	5,543.00	5,543.00	49,887.00
Youth Leaders	4,087.50	5,750.00	5,750.00	5,750.00	5,750.00	5,750.00	-	-	-	32,837.50
Project Coordinator @ 50%	1,670.00	1,670.00	1,720.00	1,720.00	1,720.00	1,720.00	1,720.00	1,720.00	1,720.00	15,380.00
Admin Assistant III @ 75%	2,370.00	2,370.00	2,370.00	2,370.00	2,370.00	2,370.00	2,370.00	2,370.00	2,370.00	21,330.00
TOTAL SALARIES	16,223.50	17,886.00	17,936.00	25,265.00	17,988.00	17,988.00	12,238.00	12,238.00	12,238.00	150,000.50
2. Employee Benefits @.36%	5,840.46	6,438.96	6,456.96	9,095.40	6,475.68	6,475.68	4,405.68	4,405.68	4,405.68	54,000.18
TOTAL SALS & EE BENEFITS	22,063.96	24,324.96	24,392.96	34,360.40	24,463.68	24,463.68	16,643.68	16,643.68	16,643.68	204,000.68
B. SERVICE & SUPPLIES										
1. Contracted / Consultant Services										
Office Expenses										-
Telephone / Communications										-
Recruitment Costs	1,000.00									1,000.00
2. Admin / Program Services & Supplies										
Office Expenses	200.00	200.00	300.00	300.00	300.00	300.00	200.00	200.00	200.00	2,200.00
Telephone / Communications	550.00	550.00	750.00	750.00	750.00	750.00	750.00	600.00	300.00	5,750.00
Mileage / Travel	650.00	650.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	650.00	390.00	7,340.00
Conferences / Training										-
3. Client Supplies										
Supportive Services	500.00	500.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,325.00	17,825.00
Supplies										-
Mileage / Travel	650.00	650.00	800.00	1,000.00	1,000.00	10,000.00	650.00			14,750.00
Vocational / Occupational Training										-
Subsidized Employ/Internships/Stipends	9,180.00	9,180.00	9,180.00	7,260.00	7,260.00	6,300.00				48,360.00
Other Program Supplies		200.00	700.00	750.00	750.00	600.00				3,000.00
TOTAL SVCS & SUPPLIES	11,730.00	11,930.00	14,730.00	13,560.00	13,560.00	21,450.00	5,100.00	3,950.00	3,215.00	100,225.00
C. OPERATING EXPENSES										
Facility costs	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	4,239.00
Equip lease/rental (REQ BACKUP)	1,065.00	1,065.00	1,065.00	1,065.00	1,065.00	1,065.00	1,065.00	1,065.00	1,065.00	9,585.00
Insurance	117.09	117.09	203.87	203.87	203.87	203.87	203.87	203.87	203.87	1,661.27
TOTAL OPERATING EXPS	1,653.09	1,653.09	1,739.87	1,739.87	1,739.87	1,739.87	1,739.87	1,739.87	1,739.87	15,485.27
TOTAL DIRECT COSTS	36,447.05	37,908.05	40,862.83	49,660.27	39,763.55	47,653.55	23,483.55	22,333.55	21,598.55	319,710.95
D. INDIRECT COSTS @8.5%	3,098.00	3,222.18	3,473.34	4,221.12	3,379.90	4,050.55	1,996.10	1,898.35	1,835.88	27,175.43
TOTAL COSTS	39,545.05	41,130.23	44,336.17	53,881.39	43,143.45	51,704.10	25,479.65	24,231.90	23,434.43	346,886.38
E. LESS HOLDBACK	-	-	-	-	-	-	-	-	-	-
AMOUNT DUE	\$ 39,545.05	\$ 41,130.23	\$ 44,336.17	\$ 53,881.39	\$ 43,143.45	\$ 51,704.10	\$ 25,479.65	\$ 24,231.90	\$ 23,434.43	\$ 346,886.38