

CONTRACT TO PROVIDE WORKFORCE INVESTMENT ACT (WIA) YOUTH FOLLOW-UP SERVICES

Santa Barbara County
Department of Social Services

First Amendment

This is a first amendment to the Agreement for Services of Independent Contractor, number BC 12-141 by and between the **County of Santa Barbara** (County) and Community Action Commission (Contractor), for the continued provision of providing WIA Youth Follow-Up Services.

Whereas, the parties have agreed to amend the Agreement to de-obligate the funding awarded on June 19, 2012; and

Whereas, in accordance with the terms of the agreement, and in recognition that this was the first time the County contracted for follow-up services, a workload review was conducted after the first contract quarter. The findings of the review show the number of youth served and the level of services to be lower than initially anticipated; and

Whereas, the Contractor agrees to provide up to 12 months of follow-up services to the participants that exited the Youth Corps program from November 2011 to March 2012; and

Whereas the Contractor will serve an estimated average of 54 youth monthly; and

Whereas, this First Amended Agreement incorporates the terms and conditions set forth in the original contract, approved by the County Board of Supervisors on June 19, 2012, except as modified by this First Amended Contract.

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

1. Exhibit A - Page 1, I. Purpose, to be amended as follows:

The main focus of the youth program under the Workforce Investment Act (WIA) is on long-term academic and occupational learning opportunities. 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 the Contractor to provide county-wide WIA Follow-Up services to exited WIA youth.

2. Exhibit A - Page 1, II. Program Service, replace section as follows:

The Contractor will provide the follow-up services as follows:

Regular contact with youth and youth's employer to determine successful retention of job as listed below:

- *Monthly or quarterly telephone contact with youth;*

- *Monthly or quarterly telephone contact with employing supervisor;*
- *Monthly or quarterly telephone/mail follow-up with employer;*
- *Monthly or quarterly telephone validation of education / training enrollment;*
- *Record documentation of credentials gained monthly, or quarterly contact via social media connections;*
- *Referral to resource agencies as needed;*
- *On a case by case basis and upon approval by WIB, home visits may be conducted if youth cannot be reached.*

3. Exhibit A - Page 2, III. Duties and Responsibilities, to be amended as follows:

The Contractor shall:

- A. Utilize Interlink to complete electronic forms required by the Employment Development Department (EDD);
- B. *Provide follow-up services as required in this Agreement;*
- C. *Provide up to 12 months of follow-up services to the participants that exited the Youth Corps program from November 2011 to March 2012.*

4. Exhibit A - Page 3, IV. WIA Youth Follow-Up Services Transition Plan, replace section to read as follows:

The County WIB will be responsible for providing the following program elements: Orientation; Referral Information; Determination of Eligibility; Assessments; and Development of a Comprehensive Individual Service Strategy on each eligible youth participant before transitioning the youth participants to the Contractor for the follow-up services as identified above.

The County WIB will provide the Contractor with case files of current youth participants for follow-up services upon commencement of Agreement. In future months, as the youth exit the program, case files will be provided to the Contractor on a flow basis.

The County WIB will provide all relevant case information and case files to the Contractor which will include, but not be limited to the following:

- *Original objective assessment results.*
- *Current ISS, showing the youth's long-term and short-term employment and education goals, history of participation in WIA youth program activities, and outcomes of those activities.*
- *Updated Interlink profile.*
- *Release of information.*
- *Measures obtained.*
- *Tracking sheet of determination of follow-up stage (1st, 2nd, 3^d, and 4th quarter).*

The Contractor will review all youth case files and Interlink within 30 days or less after being received to:

- *Ensure contact information is present.*
- *Review all case notes.*

- *Ensure documentation exists in support of WIA Youth Performance Measures and that all documentation is in compliance with WIA regulations.*

5. Exhibit A – Page 4, VII. Reporting, amend to read as follows:

A comprehensive monthly staff time and program activity log will be maintained and submitted by the Contractor with its monthly invoices to the County of Santa Barbara. The Program Activity Log shall document the follow-up services provided and by whom and when. It shall also document the results of the follow-up services.

6. Exhibit A – Page 4, VIII. Conditions For Renewal, amend to read as follows:

The terms of the renewal will be subject to renegotiation based on the most recent workload data, actual verified expenditures, and funding information available, and will require Workforce Investment Board and Board of Supervisors approval.

B. Exhibit B, Payment Arrangements is amended as follows:

1. Page 1, Section A to be amended as follows:

For Contractor services to be rendered under this contract, Contractor shall be reimbursed for Contractor's cash outlays during the term of this Agreement. Cost reimbursements are not to exceed \$89,055.

In accordance with the Approval directions from the WIB, and in recognition that this is the first time the County has contracted for Youth Follow-Up services, WIB Staff will review, on a monthly basis, the activities provided and staff time utilized by the Contractor. The results of this review will be used as the basis for any amendments to the Agreement, fine-tuning the Scope of Services, staffing levels, and budget.

C. Add Exhibit A-1, Estimated Youth, included herein.

D. Exhibit B-1, Line Item Budget, is amended and included 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
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
DENNIS MARSHALL
COUNTY COUNSEL

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

By _____
Deputy County Counsel

By _____
Deputy

APPROVED AS TO FORM :
DEPARTMENT OF SOCIAL SERVICES
DIRECTOR

APPROVED AS TO INSURANCE FORM:
RAY AROMATORIO
RISK MANAGEMENT

By _____
Director
Date: _____

By: _____
Risk Manager

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

COUNTY OF SANTA BARBARA

By: _____
DOREEN FARR, CHAIR
BOARD OF SUPERVISORS

Date: _____

ATTEST:
CHANDRA L. WALLAR
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
DENNIS MARSHALL
COUNTY COUNSEL

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

By _____
Deputy County Counsel

By _____
Deputy

APPROVED AS TO FORM :
DEPARTMENT OF SOCIAL SERVICES
DIRECTOR

APPROVED AS TO INSURANCE FORM:
RAY AROMATORIO
RISK MANAGEMENT

By _____
Director

By: _____
Risk Manager

Date: _____

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

CONTRACTOR: Community Action Commission

By: _____
Fran Forman, Executive Director

Date: _____

**EXHIBIT A-1
ESTIMATED YOUTH**

Actual Youth Served Through 10/31/2012 and Estimated Youth 11/1/2013-7/31/2013														
	7/6/2012 - 7/26/2012	7/27/2012 - 7/31/2012	8/1/2012 - 8/31/2012	9/1/2012 - 9/30/2012	10/1/2012 - 10/31/2012	11/1/2012 - 11/30/2012	12/1/2012 - 12/31/2012	1/1/2013 - 1/31/2013	2/1/2013 - 2/28/2013	3/1/2013 - 3/31/2013	4/1/2013 - 4/30/2013	5/1/2013 - 5/31/2013	6/1/2013 - 6/30/2013	7/1/2013 - 7/31/2013
Youths from Prior Contract	54	54	54	54	54	54	54	54	54	54	54	54	54	54
Youths from Prior Contract Done					-8	-8	-8	-18	-18	-18	-54	-54	-54	-54
<i>Youths from Prior Contract Receiving Follow Up Services</i>	54	54	54	54	46	46	46	36	36	36	0	0	0	0
Youths Added at Start of New Contract		9	9	9	9	9	9	9	9	9	9	9	9	9
Youths Added at Start of New Contract Done								-6	-6	-6	-9	-9	-9	-9
<i>Youths Added at Start of New Contract Receiving Follow-up Services</i>	0	9	9	9	9	9	9	3	3	3	0	0	0	0
Additional New Youths Quarter Starting 1/1/2013								14	14	14	14	14	14	14
Additional New Youths Quarter Starting 4/1/2013											14	14	14	14
Additional New Youths Quarter Starting 6/1/2013													21	11
New Youths Starting 7/1/2013														18
<i>Youths Starting During New Contract Receiving Follow-up Services</i>	0		0	0	0	0	0	14	14	14	28	28	49	57
<i>Total Youths Receiving Follow-up Services</i>	54	63	63	63	55	55	55	53	53	53	28	28	49	57

EXHIBIT B-1 LINE ITEM BUDGET

Enter data in green boxes. Enter at least \$1.00 in each green budget box)

Santa Barbara County Workforce Investment Board
WIA Youth RFP for Follow-Up 2012-2013

Budget by Expense Category

ENTITY: **Community Action Commission of Santa Barba**

		2012-2013		Total Award	
		Budget	% of contract	Budget	% of contract
A. SALARIES & EMPLOYEE BENEFITS					
1.	Total Salaries (Complete List on Positions Tab)	52,658	59%	52,658	59%
2.	Total Employee Benefits	18,957	21%	18,957	21%
Total Salaries & Employee Benefits		71,615	80%	71,615	80%
B. DIRECT SERVICES & SUPPLIES					
1. Direct Contracted / Consulted Operational Svcs					
1.	Office Supplies	-	0%	-	0%
2.	Telephone / Communications	-	0%	-	0%
3.	Other--Describe	-	0%	-	0%
Subtotal		-	0%	-	0%
2. Operational Services & Supplies					
1.	Office Supplies	750	1%	750	1%
2.	Telephone / Communications	1,700	2%	1,700	2%
3.	Administrative Mileage / Travel	4,500	5%	4,500	5%
4.	Administrative Conferences / Training	-	0%	-	0%
5.	Other--Rent, Insurance, supplies, equipment	3,500	4%	3,500	4%
Subtotal		10,450	12%	10,450	12%
3. Client Services & Supplies					
1.	Supportive Services	-	0%	-	0%
2.	Client Mileage / Travel	13	0%	13	0%
3.	Other--certificates	-	0%	-	0%
Subtotal		13	0%	13	0%
Total Direct Services & Supplies		10,463	12%	10,463	12%
TOTAL DIRECT EXPENSES		82,078	92%	82,078	92%
C. INDIRECT EXPENSES					
1.	Indirect Costs (calculated using rate)	6,977	8%	6,977	8%
2.	Indirect Cost Rate (Replace the 5% entered with below with your rate. Enter as a decimal. Example: for 8% enter .08)				
	8.5% Rate for 2012-13				
TOTAL AWARD		89,055	100%	89,055	100%

EXHIBIT B-1 LINE ITEM BUDGET

Santa Barbara County Workforce Investment Board
WIA Youth RFP 2012 - 2013

Entity:
Community Action Commission

Position Duties

Fill In Green Boxes

	Title	Name	Annual Salary or Hourly Rate of Pay	Duties for This Contract	Other Duties Within Your Company
1	Program Manager	Joyce Ruiz	\$ 59,698.00	Responsible for planning, directing, organizing & managing the program.	Same/10.06% WIA for four months 10% remaining contract (6,185.44)
2	Case Manager	Gloria Lopez	\$ 18.05	Responsible for case management of clients to achieve the goals, objectives and work plan according to established program standards and policies and procedures, client assessment, monitoring of client progress and community referrals.	Same/75.65% WIA for 3 1/2 months & 100% 8 1/2 months (30,774.95)
3	Case Manager	Elisa Pardo Maldonado	\$ 16.85	Responsible for case management of clients to achieve the goals, objectives and work plan according to established program standards and policies and procedures, client assessment, monitoring of client progress and community referrals.	Same/100% WIA for 3 1/2 months (11,682.67)
4		Carolyn Contreas	\$ 101,484.00	Will coordinate the proejct and have overall responsibilities of oversite of the project.	Same/6% WIA for 6 months (July through December 2012) (3044.52)
5		Alejandra Granados	\$ 14.04	Assists the Program Manager and case workers to achieve the goals, objectives and work plan according to established program standards and policies and procedures.	6% WIA for 6 Months (July through December 2012) \$874.21
6		Skye Allmang	\$24.02	Assists the Program Manager and case workers to achieve the goals, objectives and work plan according to established program standards and policies and procedures.	(4 hours in July) \$96.08
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