

**TO: Workforce Investment Board**

**DATE: 05/13/10**

**FROM: Executive Committee**

**For Discussion**

**For Action**

**For Information**

**SUBJECT: Merced County Office of Education New Younger Youth Contract  
PY 2010/2011**

**PROPOSED MOTION(S):** Ratify the Executive Committee's recommendation to approve the Department of Workforce Investment negotiate a contract with the Merced County Office of Education for the PY 2010/2011 Younger Youth (Youth Opportunity Program-YOP) program, and forward to the Board of Supervisors for approval.

**DISCUSSION:** Through RFP # 6300 the Merced County Office of Education (MCOE) currently has a contract with Merced County to provide workforce development services and activities to Workforce Investment Act eligible, in-school youth ages 14-18. On November 13, 2008 the Workforce Investment Board approved the Youth Council's recommendation for the youth programs at 50% funding for the YOP Program and 50% funding for the Empower Program beginning with the 2009/2010 program year.

MCOE will continue to provide all required services. This new contract will run from July 1, 2010 through June 30, 2011 at an estimated cost not to exceed \$697,493. This estimate is based on 09/10 formula funding levels and may change depending on FY 10/11 available funding.

**Note: On April 28, at approximately 4:30 PM, the department received the youth allotment from the State. It appears that the County's funding has been cut by about 9.57% from the current year's budget. The Department's Operations Officer is currently calculating how this will affect the availability of youth funds for next year.**

**ATTACHMENT(S): Work Statement - YOP FY 09/10**

## **SECTION 2**

### **WORK STATEMENT – YOP Program**

Program / The Contractor will:

1. Provide leadership, along with the collaborators, to continue a countywide system of services for up to 250 WIA eligible 14-18 year-old in a twelve-month program. Utilize ARRA funds to provide services to a minimum of 70 youth.
2. Act as lead agency responsible for administrative and fiscal oversight of the program.
3. Implement a year-round youth program based on youth development models that incorporates services to the whole person, SCANS competencies, the ten (10) WIA required comprehensive elements, and the program design components outlined in RFP 6300 and in this narrative.
4. Determine eligibility for Workforce Investment Act (WIA) services of 14-18 year-old youth completing applications and enrollment during the recruitment period.
5. Provide objective assessment to include basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Complete an Individual Service Strategy (ISS) for each participant. Pretest participants to assess academic levels through the administration of Test of Adult Basic Education (TABE) or other comparable testing prior to start of program, and when appropriate, administer the TABE post test upon exit.
6. Be responsible for payroll of participants and distribute participant paychecks.
7. Comply with laws and regulations pertaining to Worker's Compensation, as well as Child Labor Laws.
8. Ensure that all staff involved in worksite orientation receives the required training for orientation before any students are placed under their supervision.
9. Provide each participant and staff all safety equipment necessary to perform work under the contract.
10. Provide each participant an orientation to the program, his/her individual worksite, supervisors various responsibilities, and disciplinary procedures.
11. Carry out program activities in accordance with the Budget/Budget Narrative in this contract.
12. Carry out program activities in accordance with the Proposal Narrative, Work Statement and Work Plan.
13. Provide reports to the County on the appropriate WIA and County forms, to include registration, enrollments, participant status change, and program exit.
14. Attain the Local Youth Common Measures established by the State (TEGL 17-05, 17-05 Change 1). If a youth is served with ARRA funds beyond September 30, 2009, he/she will become part of the year-round program and Contractor will be held responsible for regular WIA performance measures.

15. Attain the Work Readiness Indicator Measurement established by the State (TEGL 14-08) for youth only enrolled in the ARRA Summer Youth Employment as defined by the Merced County Youth Council.

16. Provide quarterly reports due by the end of the second week of the following months - October 2009, January 2010, April 2010, July 2010, to the Youth Council on the status of the program.

Reports will be typed and shall contain the following items:

- a. Overall status of contract program
- b. Past quarter highlights
- c. Past quarter deficiencies
- d. Past quarter recruiting/community awareness
- e. Number enrolled and number of participants in each program component
- f. Number of program exits and automatic exits
- g. Next quarter challenges
- h. Technical assistance needed.

17. Provide follow-up on all participants up to 12 months after program exit.

18. Maintain time records for staff assigned to the contract on percentage basis.

19. Provide a Customer Satisfaction Evaluation/Survey to measure the level of customer satisfaction with program services.

20. Monitor all subcontractors. All monitoring reports will be provided to DWI Special Projects not later than the end of the tenth month of the contract.

21. Submit a monthly Accrued Expenditures Reports to Merced County Department of Workforce Investment, Attention: Operations Officer, for each month no later than 10 calendar days following the end of the month. These accrued expenditure reports shall include all accrued expenditures separated into the following categories: ARRA Youth, ARRA Summer Youth, and WIA Formula expenditures. If the 10<sup>th</sup> calendar day falls on a Saturday, Sunday or holiday, then the report is due the last working day prior to the Saturday, Sunday or holiday. This report shall be cumulative and include all expenses from the beginning of the contract. Expenses must be reported on an accrual basis.

22. Provide training to all staff to include 1) WIA eligibility forms completion, 2) case management and, 3) WIA Youth Common Measures, and Work Readiness.

23. Track and report quarterly, in cooperation with the Department of Workforce Investment, performance outcomes for Youth Common Measures.

24. Track and report monthly on participant enrollment and placements in work experience, for ARRA Summer Youth and/or ARRA Youth, in cooperation with the Department of Workforce Investment.

25. Track and report monthly on participant enrollment and placements in work experience, for ARRA Summer Youth and/or ARRA Youth, in cooperation with the Department of Workforce Investment.

26. Maintain property management as outlined in item 18, page 24 of this contract.

27. The Merced County Workforce Investment Board (WIB) approves funding for YOP and EMPOWER, as well as the ARRA Summer Youth projects. Statements such as "Brought to you by the Merced County Workforce Investment Board" and "California Youth@Work – Merced" (when ARRA funding is utilized) or similar tagline shall be placed in media releases, whether in print or all electronic materials provided to participants and the public.

**Program / The County will:**

1. Provide training to the Contractor's staff on Common Measures if State training is not available.
2. Reimburse the Contractor for allowable program costs as per the Price/Payment provisions in accordance with the Budget/Budget Narrative of this contract.
3. Monitor the contracted program to assess the program quality and to ensure compliance with the terms and conditions of the contract, as well as with all applicable Federal, State, and local laws, regulations, and policies.
4. Coordinate and approve all program improvements which might deviate from RFP 6300 MCOE submittal.
5. Provide Contractor with the Workforce Investment Board logo and American Recovery and Reinvestment (ARRA) logo for purposes of distribution and name recognition (branding).