

**TO: Youth Council**

**DATE: 04/21/10**

**FROM: Youth Council Staff**

**For Discussion**

**For Action**

**For Information**

**SUBJECT: Empower Out-of-School Youth Contract 2010/2011**

**PROPOSED MOTION(S): Recommend the renewal of the EMPOWER Older Youth contract and forward to the Workforce Investment Board (WIB) for approval.**

**DISCUSSION: Merced County Office of Education (MCOE)/Regional Occupational Program has a contract with Merced County to provide workforce development services and activities to Workforce Investment Act eligible, out-of-school youth, ages 17-21. On November 13, 2008 the Workforce Investment Board approved the Youth Council's recommendation for the youth programs at 50% of funding for the YOP Program and 50% funding for the Empower Program beginning with the 2009/2010 program year.**

**The FY 09/10 contract includes \$697,493 of FY 09/10 funds and \$267,783 of carryover funds from FY 08/09 which were added to the base contract. The contract will expire June 30, 2010 at a total contract cost not to exceed \$965,276.**

**MCOE will continue to provide all required services. This new contract will run from July 01, 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.**

**ATTACHMENT(S): Work Statement – Empower FY 09/10**

## **SECTION 2**

### **WORK STATEMENT – Empower Program**

Program / The Contractor will:

1. Provide leadership, along with the collaborators, to continue a countywide system of services for WIA eligible out-of-school youth, to include previously enrolled active participants and those participants presently in follow-up services. As participants exit, new participants may be enrolled dependent upon availability of funds. 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. Provide services including the ten (10) WIA required comprehensive elements, and the program design components outlined in RFP 6300 and in this narrative.
4. Provide outreach and recruitment to enroll new participants
5. Determine eligibility for Workforce Investment Act (WIA) services for 17-21 year old out-of-school youth and complete WIA enrollment paperwork.
6. Provide each participant with an initial orientation to the program, including the array of services available, responsibilities of participants and advisors, and the goals of the program related to the performance measures.
7. Provide objective assessment to include basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development 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. For those out-of-school basic skills deficient youth, the administration of TABE or other testing will establish testing methods for compliance with literacy and numeracy gains under Common Measures (see TEG 17-05, 17-05 Change 1). These results will be reported to the Department of Workforce Investment on a quarterly basis.
8. Provide case management services for each participant, including appropriate contact at least once a month, as determined by the advisor and participant, with appropriate diary entry.
9. Provide workshops that address employment preparation, job search strategies, employment, vocational training or in preparing for job readiness.
10. Provide paid and unpaid work experience as appropriate to complete or complement vocational training or in preparation for job readiness.
11. Provide supportive services when needed and as practical to ensure completion of training or attainment and/or retention of employment. Refer participants to appropriate community services.
12. Be responsible for payroll of participants and distribute participant paychecks.

13. Comply with laws and regulations pertaining to Worker's Compensation, federal and state labor laws, and Child Labor Laws for minor participants.
14. Ensure that all work site supervisors receive a program orientation before any participants are placed under their supervision.
15. Provide each participant an orientation to the worksite, worksite supervisors, educational and/or training program and instructor/s, participants responsibilities, and disciplinary procedures prior to placement in a work, educational, or training component.
16. Provide each participant the safety equipment necessary to perform work under the contract.
17. Carry out program activities in accordance with the Budget/Budget Narrative in this contract.
18. Carry out program activities in accordance with the Work Statement and Work Plan.
19. Provide representation at the Merced and Los Baños Worknet/Employment Resource Centers.
20. Attain the Local Youth Performance Measures established by the State. 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.
21. 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.
22. Provide quarterly reports to the Youth Council on the status of the program. Reports will be typed and 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.
23. Maintain time records for staff assigned to the contract on percentage basis.
24. Provide a Customer Satisfaction Evaluation to measure the level of customer satisfaction with program services.
25. Provide training to all program staff to include 1) WIA eligibility forms, completion, and reporting, 2) case management services and strategies.
26. Monitor all subcontractors. All monitoring reports will be provided to Department of Workforce Investment, Special Projects not later than the end of the tenth month of the contract.
27. 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.

28. Track and report quarterly, in cooperation with the Department of Workforce Investment, performance outcomes for Youth Common Measures to include literacy and numeracy testing.

29. 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.

30. Maintain property management as outlined in item 18, page 23 of this contract.

31. 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 all media releases, whether in print or in 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.