

**AGREEMENT BETWEEN CITY OF LIVERMORE
AND
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
FOR FISCAL YEAR 2016-2017
SOCIAL OPPORTUNITY ENDOWMENT FUNDING**

THIS AGREEMENT, entered into this day of 2016, between the City of Livermore, a municipal corporation ("City"), and Chabot-Las Positas Community College District ("Subrecipient").

RECITALS

City created the Social Opportunity Endowment Fund for the purpose of providing a long-term, stable, funding source for the delivery of quality human services to low-income City residents.

The primary goal of the Social Opportunity Endowment Fund is to maximize the efficient and cost-effective delivery of human services and to facilitate collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services to low-income residents in the City.

Only public agencies and community-based organizations that have a 501(c)(3) status are eligible to apply for an award from the Social Opportunity Endowment Fund. Only programs, projects, or activities that primarily benefit low-income persons and are consistent with the policies set forth in Chapter 3.45 of the Livermore Municipal Code and the plan for the Social Opportunity Endowment Fund are qualified for an award from the Fund.

Subrecipient has applied to City for funding for a project or program to provide a comprehensive range of no-cost employment and training outreach services for employers and job seekers in Livermore through the Tri-Valley One Stop Career Center ("Project").

City wishes to engage Subrecipient to assist City in utilizing a portion of Social Opportunity Endowment Program Funds to provide services to Livermore residents that meet the requirements described in Section 3.26.070 of the Livermore Municipal Code.

On April 11, 2016, the Livermore City Council approved resolution number 2016-034 to award the Subrecipient the amount of \$5,000 ("Funds") from its FY2016-2017 Social Opportunity Endowment Program Funds ("Program") for the Project.

City and Subrecipient understand that the Funds awarded from the Program shall be administered consistent with the procedures, standards, regulations and guidelines for Community Development Block Grant ("CDBG") entitlement programs, including the laws and orders applicable to such programs, except that in addition to satisfying the CDBG national objectives, the Subrecipient must also satisfy the Social Opportunity Endowment Program objectives in the City's ordinances.

AGREEMENT

NOW THEREFORE, in recognition of the mutual consideration provided herein, City and Subrecipient hereby agree that the aforementioned recitals are true and correct and further agree as follows:

1. **Relationship of Parties (Independent Contractors)**. The relationship of the parties shall be that of independent contractors. Subrecipient and its employees are not City officers or employees. Subrecipient is responsible for the supervision and management of its employees, including any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance of the Activities contemplated by this Agreement.

2. **Policy & Procedures Manual; Incorporation of Standard Contract Terms and Conditions**. The Subrecipient shall comply with the *Housing and Human Services Grant Policy and Procedures Manual* approved by City Council Resolution No. 2010-083, dated May 10, 2010 ("P&PM"). The standard contract terms and conditions contained in Appendix D.1 *All Agreements* to the P&PM are incorporated into this Agreement by this reference as though set forth in full.

3. **Scope of Service**.

A. **Activities**. Subrecipient is responsible for administering a portion of City's FY 2016-2017 Social Opportunity Endowment Fund in a manner satisfactory to City, and consistent with the standards, terms and conditions imposed by the Program and herein.

i) *Eligible Activities*: The Project will include the following activities eligible under the Program: provision of a comprehensive range of no-cost employment and training outreach services for employers and job seekers in Livermore.

ii) *Project and Program Delivery*: Subrecipient shall comply with the goals and performance standards as defined below and outlined in City's FY 2016-2017 Housing and Human Services Grant application numbered 16PS-CHABOT-JOBS attached as Attachment "1".

iii) *Service Objective*: Provide 360 Livermore clients with employment and training services through the Tri-Valley One Stop Career Center ("Activities").

iv) *General Administration*: The Funds for the Activities are to be administered under the direction of the Subrecipient's Executive Director and shall comply with the procedures, standards, regulations and guidelines for CDBG entitlement programs, including the laws and orders applicable to such programs.

B. **Budget**. City will grant, and Subrecipient will use, the Funds awarded pursuant to resolution number 2016-034 to perform the Activities consistent with the terms and conditions of this Agreement, the Program, and any conditions imposed upon the Program.

C. **Performance Monitoring.** City will monitor Subrecipient's performance against goals and performance standards as outlined in City's FY 2016-2017 Housing and Human Services Grant application in Attachment "1". Substandard performance as determined by City will constitute non-compliance with this Agreement.

4. **Time for Performance.** Subrecipient shall commence the Activities on July 1, 2016, and continue the Activities through June 30, 2017.

5. **Payment.** It is expressly agreed and understood that the total amount available from City to Subrecipient for the Activities under this Agreement shall not exceed the amount approved by resolution no. 2016-034. Even though the Funds are available, Subrecipient shall only be entitled to draw that portion of the Funds commensurate with the Activities provided. City shall only make payments for those Activities that comply with the terms and conditions of this Agreement and comply with the regulations of the Community Development Block Grant Entitlement Program Regulations 24 C.F.R. Part 570.

Payments of eligible expenses shall be made against the Funds and in accordance with the terms and conditions of this Agreement, the Program, and the applicable statutory regulations, including but not limited to, 24 C.F.R. Part 570. Subject to the terms and conditions of this Agreement, City shall make payments to Subrecipient as provided in Section II.C.3 in Appendix D.1 to the PP&M. City shall not process any request for payment from the Funds until Subrecipient's financial management system is certified in accordance with the standards specified in OMB Circular A-110 and its attachments.

6. **Hold Harmless and Indemnity.** Subrecipient shall defend, indemnify and hold City, its elected officials, officers, directors, employees, agents, and designated volunteers harmless from and against any and all loss, liability, damage, including but not limited to, reasonable attorney, consultant and expert fees, and court costs arising out of or in connection with this Agreement, except for the gross negligence and willful misconduct of City, its elected officials, officers, directors, employees, agents, and designated volunteers.

7. **Insurance.** Subrecipient shall procure and maintain insurance during the term of this Agreement in the amounts and under the terms set forth in Attachment "2" against claims that may arise from or in connection with this Agreement and performance of the Activities. Upon reasonable written notice, Subrecipient shall comply with any changes in the amounts and terms of insurance as may be required from time-to-time by the City's Risk Manager.

8. **Copyright and Right of Use.** All items created by Subrecipient under this Agreement are works made for hire, and Subrecipient shall give City the copyright and all intellectual property rights to all items developed, prepared, and delivered as part of the Activities. Subrecipient agrees that all aspects of the Activities and items created thereby will be original works of creation and will not use, in whole or in part, any work created by any other party, except when expressly disclosed by Subrecipient to City and Subrecipient obtains a license to such items for the benefit of City. All licenses must be perpetual, world-wide, non-exclusive, and royalty-free sufficient in scope to permit City's full use and enjoyment of its ownership rights in the items created by the Activities.

9. **Notices.** Any notice required or permitted under the terms of this Agreement shall be

effective upon receipt in writing either by personal service upon the authorized agent for the party, or by mailing the notice via U.S. Mail to the party as follows:

City: City of Livermore
Attn: Jean Prasher, Human Services Program Manager
1052 Livermore Avenue
Livermore, California 94550

Subrecipient: Chabot-Las Positas Community College
Jannett Jackson, Chancellor
7600 Dublin Blvd.
Dublin, CA 94568

10. **Environmental Conditions.**

A. **Air and Water.** Subrecipient shall comply with the following regulations insofar as they apply to the performance of this Agreement:

- i) Clean Air Act, 42 U.S.C. § 7401 *et seq.*;
- ii) Federal Water Pollution Prevention and Control Act (33 U.S.C. § 1251, *et seq.*, as amended), and specifically 33 U.S.C. § 1318 relating to inspection, monitoring, entry, reports, and information, as well as other reporting requirements, and all implementing regulations and guidelines;
- iii) Environmental Protection Agency (EPA) regulations (40 C.F.R. Part 50, as amended);
- iv) National Environmental Policy Act of 1969 (55 U.S.C. § 4321, *et seq.*, as amended); and,
- v) HUD Environmental Review Procedures (24 C.F.R. Part 58, as amended).

B. **Flood Disaster Protection.** Subrecipient shall comply with the requirements of the National Flood Insurance Act of 1968 and the Flood Disaster Protection Act of 1973 (P.L. 2234) (42 U.S.C. § 4001- 4129, as amended) in regard to the sale, lease, or other transfer of land acquired, cleared, or improved under the terms of this Agreement, as it may apply to the provisions of this Agreement.

11. **Severability.** If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

12. **Waiver.** City's failure to act with respect to a breach by Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of City to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

13. **Construction of Language.** The terms and conditions in this Agreement have been

arrived at through negotiation and each party had a full and fair opportunity to review and revise this Agreement with legal counsel. Any ambiguity in this Agreement will not be resolved against either party as the drafting party. In the event of an inconsistency or conflict between the language in the body of the Agreement and an attachment hereto or document incorporated by reference, the language in the body of the Agreement controls.

14. **Entire Agreement; Modification.** This Agreement supersedes all other agreements, whether oral or written, between the parties with respect to the Activities. Any modification to this Agreement must be in writing and signed by both parties. No amendment may invalidate this Agreement, or relieve or release City or Subrecipient from its obligations under this Agreement. City may, in its discretion, amend this Agreement in writing to conform with Federal, State, or local laws, regulations, guidelines, or policies related to the use of the Funds for the Activities. However, if such amendments result in a change in the funding, the scope of services, or the Activities, such modifications shall be incorporated only by written amendment signed by both City and Subrecipient. In the event the original of this Agreement is lost or destroyed, an archival copy maintained by City may be used in place of the original for all purposes with the same effect as if it was the original.

** Signatures on Next Page **

IN WITNESS THEREOF, the Subrecipient and City have executed this Agreement as of the date first written above.

DATED: _____

Chabot-Las Positas Community College District
"Subrecipient"

BY: _____

~~Jannett Jackson~~ Lorenzo Legaspi
~~Chancellor~~ Vice Chancellor, Business Services

Federal I.D. or Social Security No.

94-167063

Data Universal Numbering System (DUNS) No.

071680961

Central Contractors Registration No.

DATED: _____

CITY OF LIVERMORE
A Municipal Corporation
"City"

BY: _____

Marc Roberts
City Manager

APPROVED AS TO FORM:

DEPUTY/ASSISTANT/CITY ATTORNEY

Attachments:

Attachment 1 FY 2016-2017 Housing and Human Services Grant application
numbered 16PS-CHABOT-JOBS

Attachment 2 Insurance Coverage, Amounts and Terms

ATTACHMENT 1

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City of Livermore, California
 Community & Economic Development
City of Livermore Housing & Human Service Grant FY 2016-2017
 1/29/2016 deadline

Chabot-Las Positas Community College District/Tri Valley One Stop Career Center Livermore Job Initiative

\$ 15,611 Requested

Submitted: 1/20/2016 5:42:55 PM (Pacific)

Project Contact
 Sarah Holtzclaw
sholtzclaw@clpccd.org
 Tel: 925-560-9439

Additional Contacts
none entered

Chabot-Las Positas Community College District/Tri Valley One Stop Career Center

7600 Dublin Blvd
 Dublin, CA 94568
 United States

Chancellor
 Jannett Jackson
jjackson@clpccd.org

Telephone(925) 560-9431
 Fax (925) 560-9457
 Web trivalleyonestop.org

Application Questions

ORGANIZATION INFORMATION

1. Please describe your organization category (select one of the following):

- Private Non-Profit
 Public Agency
 Other:

2. Please describe your agency's mission (no more than 3 sentences).

The mission of the Tri-Valley One-Stop Career Center (TVOS) is to provide high-quality, integrated, seamless, accessible and professional employment services for employers and job seekers.

3. Briefly describe the opportunities and challenges facing your organization.

(Please be frank; it will not be held against you.)

Funding, and with that staffing, are the largest challenge facing the Tri-Valley One-Stop Career Center (TVOS). Our greatest opportunity currently is marketing the center to employers, clients and partners.

4. Please list the total number of LIVERMORE clients your agency served in the PRIOR fiscal year in each category below.

(For current income limits by affordability category, please refer to the chart posted at <http://www.cityoflivermore.net/citygov/cd/hhs/cdbg/default.asp>)

N/A	Extremely Low Income (<30% AMI)
N/A	Very Low Income (30%-50% AMI)
N/A	Low Income (50%-80% AMI)
13	Disabled
N/A	Female Headed Households
5	Senior
0	Youth
N/A	Homeless
18.00	TOTAL

5. Please list the total number of LIVERMORE clients your agency served in the PRIOR fiscal year in the race/ethnicity categories below.

(Per HUD, "Hispanic" is an ethnicity and not a separate race.)

670	White
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108	White + HISPANIC
68	Black/African American
0	Black/African American + HISPANIC
114	Asian
6	Asian + HISPANIC
3	American Indian/Alaskan Native
6	American Indian/Alaskan Native + HISPANIC
11	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Other Multi Racial
0	Other Multi Racial + HISPANIC
986.00	TOTAL

6. Please remember to upload the following information on the DOCUMENTS section:

- Current annual budget for the entire agency
- List of Board of Directors
- Copy of last audit, financial review by CPA, or IRS 990

PROGRAM APPLICATION

7. If you are submitting more than one application for Livermore HHSG funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.
(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this one is the highest priority of the three.)

1 of 2

8. Is this proposal a request for Capital or Public Service funding?

- Capital
- Public Service

9. Is this a NEW project or activity?

- Yes
- No

10. Please indicate below if this application is a request for one-time funding and/or "seed" funding.

- One-time funding
- Seed funding
- Neither / not applicable

11. Provide a brief summary of the program/project for which your agency is seeking funding (no more than three sentences; this text will be used widely during the review and implementation process to describe your project).

The funds will increase our outreach and services to Livermore residents, providing a comprehensive range of no-cost employment and training services for employers and job seekers.

12. Have you received Livermore HHSG funding for this program/project in a previous year? If so, describe anything different with this year's application and how the program evolved based on lessons learned from previous years' implementation.

Enter "N/A" if not applicable. The Human Services Commission may not fund or recommend reduced funding if a project is not responsive to its "Statement of Priorities."

N/A

13. If your agency has never received HHSG funding from Pleasanton, please justify your capacity to conduct this project (previous

federal grants management, fiscal staff resources, skills and experience, etc.). Enter "N/A" if not applicable.

The Tri-Valley One-Stop Career Center (TVOS) is a contractor of the Alameda County Workforce Investment Board (ACWIB) to service as a "Specialized One-Stop". Our systems and operations are structured by the federal Workforce Investment and Opportunity Act (WIOA) which stipulates the essential career services we must provide. We are a service of, or part of, the Chabot-Las Positas Community College District (CLPCCD) which offers management and fiscal oversight. We fall under the Economic Development office of the District. The Executive Director of this area is Julia Dozier, who has been in her role for 15 years. The dual oversight of the ACWIB and CLPCCD guarantees that we have both management, fiscal and governing board oversight of our services and operations.

TVOS has been in business of providing quality career services to the Tri-Valley region since 1998. The staff and management are dedicated to provide each client and employer with the best possible service. We have employees who have been doing this work for over 15 years and others who bring in new ideas as they have joined the staff in the last year. Program Manager, Sarah Holtzclaw, joined TVOS and CLPCCD in January of 2015. Her goals are to continue the high quality of services while, at the same time, expand services to community partners, service a wide variety of employers and to grow the Center's client base.

14. Describe the challenges, needs, or service gaps in Livermore that your program/project addresses.

You should reference Livermore demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.

A city's long term livelihood depends on the employment status of its residents. Currently, Livermore is a vibrant community that enjoys a high median household income and a low official unemployment rate. There are, however, several reasons to invest in workforce development now, and not wait until the economy turns south again.

- 1) The official unemployment rate does not count those who have fallen off the unemployment rolls, are employed in a field not using their skill sets, youth, immigrants or those working multiple jobs to pay the bills. This hidden unemployment exists in Livermore as it does across the country.
- 2) Every economy relies on a variety of jobs being filled – with a variety of backgrounds. There is a need for a highly-, middle- and low-skilled workforce.
- 3) There are pockets of the city with more chronic unemployment issues. Those with less education or skills, displaced homeworkers, immigrant families and the like.
- 4) There is always turnover in businesses that creates a job-seeking population
- 5) The economy has a cyclical nature where it is sure to have a down turn in the future
- 6) Displaced spouses are often looking for work to replace an income that is no longer available

All of this is apparent in the most recently needs assessment and strategic plan where workforce development is stated as one of the highest needs. In fact, the plan states that the City should partner with community organizations, mentioning the Tri-Valley One-Stop Career Center (TVOS) by name. There are many organizations that help clients with resume writing but none as comprehensive as TVOS.

This grant will help fund an Outreach Specialist position designed to take the message and services of TVOS out to the community, thereby expanding our reach and the number of people we can assist.

15. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?

Select the TOP THREE (3) areas.

- PREVENTION (helps prevent a problem before it emerges)
- EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- TRANSITION (helps move clients toward a better situation, lower level of need, etc.)
- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- STABILIZATION (helps clients attain stability so that they can work toward a better situation)

16. Explain how your agency will implement this program/project and what staff will administer the activities. How will clients access the program/project (transportation)?

The Tri-Valley One-Stop Career Center (TVOS) has been successfully offering career services for 15 years. Our services are offered through our facilities and staff. Clients use our facilities to write resumes, job search, conduct interviews, attend workshops, complete online training, and communicate with potential employers. Our counselors meet with clients 1-on-1 to address any barriers the client may be experiencing in finding gainful employment. Our employment specialist then connects the job ready applicants to open positions in the area.

The Livermore Job Initiative will be a part of a larger Outreach Initiative that is intended to help TVOS reach more people in the community. With one main office in Dublin, our scheduled workshops are not always going to be available when clients need them. Our staff is busy offering career services in our current offices. However, we have partners throughout the Tri-Valley whose clients would benefit from our services but can't get to our offices when it's open or at the time that a workshop is offered. Additionally, there are thousands of Tri-Valley residents who are under-employed but could use our services during hours our office is not open.

With the help of the City of Livermore, we will fund a new bi-lingual staff member to offer our workshops and services outside of our physical offices. The full Outreach Initiative will fund one new staff member fully and partially fund two other existing staff members partially to assist. It will also fund the development and placement of messages and marketing in order to attract new clients who may need or want career services but don't know we are available.

The existing Program Manager will develop the marketing strategy and messages. An existing Career Counselor will train and assist the new Outreach Specialist. That new staff member will be responsible for taking our services out into the community, meeting with community groups and monitoring the program results.

17. Please remember to upload the following information:

(in the DOCUMENTS section)

- ✓ Current annual budget for the entire agency
- ✓ List of Board of Directors
- ✓ Copy of last audit, financial review by CPA, or IRS 990

18. Describe in detail how your agency will use Livermore HHSG funds in this program/project.

The Tri-Valley and Bay Area economy has cyclical characteristics. Though it is a job seekers' market at the time of this writing with an unemployment rate under 3%, that has not always been the case and will not be the case in the future – simply due to the nature of the Bay Area economy. The economy of the Tri-Valley is strong at the time of this writing. It may not be by the fiscal year 16-17. Additionally, this particular recovery does not treat all workers equally. Those high-skilled workers are benefiting from the up-turn. Middle- and lower-skilled workers are not yet feeling the upturn. These people are still being displaced and having a harder time finding replacement incomes.

The Livermore Job Initiative has three purposes, all of which will prepare us for the cyclical economy. With the City of Livermore funds, we will increase:

- 1) our capacity to train residents by developing new workshops offered at our location and within the community;
- 2) our outreach to businesses, offering to assist in their growing needs to find and hire qualified, skilled applicants;
- 3) our outreach to those who are under-employed or working two, or more, part-time jobs to make ends meet.

19. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

As a federally-funded program through WIOA, we are mandated to track all of the services we offer in our office. Our system uses the CalJobs employment system to track the activities of TVOS clients.

For the Livermore Job Initiative, we will track:

- 1) The number of new workshops developed
- 2) The number of Livermore residents attending these workshops at the TVOS offices and within the community
- 3) The number of new Livermore businesses that are contacted
- 4) The number of Livermore residents touched through specific outreach efforts
- 5) The number of services offered to Livermore residents
- 6) The number of unduplicated Livermore residents touched

20. Describe the population this program/project will serve and how they will benefit.

Our office is open to the public, without regard to income, ability or experience. We do limit our clientele to adults 18 years of age and over per our contract with the Alameda County Workforce Investment Board (ACWIB). However, we won't turn anyone away. We have a MOU with the California Department of Rehabilitation (DOR) to cooperatively serve people with disabilities. We are one of the only Job Centers in the region with a workshop specifically for the older worker. Additionally, the California Employment Development Department (EDD) is onsite weekly to help veterans of all ages in their job search.

The federal Workforce Investment and Opportunity Act (WIOA) law requires that a certain percentage of our clients have economic barriers such as a basic-skills deficiency or low-income. To serve this population, we have outreach referrals from Axis Community Health, city libraries, CalWorks and other community organizations serving low-income adults. We also have outreach to the incarceration facilities in Livermore to work with offenders prior to their release back into the community.

21. Please choose a common indicator that your agency will use to track clients (select only ONE):

- ✓ Persons
- Households

22. Define the primary unit of service to be used when tracking this project, submitting invoices, etc.

(e.g. number of classes provided, hours of case management, number of medical visits, number of meals served, miles driven, etc.). NOTE: Do NOT reiterate the number of clients or number of households served.
Individuals touched

23. Provide a numeric GOAL for the units of service to be provided to Livermore clients by this project.

1125

24. How is this project's implementation culturally appropriate (i.e., describe how the program is specifically tailored to the population/s served)? How will you outreach to low income, limited English speakers, and disabled persons?

Services in our offices are done on an individual or small group environment. We pride ourselves on the diversity of both the people we serve and the breadth of the jobs available at any given time. Clients can access services at three levels: self-guided where they simply use our offices and equipment; small groups where clients access small group workshops to help in their search; or one-on-one case management where staff spends time with them individually to work on resumes, interview skills and job search strategies. Our more-intensive clients create individual employment plans with the help of staff that works tailored to meet their needs and career goals. We target high growth, high wage industries to help our clients succeed over time in their career development.

Our Outreach Specialist will primarily focus on the 1-to-many model of workshops. If more intensive services are needed, we will determine the best course of action and how our career counselors can work with that individual to meet their needs.

25. Identify the organizations with which your agency collaborates AND their role in this specific program/project.

TVOS is continually seeking partnership with other community organizations across the Tri-Valley and beyond. Lack of employment is often a reason for the need of other services. The old saying that "a good job is the best doctor" is not too far off. The following are organizations that we work with

currently. Over the coming year, this list is sure to expand as there are many organizations doing great work and helping people find employment.

- Los Positas Community College – educating students for the workforce. We help with the Career Center on campus.
- Department of Rehabilitation – we offer space for their staff and client orientations. We co-enroll clients when appropriate.
- Employment Development Department – Veteran services is co-located at TVOS 1x week. We also collaborate on job fairs in the region
- Social Service Agencies (SSA) – we serve CalWorks clients, offer space and applications for public benefit enrollments
- Livermore Public Library – We offer workshops Livermore Civic Center Library. With the Outreach specialist, we will expand this to other branches.
- Santa Rita Jail – we offer resources and pre-release counseling and workshops for inmates
- FCI, Dublin - we offer resources and pre-release counseling and workshops for inmates
- Castro Valley Adult School – we co-promote our services to each other clients, co- develop workshops and send clients to their campus for training when appropriate
- Axis Community Health – we cross-refer clientele
- Tri-Valley Educational Cooperative – we bring employers to the table for high school students to learn career paths and skills development

26. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term viability of this program/project.

The Tri-Valley One-Stop (TVOS) is a federally-funded entity through the Workforce Investment & Opportunity Act (WIOA). The majority of our funding is passed through the Alameda County Workforce Investment Board (ACWIB) with a match from the Chabot-Las Positas Community College District (CLPCCD). This has been the case since 1998. Our long-term viability depends on the continuation of the ACWIB funding for the vast majority of our services. The City of Livermore grant funding is a small portion of our budget, but one that is valued highly by both TVOS staff and the CLPCCD Chancellor and Board of Directors.

That said, the Outreach Initiative of which this grant will partially fund, is outside our WIOA funding scope. Our base services are not dependent on the City's grant program, but this specific initiative is relying on the funding. A reduced funding amount from any of our expected allocations will reduce the effectiveness of this Outreach Initiative.

27. Describe how this project is cost effective and the budget is reasonable for the anticipated result.

The return on investment for the Tri-Valley One-Stop Career Center (TVOS) is extraordinary. With one full-time and six part-time staff members, we are able to touch and serve thousands of people in the Tri-Valley area to one degree or another. For those who come into our offices and receive services, the cost of that service is, on average, \$1,900 per person. We strive to place our clients in jobs that are \$20/hour or high unless they need what we call a "survival job" in the interim. For clients who find employment at \$50,000 a year, our ROI is more than 25-fold.

The City of Livermore's funding will be used to pay for outreach efforts and workshop development time, which is more staff time, but also strategic marketing/public relations development and placement. The more people who know about our services, the more we can help. The more businesses that know about us, the more jobs we can fill inside the City. This includes taking part in community events, offering our workshops and services to community partners and developing a marketing plan that will reach new clients and businesses.

CAPITAL PROJECTS

28. Is your agency requesting funds for a Capital project (e.g. construction)?

Yes

No

29. If your agency is requesting Capital funding, describe the detailed scope of work for the project. Enter "N/A" if not applicable.

[You will also be asked to attach a budget, photos, designs, site plans, specs, etc., later in the DOCUMENTS tab.]

N/A

30. Please remember to upload the following information:

(in the DOCUMENTS section)

Capital expenditure budget (your own format is acceptable)

Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)

31. If your agency is requesting Capital funding please describe any land tenure issues (e.g. does your agency own or lease the property, lease terms, plans for future relocation or expansion, etc.). Enter "N/A" if not applicable.

N/A

32. If your agency is requesting Capital funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?

N/A

Yes

No

Not known (please contact staff immediately if you have any questions regarding Davis-Bacon requirements)

POLICY CONSISTENCY

33. Identify AT LEAST ONE Critical Need from the "2011 Tri-Valley Human Services Needs Assessment Findings Report" that relates to your project:

Workforce Development /Job Training

- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services

34. Identify AT LEAST ONE Barrier to Service Delivery from the "2011 Tri-Valley Human Services Needs Assessment Findings Report" that relates to your project:

- A marketing and publicity campaign that provides consumers with additional education and information about the agencies programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.
- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

35. Identify AT LEAST ONE City of Livermore 2015-19 Consolidated Plan Guiding Principle that relates to your project:

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

36. Identify AT LEAST ONE City of Livermore 2015-19 Consolidated Plan Goal that relates to your project:

- A) Support and develop a continuum of housing resources that will increase access by low-income, seniors, disabled and homeless persons with emphasis on activities that:
 - 1) Provide affordable rehabilitation services to low income households.
 - 2) Preserve and increase affordable rental housing opportunities for low and moderate income households.
 - 3) Assist with homeownership opportunities for first-time homebuyers and ensure existing homeowners have safe housing that maintains affordability.
 - 4) Promote fair housing and reduce housing discrimination.
 - 5) Provide assistance to all all persons or households who are on the verge of becoming homeless and those who are currently experiencing homelessness.
 - 6) Provide the appropriate level of housing intervention to meet the specific individual or household's needs.
 - 7) Provide supportive services to increase positive outcomes and maintain housing.
 - 8) Support initiatives that increase low income individuals' ability to increase their household incomes.
 - 9) Provide a variety of supportive services including child care, workforce and job development and other innovative programs.
- B) Improve community health and access to basic and specialty care including dental and optometry care, substance abuse therapies, behavioral and mental health care services especially for low-income, uninsured and under-insured residents.
- C) Support the maintenance and expansion of services and programs aimed at wellness and preventative care services.
- D) Support a wide range of services that increase or maintain stability for limited English speaking persons, youth, disabled, seniors, at-risk persons or households, and other underserved populations. This will include increasing outreach and access to these services.

37. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your project:

- Increase homeownership
- Promote decent affordable housing
- Strengthen communities
- Ensure equal opportunity in housing
- Promote participation of grass-roots, faith-based, and other community-based organizations

DOCUMENTS

38. Please confirm that you have uploaded the following in the "Documents" tab:

- Current annual budget for the entire agency
- List of Board of Directors
- Copy of last audit, financial review by CPA, or IRS 990
- Resumes or Vitae of Executive Director, Fiscal Officer, and relevant program staff

39. If your agency is applying for CAPITAL funding, please confirm that you have uploaded the following in the "Documents" tab:

- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g. photos, designs, site drawings, specifications, etc)
- N/A

Budget

Funding Sources/Status	Committed	Requested/Pending	Planned Request	TOTAL
City of Livermore		\$ 15,611.00		\$ 15,611.00
City of Pleasanton		\$ 15,611.00		\$ 15,611.00
City of Dublin		\$ 15,611.00		\$ 15,611.00
Alameda County Workforce Investment Board			\$ 66,497.00	\$ 66,497.00
Chabot-Las Positas Community College District			\$ 22,166.00	\$ 22,166.00
Various Foundations/Corporations			\$ 1,556.00	\$ 1,556.00
Total	\$ 0.00	\$ 46,833.00	\$ 90,219.00	\$ 137,052.00

Funding Uses / Expenses	TOTAL Prog Budget (incl Pls HHSO)	Amount Requested (Pls HHSO ONLY)
Capital: Construction/Rehab		
Capital: Permits & Fees		
Capital: Design		
Capital: Engineering		
Capital: Acquisition		
Capital: Other Soft Costs (define below)		
Personnel: Salaries* (see instructions below)	\$ 73,472.00	\$ 7,100.00
Personnel: Benefits* (see instructions below)	\$ 46,280.00	\$ 4,411.00
Operating: Supplies	\$ 375.00	\$ 125.00
Operating: Printing/Copying	\$ 1,050.00	\$ 350.00
Operating: Postage	\$ 3,375.00	\$ 1,125.00
Operating: Telephone		
Operating: Rent & Utilities		
Operating: Accounting/Audit		
Operating: Other (define below)		
Contracted Services	\$ 12,500.00	\$ 2,500.00
Total	\$ 137,052.00	\$ 15,611.00

Budget Narrative

The return on investment for the Tri-Valley One-Stop Career Center (TVOS) is extraordinary. With one full-time and six part-time staff members, we are able to touch and serve thousands of people in the Tri-Valley area to one degree or another. For those who come into our offices and receive services, the cost of that service is, on average, \$1,900 per person. We strive to place our clients in jobs that are \$20/hour or high unless they need what we call a "survival job" in the interim. For clients who find employment at \$50,000 a year, our ROI is more than 25-fold.

The City of Livermore's funding will be used to pay for outreach efforts and workshop development time, which is more reliant on staff time, but also strategic marketing/public relations development and placement. The staff costs include for a new Outreach Specialist, full-time; 20% of the Program Manager's time/benefits, 15% of a Career Counselor's time/benefits. The requested Livermore HHSO funding will pay for 9.7% of these total costs. We have requested identical funding from the cities of Dublin and Livermore.

The next highest cost is allocated to contract services which includes marketing development and placement. The more people who know about our services, the more we can help. The more businesses that know about us, the more jobs we can fill inside the City. This includes taking part in community events, offering our workshops and services to community partners and developing a marketing plan that will reach new clients and businesses.

Documents

Documents Requested *

Current Annual Budget for the Entire Agency

Required?

Attached Documents *

[CLPCCD Adoption Budget 2015-2016](#)

List of Board of Directors with their contact information (telephone or email is sufficient)

[CLPCCD Board of Directors 2015-2016](#)

If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)

If your agency is applying for CAPITAL funding, please upload supplemental information as applicable (e.g. project financing schedule, Phase I/Phase II reports, photos, designs, site drawings, specifications, etc.)

Resume or Vita of Executive Director, Program Manager, and

[Administrative Resumes](#)

Fiscal Officer

Personnel policies including affirmative action plan and grievance procedure

Agency audit requirements and copy of last audit ✓ [CLPCCD Most Recent Audit](#)

Type of insurance carried, bonding, workers' compensation ✓ [Proof of Insurance, CLPCCD](#)

Articles of Incorporation/Bylaws

Conflict of Interest Statement (if not included in Bylaws)

State and Federal nonprofit determination letters (if applicable) [IRS Tax Exempt Letter, CLPCCD](#)

Organization chart ✓ [CLPCCD-TVOS Organizational Chart](#)

Board of Directors' authorization to request HHSG funding ✓ [Authorization to Request Funding](#)

Board of Directors' designation of authorized official ✓ [Authorized Signature Documentation](#)
[Authorized Signature Documentation](#)

City of Pleasanton Business License ✓ [Business License - Livermore](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 50391

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ATTACHMENT 2

INSURANCE REQUIREMENTS

Minimum Scope and Limits of Insurance

Consultant/Contractor shall maintain limits no less than:

1. Commercial General Liability, including operations, products and completed operations, as applicable:
\$1,000,000/\$2,000,000 aggregate per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form of insurance with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability:
\$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation and Employer's Liability:
Statutory limits as required by the State of California including **\$1,000,000** Employers' Liability per accident, per employee for bodily injury or disease. A waiver of subrogation is required for Workers' Compensation insurance. If Consultant/Contractor is a sole proprietor, then they must sign "Contractor Release of Liability".

Deductibles and Self-Insured Retention

All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide, or be endorsed to provide, that the SIR may be satisfied by either the named insured or the City of Livermore. The City of Livermore reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII and accepted to do business in the State of California, unless otherwise acceptable to the City of Livermore.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Livermore, its officers, officials, employees, and designated volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Consultant/Contractor; or automobiles owned, leased, hired or borrowed by the Consultant/Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Livermore, its officers, officials, employees, or volunteers.
2. The limits of insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. The additional

insured coverage under the Consultant's/Contractor's policy shall be primary and non-contributory and will not seek contribution from the City's insurance or self-insurance and shall be at least as broad as ISO Form CG 20 10 04 13. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City of Livermore before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

3. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the City of Livermore, its officers, officials, employees, or volunteers.
4. The Consultant's/Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party before expiration of the policy unless notice is delivered in accordance with policy provisions.
6. It shall be a requirement under this agreement that any available insurance proceeds broader than, or in excess of, the specified minimum insurance coverage requirements and/or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named Insured; whichever is greater.
7. Certificate Holder section of the insurance certificate should read: City of Livermore, 1052 S. Livermore Avenue, Livermore, CA 94550

Verification of Coverage

Consultant/Contractor shall furnish certificates of insurance and endorsement(s) effecting coverage to the City of Livermore for approval. The endorsements shall be on forms acceptable to the City of Livermore. All certificates and endorsements are to be received and approved by the City of Livermore before work commences. The City of Livermore reserves the right to require complete and certified copies of all insurance policies required by this Agreement.