

**Chabot-Las Positas Community College District
Procurement Contract No. 17373**

EXHIBIT A

- I. **Overview.** The Workforce Innovation and Opportunity Act (WIOA) of 2014 is designed to help job seekers access employment, education, training, and support services to succeed in the labor market, as well as to match employers with the skilled workers they need to compete in the global economy. The workforce system is designed to be customer-focused in meeting both the needs of businesses for skilled workers, and in assisting individuals in easily accessing information and services needed to begin and manage their careers.

The Alameda County Workforce Development Board (ACWDB) is charged with developing and maintaining a workforce development system under WIOA in the local workforce area. In order to advance the goals of the ACWDB Local Plan and maintain compliance with WIOA, the ACWDB issued Request for Proposal (RFP) No. SRADWCS 2017 to procure the Sub-Regional Workforce Network (SWN) for WIOA Adult and Dislocated Worker Career Services. Chabot-Las Positas Community College District (CLPCCD) was selected for contract award as a result of RFP No. SRADWCS 2017.

- II. **Purpose.** The purpose of this Agreement is to set forth the respective roles and responsibilities of CLPCCD (Contractor) and ACWDB in the provision of SWN WIOA Adult and Dislocated Worker Career Services.
- III. **Program Design Requirements.** Contractor will develop and implement a program delivery strategy (detailed in Exhibit A-1 Program Design).
- IV. **Contractor Obligations.** Contractor will act as the lead agency for the SWN and provide WIOA Adult and Dislocated Worker Career Services, in compliance with WIOA and all applicable federal, state, and local rules, regulations, and policies. At a minimum, Contractor will provide the following services under this Agreement:
- A. **Lead Agency for Sub-Regional Network.** Contractor will act as the lead agency for SWN services provided under this Agreement, as follows:
1. **Fiscal Agent Responsibilities.** Contractor is the fiscal agent for the SWN, and is responsible for all contractual obligations under this Agreement.
 2. **Coordination of Service Delivery.** Contractor will manage and coordinate the service delivery of SWN partner agencies and service providers.

3. **SWN Partnership Agreements.** Contractor will negotiate and execute written partnership agreements with all SWN partners providing support or direct services through the SWN. SWN Partnership Agreements must include a WIOA Title II Adult Education and Literacy partner.
4. **Implementation of New Partners in ACWDB's Two-Year Modified Local Plan.** Contractor will integrate the new partners into their partner network and provide services to target groups as follows:
 - Alameda County Social Services Agency - Department: Workforce and Benefits Administration
 - CalFresh and CalFresh Employment and Training (E&T) clients
 - Immigrant clients (Refugees, Asylees, and English Language Learners)
 - Alameda County Department of Child Support Services (DCSS clients)
 - Department of Rehabilitation and the Regional Center of the East Bay (Clients with Intellectual and/or Developmental Disabilities)

In addition, the Contractor will implement the following strategies as outlined in ACWDB's Two-Year Modified Local Plan:

- a. Distribute ACWDB approved WIOA materials to partners;
 - b. Engage with new partner organizations, and provide information regarding WIOA eligibility to facilitate referrals and identify prospective WIOA participants (*with the assistance of ACWDB staff*);
 - c. Develop a Co-Enrollment Action (CEA) Plan with partners, that articulates strategies for serving new target groups within the second quarter of PY 2019/2020 (*with the assistance of ACWDB staff*);
 - d. Implement CEA plans within third and fourth quarters of 2019/2020.
5. **SWN Partner Meetings.** Contractor will convene and facilitate meetings with partners, at least once per quarter to discuss service delivery coordination, customer-centered design, referral processes, and other topics as needed to ensure coordination and communication of Adult and Dislocated Worker Career Services.

- B. **WIOA Adult/Dislocated Worker Career Services.** Contractor will provide WIOA Career Services in the Tri-Valley Area. At a minimum, these services will include:

1. **Management & Oversight of SWN Services.** Contractor will manage and oversee the day-to-day implementation of the SWN programs and partnerships for the provision of WIOA program services, including scheduling of services and hours of availability at partner locations.
2. **Universal Basic Career Services.** Contractor will ensure that basic career services are universally accessible and available to all individuals seeking employment and training services in the SWN service area. Generally, these services require less staff time and attention and include services such as: eligibility determinations, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals.
3. **Outreach & Recruitment.** Contractor will conduct outreach and recruitment activities aimed at informing the public at large, local communities, job seekers, employers, and partner organizations about services available through the SWN and the larger workforce system in Alameda County. Contractor will ensure that outreach and recruitment efforts are targeted and accessible to ACWDB priority populations.
4. **Eligibility & Enrollment.** Contractor will determine participant eligibility for WIOA Adult and WIOA Dislocated Worker programs, in accordance with federal, state and local eligibility requirement and guidelines. Contractor will ensure that all required eligibility documentation is completed and received prior to participant enrollment into WIOA programs.

Contractor will enroll eligible WIOA participants into the appropriate WIOA program and place each participant into an appropriate WIOA service activity at the time of enrollment. All WIOA enrolled participants must be placed into Individualized Career Services activities. Participants may also receive basic career services and/or training services.

Contractor will ensure that participants who meet the WIOA Dislocated Worker eligibility requirements are enrolled into the WIOA Dislocated Worker program in order to ensure that planned services for these participants are appropriate to the WIOA Dislocated Worker population.

Contractor will prioritize enrollment and services for WIOA participants in the ACWDB priority populations. At least 51% of enrolled WIOA Adult program participants must meet ACWDB priority population requirements.

5. **Individualized Career Services.** Contractor will provide Individualized Career Services to all enrolled WIOA Adult and WIOA Dislocated Worker participants. Generally, these services involve significant staff

time and customization to each individual's need. Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.

6. **Objective Assessment**. Contractor will ensure that all participants enrolled in WIOA Adult and WIOA Dislocated Worker programs receive a comprehensive, specialized assessment of skill levels and service needs of a participant. The assessment may include diagnostic testing or other assessment tools, and in-depth interviews and evaluation to identify employment barriers and appropriate employment goals.
7. **Individual Employment Plan**. Contractor will work with each WIOA program participant to develop an Individual Employment Plan (IEP) to identify the participant's employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to be able to achieve his/her employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.
8. **Case Management**. Contractor will provide comprehensive case management services to WIOA program participants throughout their enrollment in WIOA program activities. Case management services may include:
 - a. Providing participants with information, materials, suggestions, and/or advice to help make occupational or career decisions, counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.
 - b. Counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.
 - c. Contacting participants at least once in each thirty day period to review status and progress toward IEP goals and objectives.
9. **Supportive Services**. Contractor will ensure that supportive services are available to enrolled WIOA program participants who are unable to obtain supportive services through other funding sources. WIOA supportive services are limited to transportation, work-related clothing, safety items, and required documentation. At a minimum, Contractor will budget at least \$150 in WIOA contract funds per participant for supportive services for at least 25% of enrolled participants.

10. **WIOA Training Services.** Contractor will determine the appropriateness of training for WIOA Adult and WIOA Dislocated Worker program participants as part of the participant's IEP and refer participants to appropriate training services.
 - a. **Selection of Training Services.** Contractor will ensure that the selection of training services, including ITAs and OJTs, are conducted in a manner that maximizes customer choice, is linked to in-demand occupations, is informed by the performance of relevant training providers, and is coordinated to the extent possible with other sources of assistance.
 - b. **Industry Sector & Occupational Framework.** Contractor will refer WIOA program participants to training services in accordance with the ACWDB Industry Sector & Occupational Framework (ISOF) criteria and performance goals.
 - c. **Training Funds Set-Aside.** Training funds available for participants referred to training under this Agreement are identified in Section III.K. (Performance), and are not included in Contractor's budget. Payments to training providers are not Contractor's responsibility.
11. **Job Development & Job Referral.** Contractor will provide supply-side (job seeker) services and activities that address the hiring needs of employers. Supply-side services and activities will be provided in accordance with the ACWDB ISOF criteria.
 - a. Job development activities include working with employers to create job orders and effective job descriptions, securing participant job interviews for a job opening not currently listed on file, or contacting a union or employer on behalf of a particular participant.
 - b. Job referral activities include hosting employer job fairs, referrals of job seekers to existing employer job orders/openings, and referral of job seekers to employer recruitment events.
 - c. These activities and employer contacts will be recorded in CalJOBS and reported on the Monthly Report Narrative.
12. **Follow-up Services.** Contractor will provide follow-up services for WIOA Adult and WIOA Dislocated Worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Follow-up services do not extend the date of exit in performance reporting. At a minimum, Contractor will document follow-

up services to participants within the first quarter after exit from the WIOA program.

13. **Participant Case Files.** Contractor will maintain complete physical case files for each WIOA program participant in accordance with ACWDB requirements. Case files will be stored securely and in full compliance with EEO, confidentiality, and other applicable rules and regulations.

C. **Supplemental Contract Documentation.** Contractor will submit the following documents to ACWDB no later than 30 days after the effective date of this Agreement:

1. Written plan for on-going training of WIOA funded staff to ensure expertise on application WIOA rules, regulations, policies, and procedures;
2. Approved indirect costs rates from a cognizant agency if indirect costs will be charged under this Agreement;
3. Written cost allocation plan for charging costs to WIOA program cost categories (basic career services, individualized career services, follow-up services, etc.), including allocation methodology and timelines;
4. Written grievance procedures for WIOA programs.

D. **Customer-Centered Design.** Contractor will implement a Customer-Centered Design approach to providing WIOA program services through the use of customer feedback and continuous improvement efforts in order to improve the quality of customer outcomes and to implement WIOA regulations in a way that adds value for target populations.

E. **Coordination with Other ACWDB WIOA Service Providers.** Contractor will work collaboratively with ACWDB Youth Service Providers and the Comprehensive AJCC to promote an integrated workforce system.

F. **EASTBAY Works Regional Partnership.** Contractor will participate in regional EASTBAY Works activities including attending designated meetings, using regional systems, policies and software, and helping to set and monitor regional goals.

G. **Coordination with ACWDB Business Services Unit.** Contractor will work with the ACWDB Business Services Unit (BSU) to coordinate both supply-side (job seeker) activities and demand-side (business) activities, including but not limited to, sector symposiums, employer panels, business convenings and roundtables.

1. **Rapid Response Activities.** Contractor will attend Rapid Response events at the direction of BSU staff, and assist with Rapid Re-employment strategies for affected workers.
2. **On-the-Job Training Agreements.** Contractor will develop On-the-Job Training (OJT) Master Agreements with employers and refer appropriate WIOA program participants to hiring employers after execution of OJT Master Agreements.
3. **BSU Steering Committee & Employer Information.** Contractor will participate in BSU Steering Committee meetings and provide updates on employer and job-seeker activities when requested by ACWDB.
4. **Training & Incentive Referrals.** Contractor will refer employers requesting information regarding Customized/Incumbent Worker Training and employer incentives to the BSU for follow-up.

H. **Mandatory Meetings and Trainings.** Contractor or designee will attend:

1. Site Manager Meetings – bi-monthly;
2. Program Operators Meeting – quarterly;
3. Committee and Board meetings;
4. Regional capacity building coordination meetings as appropriate under ACWDB adopted initiatives;
5. Management Information Systems (MIS) training/meetings;
6. Two-Year Modified Plan planning meetings;
7. Other meetings/trainings as directed by ACWDB.

I. **Discretionary Grant Projects.** Contractor will support and implement Discretionary Grant Projects as directed by ACWDB, subject to negotiation of scope and budget. Contractor will co-enroll discretionary grant participants into WIOA when appropriate to achieve program outcomes and meet leverage requirements. If Contractor is unable to implement discretionary grant projects that require match of WIOA Career Service funding, Contractor WIOA funding may be reduced and reallocated in order to comply with required discretionary project outcomes and deliverables.

1. **Disability Employment Accelerator Grant.** In alignment with the Disability Employment Accelerator (DEA) Grant, contractor will continue to support two (2) Project SEARCH Pathways Interns, who began their internship placements on February 13, 2019 with an anticipated end date on January 31, 2020. Project SEARCH Pathways is a program offered by East Bay Innovations (EBI) to help participants with disabilities gain relevant on-the-job experience that is aligned with participant interest. Contractor will continue to communicate updates to ACWDB and EBI staff, enter data into CalJOBS as needed, and process necessary

information/paperwork, in order to support the successful retention of Project Search Interns.

- J. **Tracking & Reporting.** Contractor will track and report all required services and activities under this Agreement in the manner and frequency directed by federal, state, or ACWDB policy.
1. **Use of ACWDB Designated Management Information Systems.** Contractor will use the management information systems (MIS) designated by ACWDB to track and report activities and services provided under this Agreement. This may require dual entry of data into multiple MIS.
 2. **Data Entry.** Contractor will enter required service and activity data into ACWDB designated MIS in an accurate, complete and timely manner. At a minimum, CalJOBS data entry for WIOA program services must include Contractor's agency code and activity code and must be entered/updated every 30 days.
 3. **Services to Universal Customers.** Contractor will track and report basic career services provided to customers who are not enrolled in WIOA programs.
 4. **Client Success Stories & Testimonials.** Contractor will document and report on client successes resulting from participation in WIOA programs. At a minimum, two written success stories will be submitted to ACWDB each quarter.
 5. **Training Leverage.** Contractor must document and report all non-WIOA funded participant training information to ACWDB. Training leverage information must include training provider information, training cost, source of non-WIOA funding, and effective date of training. Training information must be provided to ACWDB within 30 days of WIOA enrollment or training start date.
 6. **Ad Hoc Reports.** Contractor will submit ad hoc reports on program services, activities, and outcomes upon request by ACWDB.
- K. **Performance.** Contractor will provide quality, demand-driven services under this Agreement in order to achieve required performance goals. Contractor is responsible for achieving the following performance goals under this Agreement:

**PY 2019/2020 Contract Performance Goals
Career Services Provider**

RBA Contract Performance Measures		Goals	
		Adults	Dislocated Workers
#	Measure		
HOW MUCH DID WE DO?			
1	# of New Enrollments	33	46
2	Training Set-Aside To be obligated by 6/30/2020	\$15,941	\$45,871
3	Minimum # of OJT Enrollments (Spans Adult & DW funding streams)	6	
4	Placements @ Exit (75% of enrolled)	25	35
5	Placements in ISOF (50% of placements)	12	17
6	% of Training Enrolled in ISOF	75%	
7	% of Credential Attain *	62%	

RBA=Results Based Accountability

- L. **Policies & Procedures.** Contractor will comply with all policies and procedures, and any changes necessary, relating to the implementation of the WIOA and with changes in the federal, state, county and/or ACWDB regulations, policies or procedures governing WIOA Programs. All current ACWDB Action Bulletins and ACWDB Information Bulletins can be found on the ACWDB website acwdb.org.

- M. **Prior Approval Requirements.** Contractor must obtain prior written approval from ACWDB for: substantive changes to program design or service delivery, subcontracts for consultant, professional or program services; the rental, lease or lease/purchase of equipment; the purchase of any equipment item with a cost of \$5,000 or more; and/or, the rental of office space or property; to be entered into in connection with the performance of this contract.

- N. **Monitoring.** Contractor may be monitored at any time during the term of this Agreement by authorized federal, state, County, or ACWDB personnel. At a minimum, Contractor will be monitored by ACWDB each program year.
 - 1. **Access to Records.** Contractor will provide access to any books, documents, papers, and records (including computer records), which are directly pertinent to charges in the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies. This right also includes timely and reasonable access to Contractor and

subcontractor staff for the purpose of interviews and discussions related to such documents.

2. **On-site Monitoring.** Contractor will participate in on-site programmatic, fiscal, and Equal Employment Opportunity (EEO) monitoring at least once each program year to ensure that services provided under this Agreement are in compliance with applicable rules and regulations.
3. **Case File/MIS Review.** Contractor's MIS data and participant case files will be reviewed by ACWDB staff on an on-going basis throughout the term of this Agreement. Contractor will produce selected case files upon request by ACWDB.
4. **Monitoring of Expenditures.** Contractor will submit regular invoices in a timely manner, in accordance with Exhibit B. Contractor's actual expenditures will be reviewed against budget and planned expenditures.
5. **Performance Review.** Contractor's progress toward achieving performance goals will be reviewed quarterly by ACWDB staff. If Contractor has two consecutive quarters of underperformance, Contractor will be required to submit a Corrective Action Plan (CAP) and meet with the Assistant Director.
6. **Subcontractor Monitoring.** Contractor will conduct on-site programmatic and fiscal monitoring at least once each program year of all subcontractors providing WIOA program services to enrolled participants. Contractor is responsible for recording findings and ensuring that any needed corrective action has been taken. Copies of all monitoring reports must be maintained by Contractor and made available for review by ACWDB program and fiscal monitors, and state monitors.
7. **Corrective Action.** Contractor will submit a written Corrective Action Plan to ACWDB staff to address any findings and concerns identified during program monitoring and/or quarterly performance review. The Corrective Action Plan will include, at a minimum:
 - a. Acknowledgement of the identified findings and concerns;
 - b. Written plan for correcting each identified finding and concern;
 - c. Timeline for the corrective action;
 - d. Written processes and procedures to ensure that corrected issues are not repeated;
 - e. Single point of contact information for staff responsible for implementing corrective action.

Corrective Action Plans are due to ACWDB no later than thirty (30) days following written notification of findings and concerns identified during monitoring.

Failure to resolve CAP findings may result in Contractor receiving Notice of Tentative Non-Renewal or Conditional Funding.

- O. **Contract Renewal Criteria.** The Contractor must meet the contract renewal criteria as established and approved by the Workforce Development Board as follows;
- a. Meets requirements for program and fiscal monitoring for PY 2019/2020 and 2020/2021;
 - b. Meets 80% of annual enrollment, On-the-Job Training (OJT), and training obligation goals for Adults and Dislocated Workers by the end of the second quarter (December) and 100% by the end of the third quarter (March);
 - c. Shows significant progress toward achieving annual performance goals by the end of the third quarter (March); and
 - d. Meets 85% submission of an acceptable Monthly Narrative Report (MNR) and invoice by the 25th of each month.

Failure to meet the contract renewal criteria may result in Conditional Funding.

- V. **ACWDB Obligations.** ACWDB will oversee the delivery and performance of Contractor's obligations under this Agreement.
- A. **Liaison with Funding Agencies.** ACWDB will be the single point of contact with federal, state, and local funding agencies for all written and verbal communication regarding services provided under this Agreement.
 - B. **Policies & Procedures.** ACWDB will develop and issue ACWDB Action Bulletins and ACWDB Information Bulletins that serve to notify Contractor of new or amended state, federal, or local regulations. All current ACWDB Action Bulletins and ACWDB Information Bulletins can be found on the ACWDB website acwdb.org.
 - C. **Training & Technical Assistance.** ACWDB will provide regular training and technical assistance to Contractor regarding MIS, data entry, and case file management. Additional technical assistance will be provided at ACWDB discretion, or upon request by Contractor.
 - D. **Monitoring.** ACWDB will conduct on-site programmatic and fiscal monitoring of Contractor at least once each program year. ACWDB will also conduct periodic reviews of Contractor case files, performance, and expenditures. Upon

request, ACWDB will assist Contractor in the development of required Corrective Action Plans.

VI. **Specific Requirements**

- A. This Exhibit A was drafted to include the requirements contained in the Request for Proposal (RFP No. SRADWCS 2017) and the proposal response of the Contractor (Response), and additional services that ACWDB obtained through negotiations, if any. In the event of any conflict (direct or indirect) among any of the exhibits, RFP No. SRADWCS 2017 and the Response, the more stringent requirements providing ACWDB with the broader scope of services shall have precedence, such that this Exhibit A including all attachments, the scope of work described in RFP No. SRADWCS 2017 and the scope of work described in Contractor's proposal shall be performed to the greatest extent feasible.

The RFP No. SRADWCS 2017 and Response may be relied upon to interpret this Contract and shall be applied in such a manner so that the obligations of the Contractor are to provide ACWDB with the broadest scope of services for the best value.

- B. Contractor project team will consist of the following Key Personnel and subcontractors as applicable during the contract term:

- Ronald P. Gerhard, Interim Chancellor

Contractor agrees that it shall not transfer or reassign the individuals identified above as Key Personnel or substitute subcontractors without the express written agreement of ACWDB, which agreement shall not be unreasonably withheld. Should such individual or individuals in the employ of Contractor no longer be employed by Contractor during the term of this Agreement, Contractor shall make a good faith effort to present to County an individual with greater or equal qualifications as a replacement subject to ACWDB's approval, which approval shall not be unreasonably withheld.

The approval of ACWDB to a requested change shall not release Contractor from its obligations under this Agreement.

**EXHIBIT A-1
STRATEGY AND WORKPLAN**

1. Hours of Operation and Holiday Schedule

Street Address, City Zip Code	Hours of Operation	Days of the Week
Current: 6300 Village Parkway, Suite 100 Dublin, CA 94568	Monday, Thursday, Friday: 9am-5pm	Monday-Friday
Future (sometime this fiscal year) 5860 Owens Dr., 3 rd Floor Pleasanton, CA 94588	Tuesday, Wednesday: 9am- 7pm	

Holiday Schedule

HOLIDAY	DATE OBSERVED
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving Holiday	November 27-29, 2019
Christmas/New Years	December 24, 2019-January 1, 2020
MLK Jr Day	January 20, 2020
Presidents Day/Weekend	February 14-17, 2020
Memorial Day	May 25, 2020
Summer Hours, closed Fridays	June 1-July 31, 2020

2. Work Plan

As a Sub-Regional Workforce Network, complete a Work Plan using the template and example below to demonstrate how the coordination and provision of services in your geographical sub-region align with the ACWDB Sub-Regional Workforce Network (SWN) service delivery model (**use Times New Roman-10 Font**).

In your Work Plan include:

- a. Name/Address of network partners as well as contact information for each entity;
- b. Services that will be provided by Contractor;
- c. Services provided by the partner;
- d. Stated target group each network partner serves;
- e. Day(s)/time(s) services will be provided at each location;
- f. Partnership Agreement available.

Name/address of Partner in SWN	Contractor Services to be provided	Services provided by SWN Partner	Target Populations	Day/Time services to be provided	Partnership Agreement Y/N/P
Las Positas College 3000 Campus Hill Drive Livermore, CA 94551	Job search workshops, Referrals, job fair collaboration plus more	Career classes, referrals, job fair collaboration plus more	Community college students	Varies	No, part of the same college district
Dublin Public Library 200 Civic Plaza Dublin, CA 94568	Job search workshops, career counseling	Space, Marketing	Long-term unemployed, Adults, immigrants/ESL	Varies	Yes
Livermore Public Library 200 Civic Plaza Livermore, CA 94550	Job search workshops, career counseling	Space, Marketing	Long-term unemployed, Adults, immigrants/ESL, Teens	Varies	Yes
Pleasanton Public Library 400 Old Bernal Ave. Pleasanton, CA 94566	VITA tax preparation, job search referrals	Space, Marketing, Printing, referrals	Low-income, adults	Tax Season	No, pending
Tri-Valley ROP 1040 Florence Rd, Livermore, CA 94550	Shared space, Marketing, Printing referrals	Salary of transition specialist, referrals	Long-term unemployed, Adults, immigrants/ESL	Tuesdays at TVCC, referrals vary	No
Pleasanton Adult School 4665 Bernal Ave, Pleasanton, CA 94566	Job search workshops, Referrals, Trainings	Space, Marketing, referrals	Long-term unemployed, Adults, immigrants/ESL	Varies	Yes
Livermore Adult School 1401 Almond Ave # A,	Job search workshops, Referrals, Trainings	Space, Marketing, referrals	Long-term unemployed, Adults, immigrants/ESL	Varies	Yes

Livermore, CA 94550					
Dublin Adult School 1401 Almond Ave # A, Livermore, CA 94550	Referrals, Trainings	Space, Marketing, referrals	Long-term unemployed, Adults, immigrants/ESL	Varies	No
CityServe of the Tri-Valley PO Box 1613 Pleasanton, CA 94566	Referrals, Trainings, mutual grant writing	Connection to homeless, case management, connection to other community services	Homeless, Long-term unemployed, Adults, immigrants/ESL	Varies	Yes
Tri-Valley Haven 3663 Pacific Avenue Livermore, CA 94550	Job search workshops, Referrals, Trainings	Space, computers, case management, job search guidance referrals	Homeless, domestic violence survivors	Varies	Yes
Shepherd's Gate 1660 Portola Ave, Livermore, CA 94551	Job search workshops, Referrals, Trainings	Space, computers, case management Referrals?	Homeless, domestic violence survivors	Varies	No

The Tri-Valley Career Center (TVCC) has many informal partners who refer job seekers or with whom we partner on specific projects. These include the cities, county, agencies, K-12, and CBO's. This does not include co-enrollments but a common good of referrals and knowledge of each other's work. We all attend the same meetings and look for ways to collaborate. One example is with Open Heart Kitchen, the hot meal provider in the region. TVCC occasionally will "table" at their mealtimes to so that their clients learn about our services. TVCC flyers and posters are placed the regional community health offices. TVCC has an email list of nearly 100 names that are sent updates to fairly regularly along with our newsletters. The email list included 2-1-1, Open Heart Kitchen, city staff, library staff, K-12 staff, other CBO staff, etc.

3. Marketing and Outreach Strategies

- a. Describe the standardized referral process utilized between the Contractor and its partner network. (Attach process and a referral form if applicable.)

We have both an informal and formal referral process. Over 50% of our clients find the Career Center through word of mouth by a friend, family or agency. We have an informal network of referrals as we communicate with other agencies. We have a formal referral process through CommunitySuite Pro for the MACC and the adult school Transition Specialist. We also have a referral sheet for partners to use if they would like (attached.)

- b. Describe a joint outreach strategy between the Contractor and its partner network to enroll and serve new job seekers.
Each partner has their own outreach strategies for their particular target market. TVCC concentrates its own, which often overlaps with our partners. When there is opportunity to do a joint outreach, we do collaborate.

- c. Describe strategies on how Contractor will co-enroll adult and dislocated workers with partners in network including new target groups.

Our partnerships with the region's libraries are the most fruitful in moving job seekers from our partner's site to the Career Center. We offer workshops or career counseling at the libraries which is often the job seeker's introduction to the Career Center, which entices them to come for additional services.

See above, question 2. Not all partnerships and collaborations include co-enrollment. Our goal is to get job search guidance in the hands of those who need it, and to be viewed as the resource in the Tri-Valley for that information. The enrollments will come. We specifically co-enroll with the Adult Schools in the region through our transition specialist, though often the adult school clients will visit us and take our classes but not enroll.

- d. Describe how Contractor will leverage partner network to reach training and OJT goals?

TVCC will work more closely with Las Positas College (LPC) and Chabot College (Chabot) to recruit employers who hire the CTE graduates in order to recruit more OJT employers and candidates.

- e. Describe how Contractor will actively outreach to job seekers to meet employer demands based on current business trends.

TVCC has an online job board to reach job seekers who are not our clients as well as offer another avenue for employers. TVCC posts and boosts on social media regularly for our employers, the job board, and on-site recruitment events. We add Google and social media advertising for our large job fairs held once or twice a year.

When needed, we mine CalJobs and our own job board to find clients who might be interested in the positions available for specific employers. Our job board connects employers and job seekers as well.

- f. What strategies will Contractor use to upskill current WIOA participants to meet employer needs?

We will use the WIOA training funds to help clients, OJT's and free online trainings such as Metrix. We will promote other opportunities as they become available.

- g. Which target partnerships are not in place and why?

We are continually pursuing partnerships with agencies, educational institutions, companies and CBO's. It only helps to partner, to bring new ideas to the table, to bring new funding and new opportunities. We cannot do this work alone and must partner in order to bring the full community together. We specifically are targeting larger companies in order to bring opportunities to our qualified job seekers.

We would like to have ongoing partnerships with the larger state and county agencies such as DOR and EDD but they are extremely reluctant to locate in the Tri-Valley.

- EDD: Unemployment offices consolidated offices and are not in the region. TVCC staff has contacts and discussed monthly or bi-monthly out-stations in the Tri-Valley but these discussions went nowhere.
- EDD Veterans: One staff member came out to the Tri-Valley once a month, when available. This specific staff member retired in March 2019 and we have had only one additional visit since then.
- SSA Job Developers: We had an SSA Job Developer to cover this area but she moved out of the area several years ago and has not been replaced. TVCC staff has requested help at least 3 times but was told there was no budget for it.
- DOR: DOR used to have a case manager who covered this area and co-located at TVCC. She went on medical leave 4 years ago and the position was never replaced. DOR Youth staff use our offices to meet with parents and youth clients on an irregular basis when they have a Tri-Valley client that needs orientation or other face-to-face meeting.
- SSA CalWORKS: Until the new office opened in Livermore, we did not have services in the region. We look forward to working with this office in the future.

4. Service to Target Populations

Describe how Contractor will target and provide services to ACWDB priority populations, including methods and timelines for ensuring that at least 51% of individuals in the WIOA Adult program meet priority population criteria.

- a. Veterans and eligible spouses:

We partner with Camp Parks as well as we can, as their leadership turns over often. We partner with the LPC Veterans Center and have participated in on-base job fairs in the past.

- b. CalWORKs participants, individuals who are low income and/or, basic skills deficient:

ACSSA has opened a Livermore office. We will work with this office on one capacity or another to assist the CalWORKS clients as well as others in the area.

- c. Re-entry citizens (individuals with previous convictions):

We offer office space the ACWDB's re-entry expert to work and collaborate to employ his specific clients when possible. We offer workshops in the federal women's prison in Dublin and participate in the annual Santa Rita resource fair. We partner with CBO's and faith-based groups who are working with re-entry individuals

- d. Individuals with disabilities (increasing access to services):

We partner with DOR, Pleasanton Adult School, MACC and other entities who are serving people with disabilities.

- e. Other: Include any other WIOA identified priority populations Contractor will target i.e. **new partners in Two-Year Modified Plan**, foster youth, English language learners, single parents, migrant and seasonal workers, homeless individual and the long-term unemployed.

We are working with CityServe of the Tri-Valley to create a program targeting homeless and nearly homeless adults. This requires additional grants, however, in order to serve this population adequately.

5. Technology

Discuss how Contractor will utilize technology to improve services, increase access to services; expand capacity, etc.

We recently launched a new online job board. We are connected to 4 social media platforms. We will be launching web-based workshops this year.

6. Staffing

Provide an Organizational Chart, Staff Roster with Names, Job Titles, Email and Phone numbers **or** list them below:

- a. Sarah Holtzclaw, Program Manager, sholtzclaw@clpccd.org, 925-560-9439
- b. Sharon Schuyler, Job Developer/Employer Liaison, sschuyler@clpccd.org, 925-560-9437
- c. Jerry Simerman, Career Counselor, jsimerman@clpccd.org, 925-560-9433
- d. Kristine Vanderhoof, Career Counselor, kvanderhoof@clpccd.org, 925-560-9435
- e. Christian Castaneda, Enrollment Specialist/Admin, ccastaneda@clpccd.org, 925-560-9449

- f. Alexandra Gallegos, Admin. Asst/VITA Coordinator, agallegos@clpccd.org, 925-560-9443
- g. Norene Mirande, Receptionist, amirande@clpcc.org, 925-560-9431

**Alameda County Workforce Development Board
Monthly Performance Plan**

PY 2019/2020 - WIOA Adult and Dislocated Worker programs/Career Service Providers

Chabot-Las Positas Community College District Measure		Annual Goal	Cumulative total to achieve by the end of each month:					
			Jul	Aug	Sept	Oct	Nov	Dec ①
New Enrollments	Adults	33	4	9	13	17	22	26
	DW	46	6	12	18	25	31	37
Training Obligations	Adults	\$15,941	\$5,000	\$7,500	\$11,800	\$12,753	\$12,753	\$12,753
	DW	\$45,871	\$3,440	\$10,380	\$19,151	\$27,923	\$36,697	\$36,697
OJTs	Ad & DW	6		1	2	3	4	5
Placements @ Exit (75% of enrolled) - Adult	Adults	25		3	10	15	18	20
	DW	35		6	13	20	27	28
Placements in ISOF (50% of placements)	Adults	12		2	6	8	9	10
	DW	17		3	7	10	12	14
% Training Enrolled in ISOF	Ad & DW	75%						--
% of Credential Attainment	Ad & DW	62%						--

Measure		Annual Goal	Cumulative total to achieve by the end of each month:					
			Jan	Feb	Mar ②	Apr	May	Jun
New Enrollments	Adults	33	29	30	33			
	DW	46	40	43	46			
Training Obligations	Adults	\$15,941	\$13,500	\$13,500	\$15,941			
	DW	\$45,871	\$39,755	\$42,500	\$45,871			
OJTs	Ad & DW	6	5	5	6			

Placements @ Exit (75% of enrolled) - Adult	Adults	25	22	23	25			
	DW	35	30	32	35			
Placements in ISOF (50% of placements)	Adults	12	11	12	12			
	DW	17	15	16	17			
% Training Enrolled in ISOF	Ad & DW	75%			75%			
% of Credential Attainment	Ad & DW	62%			62%			

① 80% of annual goals must be achieved before December 31, 2019 and must be reported in CalJOBS prior to the data entry deadline for 2nd Quarter reporting.

② 100% of annual goals must be achieved before March 31, 2020 and must be reported in CalJOBS prior to the data entry deadline for 3rd Quarter reporting.

EXHIBIT B

PAYMENT TERMS

County will use its best efforts to make payment to Contractor upon successful completion and acceptance of the following services listed within 30 days upon receipt and approval of invoice.

In addition to all terms of payment described in the General Terms and Conditions and any relevant exhibits and attachments, the parties to this Agreement shall abide by the following terms of payment:

I. Budget

Contractor shall use all payments solely in support of the program budget, set forth as follows:

A. Exhibit B-1: WIOA Grants

II. Terms and Conditions of Payment

A. Contract Amount/Maximum

1. Total payments to Contractor under this Agreement will not exceed the contract total detailed in Exhibit B-1;
2. Expenditures under this Agreement will tie to identified line-times included in Exhibit B-1; no other line-item costs will be allowed;
3. Expenditures under this Agreement will support allowable activities described in Exhibit A. No services or activities outside the scope of this Agreement will be reimbursed;
4. No administrative costs for will be included in Exhibit B or reimbursed under this Agreement; Non-WIOA resources will cover all administrative functions relative to WIOA expenditures.

B. Budget Revision Procedures

1. No budget revision/modification request may increase the contract amount/maximum;
2. Contractor may adjust the approved budget by no more than 10% of any line-item without prior approval from ACWDB; any adjustment to the budget that exceeds this 10% line-item allowance requires written prior approval from ACWDB;
3. Contractor may request a budget revision/modification, in writing, at any time during the term of this Agreement. Requests for budget revision/modifications, including a revised line-item budget and justification should be submitted in writing to the appropriate ACWDB program staff identified in Section III of this Exhibit;
4. Approved budget revision/modifications will be formalized through an administrative amendment to this Agreement.

C. Cost Settlement/Final Payment Provisions

The final invoice submitted after the termination of this Agreement shall include all costs incurred in the last month of the contract period and any minor adjustments necessary to account for any previously unreimbursed expenditures. This provision regarding closeout invoices shall not relieve Contractor of its obligation to report all know adjustments on each monthly invoice, and County shall not be liable for any adjustments that were not reported timely.

D. Conditional Funding WIOA

Conditional funding may apply if Contractor fails to meet contract performance goals within specified timelines or fails to resolve contract renewal deficiencies identified under corrective action. Conditional funding includes at a minimum:

1. Unmet performance goals from the previous program year will roll-over into the subsequent program year. Providers must meet rolled performance goals no later than September 30.
2. ACWDB will hold 25% or a selected amount of contract funding in reserve. Reserve funding will not be available for reimbursement until 100% of designated performance goals are met, as well as a demonstrated progress toward attainment of all other annual performance goals.

E. Conditions of withholding payment

1. Payment of invoices by the County is conditional upon receipt of adequate funds from the State of California. County reserves the right to reduce the contract amount/maximum if it does not receive adequate funds from the State of California.
2. County retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program. Failure to meet planned contract performance and/or expenditure goals may result in a reduction of the contract amount/maximum, in accordance with ACWDB policy.
3. Failure to comply with timely audit report submission to ACWDB, as required and described in Exhibit F, may result in suspension of payment to Contractor until all required audit submissions are received by ACWDB.

III. Invoicing Procedures

A. Submission of Invoices

1. Contractor will submit an electronic copy of its monthly invoice, including supporting line-item detail and monthly narrative report, in the required format by the 25th day of the month following the month of service for all expenditures incurred under this Agreement. Electronic copies of invoice and required documentation should be sent via email to Contractor's designated Program Liaison.
2. Upon notification of approval by the Program Liaison, Contractor shall submit original signed invoices (in blue ink) to:

David Dias, Program Financial Specialist
ACWDB
24100 Amador Street, Room 610C
Hayward, CA 94544

1. A monthly Narrative Report must accompany the original invoice. The Narrative Report should address the following prompts (as appropriate):
 1. Name of organization and report period;
 2. Describe program successes and highlights during the reporting period;
 3. Attach client success stories (include client media release, photo, etc. May be a current or former client);
 4. Describe any program challenges or problems related to program performance encountered during the reporting period and how the organization plans to address them;
 5. Please list any actual or anticipated administrative, programmatic or fiscal changes related to the WIOA contract. What plans are in place to ensure on-going program management?
 6. List employers contacted, job fairs attended and/or convened: include number of clients that attended, names of employers/businesses, ISOF sector (if known), job offers (if any);

IV. Funding and Reporting Requirements

Payment to Contractor is contingent upon timely receipt of invoice documents and programmatic reporting as described in Exhibit A.

V. Additional Terms and Conditions of Payment

Contractor agrees to the following supplemental Terms and Conditions attached to this Exhibit B.

- A. Invoices will be reviewed for approval by the County, within 10 days of receipt from Contractor.
- B. Total payment under the terms of this Agreement will not exceed the total contract amount/maximum \$231,348. This cost included all taxes and all other charges.
- C. Provisional payments may be provided under this Agreement at the sole discretion of the County. Contractor will ensure that no provisional payments made under this Agreement are commingled with any other funds in the possession of or vested in Contractor or to which Contractor is entitled. Any interest earned on said provisional payments shall be treated as program income. All program income shall remain with Contractor and may be expended under this Agreement until such time as no further program activities are planned by Contractor, at which time any unexpended program income will be returned to County.
- D. Upon award of this Agreement by County, County and Contractor shall forthwith jointly create a schedule governing the timely performance of Contractor's services hereunder. The agreed upon schedule shall be incorporated into this Agreement upon its adoption by the parties and thereafter Contractor shall perform all services under this Agreement in conformance with the schedule.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) Grants

GRANT SOURCE / LINE ITEM BUDGET / QUARTERLY PLAN -- PY 19/20

Contract Period:
7/01/19 - 6/30/20

Contractor: Chabot-Las Positas Community College District
Activities: Tri-Valley Sub-Regional Network Adult/DW Career Services

A. SOURCE of FUNDS for CONTRACT		CFDA Numbers	Funding Award	
1.	WIOA - Adult Programs	17.258	\$92,670	
2.	WIOA - Dislocated Workers	17.278	\$138,678	
3.				
4.				
5.				
6.				
7.	ALLOCATION for CONTRACT PERIOD		\$231,348	
B. LINE ITEMS for COST REIMBURSEMENT		ADULT CFDA: 17.258	DIS. WRKR. CFDA: 17.278/17.277	TOTAL EACH LINE ITEM
1.	Staff Salaries / see Staff Salaries Worksheet	\$91,070	\$136,278	\$227,348
2.	Staff Fringe Benefits 0.00%			\$0
3.	Staff Travel			\$0
4.	Staff Training / Conferences			\$0
5.	Facilities Operations (24100 Amador Street, 3rd Floor, Hayward, CA 94544)			\$0
6.	Office / Operations - Supplies, Equipment, Computers			\$0
* 7.	* Office / Operations - Single item cost of \$5,000 or more:			\$0
8.	Participant Support	\$1,600	\$2,400	\$4,000
9.	Consultant Sub-contract / see Staff Salaries Worksheet			\$0
10.	Occupational Training / OJT & IR's			\$0
11.	Insurance, Bonding, Audit Costs			\$0
12.	Indirect Costs			\$0
13.	Other			\$0
14.	Discretionary Grant Funding			
15.	TOTAL COST REIMBURSEMENT	\$92,670	\$138,678	\$231,348
C. EXPENDITURE PLAN (cumulative for 4 Quarters)				\$231,348
1.	1st Quarter / July - September 2019	\$23,625.26	\$35,354.74	\$58,980
2.	2nd Quarter / October - December 2019	\$23,300.01	\$34,867.99	\$117,148
3.	3rd Quarter / January - March 2020	\$22,992.37	\$34,407.63	\$174,548
4.	4th Quarter / April - June 2020	\$22,752.04	\$34,047.96	\$231,348

* 7. - REQUIRES prior written approval from Alameda County WIB.

Adults	92,670.00	WDB Review	Date
DWs	138,678.00		
Rubicon	231,348.00		
		<i>Am</i>	8/26/19

STAFF SALARY WORKSHEET

Contractor: Chabot-Las Positas Community College District

Contract Period: 7/01/19 - 6/30/20

Activities: Tri-Valley Sub-Regional Network Adult/DW Career Services

A. STAFF POSITION or JOB TITLE	FTE * Monthly or Hourly Salary	Personnel Calculations		Personnel Cost Allocations	
		% FTE or Total Hrs	TOTAL SALARY **	Adult Programs CFDA 17.258	Dislocated Workers CFDA 17.278
1 Program Manager	8586.33	100%	\$103,036	-	-
2 Case Manager	5191.00	100%	\$62,292	\$ 24,916.80	\$ 37,375.20
3 Case Manager	4697.00	100%	\$56,364	\$ 22,545.60	\$ 33,818.40
4 Job Developer	5592.00	100%	\$67,104	\$ 26,841.60	\$ 40,262.40
5 Admin Asst/Enrollment Specialist	4937.00	100%	\$59,244	\$ 16,766.00	\$ 24,822.00
6 Admin Asst/Fiscal Specialist	4697.00	100%	\$56,364	-	-
7 Receptionist	3849.00	100%	\$46,188	-	-
8					
9					
TOTAL-Salaries:			\$450,592	\$91,070	\$136,278
B. CONSULTANTS / Sub-Contracts				Adults / 17.258	DislWrkrs / 17.278
14.					
15.					
16.					
17.			\$0	\$0.00	\$0.00

Page 2 of 3 Pages // EXHIBIT B-2 - WIOA

* Hourly rate paid, monthly salary for a full-time equivalent (FTE) position, or basis for consultant contract. Do NOT include benefits.

** The contract cost is the amount of salary / wages (do NOT include fringe benefits) covered by funds in this contract.

NOTE: Salary allocations to cost categories may have been rounded to the nearest whole dollar.

8/26/19 2:29 PM

WIB Review: *[Signature]*
Date: *8/26/19*

Exhibit B-3

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) Grants

Cash Match Detail / Source / Quarterly Plan -- PY 19/20

Contractor: Chabot-Las Positas Community College District
 Activities: Tri-Valley Sub-Regional Network Adult/DW Career Services

Contract Period:
 7/01/19 - 6/30/20

A. LINE ITEMS for CASH MATCH		Cash Match Amount	Source of Cash Match				
1.	Staff Salaries / see Staff Salaries Worksheet	\$ 223,244	CLPCCD, Cities of Dublin, Pleasanton, Livermore, Oakland, United Way, Wells Fargo				
2.	Staff Fringe Benefits	\$ 189,249	CLPCCD				
3.	Staff Travel	\$ 2,500	CLPCCD, United Way				
4.	Staff Training / Conferences	\$ 69,554	CLPCCD				
5.	Facilities Operations (Rent-utilities/ phone-mailing/ etc.)	\$ 20,140	CLPCCD, Cities of Dublin, Pleasanton, Livermore, United Way				
6.	Office / Operations - Supplies, Equipment, Computers						
7.	Office / Operations - Single item cost of \$5,000 or more:						
8.	Participant Support						
9.	Consultant Sub-contract						
10.	Occupational Training / OJT & IR's						
11.	Insurance, Bonding, Audit Costs						
12.	Indirect Costs						
13.							
14.							
15.	TOTAL CASH MATCH	\$504,687					
B. EXPENDITURE PLAN (cumulative for 4 Quarters)							
1.	1st Quarter / July - September 2019	\$126,171.66					
2.	2nd Quarter / October - December 2019	\$126,171.66					
3.	3rd Quarter / January - March 2020	\$126,171.66					
4.	4th Quarter / April - June 2020	\$126,171.66					
Cash Match Req <u>57,837.00</u>			<table border="1"> <tr> <th>WIB Review</th> <th>Date</th> </tr> <tr> <td><i>Jm</i></td> <td>8/26/19</td> </tr> </table>	WIB Review	Date	<i>Jm</i>	8/26/19
WIB Review	Date						
<i>Jm</i>	8/26/19						

EXHIBIT C-5

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,00,000 per accident for bodily injury or disease
D	Employee Dishonesty and Crime	\$1,000,000 per occurrence
E	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> 1. ADDITIONAL INSURED: All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> – Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. – Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. 8. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision: 	
<p>ACWDB & Additional Insured, Co. of Alameda and Bd. of Supervisors, thereof – Alameda County Workforce Development Board - 24100 Amador St. 6th Floor, Hayward, CA 94544</p>		

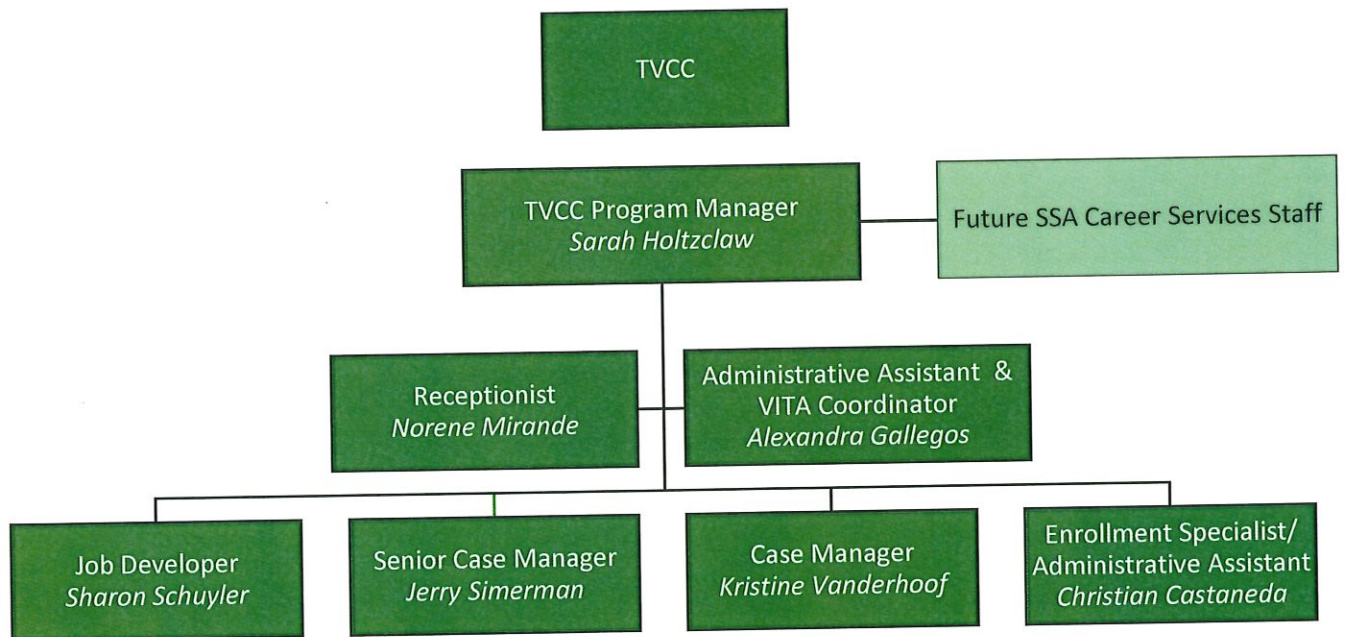
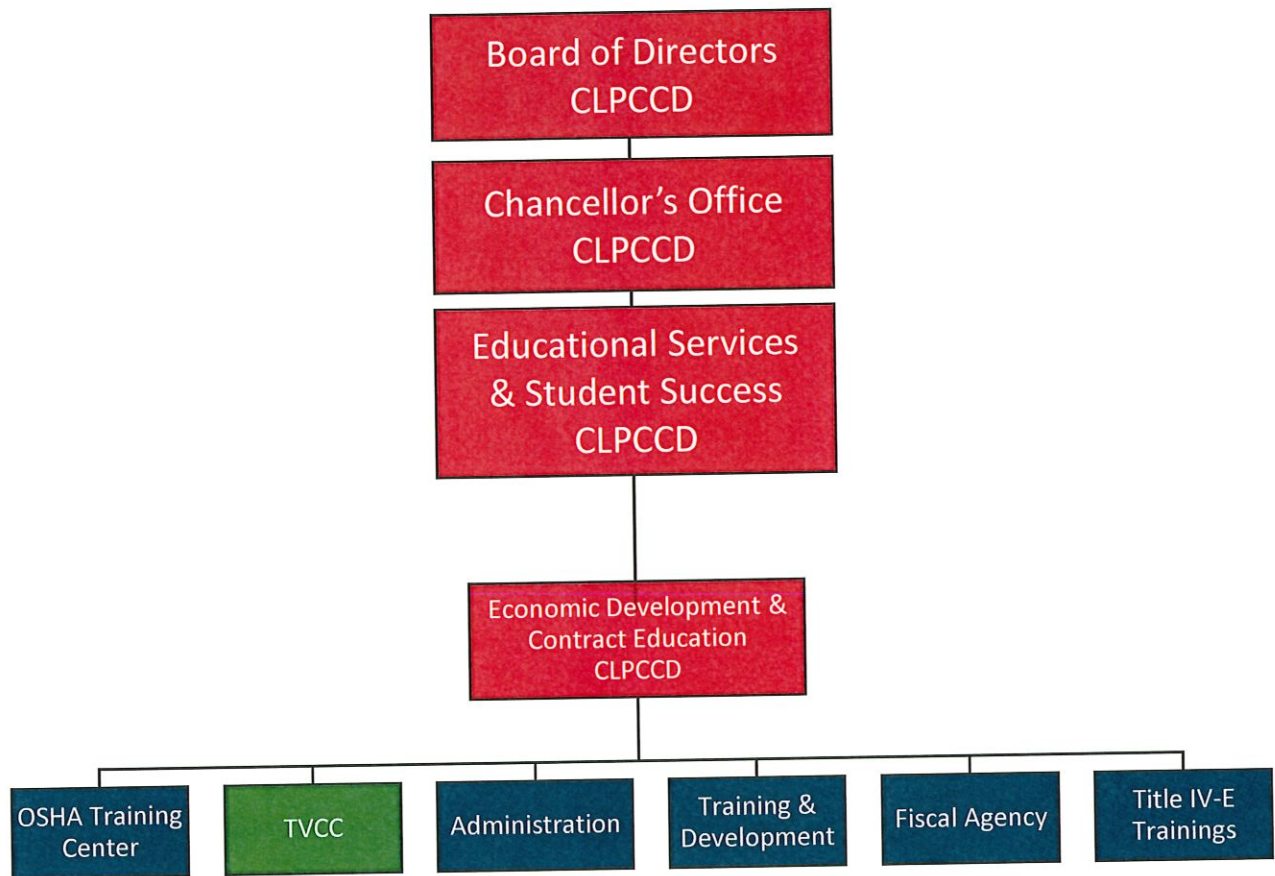
Scope of Work Crosswalk

Current Language	New Language
<p>SWN Meeting Requirements (Partners): None</p>	<p>SWN Meeting Requirements (Partners): Contractor will convene and facilitate meetings with SWN partners, at least once per quarter to discuss service delivery coordination, customer-centered design, referral processes, and other topics as needed to ensure coordination and communication of AJCC services.</p>
<p>Career Service Providers Meeting Attendance: None</p>	<p>Career Service Providers Meeting Attendance: SWN and Comprehensive AJCC managers and/or designated staff will attend all Committee and Board meetings.</p>
<p>Supportive Services: Contractor will ensure that supportive services are available to enrolled WIOA program participants who are unable to obtain supportive services through other funding sources. WIOA supportive services are limited to transportation, work-related clothing, safety items, and required documentation. At a minimum, Contractor will budget at least \$250 in WIOA contract funds per participant for supportive services for at least 50% of enrolled participants.</p>	<p>Supportive Services: Contractor will ensure that supportive services are available to enrolled WIOA program participants who are unable to obtain supportive services through other funding sources. WIOA supportive services are limited to transportation, work-related clothing, safety items, and required documentation. At a minimum, Contractor will budget at least \$150 in WIOA contract funds per participant for supportive services for at least 25% of enrolled participants.</p>
<p>Implementation of New Partners:</p>	<p>Implementation of New Partners: Contractor will implement a Two-Year Modified Local Plan in their Sub-Regional Workforce Networks with the following new partners included;</p> <ul style="list-style-type: none"> • Alameda County Social Services Agency - Department: Workforce and Benefits Administration • CalFresh and CalFresh Employment and Training (E&T) clients • Immigrant clients (Refugees, Asylees, and English Language Learners) • Alameda County Department of Child Support Services (DCSS clients)

<ul style="list-style-type: none"> Department of Rehabilitation and the Regional Center of the East Bay (Clients with Intellectual and/or Developmental Disabilities) <p>In addition, the Contractor will distribute ACWDB approved WIOA materials to SWN partners, including new partners referenced in ACWDB's Two-Year Modified Local Plan, as needed and upon request as well as include a Co-Enrollment Action (CEA) Plan articulates strategies for serving new target groups.</p>	
<p>Monthly Narratives, Success Stories and Invoices: Monthly Narratives, Success Stories and Invoices will be due on the 25th of each month unless an official agreement is in place with an alternate submission date.</p> <ul style="list-style-type: none"> Monthly Narratives will consist of bullet points and measurable outcomes using an assigned fill-in pdf document. Two Client Success Stories will be submitted at the conclusion of each quarter (hand-written, scanned success stories will no longer be accepted). Invoices need to be submitted with the narratives unless there is a written agreement stating a different date of submission. <p>Career Services Questionnaire will be submitted within 30 days of the Contract Agreement and then at the mid-point of the contract year.</p>	<p>Monthly Narratives, Success Stories and Invoices: Monthly Narratives, Success Stories and Invoices are due the 15th of the month unless stated differently. Contractor will document and report on client successes resulting from participation in WIOA programs. At a minimum, three written success stories will be submitted to ACWDB each quarter.</p>
<p>Performance Review: Contractor's progress toward achieving performance goals will be reviewed quarterly by ACWDB staff. If Contractor has two consecutive quarters of underperformance, it will be required to submit a Corrective Action Plan (CAP) and meet with the Assistant Agency Director.</p>	<p>Performance Review: Contractor's progress toward achieving performance goals will be reviewed at least quarterly by ACWDB staff.</p>
<p>Failure to Resolve CAP Findings: Failure to resolve CAP findings may result in Contractor receiving Notice of Tentative Non-Renewal and/or Conditional Funding.</p>	<p>Failure to Resolve CAP Findings: None.</p>

<p>Contract Renewal Criteria: The Contractor must meet the contract renewal criteria as established and approved by the Workforce Development Board. Failure to meet the contract renewal criteria may result in conditional funding.</p>	<p>Contract Renewal Criteria:</p>
--	--

Organizational Chart
Chabot-Las Positas Community College District (CLPCCD)
Tri-Valley Career Center (TVCC)



TRI-VALLEY
CareerCenter

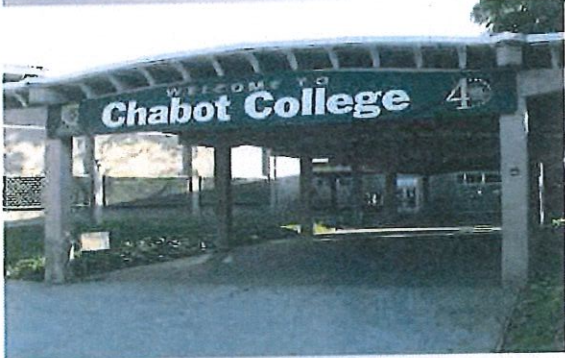
6300 Village Parkway, Suite 100 Dublin CA 94568
925-560-9431
www.trivalleyonestop.org

Contract Package, 2019-2020 Adult & Dislocated Worker Career Services
Alameda County Workforce Development Board
Calendar Years 2020-2022

RE: Organizational Budget

Attached is a portion of the larger 2019-2020 Tentative Budget for the Chabot-Las Positas Community College District. This represents the overall budget for both colleges and the district office, economic development and the bond measures. The full document is 99 pages and can be found at the following link from the CLPCCD website: <http://www.clpccd.org/business/2019-20Budget.php>.

Sarah H. Kelly

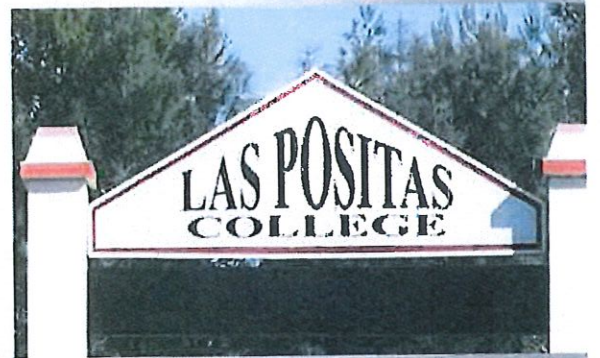


**CHABOT
LAS POSITAS**
COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET

FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

**Board of Trustees of Chabot-Las Positas
Community College District
County of Alameda in the State of California**



CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Board of Trustees

Edralin J. "Ed" Maduli – President
Genevieve Randolph – Secretary
Hal G. Gin, Ed.D.
Linda Granger
Marshall Mitzman, Ph.D.
Tim Sbranti

Administrative Officers

Ronald P. Gerhard – Interim Chancellor
Douglas Roberts – Acting Vice Chancellor, Business Services
Theresa Fleischer Rowland Ed.D. – Vice Chancellor, Educational Services and Student Success
Wyman M. Fong – Vice Chancellor, Human Resources
Owen Letcher – Vice Chancellor, Facilities/Bond Programs and Operations

Chabot College

Susan Sperling, Ph.D. – President

Las Positas College

Roanna Bennie – Interim President

Chabot - Las Positas Community College District Office
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568
Phone: (925) 485-5201
www.clpccd.org

Board of Trustees of Chabot-Las Positas Community College District
County of Alameda in the State of California

Interim Chancellor
Ronald P. Gerhard

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
Fiscal Year 2019-20**

The District's Tentative Budget is based on the Governor's "May Revise" of the 2019-20 State Budget, and Trailer Bill language proposed by the Department of Finance (DOF), in support of the Governor's proposals, to modify the community college Student-Centered Funding Formula (SCFF) for 2019-20. In total, the May Revise maintains the overall dollar-increase proposed for community colleges that was contained in the Governor's January budget.

System-wide, community colleges will receive approximately \$8.72 billion in Proposition 98 funding, which represents a "net" increase of \$246 million over the system's funding for 2018-19. Significant increases/decreases for the 2019-20 budget include:

For Unrestricted General Funds:

- + \$230 million to provide a 3.26% COLA - (in January the proposed COLA was 3.46%)
- + \$ 25 million to provide for 0.55% in enrollment growth - (down \$1M from January)

For Restricted General Funds:

- + \$ 45 million to extend California College Promise (AB 19)
- + \$ 13 million to provide a 3.26% COLA to categorical programs – (down \$1M from January)
- + \$ 18 million for the Student Success Completion Grant - (up \$7M from January)
- + \$ 10 million to make legal services to undocumented immigrants ongoing
- - \$ 1 million reduction to the Strong Workforce program – (reduction was \$77M in January)

Technical Adjustments:

- + \$ 62 million to amend funding for the Student-Centered Funding Formula Base
- - \$110 million to remove 2018-19 one-time funding
- - \$ 47 million in other technical adjustments

Changes to the Student-Centered Funding Formula (SCFF) for 2019-20 are:

1. Freeze the proportions for the funding structure as they are for 2018-19, i.e.:
 - a. 70% for the Base Allocation;
 - b. 20% for the Supplemental Allocation; and,
 - c. 10% for the Student Success Allocation
2. Allocation funding rates (for 2019-20) will be the 2018-19 rates increased for COLA
3. Growth in the Student Success Allocation is capped at 10% (over the 2018-19 totals plus COLA)
4. The "Hold Harmless" provision is extended one year, through 2021-22, and annual funding will be the prior year's "Total Available Revenue" (TAR) increased by the current year's COLA
5. "Transfers," for the student success allocation, will be attributed to the "district of residence"

Other Elements of the Governor's 2019-20 "May Revise" that impact CLPCCD's Budgets

CalSTRS & CalPERS

The Governor's 2019-20 budget includes a \$2.3 billion "paydown" of the California State Teachers Retirement System unfunded liability for districts, as well as a \$1.1 billion for the paydown of the State's unfunded liability. The budget also includes funding of \$700 Million

to subsidize districts' employer CalSTRS contributions for the next two years. This subsidization has the following effect on districts funding rates:

- For 2019-20, instead of rising from 16.3% to 18.1%, the contribution rate will be 16.7%
- For 2020-21, instead of rising from 18.1% to 19.1%, the contribution rate will be 18.1%

Although the Governor's 2019-20 budget also includes a \$3.0 billion "paydown" of the CalPERS unfunded liability, the funding is only for the State's portion of the liability, and has no effect on rising employer CalPERS contribution rates. Rate increases for the next two years will be:

- For 2019-20, the contribution rate rises from 18.1% to 20.7%
- For 2020-21, the contribution rate rises from 20.7% to 23.6%

Capital Outlay

The Governor's May Revise made no change from the January budget Proposals. For 2019-20, \$389 million is being made available for Proposition 51 capital outlay projects. The funding supports 15 continuing projects and 12 new projects. There were no funded projects for CLPCCD.

Sources of Information:

California State Budget: Governor Gavin Newsom

California Community College Systems Office

School Services of California (SSC)

Association of California Community College Administrators (ACCCA)

Association of Chief Business Officials (ACBO)

Community College League of California (CCLC)

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2019-20**

General Fund District Total	2018-19 <u>Adopted Budget</u>	2018-19 <u>Projection</u>	2019-20 <u>Tentative Budget</u>
Revenue			
State Revenue			
SCFF Revenue from Rollback FTES	\$ -	\$ -	\$ 8,806,342
Apportionment & Revenue Split via Model	107,951,842	117,531,914	109,247,291
Other State Revenue	60,136,692	97,219,449	103,677,072
Local Revenue	34,032,478	19,475,065	33,325,555
Federal Revenue	<u>7,407,118</u>	<u>5,245,341</u>	<u>6,806,544</u>
Total Revenue	209,528,130	239,471,769	261,862,804
Transfers In			
Sabbatical Leave	490,169	484,166	601,171
Other	<u>3,750,401</u>	<u>3,621,976</u>	<u>3,844,517</u>
Total Transfers In	<u>4,240,570</u>	<u>4,106,142</u>	<u>4,445,688</u>
Total Revenue and Transfers In	\$ 213,768,700	\$ 243,577,911	\$ 266,308,492
Expenditures			
Academic Salaries	\$ 52,440,082	\$ 57,184,015	\$ 53,270,948
Classified Salaries	32,998,872	32,362,931	34,430,356
Benefits	32,895,802	30,570,226	34,452,591
RUMBL Benefits	5,302,408	7,197,243	7,377,725
SERP Payment	-	145,519	-
Supplies	2,614,736	2,919,797	2,677,851
Services	77,299,717	96,719,479	114,165,840
Capital Outlay	1,948,410	2,979,064	1,381,511
Other Outgo/Payment to Students	<u>527,150</u>	<u>808,776</u>	<u>810,724</u>
Total Expenditures	206,027,177	230,887,050	248,567,546
Transfers Out			
Sabbatical Leave	311,821	314,821	314,692
Other	<u>4,181,533</u>	<u>4,839,541</u>	<u>5,541,515</u>
Total Transfers Out	<u>4,493,354</u>	<u>5,154,362</u>	<u>5,856,207</u>
Total Expenditures and Transfers Out	\$ 210,520,531	\$ 236,041,412	\$ 254,423,753
Increase/(Decrease) in Fund Balance	\$ 3,248,169	\$ 7,536,499	\$ 11,884,738
Beginning Balance	\$ 26,123,301	\$ 26,603,695	\$ 34,140,194
Ending Balance	\$ 29,371,470	\$ 34,140,194	\$ 46,024,932

Note: Numbers subject to rounding.

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2019-20**

General Fund	2018-19	2018-19	2019-20
District Total - Unrestricted	<u>Adopted Budget</u>	<u>Projection</u>	<u>Tentative Budget</u>
Revenue			
State Revenue			
SCFF Revenue from Rollback FTES	\$ -	\$ -	\$ 8,806,342
Apportionment & Revenue Split via Model	107,951,842	117,531,914	109,247,291
Other State Revenue	1,259,434	1,541,259	1,302,581
Local Revenue	<u>18,635,340</u>	<u>16,549,613</u>	<u>17,738,135</u>
Total Revenue	127,846,616	135,622,786	137,094,349
Transfers In			
Sabbatical Leave	490,169	484,166	601,171
Other	<u>3,715,401</u>	<u>3,576,976</u>	<u>3,763,088</u>
Total Transfers In	<u>4,205,570</u>	<u>4,061,142</u>	<u>4,364,259</u>
Total Revenue and Transfers In	\$ 132,052,186	\$ 139,683,928	\$ 141,458,608
Expenditures			
Academic Salaries	\$ 49,056,380	\$ 51,829,834	\$ 49,208,096
Classified Salaries	25,080,247	23,978,899	25,410,324
Benefits	27,519,399	25,994,896	28,870,700
RUMBL Benefits	5,302,408	7,197,243	7,377,725
SERP Payment	-	145,519	-
Supplies	1,412,335	1,494,382	1,566,576
Services	18,538,626	20,899,353	20,683,995
Capital Outlay	360,362	314,235	375,775
Other Outgo/Payment to Students	-	75,070	-
Total Expenditures	<u>127,269,757</u>	<u>131,929,431</u>	<u>133,493,191</u>
Transfers Out			
Sabbatical Leave	311,821	314,821	314,692
Other	<u>1,224,677</u>	<u>970,920</u>	<u>1,218,312</u>
Total Transfers Out	<u>1,536,498</u>	<u>1,285,741</u>	<u>1,533,004</u>
Total Expenditures and Transfers Out	\$ 128,806,255	\$ 133,215,172	\$ 135,026,195
Increase/(Decrease) in Fund Balance	\$ 3,245,930	\$ 6,468,757	\$ 6,432,412
Beginning Balance	\$ 20,117,790	\$ 22,573,313	\$ 29,042,070
Ending Balance	<u>\$ 23,363,721</u>	<u>\$ 29,042,070</u>	<u>\$ 35,474,482</u>
Reserve percentage	18.36%	22.01%	26.57%
Recap beginning balances:			
Unrestricted excluding co-curricular	\$ 18,907,678	\$ 21,375,663	\$ 27,842,773
Co-curricular funds	\$ 1,210,112	\$ 1,197,650	\$ 1,199,296
Beginning fund balances	\$ 20,117,790	\$ 22,573,313	\$ 29,042,070

Note: Numbers subject to rounding.

EXHIBIT A

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT TENTATIVE BUDGET 2019-20

Budget Development Calendar 2019-20

Key Dates

January 10	Governor's January Budget Proposal
May 9	Governor's May Revise
June 30	Tentative Budget Due to the State
September 15	Adoption Budget Due to the State

Chabot-Las Positas Community College District Board of Trustees, as of January 2019

Board President:

- Mr. Edralin J. Maduli
Represents Trustee Area 7 (Livermore and portions of Pleasanton)
trusteeboard-area7@clpccd.org
925-216-1861

Members of the Board

- Dr. Marshall Mitzman (Past Board President)
Represents Trustee Area 1 (Hayward)
trusteeboard-area1@clpccd.org
925-485-5207
- Ms. Genevieve Randolph (Board Secretary)
Represents Trustee Area 3 (Union City and South Hayward)
trusteeboard-area3@clpccd.org
925-485-5207
- Dr. Hal G. Gin
Represents Trustee Area 6 (Hayward, San Lorenzo)
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925-485-5207
- Ms. Linda Granger
Represents Trustee Area 2 (San Leandro)
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925-485-5207
- Mr. Tim Sbranti
Represents Trustee Area 5 (Pleasanton, Dublin, Sunol)
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925-858-5303
- Ms. Maria L. Heredia
Represents Trustee Area 4 (Castro Valley and portions of Oakland)
trusteeboard-area4@clpccd.org
925-485-5207
- Ms. Valeria Peña
Student Trustee, Chabot College
vgpena0001@zonemail.clpccd.edu
- Ms. Geradline Moloi
Student Trustee, Las Positas College
- Mr. Ronald P. Gerhard
Interim Chancellor, Chabot-Las Positas Community College District