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September 21, 2009

- Ms. Celia Barberena, President
- Chabot-Las Positas Community College District
- Chabot College
- 25555 Hesperian Boulevard
- Hayward, CA 94545

**SUBJ: CONTRACT AWARD NOTIFICATION - PY 2009/2010 Recovery Act Grant Funds for Career Transition Services**

Dear Ms. Barberena:

Congratulations on your recent award by the Alameda County Workforce Investment Board (ACWIB) for the allocation of Workforce Investment Act (WIA) Recovery Act Grant funds for Program Year 2009/2010, as detailed in this notification.

The funding addresses the program operations, the program services and the fiscal compliance for career transition services for dislocated workers. This letter transmits information regarding the funding allocation and contract information necessary to implement the program activities during PY09-10. Attachment A to this letter contains:

**Funding Notification:** This states the PY 2009/2010 allocations for Career Transition Services.

**PY 2009/2010 Performance Goals:** This states the performance targets and deadlines.

**SERVICES: Career Transition Services**

**FUNDING SOURCE: Recovery Act Dislocated Workers Grant—CFDA#17.260**

**FUNDING AWARD: Dislocated Workers Services: \$144,232**

**SERVICE LOCATIONS: Chabot College and other sites as directed by ACWIB**

**CONTRACT PERIOD: October 1, 2009 - June 30, 2010**

**PROGRAM LIAISON: Roy Bertuccelli, (510) 259-3833**

This Funding Notification is not a contract and does not guarantee that a contract will be executed between your Agency and the County of Alameda. Any contract written will be pursuant to the actions and conditions set by the Alameda County Workforce Investment Board (WIB) and in compliance with Alameda County Social Services Agency (SSA) contracting requirements including meeting the Refunding Criteria by the deadline established by the WIB.

Please be advised that the total amount of the contract and the payment of invoices by the County are conditioned upon receipt of adequate funds from the State of California. The County reserves the right to reduce the amount of consideration to be paid under this contract if it does not receive adequate funds from the State of California. Under such circumstances, a corresponding adjustment in services to be rendered by Contractor will be made by mutual agreement of the parties.

Please review the attachment to ensure that your Agency is in agreement with the information provided. Your assigned Program Liaison will provide technical assistance in assuring that all terms and conditions of the award are met.

The contract package will be forwarded to your organization no later than September 24, 2009. No invoice payments can be made until the entire contracting process has been completed and both parties have signed all required documents and the contract has been encumbered by Alameda County. Review and approval of the contract package by County staff must occur before the Alameda County Board of Supervisors' designated representative schedules the contract for County signature.

In addition, the following issues must be addressed in the Contract prior to completion:

1. If your agency Identified Signatory has changed, your agency must have a Board Resolution Authorizing the person to sign contracts which must be attached to the packet.
2. If indirect costs are to be claimed, a letter certifying the percentage and acknowledgement by the cognizant agency must accompany the contract packet.
3. Insurance coverage must be current and must include endorsement of additional insured as specified in Exhibit C of the contract package.

The Alameda County Workforce Investment Board and the County WIB Department staff look forward to working with your Agency in our partnership to serve workers and employers in our community.

Sincerely,

Dorothy Chen,  
WIB Director

Attachment

cc: Matthew Kritscher, Patti Castro, David Harkess, Roy Bertucelli, Linda Slater

**FUNDING ALLOCATION:**

<b>Recovery Act PY2009-2010</b>	<b>Adult</b>	<b>Dislocated Workers</b>	<b>Total</b>
\$144,232	N/A	\$144,232	\$144,232

**PERFORMANCE GOALS for PY 09-10:**

<b>Type of activity</b>	<b>Number of such activity</b>	<b>Number of Participants Served</b>
<b>Core and intensive services</b>	Not less than 250	Not less than 250
<b>Registration</b>	250	250
<b>Core Services</b>	250	250
<b>Intensive Services</b>	210	210
<b>Workshops</b>	60	60
<b>Entered Employment Rate</b>	83%	83%

Achievement of Performance Goals will be evaluated:

1. Through the Contract Performance Indicator Reports compiled monthly that are based on SMARTware and JTA reports by ACWIB's MIS Section.
2. Through an Annual Performance Report provided by the contract, due by July 15, 2010. .

Additionally, annually the State allows for Performance Goal negotiation with the local Workforce Investment Areas. Until the negotiations are complete the program providers are responsible to meet performance goals from the prior funding allocation period. An updated Performance Goal sheet will be disseminated. The program providers are then responsible for meeting the updated goals.