



May 16, 2013

Ms. Susan Sperling
President
Chabot Community College
25555 Hesperian Blvd.
Hayward, CA 94545

**SUBJ: AWARD NOTIFICATION - PY 2013- 14 WIA Youth Formula Grant Funds
Employment Plus II Program**

Dear Ms. Sperling,

Congratulations! I am pleased to inform you that on May 9, 2013 the Alameda County Workforce Investment Board (ACWIB) approved the following:

1. Chabot Community College, provider of WIA Employment Plus II Youth Services for the Tri Cities Areas of Alameda County (Union City, Fremont and Newark), has been refunded for the period of July 1, 2013 through June 30, 2014;
2. The allocations of Workforce Investment Act (WIA) Youth Formula Funds \$384,939 indicated below are detailed in Attachment A.

The funding addresses the services and activities to be provided by the youth providers. This letter transmits information concerning the funding allocation and planned contracting steps pursuant to that action.

SERVICES: High Risk Youth – Employment Plus II Program (EPP II)
FUNDING SOURCE: PY '13/14 WIA Title I – Youth Formula Grants – CFDA # 17.259
FUNDING AWARD: \$ 384,939
CONTRACT PERIOD: July 1, 2013 - June 30, 2014
PROGRAM LIAISON: Rosario Flores, (510) 259-3827

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 ACWIB Refunding Criteria for PY 2012-2013 and PY 2013-2014 by the deadlines established by the WIB.

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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.

A contract package will be forwarded to your organization no later than **June 7, 2013**. No invoice payments can be made until the entire contracting process has been completed and both parties have signed all required documents. 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. Please be sure to review exhibits A through G of the contract packet, as there have been some additions to these documents about which contractors should be aware.

In addition, the following issue must be addressed in the contract prior to completion:

1. If your agency's "Identified Signatory" has changed, your agency must have a Board Resolution Authorizing the person to sign contracts on behalf of the agency. The resolution must be attached to the packet.
2. 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 WIB Department staff look forward to working with you in our partnership to serve at-risk youth in the community.

Sincerely,



Nick Schultz,
ACWIB Director

PC: rf
Attachment
cc: R. Mendez, EPP II/TRIO Director
D.Harkess
L. Slater
R. Flores

WIA HIGH-RISK / EPP II YOUTH SERVICES FUNDING PARAMETERS

Chabot Community College

CONTRACT	AMOUNT
EMPLOYMENT PLUS II PROGRAM	\$ 384,939
GRAND TOTAL	\$ 384,939

EMPLOYMENT PLUS II PROGRAM (EPP II)

GEOGRAPHIC AREA TRI-CITIES	NUMBER OF ENROLLMENTS FOR EPP II	Foster Youth to Be Served (15% of Total Enrollments)		
		Total Youth To Be Served	Connected Youth	Disconnected Youth
Connected Youth	No less than 21	8	3	5
Disconnected Youth	No less than 34			
	Total 55			

COMMON MEASURES PERFORMANCE	
• Entered Employment/Education	72%
• Attainment Degree or Certificate	60%
• Literacy and Numeracy Gains	54%

SPECIAL STIPULATIONS

1. **New Enrollments:** EPP II Service Provider shall meet **100% of PY13-14 Enrollments by December 2013.**
2. **Exits:** EPP II Service Provider shall meet **100% of exits of total caseload that includes carry-over from PY 12/13 and enrollments for PY 13/14 by June 30, 2014.**
3. **Foster Youth Service Goals:**
 - a.) The number of Foster Youth to be served by the entire Local Workforce Investment Area will be 15% and the same for each EPP II Service Provider's caseload for PY 2013/14.
 - b) 100% of Foster Youth enrollments must be met by December 31, 2013;
 - c) EPP II Service Providers will develop a stronger relationship with Alameda County Foster Care Services Department to accept appropriate referrals for youth who may be eligible for WIA services; and
 - d) EPP II Service Providers agree that applicants who do not meet enrollment requirements or who cannot be served for any other reason, will be referred to other appropriate programs.
4. **Performance/Common Measure Goals:** Annually the State allows for Performance Goal Negotiations with the local Workforce Investment Areas. Until the negotiations are complete, the EPP II Service Providers are responsible to meet performance goals from the previous program year (PY 12/13). In addition, service providers are responsible for meeting any updated performance goals (PY13/14). An updated Performance Goal sheet will be disseminated once the negotiations with the

State are completed. Service Providers agree to be responsible for meeting the updated Performance Goals.

5. **Follow-up Exit Services** (for 12 months after the completion of participation): All youth must receive some form of follow-up services for a minimum of twelve months after exit. Activities may include but are not limited to the following:
 - Leadership development and supportive services.
 - Periodic scheduled group or individual meetings to discuss educational or career goals.
 - Periodic telephone calls to track a youth's progress in employment after training; however, telephone calls cannot be the only follow-up service provided;
 - Work-related peer support groups;
 - Assistance in securing better paying jobs, career development and further education;
 - Regular contact with a youth's employer and assistance in addressing work-related problems;
 - Adult mentoring and tutoring;
 - Required to enter into the VOS Data Management System four (4) quarterly follow-up/progress reports on each of the exited participant(s).

6. **Leveraging of WIA Dollars**: It is recommended that Service Providers leverage allocated WIA Formula dollars by developing a more diverse stream of funding and/or increase fundraising activities.

7. **Mandated Meetings**: EPP II Service Providers must ensure that appropriate staff will attend mandated meetings:
 - Youth Steering Monthly Meetings.
 - Youth Policy Council Meetings – Quarterly, periodic presentations may be required;
 - Alameda County Workforce Investment Board Meetings – Quarterly, periodic presentations may be required;
 - Miscellaneous State Meetings, local conferences and trainings (Contractor will need to budget for staff travel and training fees).

8. **Record Keeping**: EPP II Service Providers are expected to maintain complete up-to-date accurate records and management controls. Individual case files shall be maintained on each WIA funded youth. The EPP II Service Providers are expected to maintain complete fiscal and accounting records including, but limited to, back-up documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs. Providers will maintain all documents and records for a period of no less than five (5) years. This is a federal administrative requirement.