



THIRD AMENDMENT  
TO CONTRACT No. 19-28-0065-SP  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE  
FOR  
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS ACT (CALWORKS)  
WELFARE TO WORK (WTW) PROGRAM

This Amendment to Contract No. 19-28-0065-SP for Special Programs (hereinafter referred to as “Third Amendment”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California; hereinafter referred to as “COUNTY” and Orange County Asian and Pacific Islander Community Alliance, Inc., D-U-N-S No. 064521169, a California non-profit corporation, with a place of business at 12912 Brookhurst St., Suite 410, Garden Grove CA 92840-4871 (hereinafter referred to as “CONTRACTOR”), with COUNTY and CONTRACTOR sometimes referred to as “Party” or collectively as “Parties.”

**RECITALS**

**WHEREAS**, The Board of Supervisors approved Contract No. 19-28-0065-SP (hereinafter referred to as original “Contract”), for the provision of California Work Opportunity and Responsibility to Kids Act (CalWORKs) Welfare-to-Work (WTW) Program services to commence July 1, 2019, and terminating June 30, 2020, in the amount of \$3,555,752; and

**WHEREAS**, Parties executed the First Amendment to modify Paragraphs 32 Notices – For Subrecipient and 43.C. Invoices and replace Attachment A – Scope of Services with Attachment A-1 and replace Attachment B – Payment/Compensation with Attachment B-1 and replace Attachment C Budget Schedule with Attachment C-1; and

**WHEREAS**, Parties executed the Second Amendment to extend the contract term through September 30, 2020 and increase by \$900,554 with a new not to exceed amount of \$4,456,304 and replace Attachment A-1 Scope of Services with Attachment A-2, replace Attachment B-1 Payment/Compensation with Attachment B-2, replace Attachment C-1 Budget Schedule with Attachment C-2, replace Attachment D Staffing Plan with Attachment D-1, replace Attachment E Performance Standards with E-1 and add Attachment F Federal Award Identification Number; and

**WHEREAS**, the COUNTY now desires to execute the Third Amendment to modify the following language: All references in the Third Amendment to OC Community Resources (OCCR) are hereby amended to read “Social Services Agency (SSA);” and all references in the Third Amendment to Community Investment Division are hereby amended to read “SSA;” and all references in the Third Amendment to Subrecipient are hereby amended to read “CONTRACTOR;” and all references in the Third Amendment to FY 2019-20 are hereby amended to read “FY 2020-21;” and modify the following paragraphs 2, 3, 5, 32, 43, 51, 57, and 65; and replace Attachment A-2 Scope of Services with Attachment

A-3, replace Attachment B-2 Payment/Compensation with Attachment B-3, replace Attachment C-2 Budget Schedule with Attachment C-3, replace Attachment D-1 Staffing Plan with Attachment D-2, replace Attachment E-1 Performance Standards with Attachment E-2; replace Attachment F Federal Award Identification Number with Attachment F-2; and

**NOW, THEREFORE**, in consideration of the mutual obligations set forth herein, both Parties mutually agree as follows:

1. All references in the Third Amendment to OCCR are hereby amended to read “Social Services Agency (SSA).”
2. All references in the Third Amendment to Community Investment Division are hereby amended to read “SSA.”
3. All references in the Third Amendment to Subrecipient are hereby amended to read “CONTRACTOR.”
4. All references in the Third Amendment to FY 2019-20 are hereby amended to read “FY 2020-21.”
5. Paragraph 65 is added to the Third Amendment and shall read as follows: “Population to be Served: The population to be served, as defined in this Paragraph, shall hereinafter be referred to as “PARTICIPANT/PARTICIPANTS.” PARTICIPANTS include individuals who are required to participate or have voluntarily enrolled in the CalWORKs/WTW program.”
6. Paragraph 2 of the Third Amendment is hereby amended to read as follows: “Term of Contract: This Contract shall commence on October 1, 2020, and continue through June 30, 2021, for nine (9) months, unless otherwise terminated by the COUNTY.”
7. Paragraph 3 of the Third Amendment is hereby amended to read as follows: “Renewal: This Contract may be renewed by mutual written agreement of both Parties for one (1) additional one (1) year term. The COUNTY does not have to give reason if it elects not to renew. The renewal term may be subject to approval by the County of Orange Board of Supervisors.”
8. Paragraph 5 of the Third Amendment is hereby amended to read as follows: “Maximum Obligation: The total Maximum Obligation of COUNTY to the CONTRACTOR for the cost of services provided in accordance with this Contract is \$2,669,615 as further detailed in the Budget Schedule, identified and incorporated herein by this reference as Attachment ‘C-3.’”
9. Paragraph 32 of the Third Amendment is hereby amended to read as follows: “Notices: Any and all notices, requests demands, and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested,

postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

For COUNTY:

County of Orange Social Services Agency  
Contracts and Procurement Services  
500 N. State College Blvd, Suite 100  
Orange, CA 92868

For CONTRACTOR:

Orange County Asian and Pacific Islander Community Alliance, Inc.  
12900 Garden Grove Blvd., Suite 214A,  
Garden Grove CA 92843-2006  
Attn: Mary Anne Foo”

10. Paragraph 43 of the Third Amendment is hereby amended to read as follows: “Payments: CONTRACTOR agrees that any and all funds received under this Contract shall be disbursed on or before June 30, 2021, and that any and all funds remaining as of June 30, 2021, which have not been disbursed shall be returned by CONTRACTOR to COUNTY within thirty (30) days of the expiration or earlier termination of the Contract in accordance with Paragraph K. No expense of CONTRACTOR will be reimbursed by COUNTY if incurred after June 30, 2021.

Upon the effective date of this Contract, COUNTY shall make payment to CONTRACTOR in accordance with the following payment schedule:

- A. Monthly Payments - Beginning October 1, 2020, upon receipt and approval by SSA, of CONTRACTOR’s invoice showing the month(s) actual expenditures, COUNTY shall make monthly reimbursement payments based on CONTRACTOR’s invoice so long as the total payments under this Contract do not exceed the contract maximum obligation.
- B. County Discretion - At the sole discretion of COUNTY, payments to CONTRACTOR may be made more frequently than monthly, but such payments shall always be in arrears and not in advance of the provision of services by CONTRACTOR.
- C. Invoices - CONTRACTOR shall provide monthly invoices by the 20<sup>th</sup> day following the month being reported. Invoices shall show the most up to date costs chargeable to the program(s) referenced in this Contract. If CONTRACTOR expenditures for any program referenced in this Contract fall below 20% of planned expenditures for any cumulative period commencing from the beginning.

Of the term of this Contract, CONTRACTOR may be subject to a reduction in funding. No payments will be authorized if any preceding month's reports or invoices have not been received."

11. Paragraph 51 of the Third Amendment is hereby amended to read as follows: "Modification of Program Components and Service Levels: The Parties hereto agree that those program components and service levels detailed in Attachments A-3, B-3, C-3, D-2, and/or E-2 may be modified upon mutual written agreement of the Director and CONTRACTOR so long as the total payments under this Contract are not increased and the basic goals and objectives of the program are not altered. Should the Federal Government and/or the State of California modify any program component and/or service level detailed in Attachment A-3, B-3, C-3, D-2, and/or E-2 then the COUNTY shall have the right to unilaterally modify this Contract to meet such requirements.

A. COUNTY may at any time, by written change order to CONTRACTOR, make changes within the general scope of this Contract, including, in the definition of services and tasks to be performed, the manner in which services are performed, the time and place of performance thereof and additional related provisions, and Contract term. Such change orders may be made when necessitated by changes in the WIOA Orange County One-Stop system operations or performance, the operations or performance of CONTRACTOR, or changes in applicable statutes, regulations or State of California or federal mandates or directives.

CONTRACTOR and COUNTY shall make a good faith effort to reach agreement with respect to change orders, which affect the price of services under the Contract. CONTRACTOR's protest or failure to agree to the amount of any adjustment to be made as a result of a change order shall be a dispute for which an appeal may be made pursuant to this Contract. Notwithstanding the foregoing, the price of services under this Contract shall not be increased except by written modification of this Contract indicating the new services and price of this Contract if applicable. Until the Parties reach agreement, CONTRACTOR shall not be obligated to assume increased performance under the change order beyond the limitation of funds established within this Contract.

B. CONTRACTOR may request changes in the scope of performance or services under this Contract, by submitting a written request to Project Manager describing the request and its impact on the Scope of Services and Budget Schedule. Project Manager will review the request and respond in writing within ten (10) business days. Project Manager's decision whether to approve the request or request Board of Supervisors' approval shall be final. COUNTY's Contract Administrator may approve a request that meets all of the following criteria:

- I. It does not materially change the terms of this Contract; and
- II. It is supported by adequate consideration to COUNTY.

Board of Supervisors' action is necessary to approve a request from CONTRACTOR that does not satisfy all of the criteria listed above."

12. Paragraph 57 of the Third Amendment is hereby amended to read as follows:

“PARTICIPANTS:

- A. Eligibility - Only PARTICIPANTS who have been determined to meet all federal eligibility requirements to receive training hereunder shall be enrolled by CONTRACTOR in any occupational training. Determinations that PARTICIPANTS meet federal eligibility requirements shall be made by SSA WTW Case Managers.
- B. Benefits - Benefits shall be provided to PARTICIPANTS in accordance with the standards and requirements set forth in the Act, including Section 181.
- C. Rights and Privileges - All PARTICIPANTS enrolled in courses pursuant to the Contract shall be entitled to all the rights and privileges to which other CONTRACTOR students are entitled, including, but not limited to, special instruction, use of facilities on CONTRACTOR’s premises such as the libraries and learning centers, counseling, student body activities, and veterans’ benefits. CONTRACTOR’s representatives will provide academic counseling for PARTICIPANTS and inform them of CONTRACTOR’s services available to them.
- D. Labor standards- CONTRACTOR shall adhere to the Labor standards described in the Act, including Section 181 of the Act, and all other applicable codes and regulations.”

13. Scope of Services Attachment A-2 is hereby replaced with Attachment A-3.

14. Payment/Compensation Attachment B-2 is hereby replaced with Attachment B-3.

15. Budget Schedule Attachment C-2 is hereby replaced with Attachment C-3.

16. Staffing Plan Attachment D-1 is hereby replaced with Attachment D-2.

17. Performance Standards Attachment E-1 is hereby replaced with Attachment E-2.

18. Federal Award Identification Number Attachment F is hereby replaced with Attachment F-1.

Except as otherwise expressly set forth herein, all terms and conditions contained in the original Contract, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

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**Signature Page**

**IN WITNESS WHEREOF**, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Contract to be executed.

**\* Orange County Asian and Pacific Islander Community Alliance, Inc.**

By: <u>Mary Anne Foo</u>	By: _____
Name: <u>Mary Anne Foo</u>	Name: _____
Title: <u>Executive Director</u>	Title: _____
Dated: <u>8/13/20</u>	Dated: _____

\*For CONTRACTORS that are corporations, signature requirements are as follows: 1) One signature by the Chairman of the Board, the President or any Vice President; and 2) One signature by the secretary, any Assistant secretary, the Chief Financial Officer or an Assistant Treasurer.

For CONTRACTORS that are not corporations, the person who has authority to bind the CONTRACTOR to a contract, must sign on one of the lines above.

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**COUNTY OF ORANGE**  
A Political Subdivision of the State of California

By: _____	Dated: _____
CHAIRWOMAN OF THE BOARD OF SUPERVISORS COUNTY OF ORANGE, CALIFORNIA	

SIGNED AND CERTIFIED THAT A COPY OF THIS AGREEMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD PER G.C. SEC. 25103, RESO 79-1535

ATTEST:

\_\_\_\_\_  
ROBIN STIELER  
Clerk of the Board  
Orange County, California

APPROVED AS TO FORM  
COUNTY COUNSEL  
COUNTY OF ORANGE, CALIFORNIA

By: Carolyn S. Frost  
DEPUTY

Dated: 09/17/20

## **SCOPE OF SERVICES**

### **California Work Opportunity and Responsibility to Kids Act (CalWORKs) Welfare-To-Work (WTW) Program**

The General Program Requirements have been designed to provide the framework wherein the CONTRACTOR will provide services to special programs for WTW PARTICIPANTS.

#### **1. Scope of Services**

CONTRACTOR shall be responsible for providing countywide employment and training services for CalWORKs WTW PARTICIPANTS to increase opportunities of obtaining unsubsidized employment and job retention. The WTW programs are referral based. The referrals received are from the Orange County Social Services Agency (SSA) CalWORKs WTW program. PARTICIPANTS must reside in Orange County, and are either required to participate, or have voluntarily enrolled in the CalWORKs WTW program pursuant to State regulations. PARTICIPANTS are individuals who have not found unsubsidized employment sufficient to meet the minimum required hours of WTW and are assessed for suitability by WTW program staff. CONTRACTOR shall operate continuously throughout the term of this Contract with at least the minimum number and type of staff and volunteers required for provision of the services described. Such staff and volunteers shall be qualified in accordance with all applicable statutes and regulations. CONTRACTOR shall provide the services described herein Attachment A-3 with the consent of the PARTICIPANT being served. CONTRACTOR shall assure that all services funded under this Contract are coordinated with other appropriate services in the community and that services funded under this Contract do not constitute unnecessary duplications of services provided by other sources.

#### **2. Governance**

CONTRACTOR agrees to comply, remain informed, and deliver services consistent with the provisions of CalWORKs of 1997, applicable sections of the Welfare and Institutions Code (WIC), the California Education Code, the Rehabilitation Act, negotiated Memoranda of Understanding, Title V of the Older Americans Act, federal and State governance documents and/or any other appropriate statutes or requirements, related to the services provided in this Contract.

Where local policy has not been set, CONTRACTOR agrees to adhere to State or federal policy, as appropriate.

#### **3. Governance References**

- A. CalWORKs of 1997
- B. State of California WIC Section 11200 et seq.
- C. Titles VI and VII of the Civil Rights Act of 1964
- D. "Your Rights" Pamphlet (Publication 13)
- E. Department of Labor, Employment and Training Administration, 20 CFR Parts 603,651,652, et al., WIOA Final Rule
- F. Department of Labor, Employment and Training Administration, 20 CFR Part 676,677 and 678 Workforce Innovation and Opportunity Act (WIOA); Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule
- G. Information Bulletins, Directives and any other local, federal and State guidance documents
- H. Actions, directives, and policy and procedures, Monitoring Guide Policy and Procedure, and Audit Requirements.
- I. COUNTY policies, as applicable

#### **4. Orange County One-Stop System**



CONTRACTOR agrees to partner with and to provide access to services provided by the mandated WIOA One-Stop partners as described in the Act, as well as any additional partners identified by SSA, the Orange County Development Board (OCDB), or the Orange County Board of Supervisors.

## 5. Federal Award Identification

- A. CONTRACTOR Name: Orange County Asian Pacific Islander Community Alliance, Inc. (OCAPICA)
- B. CONTRACTOR Unique Entity Identifier (DUNS): 064521169
- C. Federal Award Identification Number (FAIN): 1801CATANF and 1701CATANF
- D. Federal Award Date(s): 10/06/16, 12/02/16, 12/15/16, 01/01/17, 04/01/17, 07/01/17, 07/21/17, 10/01/17, 10/24/17, 01/01/18, 04/01/18, 10/18/18, 01/30/19, 02/01/19, 04/09/19, 11/06/19, 01/10/20, 04/01/20
- E. Subaward Period of Performance: July 1, 2019 – June 30, 2021
- F. Amount of Federal Funds Obligated by the Action: \$2,669,615
- G. Total Amount of Federal Funds Obligated to the CONTRACTOR: \$2,669,615
- H. Total amount of the federal award: \$2,669,615
- I. Federal Award Project Description: Provide employment and training services for WTW clients.
- J. Name of the Federal Awarding Agency: Department of Health and Human Services
- K. Name of PTE: COUNTY/OCAPICA
- L. Contact Information for the Awarding Official: Gregory Manning, Contract Administrator; (714) 541-7410; [gregory.manning@ssa.ocgov.com](mailto:gregory.manning@ssa.ocgov.com)
- M. CFDA number and name – 93.558
- N. Whether the Award is R&D: No
- O. Indirect Cost Rate for the Federal Award: N/A

## 6. Subrecipient or Contractor

In accordance with the requirements of 2 CFR 200.330 (Subrecipient and Contractor determinations) and for the purpose of this Contract, OCAPICA is determined to be a CONTRACTOR.

## I. COORDINATION

### A. General Overview

CONTRACTOR shall provide employment services to CalWORKs WTW PARTICIPANTS through the Employment Preparation Program (EPP), Vocational Training (VTR), and Work Experience (WEX) activities. These services are made available under funding granted by the COUNTY under the CalWORKs program.

CONTRACTOR shall provide EPP, VTR, and WEX activities that will enhance and facilitate opportunities for WTW PARTICIPANTS to obtain and/or maintain stable unsubsidized employment with the goal of achieving economic self-sufficiency. CONTRACTOR shall engage PARTICIPANTS for the number of hours as referred by COUNTY Staff. The hourly participation requirements are subject to change according to local, State, and federal mandates.

CONTRACTOR shall conform to all regulations and future policy guidance issuances by the Department of Health and Human Services, the State, and the COUNTY during the term of this Contract.

CONTRACTOR shall ensure that the delivery of services is based on the following program principles:

1. Opportunities shall be maximized to provide integrated, coordinated, and easily accessible resources for PARTICIPANTS;

2. Services shall be family-friendly and family-centered;
3. Services shall be community-based and provide integrated services that coordinate federal, State, local, and community funding opportunities;
4. PARTICIPANT's strengths shall be identified, utilizing motivational and strength-based techniques; and
5. Services shall be outcome-driven and identify indicators that accurately reflect progress towards stated goals.

EPP is a paid employment opportunity in public or private, non-profit or for-profit organizations, with a focus on COUNTY worksites, for a period of six (6) months. CONTRACTOR will provide job placement as well as reasonable and appropriate supervision and instruction for the PARTICIPANTS placed at worksites. EPP PARTICIPANTS will earn at least State defined minimum wage for each hour worked. Overtime pay will not be permitted without prior approval from the COUNTY. Participation may be extended with prior approval from the COUNTY, or designees, no more than twice in three-month increments for up to a maximum of one (1) year (including the original six (6) months), if funding for subsidized employment continues to be available, and the PARTICIPANT:

- a. Will be more likely to obtain unsubsidized employment with the additional experience gained through the extension.
- b. Will obtain specific skills and experience relevant for unsubsidized employment in a particular field.

VTR is a temporary, transitional, and short-term training activity, not to exceed twelve (12) months, to prepare PARTICIPANTS for employment in a specific trade, occupation, or vocation. VTR activities shall be provided by vocational-technical schools, postsecondary institutions, or proprietary schools and public institutions. VTR activities shall be made available to PARTICIPANTS in areas identified as growth oriented, current or emerging occupations, meeting an unmet community need, and in high demand for new employees. VTR activities shall include, but not be limited to the following:

1. Health Care Occupations
  - a. Medical Assistant (Front and Back office)
  - b. Medical Office
  - c. Medical Billing and Coding
  - d. Phlebotomy Technician
  - e. Pharmacy Technician
  - f. Nurse Assistant
2. Transportation
  - a. Professional Truck Driver
  - b. Auto Repair Technician
3. Business and Professional Occupations
  - a. Accounting Clerk
  - b. Computerized Office Specialist and Accounting
  - c. Customer Service Certification (Retail)
  - d. Administrative Assistant
  - e. General Office Clerk
  - f. Distribution Logistics and Warehouse
  - g. Security Guard
4. Information Technology
  - a. Computer Repair Technician
  - b. Microsoft Certified Applications Specialist
  - c. Project Management
  - d. Social Media Specialist
  - e. Web Design

WEX is a planned, structured learning experience that occurs in a Worksite for twelve (12) weeks. Participation may be extended with prior approval from the COUNTY, or designees, for a period not to exceed a total of sixteen (16) weeks in length including all extensions. CONTRACTOR will provide WEX services to PARTICIPANTS. CONTRACTOR shall be reimbursed by the COUNTY at the rate of prevailing California Minimum Wage, for each hour worked. Overtime pay will not be permitted without prior approval from the COUNTY. PARTICIPANTS may be paid for COUNTY holidays, with prior approval from the COUNTY. At the end of the training period, it is generally expected that the employer will hire the PARTICIPANT as a regular employee.

**B. Service Delivery Area(s)**

Northern Region: 6301 Beach Blvd., Suite 320  
Buena Park, CA 90621

Central Region: 7077 Orangewood Ave., Suite 200  
Garden Grove, CA 92841

PARTICIPANTS will have access to the COUNTY One-Stop Centers where they can access a wide variety of resources including labor market information and job vacancy listings. PARTICIPANTS will also have full access to computers with internet connectivity, telephones, faxes, and copy machines.

CONTRACTOR and the COUNTY may mutually agree in writing to add, change, modify, or delete facility locations as necessary to best serve the needs of PARTICIPANTS and the COUNTY.

**II. SERVICE STANDARDS**

**A. Hours of Operation and Schedules**

1. **Regular Hours of Operation:** CONTRACTOR shall be available to program PARTICIPANTS during scheduled hours of operation, Monday – Friday 8:00 a.m. to 5:00 p.m. Hours of operation shall effectively serve the needs of PARTICIPANTS.
2. The COUNTY reserves the right to set and modify hours of operation based on program demands that will most effectively serve the needs of its PARTICIPANTS.
3. **Holiday Operation Schedules:** CONTRACTOR shall ensure that arrangements full-service delivery is available throughout the year with limited closures as detailed below for the following COUNTY-observed holidays:

<b>COUNTY Holidays</b>	
Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King Jr. Day
Veteran's Day Observed	Lincoln's Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Memorial Day

Refer to the COUNTY website for the COUNTY Calendar and specific dates observed.

In rare cases, hours of operation may be negotiated to meet the business needs. It is the responsibility of the CONTRACTOR to develop a procedure to ensure coverage is always available during business hours and for emergencies.

**B. CONTRACTOR Responsibilities:**

1. CONTRACTOR shall assume the role of employer of record for EPP and WEX PARTICIPANTS.
2. Ensure that all PARTICIPANTS are covered by Workers Compensation as determined by the California Department of Social Services.
3. Collect, review and approve all PARTICIPANT timesheets for processing of payroll.
4. Provide and distribute paychecks on a bi-weekly basis to all EPP and WEX enrolled PARTICIPANTS.
5. Oversee and process payroll through July 2021. CONTRACTOR is responsible for payment to PARTICIPANTS through June 30, 2021.
6. Provide direct deposit of paychecks to those PARTICIPANTS requesting that option.
7. Establish emergency protocols to ensure all EPP and WEX PARTICIPANTS are paid as scheduled. Provide for last check of the year to cover up to June 30, 2021.
8. CONTRACTOR shall follow provisions and requirements of Affordable Care Act (ACA) and Healthy Workplaces, Healthy Families Act of 2014 (AB1522) as applicable.
  - a. Ensure that unspent sick leave time will not be carried over to the following program year.
  - b. Ensure that PARTICIPANTS who are on sick leave are not permitted to participate in any work experience, trainings, workshops, and/or meetings.
  - c. Establish an internal formal policy to implement provision of paid sick leave.
  - d. Track accruals and usage of paid sick leave.
9. CONTRACTOR shall collect and review all documentation necessary for referral, registration, and enrollment of eligible PARTICIPANTS.
10. CONTRACTOR shall serve all PARTICIPANTS who have been referred by the COUNTY for VTR, WEX, and EPP activities, pursuant to this Contract. CONTRACTOR shall place PARTICIPANTS at a Worksite within fourteen (14) working days of the referral for services, unless otherwise directed by the COUNTY.
11. CONTRACTOR staff shall work closely with each PARTICIPANT to develop an understanding of the PARTICIPANT's needs and barriers, assess career goals, and arrange EPP, VTR, or WEX assignments with an appropriate, agreed upon Worksite and/or training location. Workshops, one-on-one training, intensive case management, and coaching will be utilized to assist the PARTICIPANT in locating, obtaining and retaining employment.
12. CONTRACTOR shall work directly in concurrence with the COUNTY to identify barriers/noncooperation, prior to returning PARTICIPANT to the WTW program.
13. CONTRACTOR shall ensure the PARTICIPANT learns basic job skills including how to write an effective resume, dress appropriately for a job, successfully interview, and effectively communicate with an employer.
14. CONTRACTOR shall provide an orientation to PARTICIPANTS which includes providing information on program goals and objectives; EPP, VTR, or WEX assignments; PARTICIPANT's rights and responsibilities; PARTICIPANT Termination Policy; Grievance policy; and permitted and prohibited political activities.
15. CONTRACTOR shall work with and motivate difficult-to-place PARTICIPANTS who have multiple barriers, which may include a resistance to program participation.
16. CONTRACTOR shall provide services to meet PARTICIPANT's ethnic diversity in a manner responsive to individuals with literacy, language, and sociocultural issues that demonstrate language or cultural barriers to employment, including resistance to pursuing employment in occupations that may be perceived as nontraditional.
17. CONTRACTOR shall work with PARTICIPANTS to resolve attitudinal barriers toward obtaining and retaining employment, such as fear of going to work, anger and resentment from being required to

- participate, low self-esteem/motivation, problems with accessing and navigating public transportation, and childcare concerns.
18. CONTRACTOR shall monitor the progress of all EPP, VTR, and WEX PARTICIPANTS by communicating every two (2) weeks, or more often if needed, with the PARTICIPANT and the Worksite Supervisor for EPP and WEX; and the Training Provider for VTR to discuss steps needed to complete the program.
  19. CONTRACTOR shall collaborate with the COUNTY and the Worksite to help PARTICIPANTS overcome employment barriers such as food, transportation, housing, legal assistance, and clothing needs.
  20. CONTRACTOR shall provide employment sites for WEX services leading to employment that is anticipated to be permanent, and secured during a PARTICIPANT's assignment to WEX.
  21. Provide employment sites for EPP in public or private, non-profit organizations, with a focus on COUNTY Worksites.
  22. Explain employer requirements and expectations, job retention techniques such as attendance and punctuality, social etiquette, personal hygiene, appropriate dress, productivity, common reasons for promotion and dismissal, employment problem-solving skills, and planning for/handling common problems faced by new employees.
  23. Develop appropriate training sites in the community, monitor attendance, and communicate with the COUNTY regarding participation and attendance.
  24. For posting requirements – All required posts, shall be placed where all PARTICIPANTS can easily see them.
  25. Develop relationships with local businesses by networking and developing Worksites for EPP, VTR, and WEX PARTICIPANTS.
  26. Conduct semi-annual meetings with worksites to review procedures and update program changes.
  27. Attend meetings with COUNTY and other contracted service providers, including Multi-Disciplinary Team (MDT) meetings, and other meetings as requested.
  28. Cooperate with the COUNTY with respect to sanctions applied to PARTICIPANTS in the event of PARTICIPANT non-cooperation. This may include testifying at PARTICIPANT non-compliance hearings.
  29. Provide internal forms that are not mandated by COUNTY or by program requirements. Internal forms shall be reviewed by COUNTY prior to implementation.
  30. Ensure that all services provided to PARTICIPANTS under this Contract are conducted in a manner sensitive to literacy, language, and socio-cultural issues that may impact the PARTICIPANTS. All staff providing services under this Contract shall be trained in cultural differences to ensure their ability to recognize and assist PARTICIPANTS who demonstrate language or cultural barriers to employment, including resistance to EPP, VTR, and WEX activities. Services shall be provided in the PARTICIPANT's language or interpreters shall be obtained when necessary.
  31. Adhere to all aspects of the program including human resources processes.
  32. Request PARTICIPANTS' confidential skills assessment documents for each referral that will assist in evaluating PARTICIPANT's abilities, skills, and interests for employment and training.
  33. Consult with the COUNTY on a regular basis regarding PARTICIPANT's progress in assigned activity.
  34. Assist WEX and VTR PARTICIPANTS with job search to obtain unsubsidized employment within forty-five (45) days or as otherwise approved by the COUNTY, of completing WEX assignment or VTR training if the employer did not retain PARTICIPANTS.
  35. Inform the COUNTY of suspected welfare eligibility or supportive services payment fraud within forty-eight (48) hours of the suspected fraud.
  36. Follow all local, State, and federal regulations, and COUNTY policies and procedures related to the EPP, VTR, and WEX Programs.
  37. Provide monthly attendance reports and PARTICIPANT evaluations to the COUNTY by the 10th calendar day of the following month.
  38. Submit Reports to SSA as directed, and by the 10th calendar day of the following month.

39. While this is a program based on referrals from the COUNTY, CONTRACTOR is responsible for keeping the SSA WTW Staff informed of the EPP, VTR, and WEX programs.
40. CONTRACTOR shall coordinate and facilitate EPP, VTR, and WEX program presentations to SSA WTW Staff as requested by the COUNTY.
41. CONTRACTOR shall monitor budgets and expenditures and ensure that all budgeted funds are fully expended by the end of each fiscal year.
42. Track PARTICIPANT participation with work experience and training.
43. Meet or exceed all performance outcomes as stated in Attachment E-2 of the Contract
44. Ensure that there are sufficient staff resources dedicated to EPP/WEX/VTR programs to meet program obligations and outcomes.

### **C. General Staffing Requirements**

1. CONTRACTOR shall provide services in accordance with all applicable laws, policies, procedures, regulations, and standards of federal law, State law, the County of Orange, and the Board of Supervisors.
2. There shall be the requisite number of staff hired by the CONTRACTOR to operate program services as outlined in this Contract, and as provided for in the budget attached herein
3. CONTRACTOR shall ensure that all reception and support staff have received training in customer service, communication skills, and proficient computer skills (Windows, Microsoft Office, and CalJOBS).
4. CONTRACTOR shall be responsible for filling any vacancies, which may occur during the term of this Contract in order to ensure the continuous and efficient delivery of services to PARTICIPANTS. CONTRACTOR shall fill any vacancies with individuals with the appropriate experience and levels of education required for the job, and notify the COUNTY of the position incumbent.
5. CONTRACTOR shall provide a copy of Attachment A-3 (Scope of Services) to all program staff and a copy of the Contract fiscal requirements to all fiscal staff. CONTRACTOR shall require all staff to sign a statement indicating that they have received the applicable paragraphs of this Contract and have reviewed and understood the contractual requirements and programmatic objectives.
6. CONTRACTOR shall utilize overtime only to the extent that not doing so will have a negative impact on service delivery or meeting program deliverables including invoices. Proper staff management should negate the need for overtime pay.

### **D. Professional Staffing Requirements**

1. CONTRACTOR staff shall be PARTICIPANT-oriented professionals who are knowledgeable about the challenges with providing workforce development services to difficult-to-serve populations. Staff shall be able to build one-on-one working relationships with PARTICIPANTS to aid in eliminating challenges that are hindrances to obtaining and retaining employment. Services provided in small groups shall also be considered in order to maximize staffing efficiencies and available resources.
2. Staff shall be trained and have current knowledge of regulations and requirements, CalJOBS, contractual goals, COUNTY policies and procedures, local labor market information, industry clusters, career pathways and demand occupations, on-the-job training, and local resources that are available to assist PARTICIPANTS seeking training and/or vocational services.
3. CONTRACTOR shall ensure that staff understand the contractual requirements and programmatic objectives of this Contract.

4. Staff shall have an understanding of Department of Labor Training and Employment Guidance Letters, State Employment Development Department Directives/Information Notices, and COUNTY Policies and Procedures. Staff shall be informed of any new guidance, as it is released. All directives and policies shall be discussed during regularly scheduled staff meetings.
5. Gaps in Service Delivery: CONTRACTOR shall ensure that PARTICIPANT activities remain uninterrupted in accordance with the provisions set forth in this Contract.
6. Notwithstanding, all program staff shall be proficient in performing the following duties:
  - a. Provide job development and assist PARTICIPANTS in job placement as applicable for job developers.
  - b. Conduct outreach, recruitment, and eligibility determination to a targeted population.
  - c. Conduct objective job skills assessment for eligible PARTICIPANTS to ensure appropriate evaluation.
  - d. Formulate and coordinate comprehensive employment plans with specific and measurable vocational goals.
  - e. Develop a résumé for every enrolled PARTICIPANT.
  - f. Provide case management to all PARTICIPANTS in all areas related to gaining/retaining employment and career advancement.
  - g. Determine supportive services and training needs including making appropriate referrals, tracking progress, and maintaining attendance records.
  - h. Maintain regular contact with PARTICIPANT (at a minimum of once every two weeks).
  - i. Maintain documentation of regulatory and contractual compliance, and maintain detailed case files and complete, statistical, and performance reports.
  - j. Develop relationships with training providers, worksites, and partner agencies.
  - k. Provide specific guidance in transferable skills for all PARTICIPANTS transitioning between industry clusters.
  - l. Disseminate specific information for upcoming events, job fairs, etc. that would benefit the PARTICIPANT.
  - m. Use Labor Market Information to assist job seekers in making informed decisions about job training and career pathways.
  - n. Have a comprehensive understanding of Labor Market Information trends, demand occupation criteria to enhance placements.
  - o. Ensure active job placement no later than when a PARTICIPANT reaches 75% of training completion.
7. Program Manager:
  - a. Manage the successful implementation of the EPP, VTR, and WEX Program, assuring that all contractual commitments are met.
  - b. Responsible for adherence to local, federal, and State policies.
  - c. Establish and maintain positive working relationships with all funding sources and all partners both in-house and within the community.
  - d. Facilitate project accomplishments and ensure that management decisions and contractual goals are understood and supported by all staff.
  - e. Shall be directly responsible for all fiscal oversight of their budgets.

CONTRACTOR shall be proactive in requiring staff to adopt PARTICIPANT service principles targeted toward achieving high PARTICIPANT satisfaction, which meets PARTICIPANT expectations in their delivery of services under this Contract. This may include the provision of professional development,

in-service training, role modeling, case studies, and other techniques and strategies applicable to fostering the adoption of a value system, which is based in continuous improvement principles.

**E. Communication, Distributed Material and Postings, and Physical and Program Access Standards**

1. All outreach and recruitment materials shall be submitted to the COUNTY administrative office for review and approval prior to use. The COUNTY will require a minimum of ten (10) working days to review and approve. CONTRACTOR may keep their logo on the site published material, but it should be secondary to the COUNTY logo.
2. All logos and naming conventions shall be provided by the COUNTY to maintain quality and consistency. Logos shall be of sufficiently high resolution to be fully legible on all media deployed.
3. Language requirements for all printed materials and other information shall be provided in English, Spanish, and Vietnamese. Whenever feasible, language barriers shall be removed so that all PARTICIPANTS feel welcomed and have a positive experience.
4. CONTRACTOR shall be responsible to post the “Equal Opportunity Is The Law” and the “Summary of Rights and Program Grievance and Complaint Procedures” in prominent locations, and in appropriate formats to individuals with visual impairments. Postings shall be provided in English, Spanish, and Vietnamese. PARTICIPANT acknowledgement forms (EO and Programmatic Grievance) must be made available in English, Spanish, and Vietnamese.
5. CONTRACTOR shall maintain a Complaint log annually (calendar year). CONTRACTOR shall submit a Complaint log to the COUNTY by January 10, 2021 even if no complaint was filed. The Complaint log shall be submitted to the COUNTY Program Manager/Administrator.

**F. Quality Assessment/Review**

1. CONTRACTOR shall be responsible for internal monitoring of their fiscal/procurement and program operations which includes, but is not limited to; a quality assurance system to review case files, including electronic files, PARTICIPANT’s eligibility determination and documentation, Individual Development Plan, gaps in service delivery, provision and documentation of substantial services, timely PARTICIPANT exit, performance outcomes, follow-up activities, purchases, expenditures and invoices, federal and State requirements for programmatic, and physical access to services and activities (including access for individuals with disabilities). Quality and consistency of services among programs and staff is essential.
2. CONTRACTOR shall establish and follow a standardized review methodology that:
  - a. Includes procedures for monitoring programs at least once each program year.
  - b. Requires the review of a minimum of ten percent (10%) of the active caseload and five percent (5%) of the exited caseload.
  - c. Results in written reports to record findings, any needed corrective action, and due dates for the accomplishment of corrective actions.
  - d. Requires systematic follow-up to ensure that necessary corrective action has been taken.
  - e. Requires that following the completion of each internal monitoring, completed reviews are verified, and a list of files reviewed is maintained.

CONTRACTOR shall be able to produce all quality assessment/review documentation upon request by the COUNTY administrative office.



3. In addition to Item #1 above, the CONTRACTOR shall follow their regular (day-to-day) internal review processes to support high standards of service provision and documentation. This shall include periodic file review and immediate correction of issues noted.
4. CONTRACTOR shall conduct an analysis of PARTICIPANT flow, program delivery, case management strategies and tools, business process and service improvement once per program year. CONTRACTOR shall provide documentation of the process followed and the results of the analysis to the COUNTY administrative office by December 31, 2020.
5. CONTRACTOR shall take timely corrective action measures as a result of findings identified through federal, State, and COUNTY monitoring. Repeat and systemic findings identified in any federal, State, and County compliance monitoring may result in a possible reduction in funding and/or other sanctions issued by the COUNTY.
6. CONTRACTOR shall participate in industry wide forums to learn about best practices, improvements in service delivery, recommended corrective actions, and implementation of process improvements. These activities shall be included within monthly reports.

#### **G. Documentation and File Maintenance**

1. **Case Files:** shall be maintained for each PARTICIPANT served. Files shall reflect both quality services and regulatory compliance under this Contract in a format approved by COUNTY, which will include, but not be limited to, the following:
  - a. Initial Referral form.
  - b. Documentation of all correspondence in regards to the PARTICIPANT's participation in the program, including any correspondence involving CONTRACTOR.
  - c. Attendance records of PARTICIPANTS (Monthly attendance reports).
  - d. Documentation, including dates, of any problem occurrences reported by the EPP Worksite, VTR provider, or WEX Worksite.
  - e. All correspondence related to a Workers' Compensation injury.
  - f. PARTICIPANT evaluations and feedback and communication from PARTICIPANTS on their performance; feedbacks from EPP Worksite, WEX worksite, or VTR provider on PARTICIPANT's progress; feedbacks and input from the COUNTY.
  - g. Employment Verification Form.
  - h. Assessments.
  - i. Individual Employment Plan.
  - j. Copy of PARTICIPANTS' resume.
  - k. Approved VTR voucher for VTR enrolled PARTICIPANTS.
  - l. Sign in sheets or progress reports resulting from site monitoring.
  - m. Time and attendance reports, completion certificates, if receiving VTR-funded training.
  - n. Signed PARTICIPANT Agreement, timesheets, and other related or WEX/EPP documentation, if applicable.
  - o. Supportive Services coordination documentation.
  - p. Printed case notes showing provision of all substantial services provided including close coordination and consultation with the COUNTY.
  - q. Completed I-9 Form.
  - r. Legal right-to-work documents.
  - s. Log for identification and response to provide and Participant complaints.
2. **Confidential Information:** Personally Identifiable Information (PII) and information designated as sensitive (both in hardcopy and electronic format) relating to services received by PARTICIPANTS

including information regarding medical and/or substance abuse treatments shall be subject to local, federal, and State privacy/confidentiality guidelines.

Files shall not include any documentation that discloses an individual's disability (including individuals who do not have a disability). Any mention of disability related information shall be placed in a separate file, located away from the main file.

CONTRACTOR shall ensure that staff are properly trained and updated for safeguarding protected PII and information designated as sensitive, including proper treatment, release, and security of records. Access, and release of records shall be in accordance with applicable guidelines. All staff shall follow the guidelines on the release of information form, and shall obtain an original form prior to releasing information to anyone other than the PARTICIPANT. CONTRACTOR shall require all of its employees, and volunteers who may provide services to sign a confidentiality agreement before commencing the provision of any services to maintain confidentiality of any, and all materials, and information with which they may come into contact except as may be required to provide services under this Contract or to those specified in this Contract as having the capacity to audit.

3. **Security:** CONTRACTOR shall maintain all customer files in a locked cabinet accessible only to authorized personnel. In addition, CONTRACTOR shall maintain an Information Technology (IT) usage policy to support security obligations regarding all confidential, and sensitive information. Emails containing PII must be transmitted through secure emails.

#### **H. Customer Service, and Participant Satisfaction**

1. CONTRACTOR shall take part in the qualitative evaluation of services through the distribution, and collection of customer satisfaction surveys as defined by the COUNTY.
2. CONTRACTOR shall communicate to their staff that meeting PARTICIPANT satisfaction, and expectations is a primary goal of the COUNTY.
3. CONTRACTOR shall review, and evaluate the data collected, and shall be responsible for corrective action(s) with respect to survey findings or trends related to the services provided under this Contract. Survey results shall be made available to the COUNTY upon request.
4. CONTRACTOR agrees to be proactive in requiring staff to adopt customer service principles targeted toward achieving high PARTICIPANT satisfaction, and which will meet customer expectations in the delivery of services under this Contract. This may include in-service training, disciplinary actions, role modeling, case studies, and such other techniques and strategies applicable to fostering continuous improvement principles and customer satisfaction.
5. CONTRACTOR shall provide at least one (1) testimonial each month from job seeker PARTICIPANTS. Examples of testimonials may be a PARTICIPANT success story or a letter from a PARTICIPANT. Testimonials shall be included in the COUNTY staff presentations.

#### **I. Organizational Chart:**

1. CONTRACTOR shall maintain an organizational chart along with corresponding functional job descriptions for every classification funded, in whole or in part. CONTRACTOR shall provide an updated organizational chart along with functional job descriptions to the COUNTY by October 31, 2020.
2. The staffing design and overall number of positions and associated assignments are subject to pre-approval by the COUNTY.

3. Should any organizational or staffing arrangements change during the program year, CONTRACTOR shall immediately submit a revised organizational chart to the COUNTY.

**J. Internal Policies and Procedures:**

1. CONTRACTOR shall develop policies and procedures for the operations and administration of the CalWORKs/WTW programs of EPP, VTR, and WEX.
2. All current Policies and Procedures shall be reviewed to ensure full compliance. CONTRACTOR shall provide a copy of all Policies and Procedures to the COUNTY by November 30, 2020.

**III. SERVICE DELIVERY**

CONTRACTOR shall provide EPP, VTR, or WEX activities to all CalWORKs WTW PARTICIPANTS referred by the COUNTY in accordance with CalWORKs WTW COUNTY policy. All PARTICIPANTS referred to EPP, VTR, and WEX activities must meet all eligibility requirements of the EPP, VTR, and WEX providers.

CONTRACTOR shall implement a workforce system structure and governance that reflects the various sectors of the economy. CONTRACTOR shall provide activities that increase the employment, retention, and earnings of clients, increase occupational skill attainment by PARTICIPANTS, and as a result, improve the quality of the workforce.

Although services may end if there is a participation problem due to non-cooperation, PARTICIPANTS shall not be refused services by CONTRACTOR without discussion and concurrence with the COUNTY. The COUNTY shall discuss and concur prior to any action taken by CONTRACTOR to minimize issues that impede the PARTICIPANTS' ability to complete EPP, VTR, and WEX.

**A. Target Population:**

PARTICIPANTS who meet all of the following criteria may be referred for EPP, VTR, and WEX activities, per COUNTY policy:

- i. Are required to participate, or have voluntarily enrolled, in the CalWORKs WTW program pursuant to State regulations.
- ii. Have not obtained unsubsidized employment sufficient to meet minimum required hours of WTW participation.
- iii. Are deemed suitable for the activity by the COUNTY.
- iv. Continue to meet CalWORKs eligibility criteria.
- v. Reside in Orange County.

**B. Job Seeker Services:**

1. Enrollment/registration shall be completed for all PARTICIPANTS. CONTRACTOR shall be responsible for collecting all information. Data collected at time of registration shall include all required elements (such as PARTICIPANT's name, address, date of birth, age, gender, e-mail address, phone number, veteran status, employment status, right-to-work status, barriers to employment, services requested, and employment goals).
2. Availability of funds in conjunction with individual need and eligibility guidelines, CONTRACTOR shall determine the combination of services appropriate for individual PARTICIPANTS.

3. Informational Workshops shall be developed and facilitated by CONTRACTOR, and shall be made available to all PARTICIPANTS. Workshops shall augment individualized service and provide the PARTICIPANTS with the knowledge and skills necessary to identify potential job prospects, fill out an application, or construct a resume. Additional workshops shall help PARTICIPANTS gain marketable skills to ensure successful job retention. PARTICIPANTS shall not be required to attend workshops in any particular sequence.

4. Career Services:

- a. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, aptitudes, abilities including skills gaps, and supportive service needs.
- b. Labor Exchange Services, including job search and placement assistance and, in appropriate cases, career counseling, including provision of information on in-demand industry sectors and occupations as well as nontraditional employment.
- c. Provision of information relating to the availability of supportive services or assistance, including child care, child support, medical or child health benefits under the supplemental nutrition assistance program, assistance through the earned income tax credit, and assistance under temporary assistance for needy families and other supportive services.
- d. Referrals to the services or assistance relating to filing claims for unemployment compensation, assistance in establishing eligibility for programs of financial aid assistance for training and education programs.
- e. Comprehensive and Specialized Assessments of the skill levels and service needs of PARTICIPANTS, which may include diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. Comprehensive Assessments shall be staff assisted and shall be provided to all PARTICIPANTS.

Assessments shall consist of employment and education history, an interest inventory, skills inventory, barriers to employment, supportive services and training needs, and other relevant information, which shall result in the development of an Individual Employment Plan, as described below. The depth of the assessment may vary depending on the needs and the nature of employment barriers of the PARTICIPANT.

- f. Development of an Individual Employment Plan (IEP) to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the PARTICIPANT to achieve their employment goals. The IEP shall identify the specific services needed to assist PARTICIPANTS in securing a job, support services, as well as, ancillary services that may be required to overcome other issues impacting their ability to secure and maintain employment. In developing a strategy for PARTICIPANTS, CONTRACTOR shall consider those services available through other service providers in the community and shall refer PARTICIPANTS to such services as needed. Activities to which PARTICIPANTS are referred shall reflect a consideration of the PARTICIPANT's assessment, economic analysis, and educational levels. CONTRACTOR shall periodically, or at a minimum of once a month, reaffirm with the PARTICIPANT that the services and activities are appropriate as outlined in the IEP and shall modify the services and activities as necessary to meet their needs.
- g. Career Planning shall be provided to all enrolled PARTICIPANTS. CONTRACTOR shall assist the PARTICIPANT in identifying and overcoming any barriers to obtaining and retaining

employment, act as an advocate on behalf of the PARTICIPANT and refer the PARTICIPANT to other programs and resources. Career Planning shall also be provided to those PARTICIPANTS who are enrolled in training. CONTRACTOR shall have contact with PARTICIPANT through the range of activities provided up to and following placement in unsubsidized employment.

CONTRACTOR shall contact their PARTICIPANTS at a minimum of every two (2) weeks and provide substantial services. Documentation of all services provided shall be kept current in the PARTICIPANT's file. A service does not include:

- A standard mailing
- A basic question answered with little expenditure of staff time.
- Access to or use of electronic self-services.
- A determination of eligibility to participate in the program.
- A self-described job search that does not result in a referral to a job.
- Contact with PARTICIPANT or employer to only obtain employment status, educational progress or need for additional services.

CONTRACTOR shall communicate with the other service providers as needed to review PARTICIPANT performance and to address any issues that may arise. Any changes of assignment to a Job Developer shall be transmitted to the PARTICIPANT in writing with a copy of the letter to be maintained in the PARTICIPANT's file. Should the Job Developer be scheduled to be off for vacation or illness, CONTRACTOR shall ensure that other Staff is available to assist during that time.

- h. Internships and Work Experience that are linked to careers including paid or unpaid planned, structured learning experiences that take place in a workplace for a limited period of time that provide helpful means for an individual to gain experience that leads to unsubsidized employment.
- i. Preparation Activities such as interviewing skills, job search techniques, resume writing, adult basic education, English as a Second Language (ESL), General Educational Development (GED), computer literacy, and job retention skills.
- j. Short-term Prevocational Services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment.
- k. Financial Literacy Services may be provided upon PARTICIPANT's request including, but not limited to, creating budgets, initiating checking and savings accounts at banks, and making financial decisions; how to effectively manage spending, credit, and debt including loans, consumer credit, and credit cards.
- l. Out-of-Area Job Search Assistance may be provided to PARTICIPANTS that move out of the area. Job Developer shall refer the PARTICIPANT to a One-Stop Center in their new Local Workforce Development Area (LWDA). Job Developer shall provide PARTICIPANTS with locations, hours, phone number, website, and directions on how to access the center.
- m. English Language Acquisition and integrated education and training programs.
- n. Resumes shall be developed for all PARTICIPANTS enrolled. Resumes shall be reviewed and updated so that they remain current. Copies of updated resumes shall be placed into the PARTICIPANT's file and on tracking data warehouses such as but not limited to, an internal

drive or shared drive. Resume development or updates conducted in collaboration with staff shall be outlined in the case notes to reflect services provided.

- o.** Mentoring including counseling to establish emotional support shall be provided for all PARTICIPANTS enrolled. Mentoring can be done individually or in groups. Group mentoring models may include Job Clubs that provide assistance, networking, and peer support for job seekers.
- p.** Access to Supportive Services including, but not limited to, transportation, food vouchers, professional clothing, and uniforms shall be provided through coordination with the COUNTY based on PARTICIPANT's needs.
- q.** Working with Project Partners including coordinating with the COUNTY, and COUNTY Project Partners to provide ancillary services and/or other comprehensive services. Both CONTRACTOR and other COUNTY Project Partners shall operate in a manner that results in what is best for the project.
- r.** Job Placement including one-on-one placement assistance shall be provided to all PARTICIPANTS. Job Developers shall work closely with their PARTICIPANTS to provide them with solid recommendations for pursuing job leads that match their individual skills, work history, and other abilities, and which have potential for employment. Job Developers shall also work closely with prospective employers in order to develop job leads and negotiate job opportunities for their PARTICIPANTS. Maintaining positive relationships with businesses/employers will lead to more effective outcomes.

#### **IV. PERFORMANCE**

##### **A. Performance Measures**

CONTRACTOR shall provide EPP, VTR, and WEX activities to enhance and facilitate opportunities for PARTICIPANTS to obtain and retain employment with the goal of earning enough to be considered self-sufficient.

CONTRACTOR shall meet or exceed required federal, State, and local standards, measurements and outcomes of all funding streams included in this Contract. CONTRACTOR must maintain performance standards set for quality and quantity of service. CONTRACTOR shall work to ensure quality and quantity program delivery and implementation of best practices, as appropriate, and coordinate said efforts with COUNTY. Performance data, including expenditures, will be reviewed monthly and beginning with second quarter data, will be used for making comparisons, assessing performance and reallocating funds. CONTRACTOR may be subject to corrective actions, termination of the contract, or sanctions, including contract suspension and/or withholding of funds, if performance levels agreed to in this Contract, falls below a specified level each month and/or each quarter. The corrective action may include appropriate measures designed to improve the performance of the local area.

1. EPP Assignment: CONTRACTOR shall assign eighty percent (80%) of the EPP PARTICIPANTS referred in worksites and continue services to carry-in EPP PARTICIPANTS until June 30, 2021.
2. VTR Assignment: CONTRACTOR shall assign eighty percent (80%) of the VTR PARTICIPANTS referred in training programs and continue services to carry-in VTR PARTICIPANTS until June 30, 2021.

3. WEX Assignment: CONTRACTOR shall assign eighty percent (80%) of the WEX PARTICIPANT referrals in worksites and continue services to carry-in WEX PARTICIPANTS until June 30, 2021.
4. EPP Completion Rate: A minimum of seventy percent (70%) of the PARTICIPANTS exiting EPP shall fully complete the length of the EPP activity as referred by the COUNTY or exit due to obtaining unsubsidized employment.
5. VTR Completion Rate: A minimum of seventy percent (70%) of the PARTICIPANTS exiting VTR shall fully complete the length of the VTR activity as referred by the COUNTY or exit due to obtaining unsubsidized employment.
6. WEX Completion Rate: A minimum of seventy percent (70%) of the PARTICIPANTS exiting WEX shall fully complete the length of the WEX activity as referred by the COUNTY or exit due to obtaining unsubsidized employment.
7. VTR Employment Rate: sixty percent (60%) of PARTICIPANTS who attend VTR activities shall obtain unsubsidized employment within forty-five (45) calendar days of completing VTR activities.
8. WEX Employment Rate: sixty percent (60%) of PARTICIPANTS who attend WEX activities shall obtain unsubsidized employment within forty-five (45) calendar days of completing WEX activities.

**B. COUNTY Submission/Reporting:** CONTRACTOR shall adhere to COUNTY procedures for data entry, timelines, and reporting requirements upon the request by the COUNTY administrative office. Refer to the latest COUNTY policies, State Information Notices and subsequent updates for complete information and guidance.

1. CONTRACTOR shall comply with data verification requirements listed in the latest COUNTY policy and any subsequent updates.
2. CONTRACTOR shall immediately implement and adhere to future policy revisions and changes or enhancements in procedures and processes pertaining to COUNTY submission and reporting.
3. CONTRACTOR shall use the most current templates provided by the COUNTY. Incorrect and/or incomplete forms will be returned for re-submittal. All updates and corrections shall be clearly identified.
4. CONTRACTOR shall implement a quality control process to ensure integrity of data submitted, review and approve all paperwork, and reports submitted to the COUNTY.
5. CONTRACTOR shall immediately address problems, including attendance issues, achievements, or other inquiries about EPP, VTR, and WEX activities with affected PARTICIPANT and employee/instructor. CONTRACTOR shall inform the COUNTY within twenty-four (24) hours to allow for quick intervention and results-oriented action to address the issue with the PARTICIPANT.
6. CONTRACTOR shall provide monthly PARTICIPANT attendance and progress reports including achievements and the number of hours worked to the COUNTY and/or COUNTY Program Manager as applicable by the tenth (10th) calendar day of the preceding month.
7. CONTRACTOR shall provide each month, a referral tracking report for the preceding month, in a format approved by the COUNTY. Data elements shall include, but not limited to the following for each program:
  - a. Number of referrals received from the COUNTY.
  - b. Number of PARTICIPANTS enrolled and participating in EPP, VTR, or WEX.

- c. Number of referrals returned to the COUNTY prior to assignment in EPP, VTR, or WEX at the end of the reporting period.
- d. Total active PARTICIPANTS in EPP, VTR, and WEX.
- e. Number of PARTICIPANTS exiting EPP, VTR, and WEX.
- f. Number of PARTICIPANTS who completed their EPP, VTR, and WEX assignments.
- g. Number of EPP, VTR, and WEX PARTICIPANTS who obtained unsubsidized employment within forty-five (45) calendar days of completing the activity.
- h. Updated information on the status of the referrals, issues, and concerns related to the PARTICIPANTS' progress in the EPP, VTR, or WEX activities.

C. **Corrective Action Plans:** Performing below any individual performance measure for any quarter shall be subject to the following corrective action:

1. Technical assistance and assessment of the causes of the low performance;
2. Development and implementation of appropriate corrective action plan(s) to ensure contractual compliance;
3. Monitoring of subsequent performance to assess the impact of the corrective action plan(s); and
4. Corrective action plans shall include a date for responding to observations, questions, concerns, and findings.
5. CONTRACTOR's performance is not limited to individual program requirements and performance measurements. CONTRACTOR is responsible for all commitments made in the Request for Proposal application. CONTRACTOR's performance trends and corrective action plans will be critical to decisions regarding Contract renewal. Failure to achieve the goals set forth in the Corrective Action Plan may result in penalties such as de-obligation of funds or revocation of this Contract.
6. CONTRACTOR shall be able to produce all corrective action plans upon request by the COUNTY administrative office.

D. **Accounting and Fiscal Controls**

1. CONTRACTOR shall operate program in accordance with all applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Generally Accepted Accounting Principles (GAAP), and CFRs as indicated in Exhibit 7 of this Contract.
2. Authorized signatures for execution of documents, amendments, budget modifications, and invoices are limited to those individuals identified in the Authorized Signature Form. The form will be provided to the COUNTY.
3. Invoice templates shall be provided by the COUNTY.
4. All program invoices including two original sets with wet signatures are due to the COUNTY by the twentieth day (20<sup>th</sup>) following the month being reported. In the event the twentieth (20<sup>th</sup>) calendar day falls on a weekend or a COUNTY holiday, CONTRACTOR shall submit the claim the next business day.
5. Invoices with errors will be returned to CONTRACTOR for re-submission.
6. Failure to provide timely and accurate invoices can result in reduction or elimination of this Contract.



7. A master salary spreadsheet identifying all staff and their allocation across programs shall be submitted to the COUNTY by November 1, 2020.

**E. Budgets and Budget Modifications**

Budget modifications are limited to three (3) adjustments per Contract year, unless otherwise approved by the COUNTY. COUNTY initiated adjustments do not count towards the three (3) allowed each year.

**V. DELIVERABLES**

Limited funding and limited fund life requires that expenditures and programmatic information be reported in a timely and accurate manner. CONTRACTOR shall submit the reports and data as detailed within the Scope of Services and summarized below. Page references and timelines for submission are also indicated.

<b>II. SERVICE STANDARDS</b>	<b>Due Date</b>
Complaint Logs [p.10]	As specified by COUNTY policy
Verification of all quality assessment review [p.10-11]	Upon Request
Analysis of PARTICIPANT flow, program delivery, case management strategies and tools, business process, and service improvement [p.11]	As specified by COUNTY policy
PARTICIPANT Satisfaction Survey Report [p.12]	Upon Request
Organizational Chart [p.13]	October 31, 2020
Internal Policies/Procedures [p.13]	November 30, 2020
<b>IV. PERFORMANCE</b>	<b>Due Date</b>
Performance Measures Data, as applicable [p.17]	As directed by COUNTY staff
PARTICIPANT Attendance Report [p.18]	10 <sup>th</sup> day after the end of each month
Referral Tracking Reports [p.18]	As specified by COUNTY policy
Corrective Action Plans, as applicable [p.18]	As directed by COUNTY staff
Invoices [p.19]	20 <sup>th</sup> of each month
Master salary spreadsheet [p.19]	November 1, 2020
Program Reports [p.20]	As specified by COUNTY policy and directed by COUNTY staff

## PAYMENT/COMPENSATION

**Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA)  
California Work Opportunity and Responsibility to Kids Act (CalWORKs)  
Welfare-To-Work (WTW) Program  
July 1, 2020 – June 30, 2021**

### 1. COMPENSATION:

This is a cost reimbursement Contract between the COUNTY and the CONTRACTOR for up to: \$ 2,669,615 for 9-months (October 1, 2020 – June 30, 2021) as set forth in Attachment A-3 Scope of Services, attached hereto, and incorporated herein by reference. The CONTRACTOR agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the CONTRACTOR of all its duties and obligations hereunder. The COUNTY shall have no obligation to pay any sum in excess of the total Contract amount specified unless authorized by an amendment in accordance with Paragraphs C and R of the COUNTY's General Terms and Conditions.

### 2. FIRM DISCOUNT AND PRICING STRUCTURE:

CONTRACTOR guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal Government entity for services of equal or lesser scope. CONTRACTOR agrees that no price increases shall be passed along to the COUNTY during the term of this Contract not otherwise specified and provided for within this Contract.

### 3. PAYMENT TERMS:

An invoice for the reimbursement of costs shall be submitted to the address specified below upon the completion of the services/activities and approval of the COUNTY Project Manager. CONTRACTOR shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice in a format acceptable to the SSA and subject to routine processing requirements of the COUNTY. The responsibility for providing an acceptable invoice rest with the CONTRACTOR.

Billing shall cover services not previously invoiced. The CONTRACTOR shall reimburse the COUNTY for any monies paid to the CONTRACTOR for services not provided or when services do not meet the Contract requirements.

Payments made by the COUNTY shall not preclude the right of the COUNTY from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the services.

Program Invoice(s):

Social Services Agency  
Attn. Contracts and Procurement Services  
500 N. State College Blvd. Suite 100  
Orange, CA 92868

**4. INVOICING INSTRUCTIONS:**

The CONTRACTOR will provide an invoice on CONTRACTOR's letterhead for services rendered. Each invoice will have a number and will include the following information:

The Demand Letter/Invoice must include

- A. CONTRACTOR's name and address
- B. CONTRACTOR's remittance address (if different from A above)
- C. Name of COUNTY Agency Department
- D. COUNTY Contract Number
- E. Service date(s) – Month of Service
- F. Delivery Order (DO) / Subordinate Agreement Number
- G. Deliverables / Service description (in accordance with Attachment A-3)
- H. CONTRACTOR's Federal I. D. number
- I. Total



## BUDGET SCHEDULE

### Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) Program Year 2020-21 Employment Preparation Program (EPP)

This total amount to be funded under this Contract shall not exceed \$2,194,919. Each project description and corresponding budget under this Contract shall be mutually determined and agreed upon by COUNTY and CONTRACTOR. Project descriptions shall be in Attachment A-3; herein and corresponding project budgets shall be listed in Attachment C-3 herein.

<u>ADMINISTRATIVE COST</u>	<u>FY 2020-21</u>
Total Admin	\$99,072
<u>PROGRAM COST</u>	
Staffing and Employee Benefits	\$202,917
Direct Client Related Services	1,845,600
Operating Expenses	<u>47,330</u>
Subtotal Program Cost	\$2,095,847
<u>TOTAL ANNUAL BUDGET</u>	\$2,194,919
<u>TOTAL CONTRACT BUDGET</u>	\$2,194,919

Note: Admin and Payroll Services shall not exceed \$99,072 of the contract budget. Profit is excluded from SSA EPP Budget.

Budget templates will be provided by the COUNTY. Invoices shall be submitted based upon the Contract budget.

CONTRACTOR may request to shift funds between programs, or between budgeted line items within a program, for the purpose of meeting specific program needs by utilizing a Budget/Staffing Modification Request form provided by Contract Administrator. CONTRACTOR must include a justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and the sustaining annual impact of the shift as may be applicable to the current Fiscal Year Budget and/or future Fiscal Year Budgets. CONTRACTOR shall obtain written approval of any Budget/Staffing Modification Request(s) from Contract Administrator prior to implementation by CONTRACTOR.

In support of the monthly invoice, CONTRACTOR shall submit monthly Expenditure Reports on a form acceptable to, or provided by, the Contract Administrator and will report actual costs.



## BUDGET SCHEDULE

### OCAPICA Program Year 2020-21 SSA Vocational Training (VTR)

This total amount to be funded under this Contract shall not exceed \$247,500. Each project description and corresponding budget under this Contract shall be mutually determined and agreed upon by COUNTY and CONTRACTOR. Project descriptions shall be in Attachment A-3; herein and corresponding project budgets shall be listed in Attachment C-3 herein.

<u>ADMINISTRATIVE COST</u>	<u>FY 2020-21</u>
Total Admin	\$12,000
<u>PROGRAM COST</u>	
Staffing and Employee Benefits	36,336
Direct Client Related Services	187,760
Operating Expenses	<u>11,404</u>
Subtotal Program Cost:	\$235,500
<u>TOTAL ANNUAL BUDGET</u>	\$247,500
<u>TOTAL CONTRACT BUDGET</u>	\$247,500

Note: Admin and Payroll Services shall not exceed \$12,000 of the contract budget. Profit is excluded from SSA VTR Budget.

Budget templates will be provided by the COUNTY. Invoices shall be submitted based upon the Contract budget.

CONTRACTOR may request to shift funds between programs, or between budgeted line items within a program, for the purpose of meeting specific program needs by utilizing a Budget/Staffing Modification Request form provided by Contract Administrator. CONTRACTOR must include a justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and the sustaining annual impact of the shift as may be applicable to the current Fiscal Year Budget and/or future Fiscal Year Budgets. CONTRACTOR shall obtain written approval of any Budget/Staffing Modification Request(s) from Contract Administrator prior to implementation by CONTRACTOR.

In support of the monthly invoice, CONTRACTOR shall submit monthly Expenditure Reports on a form acceptable to, or provided by, the Contract Administrator and will report actual costs.



**BUDGET SCHEDULE**

**OCAPICA**  
**Program Year 2020-21**  
**SSA Work Experience (WEX)**

This total amount to be funded under this Contract shall not exceed \$227,196. Each project description and corresponding budget under this Contract shall be mutually determined and agreed upon by COUNTY and CONTRACTOR. Project descriptions shall be in Attachment A-3; herein and corresponding project budgets shall be listed in Attachment C-3 herein.

<u>ADMINISTRATIVE COST</u>	<u>FY 2020-21</u>
Total Admin	\$10,820
 <u>PROGRAM COST</u>	
Total Staffing and Employee Benefits	72,201
Direct Client Related Services	128,400
Operating Expenses	<u>15,775</u>
Subtotal Program Cost:	\$216,376
 <u>TOTAL ANNUAL BUDGET</u>	 \$227,196
 <u>TOTAL CONTRACT BUDGET</u>	 \$227,196

Note: Admin and Payroll Services shall not exceed \$10,820 of the contract budget. Profit is excluded from SSA WEX Budget.

Budget templates will be provided by the COUNTY. Invoices shall be submitted based upon the Contract budget.

CONTRACTOR may request to shift funds between programs, or between budgeted line items within a program, for the purpose of meeting specific program needs by utilizing a Budget/Staffing Modification Request form provided by Contract Administrator. CONTRACTOR must include a justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and the sustaining annual impact of the shift as may be applicable to the current Fiscal Year Budget and/or future Fiscal Year Budgets. CONTRACTOR shall obtain written approval of any Budget/Staffing Modification Request(s) from Contract Administrator prior to implementation by CONTRACTOR.

In support of the monthly invoice, CONTRACTOR shall submit monthly Expenditure Reports on a form acceptable to, or provided by, the Contract Administrator and will report actual costs.



## STAFFING PLAN

**Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA)  
October 1, 2020 – June 30, 2021  
EPP**

Title	FTE*
Program Manager	1.00
Job Developer	1.00
Job Developer	1.00
Job Developer	1.00
Workforce Support	1.00
Director of Finance and Admin	0.25
Accounting Supervisor	0.25
Accountant	0.25
HR Supervisor	0.25
Senior Bookkeeper	0.25
TOTAL:	6.25

\*1.00 FTE = Full-Time Equivalent

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written pre-approval of the COUNTY Project Manager.

The COUNTY may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of additional key personnel shall be subject to COUNTY approval.



## STAFFING PLAN

### OCAPICA

October 1, 2020 – June 30, 2021

VTR

<b>Title</b>	<b>FTE*</b>
Program Supervisor	0.50
Workforce Support	0.50
Director of Finance & Admin	0.03
Accounting Supervisor	0.03
Accountant	0.03
HR Supervisor	0.03
Senior Bookkeeper	0.03
TOTAL:	1.15

\*1.00 FTE = Full-Time Equivalent

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written pre-approval of the COUNTY Project Manager.

The COUNTY may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of additional key personnel shall be subject to COUNTY approval.





## STAFFING PLAN

### OCAPICA

October 1, 2020 – June 30, 2021

### WEX

Title	FTE*
Program Supervisor	0.50
Job Developer	1.00
Workforce Support	0.50
Director of Finance & Admin	0.05
Accounting Supervisor	0.05
Accountant	0.05
TOTAL:	2.15

\*1.00 FTE = Full-Time Equivalent

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written pre-approval of the COUNTY Project Manager.

The COUNTY may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of additional key personnel shall be subject to COUNTY approval.



## PERFORMANCE STANDARDS

Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA)  
October 1, 2020 – June 30, 2021

### Employment Preparation Program (EPP)

#### PERFORMANCE MEASURES

	<b>80%</b>
<b>Assignment Rate</b>	Assign 80% of the EPP PARTICIPANTS referred in worksites and continue services to carry-in EPP PARTICIPANTS until June 30, 2021.
	<b>70 %</b>
<b>Completion Rate</b>	A minimum of 70% of the PARTICIPANTS exiting EPP shall fully complete the length of the EPP activity as referred by the COUNTY or exit due to obtaining unsubsidized employment.

### Vocational Training (VTR)

#### PERFORMANCE MEASURES

	<b>80%</b>
<b>Assignment Rate</b>	Assign 80% of the VTR PARTICIPANTS referred in training programs and continue services to carry-in VTR PARTICIPANTS until June 30, 2021.
	<b>70 %</b>
<b>Completion Rate</b>	A minimum of 70% of the PARTICIPANTS exiting VTR shall fully complete the length of the VTR activity as referred by the COUNTY or exit due to obtaining unsubsidized employment.
	<b>60%</b>
<b>Placement/Employment Rate</b>	60% of PARTICIPANTS who attend VTR activities shall obtain unsubsidized employment within forty-five (45) calendar days of completing VTR activities.



## Work Experience (WEX)

### PERFORMANCE MEASURES

	<b>80%</b>
<b>Assignment Rate</b>	Assign 80% of the WEX PARTICIPANT referrals in worksites and continue services to carry-in WEX PARTICIPANTS until June 30, 2021.
	<b>70%</b>
<b>Completion Rate</b>	A minimum of 70% of total participants served and exited shall complete their work experience assignments.
	<b>60%</b>
<b>Placement/Employment Rate</b>	60% of PARTICIPANTS who attend WEX activities shall obtain unsubsidized employment within forty-five (45) calendar days of completing WEX activities.



## FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)

### I. Governance:

Subrecipient agrees to comply, remain informed, and deliver services consistent with the provisions of the California Work Opportunity and Responsibility to Kids Act (CalWORKs) of 1997, applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, negotiated Memoranda of Understanding, Title V of the Older Americans Act, federal and state governance documents and/or any other appropriate statutes or requirements, related to the services provided in this Contract.

Where local policy has not been set, Subrecipient agrees to adhere to state or federal policy, as appropriate.

### II. Governance References:

- A. California Work Opportunity and Responsibility to Kids Act (CalWORKs) of 1997
- B. State of California Welfare and Institutions Code Section 11200 et seq.
- C. Titles VI and VII of the Civil Rights Act of 1964
- D. "Your Rights" Pamphlet (Publication 13)
- E. Department of Labor, Employment and Training Administration, 20 CFR Parts 603,651,652, et al., WIOA Final Rule
- F. Department of Labor, Employment and Training Administration, 20 CFR Part 676,677 and 678 Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule
- G. Information Bulletins, Directives and any other local, federal and state guidance documents
- H. Actions, directives, and policy and procedures, Monitoring Guide Policy and Procedure, and Audit Requirements.
- I. County of Orange policies, as applicable

### III. Orange County One-Stop System:

Subrecipient agrees to partner with and to provide access to services provided by the mandated WIOA One-Stop partners as described in the Act, as well as any additional partners identified by the OCDB or the Orange County Board of Supervisors.

### IV. Subrecipient or Contractor:

In accordance with the requirements of 2 CFR 200.330 (Subrecipient and Contractor determinations) and for the purpose of this Contract, OCAPICA is determined to be a Subrecipient



**V. Federal Award Identification:**

**FAIN INFORMATION**

- A.** Subrecipient Name: Orange County Asian Pacific Islander Community Alliance, Inc. (OCAPICA)
- B.** Subrecipient’s Unique Identifier (D-U-N-S): 06-452-1169
- C.** Federal Award Identification Number (FAIN): 1801CATANF and 1701CATANF
- D.** Federal Award Date: 10/06/16, 12/02/16, 12/15/16, 01/01/17, 04/01/17, 07/01/17, 07/21/17, 10/01/17, 10/24/17, 01/01/18, 04/01/18, 10/18/18, 01/30/19, 02/01/19, 04/09/19, 11/06/19, 01/10/20, 04/01/20
- E.** Subaward Period of Performance: July 1, 2019 – June 30, 2021
- F.** Total Amount of Federal Funds Obligated by the Action: \$2,669,615
- G.** Total Amount of Federal Funds Obligated to the Subrecipient: \$2,669,615
- H.** Total Amount of the Federal Award: \$2,669,615
- I.** Federal Award Project Description: Provide employment and training services for Welfare-to-Work clients.
- J.** Federal Awarding Agency: Department of Health and Human Services
- K.** Name of PTE: COUNTY/OCAPICA
- L.** Contact Information for the Awarding Official: Gregory Manning, Contract Administrator
  - Phone Number: (714) 541-7410
  - E-mail Address: [gregory.manning@ssa.ocgov.com](mailto:gregory.manning@ssa.ocgov.com)
- M.** CFDA Number: 93.558  
CFDA Name:
- N.** Whether Award is R&D: No
- O.** Indirect Cost Rate for the Federal Award: N/A