



**SECOND AMENDMENT
TO CONTRACT #16-28-0004-OS
BETWEEN THE
COUNTY OF ORANGE
AND
PROPATH, INC
FOR
THE PROVISION OF WIOA
COMPREHENSIVE ONE STOP CENTERS
&
BUSINESS SERVICES**

**FAIN: AA-28305-16-55-A-6
17.235 Senior Community Services Employment Program
17.258 WIA/WIOA Adult Programs
17.261 WIA/WIOA Pilots, Demonstrations and Research Projects
17.277 WIOA National Dislocated Worker Grants/WIA National Emergency Grants
17.278 WIA/WIOA Dislocated Worker Formula Grants
17.802 Veteran's Employment Program
93.558 Temporary Assistance for Needy Families (Health and Human Services)**

This AMENDMENT to CONTRACT #16-28-0004-OS, hereinafter referred to as "Second Amendment," is made and entered into or upon execution of all necessary signatures between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and ProPath, Inc., with a place of business at 785 Tucker Rd. Ste G 392, Tehachapi, CA 93561-2523, hereinafter referred to as "CONTRACTOR," which are sometimes referred to as "PARTY," or collectively referred to as "PARTIES."

RECITALS:

WHEREAS, COUNTY and CONTRACTOR entered into Contract Number 16-28-0004-OS (hereinafter referred to as "Original Contract"), for the provision of WIOA Comprehensive One Stop & Business Services commencing July 1, 2016 and terminating June 30, 2017 in the amount of \$6,328,819; and

WHEREAS, the COUNTY executed the First Amendment to the ORIGINAL CONTRACT to increase the CONTRACT by the monetary amount of \$ 632,882, for a new maximum obligation of \$6,961,701 and replace Attachment A, General Program Requirements, with Attachment A-1; modify the Scope of Services and replace

Attachment B with Attachment B-1; replace Attachment C, Budget Schedule, with Attachment C-1; and modify the Performance Standards and replace Attachment D with Attachment D-1; and added Attachment E – Title V 16-17 Contract for reference only; and

WHEREAS, the COUNTY desires to execute Second Amendment to increase the CONTRACT by the monetary amount of \$700,000, for a new maximum obligation of \$7,661,701 and replace Attachment B-1, Scope of Services with Attachment B-2; and replace Attachment C-1, Budget Schedule with Attachment C-2; and replace Attachment E, Title V (PY16-17) Contract with Attachment E-1; and

WHEREAS, CONTRACTOR performance is satisfactory as required by the CONTRACT.

NOW, THEREFORE, in consideration of the mutual obligations set forth herein, both PARTIES mutually agree to amend as follows:

1. The CONTRACT is amended to increase the monetary limit in the amount of \$6,961,701, for a new maximum obligation of \$7,661,701.
2. Attachment B-1, Scope of Services is replaced with Attachment B-2.
3. Attachment C-1, Budget Schedule is replaced with Attachment C-2.
4. Attachment E, Title V (PY16-17) Contract is replaced with Attachment E-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.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the PARTIES hereto have executed this Second Amendment on the dates with their respective signatures:

***PROPATH, INC**

By: _____

By: _____

Name: _____
(Print)

Name: _____
(Print)

Title: _____

Title: _____

Dated: _____

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.

COUNTY OF ORANGE

A Political Subdivision of the State of California

By: _____
Steve Franks, Director
OC Community Resources

Dated: _____

**APPROVED AS TO FORM
DEPUTY COUNTY COUNSEL**

By: Carolyn S. Frost
DEPUTY COUNTY COUNSEL

Dated: 01/13/17

SCOPE OF SERVICES

COMPREHENSIVE ONE-STOP AND BUSINESS SERVICES

I. COORDINATION

A. General Overview

The Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) establishes comprehensive legislation that reforms and modernizes the public workforce system. WIOA reaffirms the role of the public workforce system, and brings together and enhances several key employment, education, and training programs. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.

In Partnership with the Orange County Board of Supervisors, the Orange County Development Board (OCDB) oversees Orange County's workforce development activities and establishes programs in response to the workforce needs of Orange County, including labor market information, employment and training services, and business assistance. Central to the OCDB's ability to provide services is the Orange County One-Stop Centers, a proud partner of America's Job Center of California network, affiliate centers and youth employment and training programs located throughout the County. The OCDB designs and implements programs and services for businesses, adult job seekers, dislocated workers and youth, working in close collaboration with education, business, labor, economic development and other organizations with a stake in preparing the County's workers to contribute to our growing economy.

The One-Stop Centers will continue to serve as the service delivery system for programs funded under the WIOA and its partner programs. The Orange County One-Stop System is a collaboration of organizations and agencies that are responsible for administering workforce development, educational, social services and other human services programs and funding streams that provide assistance to clients receiving services through the Orange County One-Stop Centers.

SUBRECIPIENT shall serve as the Operator of the One-Stop Centers for the Orange County Development Area as outlined within this Attachment. SUBRECIPIENT shall provide a comprehensive menu of programs and services as required by the WIOA.

WIOA is not an entitlement program, and selection for participation in this program is based upon an assessment of the client's needs, interests, abilities, motivation, and prospect for successfully completing the program. In accordance with local policies and procedures, prioritization of services is also taken into consideration.

To comply with the requirements of this Agreement, SUBRECIPIENT shall deliver workforce development services to adults, dislocated workers and other designated

special populations. Services that must be made available to One-Stop clients are outlined in Section III. Enhanced supportive services and training opportunities shall be funded and made available to enrolled clients. Business Services including Rapid Response shall also be provided.

SUBRECIPIENT shall conform to the WIOA, the WIOA final rules and future policy guidance issuances by the DOL, the State and OCDB during the term of this Agreement. Applicable new WIOA provisions and requirements supersede any replaced WIA provisions in existing policies cited in this Agreement.

B. Service Delivery Area

1. **Services in the Northern Region** shall be offered through the One-Stop Center in Garden Grove at 7077 Orangewood Avenue #200.

a) Services shall also be offered through an **affiliate location in Buena Park** at 6281 Beach Blvd #307 or other designated area in the North Region.

2. **Services at the Joint Forces Training Base (JFTB) – Building 244** in Los Alamitos at 11206 Lexington Drive shall be offered to all Veterans enrolled in Adult, Dislocated Worker, or Discretionary programs.

3. **Services in the Southern Region** shall be offered through the One-Stop Center in Irvine at 17891 Cartwright Road.

b) Southern Region Affiliate: OCDB will provide direction on a South County affiliate location and establish criteria and timeline by September 30, 2016. Negotiations with potential partners will include both SUBRECIPIENT and OCDB staff.

C. One-Stop Center Operator Responsibilities with Partners

1. Mandated Partners

The WIOA reinforces the partnerships and strategies necessary for the One-Stops to provide high quality career services, education, training and supportive services.

Core Programs:

- Title I.B. - Adult, Dislocated Worker, and Young Adult (Youth)
- Title II - Adult Education and Literacy (Department of Education)
- Title III - Wagner-Peyser Employment Services (EDD)
- Title IV – Vocational Rehabilitation (Department of Rehabilitation)

In addition to these Core Programs, WIOA requires that, if available locally, the following partner programs provide access through the One-Stops:

- Career and Technical Education (Carl Perkins)
- Community Services Block Grant (CSBG)

- Unemployment Insurance Compensation Programs (UI)
- Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program
- Trade Adjustment Assistance Programs (TAA)
- Housing and Urban Development (HUD) Employment and Training Programs
- National Farmworker Jobs Program
- American Indian and Native American Programs
- Temporary Assistance for Needy Families (TANF) /CalWORKs
- Title V - Senior Community Service Employment Program (SCSEP)
- Job Corps
- YouthBuild

2. **Operating Agreements** shall be developed by SUBRECIPIENT with all One-Stop partner programs as well as any additional partners who may provide ancillary services to One-Stop Center clients.

Operating Agreements shall include, but not be limited to:

- a. A definition of program design including priority target populations that will be served;
- b. A participation plan for all staff assigned to the Center, including the percentage of time each partner will contribute to the operation of universal services;
- c. The development of a monthly schedule that includes hours of operation for all partners operating within the Center;
- d. A procedure for cross-referrals among the various partners including supportive services, training, and other specialized services and programs;
- e. A procedure for entering job orders/résumés into CalJOBS, and other systems in use at the One-Stop;
- f. A procedure for entering job orders/résumés into CalJOBS, and other systems in use at the One-Stop;
- g. A plan for resource sharing, capacity building, governance, staff supervision, and shared technology and system infrastructure;
- h. A plan for co-enrollment among partners to encourage multi-disciplinary case management;
- i. A schedule for coverage in the Resource Room;
- j. Assistance with special events;
- k. A plan for achieving basic career services placement; and
- l. A plan to provide linkages to youth services.

SUBRECIPIENT shall submit Operating Agreements to the OCDB administrative office by September 30, 2016. If a change in service provision occurs during the program year, SUBRECIPIENT shall re-submit an Operating Agreement to the OCDB within 30 days of the date the change in service occurred.

3. **Cost Sharing Agreements** shall be negotiated and developed by SUBRECIPIENT with all partners co-located at each Comprehensive One-Stop Center.

The Cost Sharing Agreements shall apply to all expenses benefiting the One-Stop System and its partners that cannot be directly applied to each partner separately. Expenses may include, but not be limited to: rent/space, staff (common receptionist), utilities, equipment and supplies. SUBRECIPIENT shall ensure that the shared costs are supported by accurate and current data. The shared cost shall be consistently applied over the term of the cost sharing agreement. Charges to the WIOA programs shall reflect a fair portion of the benefits received, and the methodology used in determining the allocation of the shared cost is reflective of its written Cost Sharing Agreement. In the case that a partner is unable to pay cash for its fair share, SUBRECIPIENT shall negotiate with the partner to provide in-kind services to benefit the One-Stop System and document the value of the services provided.

Cost Sharing Agreements shall identify:

- The proportionate share and allocation of each shared cost by each partner;
- All shared costs within the One-Stop Center environment;
- The resource sharing or how the shared costs of the Comprehensive One-Stop Centers will be paid; and
- COUNTY approved language pertaining to liability and indemnification.

SUBRECIPIENT shall obtain signatures of partners with dates including their name, title, and organization indicating their concurrence with the Cost Sharing Agreement.

SUBRECIPIENT shall be responsible to secure cash paying partners, exclusive of EDD, to help cover the cost of each Comprehensive Center.

One copy of each Cost Sharing Agreement for Garden Grove shall be sent to the OCDB administrative office no later than September 30, 2016. One copy of each Cost Sharing Agreement for Irvine - Cartwright shall be sent to the OCDB administrative office no later than December 31, 2016. Cost Sharing Agreements shall be revised on an annual basis. SUBRECIPIENT shall submit any changes to a Cost Sharing Agreement to the OCWIB within 30 days of the date the change in cost occurred.

4. **Non-Mandated (Voluntary) Partners** shall be developed between SUBRECIPIENT and government, business, labor, education, and/or training providers whose resources leverage federal, state, local and/or private workforce system investments targeting identified industry clusters and high growth jobs.

Voluntary partners may be co-located at the One-Stop Centers to assist in the provision of career services and referrals and/or may be located off-site. Voluntary partners may join at any time, by entering into an Operating Agreement with the SUBRECIPIENT. If co-located at a Comprehensive One-Stop Center, a Cost Sharing Agreement shall also be developed, in accordance with Section 3 above.

SUBRECIPIENT shall strengthen and leverage existing partnerships that will enhance the One-Stop System. Partners shall provide programs and services that bring added value to the One-Stop System. **Partnership activities shall be documented in the Monthly Report.**

Non-mandated partners may include, but are not limited to the following:

- Community Partners and Community Based Organizations
- Education Partners (other than core Adult Education partners)
- Chamber of Commerce Organizations
- Economic Development Organizations
- Labor Organizations
- Literacy Program Providers
- Business Organizations
- Networking and Mentoring Organizations
- Small Business Administration
- Non-WIOA Mandated Federal, State, and Local Governmental Agencies

5. **Partner Staff Training** shall be the responsibility of the SUBRECIPIENT to facilitate a seamless, collaborative working environment when offering services to One-Stop Center clients. Cross-training of all appropriate One-Stop Center staff shall occur no less than once each Quarter so that, to the extent possible, positions at any One-Stop location can be overseen by any given partner agency in the event that a specific partner is unavailable. SUBRECIPIENT shall coordinate with the One-Stop partners to ensure that all partners understand each other's programs and services, including service related terminology, front desk operations, CalJOBS system and the identification of common resources. SUBRECIPIENT shall educate staff about how clients qualify for and enter partner programs, how partners deliver successful outcomes and their measurement systems, and the client characteristics of partner programs. **SUBRECIPIENT shall provide a list of all scheduled partner staff trainings to the OCDB administrative office by August 31, 2016.**
6. **Quarterly Partner Meetings** shall be facilitated by SUBRECIPIENT with all partner agencies to discuss resources, special events, planned activities, etc. as well as to share best practices. Agendas shall be distributed at least three (3) days in advance of the meeting. OCDB Management Staff shall be included on the distribution list. **SUBRECIPIENT shall provide a list of all scheduled Quarterly Partner Meetings to the OCDB administrative office by August 31, 2016.**
7. **Quarterly Manager's Stakeholder Meetings** with staff from co-located partners shall meet to discuss best ways to leverage available resources, avoid duplication of services, discuss operational issues, and ensure that there is an increase in effectiveness and efficiency in the delivery of services. Staff shall also identify potential problems and contributing factors with an evaluation of options for problem solving such as the client satisfaction surveys. All agency representatives should be at a management level. **SUBRECIPIENT shall provide a list of all scheduled Manager's Stakeholder Meetings to the OCDB administrative office by August 31, 2016.**

8. **One-Stop Center Monthly Activities Report** shall include, but not be limited to, a summary of all noteworthy activities including attendance at meetings (internal and external), conferences, seminars and special events, VIP tours of the One-Stop Centers given, presentations made, partnerships developed (as described above), worksites developed for OJT and SCSEP, staff training and challenges related to One-Stop Center operations and/or partnerships. Data on Universal Services and Workshops provided shall also be provided in a format approved by the OCDB. **SUBRECIPIENT shall submit One-Stop Center monthly activities report to the OCDB administrative office by the tenth day of the month following the month being reported on.**
9. **One-Stop Center Tours** shall be conducted by SUBRECIPIENT and shall be made available to other service organizations, community leaders, employers, educators, training providers, government agencies, elected officials and/or Board members. Tours shall be tailored to the target audience and provide a general overview of the services and programs offered by the SUBRECIPIENT as well as the co-located partners at the One-Stop Centers.

II. **SERVICE STANDARDS**

A. **Hours of Operation and Schedules**

1. **Regular Hours of Operation:** All center(s) shall be fully staffed during all scheduled hours of operation. Hours of operation shall effectively serve the needs of its clients. Accordingly, the OCDB may require additional evening or Saturday hours, should it be deemed necessary.

Hours of Operation (Irvine)	
Monday	8:00 a.m. – 7:00 p.m.
Tuesday - Friday	8:00 a.m. – 5:00 p.m.
Saturday and Sunday	closed

Hours of Operation (Garden Grove)	
Monday, Tuesday, Thursday, Friday	8:00 a.m. – 5:00 p.m.
Wednesday	8:00 a.m. – 7:00 p.m.
Saturday and Sunday	closed

All Affiliate offices shall be open for business Monday to Friday from 8:00 a.m. to 5:00 p.m.

2. **Holiday Operation Schedules** shall ensure that arrangements are made to keep full service delivery available throughout the year with limited closings as detailed below for the following County-observed holidays:

County Holidays	
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

B. General Staffing Requirements

1. There shall be the requisite number of staff hired by the SUBRECIPIENT to operate program services as outlined in this Attachment and as provided for in the budget attached to this Agreement.
2. SUBRECIPIENT shall ensure that all reception and support staff has received training in customer service, communication skills, and proficient computer skills (Windows and Microsoft Office). Reception and support staff shall have a complete understanding of the services that are provided by the One-Stop Centers' Operator as well as the co-located partners.
3. SUBRECIPIENT shall be responsible for filling any vacancies, which may occur during the term of this Agreement in order to ensure the continuous and efficient delivery of services to clients. SUBRECIPIENT shall fill vacancies with individuals with the appropriate experience and levels of education required for the position.
4. SUBRECIPIENT shall utilize temporary staff only to the extent that not doing so will have a negative impact on service delivery or meeting program deliverables including invoices. Use of temporary staff shall be kept to a minimum and a separate budget must be developed for this purpose at the beginning of the fiscal year. Applicable State and County procurement policies shall be adhered to.
5. SUBRECIPIENT 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.

C. Workforce Professional Staffing Requirements

1. SUBRECIPIENT staff shall be client-oriented professionals who are knowledgeable about providing workforce development services to difficult to serve populations. Staff shall be able to build one-on-one working relationships with clients to aid in eliminating challenges that are hindrances to obtaining and retaining employment. Services provided in small groups shall also be considered to maximize staffing efficiencies and available resources.
2. Staff shall be fully trained and have current knowledge of WIOA regulations and requirements, CalJOBS, contractual goals, OCDB policies and procedures, local labor market information, SCSEP, other special projects/discretionary funding, industry clusters, career pathways and demand occupations, customized training,

on-the job training, and local resources that are available to assist clients seeking training and/or vocational services.

3. SUBRECIPIENT shall ensure that staff understand the contractual requirements and programmatic objectives of this Agreement.
4. Staff shall have an understanding of WIOA, WIOA Final Rules, Department of Labor TEGLs, State EDD Directives/Information Notices, California Department of Aging (CDA) Program Memos and Bulletins, and OCDB Policies and Procedures. Staff shall be informed of any new guidance, as it is released. All directives and policies shall be discussed during regular staff meetings.
5. Staff shall be trained in WIOA Adult and Dislocated Worker Programs in addition to discretionary/specialized programs to best leverage available funding and to maximize service provision. Staff shall be expected to have effective communication and writing skills and possess a high degree of computer literacy. SUBRECIPIENT shall determine appropriate staffing. Positions may vary by functional duties and responsibilities and may include client services specialist, employer specialist or a hybrid of the two.

Notwithstanding, all Staff shall be proficient in performing the following duties:

- a. Conduct outreach, recruitment and eligibility determination to a targeted population;
- b. Conduct objective job skills assessment for eligible clients to ensure appropriate evaluation;
- c. Formulate and coordinate comprehensive employment plans with specific and measurable vocational goals;
- d. Develop a customized professional résumé for every enrolled client;
- e. Provide career planning to all clients (including those in training) in all areas related to gaining/retaining employment and career advancement;
- f. Determine supportive services and training needs including making appropriate referrals, tracking progress and maintaining attendance records;
- g. Maintain regular contact with clients (at a minimum of once every thirty days), in accordance with federal and state requirements;
- h. Maintain documentation for regulatory and contractual compliance, and maintain detailed case files and complete all required MIS, statistical and performance reports, as outlined in Section V;
- i. Develop relationships with all training providers and partner agencies;
- j. Provide specific guidance in transferable skills for all clients transitioning between industry clusters;
- k. Use Labor Market Information to assist job seekers in making informed decisions about job training and career pathways;
- l. Have a comprehensive understanding of LMI trends, demand occupation criteria and the OCDB's Approved Training Partner Directory (ATPD) to enhance placements;
- m. Ensure active job placement no later than when a client reaches 75% of training completion;

- n. Disseminate specific information for upcoming events, job fairs, etc. that would benefit the client;
- o. Provide job development and assist clients in job placement – Placement in Employment rates shall exceed the PY 2016-17 goals for Adults and Dislocated Workers as indicated in Attachment D1;

Notes on WIOA Performance:

- WIOA Section 116, Performance Accountability under Title I of the WIOA, takes effect July 1, 2016.
 - Local WIOA performance levels were established following completion of negotiation process with the State.
 - Considering the WIOA performance reporting time periods, SUBRECIPIENT shall be cognizant of the need to incorporate strategies for recruiting and service provision (including timelines) in PY 2016-17 critical to the smooth transition from WIA to WIOA performance.
 - References: DOL TEGL 26-15 dated June 29, 2016 and State Draft Directive WSDD-149 dated August 3, 2016.
- p. Provide retention and follow-up services for a twelve (12) month period, with follow-up commencing immediately after employment begins; and
 - q. Utilize CalJOBS for documenting job seeker activities.

6. **Project Director** manages the successful implementation of the One-Stop System assuring that all contractual commitments are met. Ultimately, the Project Director is responsible for adherence to federal, state, and local policies. Ensures that all management and supervisory staff have access to budgets and expenditure plans to better manage programs that they are responsible for. Additionally, Project Director shall hold managers accountable for leveraging resources and operating within funding guidelines. Establishes and maintains positive working relationships with the funding source and all workforce partners both in-house and within the community. Facilitates project accomplishments and ensures that management decisions and contractual goals are understood and supported by staff. Project Director shall be directly responsible for all fiscal oversight of their budgets.

7. **One-Stop Center Manager(s)** plans, coordinates, and organizes programs and service delivery of the One-Stop Centers. The Center Manager establishes operating procedures, protocols, controls functional activities and service delivery amongst One-Stop Centers' Partners. Requires resource management skills that demonstrate a clear understanding of planning, directing and reviewing the work of others on a day-to-day basis and is held responsible for the quality of work their subordinates provide to clients by holding staff accountable to clearly identified service measures.

Essential Job Functions:

- a. Conducts technical, operational and analytical studies and training related to One-Stop System employment and training activities;
- b. Serves as central information source regarding functions, policies, procedures and services of One-Stop Centers activities;
- c. Works with public and private agencies to assess critical employment and training issues or business needs to insure effective outreach services;

- d. Contributes to the efficiency and effectiveness of the One-Stop Centers' employment and training services oversight by offering suggestions and directing or participating as an active member of work teams;
- e. Develops and coordinates operational policies and procedures; that reflect the services and delivery system through the One-Stop Centers. Delivers Workforce Development System presentations and promote One-Stop Centers' activities;
- f. Establishes partnerships and oversees the coordination of training programs and services;
- g. Oversees the preparation of operating schedules and coordinates day-to-day activities and governance of the One-Stop Centers;
- h. Maintains staffing schedule;
- i. Coordinates client flow for WIOA services in the One-Stop;
- j. Ensures that all staff are meeting their individual goals and objectives;
- k. Ensures that all established benchmarks for all programs are met across the System, irrespective of facility or staff;
- l. Develops shared partner resources allocation plan for effective job seeker and employer services;
- m. Facilitates partnership and consortium meetings;
- n. Secures paying partners for the Centers and develops in-kind services as well;
- o. Ensures staff is trained in all aspects of service delivery based upon their job descriptions and Scope of Services;
- p. Ensures contractual obligations to the COUNTY are met; and
- q. Provides staff correction and disciplinary actions and resolutions to satisfy requirements of the COUNTY.

D. CalJOBS

CalJOBS is a web-based fully integrated system that supports the administration of the Workforce Innovation and Opportunity Act programs.

SUBRECIPIENT shall be responsible for the following hardware and software specifications for client and staff computer workstations utilizing CalJOBS:

System	Hardware Required	Software Required	Connectivity
Client Workstation	Processor: PIII or higher Memory: 128 megabytes (MB) or RAM or higher Display: Super VGA (800 x 600) or resolution video adapter and monitor	Microsoft Windows 2000 / Microsoft Window XP / Microsoft Windows Vista / Macintosh OS X v10.3 (Panther) or higher Recommended: Microsoft Internet Explorer 6 or higher / Firefox 1.5 or higher	Minimum: 56 kbps Recommended: Dedicated broadband or higher speed access, 380k or higher
Staff Workstation	Processor: PIII or higher Memory: 128 MB for RAM or higher	OS: Microsoft Windows 2000 / Microsoft Window XP / Microsoft Windows	Minimum: Dedicated broadband or higher speed access, 380Kbps

	Display: Super VGA (800 x 600) or resolution video adapter and monitor	Vista / Macintosh OS X v10.3 (Panther) or higher Browser: Microsoft Internet Explorer 6 or higher / Firefox 1.5 or higher / Safari JAWS for Windows software for visually impaired access (optional)	or higher
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SUBRECIPIENT shall ensure immediate implementation of any future changes in data collection and reporting per direction from OCDB/County.

E. Website

Current website shall be maintained by SUBRECIPIENT to allow clients to access information about services and programs that are available through the One-Stop Centers. SUBRECIPIENT shall review content to ensure information is accurate and up to date.

The website shall promote the Orange County One-Stop System. It should also include appropriate America's Job Center of California tagline consistent with the local AJCC branding standards. SUBRECIPIENT shall ensure that domain ownership (website address: www.oconestop.com) be transferred to OCDB/County at the request of the OCDB/County.

F. Communication, Distributed Material and Postings, and Physical and Program Access Standards

1. All outreach and recruitment materials that reference elected officials, County of Orange, or OCDB shall be submitted to the OCDB administrative office for review and approval prior to use. The OCDB will require a minimum of three (3) working days to review and approve. **All published materials shall promote the Orange County One-Stop System.** These materials should also include appropriate America's Job Center of California tagline consistent with the local AJCC branding standards. SUBRECIPIENT may keep their logo on the site but it should be secondary to the OCDB logo.
2. All logos and naming conventions shall be provided by the OCDB 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 material and other information at the One-Stop Centers shall be provided in English, Spanish and Vietnamese. Whenever feasible, language barriers shall be removed so that all visitors to the One-Stop Centers feel welcomed and have a positive experience.

4. Notice and communication requirements where materials indicate that the SUBRECIPIENT may be reached by telephone, the telephone number of any TDD/TTY or relay service used by the SUBRECIPIENT shall be indicated. If the SUBRECIPIENT does not have a TDD/TTY, the California Relay Service (CRS) (1-800/735-2922) is an alternative. [29 CFR Part 38; WSD 15-24; 10-OCWDA-08 and Addendum #2 to 10-OCWDA-08; WIOA Section 188 and 20 CFR Part 683.285]
5. Information and services accessed electronically shall be established by the SUBRECIPIENT policy and procedure which assures that the notice requirements of Title 29 CFR Part 38 are met. [29 CFR Part 38; WSD15-24; 10-OCWDA-08 and Addendum #2 to 10-OCWDA-08; WIOA Section 188 and 20 CFR Part 683.285.]
6. Distributed publications, broadcasts, and other communications, which promote WIA programs or activities, shall include the following specific taglines:
“This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

SUBRECIPIENT shall include the following tagline on all flyers, notices, web-sites and other communication promoting, advertising and/or informing the public of meetings, workshops, seminars, job fairs, etc. sponsored by or offered by the SUBRECIPIENT:

“If you need special assistance to participate in this _____ (meeting, workshop, etc.), call _____. Please call 48 hours in advance to allow the One-Stop Centers to make reasonable arrangements to ensure accessibility to this _____(meeting, workshop etc.)”

7. SUBRECIPIENT 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. Client acknowledgement forms (EO and Programmatic Grievance) must be made available in English, Spanish and Vietnamese. [WSD15-24; 10-OCWDA—08 and Addendum #2 to 10-OCWDA-08; WSD 08-4; 08-OCWDA-17 and Addendum #2 to 08-OCWDA-17; WIOA Sections 181 and 188 and 20 CFR Part 683.285 and 20 CFR Part 683.600].

G. Internal Monitoring

SUBRECIPIENT shall be responsible for internal monitoring of their fiscal/procurement and program operations (including all special projects) which includes, but is not limited to, a quality assurance system to review case files, including CalJOBS and SPARQ electronic files, client’s WIOA eligibility determination and documentation, IEPs, Crystal report rosters, gaps in service delivery, provision and documentation of substantial services, timely client exit, performance outcomes, follow-up activities, property management (including maintenance of up-to-date equipment inventory lists in each service location, purchases, expenditures and invoices, federal and state requirements for universal programmatic and physical access to services and activities

(including access for individuals with disabilities). Quality and consistency of services among One-Stop Centers' locations, programs and staff is essential.

1. SUBRECIPIENT shall establish and follow a standardized review methodology that:
 - a. Includes procedures for monitoring programs and SUBRECIPIENTs 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 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 and outstanding issues are addressed and resolved; and
 - e. Requires that following the completion of each internal monitoring, completed reviews are verified and a list of files reviewed is maintained.

SUBRECIPIENT shall be able to produce all internal monitoring documentation upon request by the OCDB administrative office.

2. In addition to Item #1 above, the SUBRECIPIENT 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.
3. SUBRECIPIENT shall conduct an analysis of client flow, program delivery, career planning strategies and tools, business process and service improvement once per program year. **SUBRECIPIENT shall provide documentation of the process followed and the results of the analysis to the OCDB administrative office by December 30, 2016.**
4. SUBRECIPIENT 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 OCDB.
5. SUBRECIPIENT shall participate in industry-wide forums to learn about best practices, improvements in service delivery, recommend corrective actions, implement process improvements. These activities shall be included in the Monthly Reports.

H. Documentation and File Maintenance

1. **Case Files** shall be maintained for every enrolled client. At a minimum, the case file along with their CalJOBS electronic file, as applicable, shall include documentation of the following:
 - a. Program eligibility and determination of need;

- b. Client signature evidence of EO and programmatic grievance forms;
 - c. All source documents needed for validation (as referenced in applicable OCDB Policies and State Directives and Information Notices (e.g., OCDB Policy 10-OCWDA-04 and applicable WIOA provisions);
 - d. All MIS forms as outlined in Section V of this Exhibit;
 - e. Initial and/or Comprehensive Assessments, as applicable;
 - f. Individual Employment Plan (IEP), including all updates of services provided and completed;
 - g. Completed resume for clients being enrolled into Individualized Career Services;
 - h. Approved Individual Training Account (ITA) voucher (if applicable);
 - i. Progress reports, time and attendance;
 - j. Signed Employer or Worksite Agreement, timesheets, certificate, and other related documents for On-the-Job Training (OJT) or Transitional Jobs, Work Experience (WEX), as applicable;
 - k. Supportive Services documentation; and
 - l. Printed case management notes showing provision of all substantial services provided.
2. **Confidential Information:** Personally Identifiable Information (PII) and information designated as sensitive (both hardcopy and electronic) relating to services received by WIOA clients including information regarding medical and/or substance abuse treatments shall be subject to federal and state privacy/confidentiality guidelines.

SUBRECIPIENT shall ensure that staff are properly trained and updated for safeguarding protected PII and information designated as sensitive. Staff shall be trained regarding the proper treatment, release and security of the records. Access and release of records shall be in accordance with applicable guidelines. All staff shall follow the guidelines on the OCDB release of information form and shall obtain an original of the form prior to releasing information to anyone other than the client. Emails containing PII must be transmitted through secure email protocols.

3. **Security:** SUBRECIPIENT shall maintain all client files in locked cabinets accessible only to authorized personnel. In addition, SUBRECIPIENT shall maintain an Information Technology (IT) usage policy to support security obligations regarding all confidential and sensitive information.

I. **Customer Service and Client Satisfaction**

1. SUBRECIPIENT shall take part in the qualitative evaluation of services through the distribution and collection of client satisfaction surveys as defined in OCDB Informational Notice 04-OCWDA-22. Surveys shall be available throughout the Center's resource room and shall also be installed on the computers in each One-Stop Center location.

2. SUBRECIPIENT shall communicate to their staff and the staff of the co-located partners that meeting client satisfaction and expectations is a primary goal of the OCDB.
3. SUBRECIPIENT 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 Agreement. **Survey results shall be made available to the OCDB upon request.**
4. SUBRECIPIENT shall be proactive in requiring staff to adopt client service principles targeted toward achieving high client satisfaction and which meet client expectations in their delivery of services under this Agreement. 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 on continuous improvement principles. SUBRECIPIENT shall have established procedures for progressive discipline, including verbal and written warnings leading up to termination. SUBRECIPIENT must also respond to and correct OCDB concerns regarding under-performing staff.
5. SUBRECIPIENT shall be proactive in maintaining a customer/human centered design for the One Stop Centers. SUBRECIPIENT shall incorporate new innovations that are specifically tailored to meet the One Stop customers' needs;
6. SUBRECIPIENT shall work with the Employment Development Department (EDD) staff to ensure that client specific services are provided. SUBRECIPIENT shall meet with the EDD staff for suggestions on how to improve client services as defined in the MOU and/or Operating Agreement. This may include placing more staff in the Center's resource room on those days and during those hours when the flow of clients is very heavy.
7. SUBRECIPIENT shall provide at least one (1) testimonial per center location each month from job seeker clients and/or business clients. Examples of testimonials may be a client success story or a letter from a client. **Monthly testimonials shall be included in the Monthly Report.**

J. Organizational Chart:

1. SUBRECIPIENT shall maintain an organizational chart along with corresponding functional job descriptions for every classification funded by WIOA, in whole or in part. **SUBRECIPIENT shall provide an updated organizational chart along with functional job descriptions to the OCDB administrative office by July 29, 2016.**
2. The staffing design and overall number of positions and associated assignments are at the discretion of the SUBRECIPIENT but must fall within the constraints of the funding available.
3. Should any organizational or staffing arrangements change during the program year, SUBRECIPIENT shall submit a revised organizational chart to the OCDB.

- K. Telephone Directory** for staff and partnering agencies occupying the One-Stop Centers shall be maintained by the SUBRECIPIENT. Directory shall include name, associated agency, position, telephone number and email address. **SUBRECIPIENT shall provide a current telephone directory to the OCDB administrative office by the 10th day of each month.**
- L. Physical Floor Plan** for staff and partnering agencies occupying the One-Stop Centers shall be maintained by the SUBRECIPIENT. SUBRECIPIENT shall ensure that the floor plan is client-responsive (including meeting ADA requirements) and maximizes client/staff interaction. **SUBRECIPIENT shall provide floor plans to the OCDB administrative office by September 30, 2016.**

III. SERVICE DELIVERY

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

A. Target Population

Outlined target population shall be served, tracked and monitored by the SUBRECIPIENT to ensure services are being provided in alignment with outreach and recruitment strategies, as appropriate, and within the funding/eligibility guidelines for each of the following groups:

1. The general public seeking workforce services;
2. Veterans and their Families including those recently separating from service;
3. Individuals who meet the requirements for WIOA eligibility, including the priority of services categories, identified in OCDB Policy 15-OCWDA-07, and individuals who are basic skills deficient (per WIOA Section 134(c)(3)(E) and 20 CFR Part 680.600; other individuals in need of specialized services, such as: persons with limited English proficiency and limited literacy skills; persons with physical disabilities; re-entry population; mature workers (55+); older youth; homeless or at risk for homelessness; or other special needs populations;
4. Individuals who reflect the demographics of the region; for example, if it is ethnically diverse, SUBRECIPIENT shall strategize how to best deliver services to those eligible within that population group. SUBRECIPIENT shall provide services in English, Spanish and Vietnamese. Other languages may be necessary and made available if needed. SUBRECIPIENT shall serve all areas of the region and shall have the capacity to outreach and recruit for the entire region, as identified in Section I.B.;
5. Target population served by special projects include, but are not limited to Senior Employment programs, Temporary Assistance for Needy Families/CalWORKs (Welfare To Work) programs, National Emergency Grants, Dislocated Worker Grants, veterans, re-entry population, and other industry cluster occupation programs;
6. Former clients in need of continued services including retention and follow-up; and

7. Local businesses and employers.

B. Client Recruitment

1. SUBRECIPIENT shall recruit individuals meeting eligibility criteria in accordance with WIOA regulations and in accordance with WIOA Section 134(c)(3)(E) and 20 CFR Part 680.600-660. Specifically, 51% or more of the clients served with WIOA adult funds must be either low income, recipients of public assistance, or basic skills deficient.
2. SUBRECIPIENT shall recruit and certify as eligible, sufficient numbers of WIOA and discretionary grant clients, in numbers necessary to meet planned enrollment and expenditure levels and outlined in Attachments D and C, respectively.
3. SUBRECIPIENT shall recruit, and certify as eligible, a sufficient number of Adults and Dislocated Workers to meet planned enrollments at all service locations. Over enrolling is permitted and encouraged if funding is available and if caseloads are low, more direct placements may be necessary to ensure common measures are met, and/or to lessen the impact of files with gaps in services.
4. SUBRECIPIENT may recruit clients via any of the following, including, but not limited to :
 - a. Clients coming into the One-Stops;
 - b. Notices to other community based organizations;
 - c. On-site visits by recruiters to strategic sites where target populations tend to reside;
 - d. Referrals from other agencies;
 - e. Intake and recruitment efforts associated with national labor exchange activities;
 - f. Strategically located displays of recruitment posters, pamphlets and flyers at locations throughout the COUNTY;
 - g. Presentations to promote WIOA awareness to various groups in the community; and
 - h. Out-stationing staff, as appropriate, at other locations in the County.

SUBRECIPIENT shall submit a WIOA Recruitment Plan to the OCDB administrative office by July 29, 2016. Plan should show how deliverables will be met.

C. Job Seeker Services

1. **Registration** shall be completed for all clients of the One-Stop System. SUBRECIPIENT shall be responsible for collecting and reporting all registration information into CalJOBS. Data collected at time of registration shall include all required elements (such as client's name, address, date of birth, age, gender, e-mail

address, phone number, veteran status, employment status, citizen status, barriers to employment, services requested, and employment goals).

2. **Availability of funds** in conjunction with individual need and eligibility guidelines, including WIOA Section 134(c)(3)(E) and 20 CFR Part 680.600-660, SUBRECIPIENT shall determine the combination of services appropriate for individual clients.
3. **Basic Career Services** must be accessible to all individuals through the local One-Stop System, having no requirements for registration, eligibility, qualifications or prioritization of services:
 - a. Basic Determination of whether the individual is eligible to receive WIOA services as well as referral for services offered by other One-Stop Centers' partner agencies;
 - b. Outreach, intake and orientation to the other services available through the One-Stop System;
 - c. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities (including skills gaps), and supportive service needs;
 - d. 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;
 - e. Appropriate recruitment and other business services on behalf of employers such as providing information and referral to specialized business services not traditionally offered through the One-Stop delivery system;
 - f. Provision of workforce and labor market employment statistics information, including the provision of information relating to local, regional and national labor market areas, including job vacancy listings, information on job skills necessary to obtain specific jobs, and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations;
 - g. Provision of performance information and program cost information on eligible providers of training services, adult education, career and technical education activities and vocational rehabilitation services;
 - h. Provision of information, related to how the local area is performing on the local performance accountability measures any additional performance information with respect to the One-Stop delivery system;
 - i. 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 and transportation provided through funds made available under such part; and
 - j. 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 that are not funded under the WIOA.

4. **Resource Room** shall house computers with internet access and email capability, Microsoft Office Suite, résumé writing and cover letter templates, and other resources for patrons to engage in self-learning activities. Shared printers shall accompany the computers. At minimum, one dedicated telephone line shall be available for filing unemployment compensation claims through the Employment Development Department. The Center's resource room shall be equipped with fax machines and copier(s) completely accessible to the public with written instructions for use. This equipment shall only be used for appropriate job search activities.
 - a. **Staffing** shall be the responsibility of the SUBRECIPIENT; however, this responsibility should be shared by staff from partnering agencies. All Staff in the Center's resource room shall have the ability to provide basic information on all partner programs participating in the One-Stop System (including those partners electronically linked and/or physically located outside the Center). Staff shall be able to provide information about One-Stop services, labor market information, training, job information and/or refer clients to other agencies. Staff shall also be able to assist clients in using photo-copying and fax machines as well as computers and accessing the internet. **SUBRECIPIENT shall ensure adequate coverage of the Resource Room. This will include staff from the SUBRECIPIENT as well as EDD and other co-located partner organizations.**
 - b. **Assistive Technology** shall be available for those clients with hearing, vision or speech impairments. Auxiliary aids and services, including a TTY phone line, shall be available upon request to individuals with disabilities. Additionally, the physical layout of the room shall meet ADA requirements. In general, SUBRECIPIENT shall ensure facility accessibility including access to services such as interviewing and testing, access to information such as information technology equipment accessibility and software accessibility. All SUBRECIPIENT staff shall be required to attend training in program access for individuals with disabilities and access to employment programs and services for the disabled.
5. **Informational Workshops** shall be developed and facilitated by SUBRECIPIENT, except as directed otherwise by the OCDB, and shall be made available to all One-Stop clients. Workshops shall augment individualized service and provide the clients with the knowledge and skills necessary to identify potential job prospects, fill out an application, or construct a resume. Additional workshops shall help clients gain marketable skills to ensure successful job retention. Clients shall not be required to attend workshops in any particular sequence.

a. **Topics for Workshops** may include, but are not limited to:

- One-Stop Center Orientation
- Introduction to CalJOBS
- Winning Resumes
- Personal Branding 101
- Interview Techniques and Tips
- Discover Your Transferable Skills
- Overcoming Barriers to Employment
- How to Use the Internet in Your Job Search
- Accessing the Hidden Job Market
- Networking
- Attitude and Body Language
- Planning for an Unpredictable Future
- Labor Market Information
- Job Offer Negotiation
- Basic Computer Skills
- Business Writing Skills
- Persons with Disabilities and Employment
- Returning to Work Later in Life
- LinkedIn
- Personal Financial Management
- Interpersonal Communication at Work
- Navigating Technology at Work
- Valuing Diversity at Work
- Decision Making and Goal Setting
- Stress Management

- b. **Master Workshop Schedule:** SUBRECIPIENT shall assist with the coordination and promotion for partner staff conducting workshops at the One-Stop Centers. Announcements of all workshops shall be included on monthly One-Stop Centers' calendar and listed on the website. **SUBRECIPIENT shall submit a monthly workshop and events calendar to the OCDB administrative office by the last day of the preceding month.**

6. **Universal Services Monthly Report** shall include cumulative data on universal services provided at the One-Stop Centers. Collected data shall include number of total visitors coming into the centers, total unique visitors and a breakdown of the number of clients attending workshops, listed by workshop title. **Universal Services being conducted outside of the centers (i.e. job fairs, off site community events) may also be reported but the count should not be duplicated in the total visitors coming into the centers facilities.** The Monthly Report should be based on a data collection/tracking process and in a reporting format both common to all the OC One-Stop Centers and Affiliates. **SUBRECIPIENT shall use or adapt an efficient Universal Services data collection/tracking process (that will be consistently followed in all the OC One-Stop Centers and Affiliate Centers).**

SUBRECIPIENT shall submit Universal Services Monthly Report to the OCDB administrative office by the tenth day of the month following the month being reported on.

7. **Services for Persons with Disabilities:** SUBRECIPIENT shall assist persons with disabilities to access the wide variety of programs available to support their successful entry or re-entry into the workforce, connect such individuals to those programs, benefits, services and/or supports they provide and follow up to ensure that each individual is receiving the level of benefits, services and/or supports needed.
8. **Individualized Career Services:** shall be provided to WIOA eligible Adults and Dislocated Workers who are unable to obtain employment through Basic Career Services. Services may also be made available to clients who are under-employed. These individualized career services include:

- a. **Comprehensive and Specialized Assessments** of the skill levels and service needs of adults and dislocated workers, 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 Assessment shall be staff assisted and shall be provided to all clients referred for individualized career services. Assessment of WIOA clients shall occur immediately upon referral from Basic Career Services.

Assessment shall consist of a basic math and reading test, an 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 client.

- b. **Development of an Individual Employment Plan (IEP)** to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the client to achieve their employment goals. The IEP shall identify the specific services needed to assist clients in securing a job, support services, as well as, ancillary services that may be required to overcome other issues impacting the ability to secure and maintain employment.

In developing a strategy for clients, SUBRECIPIENT shall consider those services available through other service providers in the community and shall refer clients to such services as needed. Activities to which clients are referred shall reflect a consideration of the client's assessment, economic analysis and educational levels.

SUBRECIPIENT shall periodically, or at a minimum of once a month, reaffirm with the client 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. Guidelines for IEP's are contained in OCDB Policy 15-OCWDA-03, WIOA Section 134(b) and 134(c), and 20 CFR Part 680.170;

c. Individual and Group Counseling;

d. Career Planning shall be provided to all enrolled clients. SUBRECIPIENT shall assist the client in identifying and overcoming any barriers to obtaining and retaining employment, act as an advocate on behalf of the client and refer the client to other programs and resources. Career Planning shall also be provided to those clients who are enrolled in training. SUBRECIPIENT shall have contact with clients through the range of activities provided up to and following placement in unsubsidized employment.

SUBRECIPIENT shall contact their clients at least once per month and provide a substantial service. Documentation of all services provided shall be kept current in the client's file. A substantial 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; and/or
- Contact with client or employer to only obtain employment status, educational progress or need for additional services.

Refer to the following for requirements and a complete discussion of this topic: TEGl 17-05, Sections A and B; WIOA Sections 134(b) and 134(c), 20 CFR Part 680.

SUBRECIPIENT shall meet with the other service providers as needed to review client performance and to address any issues that may arise.

Any changes of assignment to a Career Planner shall be transmitted to the client in writing with a copy of the letter to be maintained in the client's file.

Should the Career Planner be scheduled to be off for vacation or illness, SUBRECIPIENT shall ensure that other Staff are available to assist during that time;

e. Internships and Work Experience that are linked to careers;

f. Workforce Preparation Activities;

g. 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;

h. Financial Literacy Services;

i. Out-of-area Job Search Assistance;

j. English Language Acquisition and integrated education and training programs;

k. Resumes shall be developed for all clients enrolled in Individualized Career Services. Resumes shall be reviewed and updated so that they remain current. Revised resumes shall be inserted into the client's file and on an internal tracking data warehouse such as an internal drive or shared drive. Resume modifications or adjustments conducted in collaboration with staff shall be outlined in the case notes to reflect services provided;

l. Supportive Services shall be provided by the SUBRECIPIENT in accordance with OCDB Policy 12-OCWDA-01, WIOA Section 134(d)(2) and 20 CFR Part 680.900-970;

m. Working with Program Partners: SUBRECIPIENT shall work cooperatively with any Program Partner that is contracted with the OCDB to provide ancillary services and/or other comprehensive services for formula and discretionary grants. Services may also be divided amongst SUBRECIPIENT and Program Partners by industry sectors. Both SUBRECIPIENT and other Program Partners shall operate in a manner that results in what is best for the One-Stop System;

n. Job Placement: One on one placement assistance is a critical function of individualized career services. SUBRECIPIENT shall work closely with their clients 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. SUBRECIPIENT shall also work closely with prospective employers in order to develop job leads and negotiate job opportunities for their clients. Maintaining positive relationships with businesses/employers will lead to more effective outcomes; and

o. Follow up Services for clients who are placed in unsubsidized employment shall be provided by the SUBRECIPIENT frequently enough to address on the job issues and/or job loss. Follow-up services shall be made available for a minimum of twelve (12) months following placement in unsubsidized employment. Each contact shall be documented in the client's file. Retention and follow up services are pivotal to their success and the attainment of performance.

9. **Duration of Client Service:** To ensure expedient and efficient service to clients, all enrolled clients shall be served and exited from the system within ten (10) months. Clients enrolled in training are exempt from this policy.
10. **Co-enrollment:** If SUBRECIPIENT deems it is in the best interest of the client to be co-enrolled into multiple funding streams to access services not available through the primary funding stream, the client counts as half an enrollment for formula enrollments and the client must still be exited in the timeframe the discretionary grant cycle ends and not automatically rolled over into formula for continuation of services.
11. **Eligibility** for WIOA services shall be conducted in a manner that will satisfy state and federal requirements. SUBRECIPIENT shall examine originals and or copies of documents, as appropriate, to establish the eligibility of clients and shall make copies of documents necessary to substantiate the eligibility of clients seeking WIA services which documents shall be placed in the client's files.
- a. SUBRECIPIENT shall ascertain the selective service registration of any male over the age of twenty six (26) seeking WIOA services and shall not provide services to clients who have not met selective service registration requirements.
 - b. SUBRECIPIENT shall ascertain alien/immigrant client's eligibility to work in accordance with Immigration and Naturalization Laws prior to referring an individual for individualized career services.
12. **Training Services** shall be made available to WIOA eligible adults who are low income and public assistance recipients and individuals who are basic skills deficient in accordance with WIOA Section 134(c)(3)(E) and § 680.600. Dislocated Workers who have met the eligibility criteria and are unlikely to return to their previous occupation or industry, as stated in OCDB Policy 03-OCWDA-12, may also be eligible to receive training services. Training services shall be designed to equip individuals to enter the workforce and retain employment. Training activities are reserved for individuals who are unable to obtain/retain employment without training in a specific skill set or demand occupation. No WIOA client may be referred to training or education without first having been assessed by the SUBRECIPIENT or One-Stop Partner.

Training services are grouped into the following broad categories:

A. Classroom-Based Training Services

- i. **Occupational skills training** (Individual Training Account)-vocational training that focuses on a specific job;
- ii. **Entrepreneurial training** provides client with the knowledge and skills to start and grow a business;
- iii. **Job readiness training** provides client with specific occupational competencies needed to perform specific work tasks on the job;

- iv. **Adult education and literacy activities** (provided in combination with other training);

B. Work-Based Training Services

- i. **Occupational skills training** (Individual Training Account)-vocational training that focuses on a specific job;
 - ii. **On-the-job-training (OJT)**: contracts are to be developed with employers for eligible One-Stop Centers' clients on a reimbursement basis consistent with OCDB policy;
 - iii. **Customized training (CT)** designed to meet the special requirements of an employer;
 - iv. **Transitional jobs** are time-limited, subsidized employment to develop basic work skills;
 - v. **Registered Apprenticeships**;
 - vi. **Incumbent worker training** contracts may be developed with employers for eligible workers on a reimbursement basis, consistent with OCDB policy.
- a. SUBRECIPIENT shall refer each client to the most appropriate activity as determined from the IEP. Not every client will need or desire training. Training activities shall be provided to those clients who clearly cannot obtain or maintain employment in a specific skill set or demand occupation. Successful completion of training courses shall lead to recognized credentials or their equivalent;
- b. SUBRECIPIENT shall seek other non-WIOA funded training and shall use Pell Grants to offset WIOA funds. An individual may enroll in training services prior to the award of a Pell Grant as long as the SUBRECIPIENT ensures that the Pell Grant has been applied for and has evidence of documentation in the client's file. Other training offered by a community college, adult education and/or Regional Occupational Program (ROP) shall be considered prior to the use of WIOA funding;
- Once it is determined that vocational training is desired and appropriate for the client, SUBRECIPIENT and client shall look at the training programs that are available that relate to the client's interests;
- c. Customized screening and referral of qualified clients in training services to employers to begin job placement for clients once client has completed 75% of the training;
- d. Connect businesses and workers to short term OJT, CT programs and apprenticeships before or after layoff to help facilitate rapid re-employment;
- e. Short term OJT, CT and/or apprenticeships shall account for 30% of the training provided throughout the System;

- f. SUBRECIPIENT shall develop incumbent worker training programs or other worker skill upgrade approaches;
- g. SUBRECIPIENT shall provide individualized Job Placement assistance no later than when the client reaches 75% of training completion to ensure that the training leads to unsubsidized employment in a related field;
- h. Successful completion of training courses must lead to recognized certificate/credential or their equivalent and attainment of unsubsidized employment. A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed and/or endorsed by employers;
- i. Senate Bill 734 requires an amount equal to at least 30% of the combined total of Adult and Dislocated Worker WIA formula fund allocations. A portion of the minimum training expenditure requirement (up to 10% of the combined total of the Adult and Dislocated Worker formula fund allocation) may be met by applying designated leverage resources used for training services. SUBRECIPIENT shall be responsible to secure 10% of training dollars received as training leverage;

SUBRECIPIENT shall have a thorough mechanism and system for tracking training expenditures, including match funds for training expenditures. This system shall be sufficient for the SUBRECIPIENT to both manage their internal performance goals in relation to SB 734, and report to the OCDB.

To address the provisions of SB 734 and state-imposed requirements, the OCDB identified and established training investment expectations that support skills development and occupational skills training services for WIOA Adult and Dislocated Worker formula-funded programs. Any changes related to this State requirement will be formally communicated to the SUBRECIPIENT.

- 13. Client Flow Chart** for basic career services, individualized career services, training, placement and follow-up services shall be updated to reflect any system changes. Flow charts shall indicate the movement of clients through the One-Stop system.

WIOA clarifies that individuals receiving services in the One-Stop Centers must receive the service that is needed to assist the individual to meet his or her job search goals, and does not need to follow a fixed sequence of services that may not be necessary to effectively serve the individual.

SUBRECIPIENT shall provide a WIOA client flow chart to the OCDB administrative office by July 29, 2016.

- 14. Internal Policies and Procedures** for all One-Stop Centers' operations and administration shall be developed by the SUBRECIPIENT. All current Policies and

Procedures shall be reviewed to ensure full compliance with the WIOA. **SUBRECIPIENT shall provide a copy of all Policies and Procedures to the OCDB administrative office by August 31, 2016.**

D. Business Services, Rapid Response and Layoff Aversion Activities

Certain career services must be made available to local businesses, specifically labor exchange activities and labor market information. SUBRECIPIENT must establish and develop relationships and networks with large and small employers and their intermediaries. Customized business services may also be provided to employers, employer associations, or other such organizations.

SUBRECIPIENT will provide the following activities and deliverables consistent with WIOA Section 20 678.435 that includes, but are not limited to:

- 1. Business Services Activities** – SUBRECIPIENT provide quality services to meet the needs of Business in Orange County Development Board Region these services shall be provided with the highest level of individualized client service support. The following activities are required:

Activity	Measured Outcome	Deliverable/Report
Customized assistance or referral for assistance in the development of a registered apprenticeship program.	Submit summary of activities	Quarterly (and/or as new projects are established)
Customized recruitment events for targeted industries such as Manufacturing, Health Care, and IT.	At minimum four (4) times a month (2 at each OS) and upon request	Quarterly
Shall have current, relevant and useful labor market information as contained in the annual Workforce Indicators Report, oceconomy.org, and other available data provider from the OCDB available for businesses	Submit report on how the data is used.	Quarterly
Provide State and/or federally generated information on the American with Disabilities Act (ADA) to businesses	Submit report on event/activity name of business	Quarterly

Conduct workshops i.e. tax credit, tax incentives, payroll tax incentives	Submit report on event/activity including name of business in attendance	
Utilizing the OCDB network of vocational, educational and technical schools, SUBRECIPIENT shall connect businesses to education providers that can meet their training needs for new and existing employees	Submit report on activities/status	Quarterly
Manage incumbent worker training programs or other worker up skilling approaches	Submit report on activities/status	Quarterly
Connect businesses to other resources to address other business needs that cannot be funded with resources provided under this Act	Submit report on activities/status	Quarterly

2. **Rapid Response and Layoff Aversion Activities** – SUBRECIPIENT shall provide Rapid Response and Layoff Aversion activities in accordance with all provisions of 20 CFR Part 682.330. The primary purpose of Rapid Response and Layoff Aversion is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. All records of Rapid Response and Layoff Aversion activities shall be made shall be made available to OCDB staff.

SUBRECIPIENT shall adhere to all federal, State, and local policies when providing Rapid Response and Layoff Aversion Activities. The following activities are required:

Activity	Deliverable
Conduct strategic planning activities to develop strategies for addressing dislocation events and ensuring timely access to a broad range of necessary assistance including, but not limited to immediate contact with the employer, representatives of the affected workers, and the local community. Planning activities shall include: <ul style="list-style-type: none"> • Layoff plans and schedule of the dislocation • Background and probable assistance needs of the affected workers 	Complete 121 report to the OCDB staff

<ul style="list-style-type: none"> Available resources to meet the short and long term assistance addressing dislocation events, that ensure rapid access to the broad range of allowable assistance 	
Conduct Orientation meetings to affected employees (only applicable if there are 10+ affected employees)	Reported on 121
Provide Rapid Response and One-Stop Centers services information to affected employees during orientation or by delivering or mailing to employers	Reported on 121
Provide Layoff Aversion technical assistance to employers	Complete 122 report submitted to OCDB staff
Attend regional roundtable meetings and send report.	Provide meeting notes to OCDB staff no later than 2 days after each meeting
Provide additional assistance to local areas that experience disasters, layoffs, or other dislocation events	As identified/needed
Conduct regular outreach to businesses, especially those in projected declining industry clusters, to link to available One-Stop Centers' services such as onsite recruitment, Incumbent Worker Training and layoff aversion	Provide outreach strategy and outcomes quarterly.

3. **Job Fairs** – SUBRECIPIENT shall provide meaningful, productive job fair events throughout Orange County. The following activities and deliverables shall be provided by the SUBRECIPIENT:

Activity	Deliverable
Conduct at least four (4) regional job fairs at no cost to the clients and focused on high growth occupations and industries to meet the needs of cities/communities and employers	Submit schedule for a minimum of 4 job fairs
Recruitment of employers of which 10% must be from new business that have not participated in previous job fairs	Identify 10% new businesses
Communicate and coordinate with cities and chambers of commerce to leverage resources such as job fair site, marketing and employer recruitment	Leverage job fair site, marketing, and employer recruitment, track and report cost savings
All enrolled clients attending the Job Fair must have a professional and updated resume prior to attending job fair. Or the fair must have capabilities to print new resumes for clients to use at the fair.	Per job fair/documented in case notes
Provide number of enrolled clients, job seekers and businesses that attended the job fair to the OCDB after	Submit summary report to OCDB

each job fair has ended	
Provide a detailed report of number of job seekers and employers, job openings, interviews and hires as a result of the job fair. The report must be submitted no later than 30 days following the job fair or as requested by OCDB staff	Submit summary of interviews and hires as a result of the job fair
Create and maintain an updated calendar of when job fairs will take place and submit to the OCDB as updates occur	Submit calendar of job fairs events
Weekly updates shall be provided to OCDB beginning one month prior to each job fair, the updates must include: <ul style="list-style-type: none"> • Number of employers recruited and the city they are located in • Number of new employers recruited • Number of job openings • Marketing/outreach plan with dates of flyer published dates 	Submit weekly updates for each job fair
Talking points for each job fair shall be provided to the OCDB two weeks prior to the job fair	Submit talking points for each job fair
Maintain an employee data base that includes: <ul style="list-style-type: none"> • Complete contact information • Industry sector • Company size • Purpose 	Submit quarterly
Conduct client and employer satisfaction surveys	Provide a summary of surveys results to the OCDB within 5 business days of the job fair

4. **File Maintenance and Documentation** – SUBRECIPIENT shall maintain files to record all services provided to business clients. Initial contact and succeeding follow-up services shall be documented appropriately (either electronically or hardcopy) shall and adhere to federal, State and local policies.

IV. **SPECIAL PROGRAMS**

All programs shall have cross-trained staff available to cover vacancies on all special projects.

A. **Senior Community Service Employment Program (SCSEP)**

1. **Program Description:** The SCSEP provides, fosters, and promotes useful part time training opportunities in community service assignments for low income persons who are 55 years of age or older and assists the transition of program enrollees to

other unsubsidized employment opportunities. The SCSEP is part of the Older Americans Act (OAA) and a partner of the WIOA.

2. SUBRECIPIENT Responsibilities:

- a.** Determine client eligibility. Collect and review documentation necessary for registration and enrollment;
- b.** Conduct Initial Assessment and Individual Employment Plan. SUBRECIPIENT shall complete and document a mid-year assessment and update the IEP as often as necessary but at a minimum of twice each program year;
- c.** Approve Job Assignment Descriptions and execute host agency Agreements;
- d.** Collect, review and approve all client timesheets for processing of payroll. Due dates for the entire year shall be posted and distributed in advance;
- e.** Provide orientation for each client prior to the first day at the host agency;
- f.** Provide paychecks on a bi-monthly basis to all enrolled clients;
- g.** Provide workers comprehensive insurance to all enrolled clients;
- h.** Provide paid sick leave to clients at the rate of one hour per every 30 hours worked.
 - Establish an internal formal policy to implement provision of paid sick leave
 - Disseminate to clients
 - Postings
 - Signed form to acknowledge receipt of the policy/information
 - Track accruals and usage of paid sick leave
- i.** Submit annual re-certification of eligibility every year. SUBRECIPIENT shall ensure that re-certifications are completed prior to client's anniversary date;
- j.** Conduct Quarterly meetings with SCSEP clients to review procedures and update program changes;
- k.** Conduct an annual meeting with SCSEP host agency supervisors to review procedures and update program changes;
- l.** Maintain and update client files and all required documents;
- m.** Track client participation to ensure that the maximum 1,300 hours of combined work experience, training and meetings threshold is not exceeded;
- n.** Coordinate with WIOA related activities including, but are not limited to, co-enrollment in WIOA programs and job development activities;
- o.** Meet or exceed all performance outcomes as stated in Attachment D of the WIOA Agreement;
- p.** Meet all timelines, in accordance with data entry and reporting requirements as outlined in OCDB Policy 06-OCWDA-04 and subsequent updates;
- q.** Conduct annual performance evaluations for each SCSEP clients. Document the progress of each client at the work site. Interview the client to determine whether he/she is knowledgeable about the duties in the community service assignment description, is satisfied with the assignment, has suggestions for improvements, and is making efforts to obtain unsubsidized employment;
- r.** Conduct annual performance evaluations for each host agency. Interview the Supervisor to discuss the possibility of hiring the client, whether he/she is satisfied with the work being performed by the client and whether he/she has suggestions for changes in the assignment description, including the possibility

of placing the client in an assignment with more responsibility or providing training that will make the client more employable; and

s. Conduct and document work-site, health and safety evaluations annually.

3. **SUBRECIPIENT shall operate the SCSEP** in accordance with the terms of this Agreement and applicable provisions of the California Department of Aging State Standard Agreement TV-1617-22 Terms and Conditions (Attachment E).

4. **Deliverables:**

a. **Submit all required SPARQ forms** to capture new enrollments, community service assignments, breaks in service, exits or any client updates in the system; and

b. **Submit payroll spreadsheet** to OCDB administrative office twice monthly, to coincide with your payroll.

c. **Match/In Kind Contribution:** SUBRECIPIENT shall track in-kind match on a monthly basis. The amount of the contribution shall be indicated on the monthly invoices. Amount of match required is \$100, 590.

B. **OC4VETS**

1. **Program Description:** The OC4VETS program will co-locate services and resources for veterans with existing barriers to accessing behavioral health, housing, and employment services. Veterans will receive an integrated, holistic approach to services recognizing that medical, basic shelter, food, and job issues impact behavioral health recovery.

2. **SUBRECIPIENT Responsibilities:**

a. Provide case management for assigned clients; interview and assess clients to determine eligibility for program services; and conduct orientations concerning program opportunities and services; present related information and materials;

b. Work with veterans in formulating, coordinating and developing comprehensive housing and/or employment plans and related goals for client services, vocational guidance and job counseling; confer with Veterans regarding housing and/or employment opportunities, forms, work ethics, and vocational skill development;

c. Assess and identify client's supportive service needs and provide needed supportive services and/or referrals to appropriate community organizations and partner agencies for supportive services;

d. Assist clients with researching and collecting information related to housing and/or job openings and developing resume and interview skills; assist clients in completing applications and pre-employment paperwork;

e. Research housing and/or employment opportunities for veterans. Establish and maintain contact and partnerships with community agencies, landlords, hotels, and employers to facilitate and enhance housing and employment opportunities;

- f. Participate in a variety of promotional, recruitment and outreach activities to facilitate community knowledge of, support for, and participation in employment services; prepare, develop and distribute related informational and promotional materials;
 - g. Communicate with personnel, veterans, local organizations and the public to exchange information and resolve issues or concerns; collaborate with other housing and educational institutions, departments and social services on housing and job development projects; coordinate case management with partner agencies;
 - h. Conduct follow-up with employers and veterans; assure clients are placed in appropriate living situations and/or with appropriate employers; confer with veterans concerning performance and progress;
 - i. Provide job coaching for 90 – 180 days post-employment to support the veteran during this transition. Actual duration of assistance will be determined on a case-by-case basis; and
 - j. Hire Peer Mentors, as needed for the program, utilizing referrals received from Health Care Agency; and
 - k. Provide supervision for Peer Mentors in collaboration with Health Care Agency.
3. **Deliverables: Monthly Status Report with information on the types of services provided to clients, number clients served, developed partnerships, and success stories shall be provided to the OCDB no later than the 10th day after the end of each month.**

C. **Veterans' Employment-Related Assistance Program (VEAP 7)**

Note: This is a 3 month extension of current program.

1. **Program Description:** SUBRECIPIENT must effectively and efficiently deliver employment and training services to eligible veterans under the Veterans Employment-Related Assistance Program (VEAP). The VEAP grant is awarded to the OCDB in collaboration with Pacific Gateway Workforce Investment Network (PGWIN). Under this project, SUBRECIPIENT will serve recently separated veterans that have been honorably discharged from the armed forces within the last four years as well as other eligible veteran target groups enumerated in the grant.

SUBRECIPIENT shall provide outreach, recruitment, assessment, case management, training, job placement, supportive services and follow-up services to ensure the long-term success of the veterans served in this program.

This project will employ three fundamental strategies to ensure veterans can access training, jobs and supportive services unique to their skillsets and career goals: 1) training programs, job placement services and support services linked together in many locations across the large geographic area of Orange County; 2) the availability of mental health referral services that are seamlessly made available by training providers and job placement counselors; and 3) job training certification programs that are short in duration and align with the growing industry clusters of

Orange County. Training utilizing On-the-Job Training (OJT) and Work Experience (WEX), job placement services, and support services must be linked together in many locations across the large geographic area of PGWIN and the OCDB.

- a) **Industry Focus:** VEAP will focus on two industry clusters with the greatest demand and projected workforce growth: healthcare and professional services based on local job demand and jobs requests into the One-Stop System.
- b) **Target Population:** VEAP eligible veterans (with an emphasis Recently Separated) include, Recently Separated Veterans, Service-Connected Disabled Veterans, Campaign Veteran, Veterans with Significant Barriers and eligible spouses. The project will target veterans with significant needs for training, employment assistance and support services to achieve and maintain stable employment. Recently-separated (Iraq and Afghanistan War veterans) and other veterans entering or returning to the civilian workforce may face significant challenges and barriers, such as limited education, training and occupational skills, and social barriers. SUBRECIPIENT shall also accommodate veterans and those who are living below the poverty level.
- c) **Target Industries:** The focus for the project will be in two industry clusters with the greatest demand and projected workforce growth: healthcare and professional services. These industries have many different types of training, certification and job types available ranging from emergency medical responders to information technology and communications professionals.
- d) **Earn and Learn VEAP Strategy** SUBRECIPIENT will identify employers to ensure OJTs are lined up for clients as they become work ready. The project's strategy is to prepare the veteran to re-enter the labor market with skills and competencies and become assets to employers. If a client needs classroom occupational skills training, career planners will help clients become enrolled. Two additional work-based training tools can be leveraged for this project including the Orange County Internship Matching System through Vital Link, and the Saddleback College Veterans Resource Center Veteran Internship Pipeline for local employers who desire to have veterans serve in internships at their companies.
- e) **Performance Target:** Under this Contract, SUBRECIPIENT shall enroll and serve forty (40) eligible veterans; twenty (20) under Adult and twenty (20) under Dislocated Worker Funding. SUBRECIPIENT shall enroll all (100%) veterans in training. SUBRECIPIENT can access training through available VEAP funds, leveraged from partners or from other projects, leveraged from formula funding, On-the-Job Training (OJT) and other resources. SUBRECIPIENT shall assume responsibility for and meet established benchmarks and performance outcomes as outlined in Attachment D of this Contract (Adult (Grant Code 029) -15% and Dislocated Worker (Grant Code 030) – 25%, Client Plan; Budget, Expenditure and In-kind Contribution Plan; respectively).

2. SUBRECIPIENT Responsibilities:

a. Collaborative Partner Services: SUBRECIPIENT shall facilitate working relationships and manage collaborative partnerships that provide various services including, but not limited to, access to housing, transportation, child care, and community resources such as food, emergency funds, utilities and clothing.

b. Services Provided to Veterans: SUBRECIPIENT will offer veterans comprehensive employment and training services, including a resource center access, resume assistance a, labor market information; networking opportunities, job search workshops, on-site interviews with local employers, transferable skills information, job leads and training programs and other available resources.

c. VEAP Client Services:

- **Recruitment and Enrollment:**
 - SUBRECIPIENT shall have dedicated staff and designated VEAP information at AJCC/One-Stop locations.
 - SUBRECIPIENT, along with VEAP partners shall develop a coordinated recruitment and outreach efforts including VEAP promotional items to local employers and businesses in hiring veterans.
 - SUBRECIPIENT shall coordinate efforts with EDD Veterans Representatives, County VSO, Veterans Administration, AMVETS, US Vets, Inc, Los Alamitos JFTB and other veteran's community groups.
 - SUBRECIPIENT shall attend coordinated veterans' Job Fairs during the term of the project in conjunction with OCDB, One-Stop, and Business Services and provide hiring events, inviting all veteran clients.

- **Employment Readiness:**
 - **Assessment and IEP:** Based on military and other work experience, level of educational attainment, assessment results, personal circumstances and expressed interests, the veteran and the career planner shall develop an IEP to plot out training and services to lead the client to his/her employment objectives. The IEP shall address basic needs (housing, transportation, food, clothing, behavioral health/substance abuse counseling), motivation issues, work history, previous education/training, income requirements, barriers to employment, and needed supportive services.
SUBRECIPIENT shall utilize classifications from the Military Occupational Specialties (MOS) Manual as the basis for quantifying skill sets used in military applications Assessment

results will be utilized by SUBRECIPIENT's career planners and veterans to determine civilian jobs matching the skills developed during their military experience by evaluating MOS and finding the equivalent in civilian jobs.

- **Individualized Career Services:** The SUBRECIPIENT shall provide career services to all veterans enrolled through the VEAP evaluating the needs of the vet is met and information is collected and reported. If a veteran is enrolled in more than one funding stream, differentiated services provided for each program shall be documented and justified.

SUBRECIPIENT shall:

- Contact veterans at least one time per month and a substantial service shall be provided and documented. Services shall include, but are not limited to: staff-assisted job development; case management and short term pre-vocational services;
 - Track the veteran's progress and offer assistance with identifying and overcoming any barriers;
 - Assist the veteran in improving job seeking skills such as interviewing skills, utilizing job search engines, and communicating effectively with potential employers;
 - Assist the veterans in obtaining and retaining employment;
 - Provide access to specialized job readiness workshops including but not limited to Resume Preparation and Critique, Interviewing Techniques, Job Search Techniques, Dressing for Success, and Workplace Etiquette;
 - Provide veterans access to electronic job search tools, self-help references and labor market information; and
 - Meet or exceed all established performance outcomes.
- **Supportive Services Coordination:** SUBRECIPIENT shall identify and provide supportive services and/or referrals that may include, but not limited to, transportation, clothing, childcare and other costs that may be a barrier to an individual's job search, training or placement. Supportive services shall only be issued after a need has been identified and when no other funding is available to pay for such services.
 - **Training:** All veterans enrolled in VEAP shall receive the most appropriate training activity in an industry-certified program as assessed in the IEP with information content, length, schedules, requirements and anticipated outcomes. Training can include:
 - Classroom training, customized training, leveraged training, and On-the-Job Training, apprenticeship opportunities,

specifically targeting the high growth industry sectors, as planned and offered by VEAP partner

- Industry targeted, high-growth, high-wage training under initiatives and partnerships developed by OCDB and SUBRECIPIENT provided by community colleges, employers and other training providers;
- Other training opportunities as allowable under WIOA. SUBRECIPIENT shall seek other non-WIOA funded training, whenever possible, and shall use these sources to offset WIOA funds where applicable. These leveraged training costs can be tracked under the in-kind/match contribution.

- **Employment and Follow-up:**

SUBRECIPIENT shall work with veterans to ensure their resume is updated with information about recently-acquired training and employment experience. SUBRECIPIENT shall prepare vets for interviews. SUBRECIPIENT shall provide job development services to assist the veterans in obtaining gainful employment that allows them to attain financial independence and successful integration into the community. SUBRECIPIENT shall work with area businesses to identify employment opportunities in companies that target the recruitment of veterans.

Following job placement, SUBRECIPIENT shall assist veterans and their respective employers with job retention. SUBRECIPIENT shall provide follow-up activities, as needed, and document any services provided. During the retention period, SUBRECIPIENT shall ensure that the veteran remains employed and will work with the veteran if they lose their job and require assistance in finding new employment. SUBRECIPIENT shall provide one-on-one follow-up contacts and help identify and eliminate any barriers that prevents the veteran from successfully retaining a job.

3. DELIVERABLES

SUBRECIPIENT shall submit the reports and data as detailed within the Scope of Services.

a. Match/In Kind Contribution: SUBRECIPIENT shall track in-kind and/or cash match on a monthly basis. The amount of the contribution shall be indicated on Attachment C Matching funds will be subject to the reporting requirements contained in WIA Directive WSD12-3, Quarterly and Monthly Financial Reporting Requirements.

b. Monthly Performance Report: SUBRECIPIENT shall submit a **Monthly Performance Report no later than by the tenth day (10th) each month for**

the previous month. The report shall include enrollments, entered and completed training, how many attained certificate, entered and completed OJT, entered employment, training related employment, exits, partnerships developed, supportive services provided, Earn & Learn information and average wage for the employment placements.

- c. Meetings:** SUBRECIPIENT shall participate in scheduled monthly, quarterly meetings including kick-off, VEAP partner and project activity, monitoring, special scheduled meetings, job fairs, recruitment, outreach and resource meetings. Attendance and representation at these meetings is critical for program success.

D. Welfare to Work Programs

1. Program Description:

Employment Preparation Program (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. Participation may be extended with prior approval from the OCDB and SSA Program Manager, or designee, no more than twice in three-month increments for up to a maximum of one (1) year (including the original six months), if funding for subsidized employment continues to be available. SUBRECIPIENT will assume the role of the employer of record, process client payroll and provide Workers Compensation for all EPP clients placed at worksites. SUBRECIPIENT shall be reimbursed by OCDB at a rate not to exceed the prevailing California Minimum Wage, for each hour worked. Overtime pay will not be permitted without prior approval from SSA.

Work Experience (WEX) is a planned, structured learning experience that occurs in the worksite for a period of twelve (12) weeks. Participation may be extended with prior approval from the OCDB and SSA Program Manager, or designee for a period not to exceed a total of four (4) months in length including all extensions. SUBRECIPIENT will assume the role of the employer of record, process client payroll and provide Workers Compensation for all WEX clients placed at worksites. SUBRECIPIENT shall be reimbursed by OCDB at a rate not to exceed prevailing California Minimum Wage, for each hour worked. Overtime pay will not be permitted without prior approval from SSA.

2. SUBRECIPIENT shall:

- a.** Assume the role of employer of record for EPP and WEX clients;
- b.** Ensure that all clients in EPP and WEX are covered by Workers Compensation as determined by the California Department of Social Services (CDSS);
- c.** Provide paychecks on a bi-monthly basis to all enrolled in EPP and WEX clients;
- d.** Establish emergency protocols to ensure all EPP and WEX clients are paid as scheduled.
- e.** Follow provisions and requirements of Affordable Care Act (ACA) and Healthy Workplaces, Healthy Families Act of 2014 (AB1522) as applicable.

- f. Maintain a file for each client served under EPP and WEX to include the following:
- Completed I-9 Form
 - Legal right to work documents
 - Signed Client Agreement/Placement form and timesheets
 - All correspondence related to Workers Compensation Injuries

3. Deliverables:

- a. SUBRECIPIENT shall submit all program invoices with wet signatures to the Orange County Community Resources (OCCR) Accounting Invoices by the twentieth day (20th) following the month being reported.

E. Supervised Population Workforce Training Grant Program

- 1. Program Description:** The Supervised Population Workforce Training Grant Program will provide employment and training services to the supervised population. The program was awarded to the OCDB in collaboration with Orange County Probation (OC Probation). Under this project, SUBRECIPIENT will serve the supervised population as defined in Penal Code §1234(c). Parolees are not eligible participants.

SUBRECIPIENT shall provide outreach, recruitment, enrollment, assessment, case management, work experience, training, job placement, supportive services and follow-up services to ensure the long-term success of the participants served in this program.

- a. Industry Focus:** The program will focus on three industry clusters with the greatest demand and projected workforce growth: (1) manufacturing; (2) hospitality and tourism; and (3) construction.

- b. Target Population:** Participants must be: (1) on probation; (2) under mandatory supervision; or (3) on post release community supervision supervised by, or are under jurisdiction of, a county. Parolees are not eligible participants. All participants must be referred by OC Probation.

- c. Earn and Learn Strategy:** SUBRECIPIENT will identify employers to ensure work experience and on-the-job training (OJTs) opportunities are lined up for participants as they become work ready. If a participant needs classroom occupational skills training, career planners will assist participants to enroll.

- d. Performance Target:** SUBRECIPIENT shall enroll and serve seventy (70) participants. SUBRECIPIENT shall enroll all 70 (100%) participants in work-based learning/training. SUBRECIPIENT shall meet established benchmarks and performance outcomes as outlined in Attachment D-1 of this Contract; Attachment C-1 Budget, Expenditure and In-kind Contribution Plan.

2. SUBRECIPIENT Responsibilities:

- a. Partnership with Probation:** SUBRECIPIENT shall facilitate a working relationship and manage a collaborative partnership with OC Probation. This includes developing a referral process, coordinating space, and attending meetings as required. SUBRECIPIENT shall provide OC Probation quarterly status reports on program performance.
- b. Collaborative Partner Services:** SUBRECIPIENT shall facilitate working relationships and manage collaborative partnerships that provide various services including, but not limited to, access to housing, transportation, child care, and community resources such as food, emergency funds, utilities and clothing.
- c. Orange County Re-Entry Partnership (OCREP) General Membership Meetings:** SUBRECIPIENT shall attend OCREP meetings to link with public, community and faith based agencies and advocates functioning together as a critical link between community resource providers and the formerly incarcerated striving to re-establish healthy, productive and rewarding lives.
- d. Services:**
- **Recruitment and Enrollment:**
 - SUBRECIPIENT shall have dedicated staff at the OC Probation office and at AJCC/One-Stop locations.
 - SUBRECIPIENT, along with partners, shall develop a coordinated recruitment and outreach efforts including promotional items to local employers and businesses hiring ex-offenders.
 - SUBRECIPIENT shall coordinate efforts with OC Probation.
 - SUBRECIPIENT shall attend and coordinate job fairs or onsite recruitment events for ex-offenders during the term of the project.
 - **Assessment:** SUBRECIPIENT shall assess participant job readiness and skills/experience that will help to determine what career tracks are best aligned with participant skills, competencies, needs, interests and employment goals. The assessment will address educational accomplishments; degrees, and credentials earned; prior work experience; and transferrable skills. Lastly, the assessment will end with an overview of Labor Market Information (LMI) including highlights of occupations with the most job openings, salary and skills required for those occupations.
 - **Individual Employment Plan (IEP):** SUBRECIPIENT and the participant shall develop an IEP to identify specific training and services needed to lead the participant to his/her employment objectives. The IEP shall address basic needs (housing, transportation, food, clothing, behavioral health/substance abuse counseling), motivation issues, work history, previous education/training, income requirements, barriers to employment, and needed supportive services.
 - **Individualized Career Services:** The SUBRECIPIENT shall provide career services to all enrolled participants. If a participant is enrolled in more than

one program, differentiated services provided for each program shall be documented and justified in the participant case files.

- **Case Management:** The SUBRECIPIENT shall:
 - Contact participant at least one time per month to provide a substantial service. All services must be documented. Services include, but are not limited to: staff-assisted job development; case management and/or short term pre-vocational services; Tracking the participant's progress and offering assistance to identify and overcome barriers to employment;
 - Assist the participant in improving job seeking skills such as interviewing skills, utilizing job search engines, and communicating effectively with potential employers;
 - Assist participants in obtaining and retaining employment;
 - Provide access to specialized job readiness workshops including but not limited to Resume Preparation and Critique, Interviewing Techniques, Job Search Techniques, Dressing for Success, and Workplace Etiquette;
 - Provide participants access to electronic job search tools, self-help references and labor market information; and
 - Meet or exceed all established performance outcomes.

- **Supportive Services:** SUBRECIPIENT shall identify and provide supportive services and/or referrals that may include, but are not limited to, transportation, clothing, food, childcare and other costs that may be a barrier to an individual's job search, training or placement. Supportive services shall only be issued after a need has been identified and when no other funding is available to pay for such services.

- **Work-Based Learning/Training:** All enrolled participants shall receive the most appropriate work-based learning/training in an industry-certified program as identified on the IEP with information content, length, schedules, requirements and anticipated outcomes. Work-Based Learning/Training can include:
 - Work experience, classroom training, customized training, leveraged training, and On-the-Job Training, apprenticeship opportunities, specifically targeting the three industry sectors identified;
 - Industry targeted, high-growth, high-wage training under initiatives and partnerships developed by OCDB and SUBRECIPIENT provided by community colleges, employers and other training providers;
 - Other training opportunities as allowable under WIOA.
 - SUBRECIPIENT shall seek other non-WIOA funded training, whenever possible, and shall use these sources to offset WIOA funds where applicable. These leveraged training costs can be tracked under the in-kind/match contribution.

- **Employment and Follow-up:**

SUBRECIPIENT shall work with participants to ensure their resume is updated with information about recently-acquired training and employment experience. SUBRECIPIENT shall prepare participants for interviews. SUBRECIPIENT shall provide job development services to assist the participants in obtaining gainful employment that allows them to attain financial independence and successful reintegration into the community. SUBRECIPIENT shall work with businesses in the area to identify employment opportunities in companies that are willing to employ ex-offenders.

Following job placement, SUBRECIPIENT shall assist participants and their respective employers with job retention. SUBRECIPIENT shall provide follow-up services, as needed, and document all services provided. During the retention period, SUBRECIPIENT shall ensure that the participant remains employed and will work with the participant if they lose their job and require assistance in finding new employment. SUBRECIPIENT shall provide one-on-one follow-up contacts and help identify and eliminate any barriers that prevents the participant from successfully retaining employment.

4. DELIVERABLES

SUBRECIPIENT shall submit the reports and data as detailed within the Scope of Services.

- a. Match/In Kind Contribution:** SUBRECIPIENT shall track in-kind and/or cash match on a monthly basis. The amount of the contribution shall be indicated on Attachment C-1 Matching funds will be subject to the reporting requirements contained in EDD Directive WSD12-3, Quarterly and Monthly Financial Reporting Requirements.
- b. Monthly Performance Report:** SUBRECIPIENT shall submit a **Monthly Report no later than by the tenth day (10th) each month for the previous month.** The report shall include, but not be limited to: enrollments, entered and completed work-based learning/training, how many attained certificate, entered and completed OJT, entered employment, training-related employment, exits, partnerships developed, supportive services provided, and average wage for the employment placements.
- c. Meetings:** SUBRECIPIENT shall participate in scheduled monthly, quarterly meetings including kick-off, partner and project activity, monitoring, special scheduled meetings, job fairs, recruitment, outreach and resource meetings. Attendance and representation at these meetings is critical for program success.

F. Other Special Programs

1. **Program Description and SUBRECIPIENT Responsibilities:** On an ongoing basis, the OCDB applies for and receives discretionary grants from both State and federal agencies. The discretionary grants fund a variety of projects that target specific populations, industries, or workforce innovations. When awarded these grants, it is the OCDB's sole discretion to determine if SUBRECIPIENT will be selected as a sub-grantee or SUBRECIPIENT to deliver the intended project. If SUBRECIPIENT is selected, an amendment to this Agreement will be executed to include the scope of work, responsibilities and related budget to said project. SUBRECIPIENT will be required to adhere to all performance plans, reporting requirements, regulations, client service plans and other goals and objectives as they relate to said project.
2. SUBRECIPIENT shall work collaboratively with all Partner Agencies contracted by the OCDB to provide supplemental or comprehensive services within the One-Stop System.

V. PERFORMANCE

- A. **Performance Measures:** The WIOA requires a comprehensive accountability system to determine the effectiveness of services provided through the One-Stop System. SUBRECIPIENT shall meet or exceed required federal, state and local standards, measurements and outcomes of all funding streams included in this Agreement. SUBRECIPIENT shall work to ensure quality program delivery and implementation of best practices, as appropriate, and coordinate said efforts with the OCDB. 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. If the SUBRECIPIENT fails to meet levels of performance agreed to in this Agreement, the OCDB may take corrective action. The corrective action may include appropriate measures designed to improve the performance of the local area.
- B. **MIS Submission/Reporting:** SUBRECIPIENT shall adhere to MIS procedures for data entry, **timelines** and reporting requirements. Refer to the latest OCDB policies, State Information Notices and Directives and subsequent updates for complete information and guidance.
 1. **SUBRECIPIENT shall submit timely MIS paperwork for all client activities and necessary updates in client information and activities for input into the data reporting system as defined in OCDB Policy 14-OCWDA-05.** Failure to submit timely information may result in penalties including de-obligation of funds or revocation of this Agreement;
 2. SUBRECIPIENT shall use the most current templates provided by the OCDB. Incorrect and/or incomplete forms will be returned for re-submittal. All updates and corrections shall be clearly identified;
 3. SUBRECIPIENT shall review and approve all paperwork submitted to the OCDB;

4. SUBRECIPIENT shall comply with the Common Measures as defined in WIOA Section 116, 20 CFR Part 677.150-210 and applicable federal guidelines and state directives.
 5. SUBRECIPIENT shall comply with data verification requirements listed in the latest OCDB policy and any subsequent updates;
 6. SUBRECIPIENT shall immediately implement and adhere to future policy revisions and changes or enhancements in procedures and processes pertaining to MIS submission and reporting including data entry and data management.
- C. ITA Vouchers shall be submitted to the OCDB along with the corresponding MIS enrollment form in accordance with applicable provisions of OCDB Policy 12-OCWDA-02 and subsequent enhancements in ITA related processes.. [Refer to Section III.C.12 for guidance on training services.]**
- D. Follow-up Forms shall be required for Quarters 1, 2, 3 and 4 following client exit.**
1. **Supplemental Income:** If employment status of the client is confirmed through supplemental information, follow-up forms reporting this supplemental information shall be completed and submitted for entry into the system. SUBRECIPIENT shall submit supplemental information for exiters 'Not Found' in Unemployment Insurance (UI) Base Wage Records within specified timeframes noted in 'Base Wage' letters for specific quarters. SUBRECIPIENT shall be responsible for analyzing wage records data.
- E. 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);
 4. Corrective action plans shall include a date for responding to observations, questions, concerns and findings.

SUBRECIPIENT's performance is not limited to Common Measures and individual program requirements and performance measurements. SUBRECIPIENT is responsible for all commitments made in the RFP application. SUBRECIPIENT's performance trends and corrective action plans will be critical to decisions regarding Agreement 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 Agreement.

F. Accounting and Fiscal Controls

1. SUBRECIPIENT shall operate program in accordance with 2 CFR 2900, et al. (Department of Labor – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), all applicable provisions of 2 CFR Part 200, et al., Generally Accepted Accounting Principles (GAAP) and CFRs as indicated in Exhibit 7 of this Agreement.
2. Authorized signatures for execution of documents, amendments, budget modifications and invoices are limited to those individuals identified in Exhibit 8.
3. Invoice templates and any necessary updates thereof shall be provided by the OCCR Accounting Department.
4. Profit must be billed on a monthly basis (if applicable).

All program invoices including two original sets with wet signatures are due to the Orange County Community Resources (OCCR) Accounting Office by the twentieth day (20th) following the month being reported.

5. Accurate and complete invoices are invoices whereby:

- Personnel is invoiced based upon an approved organization chart;
- Personnel supporting documentation is included with each invoice;
- There are no negative line item balances in any row;
- YTD invoiced amounts are correct;
- Leverage/match, if required, is included on the monthly invoice;
- All required program specific sub-categories are included on the invoice;
- Any temporary staff charges are reported separately;
- OJT/CT log in OCDB-approved format must accompany invoices.

Invoices with errors will be returned to SUBRECIPIENT for re-submission.

A master salary spreadsheet identifying all staff and their allocation across programs shall be submitted to the OCDB administrative office by August 19, 2016.

G. Budgets and Budget Modifications

1. Budget modifications are limited as outlined in Information Notice No. 11-OCWDA-03. OCDB initiated adjustments do not count towards the three allowed each year.

VI. DELIVERABLES

SUBRECIPIENT shall submit the reports and data detailed within the Scope of Services and summarized below. Page references and timelines for submission are also indicated.

A. DELIVERABLES SUMMARY:

I. COORDINATION	Due Date
Operating Agreements with One-Stop Centers' Partners [p. 3]	September 30, 2016
One copy of each Cost Sharing Agreement for each Partner [p. 4]	September 30, 2016 (GG) December 31, 2016 (Cartwright)
Schedule of Partner Staff Training [p.5]	August 31, 2016
Schedule of Quarterly Partnership Meetings [p. 5]	August 31, 2016
Schedule of Manager's Stakeholder Meetings [p. 5]	August 31, 2016
One-Stop Centers' Monthly Activities Report [p. 6]	10th day after the end of each month
II. SERVICE STANDARDS	Due Date
Verification of all internal monitoring [p. 13]	Upon Request
One Stop Analysis [p. 13]	December
Client Satisfaction Survey Report [p. 15]	Upon Request
One (1) Testimonial per Center [p. 15]	10th day after the end of each month
Organizational Chart [p. 15]	July 29, 2016
Telephone Directory [p. 16]	10th day after the end of each month
Physical Floor Plan [p. 16]	September 30, 2016
III. SERVICE DELIVERY	Due Date
Recruitment Plan [p. 17]	July 29, 2016
Master Workshop and Events Calendar [p. 20]	Last day of the preceding month
Universal Services Monthly Reports [p. 20]	10th day after the end of each month
WIOA Client Flow Chart [p. 26]	July 29, 2016
Internal Policies and Procedures [p. 27]	August 31, 2016
Business Services - General Activities [p. 27]	As specified in Section III. D.
Business Services – Rapid Response/Layoff Aversion [p. 28]	As specified in Section III. D.
Business Services – Job Fairs [p. 29]	As specified in Section III. D.
Business Services – File Maintenance/Documentation [p. 30]	As specified in Section III. D.

IV. SPECIAL PROGRAMS	Due Date
SCSEP SPARQ Forms [p. 31]	As specified by OCDB policy
SCSEP Payroll Spreadsheet [p. 31]	Twice monthly at payroll
SCSEP In-Kind Tracking [p. 31]	20 th of each month (with invoices)
Monthly OC4VETS Status Report [p. 33]	10 th day after the end of each month
Monthly VEAP In-Kind Tracking [p. 37]	20 th of each month (with invoices)
VEAP-Performance / Status Reports [p. 37]	10 th day after the end of each month
Welfare to Work – EPP and WEX Programs [p. 38]	As specified in Section IV. D.
Supervised Population In-Kind Tracking [p.42]	20 th of each month (with invoices)
Supervised Population Performance Report [p.42]	10 th day after the end of each month
V. PERFORMANCE	Due Date
MIS Forms [p. 39]	As specified by OCDB policy
ITA Vouchers [p. 40]	As specified by OCDB policy
Follow-up forms [p. 40]	As specified by OCDB policy
Supplemental Data, as applicable [p. 40]	As specified in 'Base Wage' letters
Corrective Action Plans, as applicable [p. 40]	As directed by OCDB staff
Invoices [p. 41]	20 th of each month
Master Salary Spreadsheet [p. 41]	August 19, 2016

Attachment C-2 Budget

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Adult North		Budget Categories		
		Career Services	Training	Total
Allocation Percentage		58%	42%	100%
PROGRAM	Program Related Services:			
	Participant Supportive Services	\$ 21,000	\$ 9,000	\$ 30,000
	Payroll Services	\$ 200	\$ 85	\$ 285
	Salaries	\$ 238,631	\$ 102,270	\$ 340,901
	Benefits	\$ 43,141	\$ 18,489	\$ 61,630
	Travel/Mileage	\$ 2,100	\$ 900	\$ 3,000
	Publishing/Marketing Materials/Printing	\$ 350	\$ 150	\$ 500
	Online Assessments	\$ 280	\$ 120	\$ 400
	Meetings/Conferences			\$ -
	Work-Based Training		\$ 140,000	\$ 140,000
	Facility Rent: Garden Grove	\$ 92,081	\$ 39,463	\$ 131,544
	Facility Rent: Buena Park	\$ 5,260	\$ 2,255	\$ 7,515
	Security Deposit	\$ 14,700	\$ 6,300	\$ 21,000
	Lease Termination and other fees	\$ 3,016	\$ 1,293	\$ 4,309
	Moving Expense			\$ -
	Maintenance	\$ 238	\$ 102	\$ 340
	Utilities			\$ -
	Insurance			\$ -
	IT Services	\$ 952	\$ 408	\$ 1,360
	Telephone	\$ 14,420	\$ 6,180	\$ 20,600
	Professional Memberships			\$ -
	Subscriptions			\$ -
	Equipment			\$ -
	Equipment Lease	\$ 5,706	\$ 2,445	\$ 8,151
	Drug Testing			\$ -
	Office Supplies	\$ 2,625	\$ 1,125	\$ 3,750
	Postage	\$ 70	\$ 30	\$ 100
Indirect			\$ -	
Profit	\$ 36,037	\$ 15,445	\$ 51,482	
Program Subtotal	\$ 480,807	\$ 346,060	\$ 826,867	
ADMIN	Administration:			
	Salaries	\$ 12,431	\$ 5,328	\$ 17,759
	Benefits	\$ 3,108	\$ 1,332	\$ 4,440
	Audit			\$ -
	Admin Indirect			\$ -
	Admin Profit	\$ 1,133	\$ 486	\$ 1,619
Administration Subtotal	\$ 16,672	\$ 7,146	\$ 23,818	
Total Budget		\$ 497,479	\$ 353,206	\$ 850,685

Attachment C-2 Budget

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Adult South		Budget Categories		
		Career Services	Training	Total
Allocation Percentage		59%	41%	100%
PROGRAM	Program Related Services:			
	Participant Supportive Services	\$ 21,000	\$ 9,000	\$ 30,000
	Payroll Services	\$ 116	\$ 49	\$ 165
	Salaries	\$ 192,159	\$ 82,354	\$ 274,513
	Benefits	\$ 33,600	\$ 14,400	\$ 48,000
	Travel/Mileage	\$ 1,400	\$ 600	\$ 2,000
	Publishing/Marketing Materials/Printing	\$ 259	\$ 111	\$ 370
	Online Assessments	\$ 326	\$ 139	\$ 465
	Meetings/Conferences	\$ -	\$ -	\$ -
	Work-Based Training		\$ 140,000	\$ 140,000
	Facility Rent: Cartwright	\$ 112,861	\$ 48,369	\$ 161,230
	Facility Rent: Technology	\$ 15,304	\$ 6,559	\$ 21,863
	Security Deposit	\$ 19,704	\$ 8,444	\$ 28,148
	Lease Termination and other fees	\$ 766	\$ 328	\$ 1,094
	Moving Expense	\$ 36,330	\$ 15,570	\$ 51,900
	Maintenance	\$ 1,162	\$ 498	\$ 1,660
	Utilities	\$ 12,600	\$ 5,400	\$ 18,000
	Insurance	\$ -	\$ -	\$ -
	IT Services	\$ 434	\$ 186	\$ 620
	Telephone	\$ 4,550	\$ 1,950	\$ 6,500
	Professional Memberships	\$ -	\$ -	\$ -
	Subscriptions	\$ -	\$ -	\$ -
	Equipment	\$ 613	\$ 262	\$ 875
	Equipment Lease	\$ 4,900	\$ 2,100	\$ 7,000
	Drug Testing	\$ -	\$ -	\$ -
	Office Supplies	\$ 2,660	\$ 1,140	\$ 3,800
	Postage	\$ 13	\$ 6	\$ 19
	Other (Security Guard and Alarm)	\$ 760	\$ 325	\$ 1,085
	Indirect	\$ -	\$ -	\$ -
	Profit	\$ 40,822	\$ 17,496	\$ 58,318
Program Subtotal	\$ 502,339	\$ 355,286	\$ 857,625	
ADMIN	Administration:			
	Salaries	\$ 13,701	\$ 5,872	\$ 19,573
	Benefits	\$ 2,417	\$ 1,036	\$ 3,453
	Audit	\$ -	\$ -	\$ -
	Admin Indirect	\$ -	\$ -	\$ -
	Admin Profit	\$ 1,175	\$ 504	\$ 1,679
Administration Subtotal	\$ 17,293	\$ 7,412	\$ 24,705	
Total Budget		\$ 519,632	\$ 362,698	\$ 882,330

Attachment C-2 Budget

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Dislocated Worker North		Budget Categories		
		Career Services	Training	Total
Allocation Percentage		58%	42%	100%
PROGRAM	Program Related Services:			
	Participant Supportive Services	\$ 31,500	\$ 13,500	\$ 45,000
	Payroll Services	\$ 140	\$ 60	\$ 200
	Salaries	\$ 355,812	\$ 152,491	\$ 508,303
	Benefits	\$ 72,722	\$ 31,167	\$ 103,889
	Travel/Mileage	\$ 2,100	\$ 900	\$ 3,000
	Publishing/Marketing Materials/Printing	\$ 350	\$ 150	\$ 500
	Online Assessments	\$ 350	\$ 150	\$ 500
	Meetings/Conferences			\$ -
	Work-Based Training		\$ 210,000	\$ 210,000
	Facility Rent: Garden Grove	\$ 119,944	\$ 51,404	\$ 171,348
	Facility Rent: Buena Park	\$ 7,890	\$ 3,382	\$ 11,272
	Security Deposit	\$ 20,300	\$ 8,700	\$ 29,000
	Lease Termination and other fees	\$ 4,524	\$ 1,939	\$ 6,463
	Moving Expense			\$ -
	Maintenance	\$ 567	\$ 233	\$ 800
	Utilities			\$ -
	Insurance	\$ 1,050	\$ 450	\$ 1,500
	IT Services	\$ 1,400	\$ 600	\$ 2,000
	Telephone	\$ 25,900	\$ 11,100	\$ 37,000
	Professional Memberships			\$ -
	Subscriptions			\$ -
	Equipment			\$ -
	Equipment Lease	\$ 12,600	\$ 5,400	\$ 18,000
	Drug Testing			\$ -
	Office Supplies	\$ 4,900	\$ 2,100	\$ 7,000
	Postage	\$ 350	\$ 150	\$ 500
	Indirect			\$ -
	Profit	\$ 53,187	\$ 22,794	\$ 75,981
	Program Subtotal	\$ 715,586	\$ 516,670	\$ 1,232,256
ADMIN	Administration:			
	Salaries	\$ 18,526	\$ 7,940	\$ 26,466
	Benefits	\$ 4,632	\$ 1,985	\$ 6,617
	Audit			\$ -
	Admin Indirect			\$ -
	Admin Profit	\$ 1,689	\$ 724	\$ 2,413
Administration Subtotal	\$ 24,847	\$ 10,649	\$ 35,496	
Total Budget		\$ 740,433	\$ 527,319	\$ 1,267,752

Attachment C-2 Budget

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Dislocated Worker South		Budget Categories		
		Career Services	Training	Total
Allocation Percentage		59%	41%	100%
PROGRAM	program Related Services:			
	Participant Supportive Services	\$ 31,500	\$ 13,500	\$ 45,000
	Payroll Services	\$ 189	\$ 81	\$ 270
	Salaries	\$ 315,548	\$ 135,235	\$ 450,783
	Benefits	\$ 42,000	\$ 18,000	\$ 60,000
	Travel/Mileage	\$ 1,400	\$ 600	\$ 2,000
	Publishing/Marketing Materials/Printing	\$ 385	\$ 165	\$ 550
	Online Assessments	\$ 505	\$ 217	\$ 722
	Meetings/Conferences	\$ -	\$ -	\$ -
	Work-Based Training		\$ 210,000	\$ 210,000
	Facility Rent: Cartwright	\$ 147,314	\$ 63,134	\$ 210,448
	Facility Rent: Technology	\$ 22,490	\$ 9,639	\$ 32,129
	Security Deposit	\$ 29,555	\$ 12,667	\$ 42,222
	Lease Termination and other fees	\$ 1,149	\$ 492	\$ 1,641
	Moving Expense	\$ 55,290	\$ 23,696	\$ 78,986
	Maintenance	\$ 1,960	\$ 840	\$ 2,800
	Utilities	\$ 18,900	\$ 8,100	\$ 27,000
	Insurance	\$ -	\$ -	\$ -
	IT Services	\$ 700	\$ 300	\$ 1,000
	Telephone	\$ 7,700	\$ 3,300	\$ 11,000
	Professional Memberships	\$ -	\$ -	\$ -
	Subscriptions	\$ -	\$ -	\$ -
	Equipment	\$ 1,001	\$ 429	\$ 1,430
	Equipment Lease	\$ 8,155	\$ 3,495	\$ 11,650
	Drug Testing	\$ -	\$ -	\$ -
	Office Supplies	\$ 4,200	\$ 1,800	\$ 6,000
	Postage	\$ 21	\$ 9	\$ 30
	Other (Security Guard and Alarm)	\$ 2,310	\$ 990	\$ 3,300
Indirect	\$ -	\$ -	\$ -	
Profit	\$ 61,234	\$ 26,243	\$ 87,477	
All Program Subtotal	\$ 753,506	\$ 532,932	\$ 1,286,438	
ADMIN	Administration:			
	Salaries	\$ 19,579	\$ 8,397	\$ 27,976
	Benefits	\$ 4,593	\$ 1,969	\$ 6,562
	Audit	\$ -	\$ -	\$ -
	Admin Indirect	\$ -	\$ -	\$ -
	Admin Profit	\$ 1,763	\$ 756	\$ 2,519
Administration Subtotal	\$ 25,935	\$ 11,122	\$ 37,057	
Total Budget		\$ 779,441	\$ 544,054	\$ 1,323,495

Attachment C-2 Budget

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Business Services Rapid Response		Budget Categories	
		Rapid Response	Total
Allocation Percentage		100%	100%
Program Related Services:			
PROGRAM	Salaries	\$ 218,087	\$ 218,087
	Benefits	\$ 44,000	\$ 44,000
	Travel/Mileage	\$ 4,800	\$ 4,800
	Publishing/Marketing Materials/Printing	\$ 3,500	\$ 3,500
	Meetings/Conferences	\$ 150	\$ 150
	Job Fairs (In response to LayOff Event ONLY)	\$ 22,000	\$ 22,000
	Utilities	\$ 12,000	\$ 12,000
	Insurance	\$ -	\$ -
	IT Services	\$ 300	\$ 300
	Telephone	\$ 5,000	\$ 5,000
	Professional Memberships	\$ 2,100	\$ 2,100
	Subscriptions	\$ 130	\$ 130
	Equipment Lease	\$ 3,000	\$ 3,000
	Office Supplies	\$ 2,000	\$ 2,000
	Indirect	\$ -	\$ -
	Profit	\$ 23,133	\$ 23,133
	Program Subtotal		\$ 340,200
Administration:			
ADMIN	Salaries	\$ 7,784	\$ 7,784
	Benefits	\$ 1,370	\$ 1,370
	Admin Indirect	\$ -	\$ -
	Admin Profit	\$ 646	\$ 646
	Administration Subtotal		\$ 9,800
Total Budget		\$ 350,000	\$ 350,000

Attachment C-2 Budget

Contractor: ProPath

SCSEP SERVICES

FY 16-17

PROGRAM NAME: SCSEP			
		Budget	Total
Allocation Percentage		100%	100%
PROGRAM	Program Related Services:		
	Participant Wages	\$ 528,000	\$ 528,000
	Participant Benefits	\$ 63,263	\$ 63,263
	Payroll Services	\$ 4,500	\$ 4,500
	Salaries	\$ 71,380	\$ 71,380
	Benefits	\$ 12,610	\$ 12,610
	Travel/Mileage	\$ 800	\$ 800
	Publishing/Marketing Materials/Printing	\$ 200	\$ 200
	Meetings/Conferences	\$ 500	\$ 500
	Facility Rent		\$ -
	Lease Termination and other fees		\$ -
	Maintenance	\$ 350	\$ 350
	Utilities	\$ 3,000	\$ 3,000
	Insurance		\$ -
	IT Services	\$ 350	\$ 350
	Telephone	\$ 3,000	\$ 3,000
	Professional Memberships		\$ -
	Subscriptions		\$ -
	Equipment		\$ -
	Equipment Lease	\$ 2,300	\$ 2,300
	Drug Testing		\$ -
	Office Supplies	\$ 1,000	\$ 1,000
	Postage	\$ 600	\$ 600
All Program Subtotal		\$ 691,853	\$ 691,853
ADMIN	Administration:		
	Salaries		\$ -
	Benefits		\$ -
	Audit		\$ -
Administration Subtotal		\$ -	\$ -
Total Budget		\$ 691,853	\$ 691,853

Attachment C-2 Budget

Contractor: ProPath

OC4Vets SERVICES

FY 16-17

PROGRAM NAME: OC4Vets			
		Budget	Total
Allocation Percentage		100%	100%
PROGRAM	Program Related Services:		
	Participant Supportive Services	\$ 143,000	\$ 143,000
	Payroll Services	\$ 100	\$ 100
	Salaries	\$ 96,609	\$ 96,609
	Benefits	\$ 16,483	\$ 16,483
	Peer Mentors	\$ 132,540	\$ 132,540
	Travel/Mileage	\$ 3,000	\$ 3,000
	Publishing/Marketing Materials/Printing	\$ 500	\$ 500
	Meetings/Conferences	\$ 500	\$ 500
	Facility Rent		\$ -
	Lease Termination and other fees		\$ -
	Maintenance		\$ -
	Utilities		\$ -
	Insurance		\$ -
	IT Services		\$ -
	Telephone		\$ -
	Professional Memberships		\$ -
	Subscriptions		\$ -
	Equipment		\$ -
	Equipment Lease		\$ -
	Drug Testing		\$ -
	Office Supplies	\$ 1,000	\$ 1,000
	Postage	\$ 100	\$ 100
Indirect		\$ -	
Profit	\$ 27,568	\$ 27,568	
All Program Subtotal		\$ 421,400	\$ 421,400
ADMIN	Administration:		
	Salaries	\$ 8,517	\$ 8,517
	Benefits	\$ 2,829	\$ 2,829
	Audit		\$ -
	Admin Indirect		\$ -
	Admin Profit	\$ 794	\$ 794
Administration Subtotal		\$ 12,140	\$ 12,140
Total Budget		\$ 433,540	\$ 433,540

Attachment C-2 Budget

Contractor: ProPath

SSA Employment Preparation Program (EPP) SERVICES

FY 16-17

PROGRAM NAME: SSA EPP ProPath			
		Budget	Total
Allocation Percentage		100%	100%
PROGRAM	Program Related Services:		
	EPP Wages & Benefits	\$ 1,329,470	\$ 1,329,470
	Salaries		\$ -
	Benefits		\$ -
	Travel/Mileage		\$ -
	Publishing/Marketing Materials/Printing		\$ -
	Meetings/Conferences		\$ -
	Facility Rent		\$ -
	Equipment		\$ -
	Equipment Lease		\$ -
	Drug Testing		\$ -
	Office Supplies		\$ -
	All Program Subtotal	\$ 1,329,470	\$ 1,329,470
	ADMIN	Administration:	
Salaries		\$ 7,150	\$ 7,150
Benefits		\$ 2,550	\$ 2,550
Payroll Services		\$ 3,800	\$ 3,800
Administration Subtotal		\$ 13,500	\$ 13,500
Total Budget		\$ 1,342,970	\$ 1,342,970

Attachment C-2 Budget
Contractor: ProPath
SSA Work Experience (WEX) SERVICES
FY 16-17

PROGRAM NAME: SSA WEX ProPath			
		Budget	Total
Allocation Percentage		100%	100%
PROGRAM	Program Related Services:		
	WEX Wages & Benefits	\$ 280,000	\$ 280,000
	Salaries		\$ -
	Benefits		\$ -
	Travel/Mileage		\$ -
	Publishing/Marketing Materials/Printing		\$ -
	Meetings/Conferences		\$ -
	Facility Rent		\$ -
	Equipment		\$ -
	Equipment Lease		\$ -
	Drug Testing		\$ -
	Office Supplies		\$ -
	All Program Subtotal		\$ 280,000
ADMIN	Administration:		
	Salaries	\$ 1,550	\$ 1,550
	Benefits	\$ 520	\$ 520
	Payroll Services	\$ 900	\$ 900
Administration Subtotal		\$ 2,970	\$ 2,970
Total Budget		\$ 282,970	\$ 282,970

Attachment A
Attachment C-2 Budget
ProPath
VEAP 7 SERVICES
PY 16-17

PROGRAM NAME: VEAP 7 - Adult 15% ProPath		Budget Categories			In-Kind
		Career Services	Training	Total	Total
Allocation Percentage				0%	0%
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 1,995	\$ 855	\$ 2,850	\$ 3,000
	Salaries	\$ 1,040	\$ 486	\$ 1,526	\$ 2,807
	Benefits	\$ 240	\$ 103	\$ 343	\$ 7,896
	Travel/Mileage	\$ 252	\$ 108	\$ 360	\$ 500
	Publishing/Marketing Materials/Printing	\$ 46	\$ 19	\$ 65	\$ 414
	Meetings/Conferences			\$ -	
	Work-Based Training			\$ -	\$ 15,000
	Facility Rent			\$ -	
	Lease Termination and other fees			\$ -	
	Maintenance			\$ -	\$ 30
	Utilities			\$ -	\$ 1,200
	Insurance			\$ -	
	IT Services			\$ -	\$ 100
	Telephone			\$ -	\$ 1,700
	Professional Memberships			\$ -	
	Subscriptions			\$ -	
	Equipment			\$ -	
	Equipment Lease			\$ -	\$ 1,000
	Drug Testing			\$ -	
	Office Supplies			\$ -	\$ 500
	Postage			\$ -	
	Indirect			\$ -	
	Profit	\$ 251	\$ 107	\$ 358	
	All Program Subtotal	\$ 3,824	\$ 1,678	\$ 5,502	\$ 34,147
ADMIN	Administration:				
	Salaries	\$ 85	\$ 36	\$ 121	\$ 1,200
	Benefits	\$ 19	\$ 8	\$ 27	\$ 196
	Audit			\$ -	
	Admin Indirect			\$ -	
	Admin Profit	\$ 8	\$ 3	\$ 11	
Administration Subtotal	\$ 112	\$ 47	\$ 159	\$ 1,396	
Total Budget		\$ 3,936	\$ 1,725	\$ 5,661	\$ 35,543

Ends Nov 30, 2016

Total \$5,661

Attachment A
Attachment C-2 Budget
ProPath
VEAP 7 SERVICES
PY 16-17

PROGRAM NAME: VEAP 7 - DW 25% ProPath		Budget Categories			In-Kind
		Career Services	Training	Total	Total
Allocation Percentage				0%	0%
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 1,432	\$ 614	\$ 2,046	\$ 3,000
	Salaries	\$ 1,603	\$ 687	\$ 2,290	\$ 318
	Benefits	\$ 430	\$ 184	\$ 614	\$ 6,842
	Travel/Mileage			\$ -	\$ 500
	Publishing/Marketing Materials/Printing			\$ -	\$ 500
	Meetings/Conferences			\$ -	
	Work-Based Training			\$ -	\$ 15,000
	Facility Rent			\$ -	
	Lease Termination and other fees			\$ -	
	Maintenance			\$ -	\$ 30
	Utilities			\$ -	\$ 1,200
	Insurance			\$ -	
	IT Services			\$ -	\$ 90
	Telephone			\$ -	\$ 1,700
	Professional Memberships			\$ -	
	Subscriptions			\$ -	
	Equipment			\$ -	
	Equipment Lease			\$ -	\$ 1,000
	Drug Testing			\$ -	
	Office Supplies			\$ -	\$ 500
	Postage			\$ -	
	Indirect			\$ -	
	Profit	\$ 240	\$ 103	\$ 343	
	Program Subtotal	\$ 3,705	\$ 1,588	\$ 5,293	\$ 30,680
ADMIN	Administration:				
	Salaries	\$ 80	\$ 34	\$ 114	\$ 1,553
	Benefits	\$ 20	\$ 8	\$ 28	\$ 253
	Audit			\$ -	
	Admin Indirect			\$ -	
	Admin Profit	\$ 7	\$ 3	\$ 10	
Administration Subtotal	\$ 107	\$ 45	\$ 152	\$ 1,806	
Total Budget		\$ 3,812	\$ 1,633	\$ 5,445	\$ 32,486

Ends Nov 30, 2016

Total \$5,445

Attachment C-2 - Budget

ProPath
Supervised Population
PY 16-17

PROGRAM NAME: Supervised Population ProPath		Budget Categories			In-Kind
			Total		Total
Allocation Percentage			100%		0%
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 11,250	\$ 11,250		\$ 5,625
	Salaries	\$ 70,179	\$ 70,179		\$ 35,090
	Benefits	\$ 12,000	\$ 12,000		\$ 6,000
	Travel/Mileage	\$ 1,200	\$ 1,200		\$ 600
	Publishing/Marketing Materials/Printing				
	Meetings/Conferences				
	Customized Training / OJT	\$ 45,000	\$ 45,000		\$ 22,500
	Individual Training Account (ITA) - Leverage				
	Work Experience (WEX)	\$ 56,250	\$ 56,250		\$ 5,774
	Testing /Instructional material/Certifications	\$ 2,250	\$ 2,250		\$ 1,125
	Facility Rent				
	Lease Termination and other fees				
	Maintenance				
	Utilities				
	Insurance				
	IT Services				
	Telephone	\$ 1,500	\$ 1,500		\$ 750
	Professional Memberships				
	Subscriptions				
	Equipment				
	Equipment Lease	\$ 2,700	\$ 2,700		\$ 1,350
	Drug Testing				
Office Supplies	\$ 1,500	\$ 1,500		\$ 750	
Postage					
Profit	\$ 14,871	\$ 14,871			
Program Subtotal		\$ 218,700	\$ 218,700		\$ 79,564
ADMIN	Administration				
	Salaries	\$ 4,992	\$ 4,992		\$ 2,496
	Benefits	\$ 880	\$ 880		\$ 440
	Audit	\$ -	\$ -		
	Profit	\$ 428	\$ 428		
Administration Subtotal		\$ 6,300	\$ 6,300		\$ 2,936
Total Budget		\$ 225,000	\$ 225,000		\$ 82,500

Total \$225,000

Total no less than \$82,500

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
WIOA SERVICES
FY 16-17

PROGRAM NAME: Adult North		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:														
	Participant Supportive Services	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000	
	Payroll Services	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 23	\$ 23	\$ 23	\$ 285	
	Salaries	\$ 28,408	\$ 28,408	\$ 28,408	\$ 28,408	\$ 28,408	\$ 28,408	\$ 28,408	\$ 28,408	\$ 28,409	\$ 28,409	\$ 28,409	\$ 28,409	\$ 340,901	
	Benefits	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,136	\$ 5,135	\$ 61,630	
	Travel/Mileage	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	
	Publishing/Marketing Materials/Printing	\$ 41	\$ 41	\$ 41	\$ 41	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 500	
	Online Assessments	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 34	\$ 34	\$ 34	\$ 400	
	Meetings/Conferences													\$ -	
	Work-Based Training	\$ 11,667	\$ 11,667	\$ 11,666	\$ 11,667	\$ 11,667	\$ 11,667	\$ 11,666	\$ 11,667	\$ 11,667	\$ 11,666	\$ 11,667	\$ 11,667	\$ 140,000	
	Facility Rent: Garden Grove	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 10,962	\$ 131,544	
	Facility Rent: Buena Park	\$ 3,758	\$ 3,757											\$ 7,515	
	Security Deposit		\$ 21,000											\$ 21,000	
	Lease Termination and other fees		\$ 4,309											\$ 4,309	
	Moving Expense													\$ -	
	Maintenance	\$ 28	\$ 28	\$ 28	\$ 28	\$ 28	\$ 28	\$ 28	\$ 28	\$ 28	\$ 29	\$ 29	\$ 29	\$ 340	
	Utilities													\$ -	
	Insurance													\$ -	
	IT Services	\$ 113	\$ 113	\$ 113	\$ 113	\$ 113	\$ 113	\$ 113	\$ 113	\$ 113	\$ 114	\$ 114	\$ 114	\$ 1,360	
	Telephone	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,717	\$ 1,716	\$ 1,716	\$ 1,716	\$ 20,600	
	Professional Memberships													\$ -	
	Subscriptions													\$ -	
	Equipment													\$ -	
	Equipment Lease	\$ 679	\$ 679	\$ 679	\$ 679	\$ 679	\$ 679	\$ 679	\$ 679	\$ 679	\$ 679	\$ 680	\$ 680	\$ 8,151	
	Drug Testing													\$ -	
	Office Supplies	\$ 313	\$ 313	\$ 313	\$ 313	\$ 313	\$ 313	\$ 313	\$ 312	\$ 312	\$ 312	\$ 312	\$ 312	\$ 3,750	
	Postage	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 9	\$ 9	\$ 9	\$ 100	
	Indirect													\$ -	
	Profit	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,291	\$ 51,482	
	All Program Subtotal	\$ 69,927	\$ 95,235	\$ 66,168	\$ 66,169	\$ 66,170	\$ 66,169	\$ 66,169	\$ 66,169	\$ 66,170	\$ 66,172	\$ 66,173	\$ 66,173	\$ 66,172	\$ 826,867
	ADMIN	Administration:													
		Salaries	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,479	\$ 17,759
		Benefits	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 4,440
		Audit													\$ -
		Admin Indirect													\$ -
Admin Profit		\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 134	\$ 1,619	
Administration Subtotal		\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,983	\$ 23,818
Total Budget	\$ 71,912	\$ 97,220	\$ 68,153	\$ 68,154	\$ 68,155	\$ 68,154	\$ 68,154	\$ 68,154	\$ 68,155	\$ 68,157	\$ 68,158	\$ 68,158	\$ 68,155	\$ 850,685	

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
WIOA SERVICES
FY 16-17

PROGRAM NAME: Adult South		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:														
	Participant Supportive Services	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000	
	Payroll Services	\$ 13	\$ 13	\$ 14.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 14	\$ 13	\$ 13	\$ 19	\$ 165	
	Salaries	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,876	\$ 22,877	\$ 274,513	
	Benefits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 48,000	
	Travel/Mileage	\$ 166	\$ 166	\$ 167	\$ 166	\$ 166	\$ 166	\$ 167	\$ 166	\$ 166	\$ 167	\$ 166	\$ 166	\$ 171	\$ 2,000
	Publishing/Marketing Materials/Printing	\$ 30	\$ 30	\$ 31	\$ 30	\$ 30	\$ 30	\$ 31	\$ 30	\$ 30	\$ 31	\$ 30	\$ 30	\$ 37	\$ 370
	Online Assessments	\$ 39	\$ 39	\$ 38	\$ 39	\$ 39	\$ 39	\$ 38	\$ 39	\$ 39	\$ 38	\$ 39	\$ 39	\$ 39	\$ 465
	Meetings/Conferences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Work-Based Training	\$ 11,667	\$ 11,667	\$ 11,666	\$ 11,667	\$ 11,667	\$ 11,667	\$ 11,666	\$ 11,667	\$ 11,667	\$ 11,666	\$ 11,667	\$ 11,667	\$ 11,666	\$ 140,000
	Facility Rent: Cartwright	\$ -	\$ -	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 16,123	\$ 161,230
	Facility Rent: Technology	\$ 10,932	\$ 10,931	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,863
	Security Deposit	\$ -	\$ -	\$ 28,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,148
	Lease Termination and other fees	\$ -	\$ 1,094	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,094
	Moving Expense	\$ 10,380	\$ 10,380	\$ 10,380	\$ 10,380	\$ 10,380	\$ 10,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,900
	Maintenance	\$ 138	\$ 138	\$ 139	\$ 138	\$ 138	\$ 138	\$ 139	\$ 138	\$ 138	\$ 139	\$ 138	\$ 138	\$ 139	\$ 1,660
	Utilities	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 18,000
	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IT Services	\$ 51	\$ 51	\$ 52	\$ 51	\$ 51	\$ 52	\$ 51	\$ 51	\$ 52	\$ 51	\$ 51	\$ 51	\$ 56	\$ 620
	Telephone	\$ 541	\$ 541	\$ 542	\$ 541	\$ 541	\$ 542	\$ 541	\$ 541	\$ 542	\$ 542	\$ 541	\$ 541	\$ 546	\$ 6,500
	Professional Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Equipment	\$ 72	\$ 73	\$ 73	\$ 72	\$ 73	\$ 73	\$ 73	\$ 72	\$ 73	\$ 73	\$ 72	\$ 73	\$ 76	\$ 875
	Equipment Lease	\$ 583	\$ 583	\$ 584	\$ 583	\$ 583	\$ 583	\$ 584	\$ 583	\$ 583	\$ 584	\$ 583	\$ 583	\$ 584	\$ 7,000
	Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Office Supplies	\$ 316	\$ 317	\$ 317	\$ 316	\$ 317	\$ 317	\$ 317	\$ 316	\$ 317	\$ 317	\$ 316	\$ 317	\$ 317	\$ 3,800
	Postage	\$ 1	\$ 2	\$ 2	\$ 1	\$ 2	\$ 2	\$ 2	\$ 1	\$ 2	\$ 2	\$ 1	\$ 2	\$ 1	\$ 19
	Other (Security Guard and Alarm)	\$ 90	\$ 90	\$ 91	\$ 90	\$ 90	\$ 90	\$ 91	\$ 90	\$ 90	\$ 91	\$ 90	\$ 90	\$ 92	\$ 1,085
	Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Profit	\$ 4,859	\$ 4,860	\$ 4,860	\$ 4,859	\$ 4,860	\$ 4,860	\$ 4,860	\$ 4,859	\$ 4,860	\$ 4,860	\$ 4,859	\$ 4,860	\$ 4,862	\$ 58,318
	Program Subtotal	\$ 70,754	\$ 71,851	\$ 104,103	\$ 75,945	\$ 75,949	\$ 65,575	\$ 65,565	\$ 65,569	\$ 65,575	\$ 65,565	\$ 65,569	\$ 65,569	\$ 65,605	\$ 857,625
	ADMIN	Administration:													
		Salaries	\$ 1,631	\$ 1,631	\$ 1,632	\$ 1,631	\$ 1,631	\$ 1,632	\$ 1,631	\$ 1,631	\$ 1,632	\$ 1,631	\$ 1,630	\$ 1,630	\$ 19,573
		Benefits	\$ 287	\$ 288	\$ 288	\$ 287	\$ 288	\$ 288	\$ 287	\$ 288	\$ 288	\$ 287	\$ 288	\$ 289	\$ 3,453
		Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Indirect		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Admin Profit		\$ 139	\$ 140	\$ 140	\$ 139	\$ 140	\$ 140	\$ 139	\$ 140	\$ 140	\$ 139	\$ 140	\$ 143	\$ 1,679	
Administration Subtotal	\$ 2,057	\$ 2,059	\$ 2,060	\$ 2,057	\$ 2,059	\$ 2,060	\$ 2,057	\$ 2,059	\$ 2,060	\$ 2,057	\$ 2,058	\$ 2,062	\$ 24,705		
Total Budget	\$ 72,811	\$ 73,910	\$ 106,163	\$ 78,002	\$ 78,008	\$ 67,635	\$ 67,622	\$ 67,628	\$ 67,635	\$ 67,622	\$ 67,627	\$ 67,667	\$ 882,330		

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Dislocated Worker North		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:														
	Participant Supportive Services	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 45,000	
	Payroll Services	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 200	
	Salaries	\$ 42,359	\$ 42,359	\$ 42,359	\$ 42,359	\$ 42,359	\$ 42,359	\$ 42,359	\$ 42,359	\$ 42,358	\$ 42,358	\$ 42,358	\$ 42,358	\$ 508,303	
	Benefits	\$ 8,657	\$ 8,657	\$ 8,657	\$ 8,657	\$ 8,657	\$ 8,657	\$ 8,657	\$ 8,657	\$ 8,658	\$ 8,658	\$ 8,658	\$ 8,658	\$ 103,889	
	Travel/Mileage	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	
	Publishing/Marketing Materials/Printing	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 500	
	Online Assessments	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 500	
	Meetings/Conferences													\$ -	
	Work-Based Training	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 210,000	
	Facility Rent: Garden Grove	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 14,279	\$ 171,348	
	Facility Rent: Buena Park	\$ 5,636	\$ 5,636											\$ 11,272	
	Security Deposit		\$ 29,000											\$ 29,000	
	Lease Termination and other fees		\$ 6,463											\$ 6,463	
	Moving Expense													\$ -	
	Maintenance	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 66	\$ 66	\$ 66	\$ 800	
	Utilities													\$ -	
	Insurance	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 1,500	
	IT Services	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 166	\$ 166	\$ 166	\$ 166	\$ 2,000	
	Telephone	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,084	\$ 3,084	\$ 3,084	\$ 37,000	
	Professional Memberships													\$ -	
	Subscriptions													\$ -	
	Equipment													\$ -	
	Equipment Lease	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 18,000	
	Drug Testing													\$ -	
	Office Supplies	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 584	\$ 584	\$ 584	\$ 7,000	
	Postage	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 500	
	Indirect													\$ -	
	Profit	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,332	\$ 6,331	\$ 6,331	\$ 75,981	
	Program Subtotal	\$ 104,428	\$ 139,891	\$ 98,792	\$ 98,792	\$ 98,795	\$ 98,795	\$ 98,795	\$ 98,795	\$ 98,795	\$ 98,794	\$ 98,793	\$ 98,793	\$ 1,232,256	
	ADMIN	Administration													
		Salaries	\$ 2,206	\$ 2,206	\$ 2,206	\$ 2,206	\$ 2,206	\$ 2,206	\$ 2,206	\$ 2,205	\$ 2,205	\$ 2,205	\$ 2,205	\$ 2,205	\$ 26,466
		Benefits	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 552	\$ 552	\$ 552	\$ 552	\$ 6,617
		Audit													\$ -
		Admin Indirect													\$ -
		Admin Profit	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 201	\$ 2,413
		Administration Subtotal	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,957	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 35,496
	Total Budget	\$ 107,386	\$ 142,849	\$ 101,750	\$ 101,750	\$ 101,753	\$ 101,753	\$ 101,753	\$ 101,752	\$ 101,753	\$ 101,752	\$ 101,751	\$ 101,751	\$ 101,752	\$ 1,267,752

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
WIOA SERVICES
FY 16-17

PROGRAM NAME: Dislocated Worker													
South													
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Program Related Services:													
Participant Supportive Services	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 45,000
Payroll Services	\$ 22	\$ 22	\$ 23	\$ 22	\$ 22	\$ 23	\$ 22	\$ 22	\$ 23	\$ 22	\$ 22	\$ 25	\$ 270
Salaries	\$ 37,565	\$ 37,565	\$ 37,566	\$ 37,565	\$ 37,565	\$ 37,565	\$ 37,565	\$ 37,565	\$ 37,566	\$ 37,565	\$ 37,565	\$ 37,565	\$ 450,783
Benefits	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000
Travel/Mileage	\$ 166	\$ 166	\$ 167	\$ 166	\$ 166	\$ 167	\$ 166	\$ 166	\$ 167	\$ 166	\$ 166	\$ 171	\$ 2,000
Publishing/Marketing Materials/Printing	\$ 45	\$ 46	\$ 46	\$ 46	\$ 45	\$ 46	\$ 45	\$ 46	\$ 46	\$ 45	\$ 46	\$ 48	\$ 550
Online Assessments	\$ 60	\$ 60	\$ 61	\$ 60	\$ 60	\$ 61	\$ 60	\$ 60	\$ 61	\$ 60	\$ 60	\$ 59	\$ 722
Meetings/Conferences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Work-Based Training	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 210,000
Facility Rent: Cartwright	\$ -	\$ -	\$ 21,044	\$ 21,045	\$ 21,045	\$ 21,044	\$ 21,045	\$ 21,044	\$ 21,045	\$ 21,045	\$ 21,044	\$ 21,048	\$ 210,448
Facility Rent: Technology	\$ 16,065	\$ 16,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,129
Security Deposit	\$ -	\$ -	\$ 42,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,222
Lease Termination and other fees	\$ -	\$ 1,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,641
Moving Expense	\$ 15,797	\$ 15,797	\$ 15,797	\$ 15,797	\$ 15,798	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,986
Maintenance	\$ 233	\$ 233	\$ 234	\$ 233	\$ 233	\$ 234	\$ 233	\$ 233	\$ 234	\$ 233	\$ 233	\$ 234	\$ 2,800
Utilities	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 27,000
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Services	\$ 83	\$ 83	\$ 84	\$ 83	\$ 83	\$ 84	\$ 83	\$ 83	\$ 84	\$ 83	\$ 83	\$ 84	\$ 1,000
Telephone	\$ 916	\$ 917	\$ 917	\$ 916	\$ 917	\$ 917	\$ 916	\$ 917	\$ 917	\$ 916	\$ 917	\$ 917	\$ 11,000
Professional Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 119	\$ 119	\$ 120	\$ 119	\$ 119	\$ 120	\$ 119	\$ 119	\$ 120	\$ 119	\$ 119	\$ 118	\$ 1,430
Equipment Lease	\$ 970	\$ 970	\$ 971	\$ 970	\$ 970	\$ 971	\$ 970	\$ 970	\$ 971	\$ 970	\$ 970	\$ 977	\$ 11,650
Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
Postage	\$ 3	\$ 3	\$ 2	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 2	\$ 2	\$ 2	\$ 2	\$ 30
Other (Security Guard and Alarm)	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 3,300
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Profit	\$ 7,289	\$ 7,289	\$ 7,290	\$ 7,289	\$ 7,289	\$ 7,290	\$ 7,289	\$ 7,289	\$ 7,290	\$ 7,289	\$ 7,289	\$ 7,295	\$ 87,477
Program Subtotal	\$ 108,608	\$ 110,250	\$ 155,819	\$ 113,588	\$ 113,590	\$ 97,801	\$ 97,790	\$ 97,793	\$ 97,800	\$ 97,790	\$ 97,791	\$ 97,818	\$ 1,286,438
Administration													
Salaries	\$ 2,331	\$ 2,331	\$ 2,332	\$ 2,331	\$ 2,331	\$ 2,332	\$ 2,331	\$ 2,331	\$ 2,332	\$ 2,331	\$ 2,331	\$ 2,332	\$ 27,976
Benefits	\$ 546	\$ 547	\$ 547	\$ 546	\$ 547	\$ 547	\$ 546	\$ 547	\$ 547	\$ 546	\$ 547	\$ 549	\$ 6,562
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Profit	\$ 209	\$ 210	\$ 210	\$ 209	\$ 210	\$ 210	\$ 209	\$ 210	\$ 210	\$ 209	\$ 210	\$ 213	\$ 2,519
Administration Subtotal	\$ 3,086	\$ 3,088	\$ 3,089	\$ 3,086	\$ 3,088	\$ 3,089	\$ 3,086	\$ 3,088	\$ 3,089	\$ 3,086	\$ 3,088	\$ 3,094	\$ 37,057
Total Budget	\$ 111,694	\$ 113,338	\$ 158,908	\$ 116,674	\$ 116,678	\$ 100,890	\$ 100,876	\$ 100,881	\$ 100,889	\$ 100,876	\$ 100,879	\$ 100,912	\$ 1,323,495

Attachment A

Attachment C-2 Budget expenditure Plan

Contractor: ProPath

WIOA SERVICES

FY 16-17

PROGRAM NAME: Business Services Rapid Response		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:														
	Salaries	\$ 18,173	\$ 18,173	\$ 18,174	\$ 18,173	\$ 18,173	\$ 18,173	\$ 18,174	\$ 18,173	\$ 18,173	\$ 18,174	\$ 18,173	\$ 18,180	\$ 18,174	\$ 218,087
	Benefits	\$ 3,666	\$ 3,666	\$ 3,667	\$ 3,666	\$ 3,666	\$ 3,666	\$ 3,667	\$ 3,666	\$ 3,666	\$ 3,667	\$ 3,666	\$ 3,666	\$ 3,671	\$ 44,000
	Travel/Mileage	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800
	Publishing/Marketing Materials/Printing	\$ 291	\$ 291	\$ 292	\$ 291	\$ 291	\$ 291	\$ 292	\$ 291	\$ 291	\$ 292	\$ 291	\$ 291	\$ 296	\$ 3,500
	Meetings/Conferences	\$ 12	\$ 12	\$ 13	\$ 12	\$ 12	\$ 12	\$ 13	\$ 12	\$ 12	\$ 13	\$ 12	\$ 12	\$ 15	\$ 150
	Job Fairs (In response to LayOff Event ONLY)	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,837	\$ 22,000
	Utilities	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IT Services	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 300
	Telephone	\$ 416	\$ 416	\$ 417	\$ 416	\$ 416	\$ 416	\$ 417	\$ 416	\$ 416	\$ 417	\$ 416	\$ 416	\$ 421	\$ 5,000
	Professional Memberships	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 2,100
	Subscriptions	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 20	\$ 130
	Equipment Lease	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
	Office Supplies	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 166	\$ 170	\$ 170	\$ 2,000
	Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Profit	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,928	\$ 1,927	\$ 1,927	\$ 1,927	\$ 1,928	\$ 23,133
		Program Subtotal	\$ 28,345	\$ 28,345	\$ 28,350	\$ 28,345	\$ 28,345	\$ 28,350	\$ 28,345	\$ 28,345	\$ 28,349	\$ 28,344	\$ 28,355	\$ 28,382	\$ 340,200
	ADMIN	Administration													
		Salaries	\$ 648	\$ 648	\$ 649	\$ 648	\$ 648	\$ 649	\$ 648	\$ 648	\$ 649	\$ 648	\$ 648	\$ 653	\$ 7,784
		Benefits	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 116	\$ 1,370
Admin Indirect		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Profit		\$ 53	\$ 53	\$ 54	\$ 53	\$ 53	\$ 53	\$ 54	\$ 53	\$ 53	\$ 54	\$ 53	\$ 53	\$ 60	\$ 646
	Administration Subtotal	\$ 815	\$ 815	\$ 817	\$ 815	\$ 815	\$ 817	\$ 815	\$ 815	\$ 817	\$ 815	\$ 815	\$ 829	\$ 9,800	
	Total Budget	\$ 29,160	\$ 29,160	\$ 29,167	\$ 29,160	\$ 29,160	\$ 29,167	\$ 29,160	\$ 29,160	\$ 29,166	\$ 29,159	\$ 29,170	\$ 29,211	\$ 350,000	

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
SCSEP SERVICES
FY 16-17

PROGRAM NAME: SCSEP		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:														
	Participant Wages	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 528,000	
	Participant Benefits	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,272	\$ 5,271	\$ 63,263	
	Payroll Services	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 4,500	
	Salaries	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,948	\$ 5,949	\$ 5,949	\$ 5,949	\$ 71,380	
	Benefits	\$ 1,050	\$ 1,050	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 12,610	
	Travel/Mileage	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 66	\$ 66	\$ 66	\$ 66	\$ 800	
	Publishing/Marketing Materials/Printing	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 16	\$ 16	\$ 16	\$ 16	\$ 200	
	Meetings/Conferences	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 41	\$ 41	\$ 41	\$ 41	\$ 500	
	Facility Rent													\$ -	
	Lease Termination and other fees													\$ -	
	Maintenance	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 30	\$ 350	
	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	
	Insurance													\$ -	
	IT Services	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 30	\$ 350	
	Telephone	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	
	Professional Memberships													\$ -	
	Subscriptions													\$ -	
	Equipment													\$ -	
	Equipment Lease	\$ 192	\$ 192	\$ 192	\$ 192	\$ 192	\$ 192	\$ 192	\$ 192	\$ 192	\$ 191	\$ 191	\$ 191	\$ 2,300	
	Drug Testing													\$ -	
	Office Supplies	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 84	\$ 84	\$ 84	\$ 1,000	
	Postage	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600	
	Program Subtotal	\$ 57,654	\$ 57,654	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,653	\$ 57,653	\$ 57,655	\$ 57,654	\$ 691,853
	ADMIN	Administration													
		Salaries													\$ -
		Benefits													\$ -
		Audit													\$ -
Administration Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Budget	\$ 57,654	\$ 57,654	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,655	\$ 57,653	\$ 57,653	\$ 57,655	\$ 57,654	\$ 691,853	

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
OCAVets SERVICES
FY 16-17

PROGRAM NAME: OCAVets		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
PROGRAM	Program Related Services:													
	Participant Supportive Services	\$ 11,917	\$ 11,917	\$ 11,917	\$ 11,917	\$ 11,917	\$ 11,917	\$ 11,917	\$ 11,917	\$ 11,916	\$ 11,916	\$ 11,916	\$ 11,916	\$ 143,000
	Payroll Services	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 100
	Salaries	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,051	\$ 8,051	\$ 8,051	\$ 8,051	\$ 8,051	\$ 8,051	\$ 8,051	\$ 8,051	\$ 8,051	\$ 96,609
	Benefits	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,373	\$ 1,373	\$ 1,373	\$ 1,373	\$ 1,373	\$ 16,483
	Peer Mentors	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 11,045	\$ 132,540
	Travel/Mileage	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
	Publishing/Marketing Materials/Printing	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 41	\$ 41	\$ 41	\$ 41	\$ 500
	Meetings/Conferences	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 41	\$ 41	\$ 41	\$ 41	\$ 500
	Facility Rent													\$ -
	Lease Termination and other fees													\$ -
	Maintenance													\$ -
	Utilities													\$ -
	Insurance													\$ -
	IT Services													\$ -
	Telephone													\$ -
	Professional Memberships													\$ -
	Subscriptions													\$ -
	Equipment													\$ -
	Equipment Lease													\$ -
	Drug Testing													\$ -
	Office Supplies	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 84	\$ 84	\$ 84	\$ 84	\$ 1,000
	Postage	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 100
	Indirect													\$ -
	Profit	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,297	\$ 2,298	\$ 2,298	\$ 2,298	\$ 2,298
Program Subtotal	\$ 35,118	\$ 35,118	\$ 35,118	\$ 35,119	\$ 35,117	\$ 35,117	\$ 35,117	\$ 35,117	\$ 35,116	\$ 35,115	\$ 35,115	\$ 35,115	\$ 35,115	\$ 421,400
ADMIN	Administration													
	Salaries	\$ 709	\$ 709	\$ 709	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 8,517
	Benefits	\$ 236	\$ 236	\$ 236	\$ 236	\$ 236	\$ 236	\$ 236	\$ 236	\$ 236	\$ 235	\$ 235	\$ 235	\$ 2,829
	Audit													\$ -
	Admin Indirect													\$ -
	Admin Profit	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 67	\$ 67	\$ 794
	Administration Subtotal	\$ 1,011	\$ 1,011	\$ 1,011	\$ 1,012	\$ 1,012	\$ 1,012	\$ 1,012	\$ 1,012	\$ 1,012	\$ 1,011	\$ 1,012	\$ 1,012	\$ 12,140
Total Budget	\$ 36,129	\$ 36,129	\$ 36,129	\$ 36,131	\$ 36,129	\$ 36,129	\$ 36,129	\$ 36,129	\$ 36,128	\$ 36,127	\$ 36,126	\$ 36,127	\$ 36,127	\$ 433,540

Attachment A

Attachment C-2 Budget Expenditure Plan Contractor: ProPath SSA Employment Preparation Program (EPP) FY 16-17

PROGRAM NAME: SSA EPP		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:														
	EPP Wages & Benefits	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,790	\$ 110,790	\$ 1,329,470	
	Salaries													\$ -	
	Benefits													\$ -	
	Travel/Mileage													\$ -	
	Publishing/Marketing Materials/Printing													\$ -	
	Meetings/Conferences													\$ -	
	Facility Rent														\$ -
	Equipment														\$ -
	Equipment Lease														\$ -
	Drug Testing														\$ -
	Office Supplies														\$ -
	Program Subtotal	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,789	\$ 110,790	\$ 110,790	\$ 1,329,470
	ADMIN	Administration													
Salaries		\$ 596	\$ 596	\$ 596	\$ 596	\$ 596	\$ 596	\$ 596	\$ 596	\$ 596	\$ 596	\$ 595	\$ 595	\$ 7,150	
Benefits		\$ 213	\$ 213	\$ 213	\$ 213	\$ 213	\$ 213	\$ 212	\$ 212	\$ 212	\$ 212	\$ 212	\$ 212	\$ 2,550	
Payroll Services		\$ 317	\$ 317	\$ 317	\$ 317	\$ 317	\$ 317	\$ 317	\$ 317	\$ 316	\$ 316	\$ 316	\$ 316	\$ 3,800	
Administration Subtotal		\$ 1,126	\$ 1,126	\$ 1,126	\$ 1,126	\$ 1,126	\$ 1,126	\$ 1,125	\$ 1,125	\$ 1,124	\$ 1,124	\$ 1,123	\$ 1,123	\$ 13,500	
Total Budget	\$ 111,915	\$ 111,915	\$ 111,915	\$ 111,915	\$ 111,915	\$ 111,915	\$ 111,914	\$ 111,914	\$ 111,913	\$ 111,913	\$ 111,913	\$ 111,913	\$ 111,913	\$ 1,342,970	

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
SSA Work Experience (WEX)
FY 16-17

PROGRAM NAME: SSA WEX		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
PROGRAM	Program Related Services:													
	WEX Wages & Benefits	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,334	\$ 23,334	\$ 23,334	\$ 23,334	\$ 280,000
	Payroll Services													\$ -
	Salaries													\$ -
	Benefits													\$ -
	Travel/Mileage													\$ -
	Publishing/Marketing Materials/Printing													\$ -
	Meetings/Conferences													\$ -
	Facility Rent													\$ -
	Equipment													\$ -
	Equipment Lease													\$ -
	Drug Testing													\$ -
	Office Supplies													\$ -
		Program Subtotal	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,334	\$ 23,334	\$ 23,334	\$ 23,334
ADMIN	Administration													
	Salaries	\$ 129	\$ 129	\$ 129	\$ 129	\$ 129	\$ 129	\$ 129	\$ 129	\$ 129	\$ 129	\$ 130	\$ 130	\$ 1,550
	Benefits	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43	\$ 44	\$ 44	\$ 44	\$ 44	\$ 520
	Payroll Services	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 900
		Administration Subtotal	\$ 247	\$ 247	\$ 247	\$ 247	\$ 247	\$ 247	\$ 247	\$ 247	\$ 248	\$ 248	\$ 249	\$ 249
	Total Budget	\$ 23,580	\$ 23,580	\$ 23,580	\$ 23,580	\$ 23,580	\$ 23,580	\$ 23,580	\$ 23,580	\$ 23,582	\$ 23,582	\$ 23,583	\$ 23,583	\$ 282,970

Attachment C-2 Budget Expenditure Plan

ProPath
VEAP 7 SERVICES
PY 16-17

PROGRAM NAME: VEAP 7 - Adult 15%					
ProPath		Jul-16	Aug-16	Sep-16	Total
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 950	\$ 950	\$ 950	\$ 2,850
	Salaries	\$ 509	\$ 509	\$ 508	\$ 1,526
	Benefits	\$ 114	\$ 114	\$ 115	\$ 343
	Travel/Mileage	\$ 120	\$ 120	\$ 120	\$ 360
	Publishing/Marketing Materials/Printing	\$ 22	\$ 22	\$ 21	\$ 65
	Meetings/Conferences				\$ -
	Work-Based Training				\$ -
	Facility Rent				\$ -
	Lease Termination and other fees				\$ -
	Maintenance				\$ -
	Utilities				\$ -
	Insurance				\$ -
	IT Services				\$ -
	Telephone				\$ -
	Professional Memberships				\$ -
	Subscriptions				\$ -
	Equipment				\$ -
	Equipment Lease				\$ -
	Drug Testing				\$ -
	Office Supplies				\$ -
	Postage				\$ -
	Indirect				\$ -
Profit	\$ 119	\$ 119	\$ 120	\$ 358	
Program Subtotal	\$ 1,834	\$ 1,834	\$ 1,834	\$ 5,502	
ADMIN	Administration				
	Salaries	\$ 40	\$ 40	\$ 41	\$ 121
	Benefits	\$ 9	\$ 9	\$ 9	\$ 27
	Audit				\$ -
	Admin Indirect				\$ -
	Admin Profit	\$ 4	\$ 4	\$ 3	\$ 11
Administration Subtotal	\$ 53	\$ 53	\$ 53	\$ 159	
Total Budget		\$ 1,887	\$ 1,887	\$ 1,887	\$ 5,661

Attachment C-2 Budget Expenditure Plan

ProPath
VEAP 7 SERVICES
PY 16-17

PROGRAM NAME: VEAP 7 - DW 25%					
ProPath		Jul-16	Aug-16	Sep-16	Total
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 682	\$ 682	\$ 682	\$ 2,046
	Salaries	\$ 763	\$ 763	\$ 764	\$ 2,290
	Benefits	\$ 205	\$ 205	\$ 204	\$ 614
	Travel/Mileage				\$ -
	Publishing/Marketing Materials/Printing				\$ -
	Meetings/Conferences				\$ -
	Work-Based Training				\$ -
	Facility Rent				\$ -
	Lease Termination and other fees				\$ -
	Maintenance				\$ -
	Utilities				\$ -
	Insurance				\$ -
	IT Services				\$ -
	Telephone				\$ -
	Professional Memberships				\$ -
	Subscriptions				\$ -
	Equipment				\$ -
	Equipment Lease				\$ -
	Drug Testing				\$ -
	Office Supplies				\$ -
	Postage				\$ -
	Indirect				\$ -
Profit	\$ 114	\$ 114	\$ 115	\$ 343	
Program Subtotal	\$ 1,764	\$ 1,764	\$ 1,765	\$ 5,293	
ADMIN	Administration				
	Salaries	\$ 38	\$ 38	\$ 38	\$ 114
	Benefits	\$ 9	\$ 9	\$ 10	\$ 28
	Audit				\$ -
	Admin Indirect				\$ -
	Admin Profit	\$ 3	\$ 3	\$ 4	\$ 10
Administration Subtotal	\$ 50	\$ 50	\$ 52	\$ 152	
Total Budget		\$ 1,814	\$ 1,814	\$ 1,817	\$ 5,445

Attachment C-2 Contribution Plan

ProPath

VEAP 7 SERVICES

PY 16-17

PROGRAM NAME: VEAP 7 - Adult 15% ProPath		Jul-16	Aug-16	Sep-16	Total
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
	Salaries	\$ 935	\$ 936	\$ 936	\$ 2,807
	Benefits	\$ 2,632	\$ 2,632	\$ 2,632	\$ 7,896
	Travel/Mileage	\$ 167	\$ 167	\$ 166	\$ 500
	Publishing/Marketing Materials/Printing	\$ 138	\$ 138	\$ 138	\$ 414
	Meetings/Conferences				\$ -
	Work-Based Training	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
	Facility Rent				\$ -
	Lease Termination and other fees				\$ -
	Maintenance	\$ 10	\$ 10	\$ 10	\$ 30
	Utilities	\$ 400	\$ 400	\$ 400	\$ 1,200
	Insurance				\$ -
	IT Services	\$ 34	\$ 33	\$ 33	\$ 100
	Telephone	\$ 567	\$ 567	\$ 566	\$ 1,700
	Professional Memberships				\$ -
	Subscriptions				\$ -
	Equipment				\$ -
	Equipment Lease	\$ 334	\$ 333	\$ 333	\$ 1,000
	Drug Testing				\$ -
Office Supplies	\$ 167	\$ 167	\$ 166	\$ 500	
Postage				\$ -	
	All Program Subtotal	\$ 11,384	\$ 11,383	\$ 11,380	\$ 34,147
ADMIN	Administration				
	Salaries	\$ 400	\$ 400	\$ 400	\$ 1,200
	Benefits	\$ 66	\$ 65	\$ 65	\$ 196
	Audit				\$ -
	Administration Subtotal	\$ 466	\$ 465	\$ 465	\$ 1,396
	Total Budget	\$ 11,850	\$ 11,848	\$ 11,845	\$ 35,543

Attachment C-2 Contribution Plan

ProPath

VEAP 7 SERVICES

PY 16-17

PROGRAM NAME: VEAP 7 - DW 25%					
ProPath		Jul-16	Aug-16	Sep-16	Total
PROGRAM	Program Related Services:				
	Participant Supportive Services	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
	Salaries	\$ 106	\$ 106	\$ 106	\$ 318
	Benefits	\$ 2,281	\$ 2,281	\$ 2,280	\$ 6,842
	Travel/Mileage	\$ 167	\$ 167	\$ 166	\$ 500
	Publishing/Marketing Materials/Printing	\$ 167	\$ 167	\$ 166	\$ 500
	Meetings/Conferences				\$ -
	Work-Based Training	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
	Facility Rent				\$ -
	Lease Termination and other fees				\$ -
	Maintenance	\$ 10	\$ 10	\$ 10	\$ 30
	Utilities	\$ 400	\$ 400	\$ 400	\$ 1,200
	Insurance				\$ -
	IT Services	\$ 30	\$ 30	\$ 30	\$ 90
	Telephone	\$ 567	\$ 567	\$ 566	\$ 1,700
	Professional Memberships				\$ -
	Subscriptions				\$ -
	Equipment				\$ -
	Equipment Lease	\$ 334	\$ 333	\$ 333	\$ 1,000
	Drug Testing				\$ -
	Office Supplies	\$ 167	\$ 167	\$ 166	\$ 500
Postage				\$ -	
Program Subtotal	\$ 10,229	\$ 10,228	\$ 10,223	\$ 30,680	
ADMIN	Administration				
	Salaries	\$ 518	\$ 518	\$ 517	\$ 1,553
	Benefits	\$ 85	\$ 84	\$ 84	\$ 253
	Audit				\$ -
Administration Subtotal	\$ 603	\$ 602	\$ 601	\$ 1,806	
Total Budget	\$ 10,832	\$ 10,830	\$ 10,824	\$ 32,486	

Attachment A

Attachment C-2 Budget Expenditure Plan

Contractor: ProPath
WIOA SERVICES
FY 16-17

PROGRAM NAME: Supervised Population		Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
PROGRAM	Program Related Services:											
	Participant Supportive Services	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 11,250
	Salaries	\$ 7,018	\$ 7,018	\$ 7,017	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,017	\$ 7,018	\$ 7,018	\$ 7,017	\$ 70,200
	Benefits	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 12,000
	Travel/Mileage	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 1,200
	Publishing/Marketing Materials/Printing											
	Meetings/Conferences											
	Customized Training / OJT	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 45,000
	Individual Training Account (ITA) - Leverage											
	Work Experience (WEX)	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 5,625	\$ 56,250
	Testing /Instructional material/Certifications	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 2,250
	Facility Rent											
	Lease Termination and other fees											
	Maintenance											
	Utilities											
	Insurance											
	IT Services											
	Telephone	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,500
	Professional Memberships											
	Subscriptions											
	Equipment											
	Equipment Lease	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 2,700
	Drug Testing											
	Office Supplies	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,500
	Postage											
Profit	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 1,487	\$ 14,871	
Program Subtotal	\$ 21,870	\$ 21,870	\$ 21,869	\$ 21,870	\$ 21,870	\$ 21,870	\$ 21,869	\$ 21,870	\$ 21,870	\$ 21,869	\$ 21,873	\$ 218,700
ADMIN	Administration											
	Salaries	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 501	\$ 4,992
	Benefits	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 880
	Audit											
	Profit	\$ 43	\$ 43	\$ 42	\$ 43	\$ 43	\$ 42	\$ 43	\$ 43	\$ 42	\$ 44	\$ 428
	Administration Subtotal	\$ 630	\$ 630	\$ 629	\$ 630	\$ 630	\$ 629	\$ 630	\$ 630	\$ 629	\$ 633	\$ 6,300
Total Budget	\$ 22,500	\$ 22,500	\$ 22,498	\$ 22,500	\$ 22,500	\$ 22,498	\$ 22,500	\$ 22,500	\$ 22,498	\$ 22,506	\$ 225,000	

Attachment A

Attachment C-2 Budget Contribution Plan

Contractor: ProPath
WIOA SERVICES
FY 16-17

PROGRAM NAME: Supervised Population		Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	
PROGRAM	Program Related Services:												
	Participant Supportive Services	\$ 563	\$ 563	\$ 563	\$ 563	\$ 563	\$ 562	\$ 562	\$ 562	\$ 562	\$ 562	\$ 5,625	
	Salaries	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 35,090	
	Benefits	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 6,000	
	Travel/Mileage	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 600	
	Publishing/Marketing Materials/Printing												
	Meetings/Conferences												
	Customized Training / OJT	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 22,500	
	Individual Training Account (ITA) - Leverage	\$ -											\$ -
	Work Experience (WEX)	\$ 577	\$ 577	\$ 578	\$ 577	\$ 577	\$ 578	\$ 578	\$ 577	\$ 577	\$ 578	\$ 5,774	
	Testing /Instructional material/Certifications	\$ 113	\$ 113	\$ 113	\$ 113	\$ 113	\$ 112	\$ 112	\$ 112	\$ 112	\$ 112	\$ 1,125	
	Facility Rent												
	Lease Termination and other fees												
	Maintenance												
	Utilities												
	Insurance												
	IT Services												
	Telephone	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 750	
	Professional Memberships												
	Subscriptions												
	Equipment												
	Equipment Lease	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 1,350	
	Drug Testing												
	Office Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 750	
	Postage												
Profit	\$ -											\$ -	
	Program Subtotal	\$ 7,957	\$ 7,957	\$ 7,958	\$ 7,957	\$ 7,957	\$ 7,956	\$ 7,956	\$ 7,955	\$ 7,955	\$ 7,956	\$ 79,564	
ADMIN	Administration												
	Salaries	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 249	\$ 249	\$ 249	\$ 249	\$ 2,496	
	Benefits	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 440	
	Audit												
	Profit	\$ -										\$ -	
	Administration Subtotal	\$ 294	\$ 294	\$ 294	\$ 294	\$ 294	\$ 294	\$ 293	\$ 293	\$ 293	\$ 293	\$ 2,936	
	Total Budget	\$ 8,251	\$ 8,251	\$ 8,252	\$ 8,251	\$ 8,251	\$ 8,250	\$ 8,249	\$ 8,248	\$ 8,248	\$ 8,249	\$ 82,500	

ARTICLE I. PROGRAM DEFINITIONS

- A. “Additional Indicators” means indicators that are not subject to goal-setting and corrective action. [20 CFR 641.700(a)]

Additional indicators include:

1. Retention in unsubsidized employment for one (1) year.
2. Satisfaction of the participants, employers, and their host agencies with their experiences and the services provided.
3. Entered into volunteer work.

[OAA § 513(b)(2)] [20 CFR 641.700(c)] [20 CFR 641.710(b)]

- B. “American Job Centers” (AJC) (previously known as the One-Stop Career Centers) means agencies that are funded by the Workforce Innovation and Opportunities Act (WIOA).
- C. “BCT Partners” is the entity designated by United States (U.S.) Department of Labor (DOL) to maintain the Title V Senior Community Service Employment Program (SCSEP) Performance and Results Quarterly Progress Report System (SPARQ) and the Web Data Collection System (WDCS).
- D. “Charter Oak Group” (COG) is the entity designated by DOL to create and maintain the Title V SCSEP WDCS handbook that provides direction on entering data into the WDCS.
- E. “Classroom Training Hours” means the number of hours spent in classroom training by Title V SCSEP participants. [20 CFR 641.540(c)]
- F. “Community-Service Employment Training” means part-time, temporary employment paid with contract funds in projects at host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. Assignments may be supplemented by general or specialized skills training and a participant must have an Individual Employment Plan (IEP) that details skills to be attained and timelines for achieving the goal. [OAA 518(a)(2)] [20 CFR 641.140] [20 CFR 641.577]
- G. “Core Indicators” means indicators that are subject to goal-setting and corrective action and are: [20 CFR 641.700(a)]
1. Hours of community service employment.

ARTICLE I. PROGRAM DEFINITIONS (Continued)

2. Entry into subsidized employment.
3. Retention in unsubsidized employment for six (6) months.
4. Earnings.
5. Number of eligible individuals served; and
6. Number of most-in-need individuals served.

[OAA § 513(b)(1)] [20 CFR 641.700(b)] [20 CFR 641.710(a)]

- H. “Customer Satisfaction” means satisfaction of the participants, employers, and host agencies with their experience with Title V SCSEP. [20 CFR 641.710(b)(2)]
- I. “Earnings” means the average earnings of those participants who are employed. To calculate earnings, use the total earnings in the second and third quarters after the exit quarter, divided by the number of participants who exit during the quarter. [20 CFR 641.710(a)(4)]
- J. “Eligible Service Population” means unemployed, low-income, California residents who are fifty-five (55) years of age or older and who have poor employment prospects. [OAA § 518(a)(3)(A)] [20 CFR 641.500]

Priority must be given to individuals who are sixty-five (65) years of age and older or:

1. Have a disability.
2. Have limited English proficiency or low literacy skills.
3. Reside in a rural area.
4. Are veterans or spouses of veterans as defined in 20 CFR 641.520(a)(5) 38 U.S.C. 4215(a).
5. Have low employment prospects.
6. Have failed to find employment after utilizing services provided through the One-Stop Delivery System.
7. Are homeless or at risk for homelessness.

[OAA § 518(b)(1)-(2)] [20 CFR 641.520]

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- K. “Entry into Unsubsidized Employment” (entered employment) means participants who are employed in the first quarter after the exit quarter. [20 CFR 641.710(a)(2)]
- L. “Entry into Volunteer Work” are those not engaged in volunteer work at the time of entry into the Title V SCSEP. The number of those who enter into volunteer work equals the number of such participants who perform volunteer work in the first quarter after the exit quarter, divided by the number of such participants who exit during the quarter. [20 CFR 641.700(c)(4)] [20 CFR 641.710(b)(3)] [SCSEP Quarterly Progress Report, ETA 5140]
- M. “Host Agency” means a public agency or private non-profit organization exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more participants. [20 CFR 641.140]
- N. “Hours (in the aggregate) of Community Service Employment Training” (community service hours) means the number of hours of community service provided by Title V SCSEP participants. [20 CFR 641.710(a)(1)]
- O. “In-Kind Contributions” means the value of non-cash contributions donated to support the project or program (e.g., property, service, host agency supervisory time, etc.).
- P. “Job Ready” refers to individuals who do not require further education or training to perform work that is available in their labor market.
- Q. “Limited English Proficiency” (LEP) means individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. [20 CFR 641.140]
- R. “Low-Income” means family income not more than 125 percent (125%) of the federal poverty guidelines. [OAA § 518(a)(3)(A)] [20 CFR 641.500]
- S. “Matching Contributions” means local cash and/or in-kind contributions made by the Contractor, Subcontractor, or other local resources that qualify as match for the Contract funding. [OAA § 502(c)(2)] [20 CFR 641.809]
- T. “Modified Positions” means the number of authorized training slots adjusted to account for states with a higher minimum wage paid to participants. [SCSEP Quarterly Progress Report, ETA 5140]

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- U. “Number of Eligible Individuals Served” (service level) means the total number of participants served, divided by the Contractor’s authorized number of positions, after adjusting for minimum wage. [20 CFR 641.710(a)(5)]

- V. “Number of Most-in-Need Individuals Served” (service to most-in-need) means service to participants who meet any of the following characteristics:
 - 1. Have a severe disability.
 - 2. Are frail.
 - 3. Are aged seventy-five (75) or older.
 - 4. Meet the eligibility requirements related to age for, but do not receive, benefits under Title II of the Social Security Act.
 - 5. Live in an area with persistent unemployment and are individuals with severely limited employment prospects.
 - 6. Have LEP.
 - 7. Have low literacy skills.
 - 8. Have a disability.
 - 9. Reside in a rural area.
 - 10. Are veterans.
 - 11. Have low employment prospects.
 - 12. Have failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998.
 - 13. Are homeless or at risk for homelessness. [OAA § 518(a)(3)(B)(ii)] to [20 CFR 641.710(a)(6)]

- W. “On-The-Job-Experience (OJE) Training” means developing a training assignment that provides the participant an opportunity to develop and practice specific skills and/or experience, which are not attainable through the regular community service assignment. [Older Worker Bulletin No. 04-04]

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- X. “Participant” means an individual who is eligible for the Title V SCSEP; is given a community service assignment; and is receiving services funded by the program for up to forty-eight (48) months. [OAA § 518(a)(3)(A)-(B)] [20 CFR 641.140] [20 CFR 641.570(a)]
- Y. “Participant Position” means an authorized training slot whose unit cost includes administration; participant wage and fringe benefits; and other participant costs. The number of participant slots and the amount of funding available for a given fiscal year is based on an equitable distribution ratio determined by the U.S. Census and allocated by DOL. [OAA § 506(g)(1)] [OAA § 507]
- Z. “Participant Durational Limit” means a participant can be enrolled in the program for up to forty-eight (48) months. [OAA § 518(a)(3)(i)] [20 CFR 641.570(a)] [California Department of Aging (CDA) Program Memo (PM) 10-19]
- AA. “Performance Measures” means core indicators and additional indicators of performance that measure the success and effectiveness of the Title V SCSEP. [OAA § 513(b)] [20 CFR 641.700] [20 CFR 641.710]
- BB. “Program Income” means income earned by the Contractor during the Contract period that is directly generated by an allowable activity supported by contract funds or earned as a result of the award of contract funds, and may include:
1. Voluntary contributions received from a participant or responsible party as a result of the service.
 2. Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under this Agreement.
 3. Royalties received on patents and copyrights from contract supported activities.
 4. Proceeds from the sale of items fabricated under a contract agreement.
- CC. “Retention in Unsubsidized Employment for One Year” means full or part-time paid employment of a participant in the public or private sector for one (1) year after the starting date of the participant’s placement into unsubsidized employment without the use of funds under Title V SCSEP or any other federal or State employment subsidy program. [20 CFR 641.710(b)(1)] [SCSEP Quarterly Progress Report, ETA 5140]

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- DD. “Retention in Unsubsidized Employment for Six (6) Months” (employment retention) means full or part-time paid employment of a participant in the public or private sector for six (6) months after the starting date of placement into unsubsidized employment without the use of funds under Title V SCSEP or any other federal or State employment subsidy program. [20 CFR 641.710(a)(3)] [SCSEP Quarterly Progress Report, ETA 5140]
- EE. “Satisfaction Survey” means an instrument that gathers the satisfaction of participants, employers, and their host agencies with their experiences and the services provided. [20 CFR 641.710(b)(2)]
- FF. “State Plan” means a plan that outlines a four-year strategy, and describes the planning and implementation process, for the statewide provision of community service employment and other authorized activities for eligible individuals under Title V SCSEP. [OAA § 503(a)] [20 CFR 641.140]
- GG. “Supportive Services” means services, such as transportation; health and medical services; special job-related or personal counseling; incidentals, such as work shoes, badges, uniforms, eyeglasses, and tools; child and adult care; housing, including temporary shelter; follow-up services; and needs-related payments which are necessary for an individual to participate in program activities authorized under Title V SCSEP. [OAA § 502(c)(6)(A)(iv)] [OAA § 518(a)(7)] [20 CFR 641.140] [20 CFR 641.545]
- HH. “Title V SCSEP Performance and Results Quarterly Progress Report System (SPARQ)” means the DOL system used to process and analyze Title V SCSEP data and the system used to view, print, and save Title V SCSEP quarterly progress reports, data quality reports, and management reports. [OAA § 503(f)(3)-(4)] [20 CFR 641.879(b)] [20 CFR 641.879(e)-(h)]
- II. “Title V Senior Community Service Employment Program (SCSEP)” means a program that serves unemployed, low-income persons who are fifty-five (55) years of age and older and who have poor employment prospects by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment. [OAA § 502(a)(1)] [20 CFR 641.110]
- JJ. “Unemployed” means an individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income. [OAA § 518(a)(8)]

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- KK. “Web Data Collection System (WDCS)” means the DOL web-based data collection system used to input all Title V SCSEP program and participant information into SPARQ. [OAA § 503(f)(3)-(4)] [20 CFR 641.879(b)] [20 CFR 641.879(e)-(h)]

ARTICLE II. SCOPE OF WORK

- A. The Contractor shall perform the following in operating Title V SCSEP program:
1. Implement statutory provisions of the Title V SCSEP in accordance with all applicable laws, regulations, and this Agreement including but not limited to:
 - a. 20 CFR Part 641 SCSEP: Final Rule, September 1, 2010.
 - b. 20 CFR Part 641 SCSEP: Final Rule, Additional Indicator on Volunteer Work, January 31, 2012.
 - c. Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128.
 - d. 2 CFR Part 200, Office of Management and Budget (OMB), Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Final Rule.
 - e. 2 CFR Part 2900, Uniform Administrative, Requirements, Cost Principles and Audit Requirements for Federal Awards Technical Amendments, Department of Labor (DOL).
 - f. 29 CFR 95.5, Part 95 Sub awards.
 - g. 29 CFR 97.40, Monitoring and Reporting Program Performance.
 - h. 20 CFR 652 et al.
 - i. 20 CFR 662.200 to 662.280.
 - j. Jobs for Veterans Act of 2002, Public Law 107-288. [38 U.S.C. 4215]

ARTICLE II. SCOPE OF WORK (Continued)

- k. Age Discrimination in Employment Act of 1967, Public Law 90-202.
 - l. California Healthy Workplaces/Healthy Families Act 2014.
 - m. Age Discrimination Act of 1975. [42 U.S.C. 6101 to 6107]
 - n. Terms and Conditions of this Agreement.
 - o. CDA PM 07-18(P) – Protection of Information Assets.
 - p. Other CDA PMs, laws, regulations, and guidance pertaining to Title V SCSEP posted on the CDA website.
 - q. Any other subsequent TEGs, memos, bulletins, or similar instructions issued during the term of this Agreement by DOL.
2. Develop methods of recruitment and selection that will assure the maximum number of eligible individuals have the opportunity to participate in the program. [20 CFR 641.515(a)]
 3. Provide a paid orientation to participants that include information on project goals and objectives; community service training assignments; training opportunities; available supportive services; the availability of a free physical examination; participant's rights and responsibilities; CDA Participant Termination Policy; CDA Grievance Policy; CDA Authorized Break in Participation Policy; and permitted and prohibited political activities. [20 CFR 641.535(a)(1)] [20 CFR 641.570(d)] [CDA PM 11-06] [CDA PM 11-20] [CDA PM 14-15]
 4. Conduct individual assessments of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; needs for supportive services; potential for performing proposed community service assignment duties; and potential for transition to unsubsidized employment. Assessments must be conducted no less frequently than two (2) times during a 12-month period. [20 CFR 641.535(a)(2)]
 5. Provide an Individual Employment Plan (IEP) for each participant based on an assessment. IEPs shall be developed in partnership with each participant and must reflect the needs as well as the expressed interests and desires of the participant. The initial IEP should include an

ARTICLE II. SCOPE OF WORK (Continued)

appropriate employment goal for each participant. IEPs shall be updated as necessary to reflect information gathered during the participants' assessments. IEPs shall contain goals, action steps to achieve goals, and timelines to complete goals. [20 CFR 641.140] [20 CFR 641.535(a)(3)]

6. Provide or arrange for training for participants specific to their community service assignment or in support of their training needs identified in their IEP. [20 CFR 641.535(a)(5)-(6)]
7. Submit all requests for an OJE to CID for approval prior to exercising the OJE with any participants. [Older Worker Bulletin No. 04-04]
8. Obtain and record the personal information necessary for a proper determination of eligibility for all participants and maintain documentation supporting their eligibility. The income of each participant shall be recertified once every twelve (12) months. Documentation records shall be maintained in a confidential manner. [20 CFR 641.505]
9. Cooperate with community, employment, and training agencies, including agencies under the WIOA, to provide services to low-income older workers. [20 CFR 641.200]
10. Assist CID and OoA in upholding the mandate that local activities must support the strategic focuses outlined in the Title V SCSEP State Plan. [20 CFR 641.315(a)(1)]
11. Submit a SCSEP Project Quarterly Progress Report Narrative to CID using guidance provided by CID (which is based on CDA requirements). [20 CFR 641.879(f)]
12. Follow-up with participants placed into unsubsidized employment to determine whether they are still employed and to make certain that participants receive any follow-up services they may need to ensure retention. [20 CFR 641.545(c)] Follow-up with participants to determine if they entered into volunteer work. [20 CFR 641.710(b)(3)]
13. Execute a signed Memorandum of Understanding (MOU) with the Local Workforce Development Board(s) and the AJC(s) detailing how services will be provided. [20 CFR 662.200 to 662.310]

ARTICLE II. SCOPE OF WORK (Continued)

The MOU must contain the following components:

- a. A description of the functions/services to be performed for AJC clients.
- b. An explanation of how the costs of these functions/services and AJC operations will be funded.
- c. A description of the methods to be used for referring clients among the partners.
- d. The duration of the MOU and procedures for amending it.

[29 U.S.C. 2841(c)] [20 CFR 652 et al.] [20 CFR 662.230(c)]
[20 CFR 662.300]

14. Maintain an up-to-date SCSEP Data Collection Handbook, BCT Partners Data Validation Handbook, and copies of both State and federal departmental requirements so that all responsible persons have ready access to standards, policies, and procedures. [20 CFR 641.879(b)] [20 CFR 641.879(d)-(e)]
15. Use the program data collection and reporting system as required by CDA. [OAA § 503(f)(3)-(4)]
16. Not enroll individuals who can be directly placed into unsubsidized employment. [20 CFR 641.512].
17. Use the COG's SPARQ Handbook, provided on COG's website, for DOL policy guidance, frequently asked questions, and revisions to the handbook. [20 CFR 641.879(b)] [20 CFR 641.879-(h)]

B. Core Indicators and Additional Indicators [20 CFR 641.700(a)-(e)]

1. The Contractor shall meet the annual contracted performance measures which include the following core indicators:
 - a. Hours of community service employment.
 - b. Entry into unsubsidized employment.
 - c. Retention in unsubsidized employment for six (6) months.

ARTICLE II. SCOPE OF WORK (Continued)

d. Earnings.

e. The number of eligible individuals served.

f. The number of most-in-need individuals served.

[OAA § 513(b)(1)] [20 CFR 641.700(b)] [20 CFR 641.710(a)]

2. Additional indicators include:

a. Unsubsidized employment retention (1 year).

b. Customer satisfaction (employer, host agency, participant).

c. Entered into volunteer work.

[OAA § 513(b)(2)] [20 CFR 641.700(c)] [20 CFR 641.710(b)]

C. In addition to the conditions above, the Contractor shall perform the following if subcontracting for Title V SCSEP program services [29 CFR 95.5] [29 CFR 97.40]:

1. Ensure all applicable provisions required within this Agreement are included in any subcontract entered into by the Contractor to carry out the terms of this Agreement.
2. Ensure all applicable provisions required within this Agreement are included in any subcontract entered into by the Contractor to carry out the terms of this Agreement.
3. Conduct an annual onsite monitoring, evaluate, and document the Subcontractor's performance and compliance with this Agreement.
4. Provide training, support and technical assistance to the Subcontractor(s) as needed and respond in writing to all written requests from the Subcontractor(s) for guidance, and interpretation of instructions.

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS

A. General Definitions

1. "Agreement" or "Contract" means the Standard Agreement (Std. 213), Exhibits A, B, C, D and E, an approved Budget as identified in Exhibit B, *and if applicable, a Work Plan or Budget Narrative*, which are hereby incorporated by reference, amendments, and any other documents incorporated by reference; unless otherwise provided for in this Article.
2. "Contractor" means the Area Agency on Aging (AAA) awarded funds under this Agreement and is accountable to the State and/or federal government for use of these funds and is responsible for executing the provisions for services provided under this Agreement.
3. "CCR" means California Code of Regulations.
4. "CFR" means Code of Federal Regulations.
5. "Data Universal Numbering System (DUNS) number" means the nine-digit number established and assigned by Dun and Bradstreet, Inc., to uniquely identify business entities.
6. "Cal. Gov. Code" means California Government Code.
7. "OMB" means the federal Office of Management and Budget.
8. "PCC" means the Public Contract Code.
9. "Reimbursable item" also means "allowable cost" and "compensable item."
10. "State" and "Department" mean the State of California and the California Department of Aging (CDA) interchangeably.
11. "Subcontractor" means the legal entity that receives funds from the Contractor to carry out part of a federal award identified in this Agreement.
12. "Subcontract" means any form of legal agreement between the Contractor and the Subcontractor, including an agreement that the Contractor considers a contract, including vendor type Agreements for providing goods or services under this Agreement.
13. "USC" means United States Code.
14. "Welf. & Inst. Code" means Welfare and Institutions Code.

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS (Continued)

B. Resolution of Language Conflicts

The terms and conditions of this federal award and other requirements have the following order of precedence, if there is any conflict in what they require:

1. The Terms and Conditions of the DOL Grant with CDA.
2. The Older American Act Amendments of 2006 (OAA) as amended and other applicable federal statutes and their implementing regulations.
3. If applicable, the Older Californians Act and other California State codes and regulations.
4. Applicable provisions of the Standard Agreement (Std. 213) between CDA and Office on Aging, Exhibits and of any amendments thereto.
5. Any other documents incorporated herein by reference including, if applicable, the federal HHS terms and conditions found in Part II of the HHS Grant Policy Statement.
<http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>
6. Program memos and other guidance issued by CDA.

ARTICLE II. ASSURANCES

A. Law, Policy and Procedure, Licenses, and Certificates

The Contractor agrees to administer this Agreement in accordance with this Agreement, and with all applicable local, State, and federal laws and regulations including, but not limited to, discrimination, wages and hours of employment, occupational safety, and to fire, safety, health, and sanitation regulations, directives, guidelines, and/or manuals related to this Agreement and resolve all issues using good administrative practices and sound judgment. The Contractor shall keep in effect all licenses, permits, notices, and certificates that are required by law.

B. Nondiscrimination

The Contractor shall comply with all federal statutes relating to nondiscrimination. These include those statutes and laws contained in the Contractor Certification Clauses (CCC 307), which is hereby incorporated by reference. In addition, the Contractor shall comply with the following:

ARTICLE II. ASSURANCES (Continued)

1. Equal Access to Federally-Funded Benefits, Programs and Activities

The Contractor shall ensure compliance with Title VI of the Civil Rights Act of 1964 [42 USC 2000d; 45 CFR 80], which prohibits recipients of federal financial assistance from discriminating against persons based on race, color, religion, or national origin.

2. Equal Access to State-Funded Benefits, Programs and Activities

The Contractor shall, unless exempted, ensure compliance with the requirements of Cal. Gov. Code § 11135 to 11139.5, and 22 CCR 98000 *et seq.*, which prohibit recipients of state financial assistance from discriminating against persons based on race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability. [22 CCR 98323 Chapter 182, Statutes of 2006]

3. The Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. [42 USC 12101 *et seq.*]

4. The Contractor agrees to include these requirements in all contracts it enters into with subcontractors to provide services pursuant to this Agreement.

C. Standards of Work

The Contractor agrees that the performance of work and services pursuant to the requirements of this Agreement shall conform to accepted professional standards.

D. Conflict of Interest

1. The Contractor shall prevent employees, consultants, or members of governing bodies from using their positions for purposes including, but not limited to, the selection of subcontractors, that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as family, business, or other ties. In the event that the State determines that a conflict of interest exists, any increase in costs associated with the conflict of interest may be disallowed by the State and such conflict may constitute grounds for termination of the Agreement.

2. This provision shall not be construed to prohibit employment of persons with whom the Contractor's officers, agents, or employees have family,

ARTICLE II. ASSURANCES (Continued)

business, or other ties, so long as the employment of such persons does not result in a conflict of interest (real or apparent) or increased costs over those associated with the employment of any other equally qualified applicant, and such persons have successfully competed for employment with the other applicants on a merit basis.

E. Covenant Against Contingent Fees

1. The Contractor warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no agreement to make commission payments in order to obtain this Agreement.

F. Payroll Taxes and Deductions

The Contractor shall promptly forward payroll taxes, insurances, and contributions, including State Disability Insurance, Unemployment Insurance, Old Age Survivors Disability Insurance, and federal and State income taxes withheld, to designated governmental agencies as required by law.

G. Contracts in Excess of \$100,000

If all funding provided herein exceeds \$100,000, the Contractor shall comply with all applicable orders or requirements issued under the following laws:

1. Clean Air Act, as amended. [42 USC 7401]
2. Clean Water Act, as amended. [33 USC 1251]
3. Federal Water Pollution Control Act, as amended. [33 USC 1251, *et seq.*]
4. Environmental Protection Agency Regulations. [40 CFR, 29] [Executive Order 11738]
5. Public Contract Code Section 10295.3.

H. Debarment, Suspension, and Other Responsibility Matters

1. The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:
 - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

ARTICLE II. ASSURANCES (Continued)

- b. Have not, within a three-year period preceding this Agreement, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification.
 - d. Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.
- 2. The Contractor shall report immediately to CID in writing, any incidents of alleged fraud and/or abuse by parties or entities involved in the program.
 - 3. The Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by CID.
 - 4. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the Subcontractor's debarment/suspension status.
- I. Contractor's Staff
- 1. The Contractor shall maintain adequate staff to meet the Contractor's obligations under this Agreement.
 - 2. This staff shall be available to the State for training and meetings which the State may find necessary from time to time.
- J. Corporate Status
- 1. The Contractor shall be a public entity, private nonprofit entity, or Joint Powers Authority (JPA). If a private nonprofit corporation or JPA, the Contractor shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of this Agreement.

ARTICLE II. ASSURANCES (Continued)

2. Any subcontracting private entity or JPA shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of this Agreement.
3. Failure to maintain good standing by the contracting entity shall result in suspension or termination of this Agreement with CDA until satisfactory status is restored. Failure to maintain good standing by a subcontracting entity shall result in suspension or termination of the subcontract by the Contractor until satisfactory status is restored.

K. Lobbying Certification

The Contractor, by signing this Agreement, hereby certifies to the best of its knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency; a Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress; in connection with the awarding of any federal contract; the making of any federal grant; the making of any federal loan; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subcontractors shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.
5. This certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352.

ARTICLE II. ASSURANCES (Continued)

6. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ARTICLE III. AGREEMENT

A copy of this executed Agreement is on file and available for inspection at the Community Investment Division, Orange County Community Services, 1300 South Grand Avenue, 3rd Floor, Building B, Santa Ana, CA 92705.

ARTICLE IV. COMMENCEMENT OF WORK

Should the Contractor or subcontractor begin work in advance of receiving notice that this Agreement is approved, that work may be considered as having been performed at risk as a mere volunteer and may not be reimbursed or compensated.

ARTICLE V. RECORDS

- A. The Contractor shall maintain complete records which shall include, but not be limited to, accounting records, contracts, agreements, a reconciliation of the "Financial Closeout Report" (CDA Closeout) to the audited financial statements, single audit report, and general ledgers, and a summary worksheet identifying the results of performing an audit resolution of its subcontractors in accordance with Article X. of this Exhibit. This includes the following: Letters of Agreement, insurance documentation, memorandums and/or Letters of Understanding, patient or client records, and electronic files of its activities and expenditures hereunder in a form satisfactory to CID. All records pertaining to this Agreement must be made available for inspection and audit by the State or its duly authorized agents, at any time during normal business hours.
- B. All such records, including confidential records, must be maintained and made available by the Contractor: (1) until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing by CID, (2) for such longer period, if any, as is required by applicable statute, by any other clause of this Agreement, or by Sections B and C of this Article, and (3) for such longer period as CID deems necessary.
- C. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for the same periods as specified in Section A above. The Contractor shall ensure that any resource directories and all client records remain the property of CID upon termination of this Agreement, and are returned to CID or transferred to another contractor as instructed by CID.

ARTICLE V. RECORDS (Continued)

- D. In the event of any litigation, claim, negotiation, audit exception, or other action involving the records, all records relative to such action shall be maintained and made available until every action has been cleared to the satisfaction of the State and is so stated in writing to the Contractor.
- E. Adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures reimbursed by the State under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of the Contractor are nonexistent or inadequate according to guidelines set forth in 2 CFR § 200.302, the expenditures will be questioned in the audit and may be disallowed during the audit resolution process.
- F. All records containing confidential information shall be handled in a confidential manner in accordance with the requirements for information integrity and security, and in accordance with guidelines set forth in this Article, and Article XVIII. After the authorized period has expired, confidential records shall be shredded and disposed of in a manner that will maintain confidentiality.

ARTICLE VI. PROPERTY

- A. Unless otherwise provided for in this Article, property refers to all assets used in operation of this Agreement.
 - 1. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, and intangibles, etc.
 - 2. Property does not include consumable office supplies such as paper, pencils, toner cartridges, file folders, etc.
- B. Property meeting all of the following criteria is subject to the reporting requirements:
 - 1. Has a normal useful life of at least one (1) year.
 - 2. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit).
 - 3. Is used to conduct business under this Agreement.
- C. Additions, improvements, and betterments to assets meeting all of the conditions in Section B above must also be reported. Additions typically involve physical extensions of existing units. Improvements and betterments typically do not increase the physical size of the asset. Instead, improvements and betterments enhance the condition of an asset (e.g., extend life, increase service capacity,

ARTICLE VI. PROPERTY (Continued)

and lower operating costs). Examples of assets that might be improved and bettered include roads, bridges, curbs and gutters, tunnels, parking lots, streets and sidewalks, drainage, and lighting systems.

- D. Intangibles are property which lack physical substance but give valuable rights to the owner. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.). Costs include all amounts incurred to acquire and to ready the intangible asset for its intended use. Typical intangible property costs include the purchase price, legal fees, and other costs incurred to obtain title to the asset.
- E. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of any such property.
- F. The Contractor or subcontractors shall not use equipment or supplies acquired under this Agreement with federal and/or State monies for personal gain or to usurp the competitive advantage of a privately-owned business entity.
- G. If purchase of equipment is a reimbursable item, the equipment to be purchased will be specified in the budget.

ARTICLE VII. ACCESS

The Contractor shall provide access to the federal or State contracting agency, the California State Auditor, the Comptroller, General of the United States, or any of their duly authorized federal or State representatives to any books, documents, papers, and records of the Contractor or subcontractor which are directly pertinent to this specific Agreement for the purpose of making an audit, examination, excerpts, and transcriptions.

ARTICLE VIII. MONITORING AND EVALUATION

- A. Authorized CID, OoA, or State representatives shall have the right to monitor and evaluate the Contractor's administrative, fiscal and program performance pursuant to this Agreement. Said monitoring and evaluation may include, but is not limited to, administrative processes, fiscal, data and procurement components. This will include policies, procedures, procurement, audits, inspections of project premises, interviews of project staff and participants, *and when applicable*, inspection of food preparation sites.
- B. The Contractor shall cooperate with the CID, OoA or State in the monitoring and evaluation processes, which include making any administrative, program and fiscal staff available during any scheduled process.

ARTICLE VIII. MONITORING AND EVALUATION (Continued)

- C. The Contractor shall monitor contracts and subcontracts to ensure compliance with laws, regulations, and the provisions of contracts that may have a direct and/or material effect on each of its major programs.
- D. The Contractor is responsible for maintaining supporting documentation including financial and statistical records, contracts, subcontracts, monitoring reports, and all other pertinent records until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing by CID.

ARTICLE IX. REMEDIES

The Contractor agrees that any remedy provided in this Agreement is in addition to and not in derogation of any other legal or equitable remedy available to CID as a result of breach of this Agreement by the Contractor, whether such breach occurs before or after completion of the project.

ARTICLE X. DISSOLUTION OF ENTITY

The Contractor shall notify CID immediately of any intention to discontinue existence of the entity or to bring an action for dissolution.

ARTICLE XI. NOTICES

- A. Any notice to be given hereunder by either party to the other may be effected by personal delivery in writing or by registered or certified mail, overnight mail, postage prepaid, return receipt requested, provided the Contractor retains receipt, and shall be communicated as of actual receipt.
- B. Any notice given to CID for the Contractor's change of legal name, main address, or name of the Director shall be addressed to the Executive Director of CID on the Contractor's letterhead.
- C. Either party may change its address by written notice to the other party in accordance with this Article.

ARTICLE XII. INFORMATION INTEGRITY, AND SECURITY

A. Information Assets

The Contractor shall have in place operational policies, procedures, and practices to protect State information assets, (i.e., public, confidential, sensitive and/or personal information) as specified in the State Administrative Manual, 5300 to 5365.3; Cal. Gov. Code § 11019.9, DGS Management

ARTICLE XII. INFORMATION INTEGRITY, AND SECURITY (Continued)

Memo 06 12; DOF Budget Letter 06-34; and CDA Program Memorandum 07-18 Protection of Information Assets.

Information assets include (but are not limited to):

1. Information collected and/or accessed in the administration of the State programs and services.
2. Information stored in any media form, paper or electronic.

B. Encryption on Portable Computing Devices

The Contractor is required to encrypt data collected under this Agreement that is confidential, sensitive, and/or personal including data stored on portable computing devices (including but not limited to, laptops, personal digital assistants, notebook computers and backup media) and/or portable electronic storage media (including but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).

C. Disclosure

1. The Contractor shall ensure that personal, sensitive and confidential information is protected from inappropriate or unauthorized access or disclosure in accordance with applicable laws, regulations and State policies. The requirement to protect information shall remain in force until superseded by laws, regulations or policies.
2. The Contractor shall protect from unauthorized disclosure, names and other identifying information concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any participant.
3. "Identifying information" shall include, but not be limited to: name; identifying number; social security number; state driver's license or state identification number; financial account numbers; and symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
4. The Contractor and its subcontractors shall not use the identifying information in paragraph 3 above for any purpose other than carrying out the Contractor's obligations under this Agreement. The Contractor and its subcontractors are authorized to disclose and access identifying information for this purpose as required by OoA.

ARTICLE XII. INFORMATION INTEGRITY, AND SECURITY (Continued)

5. The Contractor shall not, except as otherwise specifically authorized or required by this Agreement or court order, disclose any identifying information obtained under the terms of this Agreement to anyone other than CID without prior written authorization from CID. The Contractor may be authorized, in writing, by a participant to disclose identifying information specific to the authorizing participant.
6. The Contractor may allow a participant to authorize the release of information to specific entities, but shall not request or encourage any participant to give a blanket authorization or sign a blank release, nor shall the Contractor accept such blanket authorization from any participant.

D. Training/Education

1. The Contractor must provide ongoing education and training, at least annually, to all employees and subcontractors who handle personal, sensitive or confidential information. The Contractor's employees, subcontractors, and volunteers must complete the required Security Awareness Training module located at www.aging.ca.gov within thirty (30) days of the start date of the Contract/Agreement or within thirty (30) days of the start date of any new employee, subcontractor or volunteer. The Contractor must maintain certificates of completion on file and provide them to CID upon request. Training may be provided on an individual basis or in groups. A sign-in sheet is acceptable documentation for group training in lieu of individual certificates. If internet access is not available, a hardcopy of the training module may be provided to employees and/or volunteers for completion.
2. The Contractor may substitute CDA's Security Awareness Training program with its own Security Training provided such training meets or exceeds CDA's training requirement. Contractors shall maintain documentation of training and education provided to their staff, volunteers, and/or subcontractors.
3. All employees and volunteers who handle personal, sensitive or confidential information relating to CDA's programs must participate in Security Awareness Training.

E. Health Insurance Portability and Accountability Act (HIPAA)

The Contractor agrees to comply with the privacy and security requirements of HIPAA to the extent applicable and to take all reasonable efforts to implement HIPAA requirements. The Contractor will make reasonable efforts to ensure that subcontractors comply with the privacy and security requirements of HIPAA.

ARTICLE XII. INFORMATION INTEGRITY, AND SECURITY (Continued)

F. Security Incident Reporting

A security incident occurs when program information assets are accessed, modified, destroyed, or disclosed without proper authorization, or are lost or stolen. The Contractor must report all security incidents to CID immediately upon detection.

G. Notification of Security Breach to Data Subjects

1. Notice must be given by the Contractor to any data subject whose personal information could have been breached.
2. Notice must be given in the most expedient time possible and without unreasonable delay except when notification would impede a criminal investigation or when necessary measures to restore system integrity are required.
3. Notice may be provided in writing, electronically, or by substitute notice in accordance with State law, regulation, or policy.

H. Software Maintenance

The Contractor shall apply security patches and upgrades and keep virus software up-to-date on all systems on which State data may be used.

I. Electronic Backups

The Contractor shall ensure that all electronic information is protected by performing regular backup of automated files and databases and ensure the availability of information assets for continued business. The Contractor shall ensure that any portable electronic media used for backups is encrypted.

J. Provisions of this Article

The provisions contained in this Article shall be included in all contracts of both the Contractor and its subcontractors.

ARTICLE XIII. BILINGUAL AND LINGUISTIC PROGRAM SERVICES

[Cal. Gov. Code 11135-11139.5] [22 CCR § 98211, 98310-98314, 98324-98326, 98340, 98370]

A. Needs Assessment

ARTICLE XIII. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

1. The Contractor shall identify the language needs of the population and determine what reasonable steps are necessary to ensure meaningful access to services and activities to eligible individuals. [22 CCR 98310, 98314]

B. Provision of Services

1. The Contractor shall take reasonable steps, based upon the identified language needs in the service area, to ensure that “alternative communication services” are available to non-English speaking or LEP beneficiaries of services under this Agreement. [22 CCR 98211]
2. “Alternative communication services” include, but are not limited to, the provision of services and programs by means of the following:
 - a. Interpreters or bilingual providers and provider staff.
 - b. Contracts with interpreter services.
 - c. Use of telephone interpreter lines.
 - d. Sharing of language assistance materials and services with other providers.
 - e. Translated written information materials, including but not limited to, enrollment information and descriptions of available services and programs.
 - f. Referral to culturally and linguistically appropriate community service programs.
3. Based upon the identified language needs in the service area, the Contractor shall ensure that reasonable alternative communication services are available to meet the linguistic needs of identified eligible client population groups at key points of contact. Key points of contact include, but are not limited to, telephone contacts, office visits and in-home visits. [22 CCR 98211]
4. The Contractor shall notify its employees of clients’ rights regarding language access and the Contractor’s obligation to ensure access to alternative communication services where determined appropriate based upon the needs assessment conducted by the Contractor. [22 CCR 98324]

ARTICLE XIII. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

5. Noncompliance with this section may result in suspension or termination of funds and/or termination of this Agreement. [22 CCR 98370]

C. Compliance Monitoring

1. The Contractor shall develop and implement policies and procedures for assessing and monitoring the performance of individuals and entities that provide alternative communication services to non-English and LEP clients. [22 CCR 98310]
2. The Contractor shall monitor, evaluate, and take effective action to address any needed improvement in the delivery of culturally and linguistically appropriate services. [22 CCR 98310]
3. The Contractor shall permit timely access to all records of compliance with this section. Failure to provide access to such records may result in appropriate sanctions. [22 CCR 98314]

D. Notice to Eligible Beneficiaries of Contracted Services

1. The Contractor shall designate an employee to whom initial complaints or inquiries regarding national origin can be directed. [22 CCR 98325]

ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP

- A. The Contractor shall assure the following:
1. Services are provided only to the defined eligible service population. [20 CFR 641.500]
 2. Participants enrolled in the Title V SCSEP shall receive at least the current State minimum wage or the prevailing local wage, whichever is higher, plus all fringe benefits required by law. All fringe benefits must be provided uniformly to all participants within a project or subproject. Participants must be paid for orientation, training, assessment, individual employment planning, and community service assignment work hours. [OAA § 502(c)(6)(A)] [OAA § 504(b)] [20 CFR 641.565]
 3. Participants shall be provided skill enhancement opportunities, personal and employment-related counseling, assistance in transition to unsubsidized employment, and other benefits. [20 CFR 641.535]
- B. The Contractor shall assure that the Title V SCSEP will serve the eligible service population and give priority to individuals who
1. Are sixty-five (65) years of age or older.
 2. Have a disability.
 3. Have LEP or low literacy skills.
 4. Reside in a rural area.
 5. Are veterans or spouses of veterans as defined in 20 CFR 641.520(b).
 6. Have low employment prospects.
 7. Have failed to find employment after utilizing services provided through the AJC Delivery System; or
 8. Are homeless or at risk for homelessness.
- [OAA § 518(b)] [20 CFR 641.520]
- C. The Contractor shall develop and implement methods to recruit minority populations to ensure they are enrolled at least in proportion to their numbers in the population in the area. [OAA § 515(c)]

ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP (Continued)

- D. The Contractor will comply with an average participation cap for eligible individuals of no more than twenty-seven (27) months in the aggregate, unless requested and approved by DOL. [OAA § 502(b)(1)(C)] [20 CFR 641.570(c)]
- E. The Contractor will assure that community service assignments must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. [OAA § 502(b)(1)(G)] [20 CFR 641.844(1)]
- F. The Contractor will follow CDA's Participant Termination Policy (PM 11-20) and . [20 CFR 641.580] [20 CFR 641.910]
- G. The Contractor shall establish grievance procedures for resolving participant's questions and complaints. In addition, the Contractor shall comply with all non-discrimination provisions related to SCSEP funds. [20 CFR 641.827]; [20 CFR 641.910]; CDA PM 11-20 and CDA PM 11-06. The grievance procedure shall in the case of:
 - 1. Civil Rights violation, advise participants to submit their questions or file complaints with the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, N.W., Washington, D.C. 20210.
 - 2. Non-Civil Rights violation, advise participants who are not satisfied with the final determination of his/her grievance, to file an appeal with DOL within thirty (30) days of the determination. Said appeal shall be directed to Chief, Division of Adult Services, Employment and Training Administration, U.S. Department 200 Constitution Avenue, N.W., Washington, D.C. 20210.
- H. Political Activities

The Contractor shall assure the following:

 - 1. The Contractor will post a notice at each training site and make available to each participant, a written explanation of allowable and unallowable political activities in accordance with OAA § 502(b)(1)(P) and 20 CFR 641.836.

ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP (Continued)

2. Notices shall state that Title V SCSEP participants may engage freely in the political process with the following exceptions:
 - a. Participants may not engage in partisan or nonpartisan political activities during hours for which they are being paid with SCSEP funds. [20 CFR 641.836(d)(1)]
 - b. Participants may not present themselves as a spokesperson for Title V SCSEP while engaged in political activity. [20 CFR 641.836(d)(2)]
 - c. Participants may not be assigned to the office of a Member of Congress, a State or local legislator, or on the staff of any legislative committee. [20 CFR 641.836(d)(3)]
- I. The Contractor shall have appropriate office space for conducting private participant interviews to enable participants to freely discuss their backgrounds and experiences in a confidential manner.
- J. The Contractor shall comply with CDA's Title V SCSEP Authorized Break in Participation Policy (CDA PM 14-15). [20 CFR 641.570(d)]
- L. The Contractor shall ensure participants have safe and healthy working conditions at their community service employment worksites. [OAA § 502(b)(1)(J)] [20 CFR 641.535(a)(10)]
- M. The Contractor acknowledges that CDA reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes:
 1. The copyright in all products developed under this contract, including a subcontract.
 2. Any rights of copyright to which the Contractor or subcontractor purchases ownership under an award (including, but not limited to; curricula, training models, technical assistance products, and any related materials).

Products developed in whole or in part with contract funds shall include the following language:

- 1.

ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP (Continued)

2. This product was funded by a contract awarded by CDA and the U.S. Department of Labor's Employment and Training Administration.
3. The product was created by the Contractor and does not necessarily reflect the official position of CDA and the U.S. Department of Labor.
4. No guarantees, warranties or assurances of any kind, express or implied are made with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

ARTICLE II. REPORTING PROVISIONS [OAA § 503(f)(3)(4)] [20 CFR 641.879]

- A. The Contractor shall submit the required WDCS participant forms with accurate information and in a timely manner based on set CID timeline. This ensures that CID is able to enter program and participant data into SPARQ using the WDCS on a routine basis.

The Contractor shall:

1. Review SPARQ reports and continually assist CID in clearing errors in the WDCS while ensuring that data submitted are timely, complete, accurate, and verifiable.
 2. Create a plan to ensure accuracy of data from all levels which includes a method to verify the accuracy of the data prior to submission to CID.
 3. Train and orient staff on data collection and reporting requirements.
- B. The Contractor shall review Management Reports available in the system and those provided by CID, monthly, in accordance with DOL requirements to ensure accuracy of data inputted into the WDCS.
- C. The Contractor shall review Data Quality Reports, monthly, in accordance with DOL requirements to ensure accuracy of data inputted into the WDCS.
- D. The Contractor shall submit a Corrective Action Plan describing the actions to be taken to achieve the performance goals if the project did not achieve the established performance goals in the previous fiscal year. [20 CFR 641.740(b)]
- E. For purposes of reporting in the Schedule of Expenditures of Federal Awards in the audit, the federal grantor is the U.S. Department of Labor, Employment and

ARTICLE II. REPORTING PROVISIONS [OAA § 503(f)(3)(4)] [20 CFR 641.879] (Continued)

Training Administration. The Catalog of Federal Domestic Assistance Number is 17.235.

ARTICLE III. SCSEP TRANSITION PLAN

- A. The Contractor shall submit a transition plan to CID within fifteen (15) business days of delivery of a written Notice of Termination by CID or Notice of Intent to Terminate by the Contractor. The transition plan must be approved by CID and shall at a minimum include the following:
1. A process on how participants will be notified of program closure, reduction of slots, or change in service provider.
 2. A process on how confidential records of participants and database files will be relinquished by the Contractor and transferred to the new service provider.
 3. A process to coordinate the transfer of current participants into other employment/training opportunities.
 4. A process on how supportive services will be identified and provided to participants to ease in the transition.
 5. A description of adequate staff to provide continued service through the term of the existing Contract. [22 CCR 7206(e)(4)]
- B. The Contractor shall implement the transition plan as approved by CID. CID will monitor the Contractor's progress in carrying out all elements of the transition plan.
- C. The Contractor agrees to implement a transition plan submitted by CID to the Contractor when the Contractor fails to provide and implement a transition plan.

ARTICLE IV. ADDITIONAL FEDERAL REQUIREMENTS

This Agreement is subject to the requirements of the U.S. Department of Labor (DOL)'s Senior Community Service Employment Program (SCSEP) grant Terms and Conditions and Assurances. By receiving funds under this Agreement, the Contractor agrees that it will carry out the project/program as authorized and will comply with the terms and conditions and other requirements of this Agreement, including but not limited to:

- A. Salary and Bonus Limitations (TEGL 5-06)

ARTICLE IV. ADDITIONAL FEDERAL REQUIREMENTS (Continued)

This award is subject to the Salary and Bonus limitations in Public Law 109-234. The limitation applies to all programs administered or funded by the U.S. Department of Labor and covers any salary or bonus payments made by the Contractor or Subcontractor to an individual.

B. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the Contractor are allowable if the conference is necessary and reasonable for the successful performance of the federal award. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432.

C. Executive Orders

The Contractor shall assure compliance with the following Executive Orders (EO)

1. EO 12928 - Contractor is strongly encouraged to provide subcontracting opportunities to Historically Black Colleges and Universities and other Minority Institutions; Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
2. EO 13043 - Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
3. EO 13513 - Contractors and subcontractors are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government Owned Vehicles (GOV), while driving Privately Owned Vehicles (POV) when on official Government business, or when performing any work for, or on behalf of the Government.
4. EO 13166 - Contractor shall take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

D. Funding for Travel to and from Meetings with an Executive Branch Agency

ARTICLE IV. ADDITIONAL FEDERAL REQUIREMENTS (Continued)

Contract funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-12-12 dated May 11, 2012. (P.L. 113-6, 3003(c)(d)(e))

E. Reporting Total Compensation of Contractor Executives

The Contractor shall report the names and total compensation of its top five (5) most highly compensated executives for the preceding fiscal year unless the Contractor's gross income from all federal contracts and subcontracts is under \$300,000.

F. Reporting Fraud, Abuse, and Criminal Conduct (TEGL 2-12)

The Contractor shall immediately document and report to CID allegations, suspicions and complaints involving possible fraud, program abuse and criminal misconduct. In addition, situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000 (e.g. \$500,000), are considered emergencies and must immediately be reported to CID by telephone and followed up with a written report, no later than one working day after the telephone report. No action will be taken against any complainant for disclosing information concerning criminal or improper activities or making a valid complaint to proper authorities. Complainants may remain anonymous.

G. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225(a), the Contractor must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Contractors may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if the property is in compliance, or to find other information about the Act.

H. Contracting with Corporations

The Contractor is prohibited from knowingly entering into a contract, memorandum of understanding, or cooperative agreement with any corporation or its subsidiary that:

ARTICLE IV. ADDITIONAL FEDERAL REQUIREMENTS (Continued)

1. Was convicted of a felony criminal violation under any federal law within the preceding twenty-four (24) months.
2. Has any unpaid federal tax liability for which all judicial and administrative remedies have been exhausted.
3. Is an inverted domestic corporation under Section 835(b) of the Homeland Security Act of 2002. [6 U.S.C. 395(b)]