

WIA/WP SERVICE PROVIDER CONTRACT
MODIFICATION

GOLDEN SIERRA JOB TRAINING AGENCY

This Contract, No. K386295-04 , Modification No. 1 , dated this 1st day of January , 2013 , is by and between the Golden Sierra Job Training Agency, a Joint Powers Agency hereinafter referred to as GSJTA, and El Dorado County Health & Human Services Agency hereinafter referred to as CONTRACTOR.

As provided for in the standard GSJTA WIA Service Provider Contractor Agreement section 5 (A) and (B) of the General Terms and Conditions in Exhibit A, this contract may be modified unilaterally or jointly depending on certain circumstances. GSJTA has determined this contract modification is:

- Unilateral
- Jointly with Contractor

This contract modification is for the purpose of:

- Term of the contract

As of the date of this modified contract the term of this contract is now:

- Scope of contract/request for proposal services:

- Program deliverables:
 - Core Skills Workshops: Soft Skills, Customer Service & Computer Skills

- Work Plan Implementation Schedule:

- Quantitative Outcomes: Exhibit O – Flex Funding Special Conditions

- Budget Summary Plan: Contract increased by \$36,000 to provide workshops and Supportive services.

Revised contract amount: \$132,643

(Requires submittal of updated Exhibit C)

- Other: Section 6. Fund Levels - Additional funding stream for flex funding. Wagner-Peyser (WP)

Time is of the essence in the performance of this Contract. Therefore, the parties have executed this Contract, No. K386295-04 , Modification No. 1 ,

Dated: _____

GOLDEN SIERRA JOB TRAINING AGENCY (GSJTA)

By _____
(Signature of Authorized Officer)

Jason Buckingham, Executive Director
(Name and Title of Authorized Officer)

1919 Grass Valley Hwy, Suite 100
Address

Auburn, CA 95603
City, State, Zip Code

Dated: _____

El Dorado County Health & Human Services Agency
(Legal Name of CONTRACTOR)

By _____
(Signature of Authorized Officer)

Raymond J. Nutting, Chairman
El Dorado County Board of Supervisors
(Name and Title of Authorized Officer)

330 Fair Lane
Address

Placerville, CA 95667
City, State, Zip Code

If Unilateral
(GSJTA signature only)

If Jointly
(both signatures required)

Contract

6. FUND LEVELS

The funding for the CONTRACTOR shall be as follows:

WIA Adult Funding:	96,643*
WP Other Programs	\$36,000
Total Contract	<u>\$132,643*</u>

* Staff costs when working with enrolled clients; all other expenditures will be charged to regular WIA allocation contract.

Exhibit B

6. PERFORMANCE EXPECTATIONS

WIA funding:

Performance Goals	Total
1. Total number of individuals with disabilities to be served	40
2. Total number receiving core and intensive services	30
3. Total number receiving training	20
4. Total number receiving a recognized certificate/diploma/degree	12
5. Total number entering unsubsidized employment	14
6. Average hourly wage rate expected	12.00
7. Retention Rate (6 months)	11
8. Number of individuals that will be co-enrolled in WIA	20
9. Number of individuals that will be co-enrolled in other programs such as TANF, VR, ENs etc.	13

WP funding:

Performance Goals	Total
1. Number served	24
2. Number to complete coursework (80% completion rate)	19
3. Number to receive certificate of completion	19
4. Number to demonstrate proficiency increases with OPAC (70%)	16

EXHIBIT C

CONTRACT NO.: K386295-04

Number of Exhibit Pages: 1 through 2

BUDGET			
<i>Line Item</i>	<i>Budget</i>		
	WIA Adult CFDA 17.258	WP Other CFDA 17.207	Total
Staff Salaries & Benefits	\$96,643	\$34,200	\$130,843
<ul style="list-style-type: none"> • Staff Salaries-Program • Staff Benefits-Program 			
Indirect-Program	\$0	\$0	\$0
<ul style="list-style-type: none"> • Advertising (Brochures, etc) • Communications – Telephone • Equipment – Computers • Equipment – non computer • Employee Training • Fixed Assets (over \$5,000) • Indirect Costs – A-87 costs* • Maintenance Bldgs & Improvements • Maintenance - Janitorial • Membership/Publications • Office Supplies • Rents/Leases • Travel/Mileage • Utilities 			
Direct-Program / Other	\$0	\$1,800	\$1,800
<ul style="list-style-type: none"> • Client Supportive Services • Subcontracted Services • WEX Wages • WEX Benefits 			
Direct-Program / Training	\$0	\$0	\$0
<ul style="list-style-type: none"> • Direct Training Contracts 			
TOTALS	\$96,643	\$36,000	\$132,643

Funding:
WIA Adult - K282473; CFDA: 17.258
WP Other – K285805; CFDA: 17.207

EXHIBIT 0

**DISABILITY EMPLOYMENT INITIATIVE (DEI)
SPECIAL CONDITIONS**

CONTRACTOR has entered into an agreement to provide services as allowed under Wagner Peyser, as defined in Exhibit O (California Disability Employment Initiative Scope of Work/Narrative) attached hereto and incorporated herein by reference. Program parameters will include:

Length of Program:	23-months
Population Served:	Adult
Counties Served:	El Dorado County
Type of Services:	Provide workshops & supportive services to individuals with disabilities
Program Details	Exhibit O
Number Served:	24 training enrollments

CONTRACTOR agrees that if cumulative expenditures are less than 100% of the total funds available at the completion the last quarter (August 31, 2014), remaining unspent funds will be subject to recapture and redistribution to other providers.

CONTRACTOR further agrees to adhere to all of the provisions, definitions, administrative regulations, policies and procedures and performance measures contained in the California Disability Employment Initiative Scope of Work/Narrative, incorporated herein by reference.

EXTRACTED FROM GOLDEN SIERRA JOB TRAINING AGENCY FUNDING PROPOSAL

Funding Request

[How much funding do you expect to use over the project's life? **Note:** Your ability to expend funding will be evaluated at the end of each year to ensure you are effectively using these funds.]

\$36,000

Proposal

[How do you plan to use flexible funds to best meet the needs of your CDEI clients? Will your focus be on individual customer needs or systemic improvements?]

Since the DPN and now DEI DRC has been, and will continue, meeting with the region's disability service providers on implementing systematic improvements, the Golden Sierra region would propose to focus this funding on client need. Specifically, focusing on the offering of Core Skills workshops. Areas of instruction would include Soft Skills, Customer Service and Computer Skills.

Many of the clients served will have come from backgrounds where their work history is sporadic and limited. Offering these courses will help address these obstacles, increase competitiveness and therefore; increase success of the participants.

Offering these workshops using flexible funding will allow us to promote and provide services to a greater population than would traditionally be available via WIA funding. Additionally, it will allow greater intervention than WIA core services. We believe this to be a natural and complimentary service greatly increasing the outcomes for persons with disabilities (PWD's) served though the braided DEI/WIA/Flexible funding streams.

These workshops would be provided by staff or competitively procured and provided by qualified vendors who can verify that they can meet the needs of the service recipients.

Policy

[Outline your proposed policy for approving and issuing flexible funds to your customers or to benefit a system change. **Be clear and concise about the proposed guidelines. Any request outside your policy's parameters must be approved by your EDD project advisor.]**

In this proposal 10% of the available funding would be made available for Supportive Services. The remaining funding would be used solely for the instruction of the Core Skills courses mentioned above. The supportive services rendered would go through our standard supportive service request and tracking procedures.

Procedure

[Include the tasks that make up the decision process. Identify tasks that are mandatory and which tasks are optional based on the request?]

Individuals will either be identified via TTW datasets, internal referral (referral from current WIA or other caseloads), partner referral (veteran's services, Department of Rehabilitation, NorCal Center on deafness etc.) or via other outreach methods. The IRT will be made aware of the program as well. Once identified and assessed as appropriate, the individuals will be enrolled in the appropriate DEI program Flex Funding grant code, tracked using the statewide Virtual OneStop/CWSN system and referred to the appropriate course or series based on their experience, knowledge and skill sets.

Outcomes

[How will you evaluate the success of your intended outcomes? **To make sure your outcomes are measurable, ask yourself, "How will we measure that we effectively used these funds?"**]

Since we currently do not offer these services, we would expect 80% (24) of the 30 participants identified in the Golden Sierra DEI application to receive these services prior to moving into services funded by a complimentary stream.

Additionally, 80% (19) of the participants shall complete the coursework. Each of those completers will receive at least one Core Skills certificate via the [NextSkills](#) Curriculum.

From the Next Skills [Website](#):

Background (Next Skills):

Employers from high-growth sectors in Sacramento, throughout California, and across the nation have identified inter-related skills which workers must master if businesses are to increase their competitiveness and fully realize the potential of their employees. A lack of these often misnamed "soft skills," better defined as "next generation" or "Next Skills", often prevent employees from remaining employed, being promoted, or pursuing career paths. A review of eleven workforce studies identified eight categories of skills that were most frequently reported by up to 82% of employers surveyed as "most important." These eight categories have now been developed into the following eight, 8-hour (not-for-credit) training modules for workplace training (also available as a 3-unit course at Folsom Lake College):

Next Skills Training Modules: Creativity and Innovation for Everyone

1. Valuing Diversity at Work
2. Navigating Technology @ Work (Aka "CANDO" = Computers, Applications, Networking, Devices-on-the-go, and Operating safely)
3. Effective Listening
4. Verbal Communication for Working Professionals
5. Employability Skills
6. Service Orientation
7. Interpersonal Skills for Building Teamwork

The Next Skills curriculum is unique:

- The curriculum is *customized* for the diversity of Greater Sacramento & California. In not only the Diversity course, but also the Listening and Interpersonal Skills courses, participants see the link between people's differences and the value those differences offer.
- It continually re-integrates soft skills usually offered individually in similar programs, like critical thinking, decision making, problem solving, and collaboration.
- It adds two, key, higher-level skill areas: creativity and technology and introduces essential sub-skills workers will need, like emotional intelligence, time management, and managing conflict.
- The dynamic training materials are enriched by abundant hands-on activities, case studies, engaging videos, discussions, surveys, and checklists.

We propose the following as our measurable outcomes for use of these funds.

Number Served	Completion rate 80%	Certificates issued 80%	Office Skills Proficiency increase as measured by NextSkills
24	19	19	16