

**CITY OF OAKLAND**  
**AGENDA REPORT**

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2009 APR 23 PM 6:48

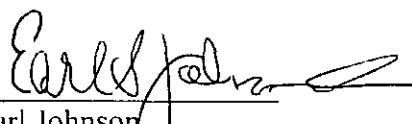
**To:** Office of the City Administrator  
**Attn:** Daniel Lindheim  
**From:** Office of the Mayor  
**Date:** April 28, 2009

**Re:** **A Supplemental Report and Resolution to the Report And Resolution To Approve All Workforce Investment Board (WIB) Budgets For Fiscal Years (FY) 2006-2007, 2007-2008, And 2008-2009, Including The Total Budget, Amount For Each Contract, Service Goals, And Past Evaluations For Each Contract And A Resolution to Retroactively Adopt A) A Memorandum Of Understanding With The Oakland Private Industry Council, Inc. (PIC) To Serve As The Oakland Workforce Investment System Administrator For FY 2007 – 08 In An Amount Not To Exceed \$1,147,975; B) A Memorandum Of Understanding With The Oakland PIC To Serve As The One Stop Career Center Operator For FY 2007 – 08 In An Amount Not To Exceed \$1,775,948; And C) The Disbursement Of Additional Funds To The Oakland PIC For Subcontracts With Adult And Youth Services Providers As Approved By The Oakland Workforce Investment Board, For The Delivery Of Support Services And Training For Job Seekers And Business Clients, And For Other Programs For Which The Oakland PIC Acts As Systems Administrator.**

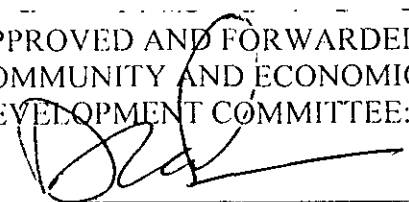
Enclosed are the following supplements to the above-titled Agenda Report, scheduled for the April 28, 2009 Community and Economic Development (CED) Committee as Item 5 (Legistar No. 09-0061):

- WIB-funded subcontracts and program performance summaries for FY 2008-09 (**Attachment A (1 – 9)**); and
- A Resolution Accepting, Appropriating, and Allocating \$6,287,521 in Fiscal Year 2008-2009 Workforce Investment Act Title I Funds, and Authorizing A) A Memorandum of Understanding with the Oakland Private Industry Council, Inc. (PIC), to serve as the Oakland Workforce Investment System Administrator for FY 2008-2009 in an Amount not to Exceed \$1,163,317, and B) A Memorandum of Understanding with the Oakland PIC to Serve as the One Stop Career Center Operator for FY 2008-09 in an Amount not to Exceed \$1,811,813.

Respectfully submitted,

  
Earl Johnson  
Office of the Mayor

APPROVED AND FORWARDED TO  
COMMUNITY AND ECONOMIC  
DEVELOPMENT COMMITTEE:

  
Office of the City Administrator

Item: 5  
CED Committee  
April 28, 2009

## **PROGRAM PERFORMANCE ANALYSIS**

PIC subcontracted the following nine Adult and Dislocated Worker (DW) and Youth programs for FY 2008-09:

1. Oakland PIC One Stop Career Center (Adult and DW).
2. The English Center (Adult and DW).
3. The Unity Council (Adult and DW).
4. ASSETS Senior Employment Opportunities Program (Adult and DW).
5. Lao Family Community Development, Inc. (Adult and DW and Youth).
6. Alameda County Health Care Foundation Model Neighborhood Program (MNP; Youth).
7. Pivotal Point Youth Services, Inc. (Youth).
8. George P. Scotlan Youth and Family Center (Youth).
9. The Youth Employment Partnership, Inc. (YEP; Youth).

Subcontracts for FY 2008-09 are included in **Attachment A (1 – 8)** of this supplement. As contract terms remain the same into FY 2008-09, only contract modifications (extending contracts through June 30, 2009) are included in this supplement (original subcontracts are included in the full report). The Memorandum of Understanding for the PIC as One Stop Career Center Operator was included in the original report.

The following section of this report summarizes each WIA program's performance for FY 2008-09, as communicated by individual program providers as well as by the PIC. A more detailed evaluation of both WIA and City of Oakland-funded programs will be presented to the CED Committee on June 23, 2009.

### 1. Oakland PIC One-Stop Career Center

*Program description/statement of work.* The One-Stop Career Center Operator manages the daily operations of the Comprehensive One-Stop Centers, provides core and intensive services to Adult and DW job seekers, and coordinates businesses services with the business vendors.

#### ***For FY 2008-09:***

***Total contract amount. \$1,811,813***

#### *Summary of program performance.*

- As of March 31, 2009, the One Stop had enrolled 86 Adult clients and 87 DWs – both numbers are under goal, but PIC expects continued enrollment in the remainder of FY 2008-09. Placement to exit ratios were approximately 85% for each group, exceeding State goals.
- Clients placed by the One Stop received some of the highest average hourly wages of all programs, at \$15.38 for Adult clients and \$18.21 for DWs.

## 2. The English Center

*Program description/statement of work.* The English Center is an independent, non-profit 501(c)3 organization centrally located in Oakland's Jack London Square. Since its founding in 1977 it has provided Vocational English as a Second Language (VESL) instruction and employment services to refugees, immigrants, and asylees in the greater Bay Area. The Center maintains national accreditation through the Accrediting Council for Continuing Education and Training (ACCET), and also administers U.S. Department of Education Title IV Federal Financial Aid (PELL grants). Its staff of eleven full-time employees and fourteen part-time faculty members are fluent in over eight different languages. Through the PIC, The English Center is an East Bay Works One-Stop affiliate site, and its main functions include the provision of career counseling, case management, and job placement assistance to clients.

### ***For FY 2008-09:***

***Total contract amount. \$200,000.00***

#### *Summary of program performance.*

- As of March 31, 2009, the English Center had enrolled 36 new WIA clients (32 Adults and 4 DWs). These numbers just exceed enrollment goals for Adults, but fall below 50% of enrollment goal for DWs. Percentage of client placement to exit exceeded State goals for both groups.
- Although the average hourly wage of placed Adult clients through the English Center came close to the average for all WIA Adults, that of English Center DWs fell below the average for all WIA-enrolled DWs at \$14.50.

## 3. The Unity Council

*Program description/statement of work.* The Unity Council was to provide all required WIA Core A (Universal) services to 750 new participants, and, where appropriate, enroll 48 eligible WIA Adults and DWs into Core B and Intensive Services. As an Affiliate One Stop Center, the Unity Council maintains facilities and services to provide the full range of employment services to non-WIA clients as well. The Unity Council provides both Universal and Intensive services to eligible WIA Adults and DWs in collaboration with the College of Alameda and Laney and Merritt Colleges, in addition to five other community-based organizations.

### ***For FY 2008-09:***

***Total contract amount. \$300,000.00***

#### *Summary of program performance.*

- As of March 31, 2009, Unity Council came close to its Adult enrollment goal, and exceeded the State placement to exit goal at 110% (hourly wages were average, at \$13.93).
- Unity Council exceeded enrollment goal for DWs, but was only able to place two clients in this category (of fifteen actively-enrolled, including those carried-over from the

previous FY). Those clients that did receive jobs appear to have had prime placements, with an average hourly wage of \$25.63 (the highest of any WIA-enrolled clients this FY).

**4. ASSETS Senior Employment Opportunities Program**

*Program description/statement of work.* The Oakland Department of Human Services ASSETS Senior Employment Opportunities Program is a Senior Community Service Employment Program (SCSEP) national employment and training initiative funded by the federal Older Americans Act through grants from the U.S. Department of Labor. The purpose of SCSEP is to provide useful part-time subsidized community assistance for low-income people 55 years or older with poor employment prospects, while promoting transition to unsubsidized jobs. ASSETS prepares program participants for entry or re-entry into the competitive job market by offering vocational classroom training, such as computer literacy, general office skills, customer service conflict resolution, and early childhood education. Enrollees also receive job placement assistance, work experience, and support services. ASSETS is the only federal program in Oakland that specifically targets the training needs of low-income older workers.

***For FY 2008-09:***

***Total contract amount. \$140,000.00***

***Summary of program performance.***

- As of March 31, 2009, ASSETS had enrolled 33 new WIA clients, meeting 100% of its enrollment goal (not including 19 Adults carried-over from the previous FY). ASSETS also met 100% of its goal for client placement to exit (seven clients), exceeding State goals at almost 140%.
- ASSETS Adults placed in jobs averaged an hourly wage of \$13.54, about equal to the overall average for all Adult WIA clients.

**5. Lao Family Community Development, Inc.**

*Program description/statement of work.* Provides programs and assistance for South East Asian refugee and immigrant communities, and other low income communities, to adapt to life in the United States and to achieve social and economic self-sufficiency.

***For FY 2008-09:***

***Total contract amount. \$200,000.00 (for Adults and DWs); \$137,500.00 (for Youth)***

***Summary of program performance.***

- For Adults and DWs:
  - Lao Family's Adult program met or exceeded enrollment goals for both Adults and DWs, and also exceeded State goals for client placement to exit for both groups. Although Lao was one of the highest performing programs for Adult and DW client placement, its clients received the lowest average hourly wages (at \$10.73 and \$9.50 respectively).

- For Youth:
  - As of March 31, 2009, Lao Family had met enrollment and State client placement to exit goals among out-of-school youth, and exceeded these measures for in-school youth.

6. Alameda County Health Care Foundation Model Neighborhood Program

*Program description/statement of work.* The Model Neighborhood Program (MNP) seeks to make an impact on the disparities in healthcare by increasing the number of under-represented minorities (URM) in the health professions in the San Francisco Bay Area by providing youth with the tools needed to successfully pursue a career in Health Care and to make healthy choices. Severe shortages remain in the numbers of URM in the health care resources, including nursing, radiology, and clinical laboratory. While many programs target high school youth, MNP begins at middle school because many URMs in inner city schools begin to lag significantly behind academically at this point, and start to drop out of school in the 9<sup>th</sup> grade. By maintaining a relationship with these youth through their transition to high school, MNP expands the overall pool of URMs that complete high school, college, and pursue a health profession.

***For FY 2008-09:***

*Total contract amount. \$30,860.00*

*Summary of program performance.*

- MNP exceeded State enrollment goals this FY at 130%. MNP placed only one youth as of March 31, 2009; however, this is in line with program and State goals, as MNP is the only program to serve solely in-school youth, and its curriculum is geared more towards training and supporting youth in high school and post-secondary education.

7. Pivotal Point Youth Services, Inc.

*Program description/statement of work.* Pivotal Point aims to address the ten elements of WIA youth services with the Community College Foundation (TCCF) and to provide services to at least eighteen out-of-school youth as follows:

1. Tutoring services, study skills training, and instruction leading to secondary school completion, including drop-out prevention. (TCCF's One-to-One Tutoring program emphasizes the tutor/mentor relationship to the youth, in order to facilitate the youth's hope and enthusiasm for learning, thus engaging the youth in the tutoring services. By building the basic literacy and numeracy skills for the youth, the requirements of the WIA common measures will also be most effectively met. At least 50% of the number of out-of-school youth enrolled will receive tutorial services).
2. Alternative secondary school services/offerings.
3. Paid or unpaid work experience (job shadowing/internships).
4. Leadership development. (Through three TCCF seminars held throughout the year, each two hours long, once per week for twelve weeks, and serving a maximum of ten youth per seminar).

5. Occupational skills training.
6. Supportive services. (Including assistance with transportation – bus/BART passes – referrals to medical and mental health agencies, assistance with school supplies, work tools, uniform and work clothes, child care linkages, housing, etc.).
7. Adult mentoring.
8. Comprehensive guidance and counseling.
9. Summer employment opportunities.
10. Follow-up services. (Pivotal Point provides follow-up with youth participants for twelve months through regular phone and in-person contact conducted by a Job Coach and Intake Specialist. Services also include career progression counseling and evaluations to ensure the youth are able to continually upgrade their skills and receive higher-paying jobs, and follow-up calls to employers to monitor on-the-job success, progression, and retention).

***For FY 2008-09:***

***Total contract amount. \$86,060.00***

***Summary of program performance.***

- Pivotal Point is the only WIA program to serve solely out-of-school youth. Although the program met 100% of enrollment goal as of March 31, 2009 (at 18 youth), it placed only 50% of goal (three clients). Three youth also attained degrees or credentials this FY; it is not clear whether these are the same youth who were placed in jobs or others in the program.

**8. George P. Scotlan Youth & Family Center**

***Program description/statement of work.*** Scotlan Center aims to provide services to 40 out-of-school youth ages 14 to 21, as follows:

- Intake and assessment (enrollment documentation, certification, academic pre-testing, and development of individual service strategies).
- GED preparation and/or basic skills classwork (128 hours of in-class GED preparation, or in class Basic Skills education where GED is not appropriate).
- Pre-employment competencies (64 hours of workshops and training in basic computer skills, resume preparation, master application preparation, interview skills, and job search skills).
- Counseling or other mental health services (four to twelve sessions of mental health counseling, or, where appropriate, participation in parenting groups, domestic violence and child abuse prevention classes, and treatment for sexually exploited minors).
- Leadership training (optional, through Scotlan Center's Peer Tutoring Program and YMCA's Neighborhood Fellows Step Up Program).
- Job search and job development work.
- Internships (paid Scotlan internships for office skills or school based tutoring for deserving youth).

- Re-entry into education institutions (post secondary for older youth; secondary for younger youth, where so elected and appropriate).
- Vocational/occupational training (YMCA's Neighborhood Fellows Step Up Program or Dare 2 Dream Program – for Cosmetology, Entertainment Industry, Athletic Coaching, Culinary, Fashion Design – or other programs at the youth's election).
- Follow-up and adult mentoring.

Scotlan Center also aims to provide services to seventeen in-school youth ages 16 to 21, as follows:

- Intake and assessment (enrollment documentation, certification, academic pre-testing, and development of individual service strategies).
- Academic tutoring (up to 64 hours of out-of-school tutoring as needed with a trained tutor – in Math, English, Reading and Comprehension, and Basic Writing Skills).
- Pre-employment competencies (64 hours of workshops and training in basic computer skills, resume preparation, master application preparation, interview skills, and job search skills).
- Counseling or other mental health services (four to twelve sessions of mental health counseling, or, where appropriate, participation in parenting groups, domestic violence and child abuse prevention classes, and treatment for sexually exploited minors).
- Leadership training (optional, through Scotlan Center's Peer Tutoring Program and YMCA's Neighborhood Fellows Step Up Program).
- Post academic assessment and support (to determine fitness and schedule for acquisition of high school diploma, and interest in and education career paths in post secondary education. Also, post secondary guidance counseling, and assistance and support in application processes for post secondary education).
- Job search and job development work.
- Internships (paid Scotlan internships for office skills or school based tutoring for deserving youth).
- Job placement and job shadowing (acquisition of full or part time employment).
- Vocational/occupational training (YMCA's Neighborhood Fellows Step Up Program or Dare 2 Dream Program – for Cosmetology, Entertainment Industry, Athletic Coaching, Culinary, Fashion Design – or other programs at the youth's election).
- Follow-up and adult mentoring.

***For FY 2008-09:***

*Total contract amount. \$177,800.00*

*Summary of program performance.*

- Scotlan performed well with its out-of-school youth this FY (as of March 31, 2009), meeting enrollment goals (40 clients) and just exceeding its goal percentage of placement to exit. Performance for in-school youth did not meet goals in either measure.

9. The Youth Employment Partnership, Inc. (YEP)

*Program description/statement of work.* YEP provides 92 in-school youth (ages 14 to 18) with job readiness pre-training sessions, ongoing weekly job readiness training sessions, weekly case management visits, referral to support services, individual service strategy (ISS), work experience (between 100 and 250 hours), and follow-up services. A minimum of 20% (19) receive vocational skills training, such as construction and computers.

YEP also offers 40 out-of-school youth (ages 18 to 21) with job readiness pre-training sessions, ongoing weekly job readiness training sessions, weekly case management visits, referral to support services, ISS, work experience (between 100 and 250 hours), and follow-up services. A minimum of 80% (32) will receive vocational skills training, such as construction and computers.

***For FY 2008-09:***

***Total contract amount. \$367,780.00***

*Summary of program performance.*

- As of March 31, 2009, YEP continued its pattern of exceeding enrollment goals for both in-school and out-of-school youth. Among all WIA youth programs, YEP serves the largest number (a total of 611 including youth carried-over from the previous FY). So far this FY, in-school youth have exceeded State goals in the attainment of degrees or credentials, while out-of-school youth have exceeded State job placement goals.



Modification of AGREEMENT ("Contract" made by and between the following parties:


Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board ("WIB") 1212 Broadway, Suite 300  Oakland, CA 94612 Contact: Pedro Toledo Phone: (510) 768-4418	The English Center 66 Franklin Street, Suite 300 Oakland, CA 94607  Contact: Marcy Jackson Executive Director Phone: (510) 836-6700 ext. 103
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The parties execute this Contract Modification according to the terms specified below:


1. Modification Term  
Program Year: 2008  
Modification Effective Date: July 1, 2008  
Modified Contract Term: July 1, 2007 through June 30, 2009 for additional 12-month program services. Additional mandatory 12-month follow-up period may extend performance for follow-up services after program exit.
2. Type of Contract  
The State funds available and allocated under the WIA that are hereby obligated by the Oakland PIC, as authorized representative for the Oakland WIB, are to be paid according to applicable regulations and rules governing Cost Reimbursement Contracts.
3. Compensation  
Total Compensation: \$50,000.00  
Number of Additional WIA-Enrolled Participants: 16
4. Reason for Modification
  - a. The name of the organization has legally changed to The English Center
  - b. The address where services are provided has changed to 66 Franklin Street, Oakland, CA 94607
  - c. To revise the total amount of funding under this Contract, as indicated above and to provide for the extended performance period through June 30, 2009, as set forth above.

All other terms and conditions will remain the same. This Modification consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

OAKLAND PRIVATE INDUSTRY COUNCIL, INC.

By:   
Gay Plair Cobb  
Chief Executive Officer

CONTRACTOR

By:   
Marcy Jackson  
Executive Director

Modification of AGREEMENT ("Contract" made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board ("WIB") 1212 Broadway, Suite 300  Oakland, CA 94612 Contact: Pedro Toledo Phone: (510) 768-4418	The English Center 66 Franklin Street, Suite 300 Oakland, CA 94607  Contact: Marcy Jackson Executive Director Phone: (510) 836-6700 ext. 103
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The parties execute this Contract Modification according to the terms specified below:

1. Contract Term  
 Program Year: 2008  
 Modification Effective Date: July 1, 2008  
 Modified Contract Term: August 1, 2001 through June 30, 2009 for 12-month program services. Additional mandatory 12-month follow-up period may extend performance for follow-up services after program exit.
  
2. Type of Contract  
 The State funds available and allocated under the WIA that are hereby obligated by the Oakland PIC, as authorized representative for the Oakland WIB, are to be paid according to applicable regulations and rules governing Cost Reimbursement Contracts.
  
3. Compensation 2008  
 Program funds allocated for Program Year 2008-09. Note: this amount is subject to change pending final budget allocations by the Oakland WIB. \$150,000  
 Program funds carried over from Program Year 2007-08 allocation \$11,708  
  
 Number of WIA-Enrolled participants carried over from previous program years: 52  
  
 Number of New WIA-Enrolled Participants for Program Year 2008-09: 24  
  
 Number of New Universal (i.e., One-Stop Core-A) Participants registered during Program Year 2008-09: 200  
  
 Supportive services and training for WIA-enrolled participants will be provided on a first-come first-served basis until funds reserved for these activities in the WIB-approved budget are exhausted.
  
4. Reasons for Modification
  - a. The name of the organization has legally changed to The English Center
  - b. The address where services are provided has changed to 66 Franklin Street, Oakland, CA 94607
  - c. To revise the total amount of funding under this Contract, as indicated above and to provide for the extended performance period through June 30, 2009, as set forth above.

All other terms and conditions will remain the same. This Modification consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

OAKLAND PRIVATE INDUSTRY COUNCIL, INC.

By: 

Gay Plair Cobb  
Chief Executive Officer

CONTRACTOR

By: 

Marcy Jackson  
Executive Director

# The English Center

Affiliate One-Stop 08-09

	Original Budget	Adjusted Amounts	Adjusted Budget
	<b>Total</b>		
<b>Budgeted Line Items</b>			
<b>1. Salaries</b>			
<b>One-Stop Supervision &amp; Coordination</b>	<b>55,000</b>	<b>5020.00</b>	<b>60,020.00</b>
Marcy Jackson			2,972.70
Michael Goldberg			14,556.12
Nancy Taylor			32,250.45
Robert Beckley			10,240.44
<b>One-Stop Instruction</b>	<b>20,000</b>		<b>20,000.00</b>
<b>One-Stop Staff</b>	<b>32,000</b>	<b>261.00</b>	<b>32,261.00</b>
Mayra Ramirez/Juana Garcia			20,382.00
Ru Chen			12,071.00
<b>Salary Subtotal</b>	<b>107,000</b>		<b>112,281.00</b>
<b>2. Payroll Taxes &amp; Benefits</b>	<b>35,000</b>	<b>(5281.00)</b>	<b>29,719.00</b>
Fica (7.65%)			18,611.35
UI (1.43%)			1,609.70
WC (1.85/0.85%)/(1.27154/0.56215%)			1,480.84
Medical/Dental/Retirement			18,007.07
<b>3. Supplies and Materials</b>	<b>810</b>		<b>810.00</b>
<b>4. Staff Travel</b>	<b>300</b>	<b>196.00</b>	<b>496.00</b>
<b>5. Rent (10% of \$4910.60 per month)</b>	<b>5,890</b>		<b>5,890.00</b>
<b>6. Telephone/Utilities/duplication/maintena</b>	<b>1,000</b>	<b>(196.00)</b>	<b>804.00</b>
<b>Grand Total</b>	<b>150,000</b>		<b>150,000.00</b>

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Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board ("WIB") 1212 Broadway, Suite 300 Oakland, CA 94612 Contact: Pedro Toledo Phone: (510) 768-4418	Unity Council ("The Unity Council") 1900 Fruitvale Ave., Suite 2A Oakland, CA 94601  Contact: Marsha Murrington Phone: (510) 535-6913
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The parties execute this Contract Modification according to the terms specified below:

1. Modification Term

Program Year: 2008  
Modification Effective Date: July 1, 2008  
Modified Contract Term: July 1, 2005 through June 30, 2009 for 12-month program services. Additional mandatory 12-month follow-up period may extend performance for follow-up services after program exit.

2. Type of Contract

The State funds available and allocated under the WIA that are hereby obligated by the Oakland PIC, as authorized representative for the Oakland WIB, are to be paid according to applicable regulations and rules governing Cost Reimbursement Contracts.

3. Compensation 2008

Program funds allocated for Program Year 2008-09. Note: this amount is subject to change pending final budget allocations by the Oakland WIB. \$300,000

Number of WIA-Enrolled participants carried over from previous program years: 48  
Number of Additional WIA-Enrolled Participants through June 30, 2009: 48  
Number of Additional Universal (i.e., One-Stop Core-A) Participants through June 30, 2008: 750

Supportive services and training for WIA-enrolled participants will be provided on a first-come first-served basis until WIB-approved funds for these activities in the budget are exhausted.

4. Reason for Modification

To revise the total amount of funding under this Contract, as indicated above and to provide for the extended performance period through June 30, 2008, as set forth above.

All other terms and conditions will remain the same. This Modification consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

The Unity Council

By: 

Gay Plair Cobb  
Chief Executive Officer

By: 

Marsha Murrington  
Vice President of Programs

**UNITY COUNCIL  
PIC ONE-STOP BUDGET  
07/01/08 - 06/30/09**

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<b>Personnel Costs</b>	<b>FTE</b>	<b>Proposed Budget</b>
V.P. of Programs	5.00%	5,000
Prog Mgr-Employee Liaison	44.00%	22,004
Prg Mgr- Employee Services	95.00%	38,000
Empl Support Specialist - Viet/Chinese	100.00%	30,000
Empl Support Specialist - Spanish	100.00%	31,900
Empl Support Specialist - Laotian	60.00%	26,436
Empl Support Specialist - Cambodian	100.00%	35,000
Reception-AmeriCorps Interns (3)	50.00%	4,658
Accountants	25.00%	25,000
<b>Subtotal</b>		<b>217,998</b>
Benefits		53,265
<b>Total Personnel Costs</b>		<b>271,263</b>

<b>Operating Costs</b>		
Office supplies		3,500
Staff Travel		600
Rent		20,987
Telephone		3,000
Equipment rental		650
<b>Subtotal</b>		<b>28,737</b>
<b>Grand Total</b>		<b>300,000</b>

**ASSETS SENIOR EMPLOYMENT OPPORTUNITIES PROGRAM**

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board (WIB) 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pedro Toledo Phone: (510) 768-4418	Department of Human Services (ASSETS) City of Oakland 150 Frank Ogawa Plaza, Suite 4353 Oakland, CA 94612  Contact: Brendalyn Goodall Phone: 510-238-6137
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The parties execute this Contract Modification according to the terms specified below:

- Modification Term  
Program Year: 2008  
Modification Effective Date: July 1, 2008  
Modified Contract Term: August 1, 2001 through June 30, 2009 for 12-month program services. Additional mandatory 12-month follow-up period may extend performance for follow-up services after program exit.
- Type of Contract  
The State funds available and allocated under the WIA that are hereby obligated by the Oakland PIC, as authorized representative for the Oakland WIB, are to be paid according to applicable regulations and rules governing Cost Reimbursement Contracts.
- Compensation  
Compensation through June 30, 2009. Note: this amount is subject to change pending final budget allocations by the Oakland WIB. \$140,000  
Number of Additional WIA-Enrolled Participants through June 30, 2009: 33
- Reason for Modification  
To revise the total amount of funding under this Contract, as indicated above and to provide for the extended performance period through June 30, 2009, as set forth above. All other terms and conditions will remain the same.

This Modification consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

City of Oakland, Dept. of Human  
Services, ASSETS Program

By: 

Gay Plair Cobb  
Chief Executive Officer

By: 

Brendalyn Goodall - Manager  
Aging & Adult Services Division



**ASSETS Senior Employment Center - WIA Budget**  
**Senior Aides Program**  
**FY 08-09**

<b>Personnel / Classification</b>	<b>Name</b>	<b>Amount Allocation - WIA</b>	<b>%</b>
Sr. Svcs Supervisor	Vacant		0.00%
Senior Svs. Program Asst.	Gwendolyn Morgan	\$ 16,852.00	12.04%
Sr. Employment Coord.	May Tam	\$ 104,926.00	74.95%
Outreach Developer, PPT	To be filled		0.00%
Faheem Salaam			0.00%
			0.00%
Senior Aides			0.00%
<b>Total Personnel Cost</b>		<b>\$ 121,778.00</b>	<b>86.98%</b>
<b>Non Personnel</b>			
Stationery & Office supplies		\$ 2,000.00	1.43%
Agricultural Chemicals			
Direct Training Supplies		\$ 5,000.00	3.57%
Minor Furniture/Equipment		\$ 2,722.00	
Marketing		\$ 1,500.00	
Postage		\$ 1,500.00	1.07%
Telephone			
Printing & Duplicating		\$ 2,000.00	1.43%
Medical Vet./Physical Exam			
Per Diem & Lodging			
Misc. Travel Expenses			
Registration & Tuition			
Misc. Educational/Training		\$ 3,500.00	2.50%
Misc. Services (53719)			
Incedentals			
Third Part Grant Contracts			
Multiligual Resources			
Duplicating			
Central Services Offset			
<b>Total Non Personnel Cost</b>		<b>\$ 18,222.00</b>	<b>13.02%</b>
<b>Grand Total</b>		<b>\$ 140,000.00</b>	<b>100.00%</b>
<b>Total Budget</b>		<b>\$ 140,000.00</b>	
<b>Difference</b>		<b>\$ -</b>	

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board ("WIB") 1212 Broadway, Suite 300 Oakland, CA 94612 Contact: Pedro Toledo Phone: (510) 768-4418	Lao Family Community Development, Inc. 1551-23 <sup>rd</sup> Avenue Oakland, CA 94606  Contact: Kathy Chao Phone: (510) 533-8850
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The parties execute this Contract Modification according to the terms specified below:

1. Modification Term

Program Year: 2008  
Modification Effective Date: July 1, 2008.  
Modified Contract Term: July 1, 2005 through June 30, 2009 for 12-month program services. Additional mandatory 12-month follow-up period may extend performance for follow-up services after program exit.

2. Type of Contract

The State funds available and allocated under the WIA that are hereby obligated by the Oakland PIC, as authorized representative for the Oakland WIB, are to be paid according to applicable regulations and rules governing Cost Reimbursement Contracts.

3. Compensation 2008

Program funds allocated for Program Year 2008-09. Note: this amount is subject to change pending final budget allocations by the Oakland WIB. \$200,000

Number of WIA-enrolled participants carried over from previous program years: 28  
Number of Additional WIA-Enrolled Participants through June 30, 2009: 32  
Number of Additional Universal (i.e., One-Stop Core-A) Participants through June 30, 2009: 400

Supportive services and training for WIA-enrolled participants will be provided on a first-come first-served basis until WIB-approved funds for these activities in budget are exhausted.

4. Reason for Modification

To revise the total amount of funding under this Contract, as indicated above and to provide for the extended performance period through June 30, 2009, as set forth above.

All other terms and conditions will remain the same. This Modification consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

By: 

Gay Plair Cobb  
Chief Executive Officer

Lao Family Community Development, Inc.

By: 

Kathy Chao  
Executive Director

## Budget Modification Request

Contract: # 05-A-03

Funding: Title I Adult (Affiliate)

Contractor Name: Lao Family Community Development, Inc.

Contract Period July 1, 2008 to June 30, 2009

No.	Budget Category	Approved Budget	Proposed Changes	Revised Budget	Reason for Changes
<b>PERSONNEL</b>					
1	CEO President	\$ 18,059	\$ -	18,059	
2	Executive Director	7,800	(1,835)	5,965	Effective 4/1/07, the ED's time towards this program will be reduced, so \$1,835 will be reallocate to Burmese speaking counselor.
3	Project Director	15,357	1,280	16,637	Based on actual time spent on this program, we would like to increase \$1,280
4	Vietnamese Job Coun/Dev.	33,075	(1,181)	31,894	Based on actual time spent on this program, we would like to reallocate \$1,181 to our Burmese Job Counselor/Developer.
5	Burmese/Chinese Job Dev.	-	8,250	8,250	Effective 4/1/07, due to the need for a Burmese speaking Job Counselor. This position's wage increase demand from Burmese clients, program needs by \$8,250.
6	Spanish Job Coun./Job Dev.	11,648	4,479	16,127	Due to increase actual time spent on this program, we would like to increase \$4,479 to our Spanish Job Counselor/Developer.
7	Laotian Job Coun./Job Dev.	15,626	3,902	19,528	Due to increase time and responsible to this project we need to increase by \$3,902
8	Emp. Dept. Recep./Counselor	9,000	(4,083)	4,917	Needed to reallocate \$4,083 to Burmese speaking Job Counselor line item.
9	Accounting Manager	5,897	-	5,897	
10	Bookkeeper	3,307	-	3,307	
	Total personnel:	\$ 119,769	\$ 10,812	\$ 130,581	Reallocate \$9,736 from operation expenses to salaries.
	Benefits:	\$ 33,535	\$ (1,076)	\$ 32,459	Reallocate \$1,415 to salaries.
<b>OPERATING:</b>					
1	Advertisement Expenses	2,000	-	2,000	
2	Education Material & Supplies	2,400	-	2,400	
3	Office Supplies	3,796	1,394	5,190	Due to the needs of additional office supplies & small equipment we would like to increase \$1,394 to this line item.
4	Contract Consultant	1,500	-	1,500	
5	Special Events and Activities	2,400	970	3,370	Due to the need for anticipated increase in events and special activities we would like to increase \$970 to this line item.
6	Staff Training	2,400	-	2,400	
7	Travel	3,600	(600)	3,000	Due to actual travel time, we would like to move \$600 from this line item.
8	Rent	10,800	(10,800)	-	Due to critical needs in training and equipment & personnel we would like to move \$10,800 from this line item.
9	Utilities	3,600	400	4,000	Due to actual cost we would like to increase \$400 to this line item
10	Telephone, Fax & Internet	3,600	(2,000)	1,600	Due to actual usage we would like to move \$2,000 from this line item.
11	Insurance	1,000	-	1,000	
12	Printing	3,600	(1,300)	2,300	Due to actual expenditure we would like to decrease this line item to \$1,300.
13	Janitorial	2,400	(1,200)	1,200	Due to actual expenditure we would like to decrease this line item to \$1,200.
14	Equipment/Maintenance	3,600	3,400	7,000	Due to the need for safe office furniture, and replacement of trouble some computers. We would like purchase 3 computers, and a laptop for client & employer recruitment & job activities, need to increase \$3,400 to this line item.
	Total Operating:	\$ 46,696	\$ (9,736)	\$ 36,960	We would like to move \$9,736 to salary & wages.
	<b>TOTAL:</b>	\$ 200,000	\$ -	\$ 200,000	

**WORKFORCE INVESTMENT ACT ("WIA")  
Local Workforce Investment Area ("LWIA") of Oakland**

Contract #: 06-Y-02  
Funding: Title I Youth  
Modification # 2

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board (WIB) 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pedro Toledo Phone: (510) 768-4418	Lao Family Community Development, Inc. 1551 23 <sup>rd</sup> Avenue Oakland, CA 94606  Contact: Kathy Chao Executive Director Phone: (510) 533-8850
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The parties execute this contract modification according to the terms specified below:

- Date of Modification: July 1, 2008
- Contract Term  
 Contract Effective Date: July 1, 2008  
 Performance period: July 1, 2008 through **June 30, 2009**
- Obligations/Payment Provisions

Carried Over Program Funds from performance period 06-08	\$48,322.00
Carried Over Wages and Support Services funds for participants enrolled in Program Years 06-08	\$28,044.63

Program Funds intended for performance period 08-09. <b>Note: this amount is subject to change pending final budget allocations by the Oakland WIB.</b>	\$137,500.00
Wages and Support Services funds intended for participants enrolled in Program Year 08-09	\$ 88,166.04
<b>Total</b>	<b>\$302,032.67</b>

Number of In-School Participants carried over from previous performance periods	12
Number of Out-of-School Participants carried over from previous performance periods	2
Number of new In-School Participants to be enrolled during performance period 08-09	35
Number of new out-of-School Participants to be enrolled during performance period 08-09	10
<b>Total number of participants to be served during 2008-09</b>	<b>59</b>

**Note:** Contractor must keep track of all supportive services expenditures separately. Over-expenditures that may occur will not be covered during the course of the Program Year. In addition, please note that all childcare is provided through BANANAS (an Oakland PIC

independent contractor) by purchase order submitted to the Oakland PIC's Program Oversight Department. Transportation expenses will only be reimbursed if the proper back-up documentation is provided. All client files must reflect supportive and other services provided.

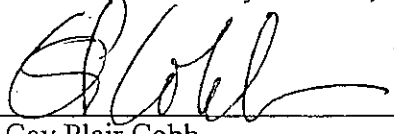
4. Purpose of Modification

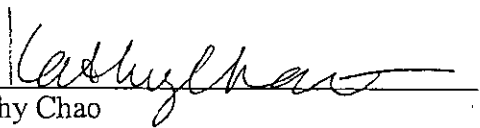
- a. To modify the performance period
- b. To clearly identify the amounts available from the prior performance-based contract periods (2006-08) as well as the total number of participants to be served (i.e., carried over from previous years plus those enrolled during the current performance period).
- c. To change the requirements of the Living Wage Ordinance for the City of Oakland (section 1.8 and attachment B) to reflect current Wage Ordinance requirements.
- d. To modify Section 8.7 of this contract as well as the statement of work (attachment A) to reflect the newly imposed Common Measures.
- e. The total amount of funding of wages, stipends and supportive services under this Agreement has also been changed in Section 10.3 "Funding Allowances By Category/Expenditure Tracking."
- f. All other terms and conditions remain the same, as stated in the following pages.

Contract consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

Lao Family Community Development, Inc.

By:   
Gay Plair Cobb  
Chief Executive Officer

By:   
Kathy Chao  
Executive Director

**ATTACHMENT A**  
**STATEMENT OF WORK**

**1. PROGRAM NARRATIVE**

**A. Description of Program Services:**

The 2008/09 WIA Youth Year-Round Program will offer regularly-scheduled weekly classroom and work experience activities, as well as highly individualized counseling and job placement assistance. For in-school youth, after school activities will include classroom workshops on basic skills, career planning, job search techniques, financial literacy, and One-Stop orientation, and mentoring and leadership opportunities at local schools, non-profit, and private sectors. These youth will also receive career and personal counseling, support service referrals, mentoring, Individual Development Account (IDA) savings matching program for the pursuit of post-secondary school education, and follow-up to their year of participation in the program.

For out-of-school youth who are not currently employed or obtaining education or training, the program will offer an individualized program of needs assessment, career counseling, personal counseling, direct job placement, job retention, financial and banking system education through our Bi-lingual Homeownership Counseling Center, support services referrals, help obtaining their GED, certification or vocational programs at community colleges, job readiness training, One-Stop orientation, and follow-up services.

**B. Local Workforce Investment Area Performance Goals [pursuant to Section 136 of the WIA regulations and modified by the Training and Employment Guidance Letter No. 17-05 on the Common Measures]:**

The following performance measures were established by the State and adopted by the local WIB as a measuring tool for program performance. All contracts will be modified if and when the State or local WIB make changes to these levels and contractors will be subject to those changes.

**1) Core Performance Measures:**

Please note that this is an estimate of the performance measure goals set by the State for 08/09 Program Year and are subject to change if new guidelines are established at the State level and/or if the local WIB increases these performance levels.

**a) All Youth**

**Placement in Employment or Education 67%**

(rate of participants who enter employment, post-secondary education, the military, advanced training or occupational skills training – excluding those employed or in post-secondary education at the time of enrollment – by the first quarter after exit)

**Attainment of a Degree or Certificate 50%**

(rate of participants who attain a diploma, GED or certificate by the end of the third quarter after exit)

**b) Out-of-school, basic skills deficient youth**

In addition to placement in employment or education and attainment of degree or certificate, out-of-school youth who are basic skills deficient can attain:

**Literacy and Numeracy Gains**

39%

(number of youth participants who increase one or more educational levels within one year in the program and every twelve months thereafter until exited from the program)

C. Training Design

1) **Technical Description of Training**

Training will be provided in accordance with the training descriptions and curricula contained in the Contractor's Proposal and any amendments that are on file with Oakland PIC and expressly made a part of this Contract.

2) **Training Schedule - Days, Time/Hours of Operation:**

Monday through Friday, from 4:00 pm to 6:00 pm

The program will be closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Chinese New Year
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day & day after
Independence Day	Christmas Eve & Day
Columbus Day	Lao New Year

3) **Program Schedule/Length of Training:**

First Enrollment Date:	July 1, 2008
Last Date of Enrollment:	December 30, 2008

Note: Special requests may be made to extend this date; however, prior approval from the Oakland PIC is required.

Minimum Length of Training:	200 hours
Maximum Length of Training:	300 hours
Office Hours for Staff:	M – F 8:30 am – 5:00 pm

2. **PARTICIPANT CRITERIA**

Participant Entry Requirements: Must meet the criteria for participation set forth in the WIA and its regulations.

3. **RECRUITMENT AND ORIENTATION**

**A. Recruitment**

LFCD will recruit participants from local public-funded and community-based youth programs and through OUSD guidance counselors. LFCD will also participate in career fairs and community events to display information tables on school campuses. In

addition, LFCD will make an effort to target youth of cultural and ethnic groups not primarily served by LFCD through outreach at local community organizations.

**B. Orientation**

LFCD will offer orientations twice weekly, for three hours, in a group setting following the intake period. At the orientation LFCD staff will provide general information on the WIA programs and available worksites and youth sign the agreement for their commitment to stay in the program throughout the program year.

4. **ASSESSMENT**

LFCD will use the CASAS test as an assessment tool in addition to conducting an assessment interview with a counselor. The assessment process will be completed within two weeks of initial intake.

5. **INDIVIDUAL SERVICE STRATEGY (ISS)**

Each participant will work directly with a counselor to develop an ISS that will be in full accordance with the WIA, its regulations, and the Oakland PIC's ISS requirements.

6. **CERTIFICATION**

The Contractor will be responsible for the collection of eligibility documentation, completion of all WIA enrollment forms and the scheduling of meeting with Oakland PIC Program Eligibility Specialists for eligibility determination and enrollment authorization. It is agreed that any costs of expenses incurred for training and services provided before the authorized enrollment date will not be paid.

7. **PLACEMENT VERIFICATION**

Contractor will be responsible for the verification of all placements. The following are acceptable employment verification methods:

A. Copy of participant's paycheck stub; or

B. Letter on employer's stationary verifying employment of participant.

C. In the case that neither of the above can be obtained, a letter from the Contractor showing they have verified placement (signed by the verifying party), and the date of verification. In addition, each Contractor must provide written documentation stating why (A) and (B) were not possible.

8. **PARTICIPANT FOLLOW-UP**

WIA section 129(c)(2)(I) requires, as part of program elements, "followup services for not less than 12 months after the completion of participation, as appropriate."

A. Purpose

Follow-up is to be performed to assist participants in affirming their program goals, proper client employer match, technical assistance, further job development and counseling. In the process, follow-up helps determine the retention rate, attainment of diplomas or certifications and other achievements with State performance-related value.



B. Method to be used

Post-exit follow-up will be conducted on a year-round basis in accordance with the activities set out in the Contractor's proposal, which activities are hereby incorporated by reference.

Follow-up services should include but not be limited to the activities listed in Section 8.4 under the Statement of Work provisions section of this Contract.





## LAO FAMILY COMMUNITY DEVELOPMENT, INC.

## Youth Benchmark Performance Chart

Contract Period: 07/01/08 - 6/30/09

UNIT NO.	BENCHMARK	DESCRIPTION	DOCUMENTATION	YOUTH STIPEND	
				IN-SCHOOL YOUTH	OUT- OF SCHOOL YOUTH
1	Certification-Enrollment with WIA	Completion of WIA Intake Application; Submission of documentation; Completion of CASAS test; and Enrollment Certification	Enrollment Certification	\$ 50.00	\$ 50.00
<b>BASIC SKILLS</b>					
2	Basic Skills Goal #1	Reading or Math: (1) To improve CASAS score in math or reading	Pre/Post Tests	\$50.00	\$ 50.00
3	Basic Skills Goal #2	Speaking: Youth will participate in workshops teaching techniques around effective in public speaking, at work place, at school, in business, and everyday life.	Pre/Post Tests	\$50.00	
4	Basic Skills Goal #3	Problem Solving, Reasoning, and Decision Making: Youth will participate in workshop that will allow them to actively make decisions concerning daily life problems. They will learn how to manage finding solutions that will better their lives by setting goals and how to reach them.	Pre/Post Tests	\$ 50.00	
5	Basic Skills Goal #3	Life Skills: Youth will learn the basic financial skills through developing of their personal budget, how to write check, make deposit, and understand of his/her paycheck withholding.	Pre/Post Tests	\$ 50.00	\$ 50.00
<b>PRE-EMPLOYMENT</b>					
6	Pre-Employment Goal #1	Career Planning: Youth will identify their career goal by using this website <a href="http://www.bls.gov">www.bls.gov</a> to search for each individual occupational outlook handbook.	Printed out of career outlook sheet.	\$ 50.00	\$ 50.00
7	Pre-Employment Goal #2	Job Search: Completion of job application, resume, cover letter, and mock interview. Youth will be attending some job fairs, use of internet, and look up in the newspaper as job search resources.	Copy of resume and job application in file	\$ 50.00	\$ 50.00
8	Pre-Employment Goal #3	Leadership: Youth will be planning and organizing the youth conference which will take place in mid June 2009. Everyone will have an opportunity to get involve in every step of event planning such as their role and value of team leadership in achieving results.	Completed description of work assignment.	\$ 50.00	\$ 50.00
9	Pre-Employment Goal #4	Team work: Youth will be asked to work as team to plan for this year youth's conference. This event will allow team members build trust and openness between each other in team building activities and events. Each team members will be competing for control in certain area.	Completed description of work assignment.	\$ 50.00	\$ 50.00
10	Work Experience	Youth will perform hands on work experience with this provider or other non-profit organization. This not to exceed 100 hours at \$8.00 per hour for in-school youth and \$10.00 for out-of-school youth.	Timesheet signed by worksite supervisor	\$8.00/hr	\$10.00/hr
11	Numeracy/Literacy	An increase of one or more educational functioning leves in reading and math.	Pre/Post Tests		\$ 150.00
12	Enter Employment/Post-Secondary Education, the Military Advanced Training, etc..	Entry into unsubsidized employment or post secondary education, and other vocational training program after enrollment.	Copy check or Employment Verification, school printed out.	\$ 200.00	\$ 200.00
13	Attainment of Degree or Certificate	Obtaining Degree or Diploma issued or recognized by a state educational agency as equivalent to high school diploma, or post secondary degree such as AA, AS, BA, or BS.	Copy of Degree or Certificate	\$ 200.00	\$ 300.00
14	90-days job Retention	Stayed in a job for 3-months after exited from the program	Copy check or Employment Verification	\$ 50.00	\$ 100.00

**WORKFORCE INVESTMENT ACT ("WIA")  
Local Workforce Investment Area ("LWIA") of Oakland**

Contract #: 06-Y-01  
Funding: Title I Youth  
Modification # 2

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board (WIB) 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pedro Toledo Phone: (510) 768-4418	Alameda County Health Care Foundation Model Neighborhood Program 1411 East 31 <sup>st</sup> Street Oakland, CA 94602  Contact: Cherlyn L. Spencer Executive Director Phone: (510) 437-8365
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The parties execute this contract modification according to the terms specified below:

- Date of Modification: July 1, 2008
- Contract Term  
 Contract Effective Date: July 1, 2008  
 Performance period: July 1, 2008 through **June 30, 2009**
- Obligations/Payment Provisions

Carried Over Program Funds from performance period 06-08	\$7,463.59
Carried Over Wages and Support Services funds for participants enrolled in Program Years 06-08	\$12,045.85

Program Funds intended for performance period 08-09. <b>Note: this amount is subject to change pending final budget allocations by the Oakland WIB.</b>	\$30,860.00
Wages and Support Services funds intended for participants enrolled in Program Year 08-09	\$25,470.18
<b>Total</b>	<b>\$75,839.62</b>

Number of In-School Participants carried over from previous performance periods	25
Number of new In-School Participants to be enrolled during performance period 08-09	13
<b>Total number of participants to be served during 2008-09</b>	<b>38</b>

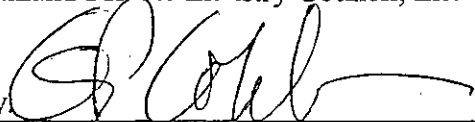
**Note:** Contractor must keep track of all wages, stipends and supportive services expenditures separately. Over-expenditures that may occur will not be covered during the course of the Program Year. In addition, please note that all childcare is provided through Bananas (an Oakland PIC independent contractor) by purchase order submitted to the PIC's Procurement & Contracts Administrator. Transportation expenses will only be reimbursed if the proper back-up documentation is provided. All client files must reflect services provided.

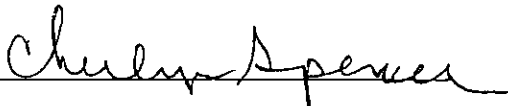
4. Purpose of Modification

- a. To modify the performance period
- b. To clearly identify the amounts available from the prior performance-based contract periods (2006-08) as well as the total number of participants to be served (i.e., carried over from previous years plus those enrolled during the current performance period).
- c. To change the requirements of the Living Wage Ordinance for the City of Oakland (section 1.8 and attachment B) to reflect current Wage Ordinance requirements.
- d. To modify Section 8.7 of this contract as well as the statement of work (attachment A) to reflect the newly imposed Common Measures.
- e. The total amount of funding of wages, stipends and supportive services under this Agreement has also been changed in Section 10.3 "Funding Allowances By Category/Expenditure Tracking."
- f. All other terms and conditions remain the same, as stated in the following pages.

Contract consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

By:   
Gay Plair Cobb  
Chief Executive Officer

By: 

**ATTACHMENT A**  
**STATEMENT OF WORK**

**1. PROGRAM NARRATIVE**

**A. Description of Program Services:**

The Model Neighborhood Program (MNP) seeks to make an impact on the disparities in health by increasing the number of under represented minorities (URM) in the health professions in the SF Bay Area by providing youth with the tools needed to successfully pursue a career in Health Care and to make healthy choices. Severe shortages remain in the numbers of URM in the health care workforce including nursing, radiology and clinical laboratory. While many programs target high school youth, MNP begins at middle school because many URM's in inner city schools begin to seriously lag behind academically in middle school and some start to dropout of school in the 9<sup>th</sup> grade. By maintaining a relationship with these youth through their transition to high school, MNP expands the overall pool of URM's that complete high school, college and pursue a health profession.

**B. Local Workforce Investment Area Performance Goals [pursuant to Section 136 of the WIA regulations and modified by the Training and Employment Guidance Letter No. 17-05 on the Common Measures]:**

The following performance measures were established by the State and adopted by the local WIB as a measuring tool for program performance. All contracts will be modified if and when the State or local WIB makes changes to these levels and contractors will be subject to those changes.

**1) Core Performance Measures:**

Please note that this is an estimate of the performance measure goals set by the State for 08/09 Program Year and are subject to change if new guidelines are established at the State level and/or if the local WIB increases these performance levels.

- a) **All Youth**
  - Placement in Employment or Education** 67%  
(rate of participants who enter employment, post-secondary education, the military, advanced training or occupational skills training – excluding those employed or in post-secondary education at the time of enrollment – by the first quarter after exit)
  - Attainment of a Degree or Certificate** 50%  
(rate of participants who attain a diploma, GED or certificate by the end of the third quarter after exit)
- b) **Out-of-school, basic skills deficient youth**

In addition to placement in employment or education and attainment of degree or certificate, out-of-school youth who are basic skills deficient can attain:

  - Literacy and Numeracy Gains** 39%

(number of youth participants who increase one or more educational levels within one year in the program and every twelve months thereafter until exited from the program)

### C. Training Design

#### 1) Technical Description of Training

Training will be provided in accordance with the training descriptions and curricula contained in the Contractor's Proposal and any amendments that are on file with Oakland PIC and expressly made a part of this Contract.

#### 2) Training Schedule - Days, Time/Hours of Operation:

Monday through Friday, from 4pm to 6 pm, except Wednesday from 3-5pm

The program will be closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Presidents' Day
Veterans' Day	Admission Day
Memorial Day	Thanksgiving Day & day after
Independence Day	Winter Holiday

All School Holidays including Thanksgiving Break, Winter Break and Spring Break, Cesar Chavez Day and other School Holidays

#### 3) Program Schedule/Length of Training:

First Enrollment Date:	September 19, 2008
Last Date of Enrollment:	March 26, 2009

Note: Special requests may be made to extend this date; however, prior approval from the Oakland PIC is required.

Minimum Length of Training:	12 weeks
Maximum Length of Training:	4 years
Office Hours for Staff:	M-F 10 a.m.-6:30 p.m. except W 9-5:30

## 2. PARTICIPANT CRITERIA

Participant Entry Requirements: Must meet the criteria for participation set forth in the WIA and its regulations.

## 3. RECRUITMENT AND ORIENTATION

### A. Recruitment

Outreach and recruitment begins in 7<sup>th</sup> grade when students are introduced to the program through school-based Health Education Sessions. All 8th grade students at participating schools attend an informational session about the Health Career Training Internship at the onset of the academic year in their science classes and are invited to submit an application including (1) an essay expressing interest in the health/medical field and how they would benefit from such a program, (2) parental consent, (3)



teacher recommendation, and (4) proof of immunizations. Grades are used for record keeping and to ensure that a variety of levels of achievement are represented. Students may submit their applications in their native languages. Spanish applications/program descriptions are available to all students. Students who are absent may still apply. Applications are left with science teachers, counselors and school service coordinators. All students are from low or moderate/low income families. MNP has also had great success through word of mouth referrals by current enrollees to friends. Since some of the students have a hard time with the application process, students are also selected with incomplete applications. Application skills are then focused on for the individuals once they are enrolled in the program. Male students pose a particular retention challenge. To retain our male participants, we are flexible in our scheduling which allows students to participate in sports AND the internship.

**B. Orientation**

The Program Manager, Youth Development Coordinator and Outreach Coordinator are responsible for intake of students at each orientation. Orientations take place 4 times per year (each 12 weeks) at Highland Hospital. Students and parents attend the orientation and bus passes are given to each participant. For the first week of each internship, students attend training, which includes required Health Screening to ensure the health and safety of participants and APMC patients are met. During orientation students are instructed on the security and safety plan of the facility, including emergency and safety procedures, disaster plan, infection control, and patient confidentiality (HIPAA). Students complete initial assessments to gauge the individual services/needs of each student.

4. **ASSESSMENT**

Student applications include copies of their academic grades at the time of enrollment. Academic records are collected throughout their internship. Hospital knowledge assessments are completed during the orientation week and delivered again towards the end of the internship to measure improvement. Students receive progress reports each six weeks to give feedback on skills being learned during the internship.

5. **INDIVIDUAL SERVICE STRATEGY (ISS)**

Each participant will work directly with a counselor to develop an ISS that will be in full accordance with the WIA, its regulations, and the Oakland PIC's ISS requirements.

6. **CERTIFICATION**

The Contractor will be responsible for the collection of eligibility documentation, completion of all WIA enrollment forms and the scheduling of meeting with Oakland PIC Program Eligibility Specialists for eligibility determination and enrollment authorization. It is agreed that any costs of expenses incurred for training and services provided before the authorized enrollment date will not be paid.

7. **PLACEMENT VERIFICATION**

Contractor will be responsible for the verification of all placements. The following are acceptable employment verification methods:

- A. Copy of participant's paycheck stub; or
- B. Letter on employer's stationary verifying employment of participant.
- C. In the case that neither of the above can be obtained, a letter from the Contractor showing they have verified placement (signed by the verifying party), and the date of verification. In addition, each Contractor must provide written documentation stating why (A) and (B) were not possible.

8. **PARTICIPANT FOLLOW-UP**

**A. Purpose**

Follow-up is to be performed to assist participants in affirming their program goals, including proper client-employer match, educational goals, technical assistance, further job/academic development and counseling. In the process, follow-up helps determine the retention rate, attainment of degrees or certificates and other achievements with State performance-related value.

**B. Method to be used**

Post-exit follow-up will be conducted on a year-round basis in accordance with the activities set out in the Contractor's proposal, which activities are hereby incorporated by reference.

MNP is designed with long-term services in mind to maintain a 4-5 year relationship with each intern participant. By focusing on relationship building with each individual and family, MNP has had good success in providing follow-up services. Follow-up services including tutoring, volunteering opportunities, weekly guest presentations designed for and by previous interns. Each student receives the newsletter created for and by current/former interns. Periodic emails and phone calls assist in the delivery of youth job announcements and information. Students also drop by for resume assistance, references, referrals and application guidance. By creating an initial strong relationship, students are encouraged to continue to seek guidance from our program, staff and mentors over a long period of time. MNP is also connected to area colleges and recruits college volunteers (many of whom have participated in our program).

Follow-up services should include but not be limited to the activities listed in Section 8.4 under the Statement of Work provisions section of this Contract.



**Alameda County Healthcare Foundation, Project Model Neighborhood  
Youth Benchmark Performance Chart  
Program Year 2008-09**

Unit No.	Benchmark	Description of Benchmark Activities to Be Completed	Payment Value for Benchmark Completion Per Participant
1	Certification-Enrollment with WIA	Completion of eligibility documentation, Application, and Enrollment in WIA (includes CASAS Test in Reading & Math)	\$50.00
2	Class Completion (one class per week)		\$25.00
3	Appropriate dress	Per Pay period (requires daily dress - if miss a day, miss bonus for the period)	\$25.00
4	Punctuality	Per Pay period (requires daily punctuality - if miss one day, one minute, miss bonus for the period)	\$25.00
5	Customer Service Attitude	Per Pay period (requirements include a genuine smile, asking 'is there anything I can do to help', accepting assignments graciously, nice and helpful to peers, actively participate in discussions)	\$25.00
6	Team Meeting Attendance	Once per pay period	\$25.00
7	Open a Bank Account	Self Explanatory	\$25.00
8	Submit two completed applications	job searching goal	\$25.00
9	Get a job interview	job searching goal	\$25.00
	<b>OUTCOMES</b>		
10	Attain HS Diploma	Self Explanatory	\$150.00
11	Enter Employment	Self Explanatory	\$50.00
12	Enter Post-Secondary Education	Self Explanatory	\$50.00
13	60-Day Job retention	Self Explanatory	\$50.00
14	90-Day Job retention	Self Explanatory	\$50.00
15	Post-Secondary retention (per quarter up to three quarters)	Self Explanatory	\$50.00

**WORKFORCE INVESTMENT ACT ("WIA")  
Local Workforce Investment Area ("LWIA") of Oakland**

Contract #: 06-Y-03  
Funding: Title I Youth  
**Modification # 2**

Oakland Private Industry Council, Inc., ("Oakland PIC"), as One-Stop System Administrator for the Oakland Workforce Investment Board ("Oakland WIB")

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pedro Toledo Phone: (510) 768-4418	Pivotal Point Youth Services, Inc. 2647 International Blvd., Suite No. 320 Oakland, CA 94601  Contact: La Tronda Lumpkins Executive Director Phone: (510) 536-5424
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The parties execute this contract modification according to the terms specified below:

- Date of Modification : July 1, 2008
- Contract Term  
Contract Effective Date: July 1, 2008  
Performance period: July 1, 2008 through **June 30, 2009**

3. Obligations/Payment Provisions

Carried Over Program Funds from performance period 06-08	\$26,043.78
Carried Over Wages and Support Services funds for participants enrolled in Program Years 06-08	\$23,775.97

Program Funds intended for performance period 08-09. <b>Note: this amount is subject to change pending final budget allocations by the Oakland WIB.</b>	\$ 86,060.00
Wages and Support Services funds intended for participants enrolled in Program Year 08-09	\$ 35,266.42
<b>Total</b>	<b>\$171,146.17</b>

Number of Out-of-School Participants carried over from previous performance periods	15
Number of new out-of-School Participants to be enrolled during performance period 08-09	18
<b>Total number of participants to be served during 2008-09</b>	<b>33</b>

**Note:** Contractor must keep track of all supportive services expenditures separately. Over-expenditures that may occur will not be covered during the course of the Program Year. In addition, please note that all childcare is provided through Bananas (an Oakland PIC independent contractor) by purchase order submitted to the Oakland PIC's Program Oversight Department. Transportation expenses will only be reimbursed if the proper back-up documentation is provided. All client files must reflect supportive and other services provided.

4. Purpose of Modification

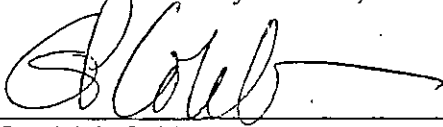
- a. To modify the performance period
- b. To clearly identify the amounts available from the prior performance-based contract periods (2006-08) as well as the total number of participants to be served (i.e., carried over from previous years plus those enrolled during the current performance period).
- c. To change the requirements of the Living Wage Ordinance for the City of Oakland (section 1.8 and attachment B) to reflect current Wage Ordinance requirements.
- d. To modify Section 8.7 of this contract as well as the statement of work (attachment A) to reflect the newly imposed Common Measures.
- e. The total amount of funding of wages, stipends and supportive services under this Agreement has also been changed in Section 10.3 "Funding Allowances By Category/Expenditure Tracking."
- f. All other terms and conditions remain the same, as stated in the following pages.

Contract consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

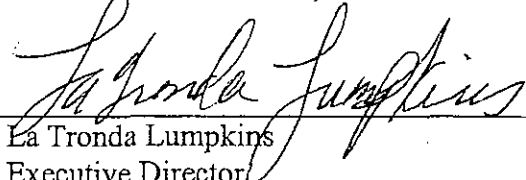
Oakland Private Industry Council, Inc.

Pivotal Point Youth Services, Inc.

AST  
By:

  
\_\_\_\_\_  
Gay Plair Cobb  
Chief Executive Officer

By:

  
\_\_\_\_\_  
La Tronda Lumpkins  
Executive Director

## ATTACHMENT A

### PIVOTAL POINT YOUTH SERVICES INC. STATEMENT OF WORK

#### 1. PROGRAM NARRATIVE

##### A. Description of Program Services:

The 10 Elements of WIA youth services will be addressed and provided by Pivotal Point Youth Services (PPYS) and the Community College Foundation (TCCF). There will be at least 18 out-of-school youth enrolled and served under this contract.

*Tutoring Services, Study Skills Training, and instruction leading to secondary school completion, including drop-out prevention*

Pivotal Point Youth Services (PPYS) One-to-One Tutoring (1-2-1) program emphasizes the tutor/mentor relationship to the youth, in order to facilitate the youth's hope and enthusiasm for learning, thus engaging the youth in the tutoring services. The educational philosophy of the PPYS tutoring program is to view each youth individually to create an approach of constant positive reinforcement. Each youth is matched with a tutor who has a complimentary personality and similar interests, as a core element of the tutoring is the mentor relationship, which develops over time.

Tutors are typically college students who can be role models and encourage the youth to aspire for educational achievement and the pursuit of higher education. The main focus of the tutoring program is to provide academic skill building in the core subjects of Math and Reading, rather than simply homework assistance. The main focus of the tutoring is to assess what skills each youth is lacking and work step-by step to build these skills, at the same time increasing the youth's self-esteem through their academic successes. Youth complete pre-assessments in the key areas of Reading Comprehension and Mathematics. During the assessments the tutor will observe what areas the youth has particular difficulties, determine the appropriate teaching method based on how the individual child learns – visually, auditory, kinesetic or a combination of styles. Each tutoring session is then focused on addressing the youth's needs that will best serve him or her. Tutors typically meet with their youth twice a week; each session is one to two (1-2) hours long.

*Alternative secondary school services/offerings*

Pivotal Point will make referrals to alternative school programs for students who are/have not succeeded in the traditional high school settings. These alternative programs help students get back on track while we continue to assist the youth with job searching and employment counseling.

*Paid or unpaid work experience (job shadowing/internships)*

Our Job Coach thoroughly researches internship opportunities for youth in order to provide various additional paid and unpaid work experience opportunities for youth participants. The vocational stipends for most paid work experience opportunities are paid through Pivotal Point utilizing private donations, corporate sponsorships and WIA funds. We are

continually developing and cultivating employer relationships for work experience/job placements for our youth participants. These efforts are designed to provide opportunities for youth to learn employability skills through hands on experience. The youth also have an opportunity to shadow working professionals in the community, hear career/professionals speakers and conduct informational interviews. The internship program is an integral part of the overall program and is used to provide work experience opportunities that enhance academic success. Youth participating in this program, as with all other services provided, receive follow-up services for twelve months.

### *Leadership Development*

Addressing youth development and leadership issues is critical for foster youth, and others who support them in achieving their future goals. Improving access and participation in this area provides:

- youth with the skills and abilities, both personally and within the community, to achieve a successful transition into adult life
- supporters with a pathway to assist the youth in planning for the future ideas and avenues to implement specific leadership activities.
- a solid foundation to help youth become involved, responsible, and in charge of planning for their own future

PPYS will offer seminars to be held throughout the year. Each seminar will be two hours long once a week for 6 weeks. The seminars will be small, serving up to 10 youth, in order to get the most individual attention out of the experience. The seminar will consist of the following elements: define what a leader is, pre/post self-assessment, terminology, exercises in teamwork - team building activities, role models, Internet research, talents and qualities of a good leader, speaking to an issue, and effective communication of message. During the team building activities youth will examine what role a leader plays in the group. PPYS has provided shorter versions of these seminars to youth who participating in California Youth Connection (CYC) and who are on Youth Advisory Councils. The seminar will use the pre and post self-assessment of the youth's leadership skills and qualities as a measurement tool. The youth are expected to show an increase awareness of their personal leadership qualities and an improvement on their leadership skills. The leadership development curriculum is designed to empower youth to think strategically about their lives, and communities, which enable larger impacts on the current economy.

### *Occupational Skills Training*

Occupational skills training opportunities are made available through the local adult schools, nursing programs, pre-apprenticeship programs and other community training agencies. The ROP offers excellent computer training, graphic design, floral design, security training, child development and auto mechanics. The adult schools and nursing programs offer occupational courses in medical assisting, home health aiding, certified nursing assistance, auto mechanics, baking, culinary arts and other occupations focusing on the individual's interest. Pivotal Point provides linkages to many occupational skills training programs and pays for a portion of the training. The Intake and Assessment Specialist and Job Coach coordinate referrals and enrollment in the programs. The trainings



provide opportunities for youth to receive specialized skills that increase their employability and actual placement in a job that pays a living wage.

Pivotal Point additionally offers Entrepreneurship Training to youth accessing the program. The training designed by the National Foundation for Teaching Entrepreneurship, will be facilitated by Certified Entrepreneurship Trainers and will cover basic business concepts including: market research & business selection, tracking costs & revenues, marketing & advertising, negotiation & pricing, business plan creation, etc.

#### *Supportive Services*

Pivotal Point provides support services in assisting with transportation (bus/Bart passes), referrals to medical and mental health agencies, assistance with school supplies, work tools, uniform and work clothes, child care linkages, housing and other needed support services.

#### *Adult Mentoring*

Our adult mentoring program is implemented primarily through the workplace during internship programs. Employers receiving subsidies for their youth wages are required to provide career mentoring and feedback to the youth on their skill, behavior and other pertinent issues. In our experience many youth found the mentoring provided to them during their internships meaningful and appreciated the career support and guidance. These relationships prepare youth for the world of work through one-on-one soft skills training and support. Additionally, each youth is offered drop-in one-to-one mentoring by office staff on an ongoing basis.

#### *Comprehensive Guidance and Counseling*

In school youth receive comprehensive career guidance and counseling through their school career centers and the Independent Living Skills Programs. Those youth who are not in school receive this guidance and counseling through our Intake and Assessment procedure and are monitored by the Job Coach and Job Developer who provide these intensive services. The services include career assessments and goal planning which help the youth develop ideas about what kind of career they would like to pursue in the future.

#### *Summer Employment Opportunities*

Pivotal Point provides summer employment opportunities through various employer partners. Other employer partnerships continue to be established through the efforts of our Job Developer. During these summer employment opportunities the youth are exposed to a variety of fields including marketing, real estate, human resources, graphic design etc.

#### *Follow-up Services*

Pivotal Point provides follow-up with youth participants for twelve months through regular phone and in-person contact conducted by the Job Coach and Peer Support Worker. The services also include career progression counseling and evaluations to ensure the youth are able to continually upgrade their skills and receive higher paying jobs, and follow-up calls to employers to monitor on-the-job success, progression and retention.

**B. Local Workforce Investment Area Performance Goals** [pursuant to Section 136 of the WIA regulations and modified by the Training and Employment Guidance Letter No. 17-05 on the Common Measures]:

The following performance measures were established by the State and adopted by the local WIB as a measuring tool for program performance. All contracts will be modified if and when the State or local WIB make changes to these levels and contractors will be subject to those changes.

**Core Performance Measures:**

Please note that this is an estimate of the performance measure goals set by the State for 08/09 Program Year and are subject to change if new guidelines are established at the State level and/or if the local WIB increases these performance levels.

- a) **All Youth**
  - Placement in Employment or Education** 67%  
(rate of participants who enter employment, post-secondary education, the military, advanced training or occupational skills training – excluding those employed or in post-secondary education at the time of enrollment – by the first quarter after exit)
  - Attainment of a Degree or Certificate** 50%  
(rate of participants who attain a diploma, GED or certificate by the end of the third quarter after exit)
- b) **Out-of-school, basic skills deficient youth**  
In addition to placement in employment or education and attainment of degree or certificate, out-of-school youth who are basic skills deficient can attain:
  - Literacy and Numeracy Gains** 39%  
(number of youth participants who increase one or more educational levels within one year in the program and every twelve months thereafter until exited from the program)

**C. Training Design**

**1) Technical Description of Training: as described in proposal and provided curricula.**

**Job Readiness Training:** *Blueprint for Workplace Success Curriculum*

**Financial Literacy Training:** *Rich Dad, Poor Dad Cash Flow Board Game, Operation Hope Financial Advisor and Wells Fargo Banking Consultants*

**Entrepreneurship Training:** *National Foundation for Teaching Entrepreneurship Curriculum*

**Leadership Training:** *Edward De Jesus', "Makin' It" Positive Peer Influence Curriculum*

**2) Training Schedule:**

*-Job Readiness: 16 hours of training Mon-Thurs from 4-6 (Two weeks every month of the year starting July 2008).*

*-Financial Literacy: 6 hours of training 1 day a week for 3 weeks 3 x throughout the year starting September 2008.*

*-Entrepreneurship Training: 48 hours of training Mon & Fri from 3-5 (Twelve Weeks 3 x throughout the year starting July 2008).*

*-Leadership Training: 24 hours of training 1 day a week for twelve weeks 3 x throughout the year starting July 2008.*

**The program will be closed on the following holidays:**

**New Year's Day**

**Martin Luther King's Birthday**

**Malcolm X's Birthday May 19<sup>th</sup> (will close early 1pm)**

**Marcus Garvey's Birthday August 17<sup>th</sup> (will close early 1pm)**

**Memorial Day**

**Independence Day**

**Labor Day**

**President's Day**

**Admission Day**

**Thanksgiving Day & day after**

**Kwanzaa Holiday**

**3) Program Schedule/ Office Hours**

**First enrollment date July 1, 2008**

**Last date of enrollment April 30, 2009**

**Monday –Friday 10am-6pm**

**Some Saturdays for outreach and recruitment**

**2. PARTICIPANT CRITERIA**

Participant Entry Requirements: All clients will meet the criteria set forth in the WIA regulations for youth services.

**3. RECRUITMENT AND ORIENTATION**

**A. Outreach & Recruitment** - conducted during July-Sept 2008 through out Oakland at various youth services programs as well as Social Services ILSP program. Youth targeted for services include:

- Youth involved in gangs, on probation and/or in the juvenile justice system;
- Youth in foster care;
- Youth requiring housing;
- Truant Youth;
- Youth requiring mental health and other disability services;
- Youth in the public assistance/welfare system;
- Youth of Limited English Proficiency (LEP).

**B. Orientation-** Scheduled at Pivotal Point on Tuesdays starting in September 2008 Vocational Orientations are help specifically for the older youth (18-24 year old) and Program Orientation for all youth including those in-school.

#### **4. ASSESSMENT**

The initial assessment and ISS is conducted by the Intake and Assessment Specialist and/or Program Assistant. Through the assessment we collect personal information, foster care and probation status, education levels and employment/volunteer skills and experience. The ISS is developed according to what goals the youth would like to achieve and services based on any barriers to employment uncovered. Also, a career assessment is conducted "Follow Your True Colors to the Work You Love" by Carolyn Kalil to help the youth discover their career track based on their personal interest, talents, and abilities and how it can transfer to work opportunities. Additionally, PPYS measure the academic and basic skill level of the youth through the CASAS basic skills assessment tool designed to provide information on the verbal and mathematic skills of each youth. The program is designed to assess a youth's immediate employability and meets the requirements of WIA standards. Ongoing assessment and ISS updates are provided.

#### **5. INDIVIDUAL SERVICE STRATEGY (ISS)**

Each participant will work directly with a counselor to develop an ISS that will be in full accordance with the WIA, its regulations and the Oakland PIC's ISS requirements.

#### **6. CERTIFICATION**

The contractor will be responsible for the collection of eligibility documentation, completion of all WIA enrollment forms and the scheduling of meeting with Oakland PIC Program Eligibility Specialist for eligibility determination and enrollment authorization. It is agreed that any costs of expenses incurred for the training and services provided before the authorized enrollment date will not be paid.

#### **7. PLACEMENT VERIFICATION**

Contractor will be responsible for the verification of all placements. The following are acceptable employment verification methods: a) copy of pay stub; or letter on employer's stationary verifying employment of participant; or a letter from contractor showing they have verified placement (signed by verifying party), and the date of verification. In letter the contractor must indicate reason why (A) and (B) were not possible.

#### **8. PARTICIPANT FOLLOW-UP**

**A. Purpose:** Follow-up is to be performed to assist participants in affirming their program goals, including proper client-employer match, educational goals, technical assistance, further job/academic development and counseling. In the process, follow-up helps determine the retention rate, attainment of degrees or certificates and other achievements with State performance-related value.

**B. Method to be used:** Post-exit follow-up will be conducted quarterly for 12 months. Follow-up services should include but not limited to the activities listed in this Statement of Work.

Follow-up services should include but not be limited to the activities listed in Section 8.4 under the Statement of Work provisions section of this Contract.



Pivotal Point Youth Services, Inc.  
2647 International Blvd., Ste 320  
Oakland, CA 94601  
510.536.6604

Out-of-School Youth

**CHART OF PARTICIPANT PERFORMANCE BENCHMARKS**  
**JULY 1, 2008 - JUNE 30, 2009**

Unit No.	Benchmark	Description of Benchmark Activities to Be Completed	Payment Value for Benchmark Completion Per Participant	Units of Provider Service Required for Benchmark
1	Certification-Enrollment with WIA	Completion of Application; Submission of documentation; Signing Certification; completion of CASAS Pre-Test (Reading & Math)	\$50.00	5 hours per participant
<b>BASIC SKILLS</b>				
2	Basic Skills Goal #1	Grade Level Improvement on CASAS test (Reading & Math)	\$50.00	3 hours per participant
3	Basic Skills Goal #2	Speaking Achievement	\$50.00	3 hours per participant
4	Basic Skills Goal #3	Writing Sample (i.e., resume, cover ltr, business memo)	\$50.00	2 hours per participant
5	Basic Skills Goal #4	Life Skills	\$50.00	3-6 hours per participant
<b>PRE-EMPLOYMENT</b>				
6	Pre-Employment Goal #1	World of Work Awareness	\$50.00	2 hours per participant
7	Pre-Employment Goal #2	Career Planning	\$50.00	6-12 hours per participant
8	Pre-Employment Goal #3	Job Searching (canvassing; print out of on-line application)	\$50.00	5 hours per participant
9	Work Experience	A planned, structured learning experience in a workplace.	\$10/hr	No more than 160 hours per participant
<b>OUTCOMES</b>				
10	Entered Employment (PT or FT), Education, or the Military	Self Explanatory	\$200.00	
11	Attainment of a Degree or Certificate	Self Explanatory	\$200.00	
12	Retention in Employment or Education (3 mos.)	Self Explanatory	\$100.00	
<b>EXIT</b>				
13	Exit Interview/Post CASAS	Completion of Exit Form plus Post CASAS Test	\$100.00	1-2 hours per participant
<b>FOLLOW-UP</b>				
14	Follow-Up (1st Quarter)	Completion of Follow-Up Form; Case Mgt.	\$0.00	1 hour per participant
15	Follow-Up (2nd Quarter)	Completion of Follow-Up Form; Case Mgt.	\$0.00	1 hour per participant
16	Follow-Up (3rd Quarter)	Completion of Follow-Up Form; Case Mgt.	\$0.00	1 hour per participant
17	Follow-Up (4th Quarter)	Completion of Follow-Up Form; Case Mgt.	\$0.00	1 hour per participant

**WORKFORCE INVESTMENT ACT ("WIA")  
Local Workforce Investment Area ("LWIA") of Oakland**

Contract #: 06-Y-04  
Funding: Title I Youth  
Modification # 2

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board (WIB) 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pedro Toledo Phone: (510) 768-4418	Scotlan Youth & Family Center, Inc. 1651 Adeline Street Oakland, CA 94607  Contact: Richard de Jauregui Executive Director Phone: (510) 832-4544
--	--

The parties execute this contract modification according to the terms specified below:

- Date of Modification: July 1, 2008
- Contract Term  
 Contract Effective Date: July 1, 2008  
 Performance period: July 1, 2008 through **June 30, 2009**
- Obligations/Payment Provisions

Carried Over Program Funds from performance period 06-08	\$17,273.05
Carried Over Wages and Support Services funds for participants enrolled in Program Years 06-08	\$212.10

Program Funds intended for performance period 08-09. <b>Note: this amount is subject to change pending final budget allocations by the Oakland WIB.</b>	\$177,800.00
Wages and Support Services funds intended for participants enrolled in Program Year 08-09	\$111,676.98
<b>Total</b>	<b>\$306,962.13</b>

Number of In-School Participants carried over from previous performance periods	8
Number of Out-of-School Participants carried over from previous performance periods	22
Number of new In-School Participants to be enrolled during performance period 08-09	17
Number of new out-of-School Participants to be enrolled during performance period 08-09	40
<b>Total number of participants to be served during 2008-09</b>	<b>87</b>

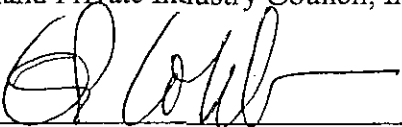
**Note:** Contractor must keep track of all supportive services expenditures separately. Over-expenditures that may occur will not be covered during the course of the Program Year. In addition, please note that all childcare is provided through Bananas (an Oakland PIC independent contractor) by purchase order submitted to the Oakland PIC's Program Oversight Department. Transportation expenses will only be reimbursed if the proper back-up documentation is provided. All client files must reflect supportive and other services provided.

4. Purpose of Modification

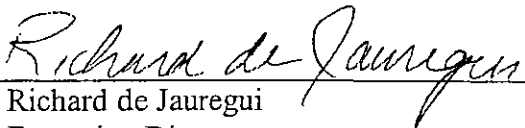
- a. To modify the performance period
- b. To clearly identify the amounts available from the prior performance-based contract periods (2006-08) as well as the total number of participants to be served (i.e., carried over from previous years plus those enrolled during the current performance period).
- c. To change the requirements of the Living Wage Ordinance for the City of Oakland (section 1.8 and attachment B) to reflect current Wage Ordinance requirements.
- d. To modify Section 8.7 of this contract as well as the statement of work (attachment A) to reflect the newly imposed Common Measures.
- e. The total amount of funding of wages, stipends and supportive services under this Agreement has also been changed in Section 10.3 "Funding Allowances By Category/Expenditure Tracking."
- f. All other terms and conditions remain the same, as stated in the following pages.

Contract consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

By:   
\_\_\_\_\_  
Gay Plair Cobb  
Chief Executive Officer

Scotlan Youth & Family Center, Inc.

By:   
\_\_\_\_\_  
Richard de Jauregui  
Executive Director



**ATTACHMENT A  
STATEMENT OF WORK**

**I. PROGRAM NARRATIVE**

**A. Description of Program Services**

Scotlan Center will provide services to 40 out of school youth. Scotlan Center will also provide services to 17 in school youth.

**1. Out of School Youth: Services to out of school youth will include the following:**

- Intake and Assessment: Enrollment documentation, certification, academic pre-testing, and development of Individual Service Strategies;
- GED Preparation and/or Basic Skills Classwork: 128 hours of in-class GED prep (where pre-testing and ISS indicate readiness) or in-class Basic Skills education (where GED is not appropriate);
- Pre-Employment Competencies: 64 hours of workshops and training in basic computer (use of Word and Excel), resume preparation, master application prep, interview skills, and job search skills.
- Counseling or Other Mental Health Services: 4 to 12 sessions of mental health counseling, or, where appropriate, participation in parenting groups, domestic violence and child abuse prevention classes, treatment for sexually exploited minors;
- Leadership Training: (Optional) – Scotlan Center’s Peer Tutoring Program; YMCA’s Neighborhood Fellows-Step Up program
- Post Testing: Fitness to undertake GED examination (for 17 to 21 year olds); to determine appropriateness and grade level for mainstream or charter school placement (for 14 to 16 year olds);
- Job Search and Job Development Work
- Internships: paid Scotlan internships for office skills or school based tutoring for deserving youth;
- Job Placement and Job Shadowing: Acquisition of full or part-time employment
- Re-Entry into Education Institutions: Post secondary for older youth; secondary for younger youth, where so elected and appropriate
- Vocational/Occupational Training: YMCA’s Neighborhood Fellows – Step Up Program or YMCA’s Dare 2 Dream Program (for Cosmetology, Entertainment Industry, Athletic Coaching, Culinary, Fashion Design) or other program at youth’s election;
- Follow Up and Adult Mentoring:

**2. In School Youth: Services to In School youth will include the following:**

- Intake and Assessment: Enrollment documentation, certification, academic pre-testing, and development of Individual Service Strategies;

- Academic Tutoring: Up to 64 hours of out-of-school tutoring (as needed) with a trained tutor – in Math, English Reading and Comprehension, and Basic Writing Skills
- Pre-Employment Competencies: 64 hours of workshops and training in basic computer (use of Word and Excel), resume preparation, master application prep, interview skills, and job search skills.
- Counseling or Other Mental Health Services: 4 to 12 sessions of mental health counseling, or, where appropriate, participation in parenting groups, domestic violence and child abuse prevention classes, treatment for sexually exploited minors;
- Leadership Training: (Optional) – Scotlan Center’s Peer Tutoring Program; YMCA’s Neighborhood Fellows-Step Up program
- Post Academic Assessment and Support: To determine fitness and schedule for acquisition of high school diploma, interest in and post secondary education, and education career paths in post secondary education. Also, post secondary guidance counseling, and assistance and support in application processes for post-secondary education;
- Job Search and Job Development Work
- Internships: paid Scotlan internships for office skills or school based tutoring for deserving youth;
- Job Placement and Job Shadowing: Acquisition of full or part-time employment
- Vocational/Occupational Training: YMCA’s Neighborhood Fellows – Step Up Program or YMCA’s Dare 2 Dream Program (for Cosmetology, Entertainment Industry, Athletic Coaching, Community Leadership, Culinary) or other program at youth’s election;
- Follow Up and Adult Mentoring.

**B. Local Workforce Investment Area Performance Goals [pursuant to Section 136 of the WIA regulations and modified by the Training and Employment Guidance Letter No. 17-05 on the Common Measures]:**

The following performance measures were established by the State and adopted by the local WIB as a measuring tool for program performance. All contracts will be modified if and when the State or local WIB make changes to these levels and contractors will be subject to those changes.

**Core Performance Measures:**

Please note that this is an estimate of the performance measure goals set by the State for 08/09 Program Year and are subject to change if new guidelines are established at the State level and/or if the local WIB increases these performance levels.

- a) **All Youth**
- |  |     |
|--|-----|
| <b><u>Placement in Employment or Education</u></b>   | 67% |
| (rate of participants who enter employment, post-secondary education, the military, advanced training or occupational skills |     |

training – excluding those employed or in post-secondary education at the time of enrollment – by the first quarter after exit)

**Attainment of a Degree or Certificate** 50%

(rate of participants who attain a diploma, GED or certificate by the end of the third quarter after exit)

b) **Out-of-school, basic skills deficient youth**

In addition to placement in employment or education and attainment of degree or certificate, out-of-school youth who are basic skills deficient can attain:

**Literacy and Numeracy Gains** 39%

(number of youth participants who increase one or more educational levels within one year in the program and every twelve months thereafter until exited from the program)

B. Training Design

1. **Technical Description of Training**

Training will be provided in accordance with the training descriptions and curricula contained on the contractor's proposal that is on file with OPIC and expressly made a part of this contract.

2. **Training Schedule – Days, Times, Hours of Operation:**

Monday through Friday, from 9:00am to 5:00pm

The program will be closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Admission Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day & day after
Independence Day	Winter Holiday

3. **Program Schedule / Length of Training:**

First Enrollment Date:	July 1, 2008
Last Date of Enrollment	March 31, 2009
Minimum Length of Training	10 weeks
Maximum Length of Training:	12 weeks
Office Hours for Staff:	M-F, 9am to 5pm

II. PARTICIPANT CRITERIA

A. Participant Entry Requirements

1. Must meet the criteria for participation set forth in the WIA and its regulations.
2. Participant Wages

Separate funds are available for participants to receive work experience wages. Time sheets and supporting documentation must be provided to OPIC in accordance with its youth wage payment procedures. The maximum amount is \$111,676.98 (total wages and support) for the participants. OPIC shall be the employer of record and shall only pay those wages to participants as and by whom those wages are earned.

### III. RECRUITMENT AND ORIENTATION

#### A. Recruitment

Scotlan Center has well-established community contracts including Alameda County Probation, AC Social Services, Oakland Police Department, Oakland Unified School District, Oakland Parks and Recreation, City of Oakland Department of Human Services, and other community based organizations. Referrals also come from DeFremery Center's Recreation Program and Scotlan Center's Youth and Family Counseling Program. Periodic recruiting is also done at local high schools, local shopping centers, and local businesses, and there are periodic newsletters, fliers, and brochures disseminated throughout West Oakland. On occasion, public service announcements are made on behalf of the program or which mention the program as a community resource.

#### B. Orientation

All program applicants will be given orientation information about the program and other services provided by the Center, including a letter stating dates and times to report for eligibility assessment.

### IV. ASSESSMENT

The assessment process is composed of two steps: 1) evaluation; and 2) personal interview to determine the applicant's overall readiness for Scotlan's programs, the appropriateness of the program, their supportive service needs, a preliminary indication of basic skills competency and employability requirements. After orientation, each participant will be assessed to determine education level, job readiness, etc. in preparation for developing the IEP. The CASAS test, Contemporary's GED Match and English Pre-Tests or TABE tests, vocational skills (typing, computer literacy, mechanical, construction, etc.) and the COPS Vocational Interest Inventories will be used.

### V. INDIVIDUAL SERVICE STRATEGY (ISS)

Each participant will work directly with a counselor to develop an ISS that will be in full accordance with the WIA, its regulations, and the OPIC's ISS requirements.

### VI. CERTIFICATION

The Contractor will be responsible for the collection of eligibility documentation, completion of all WIA enrollment forms and the scheduling of Oakland PIC Program Support Specialists site visits for eligibility determination and enrollment authorization.

It is agreed that any costs of expenses incurred for training and services provided before the authorized enrollment date will not be paid.

## VII. PLACEMENT VERIFICATION

Contractor will be responsible for the verification of all placements. The following are acceptable employment verification methods:

- A. Copy of participant's paycheck stub; or
- B. Letter on employer's stationery verifying employment of participant.
- C. In the case that neither of the above can be obtained, a letter from the Contractor showing they have verified placement (signed by the verifying party), and the date of verification. In addition, each Contractor must provide written documentation stating why (A) and (B) were not obtainable.

## VIII. PARTICIPANT FOLLOW-UP

### A. Purpose

Follow-up is to be performed to assist participants in affirming their program goals, including proper client-employer match, educational goals, technical assistance, further job/academic development and counseling. In the process, follow-up helps determine the retention rate, attainment of degrees or certificates and other achievements with State performance-related value.

### A. Method to be used

Post-exit follow-up will be conducted on a year-round basis in accordance with the activities set out in the Contractor's proposal, which activities are hereby incorporated by reference.

Follow-up services should include but not be limited to the activities listed in Section 8.4 under the Statement of Work provisions section of this Contract.





Alameda County Youth Development, Inc.  
George P. Scotlan Youth & Family Center  
WIA - GED/JOB TRAINING PROGRAM

**Program Year 2008-09**  
**BREAKDOWN OF STIPENDS - YOUTH BENCHMARK PERFORMANCE UNITS 2008-2009**

#	Benchmark	Description	Stipend Amount	
			In-School	Out-of-Sch
1	Certification - Enrollment in WIA	Completion of WIA Application; submission of documentation, including taking the CASAS test. <b>Documentation:</b> Enrollment certification	\$60.00	\$60.00
2	Punctuality and Reliability	Attendance and punctuality @ \$10 per pay. Payable for no more than \$400 per student. <b>Documentation:</b> WIA sign-in sheet.	\$10 per day	\$10 per day
3	Basic Skills Goal #1*	Completion of any GED Pre-test with a score of 70% or higher. <b>Documentation:</b> Grade Pre-test.		\$50.00
4	Basic Skills Goal #2*	Completion of a pre (rough draft) essay per curriculum and post (typed final) essay per curriculum. <b>Documentation:</b> Rough and Final drafts of Essay.	\$50.00	\$50.00
5	Basic Skills Goal #3*	5-minute oral presentation on a topic of student's choosing to a panel of three or more parties, including staff and fellow students. <b>Documentation:</b> Signed Certificate of completion.	\$75.00	\$75.00
6	Pre-Employment Goal #1	Completion of a master job application after workshop explaining process. <b>Documentation:</b> Copy of master application.	\$60.00	\$60.00
7	Pre-Employment Goal #2	Completion of resume after completion of workshop. <b>Documentation:</b> Copy of completed resume.	\$60.00	\$60.00
8	Pre-Employment Goal #3	Completion of interview technique workshop. <b>Documentation:</b> Certificate of Satisfactory completion of Workshop by Scotlan.	\$60.00	\$60.00
9	Work Experience	Performance of job duties intended to develop real-work experience with this provider or other work experience trainer. <b>Not to exceed 160 hours at \$8.00 per hour for In-School Youth and a maximum of \$10.00 per hour for Out-of-School youth.</b> <b>Documentation:</b> Signed timesheets from work experience trainer/employer.	as earned	as earned
10	Numeracy/Literacy*	An increase of one educational functioning level in reading, writing, and math, as determined by post-testing. <b>Documentation:</b> Pre and Post-tests		\$200.00
11	School Performance	An increase of one letter grade in any core subject such as math, reading, English, foreign language, etc. between the first marking period and the last in any school year. Limited to one per year. <b>Documentation:</b> School grade report	\$150.00	
12	Enter Employment or Post-Secondary Education, the Military, Advanced Training, etc.	Entry into a recognized post-secondary educational institution or post-secondary vocational training program. <b>Documentation:</b> Certification of Enrollment at educational institution.	\$200.00	\$200.00



## Attachment E - Approved Stipends/Wages

#	Benchmark	Description	In School	Out-of-Sch
13	30-day Job Retention	Completion of 30 days of unsubsidized employment. <b>Documentation:</b> Pay stubs or Employer Verification.	\$50.00	\$75.00
14	90-day Job Retention	Completion of 90 days of unsubsidized employment. <b>Documentation:</b> Pay stubs or Employer Verification.	\$75.00	\$100.00
14	Attainment of a Diploma or Degree or Certificate	Passing all topics of the GED test, obtaining a High School Diploma or other post-secondary degree. <b>Documentation:</b> GED Results Form or copy of degree or diploma or certificate of approved program	\$200.00	\$300.00
15	Exit Interview	Exit or other interview conducted by or at PIC's request. <b>Documentation:</b> Provided by PIC interviewer.		

\*Only available to youth who are determined to be basic skills deficient in pre-testing.

**THE YOUTH EMPLOYMENT PARTNERSHIP, INC. (YEP)**

**WORKFORCE INVESTMENT ACT ("WIA")  
Local Workforce Investment Area ("LWIA") of Oakland**

Contract #: 06-Y-05  
Funding: Title I Youth  
**Modification # 2**

Modification of AGREEMENT ("Contract") made by and between the following parties:

Oakland Private Industry Council, Inc. ("Oakland PIC") as System Administrator for the Oakland Workforce Investment Board (WIB) 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pedro Toledo Phone: (510) 768-4418	Youth Employment Partnership, Inc. 2300 International Boulevard Oakland, CA 94601  Contact: Michele Clark Executive Director Phone: (510) 533-3447
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The parties execute this contract modification according to the terms specified below:

- Date of Modification: July 1, 2008
- Contract Term  
 Contract Effective Date: July 1, 2008  
 Performance period: July 1, 2008 through June 30, 2009
- Obligations/Payment Provisions

Carried Over Program Funds from performance period 06-08	\$271,953.87
Carried Over Wages and Support Services funds for participants enrolled in Program Years 06-08	\$108,771.16

Program Funds intended for performance period 08-09. <u>Note: this amount is subject to change pending final budget allocations by the Oakland WIB.</u>	\$367,780.00
Wages and Support Services funds intended for participants enrolled in Program Year 08-09	\$258,620.38
<b>Total</b>	<b>\$1,007,125.30</b>

Number of In-School Participants carried over from previous performance periods	170
Number of Out-of-School Participants carried over from previous performance periods	74
Number of new In-School Participants to be enrolled during performance period 08-09	75
Number of new out-of-School Participants to be enrolled during performance period 08-09	50
<b>Total number of participants to be served during 2008-09</b>	<b>371</b>

**Note:** Contractor must keep track of all supportive services expenditures separately. Over-expenditures that may occur will not be covered during the course of the Program Year. In addition, please note that all childcare is provided through Bananas (an Oakland PIC independent

Contract #: 08-MSJP-01  
Funding: Youth One-Stop  
Modification # 3

Oakland Private Industry Council, Inc., ("Oakland PIC"), as  
One-Stop System Administrator for the Oakland Workforce  
Investment Board ("Oakland WIB")

AGREEMENT made by and between:

Oakland Private Industry Council, Inc. 1212 Broadway, Suite 300 Oakland, CA 94612  Contact: Pam Salsedo Phone: (510) 768-4403	Youth Employment Partnership, Inc. ("YEP") 2300 International Boulevard Oakland, CA 94601  Contact: Michele Clark Phone: (510) 533-3447
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The parties execute this Contract Modification according to the terms specified below:

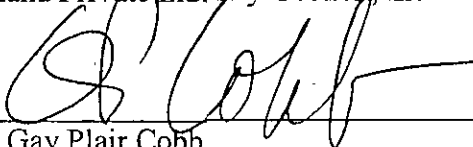
1. Date of Modification: August 27, 2008
2. Contract Term
  - b. Contract Effective Date: April 1, 2008
  - c. Performance period: - April 1, 2008 through September 30, 2008
3. Purpose of Modification
  - a. To provide added funding that will increase the number of Asian American, Latino and disabled youth served through the Mayor's Summer Jobs Program (MSJP).
  - b. To allocate \$20,000 from MSJP funds raised in 2007 to support the additional outreach and recruitment.
  - c. All other conditions remain unchanged.

This Contract consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

Youth Employment Partnership, Inc.

By:



Gay Plair Cobb  
Chief Executive Officer

By:



Michele Clark  
Executive Director

contractor) by purchase order submitted to the Oakland PIC's Program Oversight Department. Transportation expenses will only be reimbursed if the proper back-up documentation is provided. All client files must reflect supportive and other services provided.

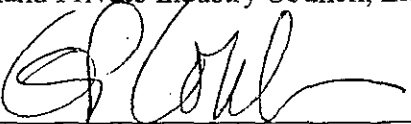
4. Purpose of Modification


- a. To modify the performance period
- b. To clearly identify the amounts available from the prior performance-based contract periods (2006-08) as well as the total number of participants to be served (i.e., carried over from previous years plus those enrolled during the current performance period).
- c. To change the requirements of the *Living Wage Ordinance for the City of Oakland* (section 1.8 and attachment B) to reflect current Wage Ordinance requirements.
- d. To modify Section 8.7 of this contract as well as the statement of work (attachment A) to reflect the newly imposed Common Measures.
- e. The total amount of funding of wages, stipends and supportive services under this Agreement has also been changed in Section 10.3 "Funding Allowances By Category/Expenditure Tracking."
- f. All other terms and conditions remain the same, as stated in the following pages.

Contract consists of all items and exhibits attached and/or referenced, all of which have been examined and agreed upon, as evidenced by this signing.

Oakland Private Industry Council, Inc.

Youth Employment Partnership, Inc.

188  
By:   
\_\_\_\_\_  
Gay Plair Cobb  
Chief Executive Officer

By:   
\_\_\_\_\_  
Michele Clark  
Executive Director

**ATTACHMENT A**  
**Youth Employment Partnership Scope of Services 2008-09**

**1. PROGRAM NARRATIVE**

**A. Description of Program Services:**

YEP will provide 75 in-school youth with job readiness pre-training sessions, ongoing weekly job readiness training sessions, weekly case management visits, referral to support services, individual service strategy (ISS), work experience (between 100 – 250 hours), and follow-up services. A minimum of 20% (15) will receive vocational skills training, such as construction and computers.

YEP will offer 50 out-of-school youth with job readiness pre-training sessions, ongoing weekly job readiness training sessions, weekly case management visits, referral to support services, individual service strategy (ISS), work experience (between 100 – 250 hours), and follow-up services. A minimum of 80% (40) will receive vocational skills training, such as construction and computers.

**B. Local Workforce Investment Area Performance Goals [pursuant to Section 136 of the WIA regulations and modified by the Training and Employment Guidance Letter No. 17-05 on the Common Measures]:**

The following performance measures were established by the State and adopted by the local WIB as a measuring tool for program performance. All contracts will be modified if and when the State or local WIB make changes to these levels and contractors will be subject to those changes.

**Core Performance Measures:**

Please note that this is an estimate of the performance measure goals set by the State for 08/09 Program Year and are subject to change if new guidelines are established at the State level and/or if the local WIB increases these performance levels.

- a) **All Youth**
  - Placement in Employment or Education** 67%  
(rate of participants who enter employment, post-secondary education, the military, advanced training or occupational skills training – excluding those employed or in post-secondary education at the time of enrollment – by the first quarter after exit)
  - Attainment of a Degree or Certificate** 50%  
(rate of participants who attain a diploma, GED or certificate by the end of the third quarter after exit)
- b) **Out-of-school, basic skills deficient youth**  
In addition to placement in employment or education and attainment

of degree or certificate, out-of-school youth who are basic skills deficient can attain:

**Literacy and Numeracy Gains**

39%

(number of youth participants who increase one or more educational levels within one year in the program and every twelve months thereafter until exited from the program)

**C. Training Design**

**1) Technical Description of Training**

Training will be provided in accordance with the training descriptions and curricula contained in the Contractor's Proposal and any amendments that are on file with Oakland PIC and expressly made a part of this Contract.

**2) Training Schedule - Days, Time/Hours of Operation:**

The program will be closed on the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Winter Break

**3) Program Schedule/Length of Training:**

First Enrollment Date	August 1, 2008
Last Date of Enrollment	March 31, 2009
Minimum Length of Training	8 weeks
Maximum Length of Training	30 weeks
Office Hours of Staff	Mon – Fri 8:00am – 6:30 pm

**2. PARTICIPANT CRITERIA**

**A. Participant Entry Requirements:**

Participants must meet the criteria for participation set forth in the WIA and its regulations.

3. **RECRUITMENT AND ORIENTATION**

**A. Recruitment**

YEP will utilize partners Youth Uprising, EBAYC, First Place Fund for Youth and Youth Radio, as well as the Unity Council and YEP's two on-site schools—the YEP Charter High School and the Alameda County School for Pregnant and Parenting Teens—as sources of outreach and recruitment. YEP will also outreach through street recruitment and through the Probation Department, Cal WORKs agencies, CBOs, etc.

**B. Orientation**

There will be ongoing orientation sessions as new training clusters begin. Orientation sessions will be held at YEP and at Youth UpRising. YEP's primary focus in the sessions is to give participants enough information about the program to make a reasonable decision and commitment for the next nine months. Information is reinforced in the comprehensive participant orientation manual.

4. **ASSESSMENT**

YEP will use the CASAS to establish each participant's minimum skill level in English and math. In addition, participants will be assessed for their level of job readiness, appropriateness of training, and minimum skill necessary for the occupational training.

5. **INDIVIDUAL SERVICE STRATEGY (ISS)**

Each participant will work directly with a counselor to develop an ISS that will be in full accordance with the WIA, its regulations, and the Oakland PIC's ISS requirements. The ISS will identify employment barriers and outline a plan for the participant to address those barriers.

6. **CERTIFICATION**

YEP will be responsible for the collection of eligibility documentation, completion of all WIA enrollment forms and the scheduling of PIC Program Support Specialists site visits for eligibility determination and enrollment authorization. It is agreed that any costs of expenses incurred for training and services provided before the authorized enrollment date will not be paid.

7. **PLACEMENT VERIFICATION**

YEP will be responsible for the verification of all placements. The following are acceptable employment verification methods:

A. Copy of participant's paycheck stub; or

B. Letter on employer's stationary verifying employment of participant.



**C. In the case that neither of the above can be obtained,** a letter from the Contractor showing they have verified placement (signed by the verifying party), and the date of verification. In addition, each Contractor must provide written documentation stating why (A) and (B) were not possible.

## **8. PARTICIPANT FOLLOW-UP**

### **A. Purpose**

Follow-up is to be performed to assist participants in affirming their program goals, including proper client-employer match, educational goals, technical assistance, further job/academic development and counseling. In the process, follow-up helps determine the retention rate, attainment of degrees or certificates and other achievements with State performance-related value.

### **B. Method to be used**

Post-exit follow-up will be conducted on a year-round basis in accordance with the activities set out in the Contractor's proposal, which activities are hereby incorporated by reference.

Follow-up services should include but not be limited to the activities listed in Section 8.4 under the Statement of Work provisions section of this Contract.

Support Services Budget Worksheet

	Wages	Bonuses	Transportation	Childcare	Total
75 In-School Youth	\$8.00/hour X 200 X 75 youth X .85 completion rate = \$102,000	92 youth X 28 goals X \$25 = \$52,500	75 youth X \$15 X 5 months = \$5,625	10 one- month allocations of emergency transitional childcare = \$7,500	\$167,625
50 Out-of-School Youth	\$10.00/hour X 200 X 50 youth X .85 completion rate = \$85,000	50 youth X 30 goals X \$25 = \$37,500	50 youth X \$70 X 5 months = \$17,500	15 one- month allocations of emergency transitional childcare = \$10,250	\$150,250
Total	\$187,000	\$90,000	\$23,125	\$17,750	\$317,875

**Note:** These are estimates only, with proposed numbers that have a degree of flexibility built into the calculations or the ratio of in-school/out-of-school participants.





# Youth Employment Partnership, Inc.

## WIA Payments for Competencies and Bonuses

### Program Year 2008-09

The Youth Employment Partnership has a unique way of approaching the stipends paid to youth for accomplishing competencies: Unless specifically entered below under "Amount" youth get paid \$25 for any combination of two goals set under the "Area" column below. These goals are set based on the needs of each youth after the initial assessment and throughout their participation. In addition, Youth in Work Experience get paid \$8 per hour for In-School youth and \$10 per hour for out-of-school youth up to 160 hours of Work Experience.

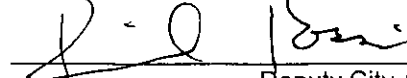
		Counselors	
		Last Name	
		First Name	
Categories	#	Area	Amount
Career Exploration	1	Career Planning & Decision Making	
	2	Labor Market Knowledge	
	3	Education	
	4	Occupational Information	
	5	Informational Interviews	
	6	Unions and Apprenticeships	
Finding A Job	7	Searching the Web	
	8	Understanding the Classifieds	
	9	Networking	
	10	Completing Applications	
	11	Job Fair/Employment Agencies/Career Centers	
	12	Cold Calling	
Applying For A Job	13	Job Search Techniques	
	14	Interviewing	
	15	Resume Update	
	16	Cover Letter	
	17	Thank-You Note	
	18	On-line Job Application	
	19	References	
Intro To Vocational Skills	20	Intro to Construction - Level I	
	21	MA/DA Quizzes	
	22	Intro to Customer Service - Level I	
	23	Customer Relations and Diversity	
	24	Intro to Service Learning - Level I	
Keeping A Job	25	Work Ethics	
	26	Attendance	
	27	Punctuality	
	28	Completing Tasks	
	29	Showing Initiative	
	30	Professionalism in the Workplace	
	31	Time Management	
	32	Asking Questions	
Job Survival	33	Demonstrating Positive Attitude	
	34	Understanding Professional Boundries	
	35	Professional Communication	
	36	Rights And Laws	
	37	Sexual Harassment	
	38	Appropriate Workplace Appearance	

		Counselors	
		Last Name	
		First Name	
Categories	#	Area	Amount
Money Management	39	Banking//New Checking//Debit Card	
	40	Personal Budget	
	41	Taxes	
	42	Understanding Your Paycheck	
	43	Credit	
	44	Tracking Your Daily Expenses	
Miscellaneous	45	Project Alert	
	46	Timesheets	
	47	YEP Building	
	48	Spelling	
	49	Clerical Typing	
	50	MA Essay Above & Beyond	
	51	Community Resource Outreach	
	52	GED Attendance Log	
	53	Science / Reading	
	54	Writing / Social Studies - GED Test	
	55	100%-80% School Attendance Award	
	56	Registered For GED	
	57	College Enrollment / College Course	
	58	Research Project	
	59	Exit Exam	
	60	JRT Final Exam	
	61	JRT Study Guide	
	62	Safety on the Job	
	63	Current Events	
	64	Opening A Personal Bank Account	
	65	Exam Strategy Essay	
	66	GED Milestones	
	67	Exterior Walls	
	68	Nutrition	
	69	CPR Certification / First Aid	\$25
	70	Job Placement Bonus	\$25
	71	Architectural Designs	
	72	Types of Constuction	
	73	Understanding Yourself	
	74	Driver's Permit / Driver's License	\$25
	75	Managing Stress / Achieving Wellness	
	76	Managing Conflict & Anger	
	77	MADA Quiz	
	78	MADA Classroom Training	
	79	Groups & Group Decision Making	
	80	Building Workplace Relationships	

		Counselors	
		LastName	
		FirstName	
Categories	#	Area	Amount
	81	Construction Math & Measurements	
	82	Women's Conference	
	83	Budget Worksheets	
	84	Graphs	
	85	Drug Testing	
	86	Medical Office Procedures	
	87	MA Intern / Essay	
	88	MA I - Final Test	
	89	Workforce Growth / Prioritizing Life Values	
	90	Workforce Growth / Career Development	
	91	Psych Workforce / Major Individual Differences	
	92	Solid Figures / Plane Figures	
	93	Decimals	
	94	Solar Energy - Unit 54	
	95	MADA Quiz # 11 EKG	
	96	DA Classroom Training	
	97	Men's Empowerment Group	
	98	Builder's Levels, Automatic Levels, Transit	
	99	Mathematics GED	\$25
	100	MA Quiz #12 and/or #13	
	101	MA Attendance 7/12-7/25	
	102	TIPS on different types of etiquettes	
	103	Laney College Orientation / Explore Health	\$25
	104	Intermediate Algebra - Midterm #2	\$25
	105	Lumber Manufacture	\$25
	106	Forklift Certification	\$100
	107	Achieving a Rewarding and Satisfying Career	
	108	Psych Workforce / Leading & Influencing Others	
	109	Psych Workforce / Integrity in the Workplace	
	110	Women's Support Group	
	111	Educational Progress Report	\$25
	112	MA Quiz #14	
	113	X-Ray Lectures/Lab, X-Ray Exam	
	114	Attend DUI - Driver's Ed Class	
	115	MA Attendance 7/26-8/08	
	116	H.S. Diploma	\$100
	117	GED Education Milestones - 2 Weeks	\$25
	118	Pivotal Emp Org	
	119	Estimating, Floor Covering	
	120	Dry Treatment	
	121	Final X-Ray Lab Work	
	122	Lead Abatement / Lead Safety Certification	\$100
	123	Team Work Development	
	124	Plumbing Materials	
	125	Completion of Dental Assistant Program	\$100
	126	Tailgate Safety Topics for Construction	
	127	Development Training	
	128	Peets Coffee Employment Application	
	129	Radiation Safety Certification	\$100

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2009 APR 23 PM 6:48

APPROVED AS TO FORM AND LEGALITY

  
Deputy City Attorney

**OAKLAND CITY COUNCIL**  
**RESOLUTION No. \_\_\_\_\_ C.M.S.**

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**A RESOLUTION ACCEPTING, APPROPRIATING, AND ALLOCATING \$6,287,521 IN FISCAL YEAR 2008-2009 WORKFORCE INVESTMENT ACT TITLE 1 FUNDS, AND AUTHORIZING A) A MEMORANDUM OF UNDERSTANDING WITH THE OAKLAND PRIVATE INDUSTRY COUNCIL, INC., (PIC) TO SERVE AS THE OAKLAND WORKFORCE INVESTMENT SYSTEM ADMINISTRATOR FOR FY 2008-2009 IN AN AMOUNT NOT TO EXCEED \$1,163,317, AND B) A MEMORANDUM OF UNDERSTANDING WITH THE OAKLAND PIC TO SERVE AS THE ONE STOP CAREER CENTER OPERATOR FOR FY 2008-2009 IN AN AMOUNT NOT TO EXCEED \$1,811,813**

**WHEREAS**, the Oakland Workforce Investment Board ("WIB") is mandated by the Workforce Investment Act of 1998 ("WIA") to oversee the expenditure of WIA funding in partnership with the Mayor as chief elected official in a designated Workforce Investment Area such as the City of Oakland; and

**WHEREAS**, the City of Oakland's total allotment of WIA Title I funds for Fiscal Year 2008-09 is \$6,287,521; and

**WHEREAS**, the WIB has approved a budget for said funds; and

**WHEREAS**, the WIB has approved a Memorandum of Understanding ("MOU") between the City and the Oakland Private Industry Council, Inc. ("PIC") for the PIC to serve as System Administrator for the Oakland Workforce Investment System for Fiscal Year 2008-2009 in an amount not to exceed \$1,163,317; and

**WHEREAS**, the WIB has also approved a MOU between the City and the PIC for the PIC to serve as the One Stop Career Center Operator for Fiscal Year 2008-2009 with a budget in an amount not to exceed \$1,811,813; and

**WHEREAS**, the City Council finds and determines that the services provided pursuant to the System Administrator MOU authorized hereunder are temporary and of a professional, scientific or technical nature; and

**WHEREAS**, the City Council finds that the System Administrator MOU shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore, be it



**RESOLVED:** That the City hereby accepts WIA Title I funds for Fiscal Year 2008-09 in the amount of \$6,287,521; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to negotiate and enter into a Memorandum of Understanding with the PIC for the PIC to serve as System Administrator for the Oakland Workforce Investment System for Fiscal Year 2008-2009 in an amount not to exceed \$1,163,317; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to negotiate and enter into a Memorandum of Understanding with the PIC for the PIC to serve as the One Stop Career Center Operator for Fiscal Year 2008-2009, with an operating budget in an amount not to exceed \$1,811,813; and be it

**FURTHER RESOLVED:** That the PIC shall provide the following services, or shall subcontract with the following service providers in the following amounts to provide the specified levels of service, and the Council hereby appropriates and allocates WIA funds as outlined in the following table:

Fund: 2195

Org: 90591

Program/ Services	Contract Amount	Clients Served <sup>1</sup>
Oakland Private Industry Council One-Stop Career Center (Adult and Dislocated Workers), including EDD in East Oakland	\$1,811,813	173
The English Center (Adult and Dislocated Worker) *Affiliate One-Stop Sites and Satellites	\$200,000	40
The Unity Council (Adult and Dislocated Worker) *Affiliate One-Stop Sites and Satellites	\$300,000	48
Lao Family Community Development, Inc. (Adult, Dislocated Worker, Youth) *Affiliate One-Stop Sites and Satellites	\$200,000 (Adults and DWs)/\$137,500 (Youth)	32 (Adults and DWs)/45 (Youth)
ASSETS Senior Employment Opportunities Program (Adult and Dislocated Worker)	\$140,000	33
Alameda County Health Care Foundation Model Neighborhood Program (Youth)	\$30,860	13
Pivotal Point Youth Services, Inc. (Youth)	\$86,060	18
George P. Scotlan Youth and Family Center (Youth)	\$177,800	57
Youth Employment Partnership	\$367,780	125
<b>Total:</b>	<b>\$3,451,813</b>	<b>584</b>

<sup>1</sup> Refers to Number of Additional WIA-enrolled participants through June 30, 2009 (does not include carried-over or Universal clients).

and be it

**FURTHER RESOLVED:** That the City Administrator and his or her designees are hereby authorized to take whatever action is necessary with respect to the System Administrator and One Stop Career Center Operator Memoranda of Understanding and the disbursement of WIA funds, consistent with this Resolution and its basic purposes.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- KERNIGHAN, NADEL, QUAN, DE LA FUENTE, BROOKS, REID, KAPLAN  
AND PRESIDENT BRUNNER

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California