

IV (B) (6)

Adult/Dislocated Worker and Youth Contracts

[Action]

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Memorandum

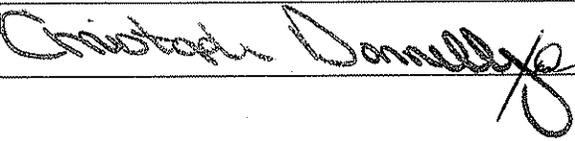
TO: work2future Board

FROM: Monique Melchor
Adult Program Manager

SUBJECT: work2future FY 2010-2011
Adult/Dislocated Worker
Funding Recommendation

DATE: June 17, 2010

Approved



Date

6-10-10

RECOMMENDATION

Board approval to fund the Workforce Institute (WI), a division of San Jose/Evergreen Community College District, in the amount of \$2,063,000 for FY 2010-2011. The funding will be allocated as follows: (a) Workforce Investment Act (WIA) regular formula funds in the amount of \$1.5 million to provide Integrated Intensive Services and assessments to Adults and Dislocated Workers, and (b) American Recovery and Reinvestment Act (ARRA) funds in the amount of \$559,000 to provide job readiness workshops.

The Executive and Finance Committees approved the recommendation at their respective meetings of June 3, 2010 and June 9, 2010.

BACKGROUND

In February 2007, work2future released a Request for Proposal (RFP) for Title I Adult and Dislocated Worker Intensive Services. Following release of the RFP, and prior to the proposal submission deadline, a technical assistance conference was held for potential proposers to ask for clarifications regarding the RFP.

In response to the RFP, two proposals were submitted. Only the proposal from Institute for Business Performance (now, Workforce Institute) was received by the submittal deadline. Upon completion of a panel review of the written proposal and follow-up interviews, the panel recommended that work2future award a contract to Workforce Institute.

The panel's recommendation was forwarded to and approved by the Executive Committee on May 17, 2007, and subsequently by the work2future Board of Directors on June 21, 2007. The Workforce Institute was approved to provide Workforce Investment Act Intensive services to Adult and Dislocated Workers for FY 2007-2008, with an extension of up to five years based on successful performance and funding availability.

During the two fiscal years prior to work2future's participation as an Integration Learning Lab, WI exceeded all required Adult and Dislocated Worker performance indicators. Their success was particularly notable in significantly exceeding the Adult and Dislocated Worker earnings increase indicators. WI provides personnel who are utilized as Welcome Team members, Talent Coaches, assessment staff and Talent Marketing Team members who serve job seekers and employers through specialized recruitments and job fairs.

ANALYSIS

As a result of Integration, new goals were developed and approved by the Board that that reflect the performance of WI in terms of preparing job seekers for the workforce and providing employment opportunities through partner recruitments and job fairs. For FY 2009-2010, WI has met or exceeded all of the goals as noted below:

Workforce Institute Performance Goals, FY 2009-2010	Goal	Actual	% Goal
Customers w/Bronze or Higher Level Career Readiness Certificate (CRC)	800	1000	100%
Signed Letters of Commitment from Local Businesses to Acknowledge the CRC During Interviews of Job Applicants	50	50	100%
Specialized Recruitments	24	24	100%
Job Fairs Organized and Staffed	8	8	100%

For contract year 2009-2010, WI was funded with a combination of WIA formula funding and ARRA funding to provide key services to customers which included 20 full-time staff to provide initial and comprehensive assessments, remediation using WorkKeys/WinSolutions, coordination and implementation of 24 specialized recruitments, eight job fairs, and over 6,000 hours of workshops at all three One-Stop locations. Total program expense for FY 2009-2010 was \$3,180,000 allocated as follows: (a) \$1.8 million to provide integrated intensive services to Adults and Dislocated Workers, and (b) \$1.38 million to provide workshops, online training, job fairs and customized recruitments.

For FY 2010-2011, WI will be funded for 20 full-time staff to provide a number of key services to our customers, including initial assessments to all enrolled customers, tentatively estimated to be 8,000 for FY 2010-2011. The performance goals for WI for FY 2010-2011 are as follows:

Workforce Institute Performance Goals, FY 2010-2011	Goals
Customers w/Bronze or Higher Level Career Readiness Certificate (CRC)	600
Signed Letters of Commitment from Local Business to Acknowledge the CRC During Interviews of Job Applicants	50
Specialized Recruitments	8
Job Fairs Organized and Staffed	4

The recommendation makes available \$559,000 for 2,000 hours of workshops at all three One-Stop locations to serve approximately 8,000 individuals. The workshop schedules will include job search assistance workshops (e.g., Resume Development, Interview Techniques, Networking, Online Job Search, and Career Action Teams), and other workshops that that focus on basic skill upgrades, such as Microsoft Office applications, as well as on soft skills, career readiness training, and English as a second language. WI staff will also work in conjunction with work2future staff as part of the integrated service delivery model for employer outreach in work2future’s industry clusters, growth sectors, and in-demand occupations.

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For FY 2010-2011 work2future will not have sufficient ARRA funds available to provide additional workshops, specialized recruitments, job fairs, staffing, or supportive services. This will result in significant reductions to customer-related services from the previous year. In light of recent and significant budget cuts, work2future, in coordination with WI, will be revisiting the Integrated Services model and resources allocation plan to support the current model.



Monique Melchor

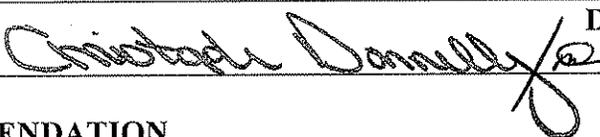
Adult Program Manager

cc: Jeff Ruster

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Memorandum

TO: work2future Board
FROM: Angela Cipperly,
Youth Services Manager
SUBJECT: work2future FY 2010–2011
Youth Funding
Recommendations
DATE: June 17, 2010

Approved  Date 6-10-10

RECOMMENDATION

Board approval of staff recommendations for tentative allocations to fund work2future youth services providers for FY 2010–2011:

- Workforce Institute, a division of San Jose/Evergreen Community College District, to receive funding in an amount not to exceed \$501,000 to serve 92 youth;
- Center for Training and Careers to receive funding in an amount not to exceed \$325,455 to serve 60 youth; and
- San Jose Conservation Corps to receive funding in an amount not to exceed \$200,280 to serve 37 youth.

work2future will fund up to \$5,450 per participant to include case management, occupational skills training and follow-up services for 12 months after exit. This amount also includes \$400 per participant for supportive services (\$250), and incentives funds (\$150). No stimulus funding will be applied to existing youth services providers' contracts.

The Executive and Finance Committees approved the recommendation at their respective meetings of June 3 and June 9. The Youth Council will be asked to approve the recommendation at their meeting in June, 2010.

BACKGROUND

In 2007, three youth services contractors were selected through a competitive Request for Proposals (RFP) process involving an evaluation of written submittals and oral presentations. The RFP included Guiding Principles and Areas of Focus and Intervention from work2future's Strategic Plan, prepared for the Board in September 2006. Contracts were awarded to IBP (now, Workforce Institute), Center for Training and Careers, and the San Jose Conservation Corps based on the recommendation of the Youth Council Committee (YCC), the Finance Committee, and the Executive Committee, and on subsequent approval by work2future's Board.

work2future made the following funding allocations for youth services in FY 2009-2010. Please refer to the table below:

ENTITIES	BASE FUNDING 2009-2010	# SERVED 2009-2010
Workforce Institute	\$600,000	101
Center for Training and Careers	\$390,000	65
San Jose Conservation Corps	\$240,000	40

ANALYSIS

In support of the Strategy's Guiding Principle of maximizing performance while serving those most likely to benefit, the services of the recommended providers will be concentrated on those youth with the most at-risk characteristics in the geographical areas of greatest need. Youth services will be provided at the San Jose and Gilroy One-Stops.

As presented at the YCC meeting of November 15, 2008, the service model targets 17-21 year olds to assist these participants to obtain their high school diploma or GED and occupational skills training certificate, leading to placement in employment or postsecondary education.

In addition to specific trainings, youth services providers will also incorporate Roadtrip Nation into their curriculum for FY 2010-2011. Roadtrip Nation focuses on having youth participants explore employment and career opportunities by interviewing adults that are successful in a particular career.

FY 2010-2011 Funding Recommendations

In FY 2009-2010 Workforce Institute (WI) was funded at \$600,000 to serve 108 WIA-eligible youth. WI provided certificated training programs, including Pathways to Teaching, Green Jobs, and Customer Service through the National Retail Federation. Of the 108 participants enrolled, 96 were entered into Occupational Skills Training (OST); so far, 58 participants (60% of those in OST) have completed training as of May 24, 2010. Additionally, 63 enrollees were basic skills deficient; to date, nearly 75% of these participants have increased at least one Adult Basic Education (ABE) level. WI has exited 43 participants, and 95% of those exited have been placed in employment or post-secondary education. WI had 12 active carryovers from FY 2008-2009 into the current year. Of the 12 carryovers, three have been exited.

Workforce Institute (WI) is recommended for funding for FY 2010-2011 in the amount of \$501,000 to serve 92 WIA-eligible youth; on a cost-per-participant basis, this represents a 2% decrease relative to the FY 2009-2010 funding level. This recommendation is based on Workforce Institute meeting a high percentage of its contracted goals for OST, placement, and employment. In FY 2010-2011, WI will provide training in the areas of Efficient Energy, Water Utilities, and Career Pathways.

In FY 2009-2010 Center for Training and Careers (CTC) was funded at \$390,000 to serve 65 WIA-eligible youth. CTC provided training programs for youth, such as Green Academy,

OSHA, Medical Administration, and Microsoft Office Suite. CTC enrolled 76 participants, and 30 of those enrolled have entered into OST. Of those 30 enrolled in OST, 13 participants have completed training as of May 24, 2010. In addition, 68 enrollees were basic skills deficient; to date, 45% of these participants have increased at least one ABE level. CTC has exited 17 participants, of which 70% have been placed in employment or post-secondary education. At the start of FY 09-10, CTC had 41 active carryovers; to date, they have six that remain active. CTC did not participate in the bonus pool program.

Center for Training and Careers (CTC) is recommended for funding for FY 2010-2011 in the amount of \$325,455 to serve 60 youth; on a cost-per-participant basis, this represents a 1% decrease relative to the FY 2009-2010 funding level. This recommendation is based on CTC meeting a high percentage of its contracted goals for OST, placement, and employment. In FY 2010-2011, CTC will provide Certified Electronic Health Records Specialist (CEHRS) OST, as well as Microsoft Suite 2007 and OSHA certifications.

In FY 2009-2010 San Jose Conservation Corps (SJCC) was funded at \$240,000 to serve 40 WIA-eligible youth. SJCC provided training in the areas of Solar Training & Installation, Landscaping, Weatherization, Fork Lift Operation & Licensing, Painting & Graffiti Removal, Trail & Natural Resource Conservation, and Construction Trades & Apprenticeship. SJCC enrolled 49 participants, and 28 of those enrolled entered into OST. Of those enrolled in OST, 15 participants have completed training as of May 24, 2010. In addition, SJCC enrolled 43 participants that were basic skills deficient; to date, 56% have increased at least one ABE level. SJCC has exited 22 participants. Of those exited, 95% have entered employment or post-secondary education. At the start of FY 2009-2010, SJCC had eight active carryovers; to date, they have no active carryovers. SJCC has one active participant from the bonus pool program.

San Jose Conservation Corps (SJCC) is recommended for funding for FY 2010-2011 in the amount of \$200,280 to serve 37 youth; on a cost-per-participant basis, this represents a 1% decrease relative to the FY 2009-2010 funding level. This recommendation is based on SJCC meeting a high percentage of its contracted goals for occupational skills training, placement, and employment. In FY 2010-2011, SJCC will provide training in the areas of Weatherization, Construction, and Landscaping.

Final performance outcomes will be presented at the YCC meeting of September 28, 2010. If appropriate, the current allocation recommendations for each of the three youth service providers may increase or decrease relative to the current recommendations based on final performance outcomes for FY 2009-2010 and available funding. Each youth service contractor has until July 15, 2010 to submit all required paperwork to MIS to validate final contracted performance numbers for work completed by June 30, 2010. Each contractor is responsible for tracking enrollments and carryovers into FY 2010-2011.

As we have done for the last two years, work2future will not allow its current youth services contractors to enroll to full capacity if they have carryovers. Contractors may enroll a new client for each exited carryover client until the contractor meets their total number of youth to be served. For example, if a youth services contractor is awarded funding to serve 50 participants, and the agency is carrying over 10 clients from FY 2009-2010 into 2010-2011, then the agency will be allowed to enroll 40 clients and, on a one-for-one basis, allowed to enroll into the remaining 10 slots as carryover clients are exited.

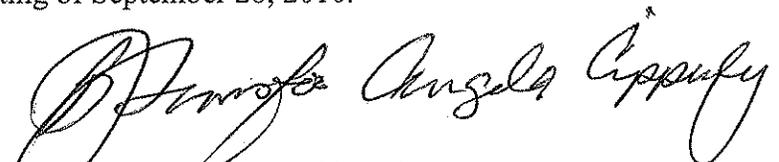
Additionally, youth services providers will be required to submit a plan for any carried over youth from prior years into FY 2010-2011, with projected performance outcomes for each of those youth carried over. MIS validation of performance goals will be used, if appropriate, to adjust the current funding recommendations to make the final recommendations for funding.

During FY 2010-2011, follow-up services will be provided by the youth service contractors. Follow-up services for youth consist of a required, planned and organized activity wherein regular contact is maintained with all youth who exit the program. All youth exiting WIA services must receive a minimum of 12 months of follow-up.

work2future staff recommends the following funding to Youth Service Providers for FY 2010-2011:

ENTITIES	FUNDING 2010-2011	# SERVED 2010-2011
Workforce Institute	\$501,000	92
Center for Training and Careers	\$325,455	60
San Jose Conservation Corps	\$200,280	37

Contracts funded as a result of these awards will ensure compliance with (1) WIA laws and regulations, and (2) the Guiding Principles from work2future's Strategic Plan. work2future conducts quarterly contract monitoring using State monitoring guidelines and work2future's Quality Index tool. The results of the youth services contractors' WIA performance outcomes will be brought back to the YCC for its meeting of September 28, 2010.



Angela Cipperly
Youth Services Manager

cc: Alex Fernandez



Memorandum

TO: work2future Board

FROM: Richard Martinez
ARRA Youth Manager

SUBJECT: ARRA TANF-ECF Summer
Youth Subsidized Employment
Program

DATE: June 17, 2010

Approved  Date 6-10-10

RECOMMENDATION

Approval of staff's recommendation for work2future to receive up to \$2,458,225 of American Recovery and Reinvestment Act (ARRA) Temporary Assistance to Needy Families (TANF) funding program through the Santa Clara County Social Services Agency's Emergency Contingency Fund (ECF). ARRA TANF-ECF funds will be used to provide a Summer Youth Subsidized Employment program, through a partnership with the Social Services Agency, for up to 840 youth.

The Executive and Finance Committees approved the recommendation at their respective meetings of June 3 and June 9. The Youth Council will be asked to approve the recommendation at their meeting in June, 2010.

BACKGROUND

In March 2010, Santa Clara County Social Services Agency (SCC SSA) contacted work2future with a request to form a partnership to operate a summer work experience program using ARRA TANF ECF funds. The program will be funded by the Santa Clara County Social Services Agency with ARRA TANF ECF grants as follows:

Amount	Source	Comments
\$2,458,225	ARRA TANF-ECF	Requires a 20% non-federal match
\$ 382,200	Worksite Supervisor Salaries	77% of required match
\$ 112,500	Site and Facility-Related Expenses	23% of match: St. James Sr. Center
\$2,952,925	Total of Funding Sources	

As approved by the Board in June 2009, work2future will additionally use appropriated funding of approximately \$550,000 to provide an eight-week work experience program for up to 80 out-of-school youth, ages 18-24, who meet the WIA eligibility requirements, such as low-income status and a barrier to employment as defined by the WIA legislation. Older youth participants will earn \$11 per hour.

ANALYSIS

The Summer Youth Subsidized Employment (SYSE) program will provide 7 weeks of summer work experience between June 28, 2010 and August 13, 2010, for up to 840 participants, ages 15-17. Each week, participants will receive two hours of work readiness training and 24 hours of work experience. Participants will earn \$10 per hour.

Priority for participation in the SYSE program will be:

1. CalWORKS eligibility
2. Food Stamp eligibility
3. Low-income at 200% (or less) of the federal poverty level.

SCCSSA will verify CalWORKS and Food Stamp eligibility and provide guidelines for low-income eligibility, which is significantly different than Workforce Investment Act eligibility.

work2future has performed extensive outreach to youth through programs affiliated with the Mayor's Gang Prevention Task Force, as well as community-based organizations, recreation programs, libraries, schools, and other agencies serving youth. Over 200 civic and municipal organizations, schools and colleges were contacted to develop work experience sites and opportunities for the youth participants. Additionally, SCCSSA will require all Summer Nutrition Collaborative agencies to include work experience positions for the Summer Youth Subsidized Employment program. The SCCSSA has also provided a list of eligible youth for targeted mailings.

Expected Program Outcomes:

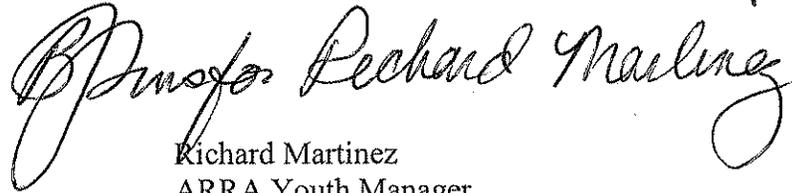
- Over \$1.5 million in wages paid to youth will be re-circulated in the local economy.
- Each participant can earn up to \$1,820.
- Jobs will be created through 23 temporary unclassified positions.
- Ongoing public and private sector support will be provided.
- Youth will connect to positive role models and gain actual job experience.

A study by Mathematica Policy Research at Princeton reported that the 2009 ARRA summer jobs program provided multiple positive results for youth participants, with overwhelmingly positive feedback from public and private sector organizations that provided work experience sites.

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BUDGET IMPACT

The proposed spending plan will be funded from SCCSSA's ARRA TANF-ECF resources, with no impact on work2future's overall budget.

A handwritten signature in black ink, reading "Richard Martinez". The signature is written in a cursive style with a large, looping initial "R".

Richard Martinez
ARRA Youth Manager