

**CONTRACT AMENDMENT AGREEMENT
(Purchase of Services – Long Form)**

CONTRACTOR'S COPY

Number: 19-745-12
Fund/Org: 5452
Account: 2310
Other: N74; CFDA#93.558

1. **Identification of Contract to be Amended.**

Number: 19-745-11

Effective Date: July 1, 2018

Department: Employment and Human Services

Subject: Interagency Agreement between Contra Costa County Employment and Human Services and Agency named below for services to CalWORKs Welfare-To-Work clients.

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

Contractor: Mt. Diablo Adult Education (hereinafter "Agency")

Capacity: Public Agency

Address: 1266 San Carlos Avenue, Concord, CA 94518

3. **Amendment Date.** The effective date of this Contract Amendment Agreement is December 1, 2018.

4. **Amendment Specifications.** The Contract identified above is hereby amended as set forth in the "Amendment Specifications" attached hereto which are incorporated herein by reference.

5. **Signatures.** These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

BOARD OF SUPERVISORS By: _____ Chair/Designee	ATTEST: Clerk of the Board of Supervisors By: _____ Deputy
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CONTRACTOR

Signature A Name of business entity: Mt. Diablo Adult Education By: _____ (Signature of individual or officer) _____ (Print name and title A, if applicable)	Signature B Name of business entity: Mt. Diablo Adult Education By: _____ (Signature of individual or officer) _____ (Print name and title B, if applicable)
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Note to Contractor: For corporations (profit or nonprofit) and limited liability companies, the contract must be signed by two officers. Signature A must be that of the chairman of the board, president, or vice-president; and Signature B must be that of the secretary, any assistant secretary, chief financial officer or any assistant treasurer (Civil Code Section 1190 and Corporations Code Section 313). All signatures must be acknowledged as set forth on Form L-2.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF CONTRA COSTA)

On _____ (Date),

before me, _____ (Name and Title of the Officer),
personally appeared, _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL.

Signature of Notary Public



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

By: _____
Designee

FORM APPROVED BY COUNTY COUNSEL

By: Kerlan
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF CONTRA COSTA)

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before me, _____ (Name and Title of the Officer),
personally appeared, _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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Signature of Notary Public



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ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

FORM APPROVED BY COUNTY COUNSEL

By: _____
Designee

By: Ke Papa
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

In consideration for providing additional workforce training and education services, including FOCUS and Essential Skills training workshops, Contra Costa County on behalf of its Employment and Human Services Department (County or EHSD) and Mt. Diablo Adult Education (Agency) hereby amend Contract 19-745-11. All other contract terms remain unchanged, in full force, and in effect, except as specifically set forth below.

Contract 19-745-11 is amended as follows:

I. Service Plan, Paragraph I. Purpose is deleted in its entirety and replaced with the following:

The purpose of this Contract is to set forth the responsibilities of Mt. Diablo Adult Education (Contractor or Agency) and Contra Costa County on behalf of its Employment and Human Services Department (County or EHSD), in the provision of expanded outreach, service, and capacity in specially targeting, serving, and reporting the attendance of Welfare-to-Work (WTW) participants of California Work Opportunity and Responsibility to Kids (CalWORKs).

The CalWORKs Program of EHSD is managed by the Workforce Services Bureau and provides temporary cash assistance to needy families who are County residents. The WTW program is a comprehensive employment and training program designed to promote financial self-sufficiency among CalWORKs recipients. CalWORKs adult recipients are required to participate in WTW activities leading to employment for a specific number of hours each week. They may receive cash aid benefits for a maximum of 48 months as long as they meet WTW program requirements and CalWORKs eligibility. The overall objectives of the WTW program are to assist adults to obtain employment and promote family stability and financial self-sufficiency.

II. Service Plan, Paragraph II. Agency's Obligations is deleted in its entirety and replaced with the following:

II. Agency's Obligations

- A. Establish an academic curriculum of basic education, computer literacy and vocational skills training to assist WTW clients to prepare for employment. The training program must be provided at the adult school campus located at 1266 San Carlos Avenue, Concord, CA 94518 and will be called "Finding Opportunities Careers for Ultimate Self-Sufficiency (FOCUS) and Essential Skills for Success (Essential Skills) Programs" (the Program). The Program curriculum must be approved by EHSD.
- B. Develop and publish online and in the school catalog a FOCUS Program marketing tool listing the program duration, class subjects and schedules. The FOCUS and Essential Skills training workshops will be delivered to WTW participants for a duration of up to six (6) weeks consisting of five (5) days per week, eight (8) hours per day based upon the participant's need as determined by EHSD. The Program training workshops must include computer lab hours, with classes in the morning and afternoon. In collaboration with EHSD, training workshop schedules will be set based on student needs and as indicated by EHSD program referrals.

- C. Accept from EHSD all participants' referrals to the Program and assess their basic literary, mathematical and computer skills to deliver instructional material appropriate to their level.
- D. Facilitate the communication between the Agency and EHSD through an individual who will serve as a point of contact and liaison with EHSD's WTW staff on issues specific to CalWORKs clients' WTW plans, clients' referrals to the Program, attendance, and other issues that may arise for participants of the Program. The Agency's point of contact or Agency's other assigned personnel may be invited to make face-to-face presentations to EHSD staff during specific WTW staff training.
- E. When necessary, and by request from either the Agency or EHSD, meet face-to-face with EHSD WTW Case Managers and Supervisors to discuss any issues pertaining to the Program implementation, curriculum content, referral process and reporting to EHSD.
- F. As part of the communication and collaboration effort between the Agency and EHSD, both parties must identify, coordinate and share successful strategies and approaches to obtain the Program objectives, which includes considering similar programs offered by other adult schools and the County's Office of Education.
- G. Provide monthly students' attendance reports with the data required by EHSD and in the electronic format that will be indicated. The monthly attendance reports will contain, at minimum, the following information:
 - a. Name of student, ID number and status (e.g., dropped the program, irregular attendance) as well as daily attendance and hours participating in the Program.
 - b. Total number of participants who have attended classes during the month and the exit reason (e.g., employed, completed).
 - c. The attendance reports must be submitted electronically to the EHSD Point of Contact, as well as the WTW Program Analyst no later than the 10th day of each month.
- H. Participate in the annual Contract Monitoring process by attending the scheduled meetings and providing the required information and access to the documents necessary to evaluate Agency's performance and the achievement of the Program Outcomes.

II. **Service Plan, Paragraph III. Program Outcomes** is deleted in its entirety and replaced with the following:

III. Program Expected Outcome

Eighty percent (80%) of CalWORKs/WTW participants enrolled in the Program will complete the Program, enroll in vocational school, or obtain employment by the completion of the assigned FOCUS

or Essential Skills activity.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: October 23, 2018

Subject: Amend Interagency Agreement with Mt. Diablo Adult Education

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an interagency agreement amendment with Mt. Diablo Adult Education, effective December 1, 2018, to add a service training component to a skills training program for Welfare-to-Work (WTW) participants of the California Work Opportunity and Responsibility to Kids Program (CalWORKs), with no change to payment limit or term.

FISCAL IMPACT:

No fiscal impact with this amendment.

BACKGROUND:

This amendment is adding an additional service training program called "Essential Skills for Success."

The Finding Opportunities Careers for Ultimate Self-sufficiency (FOCUS) and Essential Skills for Success (Essential Skills) Programs (the Program) offer WTW participants the opportunity to participate in vocational training and/or job skills workshops at the West Contra Costa Adult Education school. The Program is intended to provide clients with additional assessment, support, and training/educational

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 10/23/2018 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 23, 2018

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: V. Kaplan, (925)
608-4963

cc:

BACKGROUND: (CONT'D)

services. Program outcomes seek to help clients further define and advance their educational and professional paths, ultimately leading to job placement or continued educational attainment.

The Program is intended to offer WTW participants an opportunity to increase their awareness of how their views and experiences shape their perception about work, money, and the circumstances of their lives. Understanding their role enables participants to decrease the barriers and increase the motivation to set goals and accomplish them.

The original interagency agreement with Mt. Diablo Adult Education was approved by the Board of Supervisors on May 22, 2018 (C.59), in the amount of \$53,000, for the period July 1, 2018 through June 30, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of amended agreement, program participants will receive less services geared toward job placement and/or continued education attainment, resulting in continued reliance on public benefits.