



**OAKLAND
WORKFORCE DEVELOPMENT BOARD
SPECIAL MEETING**

Friday, September 17, 2021

9:00 a.m. – 11:00 a.m.

Teleconference

Please see the agenda to participate in the meeting.



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email LDial@oaklandca.gov or call (510) 238-3474 or

(510) 238-3254 for TDD/TTY five days in advance.

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(510) 238-3474 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

浣需要手語, 西班牙語, 粵語或國語翻譯服務踰 請在會議前五紂礪經櫟電郵 LDial@oaklandca.gov 或致電 (510) 238-3474 盤 (510) 238-3254 TDD/TTY日

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

SPECIAL MEETING NOTICE

Teleconference
Friday, September 17, 2021
9:00 a.m. – 11:00 a.m.

Pursuant to the Governor's Executive Order N-29-20, all members of the Oakland Workforce Development Board and City Staff will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

To observe the meeting by video conference, please click on this link:

<https://zoom.us/j/99872465959> at the noticed meeting time.

Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-joining-a-Meeting>

To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location

US: + US: +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592.

Webinar ID: 998 7246 5959. If asked for a participant ID or code, press #.

Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-joining-a-meeting-by-phone>.

COMMENT:

To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.

Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129-raise-hand-in-webinar>.

To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.

Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-joining-a-meeting-by-phone>.

If you have any questions, please email: owdb@oaklandca.gov

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

SPECIAL MEETING NOTICE

Teleconference

Friday, September 17, 2021

9:00 a.m. – 11:00 a.m.

AGENDA

*Members of the public who wish to address the Board on published issues should do so at the time the agenda item is being discussed. Raise your hand if you are viewing by video or hit *9 if you are joining by phone. You will have 2-minutes to speak on the item.*

*Issues that the public wishes to address that are not published on the agenda will be heard during the Public Forum section. Raise your hand if you are viewing by video or hit *9 if you are joining by phone. You will have 2-minutes to speak on the item.*

I. PROCEDURAL ITEMS

- a. Call to Order and Roll Call
- b. Chair Remarks
- c. Approval of Minutes (Action) Meeting

II. ACTION ITEMS

- a. Contract Amendment – Cypress Mandela Training Center Transforming Climate Communities Agreement
- b. General Fund Fiscal Year 2021-22 Service Provider Recommendations

III. PUBLIC FORUM

(For items that members of the public wish to address that are NOT on the agenda)

IV. STAFF REPORTS

V. ANNOUNCEMENTS

VI. CLOSING REMARKS & ADJOURN

**NEXT SCHEDULED BOARD MEETING
THURSDAY, NOVEMBER 4, 2021 – 8:30AM-11:00 AM**

These WIOA Title I financially assisted programs or activities are “Equal Opportunity Employers/Programs”. Auxiliary aids and services are available upon request to individuals with disabilities.

ITEM I.c. – APPROVAL OF MINUTES

Thursday, August 5, 2021

Chair Vera called the meeting to order at 8:31 a.m.

Roll Call: Ahmed Ali Bob, Eddie Alvarez, Carol Asch, John Brauer, Jason Gumataotao, Polly Guy, Derreck Johnson, Lee McMurtray, and Lynn Vera were present. Gilbert Pete arrived at 8:35 am. Kalpana Oberoi was absent.

Chair Vera explained how the meeting would proceed via Zoom. She introduced new board member Eddie Alvarez and FUSE fellow Alli Chagi-Starr.

Board Member Alvarez provided a brief background about himself.

Alli Chagi-Starr, FUSE fellow provided a brief background about herself.

Approval of Minutes

Chair Vera stated the minutes from the May 6, 2021, Workforce Board Meeting.

Board Member Gumtaotao moved, seconded by Board Member McMurtray to approve the minutes of the May 6, 2021, meeting as presented.

Board polled as follows: Ali Bob, Asch, Brauer, Gumataotao, Guy, Johnson, McMurtray, Pete, and Vera voted “aye.” Board Member Alvarez abstained. Nine “ayes”, one abstention – motion carried.

BUSINESS Action Items

II a. Amend Fiscal Year 2021-22 Service Provider Allocations

Vice Chair Vera noted staff requesting the board to 1) accept \$1,010,000 in General Funds and authorize grant agreements with City Council directed service providers; 2) accept \$500,000 in General Funds and authorize grant agreements with OWDB proposed service providers; 3) amend and extend 2021 Summer Youth Employment Program grant award agreements for Rising Sun Center for Opportunity, East Bay Asian Youth Center and Youth Uprising to June 2022.

Workforce Development Board Executive Director Dial noted that at the June 18, 2021, Executive Board Meeting adopted the fiscal year budget for the Oakland Workforce Development Board which included the service provider allocations. She noted that on July 26, 2021, Special City Council meeting, Council approved a General Fund allocation of \$1,510,000 in which they directed grant agreements to the agencies listed in the agenda with a General Fund allocation of \$500,000 for programs with a focus on flatlands neighborhoods below 580

(Fruitvale, Chinatown, East Oakland, West Oakland, and impacted communities including youth, homeless and formerly incarcerated). She noted the Board could accept or change the recommendations. She stated the race and equity analysis was a new part of the process. She listed the zip codes that met the requirements for the additional \$500,000 allocation. She stated this year was the last year of a three-year cycle. She reviewed the equitable funding formula. She stated the new WIOA RFP would be going out in January. She stated the city was following the local and state guidelines. She reviewed the allocation to the 14 agencies who would receive funding.

Discussion held pertaining how many people would be served by the funding.

Discussion held concerning how it would be helpful for the Board to know how and what the money would be used for.

Discussion held pertaining to how much of funding was being direct supported versus WIOA. *Workforce Development Board Executive Director Dial* stated the board could dictate how much money be spent on certain programs but had not done that in the past with general funds.

Discussion held concerning how there was not an equitable funding table at this time but was something would like to include with the new RFP.

Workforce Development Board Executive Director Dial explained that the contract was extended for the three providers to expend the general fund dollars, the board could extend it for the other providers if necessary.

Discussion held concerning pertaining to why money was allocated before negotiating with the agencies how they would spend the money.

Discussion held pertaining to having the agencies provide who they will serve and where the money would be spent before allocating the money.

Board Member Brauer left the meeting.

Discussion held regarding having the agencies provide information of they will do with the added funding, so that that board would be able to determine what type of impact was made.

Discussion held concerning how there would be a delay until November, unless the Board would allow the Executive Board to vote on it in September.

Discussion held pertaining how to there was more flexibility with what could be done with the money as it was from the general fund versus WIOA.

Discussion held regarding how there should be metrics that are used to determine funding.

Chair Vera reminded the board that staff was requesting the board to 1) accept \$1,010,000 in General Funds and authorize grant agreements with City Council directed service providers; 2) accept \$500,000 in General Funds and authorize grant agreements with OWDB proposed service providers; 3) amend and extend 2021 Summer Youth Employment Program grant award agreements for Rising Sun Center for Opportunity, East Bay Asian Youth Center and Youth Uprising to June 2022.

Board Member Asch moved, seconded by Board Member Johnson to change the recommendation to accept the general fund dollars and adding a step before number 1. The step would be to receive and approve from each of the service providers, their metrics and how they plan to spend the funds before the board votes to allocate the funds.

Discussion held concerning how the item could be moved to a special meeting.

Staff Member Lindsay asked if the motion maker could amend the motion to accept the funds, just not allocate them.

Board Member Asch amended her motion and second agreed.

Board Member Asch moved, seconded by Board Member Johnson to change the accept the general fund dollars and request and accounting and proposal on how they plan to spend the funds before the board votes to allocate the funds.

Board polled as follows: Ali Bob, Alvarez Asch, Gumataotao, Guy, Johnson, McMurtray, Pete, and Vera voted “aye.”

Discussion held regarding how staff would review the recommendations and possibly reallocate funds based on what the service providers provide to staff.

III. PUBLIC FORUM

Assata Olugbala, resident, appreciated the board for taking the time to look further into how the funds would be used. She stated she had documentation to support her comments regarding the Unity Council. She stated the day laborer should be for everyone, especially the homeless.

Richard de Jauregui, Oakland Private Industry Council, stated the Council was very clear in the amount of each reward, but did not feel the Council would want the amount of funding to be changed.

Michele Clark agreed that the funding that Council approved should not be changed as many of the agencies had met with Council members pertaining to projects, they needed the additional funds. She agreed there needed to be transparency with how the money would be used.

Vince Brown, Deputy City Attorney, stated once Council had made recommendations, the Board could make changes to those recommendations.

IV. STAFF REPORTS

Workforce Development Board Executive Director Dial announced that a new Youth Program Analyst had been hired and she would introduce her at the next meeting. She stated they would probably not hire for her old position until after January. She noted it was contract season and that

is what staff was currently working on. She noted that the FUSE fellow Alli Chagi-Starr would help in other funding and opportunities. She noted several local municipalities on how residents could take classes online and receive training/certificates.

V. Announcements

Workforce Development Board Executive Director Dial noted that Vince's last day would be at the end of the week. She thanked him for all the work he had done.

Chair Vera announced that it would be her last meeting, she had taken an opportunity that is outside of the City of Oakland. She stated she would miss working with the board.

VI. Adjournment

There being no further business, the meeting was adjourned at 10:22 AM



ITEM II.a.- ACTION



To: Oakland Workforce Development Board
From: OWDB Staff
Date: September 17, 2021
Re: Contract Amendment - Cypress Mandela TCC

RECOMMENDATIONS:

That the Oakland Workforce Development Board (OWDB) accept and allocate an additional \$40,700 in Transforming Climate Communities (TCC) funds to Cypress Mandela Training Center (CMTC).

BACKGROUND:

The California Strategic Growth Council (SGC) awarded the City of Oakland a grant for the development and implementation of neighborhood-level climate sustainability plans as part of the Transformative Climate Communities (TCC) program.

The SGC requires that the City enter into agreements, over a period of four years, with Workforce Training and Job Placement Partners to provide training and job placement services for residents located in the TCC project area. The partners selected to participate over the four-year grant period are long-standing partners of the OWDB and include Cypress Mandela Training Center (CMTC) and West Oakland Job Resource Center (WOJRC).

On March 19, 2021, the Oakland Workforce Development Board accepted and allocated TCC funding for year 1 of the project. On May 6, 2021, the OWDB accepted and allocated the entire four-year allocation through December 31, 2024 consistent with the TCC grant award and authorizing legislation.

The project has since had a delay in hiring a Career Navigator and has resulted in approximately \$100,000 of underspent funds to be allocated specifically for the Career Navigator, retention stipends and tech online tools. Now, with the availability of these unspent funds, staff does not anticipate disbursing stipends in this year due to adjusted project timelines regarding hiring. Staff is recommending that \$40,700 from stipends to be reallocated to CMTC increasing their budget from \$434,300 to \$475,000. This increase to CMTC is reasonable and based on the valuable overall project impact that will result in increasing training to prepare people for placement in green jobs. CMTC trains 100-150 trainees per year and annually places 72-125 in jobs. Over the next four years, CMTC will train and place about 400 individuals, which is less than \$1200/trainee.

ATTACHMENT

- II.a.1. – CMTC Scope of Work
- II.a.2 – CMTC Revised Budget

Cypress Mandela Training Center

Scope of Work

CYPRESS MANDELA TRAINING CENTER (CMTC) over the next 4 years, from April 1, 2021 to March 31 2025 will provide 2-3 trainings per year in pre-apprenticeship, HazMat, OSHA and First Aid to 100-150 trainees per year resulting in 72-125 job placements per year.

The training will prepare clients to enter pre-apprenticeship positions green construction jobs in the construction building trades, environmental and energy sectors.

Training focuses on basic construction techniques and includes orientation to the construction industry and job placement services that focus on developing job skills needed for securing employment in greenhouse gas reducing occupations.

CMTC will work with the BCZ Career Navigator to support referrals of residents into training and job placements.

CYPRESS MANDELA TRAINING CENTER, INC.
 CITY OF OAKLAND - TCC GRANT
 Total Budget \$475,000
 04/01/2021-12/31/2024

	12/31/2021	12/31/2022	12/31/2023	12/31/2024	Total
A. PERSONNEL					
Training Instructors	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 128,000.00
Executive Director	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00
Fiscal Director	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00
Coordinator	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 80,000.00
Program Assistant	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00
	<u>\$ 68,000.00</u>	<u>\$ 68,000.00</u>	<u>\$ 68,000.00</u>	<u>\$ 68,000.00</u>	<u>\$ 272,000.00</u>
B. FRINGE BENEFITS 25%	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 68,000.00
SUBTOTAL	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 340,000.00
C. OTHER COST					
Contracts / Partners	\$ 12,125.00	\$ 10,125.00	\$ 12,125.00	\$ 10,125.00	\$ 44,500.00
Training Space Cost (2 % of total space cost)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 60,000.00
Training Materials, Tools & Supplies	\$ 10,500.00		\$ 10,500.00		\$ 21,000.00
Office Supplies/Expenses	\$ 875.00	\$ 875.00	\$ 875.00	\$ 875.00	\$ 3,500.00
Utilities	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00
SUBTOTAL	\$ 40,000.00	\$ 27,500.00	\$ 40,000.00	\$ 27,500.00	\$ 135,000.00
GRAND TOTAL (TOTAL PERSONNEL + OTHER COST)	\$ 125,000.00	\$ 112,500.00	\$ 125,000.00	\$ 112,500.00	\$ 475,000.00



ITEM II.b.- ACTION

To: Oakland Workforce Development Board
From: OWDB Staff
Date: September 17, 2021
Re: General Fund Fiscal Year 2021-22 Service Provider Recommendations

RECOMMENDATIONS:

That the Oakland Workforce Development Board (OWDB):

1. Authorize \$1,510,000 in grant agreements with City Council directed and OWDB proposed service providers.
2. Amend and extend 2021 Summer Youth Employment Program grant award agreements for Rising Sun Center for Opportunity, East Bay Asian Youth Center and Youth Uprising to June 2022 to expend General Funds.

Table 1 – General Fund Recommendations

Service Provider	City Council Directed	Proposed OWDB	Total
Lao Family Community Development	\$175,000	\$62,500	\$237,500
Oakland Private Industry Council	\$260,000	\$0	\$260,000
The Unity Council	\$175,000	\$62,500	\$237,500
Youth Employment Partnership	\$175,000	\$25,000	\$200,000
Civicorps	\$75,000	\$125,000	\$200,000
Rising Sun Center for Opportunity	\$75,000	\$0	\$75,000
Cypress Mandela	\$75,000	\$0	\$75,000
East Bay Asian Youth Center	\$0	\$75,000	\$75,000
Youth UpRising	\$0	\$75,000	\$75,000
West Oakland Job Resource Center	\$0	\$75,000	\$75,000
Total	\$1,010,000	\$500,000	\$1,510,000

BACKGROUND

The Fiscal Year (FY) Workforce Development Board budget was approved at the June 18, 2021 Executive Committee meeting. City Council approved a General Fund allocation of \$1,510,000 at a Special Meeting, July 26, 2021. Council action directed grant agreements in the amount of \$1,010,000 to agencies outlined in Table 1 above. Additionally, the Council approved a \$500,000 General Fund allocation for programs with a focus on flatlands neighborhoods below 580 - Fruitvale, Chinatown, East Oakland, West Oakland and impacted communities including youth, homeless and formerly incarcerated.

Career Center Funding:

Increase the City Council directed funding by \$62,500 to \$237,500 for Lao Family Community Development and The Unity Council. These service providers also serve youth.

Youth Service Provider Funding:

Increase the City Council directed funding by \$25,000 to \$200,000 for Youth Employment Partnership and by \$125,000 to \$200,000 for Civicorps.

Training Provider Funding:

Fund West Oakland Job Resource Center at \$75,000.

Summer Youth Provider Funding:

Fund the East Bay Asian Youth Center and Youth UpRising at \$75,000.

Staff presented the allocations listed above at the August 5, 2021 Regular Board meeting. The Board directed Staff to provide a scope of work, performance outcomes, cost per client and a budget for each of the recommended service providers before approval. The Service Provider Scope Chart is a summary of the requested information. Individual scopes of work and budgets are included to provider greater detail. All but one of the recommended providers submitted a scope of work by the deadline. We asked that provider to be present to answer questions regarding their scope of work.

Staff reviewed the submittals and recommends the Board approve the allocations as listed in Table 1. These workforce providers serve the geographical locations identified by the City Council as well as the zip codes cited in the OWDB Race and Equity Analysis. Additionally, the two training providers located in East and West Oakland receive Transforming Climate Community grant which provides opportunity to leverage those resources.

Attachment II.b.1.- Service Provider General Fund Scope Chart

Attachment II.b.2.- Individual Service Provider Scopes of Work and Budgets

Attachment II.b.3. -Revised Service Provider Allocations

<u>Provider</u>	<u>Population Served</u>	<u>Funding Source</u>	<u># Served</u>	<u>Cost Per</u>
Youth Employment 1 Partnership (YEP)	Youth	Council-Directed Grant	22	\$7,954.54
Youth Employment 1 Partnership (YEP)	Youth	General Funds (Discretionary)	16	\$5,300.00
2 Rising Sun West Oakland Job Resource Center	Youth and Adult	Council-Directed Grant	16	\$4,687.50
3 (WOJRC)	Adult	General Funds (Discretionary)	20	\$3,750.00
4 Unity Council	Youth and Adult	Council-Directed and Discretionary General Funds	200	\$1,187.50
Oakland Private 5 Industry Council (OPIC)	Adult	Council-Directed Grant	50	\$3,500.00
Oakland Private 5 Industry Council (OPIC)	Adult/ One Stop Operator	Council-Directed Grant	460	\$131.00
Oakland Private 5 Industry Council (OPIC)	Adult/ Unemployment Insurance Support	Council-Directed Grant	1118	\$22.36
Lao Family Community 6 Development	Adult	Council-Directed and Discretionary General Funds	100	\$2,375.00

7 Civicorps	Youth	Council-Directed Grant	30	\$6,667.00
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East Bay Asian Youth 8 Center (EBAYC)	Youth	General Funds (Discretionary)	20	\$3,750.00
9 Cypress Mandela	Adult	Council-Directed Grant	??	??

10 Youth Uprising	Youth	General Funds (Discretionary)	200	\$375.00
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Totals

Comments/ Program Description

Homeless Young Adults, 18-24 years old; Purpose: Comprehensive workforce training and industry-recognized credentials. Includes \$175,000 (YEP leveraged match).

WIOA Out-of-School Youth (Citywide), 16-24 years old. Purpose: Workforce training and paired high school credit recovery. Includes \$84,800 (YEP leveraged match).

Recruit and hire at least 8 Oakland youth for the Climate Careers summer jobs program. Recruit 250 Oakland homes to be served through the Climate Careers Green House Call program.

Recruit and train at least 8 Oakland adults through Opportunity Build, a MC3-certified construction trades apprenticeship readiness program.

Train 20, and place 15 Oakland low-income, Disadvantaged residents for warehouse, logistics, and Commercial A Truck Driver positions through our Transportation, Distribution, Logistics (TDL) Pre-Apprenticeship Training.

200 unduplicated individuals (non-WIOA) will receive at least one service, including:

- Increased access to employment and career services
- Job readiness services
- Placement into vocational training
- Job placement and employer partnerships

Augment and intensify its WIOA-based services to those Oakland residents who are legal/justice involved job seekers facing significant barriers to employment, as well as communities of color impacted by the War on Drugs (where the impacted job seekers is facing significant barriers to employment). The program will be entitled "Hustle and Grow" to correspond with the umbrella programming covering Grantee's three legal/justice-involved specialized programs.

Increase the number of on-site recruitments/hiring events to 8 with 200 total attendees, and the number of and multiple-employer career fairs to 4 with 260 total attendees at which the participation of all mandated partners.

Provide limited phone and in-person guidance and assistance in these UI matters, primarily providing referral and contact information, but also frequently including in person assistance to claimants who are unused to the computerized "on line only" methods of claiming UI or unable to navigate California's "ID Me" filtering process or to properly establish job search activity..

Provision of adult and transitional age young adult employment and training programs. (Enroll 100 individuals of these with 300 as eligible). LFCO will prioritize service to diverse populations to include:

- Homelessness individuals needing employment and support services
- Adults on public assistance who are unemployed and need support services
- Other low-income individuals including limited English immigrants and refugees and other vulnerable populations needing WIOA services
- Individuals who are basic skills deficient and need job readiness skills
- Reentry adults and young adults with justice involved backgrounds
- Veterans and eligible spouses
- DV survivors needing employment and support services

We are developing a new generation of Oaklanders committed to environmental justice and civic participation. Programs include: Environmental Management and Recycling social enterprises, Conservation Interns to conduct environmental enhancement and mitigation projects for local agencies; Truck Driving Pre-Apprentices (Recycling Interns). Serve 175 young people in our Conservation Career Pathways; Provide 150 young people paid job training opportunities in our Environmental Management social enterprise; Provide 25 young people paid pre-apprenticeship/apprentice opportunities in our Recycling social enterprise (these seem like total program outcomes, not just from the \$75k)

20 youth will be placed at a single in-house worksite as Apprentice Outdoor Educators.

Apprentices will plan, pilot, and produce a four-week summer outdoor education program for 200 middle schoolers. Work activities include participatory action research on natural and cultural resources located in East Bay Regional Parks and Bay Shore Trail; field-testing multiple outdoor activities and safety protocols; development of a four-week outdoor education curriculum, including piloting specific trips, activities, and lesson plans in multiple after-school programs at Roosevelt Middle School, Urban Promise Academy, Frick United Academy of Language, and Edna Brewer Middle School. Apprentices will work 12 hours a week for 16 Budget only. No program description or # of people served.

Youth UpRising will have learning sessions for youth and young adults who reside in the City of Oakland, that focus on the tech, architect, and manufacturing industries. The target population for these learning sessions are African American/Black, Native American and Pacific Islander youth ages 14-24 in Oakland. We will serve 200 youth during the contract period

<u>Provider \$</u> <u>Requested</u>	<u>Staff \$ Rec.</u>
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\$175,000.00	\$175,000.00
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\$84,800.00	\$25,000.00
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\$75,000.00	\$75,000.00
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\$75,000.00	\$75,000.00
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\$237,500.00	\$237,500.00
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\$175,000.00	\$175,000.00
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\$60,000.00	\$60,000.00
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\$25,000.00	\$25,000.00
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\$237,500.00	\$237,500.00
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\$200,000.00 \$200,000.00

\$75,000.00 \$75,000.00

\$75,000.00 \$75,000.00

\$75,000.00 \$75,000.00

\$1,569,800.00 \$1,510,000.00



Oakland Workforce Development Board

SUMMARY OF 2 DISTINCT PROGRAMS FOR OWDB GENERAL FUND ALLOCATIONS

Program A – Homeless Young Adults

- Target Population: 22 homeless young adults, 18-24 years old
- Purpose: Comprehensive workforce training and industry-recognized credentials
- Cost per participant: \$7,954.54
- Budget: \$175,000 (City Council-Directed General Funds) + \$175,000 (YEP leveraged match)

Program B – WIOA Out-of-School Youth (Citywide)

- Target Population: 16 Out-of-School WIOA youth, 16-24 years old
- Purpose: Workforce training and paired high school credit recovery
- Cost per participant: \$5,300
- Budget: \$84,800 (OWDB General Funds) + \$84,800 (YEP leveraged match)

WHO WE ARE & WHO WE SERVE

Youth Employment Partnership, Inc. (YEP), is a 501(c)3 nonprofit organization founded in 1973 to improve the employment and education outcomes for all Oakland youth and young adults impacted by poverty, the justice system, foster care, homelessness, school underachievement and other barriers to work by providing transformative job training, critical skill building, and contextualized education paired with hands-on work experience in a living classroom.

YEP’s training facility is centrally located in the BRT transit corridor along International Blvd. & 23rd Ave. and easily accessible by one bus ride from all parts of the city. This uniquely allows YEP programs to be available to every teen and young adult in Oakland, no matter their place of residence, via public transportation. YEP’s building is ADA compliant and open for Covid-safe in-person services Monday through Friday, 8:30 AM – 6:30 PM. YEP is a certified Oakland business and certified LBE #6344.



YEP excels in the best practice of fusing education and hands-on work experience in a living classroom environment. YEP’s comprehensive program also targets some of the hardest-to-serve young people, from West Oakland to the Deep East, who are out-of-school and out-of-work, resulting in the highest rate of reengaged high school diplomas in Alameda County.

YEP youth have grown up in neighborhoods that have been left behind the region’s growing prosperity, such as the San Antonio/Fruitvale, West and East Oakland—collectively known as the Oakland “flatlands.” The vast majority of YEP participants are Black (72%) and Latinx (12%) and range from 15-24 years old. Between 25-30% of the 200 young adults (18-24 years old) YEP serves every year are homeless or experience extreme housing precarity. Beyond that, an additional 70% are in groups at heightened risk for homelessness, including Black, LGBTQ, no high school diploma, single parent, or unemployed.¹



Many of our trainees are on probation or have been previously incarcerated, in or aged out of foster care, have incarcerated parents, and/or have dropped out of high school. Combined, these barriers prevent them from completing high school or obtaining—let alone retaining—living-wage jobs. YEP, moreover, specializes in working with reentry and gang-involved youth and integrating different neighborhoods and factions into a single, safe locale.

RELEVANT EXPERIENCE

Since 1973, YEP has operated one of the highest-performing youth workforce development programs in the San Francisco Bay Area, having served more than 34,500 low-income, high-risk young people in Oakland, with more than 85% completing their training and 78% placed in employment and/or advanced education. YEP’s program design is informed by evidence-based models that have shown demonstrable success with high-risk youth. Our programs support teens and young adults in gaining employment by exposing them to age-appropriate professional development, paid training, and paid work experience integrated with secondary education to create a motivating alternative learning environment. We employ a “living classroom” approach that uses hands-on activities and contextualized learning to make education and skill development relevant and engaging.

YEP has been particularly successful programmatically, combining a low-overhead structure with expert leaders and an agile staff to respond to current needs with new training offerings. YEP operates a comprehensive menu of employment training programs, which serve around 500 youth each year. By combining employability soft skills training (Job Readiness Training), vocational training in high-demand occupations, paid internships, tutoring and education, and comprehensive case management

¹ Morton, M. H., Dworsky, A., Matjasko, J. L., Curry, S. R., Schlueter, D., Chávez, R., & Farrell, A. F. (2018). Prevalence and correlates of youth homelessness in the United States. *Journal of Adolescent Health, 62*(1), pp.14–21.

and support services, our programs have a proven track record of improving academic performance, increasing college access, and securing career-track employment.

YEP has specialized in designing and implementing new projects to respond to evolving local needs, such as our tiny home emergency housing. Below are a few samples of other projects YEP has launched to enduring success:

- Purchasing and rehabilitating the **26,000 sq. ft. solar-powered workforce training center** that houses a fully-equipped construction workshop, commercial kitchen, warehouse, computer lab, five classrooms and large community event space—all designed and built by youth in our construction training program. The facility not only reduced long-term agency costs but also enabled YEP to expand job training for teens and young adults located across Oakland. The building received **national attention from the Obama administration** for its solar power and use as a living classroom, incorporating contextualized basic education into vocational training.
- **Constructing more than 50 homes** throughout Oakland for low-income residents, through DOL’s YouthBuild program, and training hundreds of young people in green construction skills in the process. YEP expanded the program to include deconstructing buildings at the Oakland Army Base (which was the **most successful Welfare-to-Work program in the State of California**), salvaging the materials and rehabbing dozens of homes.
- Partnering with Alameda County Office of Education (ACOE) in 2017 to integrate a thriving alternative high school into YEP’s programming onsite. This joint approach, where trainees attend a half-day of credit recovery classes followed by a half-day in paid, hands-on vocational training has since **graduated over 300 reenrolled students**—the highest number in Alameda County history.
- Completing construction of a **1,190 square-foot fully-equipped industrial training kitchen**, enabling us to produce our own products for YEP’s social enterprise cafe at the Juvenile Justice Center in San Leandro; to provide daily breakfast and dinner for transitional homeless community cabins adjacent to YEP; and to provide nutrition, food preparation, and food budgeting instruction as a core competency for all of our program participants.

PROGRAM A

Homeless Young Adults | 18-24 years old

APPROACH & SERVICES

YEP’s tiny home community for homeless young adults (18-24 years old) offers transitional supportive housing paired with comprehensive employment training and education support to stabilize residents, move them out of homelessness and into economic self-sufficiency. The community site will consist of 11 single-occupancy housing units, a library and tutoring room, a resident counselor housing unit, two bathrooms with showers, and a covered, open-air common area with a kitchenette and meal tables.



Over the past 5 years we have seen a sharp rise in the number of homeless and precariously-housed youth come to us for job training and education support. Many of them have dropped out of high school or community college to work full time in order to afford bare necessities. But even so, this work—when they can find any—isn’t enough; the rise of the gig economy has created a culture of “job hopping,” where they find daily work gigs on phone apps. Such job hopping does not provide economic security, benefits, stable work history, or skill development and growth to move them out of homelessness and extreme housing precarity. This reliance on cobbling together work at minimum wage also prevents them from attending school, which could grow their skillset and credentials to create longer-term stability.

The **goal of the project** is to identify homeless young adults in Oakland most in need of intervention, move them into stable interim housing, remove barriers, and build protective factors so that they can

attain future housing stability. YEP's Tiny Home Community, moreover, will generate a credential-building and school-going culture to encourage those without a high school diploma to get their diploma, enter into community college, work toward an Associate's degree and/or stackable and portable industry-recognized credentials, develop vocational skills and work experience to move into middle-wage employment, and target other needs such as strengthening connections with family, mental health and substance abuse, financial literacy, life skills, community engagement, and socio-emotional well-being.

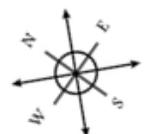
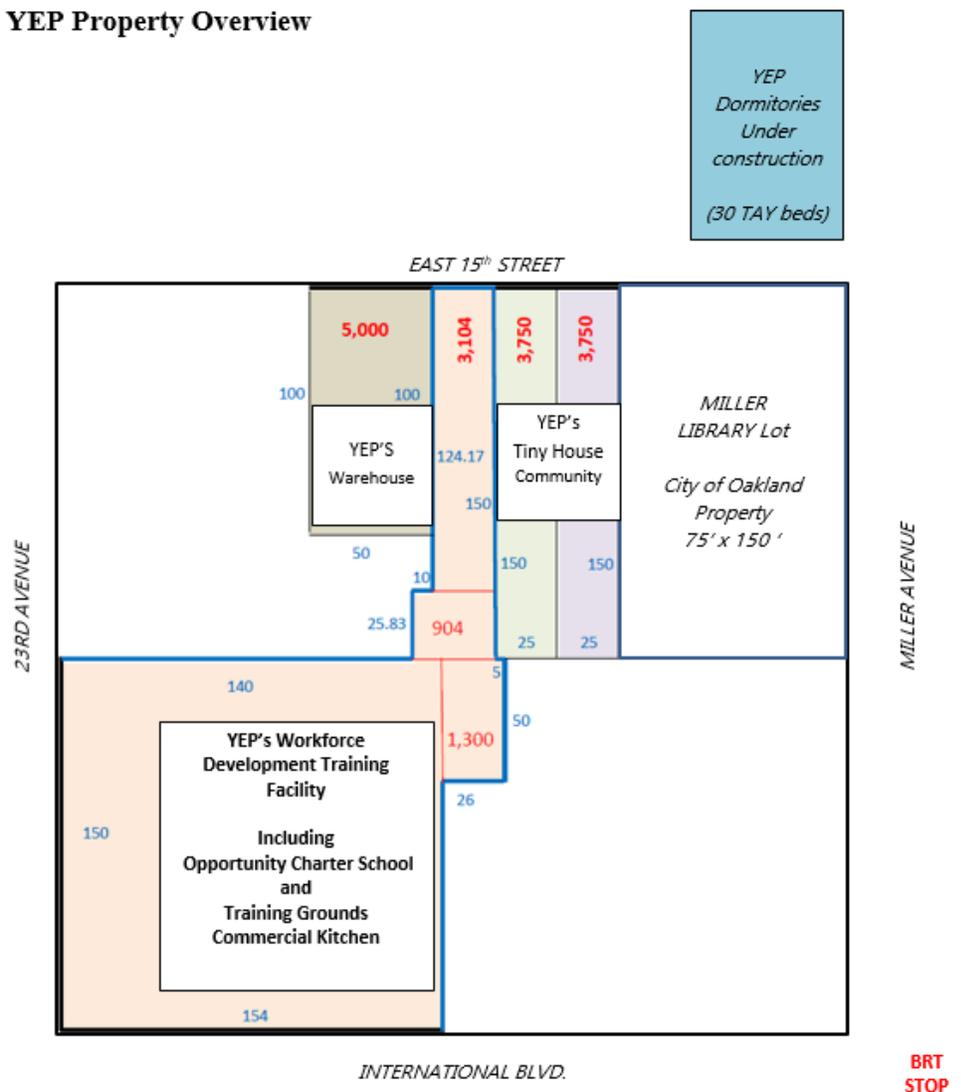
YEP uses three complementary strategies, discussed in detail below, to achieve this goal: 1) Housing and Case Management, 2) Education, and 3) Employment Development.

1) Housing and Case Management

The Tiny Home Community is located on the back lot of YEP's training facility (*pictured right*), and will house up to 11 young adults and one 24/7 onsite Property Manager at any time. One to two of the young adult clients, who have been in the community for more than a few months and are showing promising progress and capacity, will act as resident assistant for either three days/week or six half-days, for which they will be paid a stipend.

Each tiny home, furthermore, was designed by YEP's construction team and built by youth and young adults in YEP's construction training program (*pictured below*).

YEP Property Overview





Tiny Home Features: Homes are single-occupancy units, with one twin bed and rolling dresser drawers below, storage overhead, a study desk, chair, outlets for phone charging or other electrical needs, overhead lighting, and smoke detector. Each unit is fully insulated and contains electric wall heaters. Furthermore, for the clients' possessions that may not fit in their individual units, the Tiny Home Community will have a collective, secured storage site to ensure that they will be able to hold onto their belongings.

Tiny Home Community Features: The tiny home community is not just a safe and stable living space, but an intentionally engaged and supportive social experience aimed at building an educational-advancement culture. Residents will have access to onsite bathrooms (one of which is ADA compliant), showers, laundry, daily breakfast and dinner, a kitchenette to prepare their own meals, and a tutoring room and library. One of the key objectives, as described in detail below, is to encourage clients to get back into school and advance their education, so that they can move into higher-earning and more stable careers. Thus with peer support, case management oversight, and access to quiet study rooms and tutoring, the community will allow clients the stability and structure to move forward in completing high school diplomas, community college courses, and industry-recognized credentials.

Moreover, the community's perimeter will have security gating, with a secured keypad street entrance and camera, back gate to YEP's facility, and emergency exit gate leading to YEP's parking lot. Each of the housing units will be equipped with exterior motion-sensor lights and the site as a whole will have strategically-placed nighttime lighting.

In order to provide the best services possible, YEP is partnering on this housing project with the region's preeminent supportive housing and behavioral health case management provider, Bay Area Community Services (BACS). In line with our holistic approach to client success, the majority of interim housing-specific services will be provided by BACS. This consists of housing respite services, behavioral health case management, housing navigation, financial aid, property management and staffing, and site security.

Housing respite services will offer immediate housing security and aim to accommodate each young person's individual residential needs. Staff will maintain the premises and ensure appropriate habitation and maintenance of units. This includes the creation of adaptable policies and procedures relating to guests, curfew, partners, possessions, substance use, program engagement, zero-tolerance policies, rent savings plans, family engagement and involvement, and context-appropriate conflict resolution.

Residents will be linked to BACS' behavioral health services team which includes intensive, individualized care coordination, mental health treatment, access to medical insurance, healthcare, substance use treatment, therapy, and more. Establishing a healthy foundation from which to obtain housing, residents will be connected to BACS and community-based health and wellness resources and gain assistance in applying to state and federal direct benefit programs including MediCal and CalFresh.

Navigation services will assist residents in a variety of actions towards securing longer-term permanent housing. Residents will be supported in finding and applying for permanent affordable housing opportunities. Following transition out of the dormitory, residents will have access to up to six months of transitional case management which includes matching with further programs and support in understanding and complying with rental agreements.

Financial aid will support residents in identifying and overcoming specific financial barriers. Also known as flexible funds administration, targeted financial aid services consist of one-time or short-term housing financial assistance that can either support the participant's ongoing residency or transition into longer-term permanent housing.

Site management and security will ensure a safe and dignified environment for all residents. Safe distancing protocols, sanitation requirements, public health and COVID-19 guideline adherence, and other general safety processes will be implemented. Guided by a harm reduction strategy, BACS will work to maintain a drug-free environment and prevent the active use of illicit drugs or alcohol. Participants who struggle with active substance use will be counseled on an individual basis and, if necessary for the safety of themselves and others in the program, be referred to higher and more specific levels of care.

To ensure holistic service delivery, any additional services will be provided through contracts with community service providers as needs arise. This comprehensive supportive housing + employment + education + case management approach will provide a holistic foundation to move young people into stable housing and productive lives.

Entry and Assessment: each client, in addition to above services provided by BACS, will be paired with a YEP Case Manager. Case Managers assess clients for Math and English grade levels, employment experience, personal and career interests and goals, employment and educational barriers, employability soft skill levels, family history and social connections, and supportive service needs. This information is then used to develop their Individual Service Strategy.

Individual Service Strategy (ISS): The ISS, co-authored by the client and a trauma-informed Case Manager, identifies the services the client needs to help them overcome educational, employment, housing, and life barriers, and creates an individually tailored and stepwise plan to access those services. YEP worked with the Employment Development Department to develop this effective ISS tracking document that sets benchmarks and goals for each young adult to achieve as part of their employability plan. The ISS is continually reviewed and updated as goals are met and as new needs arise.

Comprehensive Case Management: Effective case management is the key to advancing the client’s education, employability, and housing stability. Case Managers use a high frequency of quality contacts, strengths-based encouragement, and consistent follow through with the clients to develop trust and reliability. Case management is structured around the ISS. The client and their Case Manager will meet 30 minutes – 1 hour every week, onsite, at school (if off site), and at job sites. Case Managers not only help clients link to supportive services, but maintain communication with their worksite supervisor, school teachers, and/or probation officer to create a coordinated support network and to avoid conflicting strategies that can undermine their success. Case Manager-to-client ratios will be no more than 1-to-10 to ensure that they are able to deliver high-quality services.

Supportive Services: Supportive services needs are assessed at the start of the program and developed one-on-one in the ISS, which serves as a fluid document that is updated throughout their participation and for one year of follow-up after they exit the program. YEP has developed close partnerships with other service providers to support clients in receiving comprehensive counseling services, childcare, legal support, medical and mental healthcare, substance abuse, and trauma and domestic violence counseling. Moreover, YEP supports clients in obtaining professional and worksite clothes.

2) Education

Lack of education—specifically having less than a high school diploma—is “one of the strongest risk correlates for homelessness” in young adults.² Furthermore, education level is inextricably tied to future earnings and stable employment; having less than a high school diploma predicts lower wages and higher likelihood of unemployment. Therefore this project focuses on advancing



² Morton, Matthew H, Dworsky, Amy, Matjasko, Jennifer L, Curry, Susanna R, Schlueter, David, Chávez, Raúl, & Farrell, Anne F. (2018). Prevalence and Correlates of Youth Homelessness in the United States. *Journal of Adolescent Health, 62*(1), 14–21.

clients' education and developing career-oriented credentials to position them to enter higher-earning jobs.

As part of the case management intake process and development of the ISS, all clients will receive an Objective Assessment, Individually-tailored Education Plan, and Tutoring, Study Skills Training, and Classroom Instruction.

Objective Assessment: YEP assesses incoming clients through a thorough, multi-layered process, including comprehensive educational assessment, conducted by YEP's Education Coordinator, using the Tests of Adult Basic Education (TABE) or Wonderlic General Assessment of Instructional Needs (GAIN) Test, and transcript analysis. The TABE evaluates reading, mathematics, and language skill levels for adults, which focus on key factors required for vocational training programs and most often demanded by employers. The Wonderlic GAIN test is used to assess Educational Functioning Levels (EFL) of English and math skills among adults. The clients will also complete a self-assessment questionnaire, which targets personal and career interests and goals, educational barriers, and learning styles and preferences. This information informs the Education Coordinator and Case Manager on their client's educational needs and works with them to develop an individualized education plan.

Education Plan: After comprehensive assessment, the three will co-design an education plan that addresses current deficits, future career and scholastic goals, and sets stepwise objectives to achieve those goals. For clients without a high school diploma, they will enter into the adult high school onsite operated by ACOE. Based on their transcript and vocational training path in YEP, educators will craft classes to fill missing credit areas while targeting their specific vocation to make learning relevant to daily activities. For example, client's pursuing construction will have contextualized construction math lessons directly connected to real life construction skills.

For those who have a high school diploma or attain one during the program, they will enter into a postsecondary CTE program or Associate's degree path at one of the Peralta Community Colleges. Nearly all clients will be the first in their families to attend postsecondary education; consequently, the enrollment, financial aid, course selection, and educational planning are all entirely new, and each individual is coached through the process. Also, clients may choose to directly enter into a union apprenticeship. Each path will be carefully planned and assessed to meet the individual client's needs and aspirations.

Tutoring, Study Skills, and Classroom Instruction: Clients pursuing any educational path will be offered tutoring, study skills, and classroom instruction to support their advancement. Clients will be supported by an instructor and Next Step Learning Center tutors, maintaining a small 6:1 student-teacher ratio. This highly effective tutoring and study skills support combines test preparation, homework support, and basic skill building. Trainees enrolled in ACOE schools will participate in credit recovery, have access to subject tutoring as provided by BAYAC AmeriCorps, and, in some cases, develop an Individualized Education Plan (IEP). Trainees who attain their degrees or have one upon entry will receive one-on-one support in navigating community college courses and industry credential tests.

3) Employment Development

Many of the young adults who come to us have little work experience and unstable work history. The third component in our integrated housing-education-employment strategy is to build a strong foundation of workplace skills, behaviors, and attitudes so that clients will obtain career-track jobs to help them achieve economic and housing security.

All clients enter into Job Readiness Training (JRT) at the start of the program, which is a three-week intensive program that acculturates clients to YEP, provides pre-employment soft skills training, and reacquaints participants with classroom/work site expectations and behaviors. JRT uses a curriculum developed in-house at YEP that includes self-sufficiency and financial literacy (e.g., obtaining a driver's license and car insurance, opening a bank account, budgeting, understanding paychecks), career exploration, interpersonal skills, conflict resolution, community awareness, work ethic, sexual harassment, and employment skills (e.g., job search, resume, cover letter, interviewing). JRT includes 6 hours each week dedicated to education, which may involve a combination of basic math and English skills remediation (e.g., NCCER Introduction to Construction Math), enrollment and high school credit recovery through Opportunity Academy, or college enrollment (completing the FAFSA, application, registration). Finally, JRT includes 18 hours of introductory vocational training for trainees' respective vocational tracks: Construction, Culinary Arts, or Warehouse & Logistics, described in detail below. This also includes Basic Site Safety and Introduction to Tools. Vocational training for construction trainees is coupled with basic tasks at the construction site that participants can handle with their introductory skills. The same goes for Warehouse & Logistics trainees, who complete packing and forklift tasks in YEP's warehouse. And for culinary trainees, who complete basic food preparation in YEP's commercial kitchen. This early exposure to hands-on skills training increases engagement and program retention. YEP incentivizes clients, moreover, by giving them a \$450 stipend for completing JRT.

Construction: YEP is a licensed general contractor and has built and rehabilitated over 50 affordable homes in Oakland. We also train in Tiny House construction, which has the benefit of allowing trainees to complete a project and build a range of entry-level skills. Basic construction skills gained through the program include framing, plumbing, electrical systems installation, interior and exterior painting, flooring, and cabinetry. Tiny House construction is an excellent transitional employment opportunity between Job Readiness Training and full-time employment.



Construction trainees will have the opportunity to earn construction industry-recognized credentials in NCCER Introductory Craft Skills & Construction Site Safety. Each participant will receive an additional \$25 bonus per NCCER module completed (8 modules), totaling \$200.

For occupational skills training, clients hear from guest speakers, receive direct instruction from trainers in the woodworking and construction lab, complete hands-on projects in YEP's training

facility (e.g., laying new tile flooring, building a small practice house, rough electrical installation), and for the majority of the time, work on the construction site building affordable housing for low-income Oakland residents. Each week is typically structured to have 2-4 hours of construction skills instruction and 16-18 hours of hands-on work experience at the construction work site. At the construction site, participants will build skills in the following areas: Safety (identify safety hazards, develop critical path, plan and implement personal protective equipment); Crew Leadership; Grading and Site Preparation; Foundation Construction; Rough Framing; Window and Door Installation; Roofing; Siding; Rough Electrical; Rough Plumbing; Rough HVAC; Insulation; Drywall; Underlayment; Trim and Fixtures; Painting; Bathroom and Kitchen Counters and Cabinets, Finish Plumbing and Electrical, Carpet, Flooring, and Finish HVAC. For the final two weeks of the program, participants will work full time on the construction site to gain a true sense of full-time work in a construction career.

After completing 200 hours of subsidized work, construction trainees will be supported in entering union apprenticeships, full-time construction work, or the Laney College Construction Management program.

Culinary Arts: Largely built by YEP construction trainees, YEP operates a fully-equipped, 1,190 sq. ft. commercial training and production kitchen. Culinary classes will prepare trainees with essential culinary skills to enter the growing local food industry while producing meals for YEP's Fresh Start Café (located at the Juvenile Justice Center), City of Oakland's Turning Point Community Cabins (located at the former Miller Library Site), and for trainees in other YEP programs as well as the Tiny Home Community residents. Similarly to construction, each week is structured to have 2-4 hours of Culinary Arts skills instruction and 16-18 hours of hands-on work experience to apply those skills in a real commercial kitchen setting. Below are the skills taught in the Culinary Arts vocational training program:



- Kitchen Safety is a comprehensive class on basic safety in a kitchen, understanding and avoiding risk for kitchen injuries, and basic first aid when needed.
- Knife skills will be evaluated for efficiency and accuracy. Trainees will be required to prepare vegetables in a small, medium and large dice, even slice, julienne, mince, fine chop, oblique role, and a chiffonade slice of herbs.
- Execute a Recipe is a test of accuracy in following directions and an understanding of why tasks fall in a specific order in the preparation.
- Product Identification and flavor profile requires the familiarization of oils, herbs, and common sauces used in the preparation of food.

- Kitchen Organization & Proper Use of Kitchen Equipment demonstrates the proper arranging of appliances in the commercial kitchen for maximum efficiency, and includes a practicum demonstrating the proper use of kitchen equipment and appliances.
- Commercial Kitchen Etiquette helps participants understand responsibilities for cleaning equipment and replacing supplies, as well as appropriate uniform attire, language, and personal hygiene.

Culinary trainees will have the opportunity to attain a ServSafe Food Handler and ServSafe Manager certificates, which is required by many restaurant employers. The certifications demonstrate that trainees are proficient in practices related to Foodborne Microorganisms & Allergens; Personal Hygiene; Purchasing, Receiving and Storage; Preparation, Cooking and Serving; and Facilities, Cleaning/Sanitizing and Pest Management.

After completing 200 hours of subsidized work, Culinary Arts trainees will be supported in entering expanded culinary arts training at Laney College (including Culinary Arts Foundations, Restaurant Management, and Baking & Pastry programs), or into full-time positions in the vibrant culinary scene in the Bay Area.

Warehouse & Logistics: YEP’s Warehouse & Logistics program provides paid occupational skills training and hands-on work experience in the warehousing, transportation, distribution, and logistics industries. For occupational skills training, participants will receive direct instruction from trainers in YEP’s warehouse, visit warehouse employers throughout the Port of Oakland, and complete hands-on projects in YEP’s training facility. Each week is structured to have 2-4 hours of Warehouse & Logistics skills instruction, learning basic operating procedure and warehouse terminology, and 16-18 hours of hands-on work experience in YEP’s warehouse palletizing loads to prepare for safe and secure shipping, pulling orders and driving a fully-loaded forklift around obstacles, and learning inventory software and documentation.



In the warehouse, participants will build skills in the following areas: Safety (identify safety hazards, plan and implement personal protective equipment, operating fire extinguishers using the PASS method, interpreting hazardous material signs); Crew Leadership and Effective Warehouse Communication; Pallet Jack Operation; Palletizing Loads for Shipment; Packaging and Shipping Procedures; Forklift Operation and Basic Forklift Maintenance; Inventory Cycle Count and Quality Control; and Inventory Software Competencies.

Warehouse & Logistics trainees will have the opportunity to attain a Manufacturing Skill Standards Council (MSSC) Certified Logistics Technician (CLT) credential, which is widely recognized in the

industry. After 50 hours of occupational skills training and hands-on work experience in YEP's warehouse, participants will enter directly into employment internships with one of our warehousing employer partners or continue into WOJRC's TDL apprenticeship program.

PROGRAM A: BUDGET
Homeless Young Adults 18-24 years old

Budget					
HOMELESS TAY - TINY HOME GENERAL FUND DOLLARS					
AGENCY: The Youth Employment Partnership, Inc.					
22 homeless youth in comprehensive workforce services					
Period of Performance: October 1, 2021 - September 30, 2022					
DIRECT COSTS					
A. PERSONNEL					
Lead Agency Positions	FTE Annual Salary	Program %	OWDB	Matching Funding	Total Budget
Executive Director	\$ 160,000	6%	\$4,800	\$4,800	\$9,600
Operations/MIS Manager	\$ 75,000	6%	\$2,250	\$2,250	\$4,500
1 -.5 FTE Case Manager	\$ 65,000	75%	\$38,250	\$10,500	\$48,750
2 -.10 Vocational Trainers	\$ 80,000	20%	\$8,000	\$8,000	\$16,000
2 Resident Coaches	\$ 12,000	200%	\$12,000	\$12,000	\$24,000
Data/Payroll Assistant	\$ 55,000	6%	\$1,650	\$1,650	\$3,300
Fringe Benefits & Rate		Rate: 26.0%	\$17,409	\$10,194	\$27,603
PERSONNEL SUBTOTAL			\$84,359	\$49,394	\$133,753
B. OTHER DIRECT COSTS					
Duplicating/Copying			\$1,200	\$1,200	\$2,400
Office Rent			\$240	\$240	\$480
Facility/Classroom Rental			\$2,800	\$2,800	\$5,600
General Office Supplies			\$300	\$300	\$600
Postage			\$200	\$200	\$400
Program Materials and Supplies			\$11,000	\$6,621	\$17,621
Telephone/Internet/Communications			\$1,200	\$1,200	\$2,400
Travel/Transportation			\$1,800	\$1,800	\$3,600
Mental Health Services				\$20,000	\$20,000
Education Services				\$45,000	\$45,000
OTHER DIRECT COSTS SUBTOTAL			\$18,740	\$79,361	\$98,101
C. WAGES, STIPENDS, and FLEXIBLE FUNDS					
	Amount	# of clients			
Wages (wage/hr x # hours)	\$ 3,360.00	22	\$39,030	20,106	\$59,136
Education/Training Stipend	\$ 1,200.00	22	13,266	6,534	\$19,800
Bus Passes/Clipper Card	\$ 336.00	22	3,696	3,696	\$7,392
WAGES, STIPENDS, and FLEXIBLE FUNDS SUBTOTAL			\$55,992	\$30,336	\$86,328
D. INDIRECT COSTS (May not exceed 15% of direct costs)					
Receptionist, Janitorial, Security, Insurance, Accounting and Audit					
(10%) INDIRECT COSTS SUBTOTAL			\$15,909	\$15,909	\$31,818
PROGRAM TOTAL			\$175,000	\$175,000	\$350,000

PROGRAM B

WIOA Out-of-School Youth (Citywide) | 16-24 years old

APPROACH & SERVICES

Since WIOA began, YEP has been a successful partner and has consistently met or exceeded **WIOA performance outcomes**. For program year 2020-2021, YEP achieved the following for OWDB's WIOA Out-of-School youth services:

- Enrollment Goal: 116% (29 youth out of 25)
- Career Services: 116% (29 youth out of 25)
- Work Experience: 104% (26 youth out of 25)
- Credential Attainment: 100% (25 youth out of 25)
- Basic Skills Gain: 96% (24 youth out of 25)

YEP will continue to meet these performance outcomes as a provider of Out-of-School youth services, as well as the following State Negotiated Performance Goals PY 2021-22:

PROPOSED PERFORMANCE OUTCOMES (2021-2022)	Percentage	# of Youth
Enrolled in WIOA	100%	16
In Education, Training, or Employment – 2nd Quarter after exit	70%	11
In Education, Training, or Employment – 4th Quarter after exit	68%	11
Median Earnings 2nd Quarter after exit	\$3,800	
Credential Attainment	61%	10
Measurable Skill Gains	57%	9

Additionally, YEP's program includes all of WIOA's Youth Services elements:

1) Tutoring, study skills training, and instruction and 2) Alternative secondary school or dropout recovery services: All participants without a diploma will enroll in Alameda County Office of Education's (ACOE) onsite alternative credit recovery high school, Opportunity Academy, to attain a high school diploma. Trainees will attend class at YEP for four hours each day, Monday-Friday, where they will be supported by YEP staff and Next Step Learning Center (NSLC) tutors in their credit recovery. Youth can earn biweekly bonuses for achieving an education goal, such as attaining credits. This highly effective credit recovery + work experience program combines test preparation and basic skill building, with math, reading, and language skills curriculum that includes vocational-related materials in order to better prepare youth to enter the workforce. Trainees who attain their degrees will receive 1-on-1 support in navigating the community college enrollment process and other postsecondary program. Nearly all participants in YEP's programs will be the first in their families to attend postsecondary education; consequently, the enrollment, financial aid, course selection, and educational planning are all entirely new, and each individual is coached through the process.

3) Paid and unpaid work experience: Participants (ages 18-24), depending on interests and goals identified in their Individualized Service Strategy (ISS), trainees will receive subsidized wages and financial bonuses while they train in 1 of 3 high-growth, high-demand job sectors offered at YEP, including Construction, Culinary Arts, or Warehouse & Logistics. Trainees work with the same YEP vocational instructor throughout their training, developing close ties and oversight to help them stay engaged and motivated through the program.

Participants (ages 16-18) will take a subsidized internship up to 150 hours at a worksite at YEP or through one of our 150 local business partners, such as recreational aid, after-school program/office assistance, retail, food service/preparation, or environmental education. YEP case managers (CM) orient worksite supervisors individually and complete regular worksite visits for these younger participants to monitor work experience and ensure quality. During worksite visits, CMs and youth seek feedback from employers on the quality of work and skills the client demonstrates.

Participants receive three supervisor evaluations at the beginning, middle, and end of work experience and, in turn, provide an evaluation of the worksite and supervisor. YEP is committed to providing meaningful employment opportunities so trainees can gain valuable experience, explore fields previously unknown to them, and acquire important overarching workplace and industry-recognized skills.

4) Occupational skills training: Our program targets employability soft skills development, through (a) Job Readiness Training (JRT), and vocational hard skills, through (b) Vocational Training.

(a) **All participants (ages 16-24)** entering the program start with 1-week of onboarding followed by a 2-week intensive JRT program of pre-employment soft skills training. Topics include financial literacy & self-sufficiency, career exploration, conflict resolution, professional communication, work ethic, sexual harassment & employment skills (job search, resume, cover letter, interviewing)

(b) After completing JRT, **trainees (ages 18-24)** move to 20 hrs/week of Vocational Training (VT) in 1 of 3 above-mentioned career-tracks selected by the trainee. VT is reinforced through a 150-hr internship in their chosen field. Clients are placed at one of YEP's social enterprises to receive paid work experience (\$15-\$20 per hour) in a business environment, allowing them to gain new skills through practical application and career-related exposure. Trainees have the opportunity to obtain industry-recognized certifications while in training, including NCCER (construction), ServSafe Manager (culinary), or MSSC CLT (warehouse & logistics).

5) Concurrent education and workforce activities: All training and education services are tailored specifically to growing trades and to facilitate entry into community college or advanced education. Education will lead to basic skill development, grade gains, and diplomas. Along with 4 hrs/day of education, all participants engage in a 12-week training program that includes 4 hrs/day of vocational/on-the-job training and leadership development. Vocational training is provided by YEP instructors as well as through strategic partnerships.

6) Leadership Development: Leadership development training starts during JRT and is designed to inform youth about issues affecting their lives, provide strategies to address these issues effectively, and provide a supportive environment in which to exercise and incorporate these strategies. They include multi-cultural awareness, conflict resolution and family management, personal finances, pregnancy prevention, health education, environmental health, and community awareness. Leadership development continues throughout the work experience and follow-up period.

7) Supportive Services: YEP is committed to addressing any participant barriers. Participants are assessed at the start of JRT and the ISS is developed through one-on-one case management. It serves as the fluid document updating trainee needs during program participation and for one year after placement in an unsubsidized job. Service referrals include any needs of the participant or their family that serve as barriers. We refer trainees to local providers for anger management, mental health, housing assistance, parenting classes and childcare support, among others. YEP also funds trainee food (through foundation grants), work uniforms, and transportation.

8) Adult Mentoring: Caring relationships are developed through a strategic approach of matching trainees to adult role models, including CMs, work supervisors, and trainers, all of whom are committed to assisting participants achieve their potential.

9) Follow-up services for 12 months: After completion of the training program, YEP offers follow-up services including updating resumes, job referrals, interview coaching, and help with FAFSA and college applications. In addition, youth are encouraged to attend a job search club and receive placement assistance. Graduates continue to work with their CMs for up to 12 months after completion of their program. In addition, a counselor visits each graduate's job or training site twice monthly for the first 6 months. In the following 6 months, the counselor holds monthly phone consultations with the graduate and one face-to-face meeting. The CM will continue to do monthly case management sessions for 12 months to address individual needs.

10) Comprehensive Guidance and Counseling: CMs provide one-on-one counseling to their clients. When additional counseling services are needed, our CMs will refer clients to connected service providers, such as Roots Community Health Center (medical care), BACS and La Familia (mental health & drug/alcohol), Root & Rebound (legal), Youth ALIVE! (violence/trauma), and MISSEY and BAWAR (sexual/domestic violence) to receive access. YEP has developed these partnerships to support our youth with full wraparound services to eliminate barriers and ensure success.

11) Financial literacy education: Financial literacy and management is one of the foundational trainings during JRT. We focus on developing budget skills as well as assisting in opening a bank account. YEP provides a series of follow-up trainings on personal budgeting and credit to ensure the topic is understood and well-used in participants' daily lives.

12) Entrepreneurial skills training: YEP is focused on developing job skills to increase employability in today's market. We host some trainings on starting your own business and how to turn innovative ideas into a business. We encourage our participants to think outside the box when it comes to career choices and remind them that everyone's path is unique. JRT includes both employee and management topics. We encourage youth to view each job opportunity from a management perspective to stimulate entrepreneurial thought.

13) Labor market and employment information: YEP closely tracks new businesses to Oakland and labor market trends. Our staff is active in multiple workforce advisory committees and workgroups at the local and state levels, as well as in the private foundation community. We receive up-to-date labor market information that affects Oakland's low-income and at-risk youth and use that information to evaluate and update our offerings. In addition to developing trainings related to high-demand job sectors in the area, YEP is always looking for businesses that hire entry-level workers. In JRT and weekly development trainings, trainees learn about various career pathways, receive career counseling guidance, and learn about the steps needed to achieve their career goals. This information guides our JRT design, vocational training options, and all-around career support services that we specialize in.

14) Postsecondary education preparation and transition support: YEP CMs, in addition to the NSLC tutors and ACOE teachers, are trained to provide follow-up educational support and assistance filling out college applications and FAFSA documents. They continue to support participants through their first year of college and often mediate issues between young people and educators or administrators.

PROGRAM B: BUDGET
WIOA Out-of-School Youth (Citywide) | 16-24 years old

Budget					
OWDB GENERAL FUND DOLLARS					
AGENCY: The Youth Employment Partnership, Inc.					
16 Out-of-School youth in comprehensive workforce services					
Period of Performance: October 1, 2021 - September 30, 2022					
DIRECT COSTS					
A. PERSONNEL					
Lead Agency Positions	FTE Annual Salary	Program %	WIB	Matching Funding	Total Budget
Executive Director	\$ 160,000	6%	\$4,800	\$4,800	\$9,600
Operations/MIS Manager	\$ 75,000	6%	\$2,250	\$2,250	\$4,500
1 -.5 FTE Case Manager	\$ 53,000	50%	\$26,500	\$0	\$26,500
1 -.10 Vocational Trainers	\$ 80,000	10%	\$4,000	\$4,000	\$8,000
Data/Payroll Assistant	\$ 55,000	6%	\$1,650	\$1,650	\$3,300
Fringe Benefits & Rate		Rate: 26.0%	\$10,170	\$3,280	\$13,450
PERSONNEL SUBTOTAL			\$49,370	\$15,980	\$65,350
B. OTHER DIRECT COSTS					
Duplicating/Copying				\$825	\$825
Office Rent				\$200	\$200
Facility/Classroom Rental				\$2,800	\$2,800
General Office Supplies				\$330	\$330
Postage				\$80	\$80
Program Materials and Supplies				\$617	\$617
Telephone/Internet/Communications				\$280	\$280
Travel/Transportation				\$500	\$500
Education Services				\$40,000	\$40,000
OTHER DIRECT COSTS SUBTOTAL			\$0	\$45,632	\$45,632
C. WAGES, STIPENDS, and FLEXIBLE FUNDS					
	Amount	# of clients			
Wages (wage/hr x # hours)	\$ 2,520.00	16	\$21,289	10,967	\$32,256
Education/Training Stipend	\$ 800.00	16	6,432	3,168	\$9,600
Bus Passes/Clipper Card	\$ 84.00	16		1,344	\$1,344
WAGES, STIPENDS, and FLEXIBLE FUNDS SUBTOTAL			\$27,721	\$15,479	\$43,200
D. INDIRECT COSTS (May not exceed 15% of direct costs)					
Receptionist, Janitorial, Security, Insurance, Accounting and Audit					
(10%) INDIRECT COSTS SUBTOTAL			\$7,709	\$7,709	\$15,418
PROGRAM TOTAL			\$84,800	\$84,800	\$169,599



RISING SUN

CENTER FOR OPPORTUNITY

Scope of Work

The services performed by Rising Sun Center for Opportunity will include (but are not limited to) the following:

1. Recruit and hire at least 8 Oakland youth for the Climate Careers summer jobs program
2. Recruit 250 Oakland homes to be served through the Climate Careers Green House Call program
3. Recruit and train at least 8 Oakland adults through Opportunity Build, a MC3-certified construction trades apprenticeship readiness program
4. Provide 12 months of wraparound support services to all Oakland adults who participate in Opportunity Build
5. Provide job placement services to all Oakland adults who participate in Opportunity Build
6. Support all Opportunity Build participants to achieve the following outcomes:
 - a. 85% of participants will graduate
 - b. 70% will be placed in employment within one year
 - c. The average starting wage will be at least \$20 per hour
 - d. At least 60% of placements will be in union jobs

Rising Sun Center for Opportunity
Budget
Oakland City Council Approved Funds 2021-2022

PERSONNEL	
Director of Youth Programs	\$1,000
Associate Director, Climate Careers Bay Area	\$1,000
Regional Manager, Climate Careers Bay Area	\$3,000
Senior Manager, Workforce Initiatives	\$23,400
Director of Adult Programs	\$6,000
Climate Careers Summer Program Manager	\$2,500
Climate Careers Fellow	\$9,000
FRINGE	\$7,868
PERSONNEL SUBTOTAL	\$53,768
OTHER DIRECT COSTS	
Recruitment and Hiring Costs	\$1,000
Telephone, Internet, Communications	\$500
Food	\$500
Building Occupancy	\$8,100
OTHER DIRECT COSTS SUBTOTAL	\$10,100
SUBTOTAL WITHOUT INDIRECT COSTS	\$63,868
INDIRECT COSTS (up to 15%)	\$11,132
TOTAL	\$75,000



August 18, 2021

Enjema Hudson
Program Analyst
Economic & Workforce Development | City of Oakland
250 Frank H. Ogawa Plaza, 3rd Floor, Oakland, CA 94612

Dear Ms. Hudson,

West Oakland Job Resource Center (WOJRC) proposes to use the \$75,000 General Funds to train 20, and place 15 Oakland low-income, Disadvantaged residents for warehouse, logistics, and Commercial A Truck Driver positions through our Transportation, Distribution, Logistics (TDL) Pre-Apprenticeship Training. Our TDL Pre-Apprenticeship training is a feeder system into the Teamsters Apprenticeship Program. Our TDL Pre-Apprenticeship Training is registered with California Division of Apprenticeship Standards (DAS).

To enroll in the Teamster Apprenticeship Program is based on a point system. Our TDL Pre-Apprentice graduates receive 30 points to enroll in the Teamsters Apprenticeship Program to receive their hands-on truck driving training to become a Commercial A Truck Driver.

Please find the attached training calendar that outlines the topics cover for each day, and the time allotted for those topics, in addition to the training budget. Our training and placement cost per unit is \$3,750.00 which is extremely low for a vocational skills training program. This is because we have been successful in leveraging other resources to supporting this training.

Please let us know if you need any additional information.

Sincerely,

Joyce Guy,
Executive Director

A handwritten signature in blue ink that reads 'Joyce M. Guy'.

West Oakland Job Resource Center TRANSPORTATION, DISTRIBUTION, LOGISTICS (TDL) Pre-Apprenticeship Training To Train 20 clients and place 15 clients in TDL industry	
Salaries: .75 FTE	\$34,762.50
Fringe Benefits	\$10,950.75
TOTAL	\$45,713.25
Office supplies	
Supportive Services (transportation, test fees, initiation dues, etc.)	
Internet	
Insurance	
Marketing materials	
Equipment leasing (forklift)	3,216.00
Contractual Service (NCTAT for Safety trainings, forklift & Commercial A Test preparation)	16,400.00
Indirect 15%	\$9,670.75
TOTAL	\$75,000.00
PER TRAINING AND PLACEMENT COST UNIT	\$3,750.00

The Unity Council

OWDB General Funds

Scope of Work, 2021-22

Community Need

The Unity Council decided to place our intake on our website during the first quarter of the COVID-19 pandemic. As of August 17, we have a waitlist of 2,874 people who have asked for career and employment related services. The services most requested include: job search, career development (resume, cover letter, tech assistance navigating digital job boards and online applications and document upload), vocational training and certificated training. We also have a separate waitlist of 679 people requesting assistance with Unemployment Insurance.

Based on workforce clients served in the past year, the race and ethnic breakdown of our clients is:

Black or African American 36%
Latinx 27%
Asian 22%
Mixed/Multiracial 10%
White 4%
Pacific Islander 1%

Based on workforce clients served in the past year, the majority of clients come from these zip codes:

94601 – 14%	94603, 94621 – 9% each	94608 – 7%	94619 – 5%
94605 – 4%	94606 – 4%	94544, 94578, 94580, 94602, 94703 – 3% each	

Strategies

- Increased access to employment and career services
- Job readiness services
- Placement into vocational training
- Job placement and employer partnerships

Services

1. Job Readiness, Search and Application Assistance at our America’s Job Center of California (Expanded Hours and Staffing)

We will be expanding the hours of operation at our AJCC to include evening hours once a week until 7:00pm and adding Saturdays from 10am-2pm. With this expansion we will be adding 1.5FTE to our AJCC team with a full time Career & Digital Access Coach and a part time Community Engagement Associate. Due to evening hours, we will also contract with Peralta Services Corporation for Community Safety personnel for the additional evening and weekend hours. We will conduct job readiness, job search and job application assistance services, through small-groups and individual sessions.

2. English as a Second Language Classes and GED Classes

Bob Gardner has taught ESL at the Unity Council for 3 years. Prior to his tenure at the Unity Council, he was the ESL Director of the Lifelong Educational Opportunities for a decade and an adjunct professor at St. Mary's College for 20 years. Our class will teach 25 participants a year in Beginner and Intermediate English using the ExpressWays curriculum with day and evening classes two days a week. Expressways incorporates cooperative learning, critical thinking, problem solving, role-playing, cross-cultural discussions, self-assessment and community activities to promote an interactive, student-centered learning experience. This course prepares and links students to college level credited ESL courses at the community colleges.

We also partner with OUSD's Adult and Career Education to provide a bilingual GED class (English/Spanish) at our AJCC throughout the year. We enroll clients throughout the year. The only cost to us is occupancy, referrals, and student support.

3. Vocational Computer Literacy Classes

The Computer Literacy program will teach participants to recognize the different functions of a computer, create and use an email, have a basic understanding of Microsoft Word and Gmail apps for purposes of drafting a resume and filing out online forms such as employment applications, as well as how to stay safe while using the internet. Classes will take place twice a week for 6 weeks. Our module is culturally responsive and promotes a safe learning environment by including interactive activities and community building exercises. Each session will include a workbook that clients will be able to take home and reference when practicing on their own. By the end of this module, participants will feel empowered to use technology to find a job, pay a bill and communicate safely.

4. Certificated Vocational Training

Due to healthcare industry and employer demand, we will offer 20 additional slots within our healthcare training program for individuals who may not meet all the criteria for our year-long WIOA programs. The certifications desired by our employer partners are Phlebotomy and Certified Nurse Assistant.

- a. Phlebotomy -15 additional slots
- b. Certified Nurse Assistant -5 additional slots

5. Supportive Services

- a. Transportation support to get to work and/or training for 1 month for individuals who rely on public transportation. We will follow existing protocols to issue clipper credits.

Performance Outcomes

- 200 unduplicated individuals (non-WIOA) will receive at least one service mentioned above
- 125 individuals will receive support with job readiness, job search and job application
- 40 individuals will complete vocational English classes and/or GED classes
- 25 individuals will complete vocational computer literacy classes
- 25 individuals will be placed in an unsubsidized full-time job, earning a minimum \$17/hr
- 20 individuals will complete trainings that lead to a state approved certification

Cost per participant = \$1187.50

The Unity Council
OWDB General Funds, 2021-22

A. PERSONNEL COSTS	FTE %	Amount	Narrative
		Requested	
Sr. Manager of Workforce Dev	8%	\$ 6,000	Contract oversight, impact and partnerships
Career and Digital Access Coach	100%	\$ 52,000	Deliver computer classes, job readiness services
Community Engagement Associate	50%	\$ 21,500	Assessment, enrollment, job readiness
Data Management Associate	8%	\$ 3,840	Data collection and maintenance
Subtotal Personnel		\$ 83,340	Staff salaries and wages
Fringe Benefits and Rate	30%	\$ 25,002	Fringe
Total Personnel Costs		\$ 108,342	
B. OPERATING COSTS			
Printing/copying		\$ 1,400	Copying and printing for service delivery and records
Office Supplies		\$ 1,500	Paper, writing pads, folders, etc
Program Materials and Supplies		\$ 2,400	Teaching aids and refreshments for in-person classes
Telephone/Internet		\$ 2,600	Cost for staff phone and internet use
English class instructor		\$ 10,000	ESL classes instruction contract
Subcontract: Peralta Service Corporation		\$ 10,000	Safety and front desk personnel on Saturdays
Total Operating Costs		\$ 27,900	
C. PARTICIPANT COSTS			
Vocational training fees		\$ 70,000	Healthcare training fees (eg Phlebotomy and CNA)
Supportive services		\$ 10,000	Transportation support for up to 100 clients at \$100
Total Operating Costs		\$ 80,000	
D. INDIRECT COSTS			
Admin, HR, Accounting staff, occupancy	10%	\$ 21,258	Accountant, HR costs, portion of space costs
TOTAL (A,B,C,D)		\$ 237,500	

Oakland Private Industry Council
OAKLAND WORKFORCE DEVELOPMENT SYSTEM
GRANT AGREEMENT

EXHIBIT A
SCOPE OF WORK

The City of Oakland has awarded Grantee the sum of \$260,000 to support its career center operations. This sum is made up of an award of \$175,000 to “provide accessible, high-quality training and employment services to local residents and employers,”¹ an award of \$60,000 to support Grantee’s services as the One Stop Operator for the Oakland Workforce Development Board, and an award of \$25,000 to support the Grantee’s work with Oakland residents seeking unemployment insurance assistance.

A. Support and Augmentation of AJCC Services - \$175,000

Accordingly, the \$175,000 portion of the award will be used by Grantee to augment and intensify its WIOA-based services to those Oakland residents who are legal/justice involved job seekers facing significant barriers to employment, as well as communities of color impacted by the War on Drugs (where the impacted job seekers is facing significant barriers to employment). The program will be entitled “Hustle and Grow” to correspond with the umbrella programming covering Grantee’s three legal/justice-involved specialized programs. While maintaining the basic WIOA structure of Individualized (Intensive) Career and Training Services, Grantee’s services will target legal/justice involved job seekers with comprehensive wrap around services described below which expand the reach and scope of WIOA services to this underserved population. The additional funding provided by the City of Oakland will permit the Grantee, among other things, to hire a case manager whose focus will be legal/justice involved clients, as well as retaining the services of a job developer/business service representative experienced in seeking out so called “reentry friendly” employers and job opportunities which advance the career goals of legal/justice involved job seekers, who face unique and, at times, deeper barriers to employment.

Just as importantly, there are three areas where WIOA funding insufficiently supports serving legal/justice-involved clients. These areas are: 1) Work Experience (where WIOA training funds can only be applied to adults in very limited amounts); 2) Financial Incentives for performance of benchmarks (where, again, WIOA funding simply is not sufficient to meet the needs of legal/justice involved job seekers); and 3) mental health counseling and groups. The matching funding which can be brought to bear by co-enrollment in Grantee’s non-WIOA specialized training programs identified below) is shown in the budget attached.

¹ Language from the Resolution of the City Council, adopted July 26, 2021.

Services to the Justice Involved Community – Grantee has a history of working with Oakland residents impacted by incarceration and violence, including those who have been disproportionately impacted by the War on Drugs. Grantee will utilize the funds awarded through the City of Oakland’s General Fund, in part, to fill in resource and service gaps that WIOA funding is not designed to support.

DESCRIPTION OF PROGRAM:

Grantee’s program is entirely client-driven and all aspects involve intense case management support and life coaching from culturally competent staff. The client’s journey to employment under Grantee’s program consists of seven stages, onto which is layered social capital development. Those stages are:

1. Targeted recruitment;
2. Co-enrollment into WIOA and all specialized programs and services at Grantee’s career centers to ensure maximization of resources;
3. Formal assessment of each enrollee, followed by development of an Individual Employment Plan and an Individual Life Plan which encompasses WIOA career path goals and vocational training goals, as well as personal development goals and social capital development (such as resolution of housing issues, group and individual counseling, life skills, computer training, financial literacy, record expungement, acquisition of driver’s license, childcare and child support issues, and finally a carefully structured support service and incentive package;
4. Pre-employment skills development, basic computer training and needed education remediation;
5. Vocational skills development, work experience training and/or post-secondary education;
6. Job placement;
7. Intensive post-placement follow up for job retention.

Woven throughout the steps outlined above, are the wrap around services described below.

Target Recruitment:

Grantee will recruit persons who are past or present legal/justice involved citizens from our own clientele and also from the Oakland Drug Court, those under probation or parole supervision in Alameda County (including especially federal), those in court-ordered transitional housing, and those in local drug treatment programs. We will also seek those who are victims of crime, those who are formerly or presently gang-involved, and those with a close family member who is incarcerated or was incarcerated within the past three years (i.e. from communities of color impacted by the so called War on Drugs).

Enrollment/ Co-Enrollment:

All clients will be enrolled into Grantee's WIOA-based programs. However, during the enrollment process, the case manager/life coach will determine what other programs special to legal/justice involved citizens are available to each applicant, which might be able to lend resources to further support the applicant during his or her journey through training. This co-enrollment with other specialized programs for legal/justice-involved job seekers or for those impacted by the War on Drugs is critical to full and proper training services/support services to Grantee's targeted enrollees. These programs include Grantee's Oakland Unite Program, Grantee's California Community Reinvestment Grant Program, and Grantee's Bureau of State and Community Corrections – Adult Reentry Program.

Assessment and Development of IEP and ILP:

Grantee will engage the client in a motivational assessment of strengths and weaknesses to determine areas of needed focus in our program. That assessment will be followed by working with the client to develop a comprehensive road map and timeline for program activities (both employment related and life-skill related). The contents of the IEP and the ILP are described in detail above. One aspect of the client assessment that is of particular importance is determining the level of computer competency of the client. Computer literacy impacts every aspect of job search and job acquisition, from pre-employment training, through job search and job pursuit (job apps are all on-line now), to vocational skills training, to job acquisition and job retention. This is an often overlooked need in legal/justice involved clients, particularly those who have suffered any significant incarceration. Computer technology is also a field in which legal/justice involved citizens have been under-employed. Our program seeks, at least in part, to change that.

Pre-Employment Training/ Education Remediation/ Basic Computerized Job Search Training:

This stage involves resume development, interview skills, computer job search skills and also referral to needed education remediation services, as well as development of an electronic profile to assist the client in rapidly responding to employment opportunities. In house basic computer training also begins during this stage.

Vocational Skills Training/ Work Experience/ Post-Secondary Education:

Vocational Training, Computer Literacy Training, and Work Experience Training are critical elements of this program. The client will select from a menu of skills enhancement services, including certificated vocational skills trainings, a specially designed, on-site computer literacy training and a specially designed on-site computer A+ training, as well as dozens of work experience opportunities (fully paid @\$15/hr * 120 hours + statutory benefits of 12% = \$2,016 per work experience), or entry into a local community and four-year schools (to enhance employability through formal education). The vocational skills trainings, fully paid work experience opportunities will be in growth sector industries and fields. Work experience will encompass a minimum of 120 hours of work experience in a nurturing and growth-oriented setting with employer partners of Grantee, followed by permanent employment placement opportunities. There will be a minimum of 25 such work experience opportunities available to

the enrollees. Currently, Grantee has existing work experience opportunities established with Goodwill Industries of the East Bay (20 – transportation, logistics and warehousing), Roots Community Health Center (10 - community health services and social enterprise), and The Bread Project (10 – culinary training). Additionally, Grantee has a longstanding partnership with Cypress Mandela Training Center for 10 work experience/vocational training opportunities per year in construction. Additionally, up to 15 enrollees will be provided certificated, short-term basic computer training and/or A+ computer training to enhance employability. There will also be a minimum of 4 post-secondary education opportunities with Grantee educational partners such as Peralta Colleges or Cal State University-Hayward. The cost of vocational training, computer literacy training, and work experience will exceed be approximately \$92,000² of which the General Fund award budget will bear \$19,200 directly and the balance (\$72,800) will be provided as match from Grantee’s specialized reentry programs, which are heavily funded with vocational training and work experience dollars.

Job Placement:

Grantee will place candidates in good-paying jobs (average \$18/hr or higher) with benefits, including jobs in growth sector industries for which we will focus our vocational training energy. Placement will be supported, where needed, with On-the-Job training opportunities to enhance employability.

Follow Up:

Grantee will, for six months after placement, OPIC staff will follow up with the job placement, troubleshooting on-the-job issues and providing any additional support services needed by the client, as well as incentivizing job retention (90 day and 180 day).

SUPPORT SERVICES/INCENTIVES:

Grantee will establish a support service structure for each participant based upon 1) need; and 2) incentivizing performance. Needs support services will include: transportation, uniforms, tools, tuition and books, license fees, and in the case of urgent need such things as utilities. Incentives will be based upon agreed upon performance benchmarks matching the IEP and ILP for each client and up to \$350 per client. It is estimated that the total cost per client for Support Services/Incentives will be \$21,500 (estimated 50 clients @ \$430 per client = \$21,500). Of this amount, the General Fund award will be charged \$4,800 and the balance of \$16,700 will be charged to Grantee’s specialized reentry programs identified above.

WRAP-AROUND SERVICES:

The wrap-around services of the program include:

- education remediation (acquisition of GED or high school diploma);
- acquisition of drivers’ licenses;

² Vocational Training – 13 trainings x \$2,500 (average cost) = \$32,500; Work Experience – 22 x \$2,016 = \$44,352; and Computer Literacy Training – 15 x \$1,000 = \$15,000)

- financial literacy training;
- weekly individual and group counseling from a licensed clinician³ (40 weeks);
- assistance and referral for housing;
- record expungement; and/or referral for drug or substance abuse treatment.

Wrap around services also include development of a support service structure that will provide resources for transportation, one-time emergency housing vouchers or support with utilities, uniforms, tools, books and tuition, driver’s license fees or other license fees, etc. Finally, wrap-around services include development of an incentive package for achievement of benchmarks as are provided below in the Performance Metrics. We anticipate an incentive package of \$350 per participant, all of which incentives will be provided as match by Grantee’s specialized reentry programs listed above.

SERVICES OF NEW STAFF:

The services of the dedicated **Case Manager** will be similar to those provided by current Oakland PIC ESS staff, including, but not limited to, providing intensive career services (assessment, individual employment/development plans, job search assistance, job placements, supportive services, follow up, etc.) and the establishment of, and follow up support for, vocational trainings, educational remediation/credential completion, and/or post-secondary educational placements. However, services will also include development of individual and group counseling services and development of the participants’ social capital (housing stabilization, driver’s licenses,

The services of the **Job Developer** will include, but not be limited to:

1. aggressively developing new job opportunities for the legal/justice clients;
2. developing new partnerships with local employers (inside and outside of Oakland) willing to provide meaningful employment opportunities to justice involved citizens, as well as providing career advancement opportunities;
3. serving as a liaison between new and current employers and the program’s job seekers; and
4. coordinating Grantee’s job development activities for justice involved citizens with any programs or projects of the Oakland WDB’s Business Services Representative.

TRACKING OF CLIENT ACTIVITIES:

³ The cost of counseling is \$14,000 (40 weeks x \$350 per session = \$14,000). \$6,000 of this cost is provided by the General Fund award, and the balance of \$8,000 will be provided as match from Grantee’s specialized reentry programs.

All activities of the Grantee’s staff and those of the program participants shall be maintained in the CalJOBS database, exactly as any other WIOA client enrolled into Individualized Career Services or Training Services.

FILE MAINTENANCE: All client files under this program will be maintained in manner and fashion required for Grantee’s WIOA client files and shall be maintained in locked file cabinets as also required under Grantee’s WIOA contract.

PERFORMANCE METRICS:

Per the new dynamic of placements and exits, Grantee will provide the following unduplicated services to the specialized populations identified:

Activity	Service Levels	Rate
Total Enrollments	70	
Assessment – IEP/ILP	70	100%
Complete Pre-Employment Trg	65	93% (of those enrolled)
Enter into Computer A+ Training or Vocational Skills Training	25	31.25% (of those enrolled)
Training Certificates Achieved	20	80% (of those entering training)
Work Experience or OJT	22	27.5% (of those enrolled)
Complete Work Experience(120 hrs * 15/hr + statutory benefits) or OJT (per terms of OJT)	18	82% (of those entering WE or OJT)
Job Placements	50	62.5% (of those enrolled)
Job Placements with Benefits (medical/dental/life/retirement, etc)	35	70% of those placed
Job Retention (2 nd Qtr after Exit)	40	80% (of those placed)
Job Retention (4 th Qtr after Exit)	35	70% (of those placed)
Participants Engaging in at least 2 Social Capital Development Activities ⁴	52	75% (of those enrolled)

COST PER CLIENT:

Grantee’s cost per client (a metric which we base upon placements) is \$3,500 per client (\$175,000 / 50 job placed = \$3,500). Because our target population is considered to be extremely high risk for unemployment and un-employability due to multiple barriers to employment and limited job opportunities, we cannot base cost per client on the simple metric of clients served or enrolled. We base the cost per client on the number of enrollees who are job placed. The cost per client for our target population is significantly higher than other job seekers due to several very important factors:

1. Lack of employment history (necessitating work experience as a preliminary step to permanent employment in many cases);

⁴ Social Capital Development Activities Include: acquisition of driver’s license, record expungement, financial literacy training, individual or group counseling, resolution of housing or childcare or child support issues

2. lack of employable skills, particularly computer literacy and often vocational skills, necessitating some form of training (either computer or vocational) in many instances;
3. Lack of employment opportunities (unemployment is as much as five times higher for reentering citizens), necessitating increased case management and job development work;
4. Lack of ability to sustain program engagement without financial support (necessitating incentives in most cases to complete program steps);
5. Lack of social capital, particularly driver's licenses and mental health counseling/groups.

We therefore employ the simple metric of job placements to determine the true cost per client.

Generally, the cost of serving a legal/justice involved person will range higher than \$3,500 (often in excess of \$7,000 per client). However, effective co-enrollment in Grantee's specialized legal/justice involved programs will bring matching training, mental health counseling and support service (including performance incentives) funding to reduce the cost to the General Fund. This match funding is detailed above.

B. One Stop Operator Services – \$60,000

Grantee will also utilize the \$60,000 General Fund award for One Stop Operator position to support its OSO services. The OSO position is one that has been impacted by WIOA funding cutbacks in recent years. Additionally, the COVID-19 pandemic, and consequent service and operating restrictions imposed on the Grantee by local and state authorities and by the safety concerns engendered by the pandemic, have caused a significant diminishment in the coordinated activities of the mandated partners under the current Memorandum of Understanding with the WIOA mandated partners as those are identified in Grantee's WIOA contract. Grantee will therefore use the General Fund award, in part, to re-establish and make more fulsome the coordinated services and resources of the Mandated Partners under the WIOA MOU. Grantee will also develop new protocols and procedures for cross-referral, cross-training and cross-coordination of services which recognize the changed circumstances of a service area such as Oakland slowly emerging from a pandemic and which also are capable of flexing to any new pandemic outbreaks.

The Grantee will also utilize the City's General Fund OSO award to increase the number of on-site recruitments/hiring events and multiple-employer career fairs at which the participation of all mandated partners identified in the MOU will be aggressively pursued. Grantee will add two such on-site recruitments/hiring events and one such multiple-employer career fair each quarter during the fiscal year. Note: These events will be in addition to those events currently produced by the Grantee's AJCC operations and specifically will include two or more mandated partners as sponsors/hosts/operators of the events and will include participation from at least

four mandated partners in the events. The on-site recruitments and career fair events will be specifically designed to attract customers and clients of all mandated partners and each mandated partner will be encouraged to provide both sponsorship and attendees for the events. These events will be identified to the City of Oakland WDB staff and reports of the events will be provided to Oakland WDB staff for presentation to the Oakland WDB.

The report of each such event will include: the number of mandated partner participants in the event; the number of employer partners participating in the event; the number of job seeker participants attending the event (broken down between WIOA and non-WIOA attendees); the number of interviews received by participants in the event (broken down between WIOA and non-WIOA attendees); and the number of participants hired as a result of attending the event (broken down between WIOA and non-WIOA attendees). Additionally, participant surveys will be conducted where possible to provide sponsor and attendee feedback on each event.

All OSO activities, as provided in the WIOA contract between the City of Oakland (WDB) and the Oakland PIC AJCCs will continue undiminished and will be supported and enhanced as provided above.

Performance Metrics

Type of Event	Number of Events Per Quarter	Mandated Partner Sponsors Per Quarter	Non-Sponsor Mandated Partner Participants Per Quarter	Employer Sponsors/Participants per Quarter
On Site Recruitments	2	4 (2 OSR x 2)	6 (2 OSR x 3)	4 (2 OSR x 2)
Career/Job Fairs	1	2	4	8 (1 x 8)

Job Seeker Attendance – It is anticipated that at each mandated partner-sponsored on-site recruitment there will be approximately 25 attendees. There will be 8 OSRs for the year, for a total of 200 attendees. Additionally, at each Job/Career Fair it is anticipated that there will be at least 65 job seeking attendees. There will be 4 mandated partner-sponsored Job/Career Fairs for the year, for a total 260 attendees.

Cost Per Client

The cost per client (calculated by the total of \$60,000 divided by the number of attendees at OSRs and Job/Career Fairs) is \$131 per client.

Tracking

Grantee will maintain sign in sheets for Mandated Partners, Employer Representatives, and WIOA and non-WIOA participants for each event, as well as employer and participant feedback questionnaires for each event.

C. Unemployment Insurance Assistance - \$25,000

The City of Oakland designated \$25,000 of its total award to Grantee specifically in recognition of the chaotic state of the Unemployment Insurance in California. The City of Oakland did so under its MACRO Program (Oakland Civilian Crisis Responders).

Grantee is the agency most responsible for providing unemployment insurance assistance to those seeking unemployment assistance through the EDD. During the ongoing pandemic, Grantee's staff has been severely burdened by the volume of unemployment insurance claimants who are in need of assistance, a volume which is approximately 8 times as high as pre-pandemic levels. As the federally-augmented unemployment insurance benefits run out, the burden of unemployment insurance assistance on Grantee's staff has not diminished but has increased. Claimants include those attempting to get: initial unemployment insurance; regular state UI (ongoing after federal UI expires); past due UI for which claim has been made but remains unresolved; and back payments due but delayed by the EDD's inundated and disorganized processes. The EDD is unable to manage the volume of UI calls and claims and refers claimants to Grantee.

Description of Services

Grantee will provide limited guidance and assistance in these UI matters, primarily providing referral and contact information, but also frequently including in person assistance to claimants who are unused to the computerized "on line only" methods of claiming UI or unable to navigate California's "ID Me" filtering process or to properly establish job search activity.

Grantee, in the current fiscal year, is fielding between 10 and 15 calls per day, plus an additional 5 clients per week dropping in and demanding UI assistance or making appointments for UI assistance. The average expenditure of time ranges from 2 to 2.5 hours per day for these activities and Grantee must dedicate staff to respond, a level of commitment which is not support by Grantee's WIOA contract. Despite the expiration of the federal government UI subsidies planned for September 30, 2021, the current UI quagmire will not end on that date or for months thereafter.

Grantee will utilize the \$25,000 award to apply several designated staff to respond to the huge volume of UI claims. The Grantee expects the current large volume of 10 to 15 calls per day and 3 to 5 drop ins per week to continue for at least six months into the fiscal year which begins July 1, 2021. Assistance provided will include: responding to calls within 24 hours; providing information for EDD contact re setting up UI claims and issues related to unpaid claims; providing computer assistance to set up ID Me accounts or UI claim accounts (including those with English as a Second Language in Spanish, Mandarin or Cantonese), assistance with completing the newly added job search requirements.

Performance Metrics

Activity	Volume Per Week	Total (26 weeks)
Telephone Assistance	40-60	1040-1560
In person assistance	3 – 5	78 - 130

Cost per Client

The cost per client for the UI support services is calculated as follows (using the low figures from above only):

Total Telephone Assistance Clients	1040
Total In-Person Assistance	<u>78</u>
Total Served	1118
Total Funding	\$25,000
Cost per Client	\$22.36

Tracking

Grantee will maintain a telephone log and in-person assistance log detailing names of clients and activities, which will be available at any time upon request.

Oakland Private Industry Council, Inc.
Comprehensive & One-Stop General Fund & MACRO Program Budgets
FY 7/1/2021 - 6/30/2022

A	B			C			D			E
	C.C.C. - General Fund			One Stop - General Fund			UI Assistance (MACRO Program) - General Fund			General Fund Total
	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	
	53%	47%	100%	53%	47%	100%	53%	47%	100%	
REVENUE										
20 - 2021 Carryover (Prior Year) Revenue			-			-				-
FY 2021 - 2022 (Current Year) Revenue	99,230	75,770	175,000	31,800	28,200	60,000	13,250	11,750	25,000	260,000
Total Revenue	99,230	75,770	175,000	31,800	28,200	60,000	13,250	11,750	25,000	260,000
EXPENDITURES										
PROGRAM EXPENDITURES										
PERSONNEL COSTS										
Administrative										
Interim CEO	997	885	1,882	396	352	748	165	147	312	2,942
Subtotal Admin	997	885	1,882	396	352	748	165	147	312	2,942
Fiscal										
Fiscal Director	1,022	906	1,928	367	325	692	252	223	475	3,095
Accounting Specialist II	1,101	977	2,078	451	400	850	220	195	415	3,343
Accounting Assistant	888	787	1,675	345	306	650	133	118	250	2,575
Payroll Specialist	981	870	1,850	424	376	800	222	196	418	3,068
Subtotal Fiscal	3,991	3,540	7,531	1,586	1,406	2,992	826	732	1,558	12,081
Comprehensive - CCC										
Program Coordinator/Contract Admin	5,014	4,447	9,461	1,518	1,347	2,865	-	-	-	12,326
Employ. Svcs Specialist	3,951	3,504	7,455	1,119	993	2,112	1,590	1,410	3,000	12,567
ReEntry & Employ. Svcs Spec - New	6,042	5,358	11,400	1,855	1,645	3,500	-	-	-	14,900
Employ. Svcs Specialist	2,360	2,093	4,453	901	799	1,700	795	705	1,500	7,653
Re-Entry Specialist	2,949	2,616	5,565	829	736	1,565	-	-	-	7,130
Computer Appl Specialist	2,891	2,564	5,455	757	672	1,429	-	-	-	6,884
Program Asst/Office Manager	2,809	2,491	5,300	1,060	940	2,000	-	-	-	7,300
Office Manager/OSO Assistant	5,022	4,453	9,475	3,604	3,196	6,800	3,119	2,766	5,885	22,160
Employ. Svcs Specialist	4,545	4,030	8,575	3,578	3,173	6,750	2,631	2,333	4,964	20,289
Subtotal CCC	35,584	31,555	67,139	15,222	13,499	28,721	8,135	7,214	15,349	111,209
Total Salaries & Wages	40,573	35,979	76,552	17,204	15,257	32,461	9,126	8,093	17,219	126,232
Total Fringes	10,224	9,067	19,291	4,335	3,845	8,180	2,300	2,039	4,339	31,810
TOTAL PERSONNEL	50,797	45,046	95,843	21,540	19,101	40,641	11,426	10,132	21,558	158,042
NONPERSONNEL COSTS										
Rent, Utilities & Building Maint.	2,597	2,303	4,900	1,218	1,080	2,298	-	-	-	7,198
IT Netwk Admin & Comp. Support	2,385	2,115	4,500	318	282	600	468	415	883	5,983
Office Equip. Rental & Service	2,120	1,880	4,000	318	282	600	203	180	383	4,983
Liability Insurance	3,180	2,820	6,000	265	235	500	243	216	459	6,959
Program & Office Supplies	1,590	1,410	3,000	403	358	761	159	141	300	4,061

Oakland Private Industry Council, Inc.
 Comprehensive & One-Stop General Fund & MACRO Program Budgets
 FY 7/1/2021 - 6/30/2022

A	B			C			D			E
	C.C.C. - General Fund			One Stop - General Fund			UI Assistance (MACRO Program) - General Fund			General Fund Total
	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	
Contracted JOB Developer/BSM	9,539	8,459	17,998	5,830	5,170	11,000	-	-	-	28,998
Contracted Fiscal Assistant	997	885	1,882	530	470	1,000	221	196	417	3,299
Consultants - Mental Clinician	3,180	2,820	6,000	530	470	1,000	-	-	-	7,000
Consultants/Audits	2,534	2,247	4,781	530	470	1,000	530	470	1,000	6,781
Janitorial	1,111	985	2,096	318	282	600	-	-	-	2,696
TOTAL NONPERSONNEL COSTS	29,233	25,924	55,157	10,260	9,099	19,359	1,824	1,618	3,442	77,958
TOTAL PERSONNEL & NONPERSONNEL	80,030	70,970	151,000	31,800	28,200	60,000	13,250	11,750	25,000	236,000
DIRECT CLIENT SUPPORT										
Training Services	15,360	3,840	19,200	-	-	-	-	-	-	19,200
Support Services	3,840	960	4,800	-	-	-	-	-	-	4,800
Direct Client Support Subtotal	19,200	4,800	24,000	-	-	-	-	-	-	24,000
TOTAL EXPENDITURES	99,230	75,770	175,000	31,800	28,200	60,000	13,250	11,750	25,000	260,000
BUDGET BALANCE	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)

Lao Family Community Development, Inc.
WIOA Adult Services
General Fund: FY 2021 – 2022
Total Fund: \$237,500
Number to be served: 300 Universal Adults
(Enroll 100 individuals of these with 300 as eligible)

SCOPE OF WORK

Lao Family Community Development, Inc. (LFCD), a California nonprofit public benefit corporation and a grantee of Oakland WDB WIOA funds, proposes the provision of adult and transitional age young adult employment and training programs. LFCD will use the funds to operate its Workforce Innovation Opportunity Act (WIOA) America's Job Center of California (AJCC) Career Center. It will offer jobseeker services. These services are as prescribed by WIOA regulations and guidelines, as well as what the local Oakland WDB prioritizes and requires.

LFCD will manage and oversee the day-to-day operation of the Career Center AJCC, including scheduling of on-site services, hours of operation, and common area staffing. LFCD will work closely with City of Oakland staff to effectively implement a one stop service delivery system for job seekers and business customers. LFCD will operate the AJCC located at:

2325 E. 12th Street, Suite 226, Oakland, CA 94601.

A. Priority Populations

LFCD will prioritize service to diverse populations that include:

- Homelessness individuals needing employment and support services
- Adults on public assistance who are unemployed and need support services
- Other low-income individuals including limited English immigrants and refugees and other vulnerable populations needing WIOA services
- Individuals who are basic skills deficient and need job readiness skills
- Reentry adults and young adults with justice involved backgrounds
- Veterans and eligible spouses
- DV survivors needing employment and support services

In addition, LFCD will focus on serving the following local priority populations:

- Individuals residing in Oakland neighborhoods with the highest rates of unemployment and homelessness (Central/Fruitvale and East Oakland)
- Unemployed and Under-Employed Adults who are African American/Black, Latinx, Native American, Asian/Pacific Islander;
- Current or former legal/justice-involved individuals (formerly known as re-entry or formerly incarcerated).

B. Outreach and Recruitment

LFCD will implement a broad and targeted outreach, promotion, and marketing plan with the goal of informing Adult populations – particularly among OWDB’s priority populations and geographical areas – and businesses about services available through the AJCC and its partners. Outreach and recruitment methods may include formal advertising, electronic media, flyers, brochures, work-of-mouth and other methods of program information dissemination. LFCD will ensure that the outreach and recruitment is coordinated with the One Stop Operator and other partners with outreach strategies targeted to **Central/Fruitvale and East Oakland** zip codes identified as: **94601, 94602, 94603, 94605, 94606, 94610, 94612, 94621 and others.**

C. Eligibility and Enrollment

- Age of 18 and older
- Legal to work in the U.S
- Able to provide U.S legal resident and employment documents
- Unemployed at time of enrollment
- Selective Service Record or Registration for male over age 18
- Oakland residents
- Commitment to work with counselor up to a minimum of 18 months (1½ year) for follow-up retention services

LFCD staff will determine the participant eligibility for WIOA Adult programs, in accordance with federal, state, and local eligibility requirement and guidelines as referenced in OWDB Policy and as follows:

- Ensure that all required eligibility documentation is completed and received prior to participant enrollment into WIOA programs.
- Ensure that all eligible WIOA applications are entered into the CalJOBS data management system within the required 30-day lock out period.
- Ensure eligible WIOA participants are enrolled into the appropriate WIOA program and placed into an appropriate WIOA service activity at the time of enrollment. All WIOA enrolled participants must be placed into Individualized Career Services activities. Participants may also receive basic career services and/or training services concurrently.

D. Basic Career Services

Basic Career Services will consist of the following:

- Determination of eligibility to receive services.
- Outreach, intake, and orientation to the services available through the one-stop delivery system.

- Initial assessment, Comprehensive and specialized assessments of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs including:
 - Diagnostic testing and use of Comprehensive Adult Student Assessment Systems (CASAS) assessment tools
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of a comprehensive Individual Employment Plan (IEP);
- Group counseling;
- Individual counseling; and
- Career planning.
- Labor exchange services, including the following:
 - Job search and placement assistance and, career counseling, such as the information on in-demand industry sectors and occupations as well nontraditional employment.
- Referrals to, and coordination of activities with, other programs and services, including programs and services within the one-stop delivery system and other workforce development programs.
- Workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas, including the following:
 - Job vacancy listings and the job skills necessary to obtain them.
 - Information on local in demand occupations and the earnings, skill requirements, and opportunities for advancement that accompany them.
- Information on performance and program cost of eligible providers of training services, youth workforce development activities, adult education, career and technical education activities at the postsecondary level, career and technical education activities available to school dropouts, and vocational rehabilitation services.
- Information regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area.
- Information on, and referral to, supportive services or assistance, including the following:
 - Child care, child support, medical or child health assistance benefits
 - Assistance through the earned income tax credit assistance
 - Other supportive services and transportation available in the local area
- Information and assistance of filing claims for unemployment compensation.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA.
 - Job development
 - Job clubs and pre/post-employment workshops
 - Resume refinement

LFCD uses an AJCC resource room as a dedicated space to provide self-service activities for use by customers. The resource room will house computers with Internet access; appropriate software to create letters, resumes and job applications; email capability; and computer software for customers to engage in self-learning activities. The Resource Room shall provide the following for clients using self-services:

- Computer applications software
- Resume writing software
- Career exploration software
- Job, career, and skill self-assessment tools
- Career, job and labor market information
- Career planning information
- Job search information
- Interviewing information
- Information on writing resumes and cover letters
- Information on job retention
- Directories
- Periodicals

E. Individualized Career Services

Individualized Career Services shall consist of the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of a comprehensive individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.
- Individual counseling.
- Career planning.
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
- Internships and work experiences linked to careers.
- Workforce preparation activities.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

F. Follow-up Services

Follow up services will be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12-months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

G. Supportive Services

Supportive services will be made available to any adult participating in Career Services.

Supportive Services including:

- Assistance with transportation;
- Linkages to community services;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;
- Payments and fees for employment and training-related applications, tests, and certifications; and Legal aid services.

H. Facility and Operations

Location:

CARE Oakland Headquarters
2325 E12th Street, Suite 226, Oakland, CA 94601
Phone: (510) 533-8850
Fax: (510) 533-1516
www.lfcd.org

Business Hours: Monday - Friday,
8:30am – 5pm (Closed for lunch between 12pm-12:30pm.)
Any non-business hours will be available by appointment only.

I. Fiscal Management, Performance Measurement, and Accountability

1. Fiscal Management

LFCD will track, report, and invoice expenditures/encumbrances monthly for the delivery of Adult services, as defined by WIOA and OWDB.

LFCD will prepare and submit Invoices/Direct Payment Requests and supporting documentation on a Monthly basis.

2. Data Tracking

LFCD will be responsible for collecting, tracking, providing client and program data under policies and guidelines established by the Oakland WDB, the State of California and the federal government, and administered by the City of Oakland. Under this component, LFCD will be responsible for:

- Collecting and tracking client information and WIOA program activities, utilizing the State of California's Employment Development Department CalJOBS data collection management system, or such other system prescribed by the Oakland WDB or its WIOA cognizant agency. Data tracking for each client shall include, but is not limited to: registration information (which includes required right-to-work documents as well as verification documentation for Priority of Service designations), enrollments (which include required Assessments, IEP and other supporting documentation/verification), training activities (with subsequent required supporting documentation, and required leveraged resource due diligence and documentation if applicable), job placements (with required verification documentation), and follow-up (also with required verification documentation).
- Ensuring complete, accurate and timely data entry (ex: case notes, IEP, and correlating activities for all services provided) for all participant data that is in compliance with EDD reporting requirements and entered into CalJOBS including individual applications for service no more than 30-days in arrears.
- Reporting program participant information, including WIOA tracking and follow-up data through CalJOBS.
- Gather and maintain all required participant eligibility documentation, which will be subject to ongoing local and State monitoring and verification.
- Prepare quarterly performance reports as required by WIOA and as may be requested by City staff, OWDB, and OWDB committees, with an emphasis on reporting on equity efforts, strategies, and outcomes,
- Prepare monthly financial and supportive services expenditure reports, along with supporting documentation as required by the City.
- Family will maintain a case file for each WIOA enrolled participant. Case Lao files must include all required documentation, including documentation of program eligibility, assessments, CalJOBS printed forms and case notes, training paperwork, attendance records, etc., as appropriate other supporting and relevant documentation.
- Timely closure of customer cases with or without performance outcomes. (Example: A customer case must be closed due to no services provided within a 30-day window and the customer is out of contact, the CalJOBS case

must be closed after 30 days of no contact/no services provided. Due diligence in contact attempts should be recorded in Case Notes).

- Customer case files will be reviewed and updated in CalJOBS on a monthly basis to ensure proper action is taken in a timely manner.

3. File Maintenance and Documentation

LFCD is committed to ensuring client confidentiality and appropriate handling of sensitive information. The purpose of this policy is to specify the requirements for the use, storage, and security of sensitive and confidential information.

LFCD will maintain a case file for each WIOA enrolled participant. Case files must include all required documentation, including documentation of program eligibility, comprehensive assessments, comprehensive individualized employment plans, CalJOBS printed forms and case notes, training paperwork, attendance records, etc., as appropriate.

4. LFCD's AJCC Career Center Service Tracking

LFCD utilizes Xavus Solutions a customer relationship management software to keep track for daily attendance and services provided. At least 300 universal clients and 100 enrolled clients will be served in our CARE Community AJCC Center. This is on top of the Caljobs system.

5. Memorandum of Understanding

Partnerships

LFCD has strong partnerships with the One Stop Operators in maintaining meaningful partnerships with diverse service providers.

WIOA Mandated Partners:

- Wagner-Peyser Act – Employment Development Department (EDD)
- Unemployment Compensation
- Veterans Workforce Programs
- Trade Adjustment Assistance (TAA)
- Job Corps
- Adult Education and Literacy
- Career Technical Education
- Programs under Rehabilitation Act
- Department of Housing and Urban Development
- Native American Programs
- Title V of the Older Americans Act of 1965
- Community Development Block Grant

- Title 1 Dislocated Worker and Adult Programs
- TANF/CalWORKS

All parties to the MOU agree to carry out the following shared responsibilities in order to strengthen the capacity and effectiveness of the AJCCs in achieving performance goals for job-seekers, employers and employees.

6. Collaboration with Workforce System Partners

LFCD will work collaboratively with education and workforce partners in our efforts to increase training and educational capacity and opportunities. LFCD will engage in partnerships and regional collaborations among AJCCs, education institutions, economic development, labor and community-based organizations.

7. Coordination with Oakland WDB Business Services Unit

AJCCs will assist the City of Oakland and OWDB's Business Services Staff to engage public, private and nonprofit business and economic development entities, both to facilitate these business' access to a qualified and diverse local talent pool and to assist job-seekers with accessing employment. AJCCs will, in partnership with OWDB staff when appropriate:

- Proactively conduct new business development and continuous business engagement with employers
- Participate in employer, community, and other networking events, including events that occur outside of business hours
- Organize, host and implement career fairs that showcase training providers and/or local businesses, at the AJCC and in various communities, in order to educate customers/participants about available employment and training opportunities
- Partners with other AJCCs, as appropriate, to utilize facilities for Business Services-related activities, including free workshops for the business community, business group meetings, etc. Workshops must be designed to provide opportunities for AJCC staff to network with employers, and educate employers about available services and opportunities to use the AJCCs facility to conduct business and generate local employment opportunities.
- Coordinate with and contribute to existing business resources, such as the Office of Small Business, Small Business Assistance Center, other Oakland Economic and Workforce Development Business Services initiatives, and training sessions
- Deliver trainings to job development staff about engaging employers and about available Business Services.

8. Collaboration with One-Stop Operator & OWDB

LFCD will work in coordination with the Oakland WDB Business Services Unit. LFCD will support local Rapid Response/Layoff Aversion activities as well as any other Oakland WDB activities that support business needs. LFCD understands that direction and policy for employer services in the City of Oakland will be directed by the OWDB.

Lao Family Community Development, Inc.
FY2021-22 - General Funds
BUDGET PERIOD 7/1/2021 Through 6/30/2022

B	C	D	F
	General Fund		GRAND TOTAL
<u>REVENUES</u>			
<i>FY2021-2022 General Funds</i>	\$ 237,500.00		\$ 237,500.00
			\$ -
			\$ -
TOTAL REVENUE	\$ 237,500.00	\$ -	\$ 237,500.00
<u>EXPENDITURES</u>			
PROGRAM EXPENDITURES			
Personnel Cost			
Salary:			
1 FTE WIOA Case Manager	\$ 42,000.00		\$ 42,000.00
1 FTE WIOA Program Assistant/Front Desk Greeter	\$ 40,000.00		\$ 40,000.00
.50 FTE Computer Lab Technician	\$ 27,852.00	\$ -	\$ 27,852.00
Total Salary Cost:	\$ 109,852.00	\$ -	\$ 109,852.00
Benefit: Budget 22% of program and admin. Salaries for payroll tax, health ins, pension and group life insurance (\$133,602 X 22%)= \$29,392	\$ 29,392.00	\$ -	\$ 29,392.00
Personnel Cost Subtotal::	\$ 139,244.00	\$ -	\$ 139,244.00
Operation Cost:			
Staff Professional Development & Training	\$ 600.00		\$ 600.00
Travel	\$ 600.00		\$ 600.00
Program Supplies	\$ 4,520.00		\$ 4,520.00
Office Supplies	\$ 5,730.00		\$ 5,730.00
Space Rental (Program & Admin)	\$ 28,077.00		\$ 28,077.00
Telephone/fax/Internet	\$ 6,220.00		\$ 6,220.00
Printing (leasing Copy machine)	\$ 1,489.00		\$ 1,489.00
Postage	\$ -		\$ -
Special Event and Activities	\$ -		\$ -
Utilities	\$ 6,222.00		\$ 6,222.00
Janitorial Services	\$ 2,957.00		\$ 2,957.00
Share cost: Insurance, audit fee, property tax, marketing, admin. supplies/utilities/computer/printing/soft wear and staff development	\$ 8,091.00		\$ 8,091.00
Partners:			
	\$ -		\$ -
Operation Cost Subtotal:	\$ 64,506.00	\$ -	\$ 64,506.00
Administrative Cost (10% Capped):	\$ 23,750.00	\$ -	\$ 23,750.00
PROGRAM EXPENDITURE SUBTOTAL:	\$ 227,500.00	\$ -	\$ 227,500.00
DIRECT CLIENT SUPPORT			
Support services (transportation, uniform, tools, live-scan)	\$ 10,000.00	\$ -	\$ 10,000.00
Direct Client Support Subtotal	\$ 10,000.00	\$ -	\$ 10,000.00
TOTAL EXPENDITURES	\$ 237,500.00	\$ -	\$ 237,500.00
Fund Balance	\$ -	\$ -	\$ -

CIVICORPS GENERAL FUNDS SCOPE OF WORK

I. Oakland Workforce Development Board Goals and Priorities

A. Purpose

Civicorps, a California nonprofit public benefit corporation, as Grantee, shall, pursuant to provisions of this Agreement and Workforce Innovation and Opportunity Act (WIOA), provide youth employment programs as specified in this Exhibit A. Grantee shall be required to provide “out-of-school” year-round youth employment services, with pathways to post-secondary education and careers that lead to long-term self-sufficiency for young people. Grantee shall provide WIOA services to a minimum of 30 (our regular WIOA funding is 25, we propose to serve 5 more youth for a total of 30 for the year) Out-of-School youth participants, age 16-24. The total allocated budget to Grantee is an amount not to exceed \$200,000.

The purpose of the Scope of Work is to define the parameters of work, and to clarify the Oakland Workforce Development Board’s (“OWDB”) expectations of Grantee as a youth service provider. WIOA has specified certain actions that must be taken by the Local Workforce Development Board (“LWDB”), and by service providers under contract to the OWDB. When actions are defined in Department of Labor (“DOL”) Training and Employment Guidelines (“TEGLs”), those documents will be passed directly to service provider for implementation when they affect the parameters of work.

WIOA Youth services are intended to provide eligible youth, ages 16-24, with effective and comprehensive program activities designed to enhance and improve their opportunities to obtain and complete education and training programs that will provide them with job readiness skills and competencies. These opportunities are to include a wide variety of options for achieving success, and are to provide effective connections to employers. Grantee shall focus on out-of-school youth, high school dropout recovery and achievement of recognized postsecondary credentials. Career Pathways and work-based learning will be promoted as leading approaches.

WIOA identifies the following to be provided to eligible youth:

- To provide to eligible youth who are seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- To ensure on-going mentoring opportunities with appropriate adults committed to providing such opportunities;
- To provide opportunities for training;
- To provide continued supportive services;
- To provide incentives for recognition and achievement; and
- To provide opportunities in activities related to leadership development, decision-making, citizenship, financial literacy, entrepreneurial skills training, labor market information, career counseling, and community service.

WIOA encourages focusing resources and activities on:

- Training that leads to industry-recognized, post-secondary credentials;
- Design and use of career pathways in priority industry sectors to provide education, training, and employment assistance to accelerate job seekers' educational and career advancement;
- Improved customer choice and quality through multiple procurement methods, including Individual Training Accounts (ITAs), pay for performance contracts, and direct contracts with higher education providers; and
- Use of ITAs to pay for training for out-of-school youth ages 18-24.

B. Priority Populations

Eligibility criteria for Youth Services participation can be found in the U.S. Department of Labor's Youth Program Fact Sheet. Out-of-school youth must be between the ages of 16 and 24 at the time of enrollment in WIOA. Please see Appendix J for detailed definitions of youth eligibility. Note that WIOA exempts adult basic education programs from its definition of "school" for purposes of determining "in-school" or "out-of-school" status.

WIOA gives priority of service to several youth populations, including:

- Veterans and Eligible Spouses
- Individuals on public assistance
- Other low-income individuals
- Individuals who are basic skills deficient
- Limited English speakers

In addition, the OWDB has identified the following local priority populations:

- Individuals residing in Oakland neighborhoods with the highest rates of unemployment (East Oakland, Central/Fruitvale, and West Oakland);
- Unemployed and out-of-school youth who are African American/Black, Latinx, Native American, and Asian/Pacific Islander;
- Currently or former legal/justice-involved individuals (formerly known as re-entry or formerly incarcerated).

The Oakland Equity Indicators and analyses by the City's Department of Race and Equity have shown that East Oakland, Central/Fruitvale, and West Oakland have particularly high rates of unemployment, both generally and for youth. These areas also have high numbers of African American and Latinx youth, who face disproportionately high levels of unemployment. To address racial disparities and promote greater equity, OWDB requests contractors to focus on youth in these geographical areas.

The following areas have high rates of unemployment and high rates of youth who are not in school or the labor force, which are identified as priority geographic areas for youth services: East Oakland (zip codes 94603, 94621, 94605); Central/Fruitvale (94601, 94606); and West Oakland (94607).

OWDB Youth Services contractors are asked to prioritize and document services to these populations and to comply with WIOA and OWDB priority of service policies.

C. Priority Industry Sectors and Career Pathways

The OWDB has prioritized several industry sectors as the focus of service strategies under 2019-2022 contracts. These sectors were identified in the East Bay Regional Planning Unit's 2017-2020 Regional Plan and in the OWDB's 2017-2022 Strategic Plan and have been validated by regional sector engagement and labor market analysis. Criteria for the selection of priority sectors include total sector employment, projected sector employment growth, availability of high-quality jobs with clear pathways for advancement, and employer commitment to helping address the region's workforce challenges.

The OWDB's priority industry sectors are based on both regional and Oakland priority sectors:

Regional (East Bay) Priority Sectors

- Advanced manufacturing
- Healthcare
- Information communication technology
- Transportation and logistics

Additional Priority Sectors (Oakland)

- Construction
- Government
- Leisure/Hospitality/Retail

Contractors will coordinate with OWDB staff and regional partners to serve businesses in these sectors and provide opportunities for job-seekers to enter and advance in high-quality jobs and careers in these sectors. Contractors will connect and align services with regional, employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market.

Contractors will engage in collaborative and innovative approaches to aligning with sector partnerships, leveraging resources, and strengthening career pathways in OWDB priority sectors, such as:

- Ensuring that students and job-seekers can obtain and make use of career pathway information
- Co-hosting sector-focused events
- Identifying or designing and delivering training that builds in-demand skills and competencies and helps individuals progress along career pathways
- Using sector data to inform and improve programming
- Otherwise coordinating services with regional sector strategies and career pathways

The OWDB's training policy states that "inasmuch as possible, training services shall be directly linked to occupations that are in demand in the Oakland metropolitan area or in another area the participant is receiving training services is willing to relocate. To the greatest extent possible, training should be linked to a career pathway in high-growth sectors that have entry-level and mid-level occupations leading to self-sufficiency."

II. Youth Services Provider Scope of Services

A. Outreach and Recruitment

Youth Services providers will implement an outreach and marketing plan with the goal of informing out-of-school youth ages 16 to 24 – particularly among OWDB’s priority populations and geographical areas – and businesses about services available through the organization and its partners. Outreach and recruitment methods may include formal advertising, electronic media, flyers, brochures, word- of- mouth and other methods of program information dissemination. Contractors are highly encouraged to engage youth in designing and planning targeted, culturally-competent outreach and engagement strategies.

All outreach and recruitment materials must feature approved OWDB branding and must be approved by the City prior to publication. Providers will also coordinate with EASTBAY Works to ensure accurate information is relayed on the EASTBAY Works website.

Providers must ensure that outreach strategies are targeted to populations identified in Section I.B. Contractors will describe the extent of partnerships with community-based organizations that have established histories of serving and communicating to these populations, including organizations with a physical presence in OWDB’s priority geographical areas in program reporting.

B. Required WIOA Youth Service Elements

Youth Services providers are required to provide or make available to youth clients all fourteen of the required WIOA Youth Services elements. Please see Appendix K for definitions of these program elements. “Make available” does not mean that every youth participant must receive all program elements; it means that youth have access to these services if they require them to meet their goals. Contractors are highly encouraged to engage in an approach to comprehensive assessment that will determine each individual youth’s needs and preferences for the program elements.

The fourteen required program elements are:

1. Tutoring, study skills training, instruction, and evidence-based dropout recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education; which may include summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities; and that serve as a next step in career development, whether the desired outcome is employment or enrollment in post-secondary education or advanced training;
4. Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

Note that one strategy to maximize youth access to the fourteen required WIOA program elements is to co-enroll participants in programs such as Vocational Rehabilitation, Adult Education, and Job Corps. By leveraging multiple youth program funding sources for needed services, including those available from other public and private organizations, the service provider can further ensure that youth will successfully achieve their education and skills training goals.

Nothing in this scope of work is intended to limit the services required to be provided under the WIOA guidelines for the operation and management of WIOA-mandated youth services or the regulations and guidelines for registration, eligibility and enrollment, delivery of the required fourteen youth program elements, training, tracking, exits, and follow-up; and to the extent not stated in this Scope of Services, those are incorporated by reference.

C. Youth Re-engagement Approaches

Contractors are encouraged to engage in approaches to service delivery that reflect a deep understanding of the needs of Oakland's out-of-school youth and that are designed to re-engage them on pathways to college and careers.

The National League of Cities supports a network of Re-engagement Centers, one-stop centers, or virtual equivalents that offer a range of services designed to help out-of-school youth to reconnect and get on a pathway toward career goals. Re-engagement Centers provide access to GED and high school equivalency programs, college exploration and transition assistance, financial aid assistance, earn and learn opportunities, employment supports, coaching, and wraparound services. Contractors are encouraged to learn more about this model and its

applicability to the Oakland context by reviewing the National League of Cities website (<https://www.nlc.org/reengagement>) and the Re-engagement Network Google Drive (<https://sites.google.com/site/reengagenetwork/>).

Youth Services providers will deliver services to help youth apply for, enroll in, and progress through post-secondary education or training that leads to a portable credential and starts them on a career pathway. Services and training may be sector-specific, leading youth to develop an understanding of and academic and technical skills needed to secure employment within a high-demand industry. Desired elements of post-secondary education and training service include:

- College counseling and goal-setting;
- College preparation activities, including college visits, college and financial aid application assistance, assessment test preparation, and study skills training;
- Navigation assistance to move from non-credit or pre-college (basic skills, English as a Second Language) education to credit-bearing college education;
- Academic, career technical, and/or integrated academic and career technical Instruction;
- Bridge programs, which accelerate educational attainment for low-skilled individuals to “bridge” them to skills training, post-secondary programs, and career-path employment in sectors with evident demand for skilled graduates;
- Use of WIOA Individual Training Accounts (ITAs) to pay for training in in-demand sectors;
- Wrap-around support services to remove barriers and ensure persistence and completion of training;
- Career exploration;
- Job readiness and job search training;
- Work-based learning, such as paid and unpaid work experience, summer and year-round employment, job shadowing, and on-the-job training; and
- Industry engagement in program design, delivery, work-based learning, and hiring of graduates.

Youth Services providers will facilitate youths’ access to internships and other work-based learning opportunities. In coordination with OWDB’s Business Services staff, contractors will engage employers, identify and scope work-based learning opportunities, match youth to work-based learning, and provide work-based learning retention support.

Youth Services providers will also prepare and place youth into unsubsidized employment. Desired elements of employment services include:

- Comprehensive assessment of employment history, interests, skills, abilities, and experience;
- Career exploration, counseling, planning, and goal-setting;
- Job readiness/soft skills development;
- Job search skills training, including resume and interview preparation;
- Basic skills remediation and tutoring;
- Work-based learning to help youth gain skills relevant to their career interests, including paid and unpaid internships, pre-apprenticeship, and on-the-job training;
- Use of WIOA on-the-job training subsidies (OJTs) to connect youth to employment; and

- Placement in employment that is the first step on a career pathway.

D. Work Experience & Training Services

The WIOA Youth program prioritizes work experience for enrolled youth (WIOA section 129(c)(4)). Under WIOA, a work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, non-profit sector, or public sector. Work experiences must include academic and occupational education.

The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities.

a. Expenditure Requirement

A minimum of 20 percent of funds must be spent on work experience. Program expenditures on this program element may include more than just wages paid to youth. Allowable expenditures may include items such as:

- Wages or stipends paid for participation in a work experience; •
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions; • Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills or job readiness training to prepare youth for a work experience.

Youth Services providers will coordinate with WIOA Adult Service Providers to facilitate access to Individual Training Accounts (ITAs) and on-the-job training contracts (OJTs) for eligible youth ages 16 to 24 who are determined to need training and who select training that is directly linked to employment opportunities in the local/regional area and in OWDB's targeted priority sectors. Training subsidies such as ITAs and OJTs are limited to individuals who are unable to obtain other grant assistance for such services or require assistance beyond the assistance made available under other grant assistance programs, including federal Pell Grants.

Training services are designed as one or more courses or classes, or a structured regimen, that upon successful completion lead to: (1) a certificate, associate; or (2) the skills or competencies needed for a specific job or jobs, an occupation or occupational group, or generally for many types of jobs or occupations, as recognized by employers and determined prior to training.

Training may be delivered by public, private, or non-profit providers. Training services include occupational skills training, on-the-job training, integrated vocational and academic training, skills upgrading/retraining, entrepreneurial training, pre-apprenticeship and apprenticeship training, business-customized training, job readiness training in combination with vocational training, and adult education and English language training in combination with other training services.

Youth Services providers must hold knowledge and relationships that facilitate clients' access to training that supports advancement along career pathways in Oakland's and the region's priority industry sectors. Youth Services providers must demonstrate career pathway training delivery and/or partnerships in, at minimum, one of the OWDB priority sectors. Letters of commitment that include detailed information on service, co-location, and resource-leveraging commitments may be included as attachments to the proposal.

Youth Services providers will facilitate youths' access to ITAs and OJTs in coordination with OWDB staff. Youth Services providers will assess participant skills, interests, and readiness for training to ensure referrals to appropriate ITA and OJT opportunities, secure and maintain on file all necessary job-seeker and worker paperwork related to the ITAs and OJTs, and coordinate with OWDB staff to assure the strategic use of ITAs and OJTs within priority industry sectors.

E. Supportive Services

In coordination with OWDB staff, Youth Services providers will facilitate youths' access to Supportive Services that the youth has been unable to obtain through other programs and that is necessary to enable the individual to participate in workforce services. Individuals identified as needing ongoing Supportive Services must still be participating in Youth Services to continue to receive Supportive Services.

Supportive Services may include, but are not limited to:

- Assistance with transportation
- Assistance with child care and dependent care
- Linkages to community services
- Assistance with housing
- Needs-Related Payments (available only to individuals enrolled in training services and must be consistent with OWDB's Supportive Service Policy 16-009 and Supportive Service Matrix 16-009-a)
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications; and Legal aid services

F. Facility and Operations

Each Youth Services contractor will maintain at least one physical site in the City of Oakland where youth can learn about career opportunities and access services described in this Scope of Work. Contractors may offer a range of career and training services at multiple sites and are encouraged to demonstrate a high level of coordination and connectivity that will assist youth, particularly priority populations and in priority geographical areas, in navigating and accessing the services. Services need not be delivered at a single “one-stop” location; in fact, contractors are encouraged to provide various access points and doors of entry into youth workforce services, including using technology, mobile services, and scattered-site services.

Contractors should provide a high level of accessibility of the Youth Services site(s), particularly for the priority populations and in the priority, geographical areas. Each site should be conveniently accessed by public transportation. Each site must be fully compliant with ADA accessibility requirements. Services must be accessible to limited English speakers through linguistically diverse staff, translated materials, interpretation services, and other means. Contractors should demonstrate flexibility and creativity in accommodating the needs of customers with varied availability and work schedules.

G. Partnerships

Youth Services are enriched by collaboration, and providers are encouraged to secure and demonstrate extensive and meaningful partnerships that will benefit participating youth. Youth should experience a fully-integrated, single-point-of-contact system of WIOA programs and services. This requires high levels of coordination and teamwork across partners, as well as consistently high customer services standards. Contractors should utilize collaborative service models that demonstrate these standards.

a. Required Partnerships

Youth Services providers must engage in partnerships with, at minimum, the Oakland Unified School District and the Peralta Community College District. Partnerships may be for the purposes of youth outreach and recruitment; identification of targeted, high-need youth; cross-referrals to address the comprehensive service and training needs of youth; facilitation of enrollment in appropriate education and training; co-location of services at accessible venues; wrap-around support services for participants in training and other workforce services; and continuity of services and supports following exit from WIOA. Partnerships may enable the Youth Services provider to effectively leverage resources to better serve eligible youth, and to align with regional sector and career pathway strategies.

Oakland Unified School District (OUSD): The nature of each Youth Services provider’s partnership with OUSD, its schools, and its administrative departments will depend upon the design of its services for eligible out-of-school youth; however, all providers must demonstrate and describe a partnership with OUSD. For example, this partnership could include:

- Partnership with OUSD district offices to identify and outreach to youth who have recently dropped out of school;
- Partnership with OUSD district offices or targeted high schools to identify and outreach to graduates in need of employment or other services to transition to college or career;

- Partnership with OUSD career academies in targeted sectors to identify and outreach to graduates in need of sector-targeted employment or other services to transition to college or career;
- Leveraging of resources secured by OUSD or the contractor to improve services to youth.

Peralta Community College District (PCCD): The nature of each Youth Services provider's partnership with PCCD, its community colleges, and its administrative departments will also depend upon the services delivered; however, all providers must demonstrate and describe a partnership with PCCD. For example, this partnership could include:

- Partnership with PCCD district offices or targeted colleges to identify and outreach to students in need of employment or other workforce services;
- Partnership with PCCD district offices or targeted colleges to refer youth with interest in career education and training;
- Partnership with PCCD and OWDB's Adult Services providers to connect youth with ITAs in in-demand sectors;
- Arrangement with PCCD to provide college courses at accessible community locations or with formats/schedules responsive to the needs of youth;
- Partnership with PCCD to design and deliver bridge programs into career technical education programs;
- Partnership with PCCD's central offices, Workforce Coordinators and CTE Counselors to share information on work experience and employment opportunities for youth;
- Co-location of WIOA services on a community college campus;
- Leveraging of resources secured by PCCD or the contractor to improve services to youth.

b. OWDB Workforce System Partnerships

Youth Services providers will partner with OWDB's One Stop Operator, AJCC Career Services providers and Business Services staff to enable effective coordination of services; leverage organizational strengths and resources; and facilitate referrals of customers to the most appropriate services. These providers and OWDB staff will work together to create and maintain a comprehensive system of workforce development services reaching Adults and Youth, with a focus on OWDB priority populations, geographical areas, and industry sectors.

WIOA mandates that OWDB partner with the following entities as part of its AJCC network of providers and services. The opportunities to leverage these partnerships for Youth Services participants are described in the U.S. Department of Labor's Youth Desk Reference. Contractors for OWDB's Youth Services contracts are encouraged to engage in ways in which these partnerships will be leveraged to the benefit of Oakland out-of-school youth:

- Adult and Dislocated Workers Providers
- Wagner-Peyser Act – Employment Development Department (EDD)
- Unemployment Compensation
- Veterans Workforce Programs
- Trade Adjustment Assistance (TAA)
- Job Corps
- YouthBuild

- Adult Education and Literacy
- Career Technical Education (PCCD)
- Vocational Rehabilitation
- Programs under Rehabilitation Act
- Department of Housing and Urban Development (Oakland Housing Authority)
- Native American Programs
- Migrant and Seasonal Farmworkers Programs
- Title V of the Older Americans Act of 1965 - Senior Community Service
- Community Development Block Grant (CDBG)-funded Programs
- Small Business Development Centers
- Second Chance
- CalWorks/TANF

Representatives of OWDB's AJCC Career Services and Youth Services contractors will be required to participate in mandatory meetings convened by OWDB for relationship-building, information-sharing, design and implementation of collaborative programming, individual case review, service referrals, and realization of a coordinated system of service delivery.

c. Regional Partnerships

Along with OWDB and its regional workforce board partners (Alameda County WDB, WDB of Contra Costa County, and Richmond WDB), Youth Services providers will be required to participate in the EASTBAYWorks network. Each OWDB contractor will be required to assign a representative to participate in monthly meetings of EASTBAYWorks. OWDB contractors will be expected to align service delivery strategies, share information on available resources, and take active roles in the design and implementation of regional initiatives facilitated by EASTBAYWorks.

OWDB is an active participant in multiple regional initiatives, including Earn and Learn East Bay, East Bay Slingshot, and others. Youth Services providers will join OWDB in supporting these initiatives, coordinating services, leveraging funding, sharing and utilizing data, and connecting individuals and businesses to resources. Contractors are encouraged to engage in this regional work, and to demonstrate understanding of and/or involvement in regional initiatives. Letters of commitment that include detailed information on initiative involvement and service, co-location, and resource-leveraging commitments may be included as attachments to the proposal.

d. Other Recommended Partnerships

In addition to the partners listed above, the following potential partners are also recommended:

- Employment and training programs administered by Social Security Administration, Small Business Administration, Supplemental Nutrition Assistance Program (SNAP), Department of Rehabilitation (DOR), Probation Department, and other public entities;
- Programs authorized under the National and Community Service Act of 1990, such as AmeriCorps and Senior Corps;
- Local community-based organizations (CBOs), particularly those that address the needs of WIOA and OWDB priority populations and geographical areas;
- Industry associations;
- Targeted-sector businesses and industry associations;

- Targeted-sector training and education providers;
- Targeted-sector unions and labor-management education funds; and
- Targeted-sector pre-apprenticeship and apprenticeship programs.

e. Subcontractors

Contractors' collaborative service strategies may or may not involve the subcontracting of funds to partner entities. When a contract includes one or more subcontracts to partner entities, the lead contractor will serve as fiscal agent and will be solely responsible for ensuring compliance with all terms and conditions of contract administration; fiscal management of the contract; and accountability for program outcomes and budgeted expenditures.

Contractors that propose to subcontract any portion of OWDB funds must clearly identify the services they will provide, justification for subcontracting to the organization, assurance that non-WIOA funds are not available for the provision of these services, and the subcontractor's documented previous success in providing similar services and meeting all contractual obligations, including contractual outcomes. Subcontractors will be required to report participant data using CalJOBS and to participate in program and financial monitoring, as requested by OWDB and in compliance with WIOA requirements.

III. Fiscal Management, Performance Measurement, and Accountability

A. Data Collection and Reporting

Contracted WIOA service providers are responsible for providing client and program data under policies and guidelines established by WIOA, OWDB, the State of California and the federal government, and administered by the City of Oakland. Contractors will be required to:

- Utilize CalJOBS, an internet-based system used throughout the State of California, as the system of record for WIOA-enrolled participant tracking.
- Ensure complete, accurate and timely data entry in compliance with WIOA.
- Gather and maintain all required participant eligibility documentation, which will be subject to ongoing local and State monitoring and verification.
- Report program participant information, including WIOA tracking and follow-up data.
- Prepare monthly and quarterly performance reports as required by WIOA and as may be requested by City staff, OWDB, and OWDB committees, with an emphasis on reporting on equity efforts, strategies, and outcomes, including the following:
 - Describe efforts and strategies to reach OWDB priority populations:
 - Individuals residing in Oakland neighborhoods with the highest rates of unemployment: East Oakland (zip codes 94603, 94621, 94605), Central/Fruitvale (zip code 94601), and West Oakland (zip code 94607)
 - Unemployed and out-of-school youth who are African American/Black, Latinx, Native American, and Asian/Pacific Islander;
 - Currently or former legal/justice-involved individuals (also referred to as re-entry or formerly incarcerated).
 - Describe the populations served by your program, and the specific high priority populations you have worked to reach. Describe estimated numbers and types of people being served.

- Describe your outreach, marketing, and engagement plans to reach priority populations in neighborhoods with the highest unemployment (East Oakland, Central/Fruitvale, and West Oakland).
 - Describe your proposed service locations and how these will ensure accessibility to the priority populations, whether through your own facilities, partnerships with organizations or sites in the community/communities of focus, and/or mobile or virtual services.
 - Describe intentional strategies and elements of program design to reduce racial inequities and ensure youth have equitable access to opportunities and services.
- Prepare monthly financial and training expenditure reports, along with supporting documentation as required by the City.

Reports generated from CalJOBS will be utilized to determine program performance by OWDB and the State of California; therefore, knowledge of the system, accuracy, and timely entry of information are critical. OWDB will provide technical assistance and mandatory staff training on CalJOBS system input. It will be the contractor's responsibility to ensure ongoing staff expertise and cooperation.

B. File Maintenance and Documentation

Youth Services contractors will maintain a case file for each WIOA-enrolled participant. Case files must include all required documentation, including documentation of program eligibility, assessments, CalJOBS printed forms and case notes, training paperwork, attendance records, etc., as appropriate. OWDB will provide technical assistance and mandatory staff training on WIOA program eligibility, priority of service, documentation, file maintenance, and performance and financial reporting. It will be the contractor's responsibility to ensure ongoing staff expertise and cooperation.

CalJOBS will soon require paperless record-keeping. OWDB will work with each contractor to develop a transition plan to facilitate this transition, which will entail uploading of required documentation into the CalJOBS cloud database.

C. Monitoring

OWDB staff will monitor, audit, and evaluate program activities throughout the funding period. Contractors must allow OWDB staff access to all files and records relating directly to WIOA funds, including participant case files, fiscal documents and other related records.

D. Required Performance Measures

WIOA establishes core performance measures for Youth Services. WIOA performance measures are designed to measure the effectiveness and continuous improvement of the workforce service delivery system, and the contracting agency will be required to collect and report data through CalJOBS pertaining to these measures. Performance measures are subject to change at any time, and the OWDB may set performance benchmarks or implement additional measures in response to regulations or local need.

OWDB requires that each WIOA provider meet at minimum 90% of their goals. OWDB requires that each provider's Enrollment goal be met by the final calendar day of Quarter 2 of the contracted fiscal year. The chart below shows the State Negotiated Performance Goals for PY

2020 and PY 2021. Local performance requirements have not yet been determined by the State; therefore, PY2020-2021 rates are those of the State. Local areas should plan performance using the State’s rates until local rates are determined.

PY 2020 and PY 2021 Negotiated Performance Goals				
Indicators	Adults	Dislocated Workers	Youth	Wagner-Peyser
Employment Rate 2nd Quarter After Exit (Includes placement in education for Youth)	67.0%	71.9%	71.0%	61.4%
Employment Rate 4th Quarter After Exit (Includes placement in education for Youth)	66.0%	72.5%	71.0%	62.0%
Median Earnings 2nd Quarter After Exit	\$6,000	\$8,070	\$3,490	\$6,689
Credential Attainment	60.0%	60.0%	60.0%	N/A
Measurable Skill Gains	50.0%	50.0%	56.4%	N/A

Definitions of these measures are as follows:

- Employment Rate - 2nd Quarter After Exit: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- Employment Rate – 4th Quarter After Exit: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- Median Earnings – 2nd Quarter After Exit: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- Credential Attainment: The percentage of program participants enrolled in an education or training program (excluding those in OJT and customized training) who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in, or within 1 year after exit from the program.
- Measurable Skill Gains (MSG): The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, and who are achieving an MSG, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment.

Performance Outcomes

PERFORMANCE OUTCOMES SUMMARY	
Total Clients to be Served:	30
Total General Funds Request:	\$200,000
Total OWDB Cost Per Client:	\$6,666.66

PROPOSED PERFORMANCE OUTCOMES 2021-2022	
Enrolled in WIOA:	30
In Education, Training or Employment— 2 nd Q post exit:	13 (71%)
In Education, Training or Employment— 2 nd Q post exit:	13 (71%)
Median Earnings 2 nd Quarter After Exit:	\$3,490
Credential Attainment:	11 (60%)
Measurable Skills Gain:	10 (56.4%)

***Percentages based on the 19 enrolled in FY 20-21**

BUDGET AND BUDGET NARRATIVE

Civicorps requests \$200,000 to support the Academic and Professional Pathway. Expenses include the following:

Staff Wages:

This line item includes salary costs for the following staff members who will provide WIOA services:

Senior Support Services Manager will serve as Project Manager. He also oversees the Support Services staff and our internship, pre-apprenticeship and apprenticeship program. The base salary for the Senior Support Services Manager is \$97,700. **We request \$6,350.50 (7% FTE).**

Pathways Manager will coordinate our internship, pre-apprenticeship and apprenticeship program, providing employment placement, career counseling, and follow-up services to both Youth Participants and Employer Partners. The base salary for the Pathways Manager is \$95,000. **We request \$19,000 (20% FTE).**

Job Training Coordinator will facilitate occupational skills training and administer vocational certifications for WIOA youth. The base salary for the Job Training Coordinator is \$72,310. **We request \$14,462 (20% FTE).**

Lead Case Counselor will conduct intake assessments, provide counseling, teach wellness seminars, and oversee our Nutritional Support program. The base salary for the Lead Case Counselor is \$77,068. **We request \$7,706.80 (10% FTE).**

Case Counselor will provide counseling, conduct intake assessments, and serve as main point of contact for enrolling participants in WIOA. The base salary for the Case Counselor is \$72,500. **We request \$14,500 (20% FTE).**

Dean of Students will provide support for all youth working toward their high school diploma as they progress through the program. The Dean of Students is also responsible for reaching out to the community and promoting Civicorps and WIOA services offered at our site. The base salary for the Dean of Students is \$60,836. **We request \$6,083.60 (10% FTE)**

Grants Specialist will provide support to the Case Counselor in managing all WIOA youth files and lead the process in entering and reporting all required information in Cal Jobs. The base salary for the Grants Specialist is \$60,000. **We request \$12,000 (20% FTE).**

Total Staff Wages: \$80,102.90

Staff Fringe: \$17,622.64

22% of total wages, which includes FICA, Social Security, SDI, Health insurance, Dental, Vision, Worker's Compensation Insurance, and Term Life Insurance (excluding Employee's contributions to the health plan).

Other Costs

Food for Participants: Civicorps goal is to provide healthy food options to the youth that we serve. Providing food security to our participants, most of whom live at or below the poverty line, is a critical component of our program. The total funding requested will help supply food pantries at both of our sites where we provide our services, and it will also fund gift cards or stipends that youth can spend on food. We request \$20,000.

Participant Wages: For wages, taxes, and insurance for WIOA-enrolled Oakland youth ages 18-24. This includes participants in our high school diploma program who also participate in our paid job training programs, interns at our social enterprises and administrative operations, and interns placed with employer partners in industries that include WIOA priority sectors such as IT and government. We request \$59,274.

Flexible Support Funds: Youth participants will receive financial support in flexible funds to cover their participation needs, including: BART passes, transportation passes, money for gas for their vehicles, professional clothing, childcare, housing, legal costs, and driver's license fees, so that they can access the resources they need to be successful at school and work. We request \$20,000.

Total Direct Costs: \$99,274

Indirect costs: We request 1.5% of our direct costs to support indirect costs such as financial management, leadership, and human resources. **The total indirect cost request is \$3,000.46.**

Organization Name: Civicorps

Fiscal Contact: Brian Hickey

Phone: (510) 992-7838

Title: CFO/COO

Email: brian.hickey@cvcorps.org

Budget Summary (One Year FY2021-2022)		
		Extra Funds
Total Program Costs		\$200,000

Personnel Costs		
Position/Title		Annual Salary
Support Services Manager		\$97,700
Pathways Manager		\$95,000
Job Training Coordinator		\$72,310
Case Counselor		\$72,500
Lead Case Counselor		\$77,068
Dean of Students		\$60,836
Grants Specialist		\$60,000
Salary Total		\$535,414
Fringe Benefits (22%)		\$117,791
Personnel Total		\$653,205

Operating Costs		
	OWDB Request	Extra Funds
Food for Pantries	\$0	\$20,000
Participant Wages	\$53,506	\$59,274
Flexible Support Funds	\$9,200	\$20,000
Operating Total	\$62,706	\$99,274

Indirect Costs (10%)	\$3,000.00
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\$0

% FTE	Program Costs	% OWDB Request F	OWD Request	% Extra Funds FTE
20.00%	\$19,540.00	13.5%	\$13,198.95	7%
30.00%	\$28,500.00	9.4%	\$9,000.00	20%
30.00%	\$21,693.00	10.0%	\$7,231.00	20%
40.00%	\$29,000.00	14.9%	\$10,768.35	20%
20.00%	\$15,413.60	10.0%	\$7,706.80	10%
30.00%	\$18,250.80	10.0%	\$7,620.00	10%
				20%
	\$132,397.40		\$55,525.10	
	\$29,127.43		\$12,215.52	
	\$161,524.83		\$67,740.62	

Total To Spend
\$20,000
\$112,780
\$29,200
\$161,980

Extra Funds	Total FTE Overall
\$6,350.50	20.00%
\$19,000.00	29.40%
\$14,462.00	30.00%
\$14,500.00	34.85%
\$7,706.80	20.00%
\$6,083.60	20.00%
\$12,000.00	
\$80,102.90	
\$17,622.64	
\$97,725.54	

\$19,549
 \$28,000
 \$21,693
 \$25,268
 \$15,414
 \$13,704
 \$12,000

**East Bay Asian Youth Center – Proposed Scope-of-Work
\$75,000 FY 2021-2022 OWDB Supplemental Allocation**

The East Bay Asian Youth Center will provide job readiness training, financial literacy, and paid work experience to 20 African American, Latino, Pacific Islander, and Southeast Asian youth, ages 16 to 21, who reside in East Oakland, Fruitvale, San Antonio, and West Oakland and who are not employed.

Project Deliverables

1. 20 youth are recruited, screened, selected, and on-boarded.
2. 20 youth complete 20 hours of job readiness and financial literacy training activities.
3. 20 youth complete 192 hours of paid work experience at \$15.00 per hour.

Worksite

20 youth will be placed at a single in-house worksite as Apprentice Outdoor Educators. Apprentices will plan, pilot, and produce a four-week summer outdoor education program for 200 middle schoolers. Work activities include participatory action research on natural and cultural resources located in East Bay Regional Parks and Bay Shore Trail; field-testing multiple outdoor activities and safety protocols; development of a four-week outdoor education curriculum, including piloting specific trips, activities, and lesson plans in multiple after-school programs at Roosevelt Middle School, Urban Promise Academy, Frick United Academy of Language, and Edna Brewer Middle School. Apprentices will work 12 hours a week for 16 weeks.

**East Bay Asian Youth Center – Proposed Budget
\$75,000 FY 2021-2022 OWDB Supplemental Allocation**

Line Item	Detail	Amount
Youth Wages	192 hours x \$15 x 20 youth	\$57,600
Payroll Taxes	.1265 of Total Wages	\$ 7,287
Workers' Compensation	.009 of Total Wages	\$ 518
Sub-Total: Personnel		\$65,405
Sub-Total: Overhead	.15 of Total Program Costs	\$ 9,595
Grand Total		\$75,000

CYPRESS MANDELA TRAINING CENTER, INC.
 CITY OF OAKLAND - GENERAL FUND SOW
 Total Budget \$75,000
 8/1/2021

	8/30/2021
A. PERSONNEL	
Training Instructors	\$ 26,000.00
Executive Director	\$ 3,000.00
Fiscal Director	\$ 3,000.00
Coordinator	\$ 4,000.00
Program Assistant	\$ 4,000.00
	<u>\$ 40,000.00</u>
B. FRINGE BENEFITS 25%	<u>\$ 10,000.00</u>
SUBTOTAL	\$ 50,000.00
C. OTHER COST	
Training Space Cost (2 % of total space cost)	\$ 10,000.00
Training Materials, Tools & Supplies	\$ 10,500.00
Communication / Office Expenses	\$ 3,000.00
Office Supplies / Postage	\$ 1,500.00
SUBTOTAL	<u>\$ 25,000.00</u>
GRAND TOTAL (TOTAL PERSONNEL + OTHER COST)	<u>\$75,000.00</u>

Youth UpRising

GENERAL FUND SCOPE OF WORK

Tech., Architect & Manufacturing Industry Learning Sessions

Performance

Youth UpRising will have learning sessions for youth and young adults who reside in the City of Oakland, that focus on the tech, architect, and manufacturing industries. The target population for these learning sessions are African American/Black, Native American and Pacific Islander youth ages 14-24 in Oakland. We will serve 200 youth during the contract period.

Outcomes

These learning sessions are designed to introduce our target population to careers in these sectors through hearing from C-Suite executives, recruiters, community leaders and mentors. These learning sessions will also give youth and young adults an opportunity for on-site job visits and potential internships. Provide case management for all youth who are signed up for the Learning Sessions.

Cost Per Youth: \$375.50

Budget

Case Manager: \$15,500

Program Manager: \$23,500

Career & Education Coach: \$17,300

Program Supplies: \$3,300

Youth Stipend: 200 x \$50/each = \$10,000

Youth Bus Passes: \$5,500

TOTAL: \$75,100.00

Attachment II.b.3- Amended FY 2021-22 Service Provider Allocations

AGENCY		Fund Category	Total Recommendation:
Adult Service Provider Contracts			
1	Lao Family Community Development, Inc. <i>America's Job Center of CA (AJCC)</i> <i>Career Services Provider</i> East Oakland	Program Operations	
		WIOA Adult	\$237,047
		WIOA Dislocated Worker	\$209,948
		General Fund	\$237,500
		<i>Program Operation Subtotal</i>	\$684,495
		Direct Client Support	
		WIOA Adult Training	\$130,666
		WIOA DW Training	\$78,931
		WIOA Adult Support Services	\$20,000
		WIOA DW Support Services	\$18,000
<i>Direct Client Support Subtotal</i>	\$247,597		
Lao AJCC East Total		\$932,092	
2	Oakland Private Industry Council, Inc. <i>America's Job Center of CA (AJCC)</i> <i>Comprehensive Career Services Provider</i> West Oakland	Program Operations	
		WIOA Adult	\$188,047
		WIOA Dislocated Worker	\$166,948
		General Fund	\$200,000
		<i>Program Operation Subtotal</i>	\$554,995
		Direct Client Support	
		WIOA Adult Training	\$102,538
		WIOA DW Training	\$39,214
		WIOA Adult Support Services	\$16,000
		WIOA DW Support Services	\$14,000
<i>Direct Client Support Subtotal</i>	\$171,752		
OPIC AJCC West Total		\$726,747	
3	Oakland Private Industry Council, Inc. <i>One-Stop Operator</i>	Program Operations	
		WIOA Adult	\$31,797
		WIOA Dislocated Worker	\$28,198
		General Fund	\$60,000
OPIC Operator Total		\$119,995	
4	Spanish Speaking Unity Council of Alameda County, Inc. <i>America's Job Center of CA (AJCC)</i>	Program Operations	
		Adult	\$139,048
		Dislocated Worker	\$123,948

	<i>Career Services Provider</i> Fruitvale - Central Oakland	General Fund	\$237,500
		<i>Program Operation Subtotal</i>	\$500,496
		Direct Client Support	
		WIOA Adult Training	\$77,537
		WIOA DW Training	\$50,621
		WIOA Adult Support Services	\$12,000
		WIOA DW Support Services	\$10,000
		<i>Direct Client Support Subtotal</i>	\$150,158
		UC AJCC Central Total	\$650,654
5	West Oakland Job Resource Center (WOJRC)	Army Base Billboard	\$345,615
		General Fund	\$75,000
		WOJRC Total	\$420,615
6	Cypress Mandela	General Fund	\$75,000
		Cypress Mandela Total	\$75,000
Youth Services Contracts			
7	Civicorps <i>Youth Services Provider</i> West Oakland	WIOA Youth	\$154,243
		General Fund	\$200,000
		Civicorps Youth Total	\$354,243
8	Lao Family Community Development, Inc. <i>Youth Services Provider</i> East Oakland	WIOA Youth	\$276,648
		Lao Youth Total	\$276,648
9	Spanish Speaking Unity Council of Alameda County, Inc. <i>Youth Services Provider</i> Fruitvale - Central Oakland	WIOA Youth	\$262,541
		UC Youth Total	\$262,541
10	The Youth Employment Partnership, Inc. <i>Youth Services Provider</i> Fruitvale - Central Oakland	WIOA Youth	\$184,174
		General Fund	\$200,000
		YEP Youth Total	\$384,174
11	East Bay Asian Youth Center <i>Summer Youth Services Provider</i>	General Fund	\$75,000
		East Bay Asian Youth Center Total	\$75,000
12	Rising Sun <i>Summer Youth Services Provider</i>	General Fund	\$75,000
		Rising Sun Total	\$75,000
13	Youth UpRising <i>Summer Youth Services Provider</i>	General Fund	\$75,000
		Youth UpRising Total	\$75,000

Professional Services Contracts		
14	Oakland Private Industry Council , Inc. <i>Eastbay WORKS (EBW)</i>	Program Operations
		Adult \$5,733
		Dislocated Worker \$5,733
		Rapid Response \$5,733
		Youth \$5,733
OPIC EBW Total		\$22,932
Total Service Provider Allocation		\$4,450,641

**Oakland Workforce Development Board
2021 Meeting Calendar**

Thursday - February 4, 2021	Regular Meeting
Friday - March 19, 2021	Executive Committee Meeting
Thursday - May 6, 2021	Regular Meeting
Friday - June 18, 2021	Executive Committee Meeting
Thursday - August 5, 2021	Regular Meeting
Friday - September 17, 2021	Executive Committee Meeting
Thursday - November 4, 2021	Regular Meeting
Friday - December 17, 2021	Executive Committee Meeting

Dates and time subject to change

**Oakland Workforce Development Board
2022 Meeting Calendar
8:30 am-11:00 am**

Thursday - February 3, 2022	Regular Meeting
Friday - March 18, 2022	Executive Committee Meeting
Thursday - May 5, 2022	Regular Meeting
Friday - June 17, 2022	Executive Committee Meeting
Thursday - August 4, 2022	Regular Meeting
Friday - September 16, 2022	Executive Committee Meeting
Thursday - November 3, 2022	Regular Meeting
Friday - December 16, 2022	Executive Committee Meeting

Dates and time subject to change