

**AMENDMENT TO A CUYAHOGA COUNTY  
CONTRACT  
AMENDMENT NO. 3**

In consideration of the mutual promises in the Contract Agreement by and between the County of Cuyahoga, Ohio, on behalf of the City of Cleveland/Cuyahoga County Department of Workforce Development (hereinafter referred to as the "DEPARTMENT"), and Linking Employment, Abilities & Potential, a corporation not-for-profit, with principal offices located at 1468 West 25<sup>th</sup> Street, Cleveland, Ohio 44113 (the "PROVIDER"), entered into December 17, 2009, Cuyahoga County Contract No. CE0900822-01.

**WITNESSETH:**

Whereas, the PROVIDER has provided the services referred to in this Contract since September 1, 2009, and

Whereas, in order to continue to provide necessary and mandated employment services for youth in Cuyahoga County, an amendment to the aforementioned Contract is necessary:

NOW THEREFORE, THE FOLLOWING AMENDMENT TO THE AFOREMENTIONED CONTRACT IS HEREBY AGREED TO by and between the parties hereto as follows:

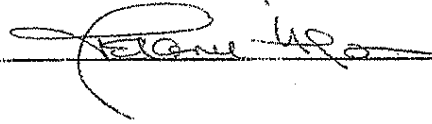
- I. That the reason for this amendment is to extend the period of performance. The PROVIDER will provide the services set forth in Exhibit I. The contract end date is extended from June 30, 2011 to August 31, 2011. Total payments for this period will not exceed \$678,042.00. This amendment represents an increase of \$10,000.00 for the continued provision of Workforce Investment Act (WIA) services for eligible youth for the period July 1, 2011 through August 31, 2011. The total WIA budget is \$608,380.00. EXHIBITS I and II, are attached herein and made a part hereof as if fully rewritten.
- II. That Exhibit I (Statement of Work) be amended. Attachment A to Exhibit I, reflects the amended Statement of Work for the period September 1, 2009 through August 31, 2011.
- III. That Attachment A to Exhibit II (Budget Summary) be amended. Attachment A to Exhibit II, reflects the amended WIA Budget Summary for the period September 1, 2009 through August 31, 2011.

By entering into this CONTRACT AMENDMENT, PROVIDER agrees to conduct this transaction by electronic means by agreeing that all documents requiring county signatures may be executed by electronic means, and that the electronic signatures affixed by the county to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. PROVIDER also agrees to be bound by the provisions of chapters 304 and 1306 of the Ohio revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

IN WITNESS WHEREOF, the parties have executed this Contract as of the first date below written.

LINKING EMPLOYMENT, ABILITIES & POTENTIAL

BY: \_\_\_\_\_



COUNTY OF CUYAHOGA, OHIO

BY: X



Edward FitzGerald, County Executive

# EXHIBIT I

## STATEMENT OF WORK

The PROVIDER agrees to enter into a Contract with the City of Cleveland/Cuyahoga County Department of Workforce Development for the period September 1, 2009 through August 31, 2011. Under the terms of this Contract, the PROVIDER shall offer educational services, training and other required youth services to WIA In-School Youth

1. The PROVIDER agrees to provide educational services, training and other WIA required youth activities.
2. The PROVIDER agrees to conduct outreach, recruitment and eligibility documentation for a minimum:
  - 62 WIA-eligible in-school youth, ages 14-21 for the period September 1, 2009 through August 31, 2010;
  - 62 WIA-eligible in-school youth, ages 14-21 for the period September 1, 2010 through August 31, 2011.

The PROVIDER will ensure individuals served meet the income eligibility guidelines established by the United States Department of Labor. Those guidelines require that individuals served have annual family income at or below 70% of the Lower Living Standard Income Levels (LLSIL). For Youth registered during this contract period, those income limits are as follows:

Family Size	Maximum Income	Maximum Income
	9/1/09 – 8/31/10 *	9/1/11 – 8/31/11 **
1	\$10,830	\$10,830
2	\$14,570	\$14,570
3	\$19,588	\$19,921
4	\$24,179	\$24,590
5	\$28,536	\$29,021
6	\$33,369	\$33,936

\*For Families of 7 or more, add \$4,833 per additional family member.

\*\* For Families of 7 or more, add \$4,915 per additional family member.

Youth who were registered prior to this contract period need to have met the LLSIL limits set in the applicable contract year. Individuals served who do not meet eligibility requirements, are the sole financial responsibility of the PROVIDER.

3. The PROVIDER shall conduct an objective assessment of the skill levels and service needs of each enrolled youth. Youth who participate in both the period September 1, 2009 through August 31, 2010 and the period September 1, 2010 through August 31,

2011 shall have a an objective assessment completed for both time periods. The assessment shall include a review of basic skills, occupational skills, prior work experience (if applicable), employability, interests and aptitudes (including those for nontraditional jobs), developmental and supportive service needs.

4. The PROVIDER shall develop and periodically review and update an Individual Service Strategy (ISS) for each youth.
5. The PROVIDER agrees to use the State S.C.O.T.I. database to enter all required information related to each youth served. Case notes shall be made into S.C.O.T.I. no less than quarterly.
6. The PROVIDER agrees to work with the COUNTY to assure that Follow-up Services will be provided for a period of 12 months for all WIA-eligible youth, ages 14-21 who exit the program either within the PROVIDER'S program or in collaboration with another PROVIDER of service.
7. The PROVIDER accepts the following WIA Youth Core Indicators of Performance with the understanding that achievement of 80% of each Indicator level by the end of the contract period will be considered having met satisfactory performance.
  1. Entered Employment or Post Secondary Education: @ 63 % of all program exits
  2. Attainment of a High School Diploma: @ 42 % of all program exits
8. The PROVIDER agrees to provide staffing consistent with the staffing level budgeted. Any change to assigned staff and staffing levels must be pre-approved by the COUNTY
9. The PROVIDER will monitor all worksite placements for youth. At a minimum, all worksites will be visited and participating youth and employers will be interviewed. Documentation will be maintained by the PROVIDER related to the monitoring visits.
10. The PROVIDER assures that all other provisions for the delivery of these services not described above shall be in accordance with Attachment A to this Exhibit. Any and all modifications to the planned activities must be submitted to the COUNTY in writing prior to implementation.

ATTACHMENT A TO EXHIBIT II

BUDGET SUMMARY

Linking Employment, Abilities & Potential  
September 1, 2009 -- August 31, 2011

**1. STAFF COSTS**

A. Salaries	\$335,539
B. Payroll Related Expenses	\$107,372

<b><u>TOTAL STAFF COSTS</u></b>	<b><u>\$442,911</u></b>
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**2. OPERATIONAL COSTS**

A. Travel	\$8,094
B. Consumable Supplies	\$1,828
C. Contract Services	\$0
D. Occupancy	\$32,083
E. Work Experience Wages	\$93,322
F. Work Experience Fringes	\$12,132
G. Supportive Services	\$4,320
H. Other (prof. Services, indirect, insurance, etc.)	\$98,967

<b><u>TOTAL OPERATIONAL COSTS</u></b>	<b><u>\$250,746</u></b>
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**3. EQUIPMENT COSTS**

A. Equipment Subject to Depreciation	\$0
B. Small Equipment Purchase	\$5,560
C. Leased and Rental Equipment	\$1,325

<b><u>TOTAL EQUIPMENT COSTS</u></b>	<b><u>\$6,885.00</u></b>
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A. Profit	\$0
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<b><u>TOTAL OTHER</u></b>	<b><u>\$0.00</u></b>
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<b><u>TOTAL PROGRAM BUDGET FOR PROPOSED SERVICES:</u></b>	<b><u>\$700,542.00</u></b>
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<b><u>LESS LEVERAGED RESOURCES</u></b>	<b><u>\$92,162.00</u></b>
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<b><u>TOTAL CONTRACT AMOUNT</u></b>	<b><u>\$608,380.00</u></b>
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