

# AMENDMENT TO A CUYAHOGA COUNTY CONTRACT

## AMENDMENT NO. 2

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, and **TOWARDS EMPLOYMENT, INC.**, a corporation not-for-profit, with principal offices located at 1255 Euclid Avenue, Ste. 300, Cleveland, OH 44115, entered into October 11, 2011, Cuyahoga County Contract No. **CE-1100700**.

### WITNESSETH:

**WHEREAS**, the State of Ohio, Department of Job and Family Services (ODJFS) identified additional funds from the Temporary Assistance for Needy Families (TANF) Fund; and

**WHEREAS**, ODJFS has identified that those funds are to be used to establish or enhance a TANF education and training program for youth in foster care; and

**WHEREAS**, ODJFS will provide TANF funds through the local County Job and Family Services Department; and

**WHEREAS**, Job and Family Services (JFS) is a Health and Human Services agency under the County Executive, responsible for providing work and training opportunities, cash assistance, food assistance, health care, childcare, and other social services to eligible Cuyahoga County residents; and

**WHEREAS**, the JFS has entered into an Inter-Agency Agreement with the City of Cleveland/Cuyahoga County Department of Workforce Development to administer and manage the TANF funds to assist youth in foster care; and

**WHEREAS**, the City of Cleveland/Cuyahoga County Department of Workforce Development, desires to amend the contract with the provider to include the TANF education and training services to foster youth.

**NOW, THEREFORE**, the following amendment to the aforementioned Contract is agreed to by and between the parties hereto, as follows:

I. That Section 1 of Contract Period and Amounts be amended to read as follows:

The PROVIDER will provide the services set forth in Attachment A of Exhibit I. The entire contract period is from 9/1/2011 to 6/30/2013. Total payments for this period will not exceed **\$350,000** and will be paid in accordance with the terms and conditions of Exhibit II, entitled Budget thereof. This amendment represents an increase of **\$50,000** for the provision of TANF funded employment and training related services to youth in foster care. **The TANF employment and training services are to be provided for the period April 1, 2013 through June 30, 2013.** 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 to include Attachment B. Attachment B to Exhibit I, reflects the amended Statement of Work for the provision of education and training services for TANF eligible foster care youth.
- III. That Exhibit II (Budget Summary) be amended to include Attachment A-1. Attachment A-1 to Exhibit II, reflects the Budget Summary for the provision of education and training services for TANF eligible foster care youth.
- IV. That Exhibit IV be amended to include Attachment A-1 (Cost Reimbursement Invoice for the TANF education and training services for TANF eligible foster care youth. This invoice must be submitted monthly by the 15<sup>th</sup> day of the subsequent month of service.

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.

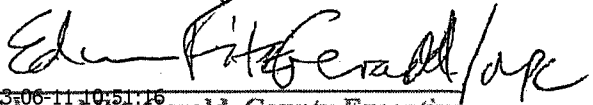
IN WITNESS WHEREOF, the parties have executed this Contract as of the first date below written.

**TOWARDS EMPLOYMENT, INCORPORATED**

BY: 

DATE: 4/12/13

**COUNTY OF CUYAHOGA, OHIO**  
Edward Fitzgerald, County Executive

BY:   
2013-06-11 10:51:16  
Edward Fitzgerald, County Executive

DATE: \_\_\_\_\_

# **EXHIBIT I**

## **ATTACHMENT B**

### **STATEMENT OF WORK**

The PROVIDER agrees to enter into a Contract amendment with Cuyahoga County, Ohio on behalf of the City of Cleveland/Cuyahoga County Department of Workforce Development to provide TANF funded education and training services to youth in foster care for the period **April 1, 2013** through **June 30, 2013**. Under the terms of this Contract amendment, the PROVIDER shall offer education and training services to youth in foster care to an estimated 145 youth. The youth served will be 14 – 21 years of age.

1. The PROVIDER agrees to provide education and training services to youth in foster care to an estimated 145 youth.
2. The PROVIDER agrees to conduct outreach, recruitment and eligibility determination for an estimated 145 foster care eligible youth, ages 14-21.
3. The PROVIDER will ensure individuals served meet the eligibility guidelines established by Cuyahoga County. To be eligible for TANF funded services the applicant/participant must:
  - Reside in Cuyahoga County;
  - Be a United States Citizen or qualified alien;
  - Have or have applied for a Social Security Number;
  - Be a youth in foster care;

Individuals served who do not meet the TANF eligibility guidelines/requirements, are the sole financial responsibility of the PROVIDER.

4. The PROVIDER will maintain a file for each youth provided education and training services. The file will contain documentation determining the Youth eligible for the program.
5. The PROVIDER will develop appropriate worksites for youth provided Work Experience/Internships. Consideration should be based on age-appropriateness of the worksite, and a youth's skills/interests.
6. The PROVIDER agrees to supply information on planning and performance goals which the DEPARTMENT requests. The DEPARTMENT may require any information be submitted in a format which will be provided to PROVIDER.

## **Attachment A to Statement of Work**

### **PROGRAM SUMMARY**

Towards Employment (TE) is a 37 year old, nonprofit organization that supports low-income individuals with barriers to employment to find and keep quality jobs as a critical step toward self-sufficiency. Since 1976, Towards Employment has helped over 120,000 Greater Cleveland residents through job readiness training, placement, retention and supportive services, provided in a comprehensive and responsive manner. Our mission is "to empower people to achieve and maintain self-sufficiency through employment." Towards Employment is dedicated to providing a wide range of quality services and programs that directly impact the quality of life of the residents of City of Cleveland and Cuyahoga County.

### **Service Delivery Model**

Employment Connection has been selected by the Ohio Department of Jobs and Family Services (ODJFS) to operate a pilot program for youth involved with the Foster Care system called *Connecting the Dots from Foster Care to Employment and Independent Living*. The goal of this initiative is to dramatically improve the educational and employment outcomes for Ohio youth aging out of foster care, supporting their transition to adulthood by providing multiple, and coordinated program services. Towards Employment currently operates the Youth Resource Center (YRC) located at Employment Connection which will be the home base for the Employment Connection Connecting the Dots program. The process for service delivery by Towards Employment YRC staff – Youth Specialists (2 FTE's based at the YRC) - will be as follows:

- The Employment Connection Youth Resource Center (YRC) will obtain a list of potential referrals from Cuyahoga County Department of Children and Family Services (CCDCFS) and contact each teen by phone and mail to invite them to our WIA/Independent Living (IL) awareness events.
- The YRC will host ongoing monthly, youth-friendly events to advertise the Connecting the Dots (CTD) WIA Program. During each event, CTD participating WIA Youth Providers will discuss the benefits of their program and share success stories. Discussions will include presentations from current and former WIA participants.
- The YRC will survey youth attendees to determine if they'd like to enroll with one of the participating WIA providers. The YRC will collect referral information from each interested teen.
- After the events, the YRC will contact teens to initiate the intake process and connect with a CTD WIA provider.
- Outside of the events, all referrals/inquiries from case workers, teens, and foster parents will be streamlined through the YRC.

Based on the information collected, the YRC will begin identifying potential WIA Youth Providers. Referrals to providers will be based on the following criteria:

1. Whether IL youth is In-School or Out-of-School
2. Participating Provider Availability of Slots
3. Ideal match between provider specialty and youth career interest/specific need
4. Geographic location of IL youth at intake
5. School

Towards Employment YRC staff will provide services according to the system in place for the general WIA Youth population *with the exception of the mentoring component*. Services to each IL youth would include assessment, development of ISS based on assessment results and informed by CCDCFS and the mentoring partner.

## **Work experience**

Work experience is a critical element expected for all IL youth. The work experience will occur for most youth at their CTD WIA provider. A small number of IL youth (estimated at 15 out of school IL youth) will be expected to receive their work experience through the YRC. A Career Consultant will work with employers to develop work experiences (WE) for the IL youth, targeting WE's that have the strong potential for regular hire at the conclusion of the work experience. The Career Consultant will meet with the IL youth to determine work interests, skills and aptitude to help identify the best work experience. Each WE will be set for 4 weeks, 20 hours per week. The IL youth will receive a stipend equal to \$7.85 per hour. Stipend will be paid on a weekly basis to the youth. The Career Consultant will visit the site weekly, provide support to the IL youth and employer, track attendance, process timesheets, and assist the IL youth with connection to employment should the WE not result in regular hire.

## **Supportive Services**

The IL youth will be provided with approved supportive services needed for success in their OSY provider training, school, work experience or secured employment. The supportive services will be processed by the CTD WIA youth Specialist. Information and referral is an integral part of the individualized process. The youth specialist will seek to explore the IL youth's own network and the availability of existing community resources, where appropriate, before drawing on WIA resources. If a referral is appropriate, the Youth specialist will facilitate connection to any referral source to ensure that the need is actually met. While an individual is participating in WIA CTD permitted activities, the youth specialist will be available to assist the individual with any additional supportive service needs. When placement occurs at the completion of training, supportive services are provided that will remove barriers to employment, and ensure the successful start of their job, and enhance the prospects for job retention.

Supportive services approved for the CTD WIA youth will be on an assessed-need basis, the predominance of being transportation. The Youth Specialist will work to identify community resources to assist with other needs including health care, emergency assistance, clothing, tools, basic living needs

## **Reporting**

Towards Employment will comply with all reporting requirements including entering service information in the SCOTI system. All Towards Employment staff will have obtained training on the SCOTI system. An individual electronic file will be kept on each IL youth and the case notes will be updated, at minimum, on a monthly basis and will include:

- School/program attendance and participation
- Progress toward meeting ISS goals
- Status in job-search/entry into post-secondary education
- Any troubleshooting/conflict resolution
- Whether attempts at contact have been unsuccessful
- At least 3 documented attempts to re-engage during that month

Towards Employment will provide monthly reports on the overall outcomes for services provided through the Connecting the Dots program at the Employment Connection YRC.

## **Outcomes**

The estimated number to be served through referral and intake to the Connecting the Dots program at the YRC is 145. It is also estimated that approximately 50 (or 35%) of these will be OSY youth. Of these it is estimated 40 will continue to a CTD WIA provider for training and work experience programming; and 10 will receive work experience through the YRC. Towards Employment is open to discussion with Employment Connection on other potential outcome objectives.

ATTACHMENT A TO EXHIBIT II

WIA BUDGET SUMMARY  
**BUDGET SUMMARY**

Connecting The Dots

TOTAL PROGRAM  
BUDGET  
04/1/13 - 6/30/13

(Complete budget worksheets)

**1 STAFF COSTS:**

A. Salaries	27,591.98
B. Payroll Related Expenses	6,865.00
TOTAL STAFF COSTS	<hr/> <b>\$ 34,456.98</b>

**2 OPERATIONAL COSTS**

A. Travel	135.00
B. Consumable Supplies	540.00
C. Contract Services	260.00
D. Occupancy	684.04
E. Insurance	182.22
F. Indirect Costs	-
G. Other Miscellaneous	637.79
H. Work Experience Wages	6,280.00
I. Work Experience Fringes	-
J. Supportive Services	4,600.00
TOTAL OPERATIONAL COSTS	<hr/> <b>\$ 13,319.05</b>

**3 EQUIPMENT COSTS:**

A. Small Equipment Purchase  
B.. Leases and Rental Equipment

-  
2,223.97

**TOTAL EQUIPMENT COSTS**

**\$ 2,223.97**

**Less Leveraged Resources (Identify in the Budget Narrative)**

**TOTAL PROPOSAL REQUEST**

**\$ 50,000.00**

**NOTE: Also attach a one page budget narrative explanation to support the request. The budget narrative should break down the budget and leveraged resources by the activities specified in the proposal.**

**ATTACHMENT A-1 TO EXHIBIT IV**

**COST REIMBURSEMENT INVOICE**

**MONTHLY INVOICE**

**INVOICE PERIOD**

\_\_\_\_\_

**CONTRACTOR NAME:**

\_\_\_\_\_

**CONTRACTOR ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

<b>EXPENDITURE ACCOUNTS</b>	<b>CONTRACT BUDGET AMOUNT</b>	<b>CONTRACT TO-DATE EXPENSES</b>	<b>TANF CURRENT INVOICE</b>
Salaries			
Fringe Benefits			
Travel			
Consumable Supplies			
Contract Services			
Occupancy			
Work Experience Wages			
Work Experience Fringes			
Supportive Services			
Equipment			
Other			
<b>TOTAL CONTRACT AMOUNT</b>			