

**MODIFICATION #1  
TO AGREEMENT NO. 002-301-16**

**PURPOSE:**

The purpose of this modification is to increase the amount of the agreement by \$50,000 primarily to incorporate additional vocational training and work experience costs in the budget and to incorporate revised participant plans primarily to reflect a fewer number of youth carried in from program year 2014-15, and a greater number of new youth to be enrolled in PY 2015-16.

**CHANGES:**

1. Exhibit A, Program Design & Standards, is modified as follows: Replace Attachment I participant plans for Total Program, In-School Youth, and Out-of-School Youth with the attached.
2. Exhibit D, Budget, is modified as follows: Total amount of the agreement is \$400,000. Replace Exhibit D and Attachment I line item budgets for Total Program, In-School Youth, and Out-of-School Youth with the attached.

All other terms and conditions of this Agreement remain in effect.

**EFFECTIVE DATE OF THE MODIFICATION:**

February 1, 2016

**CITY OF SUNNYVALE**

**JOBTRAIN**

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

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

NAME: **Deanna J. Santana**

NAME: **Nora Sobolov**

TITLE: **City Manager**

TITLE: **Executive Director**

TOTAL YOUTH		PARTICIPANT PLAN		
Applicant Name:		JobTrain		
Program Title :		WIOA YOUTH Program PY2015-16		
Term:	7/1/15	through	6/30/16	
Revision Date:	2/1/16			
<b>I. Quarterly Participation (Cumulative)</b>				
A. Quarter End Date (MM/YY)	9/15	12/15	3/16	6/16
B. Participants Carried In	27	27	27	27
C. New Participants	15	21	40	57
D. Total Participants (B+C)	42	48	67	84
E. Participants Exited	9	16	23	34
F. Participants Carried Out	33	32	44	50
<b>II. Program Services (Total Participants, Regardless of Funding Source, to Receive )</b>				
A. Youth Services				84
B. Youth Work Experience				20
<b>III. Performance Goals</b>	<b>PY 15-16 State*</b>	<b>Project</b>		
A. Entered Employment or Education Rate	72.0%	72.0%		
B. Attained Degree or Certification	62.0%	62.0%		
C. Literacy / Numeracy Gains	40.5%	40.5%		

IN-SCHOOL YOUTH PARTICIPANT PLAN				
<b>Organization Name:</b> JobTrain				
<b>Program Title :</b> WIOA YOUTH Program PY2015-16				
<b>Term:</b>	7/1/15	through	6/30/16	
<b>Revision Date:</b>	2/1/16			
<b>I. Quarterly Participation (Cumulative)</b>				
A. Quarter End Date (MM/YY)	9/15	12/15	3/16	6/16
B. Participants Carried In	6	6	6	6
C. New Participants	4	4	4	4
D. Total Participants (B+C)	10	10	10	10
E. Participants Exited	3	4	5	6
F. Participants Carried Out	7	6	5	4
<b>II. Program Services (Total Participants, Regardless of Funding Source, to Receive )</b>				
A. Youth Services				10
B. Youth Work Experience				5
<b>III. Performance Goals</b>	<b>PY 15-16 State*</b>	<b>Project</b>		
A. Entered Employment or Education Rate	72.0%	72.0%		
B. Attained Degree or Certification	62.0%	62.0%		
C. Literacy / Numeracy Gains	40.5%	40.5%		

OUT-OF-SCHOOL YOUTH PARTICIPANT PLAN				
<b>Organization Name:</b> JobTrain				
<b>Program Title :</b> WIOA YOUTH Program PY2015-16				
<b>Term:</b>	7/1/15	through	6/30/16	
<b>Revision Date:</b>	2/1/16			
<b>I. Quarterly Participation (Cumulative)</b>				
A. Quarter End Date (MM/YY)	9/15	12/15	3/16	6/16
B. Participants Carried In	21	21	21	21
C. New Participants	11	17	36	53
D. Total Participants (B+C)	32	38	57	74
E. Participants Exited	6	12	18	28
F. Participants Carried Out	26	26	39	46
<b>II. Program Services (Total Participants, Regardless of Funding Source, to Receive )</b>				
A. Youth Services				74
B. Youth Work Experience				15
<b>III. Performance Goals</b>	<b>PY 15-16 State*</b>	<b>Project</b>		
A. Entered Employment or Education Rate	72.0%	72.0%		
B. Attained Degree or Certification	62.0%	62.0%		
C. Literacy / Numeracy Gains	40.5%	40.5%		

## **BUDGET**

The Subrecipient will be reimbursed for youth services program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$400,000 as detailed in Attachment 1.

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

### **Out-of-School Youth Expenditure Requirement**

It is required that a minimum of 89 percent of contract expenditures be for costs related to serving out-of-school youth.

### **Work Experience Expenditure Requirement**

It is required that a minimum of 25 percent of contract expenditures be for costs related to work experience.

**Accrued expenditures** (not yet paid) must be reported monthly on the Request for Payment.

**Matching funds**<sup>1</sup> are not required for this Agreement but are encouraged in order to leverage grant funds. They may be reported on the Request for Payment. Documentation must be maintained for matching fund expenditures reported.

## **METHOD OF PAYMENT**

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form enclosed with this Agreement. Requests shall be submitted by the 10<sup>th</sup> of the month following the month for which reimbursement is being requested.

**Expenditures for in-school and out-of-school youth must be tracked and reported separately.**

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. Failure to submit required documentation and forms may cause a delay in payment.

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<sup>1</sup> The definition of cash match is a contribution of funds made available to the contractor, to be used specifically for these project activities and consistent with the allowable activities of the fund source. The contractor has control over and disburses these funds. Examples include: money received from employers, foundation, private entities, or local governments. The definition of in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services, or use of equipment or space.

<b>TOTAL YOUTH PROGRAM    BUDGET SUMMARY PLAN</b>				
<b>Organization Name: JobTrain</b>				
<b>Project Title :            WIOA YOUTH Program PY2015-16</b>				
<b>Term:</b>	7/1/15	through	6/30/16	
<b>Revision Date:            2/1/16</b>				
<b>I. Expenditures:</b>				
A. Staff Salaries				138,711
B. Number of full-time equivalents:	3.6			
C. Staff Benefits				40,226
D. Staff Benefit Rate (percent)	29.0%			
E. Staff Travel				2,000
F. Operating Expenses				26,563
G. Leases				-
G. Equipment (not permitted)				
H. Work Experience (attach detailed Description)				100,000
I. Supportive Services				7,000
J. Other Contractual (attach detailed description)				-
K. Indirect Costs				-
L. Indirect Cost Rate (percent)				-
M. Name of Cognizant Agency:				-
N. Other (describe): Vocational Training				85,500
O. Total				400,000
<b>II. Quarterly Expenditures:</b>				
	<b>Work Experience</b>	<b>Operating</b>	<b>Total</b>	<b>Cumulative</b>
<b>Q1</b>	25,000	75,000	100,000	100,000
<b>Q2</b>	25,000	75,000	100,000	200,000
<b>Q3</b>	25,000	75,000	100,000	300,000
<b>Q4</b>	25,000	75,000	100,000	400,000
<b>Total</b>	100,000	300,000	400,000	

<b>IN-SCHOOL</b>		<b>BUDGET SUMMARY PLAN</b>		
<b>Organization Name: JobTrain</b>				
<b>Project Title : WIOA YOUTH Program PY2015-16</b>				
<b>Term:</b>	7/1/15	through	6/30/16	
<b>Revision Date:</b>	2/1/16			
<b>I. Expenditures:</b>				
A. Staff Salaries			10,583	
B. Number of full-time equivalents:		0.2		
C. Staff Benefits			3,069	
D. Staff Benefit Rate (percent)		29.0%		
E. Staff Travel			350	
F. Operating Expenses			6,363	
G. Leases				
Equipment - need to request permission				
H. Work Experience (attach detailed Description)			21,526	
I. Supportive Services			700	
J. Other Contractual (attach detailed description)				
K. Indirect Costs				
L. Indirect Cost Rate (percent)				
M. Name of Cognizant Agency:				
N. Other (describe): Vocational Training			-	
O. Total			42,590	
<b>II. Quarterly Expenditures:</b>				
	<b>Work Experience</b>	<b>Operating</b>	<b>Total</b>	<b>Cumulative</b>
<b>Q1</b>	5,381	5,266	10,648	10,648
<b>Q2</b>	5,381	5,266	10,648	21,295
<b>Q3</b>	5,381	5,266	10,648	31,943
<b>Q4</b>	5,381	5,266	10,648	42,590
<b>Total</b>	21,526	21,065	42,590	

<b>OUT OF SCHOOL</b>		<b>BUDGET SUMMARY PLAN</b>		
<b>Organization Name:</b> JobTrain				
<b>Project Title :</b> WIOA YOUTH Program PY2015-16				
<b>Term:</b>	7/1/15	through	6/30/16	
<b>Revision Date:</b> 2/1/16				
<b>I. Expenditures:</b>				
A. Staff Salaries			128,128	
B. Number of full-time equivalents:		3.4		
C. Staff Benefits			37,157	
D. Staff Benefit Rate (percent)		29.0%		
E. Staff Travel			1,650	
F. Operating Expenses			20,200	
G. Leases				
G. Equipment (not permitted)				
H. Work Experience (attach detailed Description)			78,474	
I. Supportive Services			6,300	
J. Other Contractual (attach detailed description)				
K. Indirect Costs				
L. Indirect Cost Rate (percent)			-	
M. Name of Cognizant Agency:			-	
N. Other (describe): Vocational Training			85,500	
O. Total			357,410	
<b>II. Quarterly Expenditures:</b>				
	<b>Work Experience</b>	<b>Operating</b>	<b>Total</b>	<b>Cumulative</b>
<b>Q1</b>	19,619	69,734	89,352	89,352
<b>Q2</b>	19,619	69,734	89,352	178,705
<b>Q3</b>	19,619	69,734	89,352	268,057
<b>Q4</b>	19,619	69,734	89,352	357,410
<b>Total</b>	<b>78,474</b>	<b>278,935</b>	<b>357,410</b>	