

**MODIFICATION #1
TO AGREEMENT NO. 004-301-16**

PURPOSE:

The purpose of this modification is to increase the amount of the agreement by \$300,000 to a total of \$550,000 and extend the term of the agreement to June 30, 2017.

CHANGES:

1. Exhibit A, Program Design & Standards, is modified as follows: Replace Attachment 1 participant plans for Total Program, In-School Youth, and Out-of-School Youth with the attached. Note that the performance goals for PY16-17 have not been released by the State. This agreement will be modified to reflect new goals when they are available.
2. Exhibit D, Budget, is modified as follows: Total amount of the agreement is \$550,000. Replace Exhibit D and Attachment 1 line item budgets for Total Program, In-School Youth, and Out-of-School Youth with the attached covering the period of July 1, 2015 through June 30, 2017.

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

EFFECTIVE DATE OF THE MODIFICATION:

June 1, 2016

CITY OF SUNNYVALE

**JEFFERSON UNION HIGH
SCHOOL DISTRICT**

BY: _____

BY: _____

NAME: **Deanna J. Santana**

NAME: **Tom Minshew**

TITLE: **City Manager**

TITLE: **Superintendent**

TOTAL YOUTH					PARTICIPANT PLAN			
Organization Name: Jefferson Union HSD								
Program Title : WIOA Youth Program								
TERM: 7/1/2015 - 6/30/2017	YEAR 1				YEAR 2			
Revision Date: 4/25/16	July 1, 2015 - June 30, 2016				July 1, 2016 - June 30, 2017			
I. Quarterly Participation (Cumulative)								
A. Quarter End Date (MM/YY)	9/15	12/15	3/16	6/16	9/16	12/16	3/17	6/17
B. Participants Carried In	14	14	14	14	9	9	9	9
C. New Participants	-	12	17	22	4	13	22	30
D. Total Participants (B+C)	14	26	31	36	13	22	31	39
E. Participants Exited	-	5	5	27	-	3	4	7
F. Participants Carried Out	14	21	26	9	13	19	27	32
II. Program Services (Total Participants, Regardless of Funding Source, to Receive)								
A. Youth Services	Year 1			36	Year 2			39
B. Youth Work Experience	Year 1			19	Year 2			26
C. Occupational Training								
III. Performance Goals	PY15 LWIA	Project			PY16 LWIA	Project		
A. Entered Employment or Education Rate	72%	72%			72%	72%		
B. Attained Degree or Certification	62%	62%			62%	62%		
C. Literacy / Numeracy Gains	41%	41%			41%	41%		

IN-SCHOOL YOUTH					PARTICIPANT PLAN			
Organization Name: Jefferson Union HSD								
Program Title : WIOA Youth Program								
TERM: 7/1/2015 - 6/30/2017	YEAR 1				YEAR 2			
Revision Date: 4/25/16	July 1, 2015 - June 30, 2016				July 1, 2016 - June 30, 2017			
I. Quarterly Participation (Cumulative)								
A. Quarter End Date (MM/YY)	9/15	12/15	3/16	6/16	9/16	12/16	3/17	6/17
B. Participants Carried In	4	4	4	4	-	-	-	-
C. New Participants	-	4	4	4	-	2	5	7
D. Total Participants (B+C)	4	8	8	8	-	2	5	7
E. Participants Exited	-	2	2	8	-	-	-	-
F. Participants Carried Out	4	6	8	-	-	2	5	7
II. Program Services (Total Participants, Regardless of Funding Source, to Receive)								
A. Youth Services	Year 1 8				Year 2 7			
B. Youth Work Experience	Year 1 4				Year 2 6			
C. Occupational Training								
III. Performance Goals	PY15 LWIA	Project			PY16 LWIA	Project		
A. Entered Employment or Education Rate	72%	72%			72%	72%		
B. Attained Degree or Certification	62%	62%			62%	62%		
C. Literacy / Numeracy Gains	41%	41%			41%	41%		

OUT-OF-SCHOOL YOUTH					PARTICIPANT PLAN			
Organization Name: Jefferson Union HSD								
Program Title : WIOA Youth Program								
TERM: 7/1/2015 - 6/30/2017	YEAR 1				YEAR 2			
Revision Date: 4/25/16	July 1, 2015 - June 30, 2016				July 1, 2016 - June 30, 2017			
I. Quarterly Participation (Cumulative)								
A. Quarter End Date (MM/YY)	9/15	12/15	3/16	6/16	9/16	12/16	3/17	6/17
B. Participants Carried In	10	10	10	10	9	9	9	9
C. New Participants	-	8	13	18	4	11	17	23
D. Total Participants (B+C)	10	18	23	28	13	20	26	32
E. Participants Exited	-	3	3	19	-	3	4	7
F. Participants Carried Out	10	15	20	9	13	17	22	25
II. Program Services (Total Participants, Regardless of Funding Source, to Receive)								
A. Youth Services	Year 1			28	Year 2			32
B. Youth Work Experience	Year 1			15	Year 2			20
C. Occupational Training								
III. Performance Goals	PY15 LWIA	Project			PY16 LWIA	Project		
A. Entered Employment or Education Rate	72%	72%			72%	72%		
B. Attained Degree or Certificati	62%	62%			62%	62%		
C. Literacy / Numeracy Gains	41%	41%			41%	41%		

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 \$550,000, 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 83 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 funds¹ 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 10th 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.

¹ 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.

TOTAL YOUTH PROGRAM BUDGET SUMMARY PLAN				
Organization Name: Jefferson Union HSD				
Project Title : WIOA YOUTH Program Years 2015 - 2017				
Term:	7/1/15 - 6/30/17	In	Out of	
Revision Date:	4/29/16	School	School	Total
I. Expenditures:				
A. Staff Salaries	33,894	171,810	205,704	
B. Number of full-time equivalents:				
C. Staff Benefits	8,589	43,877	52,466	
D. Staff Benefit Rate (percent)				
E. Staff Travel	956	4,093	5,049	
F. Operating Expenses	8,093	34,686	42,779	
G. Leases	180	820	1,000	
Equipment - need to request permission				
H. Work Experience (attach detailed Des	32,530	141,515	174,045	
1. Staff Salaries				
2. Staff Benefits				
3. Youth Salaries				
I. Occupational Training	-	-	-	
J. Supportive Services	6,780	36,436	43,216	
K. Other Contractual (attach detailed des	-	-	-	
1. Staff WorkEx Support				
2. Youth Salaries				
3. Other				
L. Indirect Costs (if applicable)	4,337	21,404	25,741	
M. Indirect Cost Rate (percent)				
N. Name of Cognizant Agency:				
O. Other (describe):				
P. Total	95,359	454,641	550,000	

YEAR 1		BUDGET SUMMARY PLAN				
Organization Name: Jefferson Union HSD						
Project Title : WIOA YOUTH Program Year One 2015 - 2016						
Term:	7/1/15 - 6/30/17	In School		Out of School		Total
Revision Date:	4/29/16	7/15-6/16		7/15-6/16		
I. Expenditures:						
A. Staff Salaries			13,305		78,017	91,322
B. Number of FTE:		0.2		3.4		
C. Staff Benefits			3,236		19,491	22,727
D. Staff Benefit Rate (percent)		24%		25%		
E. Staff Travel			470		1,879	2,349
F. Operating Expenses			3,926		15,704	19,630
G. Leases						
Equipment - need to request permission						
H. Work Experience (attach detailed Description)			12,920		67,135	80,055
1. Staff Salaries						
2. Staff Benefits						
3. Youth Salaries						
I. Occupational Training			-		-	-
J. Supportive Services			3,000		19,216	22,216
K. Other Contractual (attach detailed description)						-
1. Staff WorkEx Support						
2. Youth Salaries						
3. Other						
L. Indirect Costs (if applicable)			1,810		9,891	11,701
M. Indirect Cost Rate (percent)		4.91%				
N. Name of Cognizant Agency:		JUHSD				
O. Other (describe i.e.Admin, Overhead...):						
P. Total			38,667		211,333	250,000

YEAR 2		BUDGET SUMMARY PLAN			
Organization Name: Jefferson Union HSD					
Project Title : WIOA YOUTH Program Year Two 2016 - 2017					
Term:	7/1/15 - 6/30/17	In School	Out of School		Total
Revision Date:	4/29/16	7/16-6/17	7/16-6/17		
I. Expenditures:					
A. Staff Salaries		20,589		93,793	114,382
B. Number of full-time equivalents:	0.65		3.36		
C. Staff Benefits		5,353		24,386	29,739
D. Staff Benefit Rate (percent)	26%		26%		
E. Staff Travel		486		2,214	2,700
F. Operating Expenses		4,167		18,982	23,149
G. Leases		180		820	1,000
Equipment - need to request permission					
H. Work Experience (attach detailed Description)		19,610		74,380	93,990
1. Staff Salaries	5,852		26,660		
2. Staff Benefits	1,522		6,932		
3. Youth Salaries	12,236		40,788		
I. Occupational Training					-
J. Supportive Services		3,780		17,220	21,000
K. Other Contractual (attach detailed description)				-	-
1. Staff WorkEx Support					
2. Youth Salaries					
3. Other					
L. Indirect Costs (if applicable)		2,527		11,513	14,040
M. Indirect Cost Rate (percent)	4.91%				
N. Name of Cognizant Agency:	JUHSD				
O. Other (describe i.e.Admin, Overhead...):					
P. Total		56,692		243,308	300,000