

**MODIFICATION #2  
TO AGREEMENT NO. 002-301-16**

**PURPOSE:**

The purpose of this modification is to increase the amount of the agreement by \$500,000 to \$900,000 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 \$900,000. 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**

**JOBTRAIN**

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

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

NAME: **Deanna J. Santana**

NAME: **Nora Sobolov**

TITLE: **City Manager**

TITLE: **Executive Director**

TOTAL YOUTH					PARTICIPANT PLAN			
Organization Name: JobTrain								
Program Title : WIOA Youth Program								
TERM: 7/1/2015 - 6/30/2017		YEAR 1			YEAR 2			
Revision Date: 4/27/16		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	27	27	27	27	40	40	40	40
C. New Participants	16	21	44	57	20	30	53	64
D. Total Participants (B+C)	43	48	71	84	60	70	93	104
E. Participants Exited	8	17	24	44	8	14	27	45
F. Participants Carried Out	35	31	47	40	52	56	66	59
II. Program Services (Total Participants, Regardless of Funding Source, to Receive )								
A. Youth Services	Year 1			84	Year 2			104
B. Youth Work Experience	Year 1			20	Year 2			24
C. Occupational Training					Year 2			23
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: JobTrain									
Program Title : WIOA Youth Program									
TERM: 7/1/2015 - 6/30/2017	YEAR 1				YEAR 2				
Revision Date: 4/27/16	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	6	6	6	6	2	2	2	2	
C. New Participants	4	4	4	4	8	8	8	8	
D. Total Participants (B+C)	10	10	10	10	10	10	10	10	
E. Participants Exited	3	4	6	8	2	2	2	10	
F. Participants Carried Out	7	6	4	2	8	8	8	0	
II. Program Services (Total Participants, Regardless of Funding Source, to Receive )									
A. Youth Services	Year 1				10	Year 2			10
B. Youth Work Experience	Year 1				5	Year 2			8
C. Occupational Training						Year 2			
III. Performance Goals	PY15 LWIA	Project			PY16 LWIA	Project			
A. Entered Employment or Education Rate	72%	72%							
B. Attained Degree or Certification	62%	62%							
C. Literacy / Numeracy Gains	41%	41%							

OUT-OF-SCHOOL YOUTH					PARTICIPANT PLAN			
Organization Name: JobTrain								
Program Title : WIOA Youth Program								
TERM: 7/1/2015 - 6/30/2017	YEAR 1				YEAR 2			
Revision Date: 4/27/16	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	21	21	21	21	38	38	38	38
C. New Participants	12	17	40	53	12	22	45	56
D. Total Participants (B+C)	33	38	61	74	50	60	83	94
E. Participants Exited	5	13	18	36	6	12	25	35
F. Participants Carried Out	28	25	43	38	44	48	58	59
II. Program Services (Total Participants, Regardless of Funding Source, to Receive )								
A. Youth Services	Year 1			74	Year 2			94
B. Youth Work Experience	Year 1			15	Year 2			16
C. Occupational Training	Year 1				Year 2			23
III. Performance Goals	PY15 LWIA	Project			PY16 LWIA	Project		
A. Entered Employment or Education Rate	72%	72%						
B. Attained Degree or Certification	62%	62%						
C. Literacy / Numeracy Gains	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 \$900,000, 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 91 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:</b> JobTrain				
<b>Project Title :</b> WIOA YOUTH Program Years 2015 - 2017				
<b>Term:</b>	7/1/15 - 6/30/17	In	Out of	
<b>Revision Date:</b>	4/29/16	School	School	Total
<b>I. Expenditures:</b>				
A. Staff Salaries	15,886	312,080	327,966	
B. Number of full-time equivalents:				
C. Staff Benefits	4,607	90,504	95,111	
D. Staff Benefit Rate (percent)				
E. Staff Travel	700	3,300	4,000	
F. Operating Expenses	9,388	45,535	54,923	
G. Leases			-	
Equipment - need to request permission				
H. Work Experience (attach detailed Des	23,673	177,327	201,000	
1. Staff Salaries				
2. Staff Benefits				
3. Youth Salaries				
I. Occupational Training	-	177,500	177,500	
J. Supportive Services	1,000	14,500	15,500	
K. Other Contractual (attach detailed des	24,000	-	24,000	
1. Staff WorkEx Support				
2. Youth Salaries				
3. Other				
L. Indirect Costs (if applicable)				
M. Indirect Cost Rate (percent)				
N. Name of Cognizant Agency:				
O. Other (describe):				
<b>P. Total</b>	<b>79,254</b>	<b>820,746</b>	<b>900,000</b>	

<b>YEAR 1</b>		<b>BUDGET SUMMARY PLAN</b>			
<b>Organization Name:</b> JobTrain					
<b>Project Title :</b> WIOA YOUTH Program Year One 2015 - 2016					
<b>Term:</b>	7/1/15 - 6/30/17	<b>In School</b>	<b>Out of School</b>		
<b>Revision Date:</b>	4/29/16	7/15-6/16	7/15-6/16		<b>Total</b>
<b>I. Expenditures:</b>					
A. Staff Salaries		<b>10,583</b>		<b>128,128</b>	<b>138,711</b>
B. Number of FTE:	0.2		3.4		
C. Staff Benefits		<b>3,069</b>		<b>37,157</b>	<b>40,226</b>
D. Staff Benefit Rate (percent)	29%		29%		
E. Staff Travel		<b>350</b>		<b>1,650</b>	<b>2,000</b>
F. Operating Expenses		<b>6,363</b>		<b>20,200</b>	<b>26,563</b>
G. Leases					
Equipment - need to request permission					
H. Work Experience (attach detailed Description		<b>21,526</b>		<b>78,474</b>	<b>100,000</b>
1. Staff Salaries			1,664		
2. Staff Benefits			483		
3. Youth Salaries					
I. Occupational Training		-		<b>85,500</b>	<b>85,500</b>
J. Supportive Services		<b>700</b>		<b>6,300</b>	<b>7,000</b>
K. Other Contractual (attach detailed description)					-
1. Staff WorkEx Support					
2. Youth Salaries					
3. Other					
L. Indirect Costs (if applicable)					
M. Indirect Cost Rate (percent)					
N. Name of Cognizant Agency:					
O. Other (describe i.e.Admin, Overhead...):					
<b>P. Total</b>		<b>42,591</b>		<b>357,409</b>	<b>400,000</b>

YEAR 2		BUDGET SUMMARY PLAN			
Organization Name:   JobTrain					
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		5,303		183,952	189,255
B. Number of full-time equivalents:	0.1		3.36		
C. Staff Benefits		1,538		53,347	54,885
D. Staff Benefit Rate (percent)	29%		29%		
E. Staff Travel		350		1,650	2,000
F. Operating Expenses		3,025		25,335	28,360
G. Leases					
Equipment - need to request permission					
H. Work Experience (attach detailed Description)		2,147		98,853	101,000
1. Staff Salaries	1,664		43,326		
2. Staff Benefits	483		12,565		
3. Youth Salaries			42,962		
I. Occupational Training				92,000	92,000
J. Supportive Services		300		8,200	8,500
K. Other Contractual (attach detailed description)		24,000		-	24,000
1. Staff WorkEx Support	12,000				
2. Youth Salaries	12,000				
3. Other					
L. Indirect Costs (if applicable)					
M. Indirect Cost Rate (percent)					
N. Name of Cognizant Agency:					
O. Other (describe i.e.Admin, Overhead...):					
P. Total		36,663		463,337	500,000