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REPORT TO COUNCIL

SUBJECT

Award a Contract to ALLIES for English Language Learner Workforce Navigator Pilot Project Technical Assistance

BACKGROUND

The State of California issued a Request for Proposals for California workforce development boards to develop and implement Workforce Navigator Pilot Projects that increase access, create/enhance program structure and availability, and provide supportive services within the workforce system for California's Limited English Proficient (LEP) population. Five workforce boards were selected to receive awards of \$500,000 each for English Language Learner (ELL) Workforce Navigator Pilot Projects, funded through the Workforce Innovation and Opportunity Act (WIOA). NOVA was requested by the State to participate in this project in an administrative and coordination role and awarded \$500,000 in WIOA funding.

Pursuant to federal law (29 USCA Section 3122), the City Council is the "chief elected official," and the "local grant recipient" and "fiscal agent" for NOVA and the Local Workforce Development Board. In filling these functions, City Council's past practice for contracts exceeding \$100,000 has been to approve the award of the contract and authorize the City Manager to execute the contract.

EXISTING POLICY

Council Policy 5.1.1: Socio-Economic - Goals and Policies: Education and Training Goal 5.1F: Provide job training and employment services, within constraints of operative Federal regulations and available Federal funding, to address the locally-determined employment and training needs of economically disadvantaged residents and others with special needs.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental, organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

The current workforce system is largely underserving foreign born and LEP individuals. While one-third of the workforce is foreign born, in Program Year (PY) 2014-2015 only 3.7% of program graduates in WIOA Title I (workforce development) programs were LEP, compared to the 60% foreign born LEP in California age 19 and older.

The Workforce Navigator Pilot Program Grant recipients will create partnerships and strategies that bridge education and workforce system gaps for ELL and immigrant populations. These programs will

implement promising models and practices in the workforce system service delivery infrastructure to better serve ELL populations. In order to quickly and effectively roll out this pilot, the State of California Employment Development Department and the California Workforce Development Board have entered into a \$500,000 contract with NOVA for the purpose of coordinating technical assistance and program evaluation in support of the five pilot projects.

ALLIES, a San Mateo-based consortium that has been coordinating community partners for the effective delivery of services to the target population for many years, was invited to join the effort as the technical assistance provider and will also provide project evaluation. ALLIES has established partnerships with local adult education providers. When considering the needs of the LEP population, this poses an opportunity for enhancing partnerships with these programs, given that Adult Education is likely one of the first entry points for the LEP population.

Per the attached contract, under the direction of NOVA ALLIES will be responsible for the following:

- Assist in the launch of the Navigator pilots, including structuring and framing of program, materials, training and other support as needed.
- Assist local project leaders in identifying partners for collaboration.
- Facilitate in-person launch/planning sessions with grant recipients and regular in-person and virtual meetings/conference calls to share progress and learn from those implementing the programs.
- Coordinate technical assistance training and evaluation among grant recipients.
- Develop a community of practice among grant participants and experts in the field.

FISCAL IMPACT

The source of funds for the services is WIOA funds. Since funds are obligated to programs only based upon appropriations dedicated to NOVA, sufficient WIOA funds will exist to cover all anticipated obligations of day-to-day program operations. If funding is cut, then program services will be accordingly reduced. The difference of \$84,500 between the grant award of \$500,000 and the recommended contract award of \$415,500 is used for NOVA's administration of the grant.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Award a contract in an amount not to exceed \$415,500 to ALLIES to provide technical assistance and program evaluation to the English Language Learner Workforce Navigator Pilot Projects from June 15, 2017 to March 31, 2019 and authorize the City Manager to execute the contract when all necessary conditions have been met.

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Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. ALLIES Contract, Agreement No. 001-ELL-18