

APPENDIX B-1

WIOA TITLE I ADULT & DISLOCATED WORKER PROGRAM

STATEMENT OF WORK

EXHIBITS

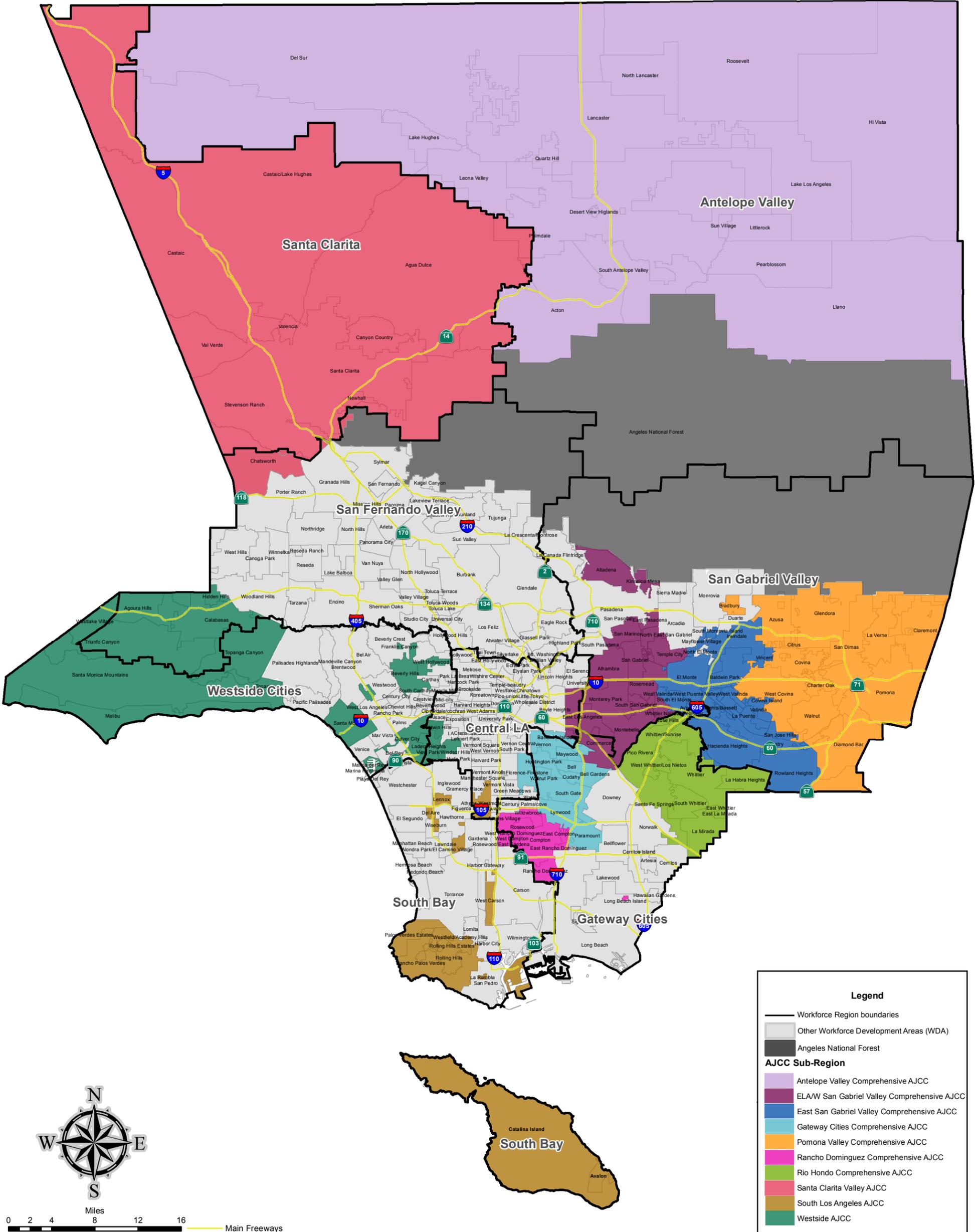
TABLE OF CONTENTS

EXHIBITS

- 1 LOS ANGELES COUNTY WORKFORCE REGIONS
- 2 LOS ANGELES COUNTY AJCC SUB-REGION SERVICE AREAS
- 3 BREAK OUT OF CITIES & UNINCORPORATED AREAS BY PROPOSED
AJCC SUB-REGION
- 4 COMPREHENSIVE AJCC, AJCC AND VETERANS AJCC OPERATIONS
PERSONNEL MINIMUM STAFFING REQUIREMENTS
- 5 LOS ANGELES COUNTY CUSTOMER FLOW CHART
- 6 PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART
- 7 PERFORMANCE MEASURES & GOALS
- 8 CONTRACT DISCREPANCY REPORT



Los Angeles County AJCC Sub-Region Service Areas



*Please note that Catalina Island is not to scale
 *Some unincorporated areas are not apparent in the map due to scale and sizing. For full listing of Community and Senior Services, Research & Statistics Division

Break Out of Cities and Unincorporated Areas by Proposed AJCC Sub Region

Proposed AJCC Region	City	Unincorporated		
Antelope Valley Comprehensive AJCC	Lancaster	Acton		
	Palmdale	Alpine		
		Angeles National Forest		
		Antelope Acres		
		Big Pines		
		Crystalaire		
		Del Sur		
		El Dorado		
		Elizabeth Lake		
		Fairmont		
		Hi Vista		
		Juniper Hills		
		Lake Hughes		
		Lake Los Angeles		
		Lakeview		
		Leona Valley		
		Littlerock		
		Llano		
		Longview		
		Neenach		
		North Lancaster		
	Redman			
	Roosevelt			
	Sun Village			
	Three Points			
	Valyermo			
	White Fence Farms			
	Wilsona Gardens			
	Woodlands State Park			
	Wrightwood			
Total			2	30
East San Gabriel Valley Comprehensive AJCC	Baldwin Park	Avocado Heights/Bassett/North Whittier		
	El Monte	East Valinda/South San Jose Hills		
	Industry	El Monte (Portion)		
	Irwindale	Hacienda Heights		
	La Puente	Industry Islands		
	South El Monte	Monrovia/Arcadia/Duarte (Islands)		
		Pellessier		
		Rowland Heights		
		South El Monte		
		Valinda		
	West Valinda/West Puente Valley			
Total			6	11
ELA/W San Gabriel Valley Comprehensive AJCC	Alhambra	Altadena		
	Commerce	Arcadia		
	Montebello	East Los Angeles		
	Monterey Park	East Pasadena		
	Rosemead	East San Gabriel		
	San Gabriel	Kinneloa Mesa		
	San Marino	North East San Gabriel		
	Temple City	South San Gabriel		
		West Arcadia (Islands)		
	Whittier Narrows			
Total			8	10

Break Out of Cities and Unincorporated Areas by Proposed AJCC Sub Region

Proposed AJCC Region	City	Unincorporated		
Gateway Cities Comprehensive AJCC	Bell	Bandini Islands		
	Bell Gardens	Florence-Firestone		
	Cudahy	Graham		
	Huntington Park	Lynwood		
	Lynwood	Walnut Park		
	Maywood			
	Paramount			
	South Gate			
	Vernon			
Total			9	5
Pomona Valley Comprehensive AJCC	Azusa	Angeles National Forest		
	Bradbury	Azusa		
	Claremont	Bradbury		
	Covina	Charter Oak Islands		
	Diamond Bar	Citrus (Covina Islands)		
	Glendora	Claremont (Portion)		
	La Verne	Covina (Portion)		
	Pomona	Glendora		
	San Dimas	La Verne		
	Walnut	West Pomona (Islands)		
	West Covina			
Total			11	10
Rancho Dominguez Comprehensive AJCC	Compton	East Rancho Dominguez		
		Long Beach		
		Rancho Dominguez		
		Rosewood/West Rancho Dominguez		
		West Rancho Dominguez/Victoria		
		Willowbrook		
Total			1	6
Rio Hondo Comprehensive AJCC	La Habra Heights	Cerritos Islands		
	La Mirada	East La Mirada		
	Pico Rivera	East Whittier		
	Santa Fe Springs	La Habra Heights		
	Whittier	Los Nietos		
		Northwest Whittier		
	South Whittier			
	West Whittier			
	Whittier/Sunrise			
Total			5	9
Santa Clarita Valley AJCC	Santa Clarita	Agua Dulce		
		Angeles National Forest		
		Bouquet Canyon		
		Canyon Country		
		Castaic		
		Castaic Lake		
		Chiquita Canyon		
		Forrest Park		
		Gorman		
		Green Valley		
		Hasley Canyon		
		Hungry Valley		
		Mint Canyon		
		Newhall (Portion)		
		Oat Mountain		
	Placerita Canyon			
	Pyramid Lake			

Break Out of Cities and Unincorporated Areas by Proposed AJCC Sub Region

Proposed AJCC Region	City	Unincorporated		
		Romero Canyon San Francisquito Canyon Sand Canyon Saugus (Portion) Soledad Canyon Southern Oaks Stevenson Ranch Sulphur Springs Texas Canyon Val Verde Valencia (Portion) Vasquez Rocks Westridge Whitney Canyon	1	31
Total			1	31
South Los Angeles AJCC	Avalon Palos Verdes Estates Rancho Palos Verdes Rolling Hills Rolling Hills Estates	Athens-Westmont Del Aire El Camino Village Hawthorne La Rambla Lennox Santa Catalina Island San Clemente Island West Carson (Portion) Westfield Wiseburn	5	11
Total			5	11
Westside AJCC	Agoura Hills Beverly Hills Calabasas Culver City Hidden Hills Malibu Santa Monica West Hollywood Westlake Village	Agoura Baldwin Hills Calabasas Cornell Corral Canyon Decker/Encinal Del Rey Franklin Canyon Ladera Heights Las Flores Latigo Canyon Malibu Malibu Lake Marina del Rey Monte Nido/Cold Creek Mountain View Estates Mulholland Corridor Santa Monica Mountains Sawtelle VA Center Seminole Hot Springs Stokes Canyon Sunset Mesa Sycamore Canyon Tick Point Topanga Canyon Triunfo Canyon View Park/Windsor Hills	9	27
Total			9	27

COMPREHENSIVE AJCC, AJCC, AND VETERANS AJCC OPERATIONS PERSONNEL MINIMUM STAFFING REQUIREMENTS

This Exhibit establishes the minimum staffing levels required for the Comprehensive AJCC, the AJCC, and the Veterans AJCC under current available funding. This base staffing is inclusive of work required in the ADW, and Youth@Work Statements of Work for the Comprehensive AJCC. The Veteran AJCC has a separate and unique Statement of Work, however the staffing pattern will replicate that of the AJCC. Contractor shall assign, at a minimum, the number of staff indicated below, with the appropriate education, licensure, and experience to perform the required work described in the ADW and Youth@Work Statements of Work for the Comprehensive AJCC and the Veterans AJCC Statement of Work for the Veteran AJCC, and capable of establishing effective communication with respective Participant types, Partner agencies, and County. Contractor shall always have a staff member with the authority to act on behalf of Contractor in every detail, available during work hours. Contractor shall operate continuously throughout the entire term of this Contract with at least the minimum number of staff set forth below, as well as any other applicable staffing requirements of County for Contractor necessary to provide services at the Comprehensive AJCCs and associated Affiliates, and AJCCs. Such personnel shall meet all qualifications in the Contract, as well as those provided by County through Contract Amendments, Administrative Directives and Program Policy Memoranda. Contractor acknowledges required staffing levels may increase should levels in funding increase, as directed by County. Note that Comprehensive AJCCs may staff the Affiliate sites using a mix of staffing out of any of the categories below, at levels appropriate for the Affiliate based on the type and number of services offered at the Affiliate.

Contractor shall have the following program staff that meets the minimum requirements and qualifications for the Program, including the ability to speak/read/write/understand English fluently. All staff salaries, education, and licensure shall be based on competitive, professional industry standards as set forth in the following resources: U.S. Department of Labor Employment and Training Administration, Bureau of Labor Statistics and Employment Development Department of California. Contractor shall also adhere to professional core competency training requirements for all staff as defined by Federal, State or County regulations and any County Directive(s). Note that the Operations Manager has additional minimum requirements, as specified below.

Contractor's staff shall be funded based on documented actual data under the ADW and Youth@Work programs (including the WIOA Rapid Response and Older Americans Act Title V Senior Community Service Employment Program (SCSEP), where applicable) or the Veterans AJCC, as applicable, as stated in Contractor's submitted Cost Allocation Plan narrative.

SUPERVISORY TEAM

- 1. OPERATIONS MANAGER:** Contractors operating Comprehensive AJCCs and AJCCs shall provide, at a minimum, one (1) full-time Operations Manager (Operations Manager), funded based on documented actual data under the ADW and Youth@Work programs (including the WIOA Rapid Response and Older Americans Act Title V Senior Community Service Employment Program (SCSEP), if applicable) as stated in the submitted Cost Allocation Plan narrative. For AJCCs, the Operations Manager shall also take on the responsibilities of Program Supervisor, as further described below. *Total minimum of Operations Manager: Comprehensive AJCCs 1 and AJCCs 1.*

OPERATIONS MANAGER RESPONSIBILITIES: Operations Manager(s) shall plan, organize, and direct all operational activities related to the Programs operating out of the Comprehensive AJCC or AJCC and ensure all services are delivered under this Contract and within the established time frames, protocols, and procedures as specified by County.

- Operations Manager(s) shall ensure that any sub-contracted agencies providing services related to the Program(s) under this Contract also deliver services within the established time frames, protocols and procedures as specified by County and acknowledges full responsibility for sub-contracted agencies' adherence to such.
- Operations Manager(s) or designee shall have full authority to act on behalf of Contractor on all matters relating to the daily operations of services provided through the Comprehensive AJCC or AJCC.
- Operations Manager(s) or designee shall be available to County during all hours of operation.
- Operations Manager(s) shall serve as the coordinator/liaison for all services under this Contract, ensuring that any overall communications relevant to the provision of services to Participants are conveyed to appropriate personnel and as described in this Contract.
- Operations Manager(s) shall ensure all staff complete a background check as referenced in Appendix C, Sample Contract Section 7.5 (Background and Security Investigations). Operations Manager(s) shall ensure that only staff that pass the background check will perform work under this Program, prior to the rendering of any services described in this Contract. Contractor shall keep on file proper receipts/documents substantiating the background checks in accordance with Appendix C, Sample Contract Section 8.38 (Record Retention, Inspection and Audit Settlement).

- Operations Manager(s) shall ensure that live telephone contact with Contractor staff is available to Participants, referral sources, Partners and County during Contractor hours of operation.
- Operations Manager(s) shall ensure that each of Contractor operated site(s) has a telephone answering machine or voice mail system in place during non-business hours. All inquiries will be at least acknowledged within one (1) business day even if a resolution is not yet determined.

OPERATIONS MANAGER MINIMUM EXPERIENCE & QUALIFICATIONS: Operations Manager(s) must have at minimum three (3) years of operational program experience managing workforce development programs for an entity that has received social or community service government contracts with a minimum individual contract value of \$1 million, and directly managing and supervising staff. Operations Manager(s) will serve as the operations lead at the Comprehensive AJCC or AJCC in the development, implementation and oversight of services, and the Integrated Services Delivery Model, as further defined in Section 10.7 of Appendix A-1, ADW SOW; ability to speak, read, write, and understand English fluently; and ability and expertise in workforce operations to make program administration decisions.

- 2. PROGRAM SUPERVISOR:** The Program Supervisor will perform general supervision of program staff, assisting the Comprehensive AJCC Operations Manager in executing the day-to-day operational and programmatic tasks of the program(s). Program Supervisor shall direct the work of the Welcome/Talent Development, Skills/Talent Development, Re-Entry, and Staff Support Teams. *Total minimum number of Program Supervisors: Comprehensive AJCCs 1. (Program Supervisor duties at AJCCs are covered by the Operation Manager.)*
- 3. BUSINESS SERVICES MANAGER:** The Business Services Manager (BSM) will function as the lead for Business services and employer activities, as described in Sections 10.5.18 and 10.5.28 of Appendix A-1 ADW SOW, the BSM shall work with the Los Angeles County Business Services team to support County identified business service strategies and initiatives such as, but not limited to, industry sector strategies, skills development and upgrading, private-public partnership, and customized employment and talent management services. This includes initiating, maintaining, and developing Employer relationships, developing employment opportunities, internships, and work-based learning experiences that link to careers in high growth sectors, broker On-the-Job Training (OJT) contracts, and Customized Training as defined in Section 10.5.25 of Appendix A-1 ADW SOW, and any other business engagement and training tools identified and/or approved by the County. In addition, they will be responsible for developing and conducting group format workshops regarding Comprehensive AJCC employment services, as delineated in ISD Model, Section 10.7 Appendix A-1 ADW SOW for

eligible participants and employers. The BSM shall work with the designated County Business Services Regional Manager to lead, coordinate, and promote County strategies in support of regional, scaled and countywide initiatives, and/or commitments. The BSM shall supervise the Job Getting/Talent Marketing Team and Rapid Response program staff, if applicable to Contractor, as further described in Appendix A-4, Rapid Response Program SOW. *Total minimum number of Business Services Managers: Comprehensive AJCCs 1.*

WELCOME/TALENT ENGAGEMENT TEAM

1. **INTAKE SPECIALISTS:** Intake Specialists will perform intake, eligibility and initial assessments, provide labor market information, provide Comprehensive AJCC and AJCC partner system navigation information, and conduct informational workshops and other similar basic career services. *Total minimum number of Intake Specialists: Comprehensive AJCCs 2 and AJCCs 1.*

SKILLS/TALENT DEVELOPMENT TEAM

1. **CAREER PLANNERS/CASE MANAGERS:** Career Planner/Case Managers will provide support and career guidance services, including diagnostic testing and other comprehensive assessments, information on occupations with clear career paths in high-growth industry sectors, development of an individual employment plan, information on eligible training providers and specialized training, Comprehensive AJCC and AJCC partner system navigation, and conduct workshops and other similar basic and individualized career services. *Total minimum number of Career Planners/Case Managers: Comprehensive AJCCs 4 and AJCCs 1.*
2. **TRAINERS:** Trainers will provide group format Product Box workshops in work preparation skills training and activities that assist individuals in making informed choices and acquiring knowledge of the world of work to gain and retain employment in occupations with clear career paths in high growth sectors and other similar training services. *Total minimum number of Trainers: Comprehensive AJCCs 2 and AJCCs 1.*

JOB GETTING/TALENT MARKETING TEAM

1. **BUSINESS SERVICES REPRESENTATIVE:** The Business Services Representative (BSR) is a specialist who will work with and support the Business

Services Manager with the execution of duties as described above. *Total minimum number of BSRs: Comprehensive AJCCs 2 and AJCCs 1.*

RE-ENTRY TEAM

1. **RE-ENTRY NAVIGATOR:** The Re-entry Navigator will provide the ex-offender population navigation services into the Comprehensive AJCC and AJCC system from the justice system, including re-entry employment assistance tailored specifically to this population. Re-entry Navigator(s) will provide ex-offenders career planning, job training, job development, placement in employment, on-the-job peer and coaching support, and follow-up services.
 - o Re-Entry Navigator(s) shall serve all WIOA-eligible ex-offenders but priority for service delivery shall be placed on the following:
 - Youth returning from Division of Juvenile Justice (DJJ) institutions to the County on probation supervision that are aged 18 years or older;
 - Female offenders linked through the Century Regional Detention Facility (CRDF); and
 - Male offenders linked through the Pitchess Jail Based Affiliate.

Total minimum number of Re-entry Navigators: Comprehensive AJCCs 1 (also the Santa Clarita AJCC has one funded Re-entry Navigator position).

STAFF SUPPORT TEAM

2. **CLERICAL/PROGRAM ASSISTANT:** The Clerical/Program Assistant will provide support to the Operations Manager(s) and the Comprehensive AJCC, AJCC, and Veterans AJCC staff. *Total minimum number of Clerical/Program Assistants: Comprehensive AJCCs 1 and AJCCs 1.*

COMPREHENSIVE AJCC, AJCC, AND VETERANS AJCC USE OF VOLUNTEERS, YOUTH@WORK, AND TITLE V – SCSEP PROGRAM PARTICIPANTS

Contractor may utilize Youth@Work or Title V-SCSEP Program Participants in accordance with Youth@Work requirements or Title V-SCSEP requirements, as further defined in Appendix A-2 of this RFP, Youth@Work SOW or Appendix A-5, Title V-SCSEP SOW., to provide Participants with current Work Experience and provide further support to Comprehensive AJCC staff in functions that are not sensitive to Comprehensive AJCC operations. Non-sensitive functions may include, but are not limited to: greeting

Comprehensive AJCC participants, assisting in workshops, preparing workshop materials, and setting up for workshops. These Participants are subject to the same requirements as staff or volunteers.

Volunteers may be recruited, trained and used by Contractor to expand the provision of services. Volunteers must be appropriately qualified for the responsibilities Contractor intends to assign them prior to beginning those responsibilities. Volunteers shall be solely the responsibility of Contractor and shall report to the Operations Manager or another employee of Contractor as designated by the Operations Manager. If possible, Contractor shall work in coordination with organizations that have experience in providing training and placement. Contractor shall ensure that all volunteers undergo and pass a background check and that records are retained.

COMPREHENSIVE AJCC AND AJCC RAPID RESPONSE LIAISON

Contractor shall designate a Rapid Response liaison and alternate out of the staff delineated above (other than volunteer, Youth@Work, or Title V – SCSEP program participants). The Rapid Response Liaison or alternate will be required to participate in Rapid Response planning meetings and orientations for businesses within Contractor’s assigned workforce sub-region, as directed by County.

The following chart illustrates the minimum number of Comprehensive AJCC and AJCC staff:

EXHIBIT 4

Team (Position Group)	Position ₁	Comprehensive AJCC	AJCC
		Number of Positions	Number of Positions
Supervisory Team	Operations Manager	1	1
	Program Supervisor ₂	1	-
	Business Services Manager ₃	1	-
Welcome/Talent Engagement Team	Intake Specialist	2	1
Skills/Talent Development Team	Career Planner/Case Manager	4	1
	Trainer	2	1
Job Getting/Talent Marketing Team	Business Services Representative	2	1
Re-Entry Team	Re-entry Navigator ₄	1	-
Staff Support Team	Clerical/Program Assistant	1	1
Total		15	6

¹Positions included in this chart reflect all the minimum onsite positions required for Comprehensive AJCCs and AJCCs. It does not include specialized positions for the Rapid Response and SCSEP Program.

This chart does not include indirect or administrative staff that are required to fill contract requirements.

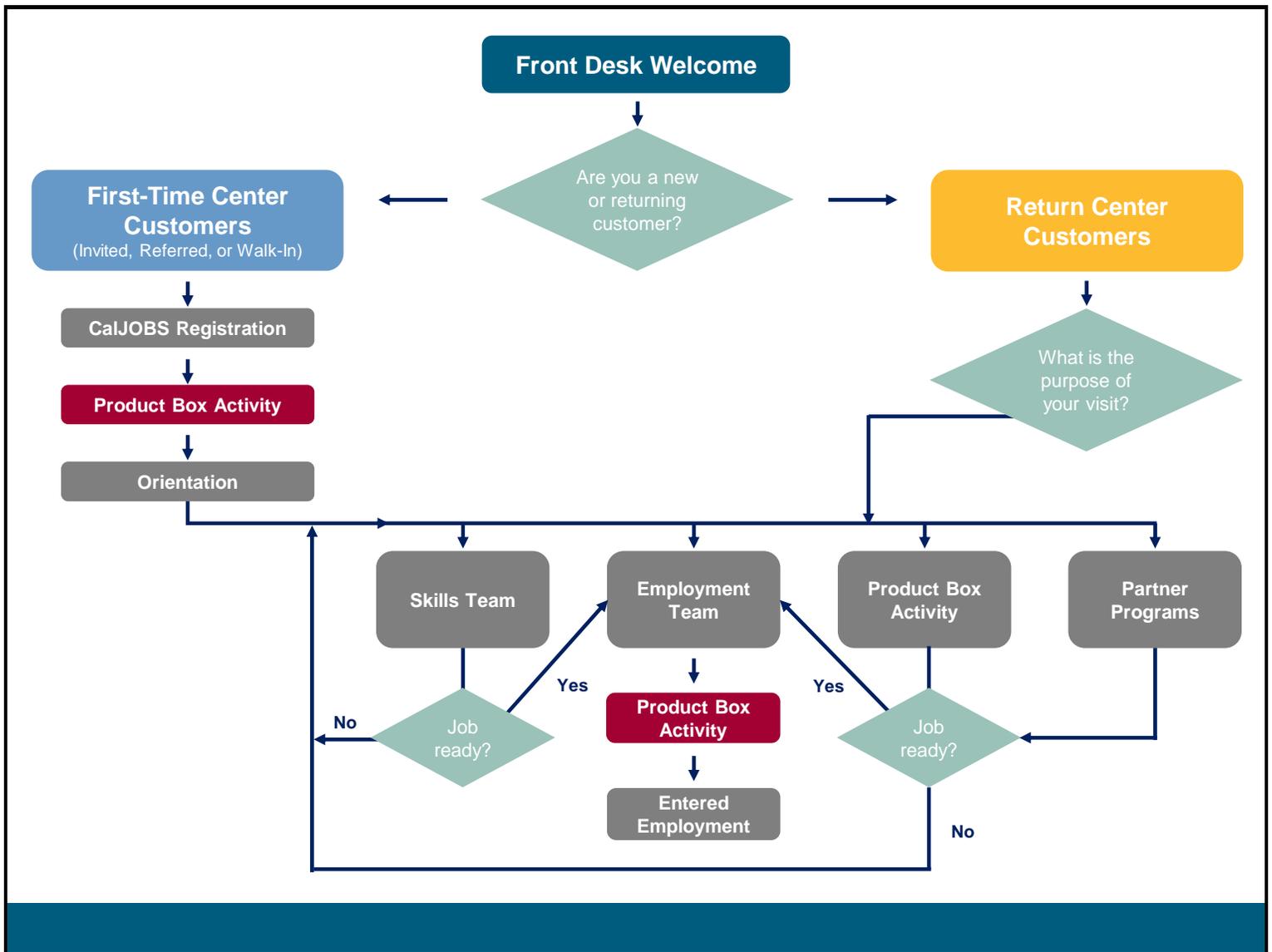
The cost of any position must be allocated to programs based on actual measurements contained in a cost allocation plan reviewed and approved by CSS.

This chart depicts the minimum required staff.

²Program Supervisor duties at AJCCs are covered by the Operations Manager.

³Business Services Manager will function as the supervisor over the Rapid Response Coordinators (if applicable to site; cost will be proportionally shared with Rapid Response Program).

⁴Re-entry Navigator position is applicable to ADW program only at the Comprehensive AJCC. Additionally, the Santa Clarita AJCC also has a Re-entry Navigator position funded.



Welcome Team (Front Desk)

- Identify needs of customer/participant
- Route to correct staff person, partner, product box activity
- Initial assessment with customer/participant
- Cal Jobs registration
- Universal Services – Product Box activities
- Orientation and WIOA eligibility
- Partner Referrals

Skills Team (Talent Development)

- WIOA enrollment and IEP Development
- In-depth assessment activities
- Career Planning/Counseling Activities
- Support Services/Barrier removal
- Training activities
- Product Box activities
 - Staff/customer/participant intensive
- Partner Referrals

Employment Team

- Job Matching Activities
- Job Referral Activities
- Job Placement Activities
- Referral to Product Box Activities
- Supportive Services
- Coaching Activities
- Partner Referrals

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT & DISLOCATED WORKER PROGRAM

The Performance Requirements Summary (PRS) Chart is a listing of the minimum required services and performance that will be monitored during the Contract term. The PRS chart also lists examples of the types of documents that will be used during monitoring, as well as the standards of performance and the acceptable quality level of performance.

All listings of required services or standards used in this Performance Requirements Summary Chart are intended to be completely consistent with the terms and conditions of the Contract (Appendix C of the RFP) and the Statement of Work (Exhibit A to the Contract and Appendix A-1 of the RFP) and are not meant in any case to create, extend, revise, or expand any obligation of the CONTRACTOR beyond that defined in the terms and conditions of this Contract and Statement of Work. In any case of apparent inconsistency between required services or Standards as stated in the terms and condition of the Contract, the Statement of Work, and this Performance Summary (PRS) Chart, the terms and conditions of the Contract and the Statement of Work (SOW) will prevail.

Performance Outcomes	Standards	Acceptable Quality Level	Data Source	Remedies For Non-Compliance
Eligibility Documentation	All eligibility documents must be gathered prior to enrollment and receipt of first staff-assisted program service; documentation must be in case files and verification of documentation in CalJOBS.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Right to Work Verification	Right to Work Verification must occur prior to enrollment into WIOA program. All Right to Work documentation is saved in the Case files and documented in CalJOBS.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Selective Services Registration Verification	Selective Services Registration must be documented prior to enrollment into WIOA program if male, 18 years or older.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Priority Population Enrollment Verification	All participants receiving priority enrollment due to being Basic Skills Deficient, a Public Assistance recipient or Low Income must have proper documentation of that status in case files and proper verification in CalJOBS.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
WIOA Application Review	All WIOA applications must be reviewed and approved by a second staff member/manager prior to commencement of services	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Basic Skills Testing	All adult participants must be assessed for basic skills deficiency. All testing must occur no more than 6 months prior to date of enrollment.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Individualized Career Services and Training Services Need Determinations	All participants receiving Individualized and/or Training services must have determination of need of those level of services documented in Case Files and in CalJOBS Case Notes.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Individual Employment Plan (IEP)	All participants needing employment services shall have an IEP developed, using CalJOBS, and maintained on file to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their goals.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Supportive Services Need Determinations and Documentation	All participants receiving Supportive Services must have determination of need and proof of expenditure documented in Case Files and in CalJOBS Case Notes.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Supportive Services Delivery	Supportive Services must be delivered as soon as possible but no later than 3 business days upon determination of need.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Supportive Services Reimbursement	Supportive Services reimbursement shall be provided as soon as possible but no later than 3 business days after proof of transaction.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Co-Enrollment	All participants co-enrolled into another workforce program must show need and benefit for co-enrollment; services provided must not be duplicated between programs.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Post-Program Follow-Up	12 months of post-program follow-up must occur for all participants post exit (1 per quarter after exit, for a total of 4 per participant) and recorded in CalJOBS.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Cumulative Performance and Financial Goals	Contractor shall meet or exceed all planned performance measures goals as delineated in <i>Appendix B-1, SOW Exhibits, Exhibit 4, Performance Measures and Goals.</i>	100%	CalJOBS; Cognos Reports	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Meetings	Contractor shall attend all meetings, regardless of format (in-person, WebEx, etc.) as directed by County.	100%	Sign-In Sheets; Roll-Call	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Case File/CalJOBS Data Integrity	All Data Elements (e.g. - enrollment dates, employment dates, demographic elements, etc.) in the Paper Case Files must match Electronic Case Files in CalJOBS.	100%	Case Files; CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
CalJOBS Data Input Error Correction	All CalJOBS data input errors are to be addressed and fixed within two days of identification.	100%	CalJOBS; Cognos Reports	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Enter and Update all training costs and federal grants in CalJOBS	Training costs and financial aid are to be entered into CalJOBS or any successor system. In addition, the initial training cost and financial aid entries are to be updated within five days of the activity completion date to ensure the appropriate training and financial aid amount is captured.	100%	CalJOBS/eCAPS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Upload (Scan) all necessary documents to CalJOBS	All CSS mandated documents are to be uploaded within 5 days of document verification.	100%	CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
MIS system error corrections	All errors identified in the CalJOBS system must be cleared within 5 business days from the date the listing is provided to the contractor.	100%	CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Single Audit	Submit the single audit engagement letter by the deadline directed by CSS.	100%	Contractor	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Cost Allocation Plans	Submit a Cost Allocation Plan within the prescribed timeline.	100%	Contractor	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Indirect Cost Rate	*Applies to WIOA contractors only: Submit the Indirect Cost Rate request within the prescribed timeline.	100%	Contractor	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Monthly Invoice	Invoices are submitted by the designated due date with little or no errors; or minor revisions needed.	100%	Monthly Invoice	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Monthly Detailed Expenditure Report (DER)	Monthly DERs are submitted by the designated due date with little or no errors; or minor revisions needed.	100%	Monthly Detailed Expenditure Report	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Monthly Accruals	Accruals are reported monthly and submitted by designated due date.	100%	Monthly Invoice	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Yearly Closeout Invoice	Yearly Close-out invoice is submitted by the designated due date with little or no errors; or minor revisions needed.	100%	Year-End Close-out Package	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Contract Budget Forms	Yearly Contract Budget is submitted by designated due date with little or no errors; or minor revisions needed.	100%	Contract Budget Form	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Signed Contract Documents	Submission of signed contract and/or amendments in a timely manner.	100%	Contract Forms	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART
Pitchess Jail-Based AJCC Affiliate

The Performance Requirements Summary (PRS) Chart is a listing of the minimum required services and performance that will be monitored during the Contract term. The PRS chart also lists examples of the types of documents that will be used during monitoring, as well as the standards of performance and the acceptable quality level of performance.

All listings of required services or standards used in this Performance Requirements Summary Chart are intended to be completely consistent with the terms and conditions of the Contract (Appendix C of the RFP) and the Statement of Work (Exhibit A to the Contract and Appendix A-1 of the RFP) and are not meant in any case to create, extend, revise, or expand any obligation of the CONTRACTOR beyond that defined in the terms and conditions of this Contract and Statement of Work. In any case of apparent inconsistency between required services or Standards as stated in the terms and condition of the Contract, the Statement of Work, and this Performance Summary (PRS) Chart, the terms and conditions of the Contract and the Statement of Work (SOW) will prevail.

Performance Outcomes	Standards	Acceptable Quality Level	Data Source	Remedies For Non-Compliance
Staffing	Contractor will dedicate a sufficient number of experienced staff to carry out functions for program and partner coordination, training, case management, reentry system navigation, and other JBJC functions.	100%	Contract and financial-payroll records	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Program Record	Contractor will maintain a regular written hard copy Program Record summarizing staff activities and Participant services.	100%	Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Office/Program Schedule	Contractor will post schedule for office hours and program activities at PDC-South and at other community locations as deemed necessary.	100%	JBJC Manager Verification and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Case File and CalJobs Data Entry	Contractor will open and maintain a current Paper case file and a CalJOBS file for each Participant.	100%	Case File, CalJobs and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Case File/CalJOBS Data Integrity	All Data Elements (e.g. enrollment dates, employment dates, demographic elements, etc.) in the Paper Case Files must match Electronic Case Files in CalJOBS.	100%	Case File, CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Timely Data Input in CalJOBS	Participant data must be inputted into CalJOBS on a regular on-going basis. Contractor is to refrain from back-dating data.	100%	CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Data Input Error Correction	All data input errors in CalJOBS are to be addressed and fixed within five business days of identification.	100%	CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Meetings	Contractor will co-plan, conduct or attend all JBJC meetings, regardless of format (in person, WebEx, etc.) as directed by County.	100%	Meeting Sign-In Sheets and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Workforce Development Training	Contractor will participate in training intended to prepare Contractor to implement JBJC programs, services, and trainings as directed by County.	100%	Training Sign-In Sheets, Certificate of Completion (where appropriate), and Program Record.	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pro-social habit development training	Contractor will participate in 48 hours of pro-social habit development training, for the purpose of training inmates and conducting support groups, as well as training other JBJC staff, partners and volunteer support group facilitators.	100%	Training Sign-In Sheets, Pre and Post-Tests, and Certificate(s) of Completion	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Coordination with JBJC-aligned reentry programs and organizations	Contractor will coordinate with other PDC-South and community reentry programs as directed by the County.	100%	JBJC Manager Verification, Meeting Sign-In Sheets, and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Program Outreach and Recruitment	Contractor will conduct regular JBJC outreach, promotion, and information activities at PDC-South, to attract and invite inmates to participate in the JBJC program.	100%	JBJC Manager Verification, Meeting Sign-In Sheets, and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Program Orientation	Contractor will conduct regular orientations for inmates who are interested in participating in the JBJC program..	100%	JBJC Manager Verification, Meeting Sign-In Sheets, and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release Participant Enrollment	Contractor will conduct regular enrollment of inmates into the JBJC program, who meet program eligibility requirements.	100%	Case File, CalJOBS, and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Pre-Release Participant transition-employment assessment	Contractor will complete an employment-transition assessment with all Participants, that determines and documents participant's education, employment training and experience, job readiness, and transition assets and needs.	100%	Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release pro-social habit development training	Contractor will conduct a minimum of 20 hours of pro-social habit development for newly enrolled cohorts of Participants, in 10-12 weekly (or bi-weekly) sessions of not more than 2 hours each.	100%	Training Sign-In Sheets, Session Pre-Post Tests, Certificates of Completion, Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release pro-social habit peer support group facilitation	Contractor will co-facilitate weekly pro-social habit peer support groups for Participant cohorts that have completed or are completing their initial pro-social habit development training. Peer support groups are intended to provide a forum for Participants to discuss reentry and employment plans and actions, obstacles and successes in applying new pro-social habits .	100%	Peer Group Sign-In Sheets, Certificates of Completion, Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release pro-social habit peer support group Core Group facilitators	For each peer support group session, Contractor will conduct 15-30 minute briefings and debriefings with Volunteer (Inmate) Core Group facilitators.	100%	Core Group Sign-In Sheets, Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release Participant transition-employment plan	Based on Participant's transition-employment assessment, Contractor will develop a participant employment-transition plan as directed by County.	100%	Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release employment readiness training and services	Contractor will conduct regular employment readiness soft skills workshops for Participants based on a curriculum directed by County.	100%	Workshop Sign-in Sheets, Case File, CalJOBS and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release Casework Meetings	Contractor will regularly meet with each Participant for 30-60 minutes at a minimum of every two (2) weeks to review, update and implement Participant's employment-transition plan.	100%	Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Pre-Release Transition Multi-Disciplinary Team (MDT) Meetings	Contractor will conduct a monthly Transition MDT Meeting with appropriate Sheriff (Education Based Incarceration and Community Transition Units), Probation, Health, AJCC and other staff to update Participant's transition-employment plan.	100%	MDT Meeting Sign-In Sheets, Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Post-Release Reentry Transition Navigation and Connection to AJCC and Support Services	Contractor will provide intensive navigation assistance/support to each Participant when they are released to ensure the Participant is connected to support services and connected to the AJCC identified in their Plan.	100%	Case File and CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Post-Release Case Management and Follow-Up	Contractor will maintain regular post-release contact with Participant and Participant's AJCC Navigator to ensure implementation and updating of Participant's Plan.	100%	Case File, CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Post-Release Employment Placement	Contractor post-release services will result in Participant employment placement.	100%	Case File, CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Evaluation	Contractor will work with the JBJC Evaluator and evaluation team to meet evaluation processes, activities and requirements as directed by County.	100%	Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Reports and Record Keeping	Contractor shall submit periodic reports to County that may include, but not be limited to: Project status update; Number of Participants successfully completing each Pre-Release program element and service component; Number of prospective participants on the waiting list; Number of Participants completing each Post-Release Program & Service component; Number of Participants placed in transitional, entry-level or other career path employment; Current obstacles/challenges and actions taken or recommendations to resolve; Best and promising practices; and Employer Engagement activities. Contractor shall also document and regularly update all Participant Transition and Employment Plans and relevant activities, services, outcomes in case notes and in CalJOBS.	100%	Case File, CalJOBS, and Program Record	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Yearly Closeout Invoice	Yearly Close-out invoice is submitted by the designated due date with little or no errors; or minor revisions needed	100%	Year-End Close-out Package	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Submission of Contract Forms	Contractor will submit Yearly Contract Budget by designated due date with little or no errors ; or, only minor revisions needed.	100%	Contract Budget Form	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Signed Contract Documents	Contractor will submit signed contract and/or amendments in a timely manner.	100%	Year-End Close-out Package	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Quality Assurance Plan and Failure To Perform	Contractor shall establish and maintain a Quality Assurance Plan (QAP) to assure the requirements of the purchase order are met. A copy must be provided to the CSS JBJC Program Manager, or designee, on the Purchase Order start date and as changes occur. The original QAP and any revisions thereto shall include, but not be limited to, the following:	100%	Case File, CalJOBS	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
	Methods used to ensure that the quality of service performed fully meets the performance requirements set forth in Statement of Work, Section 7.0. Contractor shall include methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable;			If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
	Contractor performance requirements are not met, the CSS JBJC Program Manager or designee may call Contractor; send Contractor a User Complaint Report (UCR), Attachment 2, or both. Contractor shall respond to a call within one hour and respond to a UCR within twenty-four (24) hours of receipt. All performance requirement issued will be reported to the JBJC Program Manager, or designee.			If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
	Methods for ensuring uninterrupted service to COUNTY in the event of a strike by Contractor's employees or any other potential disruption in service.			If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
	If Contractor performance requirements are not met, the JBJC Program Manager, or designee may, in addition to all other remedies available under this Purchase Order, call Contractor, send Contractor a UCR, Attachment 2, or both. Contractor shall respond to a call within one hour and respond to a UCR within twenty-four (24) hours of receipt. All performance requirement issues will be reported to the JBJC Program Manager or designee.			If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Quality Assurance Monitoring	The JBJC Program Manager, or designee, or other personnel authorized by the COUNTY, will monitor Contractor's performance under this Purchase Order using the quality assurance procedures specified in Statement of Work 7.0. All monitoring will be conducted in accordance with the COUNTY's Quality Assurance Plan.		Case File	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Security Awareness Training	All Employees and Volunteers handling personal, sensitive or confidential information relating to the JBJC Program must complete CDA's Security Awareness Training within 30 days of start date on this Contract.	100%	Security Awareness Training Certificates	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Payroll Processing	All Payroll (Participant wages and fringe benefits) are processed and completed in a timely manner.	100%	Payroll and Accounting Records	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Single Audit	Submit the single audit engagement letter by the deadline directed by CSS.	100%	Contractor	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Cost Allocation Plans	Submit a Cost Allocation Plan within the prescribed timeline.	100%	Contractor	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Monthly Invoice	Invoices are submitted by the designated due date with little or no errors; or minor revisions needed	100%	Monthly Invoice	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Monthly Detailed Expenditure Report (DER)	Monthly DERs are submitted by the designated due date with little or no errors; or minor revisions needed	100%	Monthly Detailed Expenditure Report	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Monthly Accruals	Accruals are reported monthly and submitted by designated due date	100%	Monthly Invoice	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

Submission of Yearly Closeout Invoice	Yearly Close-out invoice is submitted by the designated due date with little or no errors; or minor revisions needed	100%	Year-End Close-out Package	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Contract Forms	Yearly Contract Budget is submitted by designated due date with little or no errors; or minor revisions needed	100%	Contract Budget Form	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD
Submission of Signed Contract Documents	Submission of signed contract and/or amendments in a timely manner	100%	Contract Forms	If Contractor performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Contract; 3) Reduce and reallocate funds; 4) Termination of Contract; and/or 5) Placement in CARD

**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
COMPREHENSIVE AJCC**

Exhibit 7

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]						
AJCC Basic Career Services Participants Served	16,700					
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD					TBD
Entered Employment (4th quarter after exit)						TBD
Median Earnings						TBD
Credential Rate						TBD
In-Program Skills Gain						TBD
Employer measures						TBD
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD				N/A	TBD
Youth Placement in Employment/Education/Training (2nd quarter after exit)					N/A	TBD
Entered Employment (4th quarter after exit)					N/A	TBD
Youth Placement in Employment/Education/Training (4th quarter after exit)					N/A	TBD
Median Earnings					N/A	TBD
Credential Rate					N/A	TBD
In-Program Skills Gain					N/A	TBD
Employer Measures					N/A	TBD
Retention Rate with Same Employer					N/A	TBD
Employer Penetration Rate (Market Penetration)					N/A	TBD
Repeat Business Customers Rate					N/A	TBD
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
New Enrollments	520	220	460	110	270	1,580
Training enrollments	220	90	160	N/A	N/A	470
Priority Population Enrollments (Adult Only)**	55%	N/A	N/A	N/A	N/A	55%
Re-Entry Population Enrollments (Adult and Out of School Youth Only)	10%	N/A	10%	N/A	N/A	10%
Individuals with Barriers Enrollments (i.e. Veterans, Disabled, Homeless, Limited English Proficient, Foster Youth)	40%	40%	40%	40%	N/A	40%
Exits*	85%	85%	85%	85%	85%	85%
WIOA Adult & Dislocated Worker Placements	75%	75%	N/A	N/A	N/A	75%
WIOA Youth Placements	N/A	N/A	65%	65%	N/A	65%
% of Required Follow-ups Due Completed	100%	100%	100%	100%	N/A	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES						
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy					TBD
% of Businesses Served that are Repeat Businesses						TBD
% Increase in Number of Businesses Served (measured in year 2)						TBD
% of Businesses Engaged within Identified Priority/High Growth Sectors						TBD
% of Businesses Engaged that Submitted Job Orders						TBD
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders						TBD
% of Job Orders Filled						TBD
% of of Job Orders Filled within Identified Priority/High Growth Sectors						TBD
Average Number of Days to Fill Job Orders						TBD
LOS ANGELES COUNTY LOCAL TRAINING MEASURES						
Training Expenditures	100%	100%	100%	N/A	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%	N/A	N/A	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%	85%	N/A	85%
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD	TBD	N/A	TBD
% of Expended Work Experience Allocation	N/A	N/A	100%	N/A	100%	100%

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

** Priority Population refers to participants that are basic skills deficient, on public assistance or other low-income individuals.

**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
SOUTH LOS ANGELES AJCC & WESTSIDE AJCC**

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]						
AJCC Basic Career Services Participants Served	5,800					
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD					TBD
Entered Employment (4th quarter after exit)						TBD
Median Earnings						TBD
Credential Rate						TBD
In-Program Skills Gain						TBD
Employer measures						TBD
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES						Adult
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD				N/A	TBD
Youth Placement in Employment/Education/Training (2nd quarter after exit)					N/A	TBD
Entered Employment (4th quarter after exit)					N/A	TBD
Youth Placement in Employment/Education/Training (4th quarter after exit)					N/A	TBD
Median Earnings					N/A	TBD
Credential Rate					N/A	TBD
In-Program Skills Gain					N/A	TBD
Employer Measures					N/A	TBD
Retention Rate with Same Employer					N/A	TBD
Employer Penetration Rate (Market Penetration)					N/A	TBD
Repeat Business Customers Rate	N/A	TBD				
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
New Enrollments	180	80	160	40	100	560
Training enrollments	80	30	60	N/A	N/A	170
Priority Population Enrollments (Adult Only)**	55%	N/A	N/A	N/A	N/A	55%
Re-Entry Population Enrollments (Adult and Out of School Youth Only)	10%	N/A	10%	N/A	N/A	10%
Individuals with Barriers Enrollments (i.e. Veterans, Disabled, Homeless, Limited English Proficient, Foster Youth)	40%	40%	40%	40%	N/A	40%
Exits*	85%	85%	85%	85%	85%	85%
WIOA Adult & Dislocated Worker Placements	75%	75%	N/A	N/A	N/A	75%
WIOA Youth Placements	N/A	N/A	65%	65%	N/A	65%
% of Required Follow-ups Due Completed	100%	100%	100%	100%	N/A	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES						
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy					TBD
% of Businesses Served that are Repeat Businesses						TBD
% Increase in Number of Businesses Served (measured in year 2)						TBD
% of Businesses Engaged within Identified Priority/High Growth Sectors						TBD
% of Businesses Engaged that Submitted Job Orders						TBD
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders						TBD
% of Job Orders Filled						TBD
% of Job Orders Filled within Identified Priority/High Growth Sectors						TBD
Average Number of Days to Fill Job Orders						TBD
LOS ANGELES COUNTY LOCAL TRAINING MEASURES						
Training Expenditures	100%	100%	100%	N/A	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%	N/A	N/A	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%	85%	N/A	85%
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD	TBD	N/A	TBD
% of Expended Work Experience Allocation	N/A	N/A	100%	N/A	100%	100%

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

** Priority Population refers to participants that are basic skills deficient, on public assistance or other low-income individuals.

**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
PITCHESS JAIL-BASED AFFILIATE
PERFORMANCE MEASURES AND GOALS**

PRE-RELEASE JAIL-BASED AFFILIATE MEASURES		
Pre-Release Enrollments		150
Pro-Social Habit Development Training (minimum 20 hours per participant)		100
Pro-Social Habit Development Peer Group (minimum 12 hours per participant)		100
Soft/Life Skills Workshops (minimum 12 hours per participant)		100
Participants Completing the Program		100
POST-RELEASE JAIL-BASED AFFILIATE MEASURES		
Participants Connected to (County of Los Angeles WDB) AJCCs		100
Participant Case Management and Navigator Follow-Up (minimum monthly contact for at least 12 months post-release)		100
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES*		
Participants Placed in Employment (2nd Qtr)	Goals will be based on final negotiations between DOL and EDD	TBD
Participants Placed in Employment (4th Qtr)		TBD
Median Earnings		TBD
Credential Rate		TBD
In-Program Skills Gain		TBD
Employer Measures		TBD

**Jail-Based Affiliate staff are to coordinate with Comprehensive AJCC and/or AJCC staff in tracking WIOA Accountability Measure outcomes for Jail-Based Affiliate Participants that enroll in WIOA. Note that the Comprehensive AJCC and/or AJCC is ultimately the responsible entity that will be held to the WIOA Accountability Measures for any Participants that enroll in WIOA at their Comprehensive AJCC or AJCC.*

**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
SANTA CLARITA AJCC**

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]						
AJCC Basic Career Services Participants Served	3,500					
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD					TBD
Entered Employment (4th quarter after exit)						TBD
Median Earnings						TBD
Credential Rate						TBD
In-Program Skills Gain						TBD
Employer measures						TBD
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES						Adult
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD				N/A	TBD
Youth Placement in Employment/Education/Training (2nd quarter after exit)					N/A	TBD
Entered Employment (4th quarter after exit)					N/A	TBD
Youth Placement in Employment/Education/Training (4th quarter after exit)					N/A	TBD
Median Earnings					N/A	TBD
Credential Rate					N/A	TBD
In-Program Skills Gain					N/A	TBD
Employer Measures					N/A	TBD
Retention Rate with Same Employer					N/A	TBD
Employer Penetration Rate (Market Penetration)					N/A	TBD
Repeat Business Customers Rate					N/A	TBD
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
New Enrollments	120	50	110	20	40	340
Training enrollments	40	20	30	N/A	N/A	90
Priority Population Enrollments (Adult Only)**	55%	N/A	N/A	N/A	N/A	55%
Re-Entry Population Enrollments (Adult and Out of School Youth Only)	10%	N/A	10%	N/A	N/A	10%
Individuals with Barriers Enrollments (i.e. Veterans, Disabled, Homeless, Limited English Proficient, Foster Youth)	40%	40%	40%	40%	N/A	40%
Exits*	85%	85%	85%	85%	85%	85%
WIOA Adult & Dislocated Worker Placements	75%	75%	N/A	N/A	N/A	75%
WIOA Youth Placements	N/A	N/A	65%	65%	N/A	65%
% of Required Follow-ups Due Completed	100%	100%	100%	100%	N/A	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES						
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy					TBD
% of Businesses Served that are Repeat Businesses						TBD
% Increase in Number of Businesses Served (measured in year 2)						TBD
% of Businesses Engaged within Identified Priority/High Growth Sectors						TBD
% of Businesses Engaged that Submitted Job Orders						TBD
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders						TBD
% of Job Orders Filled						TBD
% of Job Orders Filled within Identified Priority/High Growth Sectors						TBD
Average Number of Days to Fill Job Orders						TBD
LOS ANGELES COUNTY LOCAL TRAINING MEASURES						
Training Expenditures	100%	100%	100%	N/A	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%	N/A	N/A	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%	85%	N/A	85%
% of Trainings Completed that Result in Training Related Employment	75%	75%	65%	65%	N/A	TBD
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD	TBD	N/A	TBD
% of Expended Work Experience Allocation	N/A	N/A	100%	N/A	100%	100%

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

** Priority Population refers to participants that are basic skills deficient, on public assistance or other low-income individuals.

