



CYNTHIA D. BANKS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

GLORIA MOLINA
MARK RIDLEY-THOMAS
ZEV YAROSLAVSKY
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MICHAEL D. ANTONOVICH

May 11, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE BUDGET APPROPRIATION ADJUSTMENT,
ISSUE CASH ADVANCES, AWARD AND AMEND CONTRACTS, AND
HIRE TEMPORARY STAFF FOR THE AMERICAN RECOVERY AND
REINVESTMENT ACT (ARRA) TEMPORARY ASSISTANCE FOR
NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND (ECF)
SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)
(ALL DISTRICTS - 3 VOTES)**

SUBJECT:

This Board Letter recommends approval: 1) for a budget appropriation adjustment to increase Community and Senior Services' (CSS) Services and Supplies (S&S) appropriation; 2) to award contracts to the current 16 Workforce Investment Act (WIA) Youth contractors to provide TANF ECF SYEP services to eligible teens this summer; 3) to make any needed contract amendments to the TANF ECF SYEP contracts; 4) to issue one-time cash advances to contract agencies to cover the wages of the summer youth participants; and 5) to increase ordinance authorization for CSS.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached Budget Appropriation Adjustment (Attachment I) in the amount of \$18,900,000 to be utilized for Fiscal Year (FY 2009-10) and for July 2010 through September 2010. This funding will be distributed to the service providers listed on Attachment II. The budget appropriation adjustment reflects the additional TANF ECF funds which will be recognized by the Department of Public Social Services (DPSS) in FY 2010-11. DPSS has sufficient appropriation for the intrafund transfer in FY 2009-10.

2. Delegate authority to the Director of CSS, or designee, to execute contracts, approved as to form by County Counsel, with the 16 service providers indicated on Attachment II, effective the date of approval by CSS' Director, or designee, through September 30, 2010, for the provision of TANF ECF SYEP services.
3. Delegate authority to the Director of CSS, or designee, to execute contract amendments to increase or decrease original contract amounts, and execute contract extensions effective October 1, 2010 on a month-to-month basis based on contractor performance and capacity to provide services after County Counsel approval as to form, provided that: (a) approval of County Counsel and the Chief Executive Office (CEO) are obtained prior to any such amendment; b) the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed; and c) the TANF ECF program has been extended by the federal government effective October 1, 2010 through September 30, 2011.
4. Authorize the issuance of a one-time-only cash advance for TANF ECF SYEP contractors estimated at \$4.7 million in FY 2009-10 to cover the wages of the summer youth participants.
5. Approve ordinance authority for CSS, pursuant to County Code Section 6.06.020, for 20 temporary Student Professional Worker IIs and two Student Professional Workers Information Technology (IT).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

With the availability of ARRA funding, this summer the County has the opportunity to provide summer youth employment for CalWORKs families, Food Stamp households, eligible foster youth living with relatives, eligible transition-aged foster youth, as well as General Relief youth (age 14-24). Accordingly, on April 6, 2010, your Board instructed DPSS and CSS to execute a Memorandum of Understanding to provide TANF ECF funding to CSS to administer the TANF ECF SYEP in the Los Angeles County Workforce Area during the months of May 2010 through September 2010. Your Board also instructed both departments to develop an outreach campaign to promote awareness of the TANF ECF SYEP, and to prioritize the employment of foster care youth in all youth jobs programs.

The TANF ECF SYEP will provide summer employment to eligible youth, providing paid work-based learning through summer employment opportunities coupled with basic

skills remediation, career planning, and employment readiness skills training. The SYEP includes a variety of services designed to further build the competencies that must be developed during adolescence in order to make a successful transition to adulthood and employment.

Because this funding was not in CSS' FY 2009-10 budget, a budget appropriation adjustment is needed for CSS to execute new contracts with existing procured WIA Youth agencies to provide TANF ECF SYEP services. As a significant portion of the TANF ECF SYEP funding will involve subsidized employment, providers will have an increased need for cash to meet the program's payroll needs. Therefore, the Department plans to issue a one-time cash advance to its TANF ECF SYEP contractors in FY 2009-10 in the estimated amount of \$4.7 million.

With ARRA funding, there is an expectation at the State and national levels to achieve the training, services and employment objectives. Therefore, CSS will need increased ordinance authority to hire temporary/hourly staff dedicated to meet the goals and requirements of the TANF ECF SYEP.

These recommended actions will provide CSS with the authority to adjust its budget, execute/amend contracts, issue cash advances, and hire the necessary temporary staff.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with principles of the Countywide Strategic Plan, Goal 2 – *Children, Family and Adult Well-Being*.

Performance Measures

The County's goal is to assist youth in TANF ECF SYEP in overcoming barriers to employment. For the TANF ECF SYEP participant, work readiness is the performance measure used to determine this. For a youth to be successfully evaluated for SYEP, participation must be for a minimum of 100 hours. A pre- and post-employment Work Readiness Checklist will be used by contractors to determine if the work readiness measure is met.

FISCAL IMPACT/FINANCING

The funding for the TANF ECF SYEP is an estimated \$21,080,000, of which: 1) \$18,900,000 is for contractors; 2) \$300,000 is for Auditor-Controller (A-C) monitoring; 3) \$300,000 is for IT development; 4) \$130,000 is for publishing and mailing outreach material; 5) \$670,000 is for program coordination activities; and 6) \$780,000 is for administration/overhead costs.

CSS is requesting a budget appropriation adjustment in the amount of \$18,900 for FY 2009-10, since funding for this program was not included in CSS' FY 2009-10 Adopted Budget. Funding in the amount of \$2,180,000 will also be included in the department's FY 2010-11 Adopted Budget.

To coordinate program activities, 22 temporary/hourly Professional Student Workers will be hired. Sixteen will be onsite at each WorkSource Center to provide technical assistance to contractors; four will assist CSS' planning staff in the administration of the program, and two with IT background will assist in the data gathering/tracking/reporting process. All students will be released at the conclusion of the TANF ECF SYEP.

TANF ECF will cover 80% of the projected contractors' costs. The additional 20% match will be provided through an In-kind Supervision match from participating employers. As the budget appropriation adjustment is fully funded by TANF ECF, there is no impact to the County General Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

When ARRA was authorized in 2009, it included new funding through TANF ECF to assist states with the financial impact that the economic downturn is having on TANF families. The California Department of Social Services (CDSS) provided counties with program instructions for implementing the expansion of the CalWORKs subsidized employment programs through TANF ECF.

On April 6, 2010, your Board instructed DPSS and CSS to execute a Memorandum of Understanding to provide TANF ECF funding to CSS to administer the TANF ECF SYEP in the Los Angeles County Workforce Area during the months of May 2010 through September 2010.

Currently, additional WIA SYEP funding is pending approval by Congress. Depending on the availability and amount of any WIA SYEP funding, CSS may need to shift some of its efforts from TANF ECF SYEP and focus on its main mission, as the administrative entity of the Los Angeles County Workforce Investment Board, to operate a WIA SYEP program to ensure WIA funds are expended and not jeopardized in the future due to under spending. However, until such time that any WIA SYEP funding materializes, CSS is prepared to provide summer youth opportunities with the TANF ECF funding.

TANF ECF Cash Advances

Overall, about \$4.7 million in cash advances is planned for all TANF ECF contractors, with each contractor receiving an initial cash advance payment equivalent to one month of estimated costs. Attachment II reflects the maximum amount that would be issued to

each contractor. Cash advances will be distributed only to contractors who are in good standing without any unresolved audit/monitoring findings.

For each of the first three months, providers would be reimbursed for each month's costs. In the fourth month, CSS would apply the cash advance balance to the amounts invoiced. In the fifth month, the agency would be informed of any remaining cash advance balance and that it must repay the Department within 30 days. Failure to remit any cash advance balance will result in the suspension of payments (for all CSS contracts) until the cash advance balance is fully recouped.

CONTRACTING PROCESS

Given that the TANF ECF funding provides a unique opportunity to provide employment to the County's eligible teens this summer, it is in the County's best interest to distribute the funding to existing WIA Youth providers that were competitively procured and awarded contracts by your Board on June 24, 2008.

On March 26, 2010, DPSS received approval from CDSS to waive the procurement process pursuant to CDSS' Manual of Policies and Procedures Section 23-621. Therefore, CSS will be administering the TANF ECF SYEP through new contracts with the 16 current WIA Youth providers. Contracts will be awarded only to WIA Youth providers in good standing. Contractors will ramp up services in May, providing summer employment primarily during the months of June through August, conducting close-out activities in September 2010.

In response to your Board's request to prioritize the employment of foster care youth, contractors will be asked to set aside/reserve a percentage of their slots for foster care youth for one month after the Department of Children and Family Services conducts its outreach activities to this population. This will ensure these youth are afforded every opportunity to take advantage of the TANF ECF SYEP. After a month, unutilized reserved slots will become available to other eligible youth.

Given the program's short duration between May and September 2010, TANF ECF SYEP performance reports will be provided to your Board in July and September 2010.

Monitoring Requirement

Beginning with FY 2003-2004, CSS contracted with the A-C's office to conduct fiscal and contract compliance monitoring of all its WIA contractors. CSS plans to have the A-C also monitor the TANF ECF SYEP. CSS is responsible for ensuring, through its resolution process, that the reported monitoring findings are resolved and training is provided to contractors, if necessary, and/or program policies are developed.

IMPACT ON CURRENT SERVICES

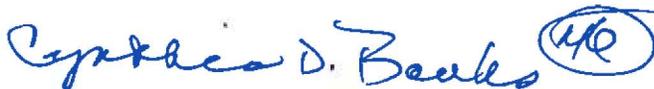
The recommended actions will allow for the continued provision and enhancement of workforce investment services to eligible teens and employers within Los Angeles County. The program will provide work-based learning through summer employment and includes a variety of services designed to further build the competencies that must be developed during adolescence to make a successful transition to adulthood and employment.

The recommended actions will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to Ms. Carol Domingo, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. If you need to contact Ms. Domingo, her number is (213) 215-2564.

Respectfully submitted,



CYNTHIA D. BANKS
Director

CDB:OS:MQ:
CD:cd

Attachments

- c: Chief Executive Officer
- County Counsel
- Auditor-Controller
- Executive Officer, Board of Supervisors
- Director, Department of Public Social Services

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BA FORM 08/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 325

DEPARTMENT OF Community and Senior Services

May 11, 2010

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2009-2010

3 - VOTES

SOURCES

DCSS - Workforce Investment Act
A01-CS-6800-26555-26670
Intrafund-\$18,900,000
Increase Intrafund

USES

DCSS - Workforce Investment Act
A01-CS-2000-26555-26670
Service and Supplies-\$18,900,000
Increase Appropriation

SOURCES TOTAL: \$ 18,900,000

USES TOTAL: \$ 18,900,000

JUSTIFICATION

The adjustment to the Assistance Budget will allow our department to create activities that support summer employment opportunities in for eligible youth LA County, including paid work-based learning coupled with basic skills remediation, career planning, and employment readiness skills training. The SYEP includes a variety of services designed to further build the competencies that must be developed during adolescence in order to make a successful transition to adulthood and employment.

AUTHORIZED SIGNATURE Rogelio Tapia, Finance Director

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR --

- ACTION
RECOMMENDATION

- APPROVED AS REQUESTED
APPROVED AS REVISED

AUDITOR-CONTROLLER

BY [Signature]

CHIEF EXECUTIVE OFFICER

BY [Signature]

B.A. NO. 192

April 29 2010

April 28 2010

TANF ECF SYEP CONTRACTOR ALLOCATIONS

	AGENCY	CONTRACT AMOUNT	MAXIMUM CASH ADVANCE
1	AADAP	\$ 270,000	\$ 67,500
2	AYE Catholic Charities	2,025,000	506,250
3	Career Partners	2,835,000	708,750
4	City of Compton	1,053,000	263,250
5	Communities in School*	540,000	135,000
6	Door of Hope	1,053,000	263,250
7	Goodwill	2,145,000	536,250
8	Hub Cities Consortium	1,755,000	438,750
9	Jewish Vocational Services	135,000	33,750
10	LA Works	1,566,000	391,500
11	LACOE	1,026,000	256,500
12	MAOF	540,000	135,000
13	Maravilla	150,000	37,500
14	SASSFA	2,052,000	513,000
15	Watts Labor Community Action Center	459,000	114,750
16	Special Service for Groups	1,296,000	324,000
	TOTAL	\$ 18,900,000	\$ 4,725,000

* TANF ECF funding will be held in abeyance pending resolution of non-compliance findings.