



**County of San Bernardino  
Department of Workforce Development  
YOUTH SERVICES 2011-2013 BIDDERS CONFERENCE  
SAN BERNARDINO ERC, 658 E. BRIER DR. #100  
THURSDAY, October 28, 2010**

**Questions:**

1. **Q:** Does High School drop out and out of school youth include students who have completed 4years of High School and met graduation credit requirements but not passed the California High School Exit Exam?

**A: Yes**

2. **Q:** Can California High School Exit Exam prep classes be paid for from these programs if it is included in the plan?

**A: Yes**

3. **Q:** Can funds be used to pay for students to take GED?

**A: Yes**

4. **Q:** If we came to bidders' conference today but decided we are the program provider or training provider instead of the lead agency, are we able to still submit an application in collaboration with another agency who would be the administrator but are not here today? i.e., their name on contract?

**A: No, the only agencies that are eligible to respond and be administrator are those who attended the bidders' conference and signed in.**

5. **Q:** Do you have a list of local companies in each industry need, i.e. what are you defining as green?

**A:** We do not have a list of local companies in each sector. In Part II General Instructions A. Definitions (pages 24-25) of the RFP there are definitions for each sector under "Career Ladders". "Green" is defined in the RFP on page 25.

6. **Q:** Can new agencies apply for this contract? The core staff have the required experience.

**A:** Yes

7. **Q:** What is find leverage funds?

**A:** That funding for your organization must not rest solely on WIA funds. Demonstrate that your organization has other funding which will be used in conjunction with a contract awarded as a result of this RFP.

8. **Q:** Please list/clarify the 10 WIA Program Elements required of all program providers.

**A:** The ten program elements are listed in Section K (a) on page 11 of the RFP.

9. **Q:** Can a college student who has a high school diploma and has barriers to employment but is not basic skills deficient participate?

**A:** Yes, as long as they have other barriers.

10. **Q:** Does the organization. Example: of a good proposal.

**A:** An example cannot be placed here, but you may contact one of our current Youth Providers and ask to see a sample. For a list of agencies go to: <http://www.sbcounty.gov/wib/YouthServices.htm>

11. **Q:** What is the slot cost for the Year-Round Innovative Youth Program PY 2011-2013?

**A:** There is no predetermined slot cost.

12. **Q:** Locations to be served – not listed on the checklist (see pg. 46 of RFP)  
(Geographic Area(s) to be served).

**A:**

West End	Valley	Desert/Mountain	
<input type="checkbox"/> Chino	<input type="checkbox"/> Colton	<input type="checkbox"/> 29 Palms base	<input type="checkbox"/> Victorville
<input type="checkbox"/> Chino Hills	<input type="checkbox"/> Fontana	<input type="checkbox"/> 29 Palms city	<input type="checkbox"/> Hesperia
<input type="checkbox"/> Montclair	<input type="checkbox"/> Grand Terrace	<input type="checkbox"/> Baker	<input type="checkbox"/> Adelanto
<input type="checkbox"/> Ontario	<input type="checkbox"/> Highland	<input type="checkbox"/> Apple Valley	<input type="checkbox"/> Morongo Basin
<input type="checkbox"/> Rancho Cucamonga	<input type="checkbox"/> Loma Linda	<input type="checkbox"/> Big Bear	<input type="checkbox"/> Yucca Valley
<input type="checkbox"/> Upland	<input type="checkbox"/> Rialto	<input type="checkbox"/> Big Bear Lake	<input type="checkbox"/> Oak Hills
<input type="checkbox"/> San Antonio Heights	<input type="checkbox"/> Redlands	<input type="checkbox"/> Searles Valley	<input type="checkbox"/> Big River CDP
<input type="checkbox"/> West End	<input type="checkbox"/> Yucaipa	<input type="checkbox"/> Barstow	<input type="checkbox"/> Joshua Tree
	<input type="checkbox"/> Muscoy	<input type="checkbox"/> Lenwood	<input type="checkbox"/> Needles
	<input type="checkbox"/> Bloomington	<input type="checkbox"/> Nebo Center	<input type="checkbox"/> Crestline
	<input type="checkbox"/> Mentone	<input type="checkbox"/> Wrightwood	<input type="checkbox"/> Lake Arrowhead
			<input type="checkbox"/> Running Springs
<input type="checkbox"/> West End unincorporated sections of SB Co	<input type="checkbox"/> East & Central Valley unincorporated sections of SB Co	<input type="checkbox"/> Desert/Mtn unincorporated sections of SB Co.	

13. **Q:** Where would you like it written in the proposal? (See page 38 of rfp under project narrative, 3<sup>rd</sup> bullet point under “enroll the targeted groups”).

**A: In the Project Narrative – Problem Statement**

14. **Q:** Is a college student who has a high school diploma and meets the eligibility requirements of unemployed, underemployed but not basic skills deficient eligible for the WIA youth services? And are they considered in-school or out-of-school?

**A: Yes, as long as they have another barrier. They are considered in school youth because they are not basic skills deficient.**

15. **Q:** Please, can you let us know if there will be another opportunity to attend the mandatory RFP workshop?

**A: There will not be any other bidders conferences held for this RFP.**

16. **Q:** My question is if a youth is in-school can we use supportive service money to help pay sports cost. With the reasoning, if being involved in sports helps to keep them in school and graduate that is support. Kids have to pay for sports here and most all games are out of town which requires food cost and possibly other costs.

Next, on the forms I noticed the supportive service line was blocked out for the follow-up year and it wasn't this past contract, was that an error?

**A: WIA funds (supportive services) cannot be used in the manner described above. Supportive services may only be used for those needs directly related to WIA activities.**

**During follow-up year the following costs listed on the budget worksheet are not allowed:**

- ◆ **Line C. Recruitment, Advertising, Outreach**
- ◆ **Line Q. Youth Training Costs (Tuition, Supplies, Etc.)**
- ◆ **Line R. Participant Wages**
- ◆ **Line S. Participant Stipends**

17. **Q:** Can an employability workshop satisfy Occupational Skills Training? (section Ka)

**A: No, Occupational Skills Training is short term vocational training that provides participants with the skills necessary to obtain employment in career ladders leading to self-sufficiency.**

18. **Q:** What's a vendor code? Where can we obtain one? (Appendix B)

**A: A vendor code is assigned by the County of San Bernardino during the contract approval process.**

19. **Q:** Is the WIA solely a reimbursement program or will we receive funds in advance for start up cost (we are a new agency?)

**A:** Please see **Sample Contract (Appendix B) Section IX.D – page 13** regarding advances.

20. **Q: Reference: PART II Section D.b.vi.**

Can “Letters of Commitment” replace or qualify as the Formalized Agreement or must we use the Formalized Agreement Form (Appendix C)?

**A:** Yes, as long as they include the necessary provisions, conditions, & covenants included in the Sample Formalized Agreement. Letters must include; Term, Responsibilities, Fiscal Provisions, Insurance, and Amendments.

21. **Q: Reference: PART III Section D.a.iii.i.**

Can “Letters of Commitment” from noted organizations be used instead or must we use the Formalized Agreement (Appendix C) to receive Extra Points?

**A:** Letters of Commitment which follows the definition in Part II Section A. Definitions (page 26) and Section E. d. Formalized Agreements (page 36) may be used for the extra points.

22. **Q: Reference: Part III Section D**

Do Letters of Commitment and Formalized Agreements count toward the entire project narrative 15-page limit?

**A:** No

23. **Reference: Appendix C Section II-First Bullet**

Must organizations commit to the days and hours noted which are Mondays and Wednesdays from 8am to 10am and 4pm to 6pm; is there flexibility with days and hours?

**A:** Appendix C is a “Sample”, the days and hours are just an example of how a Formalized Agreement should be prepared.

24. **Q:** On page 6 of 46 and 30 of 46 the RFP requires an original (which may be bound) and 5 **unbound** copies of the written proposal. The original must be marked as a "master" copy. For clarity-do you consider placing the proposal in a 3-ring binder as a "bound" copy? For the unbound copies, can we secure them with the clamp type clips commonly known as "binder" clips?

**A: Placing the proposal in a 3-ring binder would be considered "bound". Unbound copies may be secured with the clamp type clips commonly known as "binder" clips.**

25. **Q:** On page 10 of 46 the "Preparing a Proposal" Section identifies "Linkages" and "Program Linkages". Can you define the difference between the two terms? Can Program Linkages also be general linkages?

**A: Yes, program linkages can also be general linkages.**

26. **Q:** Page 42 of the RFP states that the contract may be funded in whole or part with dollars from ARRA. At this time, is ARRA funding included in the funds appropriated for this RFP?

**A: At this time, ARRA funding is NOT included in the funds appropriated for this RFP. That is not to say that ARRA funding, should they become available would not be utilized for contracts arising out of this RFP.**

27. **Q:** Per the sample contract, (Page 4 of 24) 100% of the youth to be enrolled must be enrolled by September 30, 2011. The term is from July 1, 2011 to June 30, 2013. Does that mean that 100% of the participants must be enrolled within a 90 day time period? After September 30, 2011 no additional participants may be enrolled?

**A: Yes, 100% of youth participants must be enrolled within 90 days of contract implementation which is September 30, 2011.**

28. **Q:** In reference to the question above, does this mean that all "follow-up" services should be concluded by June 30, 2013?

**A: Yes, all follow up services should be concluded by June 30, 2013.**

29. **Q:** One more question regarding vii on page 34 of 46. When the RFP states that WIA funds must not exceed 75% of the organization's gross revenue which of the following do you mean:

a. If the total revenue (including WIA funds) is \$100,000, then the WIA portion cannot exceed \$75,000.

**or**

b. Before WIA funding, the total gross revenue must equal \$100,000. After the addition of WIA funding, then the total gross revenue for the organization would be \$175,000?

**A: Given the examples above, the answer would be a, if the total revenue (including WIA funds) is \$100,000, then the WIA portion cannot exceed \$75,000.**

30. Please clarify – The RFP states eligible youth must reside in the County of San Bernardino (not the city)... but when asked in the mandatory workshop it was stated that youth who lived in the City of San Bernardino could participate. This is a little confusing -- ***Are youth who live in the City of San Bernardino eligible to participate in this grant program?***

**A: Under limited circumstances, youth residing in the City of San Bernardino may be considered for enrollment.**

31. What all documentation does the “County” need in regards to the subcontractor (i.e. MOU Agreement, resumes and/or subcontract agreement); also do we need to submit a separate budget and budget narrative for the subcontractor?

**A: In responding to the RFP, the only documentation that the County needs is either an MOU/Formalized Agreement which includes the necessary provisions, conditions, & covenants included in the Sample Formalized Agreement. An MOU/Formalized Agreement must state the following provisions; Term, Responsibilities, Fiscal Provisions, Insurance, and Amendments. No separate budget or budget narrative must be submitted; however this information should be included in the responding organizations budget.**

32. Are indirect cost allowed and if so, what is the percentage cap for these expenses? This is not clearly spelled out in the RFP.

**A: Indirect costs are allowed. There is not a specific percentage “cap” for this budgeted item. Depending upon your organization an indirect cost rate letter from the State must be submitted or the organization must demonstrate how they determined their individual indirect cost rate.**

33. **Q:** Do we need to establish a contract with our links before we submit our proposal if we are a new agency?

**A:** A contract is not necessary. Formalized Agreements however are with other organizations, education institutions, and potential employers that an agency has established linkages with to provide WIA youth services as part of your proposal, and that would not be directly provided by your agency. See page 36 for further definition. *A Sample is at the end of this document*

34. **Q:** Can we find out who is here to collaborate?

**A:** Please see list at beginning on page 9 of this document.

35. **Q:** Will we be able to get names and contact information about attendees at the Bidders Conference? I am interested in having a mentor.

**A:** Please see list below.



**County of San Bernardino  
 Department of Workforce Development  
 YOUTH SERVICES 2011-2013 BIDDERS CONFERENCE  
 SAN BERNARDINO ERC, 658 E. BRIER DR. #100  
 THURSDAY, October 28, 2010**

*Sign-In-Sheet:*

<b>Organization Name</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Name of Representative</b>	<b>Email Address</b>
All about Swagger Clothing and Graphic Design	144 E. King St San Bernardino 92408	(909) 586-2048	Ron Carmichael	<a href="mailto:NikRich24@yahoo.com">NikRich24@yahoo.com</a>
AFFK	6290 Terracina Rancho Cuca. 91737	(909) 732-2083	Krista Encinas	<a href="mailto:klehcinas@cbspartners.com">klehcinas@cbspartners.com</a>
American Indian MFG	1439 W 8 <sup>th</sup> St SB Ca 92411	(909) 381-0780	Home of Neighborly Svs	
Apple Valley USD	11837 Navajo Rd. Apple Valley, CA 92307	(760) 247-7206 X. 268	Dennis Killion	<a href="mailto:Dennis_killion@avsd.k12.ca.us">Dennis_killion@avsd.k12.ca.us</a>
ARBOR ET	100 S. Anaheim Anaheim, CA	(714) 342-5854	Janette Dye	<a href="mailto:janettedye@arboret.com">janettedye@arboret.com</a>
Baby Elephant Books	2434 Christine San Bernardino, CA 92407	(760) 937-5028	Jamie Beck	<a href="mailto:info@babyelephantbooks.com">info@babyelephantbooks.com</a>
Boys & Girls Club of Redlands	1251 Clay Street Redlands, CA 92374	(909) 798-4599	Pam Grogan	<a href="mailto:pgrogan@bgcr.org">pgrogan@bgcr.org</a>
Career Institute	10722 Arrow Rt St 808 RC, CA 91730	(909) 481-5151	Judy Takano	<a href="mailto:jtakano@cinow.org">jtakano@cinow.org</a>
Career Institute	10722 Arrow Rt St 808 RC, CA 91730	(909) 481-0270	Kristen Earl	<a href="mailto:kearl@cinow.org">kearl@cinow.org</a>
Career Institute	10722 Arrow Rt St 808 RC, CA 91730	(909) 481-0270	Teresa Taylor	<a href="mailto:ttaylor@cinow.org">ttaylor@cinow.org</a>
CET	1430 Cooley Crt S.B. CA 92408	(909) 478-3818 EXT. 1713	Belinda Gipson	<a href="mailto:Bgipson@cet2000.org">Bgipson@cet2000.org</a>

Center for Employment Training	1430 Cooley Ct. San Bernardino CA 92408	(909) 478-3818	Nelky Rodriguez	<a href="mailto:nrodriguez@cet2000.org">nrodriguez@cet2000.org</a>
Chino Valley Unified School District	13400 Pipeline Ave Chino, CA 91710	(909) 591-3902 x4771	Nancy Bagnoli	<a href="mailto:Nancy_bagnoli@chino.k12.ca.us">Nancy_bagnoli@chino.k12.ca.us</a>
CVUSD	5130 Riverside Chino, CA 91710	(909) 591-3902	Cathy Toole	<a href="mailto:Cathy_Toole@chino.k12.ca.us">Cathy_Toole@chino.k12.ca.us</a>
Colton JUSD	1212 Valencia Dr Colton CA 92324	(909) 580-6544	Bob Reedy for John Conboy	<a href="mailto:John.conboy@cjud.net">John.conboy@cjud.net</a>
CRYROP	1214 Indiana Redlands, CA	(909) 793-3115	Lynnae Pattison	<a href="mailto:Lynnae_pattison@cryrop.org">Lynnae_pattison@cryrop.org</a>
David Centeno	251 Carousel Mall San Bernardino CA 92401	(909) 888-1800	Libreria Del Pueblo Inc	<a href="mailto:centenodave@hotmail.com">centenodave@hotmail.com</a>
Diversified Educational Consulting Group, LLC	850 Parkridge Corona, CA 92879	(909) 816-7847	Dr. Roberto Casas	<a href="mailto:dr.casas53@yahoo.com">dr.casas53@yahoo.com</a>
Domino's Academy	15150 La Paz Dr. Victorville	(310) 930-5469	Pat Shields & Charles Shields	<a href="mailto:patmshields@msn.com">patmshields@msn.com</a>
Enable US Corp	25551 Via Sico Apple Valley	(760) 247-8419	Lizabeth Maldonado	<a href="mailto:Lizabeth3_3@msn.com">Lizabeth3_3@msn.com</a>
Express to Success	PO Box 542 Rancho Cucamonga 91739	(909) 899-2188	Keri Semster	<a href="mailto:dphotomama@msn.com">dphotomama@msn.com</a>
Family Service Association	21250 Box Springs Suite 212 Moreno Valley, CA 92557	(951) 686-1096	Shannon Gonzalez	<a href="mailto:sgonzalez@fsaca.org">sgonzalez@fsaca.org</a>
Family Service Association (FSA)	212550 Box Springs Rd. Moreno Valley CA 92550	(951) 686-1096	Cesar Navarrette	<a href="mailto:cnavarrette@fsaca.org">cnavarrette@fsaca.org</a>
FFYEC	357 W 2 <sup>nd</sup> St #5 SB 92401	(909) 888-7454	Kismet Evans	<a href="mailto:kevans@ievsd.org">kevans@ievsd.org</a>
Fresh Start Ministries	610-A North Euclid Ontario CA 91762	(909) 630-2662	Gil Pacheco	<a href="mailto:Gilpac1@hotmail.com">Gilpac1@hotmail.com</a>
Fresh Start Ministries	6626 Altawoods Way Alta Loma, CA 91701	(909) 210-1258	Tom Burciaga	<a href="mailto:tomburciaga@hotmail.com">tomburciaga@hotmail.com</a>
Forward Focus Youth Enrichment	P.O. Box 2155 San Bernardino, CA 92406	(888) 440-4428	Marqus Stone	<a href="mailto:mstone@fwdfocus.org">mstone@fwdfocus.org</a>
Gang Reduction Intervention	P.O. BOX 2201 Redlands, CA	(909) 793-2746	Joseph Rodriguez	<a href="mailto:BIGJRRN1@MSN.COM">BIGJRRN1@MSN.COM</a>
Gang Reduction Intervention	861 Post Redlands, CA 92374	(909) 793-7746	John Robles	<a href="mailto:Jf.ROBLES@YAHOO.COM">Jf.ROBLES@YAHOO.COM</a>
Goodwill	342 N. San Fernando Rd, Los Angeles 90031	(760) 780-9554	Angela Gardner	<a href="mailto:agardner@goodwillsocal.org">agardner@goodwillsocal.org</a>
Goodwill Southern California	342 N. San Fernando Rd, Los Angeles 90031	(323) 539-2077	Alice Fan	<a href="mailto:afan@goodwillsocal.org">afan@goodwillsocal.org</a>

Hesperia USD	16633 Lemon St Hesperia CA 92395	(760) 948-3441 x179	Werner von der Heide	<a href="mailto:Werner.vonderheide@hesperia.org">Werner.vonderheide@hesperia.org</a>
High Desert Youth Center	15411 Village Dr V V CA 92392	(760) 245-7103	Denise Brenneise	<a href="mailto:dbrenneise@hotmail.com">dbrenneise@hotmail.com</a>
High Desert Youth Center	15411 Village Dr VV CA 92392	(760) 245-7105	Cristina Merrick	<a href="mailto:Cristinamerrick@aol.com">Cristinamerrick@aol.com</a>
Inland Agency	1797 Atlanta Ave Suite H5 Riverside 92507	(951) 241-8723	Kim Foreman	<a href="mailto:kforeman@inlandagency.org">kforeman@inlandagency.org</a>
Inland Empire Autism Transition Collaborative	11956 Berkeley Dr Yucaipa, CA 92399	(909) 797-9129	Beth Haley	<a href="mailto:bethh@alumni.rice.edu">bethh@alumni.rice.edu</a>
Libreria del Pueblo	927 Mt. Vernon San Bernardino, CA 92411	(909) 888-1800	Martin Valdez	<a href="mailto:Martinvaldez524@aol.com">Martinvaldez524@aol.com</a>
Mental Health Systems, Inc. (Needles)	290 Via Lata Colton Ca 92346	(858) 395-1870	Tim S. Smith	<a href="mailto:tsmith@mhsinc.org">tsmith@mhsinc.org</a>
Mojave River Academy	15076 Nokomis ct Apple Valley ca 92307	(760) 265-3124	Dirk Brolsma	<a href="mailto:pattybrolsma@verizon.net">pattybrolsma@verizon.net</a>
Morongo Basin Arch	P.O. Box 485 29 Palms, CA	(760) 228-1600	Wayne Hamilton	<a href="mailto:mbcos@msn.com">mbcos@msn.com</a>
Morongo Unified	PO Box 1209 29 Palms, CA 92277	(760) 367-4191 x438 or 345-8831	Christy Bong	<a href="mailto:cbong@yvhs.net">cbong@yvhs.net</a>
Mountain Counseling & Training	PO Box 6300 Crestline, CA 92325	(909) 338-5807	Shannon Helmle	<a href="mailto:Shannon@mikebeaverslmft.com">Shannon@mikebeaverslmft.com</a>
National Forest Ass. Urban Conservation Corp	602 S. Tippecanoe Ave. SB. CA 92408	(909) 963-8172	Sandy Bonilla	<a href="mailto:Sandybonilla1@yahoo.com">Sandybonilla1@yahoo.com</a>
NCNW	649 Foothill Blvd Rialto, CA 92376	(909) 874-6000	Anita Robinson	<a href="mailto:Ncnwbthune@aol.com">Ncnwbthune@aol.com</a>
NCNW	649 Foothill Blvd Rialto, CA 92376	(909) 874-6000	Sandra Doyle	<a href="mailto:Ncnwbthune@aol.com">Ncnwbthune@aol.com</a>
Operation New Hope	9330 Baseline Rd. #205 Rancho Cucamonga 91701	(909) 527-3894	Ofir Adams	<a href="mailto:ofir@onhcares.com">ofir@onhcares.com</a>
Operation New Hope	712 Lytle St Redlands, CA 92374	(909) 798-1610	Dale Sechrest	<a href="mailto:dksechrest@aol.com">dksechrest@aol.com</a>
Others International, Inc.	320 N. E. St Ste 107	(909) 649-7261	Shirley Wiggins	<a href="mailto:Othersinc6@gmail.com">Othersinc6@gmail.com</a>
Pal Center	2450 Blake St San Bernardino, CA	(909) 887-7002	Jacqueline White	<a href="mailto:Marie8351@aol.com">Marie8351@aol.com</a>
RE: Patrick S. Caullen	251 Carousel Mall San Bernardino CA 92401	(909) 888-1800	Libreria Del Pueblo Inc	<a href="mailto:Fatherpat@live.com">Fatherpat@live.com</a>
Pomona Valley Youth Emp. Svcs	720 N. Park Pomona 91768	(909) 469-0595	Monique Owsley	<a href="mailto:msevilmo@yahoo.com">msevilmo@yahoo.com</a>
Providence/Colle ge Community Services	4281 Katella Ave 201 Los Alamitos 90720	(562) 467-5449	Mary Ferguson	<a href="mailto:mfergusoncarro@provcorp.com">mfergusoncarro@provcorp.com</a>

Smooth Transition	6833 Indiana #205 Riverside, CA	(951) 263-9392	Robin Goins	<a href="mailto:rgoins@smoothtransitioninc.com">rgoins@smoothtransitioninc.com</a>
Summit Career College		(909) 954-3280	Marcus Tromp	<a href="mailto:Marcus.tromp@summitcollege.edu">Marcus.tromp@summitcollege.edu</a>
Summit Career College		(909) 954-3280	Claudia Ortiz	<a href="mailto:Claudia.ortiz@summitcollege.edu">Claudia.ortiz@summitcollege.edu</a>
Summit Career College	851 S. Cooley Dr. Colton 92324	(909) 954-3203	Kandice Conlseault	<a href="mailto:Kandice.conlseault@summitcollege.edu">Kandice.conlseault@summitcollege.edu</a>
Summit Career College	851 S. Cooley Dr. Colton 92324	(909) 954-3279	Marian Sandoval	<a href="mailto:Marian.sandoval@summitcollege.com">Marian.sandoval@summitcollege.com</a>
Taylion Virtual Academy	1184 West 2 <sup>nd</sup> Ave San Bernardino, CA	(760) 912-3571	Danielle Moore	<a href="mailto:dmoore@taylion.com">dmoore@taylion.com</a>
The Learning Collective	8265 Eastwood Rancho Cucamonga CA, 91730	(909) 476-6974 or (626) 233-0884 cell	Kristin Worthley	<a href="mailto:worthlke@sce.com">worthlke@sce.com</a>
Victor Valley USD	16350 Mojave Dr Victorville, CA 92395	(760) 955-3201 Ext. 10272	Gloria McGee	<a href="mailto:gmcgee@wahsd.org">gmcgee@wahsd.org</a>
W & W Community Develop	696 N. D Street S.B. 92410	(909) 889-3930	Cheryl Morten	<a href="mailto:cherylmorten@yahoo.com">cherylmorten@yahoo.com</a>
Youth Action Project	600 North Arrowhead #300 San Bernardino	(909) 888-7881 Ext. 249	Joseph Williams	<a href="mailto:jwilliams@youthactionproject.org">jwilliams@youthactionproject.org</a>
Youth Build San Bernardino County	4959 Palo Verde St Ste 208c8 Montclair, CA 91763	(909) 802-0309	Jerry Johnson	<a href="mailto:Jerry@youthbuildsbc.org">Jerry@youthbuildsbc.org</a>
Yucca Valley H.S. Career Pathways Foundation	P.O. Box 537 Yucca Valley, CA 92286	(760) 447-4015	Jeff Drozd	<a href="mailto:jdrozdz@yvhs.net">jdrozdz@yvhs.net</a>

## APPENDIX C

### SAMPLE

**FORMALIZED AGREEMENT / MEMORANDUM OF UNDERSTANDING  
BETWEEN  
(Lead Agency name)  
and  
(Linking Agency / Subcontractor)**

Both parties mutually agree to the following provisions, conditions and covenants.

#### I. TERM OF AGREEMENT

- The term of the agreement shall be from \_\_\_\_\_ through \_\_\_\_\_ unless terminated pursuant to Section VI.
- Subsequent services shall be authorized by a written extension signed by authorized agents of both *Lead Agency and Linking Agency/Subcontractor names*.

#### II. Linking Agency / Subcontractor RESPONSIBILITIES

- *Linking Agency name* will provide Adult Mentoring and Leadership Development Services to forty (40) eligible youth who are enrolled in *Lead Agency name* youth program. Hours of training will be Mondays and Wednesdays from 8:00am to 10:00am and 4:00pm to 6:00pm.
- *Linking Agency name* will provide monthly participant progress reports to *Lead Agency name* by the tenth of each month.
- *Linking Agency name* shall provide cooperation in any WIA Youth Program monitoring conducted by *Lead Agency name*, Department of Workforce Development, County of San Bernardino, State or Federal agencies.
- *Linking Agency name* agrees to hold the County of San Bernardino and its authorized agents harmless as a result of linking and/or subcontracting with *Lead Agency name*.

#### III. LEAD AGENCY RESPONSIBILITIES

- Refer eligible youth participants to *Linking Agency name* for adult mentoring and leadership development activities.
- Provide technical assistance to *Linking Agency name* regarding WIA program implementation.
- *Lead Agency name* will monitor work performed under this Formalized Agreement, which relates to WIA Youth participants on a weekly/monthly basis to determine if program objectives are being met. *Lead Agency name* will make a written record of any findings and will share this information with the appropriate agency staff.

#### IV. **JOINT RESPONSIBILITIES**

- *Lead Agency and Linking Agency name* agree to protect and maintain confidentiality of all clients as specified in the provisions of WIA Section 146 (f) 3 and Section 10850 of the Welfare and Institutions (W&I) Code and Division 19-000 of the Department of Social Services Manual of Policies and Procedures.
- *Lead Agency and Linking Agency name* shall not discriminate against any clients on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability.
- *Lead Agency and Linking Agency name* will comply with the Workforce Investment Act and its regulations. Reference 20 CFR Part 652, et al. Workforce Investment Act; Interim Final Rules.
- *Lead Agency and Linking Agency name* agree to retain all WIA records in their original form for a period of three (3) years after the termination of this Formalized Agreement MOU or any other pending matters or actions concerning the records.
- Provide excellent customer service to all enrolled youth participants.

#### V. **FISCAL PROVISIONS**

- *Linking Agency name* will receive a flat fee of \$\_\_\_\_\_ for each youth served.
- Compensation for Adult Mentoring and Leadership Development Services/ Activities will not exceed \_\_\_\_\_dollars \$\_\_\_\_\_for the term of this agreement.
- *Linking Agency name* has agreed to provide these services in-kind.
- *Linking Agency name* shall request payments by the fifteen of each month. Payment requests should be sent to the following address:

*Lead Agency Name*

*Lead Agency Address*

#### VI. **GENERAL TERMS AND CONDITIONS**

##### **INSURANCE REQUIREMENTS**

- *Lead Agency and Linking Agency name* agree to provide Workers' Compensation for their own employees who may provide services under this Formalized Agreement.
- *Linking Agency name* must comply with the same Indemnification and Insurance requirements that are imposed on *Lead Agency name*.

**AMENDMENTS**

- This Formalized Agreement may be amended by written mutual consent of both parties.
- Either party may terminate this Formalized Agreement upon \_\_\_\_\_days' written notice.

This Formalized Agreement consists of \_\_\_ pages and is the full and complete document describing services to be rendered by *Linking Agency to Lead Agency*.

Authorized Agent: (Lead Agency Name)  
Name)

Authorized Agent: (Linking Agency  
Name)

By: \_\_\_\_\_  
\_\_\_\_\_  
Name

By: \_\_\_\_\_  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address