

The Greater Louisville Workforce Development Board

Contract No.: 211-400-20

Funding Source: Workforce Innovation and Opportunity Act

Contractor: Board of Education of Jefferson County, Kentucky
Adult & Continuing Education

Modification 01

THIS MODIFICATION, made and entered into as of this 12th day of February, 2020, by and between the Greater Louisville Workforce Development Board, Inc. d/b/a/ KentuckianaWorks, 410 West Chestnut Street, Suite 200, Louisville, Kentucky 40202 ("the Board"), as the Administrative Entity for the Greater Louisville Workforce Development Board and the Board of Education of Jefferson County Kentucky, 3332 Newburg Road, Louisville, Kentucky 40232 ("the Contractor").

W I T N E S S E T H:

Modification to Previous Agreement :

Pursuant to Part 11, "Modifications to Agreement," the parties to this Modification Agreement No. 1 mutually agree to make the following modification to the Original Agreement previously entered into by and between the Board and the Contractor in Contract No. 211-400-20.

The purpose of this modification is to make the following adjustments:

Budget Adjustments for WIOA

Program Salaries and Fringe

- Decrease salary and fringe for Coordinator position to accommodate 1% of FTE being allocated to a new grant (Youth Homeless Demonstration Grant);
- Increase salary and fringe for Clerk position that received a raise;
- Decrease partial salary and fringe for Instructional Assistants and shift to Metro contract budget

- Decrease salary and fringe for Career Development Assistant position, which is being eliminated in second half of the program year; and
- Increase salary and fringe for Career Developer line item to accommodate the addition of another staff in this position for second half of program year.

Operational Costs

- Move funds from the line item Staff Development to the line item Transportation.

Indirect Cost Rate

- Adjust indirect cost rate to confirmed 3.51%, from previously projected rate of 3.55%.

These changes are outlined in the attached WIOA budget. Note that these changes result in a reduction of \$12,938.66 to the original, approved budget. The difference will be returned to KentuckianaWorks. The new WIOA budget for this contract will be \$321,458.15.

Detail of Positions and Qualifications Adjustments

The descriptions for the Program Coordinator and Career Services Manager positions are being revised to reflect their level of effort in contributing to work based learning activities. Work based learning activities must meet a spending threshold per federal regulations so staff time spent on these activities must be documented. These changes are reflected in the attached detail of positions and qualifications.

Performance Adjustments

Target goals for performance measures were not finalized before the start of the contract. Goals have now been negotiated and agreed to by both parties. These goals are reflected in the attached performance document.

APPROVED AND CERTIFIED: To be a grant of funds previously approved by the Mayor of the Louisville/Jefferson County Metro Government, or his authorized representatives, and the Greater Louisville Workforce Development Board, Inc., as contained in the Greater Louisville Workforce Development Area's Workforce Development Plan; or to be a grant of funds in accordance with procedures contained in the Inter-local Cooperation Agreement between the Louisville Jefferson County Metro Government and the Counties of Bullitt, Henry, Oldham, Shelby, Spencer, and Trimble.

WITNESS The Agreement of the parties hereto and attested by their signature affixed hereon.

The Board

The Contractor

Greater Louisville
Workforce Development Board, Inc.

Board of Education of Jefferson County, Kentucky

By:

Michael B. Gritton
Executive Director

Dr. Marty Pollio
Superintendent

Date: _____

Date: _____

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Superintendent

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Budget

WIOA	Original	Adjustments	Revised
Coordinator (Jennifer) (Original - 1FT@60%; Modified 1FT@59%)	\$38,181.28	-\$347.48	\$37,833.80
fringe 34% Federal/ 6% Local	\$12,981.64	-\$118.15	\$12,863.49
Career Services Manager (Cheryl) (1FT)	\$28,515.18	X	\$28,515.18
fringe 34% Federal/ 6% Local	\$9,695.16	X	\$9,695.16
Career Development Assistant (Kila)(1 FT)**	\$17,713.80	-\$10,537.48	\$7,176.32
fringe 34% Federal/ 6% Local	\$6,022.69	-\$3,582.74	\$2,439.95
Clerk (Helena) (1 FT)	\$19,934.30	\$153.09	\$20,087.39
fringe 61% Federal, 34% Non-fed	\$12,159.93	\$93.38	\$12,253.31
Adult Education Career Developer (5 FT)***	\$103,508.99	\$3,459.24	\$106,968.23
fringe 34% Federal/ 6% Local	\$35,193.06	\$1,176.14	\$36,369.20
Adult Education Instructor (1 FT)	AE core funding	X	AE core funding
fringe 34% Federal/ 6% Local	AE core funding	X	AE core funding
Instructional Assistant (2 PT)(2 X 19.75 X 52 weeks)	\$14,569.70	-\$2,428.30	\$12,141.40
fringe 10%	\$1,456.97	-\$242.83	\$1,214.14
Extended Day			
fringe 6%			
Total Program Salaries	\$222,423.25	-\$9,700.92	\$212,722.33
Total Program Fringe	\$77,509.45	-\$2,674.20	\$74,835.25
Total Program Salaries & Fringe	\$299,932.70	-\$12,375.12	\$287,557.58
Travel (Local)			
Travel (Out-of-Town)			
Staff Development	\$8,000.00	-\$2,000	\$6,000.00
Dues/Subscriptions			
Computer Software			
Furniture & Other Approved Equipment			
Office Supplies, Printing, & Copying	\$1,000.00	X	\$1,000.00
Postage/Courier Service			
Outreach/Recruitment			
Transportation: TARC Tickets and Passes	\$5,000.00	\$2,000.00	\$7,000.00
Tests and Educational Materials	\$6,000.00	X	\$6,000.00
Participant Expenses*			
Unforeseen Miscellaneous			
Youth Development Activities	\$3,000.00	X	\$3,000.00
Total Operational Costs	\$23,000.00	X	\$23,000.00
Subtotal	\$322,932.70	-\$12,375.12	\$310,557.58
Indirect costs (3.51%)*	\$11,464.11		\$10,900.57
Total Funds Requested (JCPS Contract)****	\$334,396.81	-\$12,938.66	\$321,458.15

Modification 01 - JCBOE WIOA Contract PY 2019 - 20: #211-400-20

Detail of Positions and Qualifications

Position Title: **Program Coordinator**

Specific Duties Related to Proposed Service:

- A.** Will serve as team leader.
- B.** Responsible for the day-to-day management of the center, staff supervision, and program design.
- C.** Responsible for developing and maintaining relationships with employers, social service agencies, and partners.
- D.** Responsible for the recruitment of customers.
- E.** Responsible for monitoring WIOA, state, and local performance outcomes.
- F.** Oversight of required WIOA Work-Based Learning (WBL) activities, including program design, youth and employer recruitment (as needed), reporting, budgeting, outreach, and leading the WBL team in planning and decision-making in all WBL activities.*
- G.** Other duties as assigned.

Minimum Qualifications:

1. Education: Minimum Requirement: Bachelor's Degree, Master's Degree preferred.
2. Experience: Successful experience in providing services to at-risk populations, especially youth, preferred.

Other: Successful experience in organizational development and program management

*7% of Program Coordinator WIOA salary should be allocated to WBL activities.

(Program staff are paid for out of two budgets- WIOA and Metro. 5% of overall Program Coordinator's time equates to 7% of time paid for by WIOA portion of salary.)

Position Title: Career Services Manager

Specific Duties Related to Proposed Service:

- A. Responsible for the recruitment of employer partners and maintaining relationships with employers.
- B. Responsible for working with customers for employment placement.
- C. Responsible for contact with employers.
- D. Responsible for conducting outreach programs for employers or other partners.
- E. Responsible for overseeing and supervising staff in prospective areas (e.g. career services and intake team), and generating monthly reports as needed.
- F. Responsible for employer outreach and placement activities for required WIOA Work-Based Learning (WBL) activities, including outreach to potential new internship placement sites, working with placement supervisors to complete internship site paperwork (worksite agreement, job description, etc.), setting up placement site and intern interview sessions, and participating as member of WBL team in planning and decision-making in all WBL activities.*
- G. Other duties as assigned.

Minimum Qualifications:

- 1. Education: Minimum Requirement: Bachelor's Degree. Master's Degree preferred
- 2. Experience: Successful experience in providing services to at-risk populations, especially youth, preferred.
- 3. Other Qualifications: Successful experience in workforce development and program management.

*58% of Career Services Manager WIOA salary should be allocated to WBL activities.

(Program staff are paid for out of two budgets- WIOA and Metro. 35% of overall Career Service Manager's time equates to 58% of time paid for by WIOA portion of salary.)

Performance

Measures	Annual Goal
1. Served (Reportable Individual)	Count/Tally
2. New Enrollments	150
3.Participated in Leadership Development	60 (40% of new enrollment)
4.Completed Career Assessment/Exploration*	150
5.Completed Work Readiness	105 (70% of new enrollment)
6.Completed Work Experience (such as Internship Academy; job shadow; etc.)	Job Shadow – 40 Internship- 30
7.Placed in Employment, Post-Secondary Skills Training, or College	115
8.Median Earnings	Report Out (No Goal)
9.Post-Secondary Credential Attainment	50
10.Measurable Skills Gains (including GEDs)	110

* The annual goal for this measure applies only to new enrollments.

Note: Definitions for measures 1,2,6,7,8,9, and 10 above shall adhere to the DOL-ETA guidance set forth in TEGL 10-16, Change 1- Operating Guidance for the Workforce Innovation and Opportunity Act (WIOA) dated August 23, 2017. Additionally, KentuckianaWorks will provide training on definitions, data entry, and reporting related to the quantitative performance measures for further clarification.