



**Contract Number**

20-306 A-2

**SAP Number**

4400014347

**Transitional Assistance Department**

**Department Contract Representative Telephone Number** John Greswit, Contract Analyst  
(909) 388-0255

**Contractor Contractor Representative** Chaffey College  
Henry D. Shannon, Ph.D.,  
President/Superintendent

**Telephone Number** (909) 681-6100

**Contract Term** 07/01/2020 through 06/30/2023

**Original Contract Amount** NTE \$5,000,000

**Amendment Amount** NTE \$2,500,000

**Total Contract Amount** NTE \$7,500,000

**Cost Center** 5017601000

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 2**

It is hereby agreed to amend Contract No. 20-306, effective July 1, 2022, as follows:

**SECTION I. DEFINITIONS**

**Amend Paragraphs H and I to read as follows:**

- H. Referral to Activity – (TAD WTW 109) – Required County form completed by the WTW staff to enroll customer into program activities. The referral form is provided to the Contractor to initiate enrollment of CalWORKs customers into program activities.
- I. Welfare-to-Work Program Attendance and Progress Report (CSF 124) – Report prepared by the Contractor in a format approved by the County. At a minimum, the report shall contain customer’s name, Social Security Number, attendance date, daily time in and time out, daily total attendance hours, weekly total attendance hours, narration of participant progress in course, customer’s signature, instructor’s signature, and date signed. Attendance is submitted weekly and Progress is submitted monthly to the County for each CalWORKs customer.

## **SECTION II. CONTRACTOR RESPONSIBILITIES**

### **Amend Paragraphs D and Q to read as follows:**

- D. Verify eligibility and obtain approval from the County to provide services for any CalWORKs customer using the Referral to Activity (TAD WTW 109).
- Q. Provide case management for all CalWORKs customers who receive services under the Contract. Case management includes, but is not limited to, maintaining a customer's case file while enrolled in vocational education/training services, continually assessing service(s) needed, and documenting customer's progress including success and problems. Each customer shall have an individual case file, which must be accurate and complete, and minimally contain the following information:
  - 1. Referral to Activity (TAD WTW 109)
  - 2. Release of Information (TAD 228 form)
  - 3. Welfare-to-Work Program Attendance and Progress Report (CSF 124)
  - 4. Signed County Complaint and Grievance Procedure (HS 39) (Attachment B)
  - 5. Copy of the Certificate of Completion

## **SECTION IV. COUNTY RESPONSIBILITIES**

### **Amend Paragraphs B to read as follows:**

- B. Complete the County portion of the Referral to Activity (TAD WTW 109)) to be sent with the customer at the time of enrollment into the Contractor's educational services.

## **SECTION V. FISCAL PROVISIONS**

### **Amend Paragraph A and C to read as follows:**

- A. The aggregate amount of payment under this Contract is a combined total for all CalWORKs Vocational Education and Training Services. Contractors identified in the corresponding Board Agenda item and together shall not exceed \$7,500,000 for the term of the contract, of which \$7,500,000 may be federally funded, and shall not exceed the \$2,500,000 for the period from July 1, 2022 through June 30, 2023, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.
- C. The basis for payment is for services provided under this Fee-for-Service Contract. The Contractor shall be reimbursed according to Benchmark Payments as listed herein:
  - 1. Enrollment  
Twenty percent (20%) of the total cost identified in Attachment A, Training Program Sites and Costs, upon completion of one (1) week attendance in program. Copies of Referral to Activity (TAD WTW 109) and enrollment/attendance verification must be attached to invoice.
  - 2. Half Completion  
Thirty percent (30%) of the total cost as identified in Attachment A, Training Program Sites and Costs, upon half completion of program. Copies of Referral to Activity (TAD WTW 109) documentation of half completion, and attendance/progress verification must be attached to invoice.
  - 3. Completion  
Thirty percent (30%) of the total cost as identified in Attachment A, Training Program Sites and Costs, upon completion of program. Copies of Referral to Activity (TAD WTW 109) completion certificate, passing test scores and/or skill levels, and attendance/progress verification must be attached to invoice.

4. Job Placement

Twenty percent (20%) of the total cost as identified in Attachment A, Training Program Sites and Costs, upon entering into related unsubsidized employment within ninety (90) days from the completion date of the education/training program. San Bernardino County Employment Verification form (Attachment C) must be attached to invoice.

The County may approve payment upon entering related unsubsidized employment beyond ninety (90) days to be determined on a case by case basis.

**SECTION VIII. TERM**

**Amend Section VIII to read as follows:**

This Contract is effective as of July 1, 2020, and is extended from its original expiration date of June 30, 2022, to expire on June 30, 2023, but may be terminated earlier in accordance with provisions of Section IX of the Contract.

**All other terms and conditions of Contract No. 20-306 remain in full force and effect.**

This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

SAN BERNARDINO COUNTY

CHAFFEY COLLEGE

*(Print or type name of corporation, company, contractor, etc.)*

▶  
\_\_\_\_\_  
Curt Hagman, Chairman, Board of Supervisors

By ▶ \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Dated: \_\_\_\_\_

Name Henry D. Shannon, Ph.D.  
*(Print or type name of person signing contract)*

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Title President/Superintendent  
*(Print or Type)*

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By \_\_\_\_\_  
Deputy

Dated: \_\_\_\_\_

Address 5885 Haven Avenue

Rancho Cucamonga, CA 91737-3002

**FOR COUNTY USE ONLY**

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
▶ Adam Ebright, Deputy County Counsel	▶ Patty Steven, HS Contracts	▶ Gilbert Ramos, Director
Date _____	Date _____	Date _____