



Date: May 16, 2016

To: Thomas J. Bonfield, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Grace Dzidzienyo, Interim Director, Office of Economic and Workforce Development

Subject: Contract with Community Partnerships, Inc. to provide Workforce Innovation Opportunity Act (WIOA) youth framework services from July 1, 2016 – June 30, 2017

Executive Summary

This memorandum outlines a recommendation to enter into contract with Community Partnerships Inc. (CPI) from July 1, 2016 to June 30, 2017, in the amount of \$325,000.00 to provide Workforce Innovation Opportunity Act (WIOA) Youth program framework services for up to 150 WIOA eligible youth in the Youth Employed and Succeeding (YES) program. Approval of this contract will allow uninterrupted services to be provided to WIOA youth beyond the existing contractual completion date (set to expire on June 30, 2016). The total contract amount will not exceed \$325,000.00.

Recommendation

The Office of Economic and Workforce Development (OEWD) recommend City Council to authorize the City Manager to execute a contract with CPI to provide uninterrupted youth framework services from July 1, 2016 through June 30, 2017 for a contract amount of \$325,000.00.

Background

OEWD issued a Request for Proposals (RFP) on February 2, 2016 for youth framework services. The RFP closed on March 16, 2016. On May 26, 2016 the Durham Workforce Development Board (DWDB) approved the WIOA Youth RFP Review Panel and DWDB Executive Committee's recommendation that CPI be awarded a new contract to operate the YES program from July 1, 2016 to June 30, 2017, in an amount not to exceed \$325,000.00, renewable annually for up to two additional years based on performance and funding availability.

Service Delivery and Performance

CPI was awarded the PY 15 contract to provide employment and training services for WIOA eligible youth that included the following:

- . Case management
- . Intake
- . Referral
- . Recruitment

- . Preparation of an objective *Needs Assessment* document that outlines all of the necessary services for an individual to be employable and/or enter post-secondary education
- . Supportive services
- . Connecting youth to services in the community that address barriers to employment, diploma equivalency, and/or skill attainment
- . Occupational skills training
- . Labor market and employment information
- . Preparation for and transition to postsecondary education and training

CPI administers the YES Program, which is on pace to meet and/or exceed state placement and attainment performance goals for PY15. Strategies are being implemented to improve in the literacy and numeracy gain category. CPI’s work in recruiting participants, providing sound and rational individual service strategies, comprehensive guidance and counseling, supportive services, occupational skills training and referrals has helped the region achieve the following performance outcomes (based upon the Workforce Investment Act Common Measures):

Measure	Performance for PY 2015	Goal
Placement in Education or Employment	83%	70%
Attainment of a Degree or Certificate	62%	65%
Literacy and Numeracy Gain	25%	50%

The number of participants served under the existing contract and services received through April 30, 2016, are included in the following chart.

July 1, 2015 – April 30, 2016	
Completed GED/Diploma and/or Certificate*	11
Entered College	5
Entered Employment	43
Number receiving services that do not yet have outcomes	115
TOTAL SERVED	140

**Some youth reflected in both GED and Employment Outcomes*

Issues and Analysis

CPI has proven to be a provider capable of managing the full scope of the YES Program. In addition to improved performance of the program, CPI has had clean programmatic and financial audits and has proven to be a valuable partner with other community agencies that serve youth.

Funding Considerations

- . The current contract with CPI is for \$325,000.00 and expires June 30, 2016.

- . OEWD determined that CPI met the performance under the FY15 contract and made a recommendation to the DWDB to extend the contract with CPI for twelve months to June 30, 2016 based on past performance.
- . The DWDB Executive Committee approved this recommendation at their May 12, 2016 meeting.
- . The DWDB recommended to contract with CPI in the amount of \$325,000.00 to provide up to 150 WIOA eligible youth with employment and training services in the YES program.
- . A new contract with CPI will provide uninterrupted services to WIOA eligible youth currently enrolled in the YES program.

Alternatives

The City Council could elect not to enter into a contract with CPI leaving the City without a provider of the services outlined in the background section for the YES program and forcing the City to advertise for proposals or to directly manage the program until a new provider is identified. If another provider is not identified through the RFP process, this would require the OEWD to directly manage the program, which is inconsistent with the language in the federal WIOA that states that WIOA services should be provided under contract or voucher.

The City Council could also elect to reduce the amount of the proposed contract with CPI, which could result in fewer services provided to WIOA eligible youth and/or less youth being served under this contract from July 1, 2016 – June 30, 2017.

Financial Impact

CPI would be approved for payments of up to \$325,000.00. Funds for this contract will have no impact on the City of Durham General Fund. Funds for this contract are paid with WIOA Youth dollars that are received by OEWD from the United States Department of Labor through the North Carolina Department of Commerce Division of Workforce Solutions to the City and the Durham Workforce Development Board.

SDBE Summary

An SDBE summary is inapplicable because no project-specific goals have been set and no SDBE's are involved in this item.

Attachments

Contract with CPI to Provide WIOA Youth Services is 31 pages.