

Modification
Service Provider Agreement

Parties

FRWDB: Fresno Regional Workforce Development Board

Service Provider: **County of Fresno**

Administrative Information

Agreement No. 634 MOD # 2 Effective From 1-9-18 To 6-30-19
 Title/Program Clean Slate Program CFDA #: 17.258/17.278/17.259
 Contact Person Cheri Yau Telephone 600-1543 Fax 600-1570
 Address 2220 Tulare Street, Ste. 300, Fresno, CA Zip 93721
 Email cvau@co.fresno.ca.us
 Employer Identification Number 94-6000512
 Internal Revenue Code _____

Funding Allocation

	Adult/DW	Youth	Total
Program	\$43,561.67	\$25,000	\$68,561.67
Total (Maximum Funding Level)	\$43,561.67	\$25,000	\$68,561.67
Total Enrollments	100	57	157
Average Cost per Participant	\$435.62	\$435.62	\$435.62

IN WITNESS THEREOF, the parties to this Agreement do hereby indicate their acknowledgment and acceptance of the terms and conditions stated herein below as evidence by the following signatures of their duly authorized representatives:

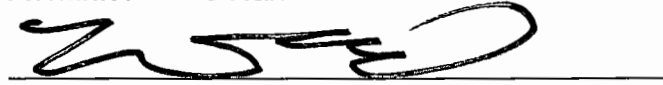
CONTRACTOR

**Chairman of the Board of Supervisors
of the County of Fresno**

Nathan Magsig

Administrator's Name

Title



Signature

March 12, 2019

Date

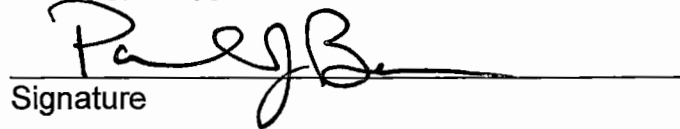
Fresno Regional Workforce Development Board

Paul J. Bauer

Name of Officer

Chair

Title

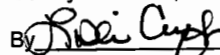


Signature

13 Feb 2019

Date

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

By  Deputy

MODIFICATION TO AGREEMENT ANALYSIS

DATE OF REQUEST: 12-13-18 DATE RECEIVED AT FAWIC 12-17-18

MAJOR MODIFICATION (agenda) ☒: MINOR MODIFICATION (in-house): ☐

PROVIDER OF SERVICES County of Fresno – Clean Slate Program

AGREEMENT #: 634 PY: 18-19 MODIFICATION #: 2

CURRENT TOTAL BUDGET AMOUNT: \$ 43,561.67

ADMINISTRATION	\$	<u>0</u>		<u>0%</u>
PROGRAM	\$	<u>43,561.67</u>	/	<u>0%</u>

MODIFIED TOTAL BUDGET AMOUNT: \$ 68,561.67

ADMINISTRATION	\$	<u>0</u>	/	<u>0%</u>
PROGRAM	\$	<u>68,561.67</u>	/	<u>0%</u>

TOTAL AMOUNT IS TO BE:

☐ Deobligated by: \$ _____
☐ Redistributed by: \$ _____
☒ Increased by: \$ 25,000

CURRENT NUMBER OF PARTICIPANTS: 100 MODIFIED NUMBER OF PARTICIPANTS: 157

CURRENT COST PER PARTICIPANT: \$435.62 MODIFIED COST PER PARTICIPANT: \$435.62

PURPOSE OF MODIFICATION:

To add \$25,000 to the current budget to serve Youth enrolled participants and to extend current contract to 6-30-19.

ANALYSIS:

Budget was increased by \$25,000 to serve Youth participants. Work statement was revised to include serving youth participants. Work statement and budget were also revised to add paralegal part time hours for data keeping. Indirect cost rate was increased from 14.89% to 19.82%. Please see attached memorandum. Contract date was extended to 6-30-19.

RECOMMENDATION:

Accept as submitted

DATE OF FRWDB AGENDA ITEM (if applicable) 12-5-18 Agenda Item Attached: Y ☒ N ☐

FAWIC STAFF ANALYST: Sally Russ DATE: 12-19-18

Modification becomes effective on the date of FAWIC signature.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B1
MEETING DATE:	December 5, 2018
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board

FROM: Youth Council

SUBJECT: Workforce Innovation and Opportunity Act Youth Program Funds for Program Year 2017-2018 Carryover and Funding Recommendations for Program Year 2018-2019

RECOMMENDATION:

Approve the allocation of additional Workforce Innovation and Opportunity Act (WIOA) Youth funds for Program Year (PY) 2018-2019 in the amount of \$507,097 as outlined below.

The Youth Council approved this recommendation on November 15, 2018.

REASON FOR RECOMMENDATION:

The Employment Development Department (EDD), Workforce Services Division, released estimated WIOA formula allocations for PY 2018-2019 on April 26, 2018. The Fresno Regional Workforce Development Board (FRWDB) received \$5,343,611, which was allocated by the FRWDB at the June 6, 2018, meeting. Then on June 5, 2018, EDD released the revised allocations (Attachment), which increased the estimated award by \$182,292, bringing the total allocation of Youth funds for PY 2018-2019 to \$5,525,903. The Fiscal closeout for PY 2017-2018 has been finalized and the WIOA Youth program has a total of \$1,559,649 of carryover funds, an increase of \$324,805 from the initial estimated amount.

FRWDB staff recommends that the Youth Council approve the proposed revised budget allocations for the additional funding and carryover funds as outlined below.

- \$53,032 increase to the Urban North – Arbor contract. This increases their contract to \$1,003,605, bringing their funding in line with the Urban South youth contract.
- \$5,469 increase to the PY 2018-2019 carryover, resulting in a total carryover amount of \$165,777 to maintain the three percent (3%) allocation of total funding.
- \$32,813 increase to the PY 2017-2018 Work Experience pool, increasing the total pool for the current plan year to \$994,663 to meet the minimum 20% allocation as mandated by the State of California.
- \$50,000 increase to the Supportive Services pool, increasing the pool to \$121,685.
- \$235,783 increase to the Vocational Training pool, increasing the pool to \$385,849.
- \$50,000 to the Fresno County Public Defender's office for the Clean Slate contract. This program assists youth in filing legal documents to assist them in addressing legal barriers to employment, i.e., criminal record expungements and back child support payments.
- \$50,000 for Youth Outreach and Marketing and \$30,000 to update equipment and furniture.

FISCAL IMPACT:

Approval of this item will allocate an additional \$507,097 of WIOA Youth program funds.

ATTACHMENT:

EDD Information Notice WSIN 17-41

Budget Summary

Applicant: Fresno County Public Defender

Grant: Clean Slate Program

BUDGET LINE #	EXPENSE ITEM	BUDGET	LEVERAGE	TOTAL
1	Staff Salaries	\$ 53,780.68		
	Number of full-time equivalents	.6		
2	Staff Travel	\$278.20		
3	Communications			
4	Facilities Rent			
5	Facilities Utilities			
6	Facilities Maintenance			
7	Office Supplies	\$2,022.13		
8	Testing/Instructional Materials			
9	Equipment Purchases			
10	Equipment Leases/Use- Charge			
11	Tools and Supplies	\$885.00		
12	Supportive Services			
13	Indirect Costs	\$11,290.66		
14	"Other" Costs	\$305.00		
15	Costs of Sub-Grants			
	TOTAL	\$68,561.67	\$0.00	\$0.00

Budget Detail

Applicant: Fresno County Public Defender

Grant: Clean Slate Program

BUDGET LINE #	EXPENSE ITEM	NARRATIVE DETAIL		
		Salaries charged to project	Fringe Benefits charged to project	FTEs
1	Staff Salaries: List job titles of staff working on project			
	Defense Attorney	\$32,926.40	\$16,272.49	40%
	Paralegal	\$2,955.68	\$1,626.11	20%
	Totals	\$ 35,882.08	\$ 17,898.60	60%
2	Staff Travel	10 miles/week*federal rate=10*52*.535=278.2		
3	Communications			
4	Facilities Rent			
5	Facilities Utilities			
6	Facilities Maintenance			
7	Office Supplies	Stnry, postage, etc. \$168.51/month x 12 months = \$2022.13		
8	Testing/Instructional Materials			
9	Equipment Purchases			
10	Equipment Leases/Use-Charge			
11	Tools and Supplies	Lawyaw legal drafting software (\$59/month *15)=\$885		
12	Supportive Services			
13	Indirect Costs -- Provide rate, direct cost(s) and calculation	19.82% (see attached document for calculation)		
14	"Other" Costs	*Use table below for Line Item 14.		
15	Costs of Sub-Grants, list cost of each sub-grant	*Use table below for Line Item 15		

Line 14: "Other" Costs	Total
Training stipend to attend seminars, stay up-to-date on current laws, and gain MCLE credits toward State Bar license	\$175.00
Root and Rebound Reentry Roadmap (\$45), Family and Children Toolkit (\$10), Thomson West CA Penal Code (\$75)	\$130.00
Totals	\$305.00

Line 15: Sub-Grants	
Totals	

0 • C

Indirect

Calculation 0 • C

56,965.99 x

19.82 %

11,290.6593 *

0 • C

0 • C



COUNTY OF FRESNO

Elizabeth Diaz
Public Defender

MEMORANDUM

To: Ka Xiong, Special Projects Program Coordinator
From: Elizabeth Diaz, Public Defender
Date: December 14, 2018
RE: Statement of Work
Clean Slate Program

Overall Goal:

The Public Defender's Office (PD) will provide a Clean Slate Program in Fresno County. The program's post-conviction legal services are for low-income and indigent persons with misdemeanor or felony convictions in Fresno County. In addition, the program would help connect participants to either employment and training services or housing services based on need.

Proposal:

To provide post-conviction legal services, limited family law services as it relates to child support and arrears, and limited legal services as it relates to driver license suspensions to adult and youth Workforce clients. Clients would be referred from Workforce based on whatever criteria the program deems appropriate in conjunction with basic legal requirements. Services provided under this contract will only be given to WIOA/grant eligible participants as screened and referred by Workforce.

Workforce will perform initial screening of clients to determine applicable relief. Clients will be referred to the program and given an appointment to meet with the Clean Slate Attorney. Initial appointments will occur at an office provided by Workforce. Workforce will provide a list to the Clean Slate Attorney at least two (2) weeks prior to each appointment day. Once analysis has been completed for the client, all applicable petitions will be drafted and filed on the client's behalf. In the case where a client must provide supporting documentation, a separate appointment to complete petitions may be made. Workforce clients should be encouraged to bring all supporting documentation to the initial appointment to expedite the process. Follow-up appointments may occur at the Workforce office or the PD's office. The PD will ensure that all applicable relief is filed and served timely.

Clients will receive assistance with: Expungements (1203.4, 1203.4a, 1203.41, 1203.42, 1203.43, 1203.49 Petitions), Penal Code 17b Motions, Prop 47 Applications/Petitions, Prop 64



2220 Tulare Street, Suite 300/Fresno, California 93721
Telephone (559) 600-3546 / Fax (559) 600-1570
Equal Opportunity Employer

Applications/Petitions (reduction to misdemeanor or dismissal). It is preferred that the client come in with a rap sheet¹ but not required.

Period of Performance:

This proposal is based on an eighteen (18) month term and is estimated to serve 157 clients.

Defense Attorney III ~16 hours/week—in-person consultations for referred Workforce clients and preparation of any applicable applications/petitions.

Paralegal ~8 hours/week—file and serve documents, make copies, pull records from databases, and track data/outcomes.

This contract would include the Defense Attorney, Paralegal, office space, office supplies for the project, software, and any necessary administrative time.

¹ A “rap sheet” is a defendant’s record of arrest or conviction history in California.



Description of Motions²:

1. **1203.4 Petition:** Defendants convicted of a misdemeanor, or felons sentenced to probation and/or local county time may be eligible to file for an expungement. Defendants may file this petition once they are no longer on probation and have no open/active cases. Relief can be mandatory or discretionary depending on the circumstances.
2. **1203.4a Petitions:** Misdemeanants who were denied probation may file for expungement one year from the date of sentencing. Relief can be mandatory or discretionary depending on the circumstances.
3. **1203.41 Petitions:** Defendants convicted of a felony and sentenced to AB109 may be eligible to file for expungement. Defendants sentenced to local prison and mandatory supervision are eligible for expungement one year after their release from supervision. Defendants sentenced to local prison only, are eligible for expungement two years after their release from custody. This relief is always discretionary.
4. **1203.42 Petitions:** Defendants convicted of a felony who would have been sentenced to AB109 had it been eligible at the time of sentencing. The includes eligible offenses prior to October 1, 2011. Defendant may be eligible to file for expungement. This relief is always discretionary.
5. **1203.43 Petitions:** Defendants who satisfactorily completed a Diversion Program (also referred to as PC 1000) is eligible to file for expungement and in essence erase the drug conviction from their record.
6. **1203.49 Petitions:** Defendants may petition the court to have their conviction for solicitation or prostitution to be set aside if they can establish by clear and convincing evidence that the conviction was the result as his/her status as a human trafficking victim.
7. **17B Motion:** A reduction to a misdemeanor is available to those defendants who were convicted of a felony "wobbler offense" and were placed on felony probation. A "wobbler" is an offense that could have been charged as a felony or misdemeanor. If the Defendant's sentence was stayed or suspended for a term they are ineligible for 17B relief.
8. **Prop 47 Application/Petition:** Defendants with felony convictions for certain property and drug crimes outlined under the statute may apply for a reduction to misdemeanor. Theft offenses must be valued at \$950 or lower.
9. **Prop 64 Application/Petition:** Defendants with felony convictions that are marijuana related may apply for a reduction to a misdemeanor, dismissal, or sealing depending on the circumstances of the case.

² These descriptions only apply to criminal convictions obtained in California and are brief summaries of the relevant law. Additional requirements may affect eligibility.





INTEROFFICE MEMORANDUM

Oscar J. Garcia, CPA

Auditor-Controller/Treasurer-Tax Collector

Enedina Garcia
Deputy Auditor-Controller

Kim Lamanuzzi
Deputy Treasurer-Tax Collector

DATE: November 26, 2018

TO: Cheri Yau, Business Manager Public Defender's Office

FROM: Oscar J. Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

SUBJECT: Public Defender's Indirect Cost Rate Proposal for Fiscal Year 2018-2019.

Per your request, we have reviewed and approved the Indirect Cost Rate Proposal (ICRP) for the Public Defender's Department for the Fiscal Year 2018-2019, based on actual costs Fiscal Year 2017-2018.

19.82% was calculated by dividing the Total Allowable Indirect Costs by Total Allowable Direct Costs for Salaries & Benefits.

Based on our review, the attached ICRP was prepared and calculated using the 2017-2018 actual costs and budget information for Department 2880. The allocation of allowable indirect cost was based on actual costs incurred using the indirect salary percentage, as direct or indirect costs in compliance with 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E.

The ICRP's can be used for any program, provided that your funding entities have not limited your indirect cost recovery to specific percentages. Therefore, we recommend that each grant contract be reviewed for indirect cost guidelines.

If you have any questions regarding this matter, please contact Kimberly Horton, Mario Cabrera or Ganna Monastrsky of our Special Accounting Division at (559) 600-3491.

OJG: kh

Enclosure

INDIRECT COST RATE PROPOSAL
Public Defender - Dept 2880
FISCAL YEAR 2018-19

	(1)	(2)	(3)	(4)	(5)	
Description of Costs	Total Costs (Based on Actual Costs Incurred)	Total Cost Components			Remaining Costs Should be Zero (0)	Indirect Salary % (applied to Services and Supplies)
		Total Unallowable Excludable Costs	Total Allowable Indirect Costs	Total Allowable Direct Costs(ADC) + (1) - (2) - (3)		
				+ (1) - (2) - (3) - (4)		11.50%
Salaries & Benefits:						
Salaries/Wages	8,232,684		\$946,941	\$7,285,743	\$0	
Overtime/Comp. Time	1,207			1,207	\$0	
Benefits	6,233,021		716,935	5,516,086	\$0	
Total Salaries & Benefits	14,466,912	0	1,663,876	12,803,036	0	
			+ (1) - (2) - (3) (Data is manually entered.)			
Services & Supplies:						
Clothing & Personal Supplies				0	0	
Communications	3,110		358	2,753	0	
Food/Household Expenses			0	0	0	
Liability/Other Insurance	79,754		9,173	70,581	0	
Medical, Dental & Lab Supplies			0	0	0	
Maintenance	3,818		439	3,379	0	
Memberships	27,312		3,141	24,171	0	
Office Expense	125,728		14,460	111,268	0	
Postage	2,222		256	1,967	0	
Prof. & Spec. Services	178,370			178,370	0	
Peoplesoft Charges	29,697		3,416	26,282	0	
Data Processing	533,825		61,397	472,429	0	
End User Software	101,276		11,648	89,628	0	
Operating Leases Buildings	1,715			1,715	0	
Printing	13,074		1,504	11,571	0	
Publications & Legal Notices	29,088		3,345	25,742	0	
Facility Operations & Maint	170,012		19,554	150,459	0	
Small Tools	68,870		7,921	60,949	0	
Spec. Dept. Expense			0	0	0	
Commissions/Advisory Boards			0	0	0	
Education			0	0	0	
Transportation/Travel/Mileage	127,187		14,628	112,559	0	
Employee Appreciation	334		38	295	0	
Utilities	77,415		8,904	68,512	0	
Security Services	59,883		6,887	52,996	0	
Total Services & Supplies	1,632,693	0	167,068	1,465,625	0	
				+ (1) - (2) - (3)		
Other Expenditures	38,789			38,789	0	
				+ (1) - (2) - (3)		
Capital Expenditures (Fixed Assets)	40,000	0	4,601	35,399	0	
Total Budgetary Expenditures	16,178,394	0	1,835,545	14,342,849	0	
Cost Plan Costs:						
Equipment Use Allowance			0		0	
Building Use Allowance A	101,963		101,963		0	
Building Use Allowance B			0		0	
Building Costs			0		0	
County Administrative Office	41,185		41,185		0	
Parks	3,173		3,173		0	
Bldg & Grounds Maint./Security			0		0	
Auditor-Controller/Treas. (RRD)	127,558		127,558		0	
Purchasing	3,633		3,633		0	
County Counsel	143,674		143,674		0	
Personnel	45,005		45,005		0	
Capital Projects			0		0	
Archives/Storage	5,145		5,145		0	
Roll Forward/Adjustments	230,621		230,621		0	
Total Cost Plan Costs	701,957	0	701,957	0	0	
Total Allowable Indirect Costs (AIC)			2,537,502			
Dist. of AIC Based on Salary/Wages	0		(2,537,502)	2,537,502	0	
Totals	\$16,880,351	\$0	\$0	\$16,880,350	\$0	

Indirect Cost Rate (AIC/ADC Sal. & Ben.) 19.82% Benefits Ratio = Benefits/Salary&Wages 75.71%

Prepared by- Cheri Yau 0-1543

2,537,502 / 12,803,036
= 19.82%