

LETTER OF AGREEMENT
BETWEEN LOS ANGELES COUNTY AND
MT. SAN ANTONIO COLLEGE

This Letter of Agreement (hereinafter Agreement) made and entered into this ___ day of _____, 20__ by and between the County of Los Angeles (hereinafter County) and Mt. San Antonio College (hereinafter Grantee). Mt. San Antonio College is located at 1100 N. Grand Avenue, Walnut, CA 91789.

WHEREAS, on October 17, 2017, the Board of Supervisors delegated authority to the Director of the Health Agency or designee to execute agreements with organizations to obtain services for justice-involved adults as a result of a qualifications process; and

WHEREAS, the County, and the Grantee shall implement the Formerly Incarcerated/Probationary Scholars Program to provide formerly incarcerated individuals with an opportunity to identify and complete their higher educational and career goals; and

WHEREAS, this Agreement is therefore authorized under California Codes, Government Code Section 31000 which authorizes the Board of Supervisors to contract for ancillary services; and

WHEREAS, the Grantee warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement and consistent with the professional standard of care for these services; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1. **PURPOSE**

The Grantee shall use the entire Grant to develop a College and Career Program in accordance to Attachment A. This Grant may not be expended for any other purpose without the County's prior written approval.

2. **TERM**

The term of the Agreement will be effective upon execution through June 30, 2021.

3. **FUNDING**

The County shall fund the Grantee an amount not to exceed \$300,000 for the College and Career Program. The Grantee is required to provide the County with immediate written notification when the Grantee is unable to expend the funds.

4. RETURN OF FUNDS

The County reserves the right to require a total or partial return of any funds, including any unexpended funds under the following conditions:

- a. If the County, in its sole discretion, determines that the Grantee has not performed in accordance with this Agreement or has failed to comply with any term or conditions of this Agreement.
- b. Any portion of the funds is not used for the College and Career Program.

5. RECORDS INSPECTION AND RETENTION

Within ten (10) days of the County's written request, the Grantee shall allow the County access to financial and program records during regular business hours at any place the Grantee keeps those records. All such material shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time.

6. ASSIGNMENT AND DELEGATION

The Grantee may not assign, or otherwise transfer, any rights or delegate any of the Grantee's obligations under this Agreement without prior written approval.

7. PUBLICITY

- a. The Grantee shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Grantee's need to identify its services and related clients to sustain itself, the County shall not inhibit the Grantee from publishing its role under this Agreement within the following conditions:
 - The Grantee shall develop all publicity material in a professional manner; and
 - During the term of this Agreement, the Grantee shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.
- b. The Grantee may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Paragraph 7 shall apply.

8. CIVIL RIGHTS

The Grantee shall abide by the provisions of the Title VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Sections 2000e, (17), (P.L. 88-353), and applicable Federal and State Laws, rules and regulations prohibiting discrimination under any program activity or employment for which the Grantee received funding under this Agreement. Any subcontracts awarded by the Grantee shall contain this provision.

9. CITIZENSHIP

The Grantee warrants that it fully complies with all laws regarding employment of aliens and others, and that all its employees performing services hereunder meet citizenship or alien status requirements contained in Federal statutes and regulations. The Grantee shall indemnify, defend and hold harmless, the County, its officers and employees from employer sanctions and any other liability which may be assessed against the Grantee or the County, or both, in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this agreement.

10. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Grantee shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Mt. San Antonio College _____ Grantee	Los Angeles County Health Agency _____ County
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By: _____	By: _____
Signature	Signature

Name: _____	Name: <u>Julio C. Alvarado</u>
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Title: _____	Title: <u>Director, Contracts and Grants</u>
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Date: _____	Date: _____
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STATEMENT OF WORK

1.0 PROGRAM DESCRIPTION

The Los Angeles County (County) Department of Health Services' (DHS) Office of Diversion and Reentry's (ODR) College and Career Program is aimed at reducing recidivism by improving the educational and employment outcomes of formerly incarcerated individuals and those impacted by the criminal justice system. Funding for the College and Career Program is available through Senate Bill 678, to provide services consistent with evidence-based practices and programs.

2.0 SCOPE OF SERVICES

Mt. San Antonio College (Mt. SAC) shall administer the Formerly Incarcerated/Probationary Scholars (FIPS) Program for individuals who are on adult felony supervision in the County. The FIPS Program will seek to foster a college-completing atmosphere that will lead to increased student success by implementing a holistic approach to student development, which would utilize an asset-based methodology in a cohort model focusing on student strengths to help them succeed and grow. The FIPS Program will assist in reducing the recidivism rate in the County. Mt. SAC will support the students in the FIPS Program throughout their college experience.

3.0 SERVICES TO BE PROVIDED

Mt. SAC shall enroll individuals into the FIPS Program and provide wraparound services for the student's successful transition to college. The students will receive support with college enrollment, tutoring, cultural enrichment activities, academic and life skills improvement, career readiness, record clearing assistance, and transfer assistance for those seeking baccalaureate degrees. Mt. SAC shall expand the FIPS Program by enrolling 40 individuals on adult felony supervision in the County. The FIPS Program shall include, but is not limited to the following:

- 3.1 Conduct outreach to the County Probation Offices and County's Reentry contractors to manage referrals and develop partnerships for student support.
- 3.2 Administer intake assessment and assign a FIPS Program Counselor that will meet with students individually to develop an educational plan with one of the following paths: finishing secondary education, vocational education, or pursuing a degree with an option to transfer.
- 3.3 Provide workshops to help prepare students for their college experience.
- 3.4 Provide priority registration for students to facilitate enrollment in key educational courses needed to attain their educational goals.

- 3.5 Schedule guest speakers to visit students to encourage and motivate students towards their career and educational goals.
- 3.6 Coordinate one cultural activity/outing per semester to promote students' holistic development.
- 3.7 Register students in one leadership development conference per academic year.
- 3.8 Provide priority admittance to existing support programs (e.g. Extended Opportunity Program & Services and/or Achieving in College Ensuring Success) where students will receive additional academic support.
- 3.9 Provide opportunity to enroll in the Student Support for Employment and Education Development (SSEED) Program. Through SSEED, students will be eligible for on-campus employment along with additional academic support and professional development.
- 3.10 Conduct college tours to prospective four-year institutions. Students will be introduced to resources such as Project Rebound, Underground Scholars and any other campus organizations focused on supporting justice-involved individuals.
- 3.11 Provide students with a summer bridge experience that will consist of a transferable general education course paired with a counseling course during summer intersession. These courses shall include supplemental assistance through student success coaches and the experience will culminate with a one-week residential stay at a four-year university.
- 3.12 Provide assistance to apply for financial aid, scholarships/internship opportunities, and financial literacy.
- 3.13 Provide high school/GED support by providing referrals to Mt. SAC school of Continuing Education to help students earn their GED, along with follow-up support during secondary education completion and stipend support to pay for GED testing expenses.
- 3.14 Provide students with supplies, technology, program shirts, snacks and other items as needed.
- 3.15 Provide one-on-one holistic support for students during their college experience at Mt. SAC. Individualized support shall include tutoring, mentorship, employment assessments, career coaching, and personal introductions to other student support services at Mt. SAC.

- 3.16 Provide mandatory meetings with a FIPS counselor at least two (2) times per semester.
- 3.17 Identify students' needs and provide referrals to campus support programs, that include, but not limited to mental/physical health, food insecurity resources, and housing support.
- 3.18 Provide cognitive behavioral interventions, if needed.
- 3.19 Provide workshops to assist students with academic, time management, conflict resolution, financial literacy, and leadership skills.
- 3.20 Work with the Mt. SAC Career Center to develop information regarding employment opportunities for those with a history of probation and/or incarceration, and assist with writing of resume/cover letters, networking skills, professional development and mock interview.
- 3.21 Provide expungement clinics every semester in collaboration with the Public Defender's Office to help clear their records and increase their employment opportunities.
- 3.22 Assist students with the transfer application process along with connecting students with resources at four-year universities.

4.0 PROGRAM OBJECTIVES AND PERFORMANCE OUTCOMES

Mt. SAC is expected to achieve specific, intermediate, and long-term outcomes for the adult felony probationers enrolled in its FIPS Program. Mt. SAC will be responsible for collecting data and submitting reports to ODR. Reporting will occur on a bi-monthly basis based on the reporting format provided by the ODR Program Manager. The initial metrics are listed below. The County may add additional performance metrics as necessary.

4.1 Student Participation Measures

- Total number of students enrolled in the program
- Number of students enrolled by semester
- Number and percent of students completing intake assessments
- Number and percent of students who create an educational plan
- Number and percent of students attending monthly counseling meetings
- Number and percent of students attending tutoring
- Number and percent of students attending mentoring sessions
- Number and percent of students attending career coaching meetings
- Number of Student Success Workshops scheduled and attendance at workshops

4.2 Intermediate Outcomes

- Number and percent of students who continue to be enrolled from one semester to the next (measure of persistence)
- Student progress towards completing education plan
- Percent of students who attend required workshops, tutoring, and counseling

4.3 Long-Term Outcomes

- Number and percent of students who complete their educational plan
- Number and percent of students who successfully complete a certificate program, obtain an associate degree, or transfer to a four-year college or university.

5.0 PAYMENT SCHEDULE

Compensation for services will be provided on the following schedule:

- \$100,000 sixty (60) days after agreement execution.
- \$75,000 after first 20 students are enrolled and verified on probation*
- \$75,000 after second 20 students are enrolled and verified on probation*
- \$50,000 at the end of the first-year contingent on meeting performance criteria in the table below.

Criteria	Payment
65%-100% students enroll in the following semester.	\$50,000
49%-64% students enroll in the following semester.	\$40,000
33%-48% students enroll in the following semester.	\$30,000
17%-32% students enroll in the following semester.	\$20,000
1%-16% students enroll in the following semester.	\$10,000

* MT. SAC will provide ODR a list of enrolled students who will be verified as “on active adult felony supervision” by the Los Angeles Probation Department.

All invoices under this Letter of Agreement shall be submitted to the following:

Los Angeles County, Department of Health Services
The Office of Diversion and Reentry
313 N. Figueroa Street, Room 132
Los Angeles, California 90012
Attn: Daniella Urbina, Program Manager

Mt. SAC shall not be entitled to any compensation whatsoever for any services or other work that is not specified in this Letter of Agreement.