

**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART  
FILM AND DIGITAL MEDIA CAREER PATHWAY PILOT PROGRAM**

The Performance Requirements Summary (PRS) Chart is a listing of the minimum required services and performance that will be monitored during the Subaward term. The PRS chart also lists examples of the types of documents that will be used during monitoring, as well as the standards of performance and the acceptable quality level of performance.

All listings of required services or standards used in this Performance Requirements Summary Chart are intended to be completely consistent with the terms and conditions of the Contract and the Statement of Work (SOW) and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the terms and conditions of the Contract and SOW. In any case of apparent inconsistency between required services or Standards as stated in the terms and condition of the Contract, the SOW, and this Performance Summary (PRS) Chart, the terms and conditions of the Subaward and the SOW will prevail.

SOW TERM	PERFORMANCE OUTCOME/DELIVERABLE	STANDARD/DELIVERABLE DATE	ACCEPTABLE QUALITY LEVEL	DATA SOURCE	BUDGET
10.2 Outreach, Intake and Referral	a. Develop outreach, screening and referral tool to identify program participants	By one month after contract start date	100%	Case File, Reports to WDACS	\$ 4,000.00
	b. Coordinate and host a meeting with County partners, training partners, experts, and stakeholders in F&DM industry to present the objectives of the PILOT and detail partnership expectations	By two months after contract start date			\$ 3,500.00
	c. Create and deliver outreach presentation to stakeholders and partners, as directed by WDACS.	Ongoing			\$ 3,000.00
	d. Develop and distribute any marketing materials as necessary for PILOT.	Ongoing			\$ 3,000.00
	e. Deliver a list of at least 30 additional employers in F&DM sector willing to provide internship opportunities to program participants separate and apart from those already established by WDACS	By 3 months after contract start date			\$ 6,500.00
	f. Coordinate and host a meeting with F&DM employers to present objectives of the PILOT and detail partnership expectations.	By 4 months after contract start date			\$ 4,000.00
		<b>Remedies for Non-Compliance</b>	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD		
10.3 Program Development	a. Develop a program implementation timeline.	By one month after contract start date	100%	Case Files, Reports to WDACS	\$ 2,000.00
	b. Coordinate at least 5 career exposure opportunities for at least 75 program participants in Level 1 programming.	By 4 months after contract start date			\$ 5,000.00
	b. Coordinate career exploration opportunities for at least 30 program participants	By 5 months after contract start date			\$ 6,000.00
	c. Provide (or subcontract to provide) and manage industry partner (s) Job Readiness Training for program participants, to include both soft skills and industry-recognized hard skills, as well as intensive case management.	Ongoing			\$ 120,000.00
d. Facilitate the placement of at least 10 participants into paid internship opportunities with F&DM employers	By 7 months after contract start date		\$ 500 per placement		
		<b>Remedies for Non-Compliance</b>	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD		
10.4 Tracking and Reporting	a. Track accomplishment of program metrics and submit monthly program implementation reports with information detailed in section 5.3 of the SOW	Ongoing	100%	Case Files, Reports to WDACS	\$ 5,000.00
	b. As needed, assist WDACS in coordinating enrollment of program participants in Youth@Work and WIOA	Ongoing			\$ 2,000.00
		<b>Remedies for Non-Compliance</b>	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD		
10.5 Apprenticeship Plan	a. Collaborate with employers, unions, community colleges, and high road employment training partners to develop a plan for the expansion of non-traditional apprenticeship opportunities within the creative economy.	By 10 months after contract start date	100%	Case Files, Reports to WDACS	\$ 5,000.00
	b. Provide a report to WDACS on the plan for expansion of apprenticeships for County residents into the F&DM industry	By 11 months after contract start date			\$ 6,000.00
		<b>Remedies for Non-Compliance</b>	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD		
Staff Salaries	\$5,000 per month standard amount.	Ongoing for 12 months			\$ 60,000.00
					\$ 235,000.00
					\$ 15,000.00
					\$ 250,000.00

## CONTRACT DISCREPANCY REPORT

**TO:**

**FROM:**

**DATES:**      **Prepared:** \_\_\_\_\_

**Returned by Contractor:** \_\_\_\_\_

**Action Completed:** \_\_\_\_\_

**DISCREPANCY PROBLEMS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of County Representative Date

**CONTRACTOR RESPONSE (Cause and Corrective Action):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Contractor Representative Date

**COUNTY EVALUATION OF CONTRACTOR RESPONSE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Contractor Representative Date

**COUNTY ACTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR NOTIFIED OF ACTION:**

County Representative's Signature and Date \_\_\_\_\_

Contractor Representative's Signature and Date \_\_\_\_\_

## STATEMENT OF WORK, EXHIBIT 3

### DEFINITIONS

#### A

**America's Job Centers of California (AJCC)** – A physical location where job seekers and employers have access to the WIOA Title I Adult, Dislocated Worker and Youth programs and are provided the services and activities of these programs, as well as direct linkage to partner programs and their services and activities.

#### B

**Breach of Agreement** – Nonperformance of any prescribed duty under this Master Agreement and Work Order.

**Budget** – The financial plan for the project that the County approves during the award process or in subsequent amendments to award.

#### C

**Career Pathway** – Combination of education, training, and additional services that:

- a) Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- b) Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
- c) Includes counseling to support an individual in achieving the individual's educational and career goals;
- d) Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- e) Helps an individual enter or advance within a specific occupation or occupational cluster.

**Career Planning** – The provision of a participant-centered approach in the delivery of services, designed to:

- a) Prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- b) Provide job, education, and career counseling, as appropriate during program participation and after job placement.

**Case Management** – The provision of a participant-centered approach in the delivery of services, designed to:

- a) Prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- b) Provide job and career counseling during program participation and after job placement.

**Co-enrollment** – Concurrent enrollment in two or more workforce programs.

**Coaching** - A learning and development process that enables a job seeker, with the support of staff, in making real, lasting positive change in thought process and desire thereby achieving full potential to find, secure and keep a sustainable job, leading to economic self-sufficiency.

**Comprehensive America's Job Centers of California (Comprehensive AJCC)** - A physical location where job seekers and employers are provided the full range of WIOA services and have on site access to partner programs, and their services and activities. This includes but is not limited to WIOA Title I Adult, Dislocated Worker and Youth programs, as well as core partners such as Career and Technical Education, Community Services Block Grant, Indian and Native American Programs, HUD Employment and Training Programs, Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, National Farmworker Jobs Program, Senior Community Service Employment Program, Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance Programs, Unemployment Compensation Programs, and YouthBuild.

**Contract** (*Uniform Guidance, 2 CFR 200.22*) – The term “contract” means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this Part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or Subaward (see Sec. 200.92 Subaward). For the purposes of this procurement only, the usage of the term Contract is to be used interchangeable with “Subaward.”

**Contractor** (*Uniform Guidance, 2 CFR 200.23*) – The term “contractor” means an entity that receives a contract as defined in Sec. 200.22. The term contractor, as used in WIOA, includes entities that the Act refers to as “vendors.” Contractors are not Subrecipients, however, for purposes of this procurement only, the usage of the term “Contractor” is to be used interchangeably with “Subrecipient”.

**County Information Assets** – The term “County Information Assets” means public, confidential, sensitive and/or personal data, records, materials, etc. and include but are not limited to:

- Information that is stored in any media form, paper or electronic.
- Information that is collected, transmitted and/or accessed in the administration of the Program and in the provision of Services.
- Personally Identifiable Information (“PII”) as defined in California Civil Code Section 1798.29(g)
- Protected Health Information (“PHI”) as defined in Health Insurance Portability and Accountability Act of 1996
- Medical Information (“MI”) as defined in California Civil Code Section 56.05(j)

**Cost Reimbursement Contract** – Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without the approval of the contracting officer.

**Corrective Action** – Action taken by Sub-Recipient that corrects identified deficiencies, produces recommended improvements, or demonstrates that audit findings are either invalid or do not warrant Sub-Recipient action.

**Creative Economy** – Businesses and individuals involved in producing cultural, artistic, and design goods and services.

## D

**Data Universal Numbering System (DUNS) Number** (*Uniform Guidance, 2 CFR 200.32*) – The term “data universal numbering system number” means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

**Disallowed Costs** (*Uniform Guidance, 2 CFR 200.31*) – The term “disallowed costs” means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

## E

**Enrollment** – The process whereby an eligible participant is admitted into the program and registered into WIOA and/Youth @ Work.

**Equipment** – Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by County, or \$5,000.

**Expenditures** (*Uniform Guidance, 2 CFR 200.34*) – The term “expenditures” means charges made by a non-Federal entity to a project or program for which a Federal award was received.

- (a) The charges may be reported on a cash or accrual basis, as long as the methodology is disclosed and is consistently applied.
- (b) For reports prepared on a cash basis, expenditures are the sum of:
  - (1) Cash disbursements for direct charges for property and services;
  - (2) The amount of indirect expense charged;
  - (3) The value of third-party in-kind contributions applied; and
  - (4) The amount of cash advance payments and payments made to Subrecipients.
- (c) For reports prepared on an accrual basis, expenditures are the sum of:
  - (1) Cash disbursements for direct charges for property and services;
  - (2) The amount of indirect expense incurred;
  - (3) The value of third-party in-kind contributions applied; and
  - (4) The net increase or decrease in the amounts owed by the non-Federal entity for:
    - (i) Goods and other property received;
    - (ii) Services performed by employees, contractors, Subrecipients, and other payees; and
    - (iii) Programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments.

## F

**Film & Digital Media Industry** – Industries that comprise of Film, Publishing, Broadcasting, Professional Services and Business Operations, Emerging Digital Media, Artists and Agents and Sound Production and Recording.

**Follow-up** – Post-program documentation to ascertain the employment and/or education status of participants, for all exited participants once a quarter, for 12 months after program exit.

**Follow-up Services** – Post-program services that must be offered for 12 months after the first day of employment. Such services include, but are not limited to, referrals to community resources and medical services, tutoring, and other supportive services.

## H

**Hard Skills** – Technical, earned abilities acquired and enhanced through practice, repetition, and education.

**High Road Employment Training Partners** – Employers that compete based on quality of product and service achieved through innovation and investment in human capital, and can thus generate family-supporting jobs where workers have agency and voice.

## I

**Improper Payment** (*Uniform Guidance, 2 CFR 200.5345*) – The term “improper payment” means—

- (a) Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and
- (b) Improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

**In-Demand Industry Sector or Occupation** - the term “in-demand industry sector or occupation” means:

- a. An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or
- b. An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate. The determination of whether an industry sector or occupation is in-demand, shall be made by the state board or local board, as appropriate, using state and regional business and labor market projections, including the use of labor market information.

## J

**Job Placement** – The act of a program participant obtaining unsubsidized employment as a result of participating in the program.

**Job Readiness Training** – The process of providing training to participants in order for them to obtain soft skills, including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications and follow-up letters).

## L

**Life Skills** – training, skills and abilities necessary to deal with the challenges of everyday life, particularly at a job setting.

## N

**Nonprofit Organization** (*Uniform Guidance, 2 CFR 200.70*) – The term “nonprofit organization” means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (b) Is not organized primarily for profit; and
- (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

## P

**Participant** – The term “participant” means an individual who has been determined to be eligible to participate in and who is receiving services under the Film and Digital Media Career Pathway Pilot Program.

**Performance Goal** (*Uniform Guidance, 2 CFR 200.76*) – The term “performance goal” means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

## R

**Responsible Entity** – The term “responsible entity” means the entity that has been determined to: (1) have adequate financial resources to perform the contract or the ability to obtain such resources; (2) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commitments; (3) have a satisfactory performance record; (4) have a satisfactory record of integrity and business ethics; (5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; (6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; and (7) be both qualified and eligible to receive the award under applicable law and regulation.”

**Responsive Proposal** - The term “responsive proposal” is the term used for a proposal or bid that meets all requirements of the solicitation adequately; and the submitted document does not constitute a substitute or counter offer. When a bidder substitutes a “like item,” the submittal is considered non-responsive when the like item fails to meet published specifications. The same principle holds when the proposal is a substitute or counteroffer.

## S

**Soft Skills** – Skills/abilities that enable someone to relate to others and adapt to a workplace environment and are necessary to being successful in the workplace. Soft skills are non-technical, intangible and personality-specific skills that coupled with concrete skills or “hard skills” offered through education or vocational training produce an employable person. Soft skills may include work habits (such as punctuality, appropriate attitude and behavior, cooperation, the ability to take constructive criticism), integrity, interpersonal skills, problem-solving, multitasking, making good and informed decisions, communicating with others, positive job attitude or managing oneself in the workplace, showing initiative and reliability, etc.

**Solicitation** - The term “solicitation” means the practice of distributing an Invitation for Bid, Request for Proposal, or any other document, such as a Request for Quotation, issued by a purchasing agency for the purpose of soliciting offers to perform a contract.

**Subaward** (*Uniform Guidance, 2 CFR 200.92*) – The term “Subaward” means an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A Subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. For the purposes of this procurement only, the usage of the term Subaward is to be used interchangeable with “Contract.”

**Subcontractor** – A third-party vendor who is properly procured by Sub-Recipient for the purpose of completing the work/providing services in accordance with this Work Order.

**Subrecipient** (*Uniform Guidance, 2 CFR 200.93*) – The term “Subrecipient” means a non-Federal entity that receives a Subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. For the purposes of this procurement only, the usage of the term Subrecipient is to be used interchangeable with “Contractor.”

**Supportive Services** – These services may include, but are not limited to, the following:

- a) Linkages to community services;
- b) Assistance with transportation;
- c) Assistance with child care and dependent care;
- d) Assistance with housing;
- e) Needs-related payments, as described at §§ 680.930, 680.940, 680.950, 680.960, and 680.970;
- f) Assistance with educational testing;
- g) Reasonable accommodations for individuals with disabilities;
- h) Legal aid services;
- i) Referrals to health care;
- j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;



- k) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- l) Payments and fees for employment and training-related applications, tests, and certifications.

## T

**Technical Assistance** – Guidance provided to Sub-Recipient by County to improve the quality of the program and the delivery of program services to eligible participants.

**Termination** (*Uniform Guidance, 2 CFR 200.95*) - The term “termination” means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

**Trauma-Informed** – Service strategies that recognize the widespread impact of trauma and provide potential paths for recovery; recognize the signs and symptoms of trauma in clients, families, staff and others involved with the system; and respond by fully integrating knowledge about trauma into policies, procedures, and practices and seek to actively resist re-traumatization.

## V

**Vendor** (*Uniform Guidance, 2 CFR 200.23*) – The term “vendor” means another term used for contractor. Distinguishing characteristics of a vendor include items such as: providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchasers outside the grant program; and operating in a competitive environment. Any entity directly involved in the delivery of program services not available to the general public, with the exception of an employer providing on-the-job training, will be considered a Subrecipient rather than a vendor. Vendors are not subject to the statutory and regulatory requirements of Federal Statutes. The vendor's responsibility is to meet the requirements of the award, as stated in the contract services called for by the agreement have been delivered and accepted

## W

**Workforce Innovation and Opportunity Act (WIOA)** – Federal legislation signed into law in 2015 to establish a unique national workforce preparation and employment system designed to meet the needs of both career seekers and businesses.

**WIOA Adult and Dislocated Worker Programs** – A WIOA program, which provides workforce development services to adult job seekers and workers 18 years of age or older, as well as dislocated workers, to assist them in securing and retaining employment on an identified career path.

**WIOA Youth Program** – A WIOA program, which provides workforce development services to in-school and out-of-school youth with barriers to employment between the ages of 14 and 24 years of age.