



# AGENDA STAFF REPORT

Control: 26001055

**MEETING DATE:** 05/19/2026

**LEGAL ENTITY TAKING ACTION:** Board of Supervisors

**BOARD OF SUPERVISORS DISTRICT(S):** District 4

**SUBMITTING AGENCY/DEPARTMENT:** OC Community Resources

**DEPARTMENT CONTACT PERSON(S):** Dylan Wright, 714-480-2788  
Renee Ramirez, 714-480-6483

**SUBJECT:** Renewal of Youth Workforce Training Program Contract with the City of La Habra

<b>CEO CONCUR</b>	<b>COUNTY COUNSEL REVIEW</b>	<b>CLERK OF THE BOARD</b>
Concur	Approve agreement to form	DISCUSSION
		3 Votes Board Majority

<b>Budgeted:</b> N/A	<b>Current Year Cost:</b> N/A	<b>Annual Cost:</b> FY 2026-27 \$3,105,000
<b>Staffing Impact:</b> No	<b>Funding Source:</b> FED (Department of Labor): 100%	<b>Sole Source:</b> No
<b>Current Fiscal Year Revenue:</b> N/A		<b>County Audit in Last 3 years:</b> No

**Levine Act Review  
Completed?** Yes

**Prior Board Action:** 5/20/2025 #47, 6/4/2024 #24

**RECOMMENDED ACTION(S):**

1. Authorize the County Procurement Officer or Deputized designee to execute the Amendment Number Three to renew the Contract with the City of La Habra to provide Workforce Innovation and Opportunity Act Youth Workforce Program Services for In-School and Out-of-School Youth, in an amount not to exceed \$3,105,000, effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$9,045,000, with the option to renew for one additional one-year term.
2. Authorize the County Procurement Officer or Deputized designee to execute future amendments to the Contract with the City of La Habra that either (1) are ministerial, non-material, or otherwise administrative in nature, program-specific and consistent with the original scope of work, as determined by the OC Community Resources Director or designee; or (2) increase the Contract amount up to the maximum annual allocation awarded by the Employment Development Department for the Contract term, without further Board of Supervisors action; provided all amendments are in accordance with applicable County policies, Employment Development Department guidance or regulations, and state contract terms.

**SUMMARY:**

Approval of the Amendment Number Three to renew the Contract with the City of La Habra will provide continued comprehensive youth workforce program services to In-School and Out-of-School youth countywide (excluding the cities of Anaheim and Santa Ana, which are governed by their own Local Workforce Development Boards) under the Workforce Innovation and Opportunity Act.

**BACKGROUND INFORMATION:**

The Workforce Innovation and Opportunity Act (WIOA) Youth Workforce Program provides eligible youth ages 14 to 24 access to employment and education advancement opportunities, career exploration, counseling and assists with the elimination of barriers. WIOA requires that the Youth Workforce Program offer eligible In-School Youth and Out-of-School Youth access to a comprehensive range of services that include tutoring, study skills training, instruction and dropout prevention services, alternative secondary school services or dropout recovery services, paid and unpaid work experience, occupational skills training, education offered concurrently with workforce preparation and training for a specific occupation, leadership development opportunities, supportive services, adult mentoring, follow-up services, comprehensive guidance counseling, financial literacy education, entrepreneurial skills training, services providing labor market and employment information, and post-secondary preparation and transition activities (Services).

In-School Youth is defined as an individual who is attending school, between the ages of 14-21 at the time of enrollment and has one or more barriers to employment. An Out-of-School Youth is an individual who is not attending school, between the ages of 16-24 at the time of enrollment and has one or more barriers to employment. Program participants are referred to the program by community partners, schools (charter, continuation and public) and word of mouth referrals from family or friends who have previously participated in the program. There are also participants who walk in based on information received through the program's outreach efforts, which include flyers in County-prevalent languages that are directed towards parents and flyer distribution at community events and program presentations as new partnerships are developed.

The City of La Habra (Contractor) provides the youth workforce program countywide, except in the cities of Anaheim and Santa Ana, which are governed by their own local Workforce Development Boards. The Countywide youth workforce program provides services to youth at the following location, including but not limited to:

- 1) OC Workforce Solutions Center – Brea
- 2) OC Workforce Solutions Center – Laguna Niguel
- 3) Manchester Office Building for Justice Involved (affiliate program\*) – Orange
- 4) Youth Guidance Center for Justice Involved (affiliate program\*) – Santa Ana
- 5) Youth Leadership Academy for Justice Involved (affiliate program\*) – Orange
- 6) Joint Forces Training Base (affiliate program\*) – Los Alamitos
- 7) OC Workforce Solutions Mobile Unit (affiliate program\*) – Countywide

\*An affiliate program site provides limited /specialized services compared to a Workforce Solution Center which offers a full range of workforce development services on-site such as career counseling, training services and resource room access.

The table below outlines Board of Supervisors (Board) actions and administratively executed amendments related to the Contract MA-012- 24010395 (Contract) with Contractor.

<b>Board Date</b>	<b>Contract / Amendment</b>	<b>Term</b>	<b>Maximum Obligation</b>	<b>Action</b>
6/4/2024	Contract	7/1/2024 – 6/30/2025	\$2.7 million	Board approved.
N/A	First Amendment	7/1/2024 – 6/30/2025	\$2.835 million	Administratively executed - increased by \$135,000 and updated Attachment A - Scope of Services, B - Performance Standards, C - Budget Schedule, D - Staffing Plan, E - Performance Standards and F - Federal Award Numbers.
5/20/2025	Second Amendment	7/1/2025 – 6/30/2026	\$3.105 million	Board approved.

Contractor’s performance has been reviewed and confirmed as satisfactory. All performance measures are on track to meet the goals. Performance measures for the program are determined by the state, the Local Workforce Development Area and the County, considering past performance, expected outcomes and the specific needs of youth.

<b>Performance Measures</b>	<b>FY 2025-2026 Goals (Current)</b>	<b>FY 2025-2026 Year-to-date Performance (as of 3/31/2026)</b>	<b>Status</b>	<b>FY 2026-2027 Goals (Proposed)</b>
Total In School and Out of School Youth Served	580	521	On Track to Meet	597
Employment Rate 2nd Quarter After Exit	69%	64.7%	On Track to Meet	69%
Employment Rate 4th Quarter After Exit	69%	58.8%	On Track to Meet	69%
Median Earnings 2nd Quarter After Exit*	\$4,725	\$5,266	Exceeded	\$4,725
Credential Attainment within 4 Quarters	55%	48.1%	On Track to Meet	55%
Measurable Skills Gain	58%	66%	Exceeded	58%

\*The Median Earnings after 2nd Quarter Exit assesses the wages earned by participants during the second quarter after program exit, reflecting earnings in a single quarter.

OCCR/WEDD is requesting Board authorize the County Procurement Officer or Deputize designee to execute the Amendment Number Three (Attachment A) to renew the Contract with the Contractor to provide Services for In-School and Out-of-School Youth, in an amount not to exceed \$3.105 million, effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$9.045 million, with the option to renew for one additional one-year term.

OCCR/WEDD is also requesting delegated authority to execute future amendments to the Contract with the Contractor that either (1) are ministerial, non-material, or otherwise administrative in nature, program-specific and consistent with the original scope of work, as determined by the OCCR Director or designee;

or (2) increase the Contract amount up to the maximum annual allocation awarded by the Employment Development Department for the Contract term, without further Board action; provided all amendments are in accordance with applicable County policies, Employment Development Department guidance or regulations, and state contract terms.

OCCR has verified that there are no concerns that must be addressed with respect to the Contractor's ownership/name, litigation status or conflicts with County interests. This Contract does not currently include subcontractors or pass through funding to other providers. See Attachment B for Contract Summary Form. The Orange County Preference Policy is not applicable to this Contract renewal. An analysis was completed to determine the Contract provides the County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law.

**FINANCIAL IMPACT:**

Appropriations for this Contract will be included in Budget Control 012 FY 2026-27.

The proposed Contract includes a provision stating the Contract is subject to, and contingent upon, applicable budgetary appropriations approved by the Board for each fiscal year during the term of this Contract. If such appropriations are not approved, this Contract may be terminated or reduced with 30 days' notice without penalty to the County.

**STAFFING IMPACT:**

N/A

**REVIEWING AGENCIES/DEPARTMENTS:**

N/A

**ATTACHMENTS:**

Attachment A - Amendment Number Three to Contract MA-012-24010395 with the City of La Habra

Attachment B - Contract Summary Form