

**December 16, 2010**

City of Long Beach, Administrative Entity for the  
Pacific Gateway Workforce Investment Network  
Bryan S. Rogers  
3447 Atlantic Avenue  
Long Beach, CA 90807

**32735**

**Re: LETTER OF AGREEMENT**

This Letter of Agreement (hereinafter, "LOA") serves as the legally enforceable and binding agreement between United Way, Inc., aka United Way of Greater Los Angeles, Administrative Partner for the Los Angeles Workforce Funder Collaborative ("LAWFC") and **City of Long Beach, administrative entity for the Pacific Gateway Workforce Investment Network** ("Partner Organization"). The LOA defines the relationship and the responsibilities of each party. More specifically the LOA identifies the terms and conditions Partner Organization must satisfy in order to qualify for and receive funding from LAWFC. Failure of Partner Organization to comply with any of these conditions may result in a loss or suspension of funding to Partner Organization as more fully set forth herein. The LOA does not ensure or promise continued funding beyond the Term (as defined below).

Please read the agreement carefully. If upon careful review, Partner Organization agrees to be bound by the terms and conditions set forth in this LOA, the Partner Organization's board chair or president, and its executive director (or equivalent), as authorized by Partner Organization's board of directors, must sign on the last page of this LOA. After it has been signed, please retain a copy of and **return the original to United Way of Greater Los Angeles, ATTN: Justina Munoz, Program Officer, 1150 S. Olive Street, Suite T500, Los Angeles, CA 90015.**

**1.0 PURPOSE OF GRANT**

- 1.1 On the terms and subject to the conditions set forth in this LOA, LAWFC will grant to Partner Organization to support the scope of work as described immediately below and in any listed Attachments, which are incorporated herein by this reference.
- 1.2 The funds granted under this LOA shall support the following "Scope of Work":  
To provide capacity building support to the Municipal Bioneers program, an innovative youth-based initiative designed to serve working age foster care and at-risk youth in the Long Beach area to enter emerging green careers.
- 1.3 The documents listed immediately below further define and circumscribe the Scope of Work, as may be indicated. They are attached hereto as Attachments and are an integral part of this LOA and are incorporated into it by this reference.

**ATTACHMENTS:**

- A. Workplan and Strategies

## B. Line-item Budget and Narrative

### 2.0 PERIOD OF PERFORMANCE

This LOA shall be for the term of November 1, 2010 to October 31, 2011 (the "Term"). Either party may terminate the agreement before the Term expires by giving at least 30 days written notice as further set forth in Section 14.4.

- 2.1 LAWFC makes no promise or guarantee to Partner Organization that the grant provided by this LOA will be renewed. Any renewal of this grant, or any new grant to Partner Organization by LAWFC, shall be at LAWFC's sole discretion. Notwithstanding, any failure of Partner Organization to satisfy its obligations under this LOA will have a detrimental impact on any decision by LAWFC to renew this LOA or provide subsequent grants to Partner Organization.

### 3.0 RESPONSIBILITIES OF LAWFC

LAWFC represents and warrants to Partner Organization that, during the Term and so long as Partner Organization has not committed a breach (as defined in Section 14.0), it will:

- 3.1 Provide technical assistance, training and support to the Partner Organization regarding data collection and reporting requirements, as well as other program related areas necessary to implement and comply with the Scope of Work.
- 3.2 Identify the Partner Organization in LAWFC directories and materials as a means of publicizing the importance of work being performed.
- 3.3 Help promote the work of the Partner Organization to business and philanthropic partners for the purpose of building the capacity and expanding the reach of the project funded by this LOA in the community.
- 3.4 Provide Partner Organization with LAWFC logos and other trademarks in standard graphic formats along with graphics and use standards.
- 3.5 Secure, or has secured, all rights, licenses and credentials necessary for its performance of this LOA; including, but not limited to governmental or professional licenses and intellectual property.

### 4.0 RESPONSIBILITIES OF PARTNER ORGANIZATION

As a condition to receiving grant disbursement under this LOA, Partner Organization promises that, during the Term, it will:

- 4.1 As applicable, maintain its status as an organization described in Section 170(c), Section 501(c)(3), and one of Section 509(a)(1), 509 (a)(2) or 509(a)(3), of the Internal Revenue Code (the "IRC").
- 4.2 Submit reports and other pertinent information requested by LAWFC, complying with all required timelines and formats set forth by LAWFC. Notwithstanding such other reports and information as may be required or requested by LAWFC:
  - 4.2.1 If Partner Organization's annual budget is more than \$100,000, it shall submit its most recent audited financial statements and IRS Form 990. The audited financial statements should be the most recently issued

financial statements, but under no circumstances shall the ending date of the period covered by the audited financial statements be earlier than 18 months prior to the date documentation is due to LAWFC.

- 4.2.2 If Partner Organization's annual budget is less than \$100,000; it shall submit its most recent financial statements and IRS Form 990. The financial statements should be the most recently prepared financial statements, but under no circumstances shall the ending date of the period covered by the financial statements be earlier than 18 months prior to the date documentation is due to LAWFC.
- 4.2.3 If Partner Organization is subject to an OMB Circular A-133 audit, it shall submit a copy of its most recently submitted reports to the federal clearinghouse.
- 4.2.4 Secure, or has secured, all rights, licenses and credentials necessary for its performance of this LOA; including, but not limited to governmental or professional licenses and intellectual property.
- 4.3 Immediately notify LAWFC of any changes in its status during the Term including, without limitation, if:
  - 4.3.1 The Secretary of State changes its corporate status to "Suspended" or "Inactive";
  - 4.3.2 Partner Organization dissolves, merges or is acquired;
  - 4.3.3 Partner Organization changes its name;
  - 4.3.4 There is a change in the leadership of the project or any change in the Officers of Partner Organization.
  - 4.3.5 Partner Organization is notified by the Internal Revenue Service that it is a private foundation (as that term is defined in Section 509(a)).
  - 4.3.6 Partner Organization either is notified by the Internal Revenue Service that it is revoking Partner Organization's status as an organization described under Section 170(c) or Section 501(c)(3) of the IRC, or if it has commenced an investigation (i.e. audit) of Partner Organization;
  - 4.3.7 Partner Organization is notified by the Department of Justice (Office of Attorney General) that it has commenced an investigation of Partner Organization.

Upon the occurrence of any of the above events or any other change in its status, Partner Organization will immediately notify LAWFC of said change in writing, but in no case will it notify LAWFC more than two business days after receipt of such notification.

- 4.4 Promote LAWFC's Vision by:
  - 4.4.1 Strengthen the workforce training system in Los Angeles County.
  - 4.4.2 Increase financial stability for underrepresented populations.

- 4.4.3 Promote employer engagement and retention practices by supporting innovative approaches; increase business vitality through employment and business practices.
- 4.4.4 Create system improvements for greater regional planning and cooperation among employers, workforce investment boards, nonprofit job training and employer providers, community colleges, labor, and other stakeholders.
- 4.5 Promote the partnership with LAWFC by:
  - 4.5.1 Recognizing LAWFC's contribution to the Partner Organization at special events (e.g. program graduations, fundraisers, press events, etc.) and by listing LAWFC as a donor in event booklets and annual reports.
  - 4.5.2 Having LAWFC logos present at place(s) of operation, on its signage, appropriate brochures, letterhead and newsletters.
  - 4.5.3 Listing itself as a "LAWFC Partner Organization" on the Partner Organization's website and social media, and provide a link to the website of LAWFC associated with such listings.
- 4.6 Cease and desist from utilizing LAWFC's name, logo and other trademarks and from stating that it is a LAWFC Partner Organization, if at any time Partner Organization ceases to be a partner organization of LAWFC, or if this LOA is terminated or canceled for any reason.
- 4.7 Not assign any of its rights, interests or obligations hereunder to any party whatsoever without the express, prior written consent of LAWFC.

## 5.0 PAYMENTS

Grant disbursements will be made as indicated below and will not exceed the grant amount approved of \$50,000. Payments WILL NOT BE MADE unless and until all reports or information required with respect to that payment have been received by LAWFC as scheduled. Grant funds also may be withheld for reasons of non-compliance by Partner Organization of any of its obligations under this LOA, low performance, operating anomalies, irregularities or concerns.

Payments	Disbursement Amount	Disbursement Date
Initial Payment	\$25,000	Upon LOA signing
2 <sup>nd</sup> Payment	\$25,000	2/15/2011

## **6.0 REPORTING**

Partner Organization agrees to work with LAWFC to evaluate the impact of the program along the following schedule:

- 6.1 As requested, submits interim progress reports to LAWFC using LAWFC's on-line reporting system; progress reports are due on/by January 31, April 30, July 31, and October 31 (following the respective quarters occurring during the contracted term). Reporting templates and instructions will be provided by LAWFC.
- 6.2 Without limiting any of the foregoing, the narrative reports provided by Partner Organization shall include information on program accomplishments and challenges, demographic information on persons served or reached, and a statement of Partner Organization's progress toward program results, objectives and outcomes.
- 6.3 As requested, submit a mid-year reports according to LAWFC evaluation cycles by January 15, and July 15 (respective dates occurring during the contracted term); Partner Organization will provide numerical and narrative information on program accomplishments and challenges, as well as report on the progress toward program objectives and outcomes from the workplan.
- 6.4 Submit retention results report to LAWFC as part of the scheduled on-line reporting system and as requested in the progress reports described herein, but not less than annually should your LOA expire. Retention results should be maintained accordingly for each participant in the program and/or employer served under your LOA for a period up to one year following the term.
- 6.5 As requested, submit a summary of expenditures to LAWFC by October 31 (following the respective quarter of the contract end term date).
- 6.6 Participate in meetings, trainings, webinars, evaluation sessions and other capacity building activities of LAWFC as requested.

## **7.0 SUBGRANTEES**

If the Scope of Work described in Section 1.2 indicates that Partner Organization will contract with any third parties ("Subgrantees") to carry out some of the purposes of this grant, the Partner Organization will retain full discretion and control over process for selecting Subgrantees and will act independently from LAWFC in so doing. LAWFC will not participate in the selection process of Subgrantees and will not be a party to any agreements between Partner Organization and Subgrantees with regard to the subject matter of this LOA.

## **8.0 INDEMNIFICATION**

- 8.1 Partner Organization agrees to indemnify, defend and save harmless LAWFC, its officers, agents and employees from any and all liability, loss, costs, fees of attorneys and other expenses which may be sustained or incurred by reason of, or in consequence of, Partner Organization's acts, omissions, or activities, willful

misconduct, or other activities including those of third parties contracted by Partner Organization.

- 8.2 LAWFC agrees to indemnify, defend and save harmless Partner Organization, its officers, agents and employees from any and all liability, loss, costs, fees of attorneys and other expenses which may be sustained or incurred by reason of, or in consequence of, LAWFC's acts, omissions, or activities, willful misconduct, or other activities including those of third parties contracted by LAWFC.

## **9.0 NO AGENCY**

Partner Organization is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. Nothing contained in this LOA creates, constitutes or to be construed as, a partnership, joint venture, or any other business arrangement or organization between LAWFC and Partner Organization.

## **10.0 NON-DISCRIMINATION**

Partner Organization agrees to fully comply with and support all local, state and federal laws concerning non-discrimination and harassment.

## **11.0 EQUIPMENT ACCOUNTABILITY AND DISPOSITON**

Equipment and purchases acquired or obtained by Partner Organization with funds provided pursuant to this LOA will be the sole responsibility of the Partner Organization.

## **12.0 ACCOUNTING RECORDS AND PROGRAM**

- 12.1 Partner Organization will account for funds awarded under this LOA in accordance with the Generally Accepted Accounting Principles consistently applied. If Partner Organization is a recipient of federal grants subject to OMB Circular A-133, it additionally will account for funds awarded under this LOA in accordance with federal cost principles and Office of Management and Budget circulars, as applicable to the Partner Orgnaization.
- 12.2 The Partner Organization will maintain records to support charges identifiable to the projects that are the subject matter of the grant awarded hereunder. As applicable, obligations commitments, encumbrances, or expenditures must be made and completed within period the Term.
- 12.3 Partner Organization agrees that LAWFC or its duly authorized representatives, will, until the expiration of three (3) years after final payment is made under this LOA, have access to and the right to examine any books, documents, papers, and records of the Partner Organization involving transactions related to funds or the subject matter of the grant awarded under this LOA. LAWFC may examine such books and records during Partner Organization's regularly established business hours unless otherwise agreed to by Partner Organization.

**13.0 AUDIT**

- 13.1 Partner Organization agrees that all records pertaining to this agreement will be made available for review or audit by LAWFC representatives.
- 13.2 If subject to audit requirements of OMB Circular A-133, Partner Organization agrees to comply with the requirements of OMB Circular A-133. Partner Organization agrees to provide copies of any independent auditor's reports that report material instances of noncompliance with federal laws and regulations that bear directly on the performance or administration of this agreement. In cases of such noncompliance, Partner Organization will provide copies of the complete reporting package as described in section 310 of OMB Circular A-133. The Partner Organization shall cooperate with LAWFC in resolving questions concerning the auditor's reports and plan for corrective action.

**14.0 DEFAULTS, SUSPENSION, TERMINATION, AND AMENDMENTS**

- 14.1 All terms of this LOA are material. Any breach by Partner Organization of any of the terms or conditions of this LOA, or any failure by Partner Organization to comply with any of its obligations hereunder, shall constitute an event of default (a "Breach") by Partners Organization.
- 14.2 Upon learning of the occurrence of any Breach by Partner Organization, LAWFC may notify Partner Organization in writing of such Breach. The date Partner Organization receives notification from LAWFC (or its representative) of any given Breach shall be the "Notification Date" with regard to that Breach.
- 14.3 Partner Organization shall completely cure a Breach within ten (10) working days of the Notification Date.
- 14.3.1 If Partner Organization is unable to cure a Breach within ten (10) business days of the Notification Date, it may submit in writing to LAWFC a report including the actions it has taken at that time to cure the Breach and the additional actions it will take to complete the cure of the Breach.
- 14.3.2 If Partner Organization (a) fails to cure a Breach with ten (10) business days of the Notification Date and fails to submit the report specified in Section 14.3.1 of the LOA, or (b) Partner Organizations fails to cure a Breach within twenty (20) working days of the Notification Date, LAWFC may exercise such remedies as are set forth in Section 14.3 herein or as otherwise may be available at law or equity.
- 14.3.3 If a Breach is not cured within the period set forth in Section 14.3.2 LAWFC, at its sole discretion, may do any or all of the following:
- 14.3.3.1 Reduce the total amount of the grant under this LOA in an amount in proportion to the work not completed;
- 14.3.3.2 Withhold compensation for under this Agreement until satisfactory completion of all activities to cure Breach.
- 14.3.3.3 Suspend its further obligations under this LOA; or
- 14.3.3.4 Terminate the Agreement.

14.4 Either party to this Agreement may terminate this Agreement upon giving the other party at least thirty (30) days written notice prior to the effective date of such termination.

**15.0 ENTIRE AGREEMENT**

This LOA supersedes all prior discussions and agreements between the parties with respect to the subject matter hereof and thereof, and contains the sole and entire agreement between the parties with respect thereto. This LOA may be amended, supplemented or modified only by a written instrument executed by and behalf of each party hereto.

**16.0 WAIVER**

No waiver by any party of any term or condition of this LOA, in any one or more instances, shall be deemed to be or construed as a waiver of the same or any other term or condition of this LOA on any future occasion. All remedies, either under this LOA or by law or otherwise afforded, will be cumulative and not alternative.

**17.0 HEADINGS**

The headings used in this LOA have been inserted for convenience of reference only and do not define or limit the provisions thereof.

**18.0 SEVERABILITY**

If any provision of this LOA is held to be illegal, invalid or unenforceable under any present or future law, and if the rights or obligations of any party hereto under this LOA will not be materially and adversely affected thereby, (a) such provision will be fully severable, (b) this Agreement will be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof, (c) the remaining provisions of this Agreement will remain in full force and effect and will not be affected by the illegal, invalid or unenforceable provision or by its severance herefrom and (d) in lieu of such illegal, invalid or unenforceable provision, there will be added automatically as a part of this Agreement a legal, valid and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.

**19.0 DISPUTE RESOLUTION**

19.1 In the event of any dispute, claim or controversy between the parties hereto, the parties hereto each agree to submit such dispute, claim or controversy to binding arbitration.


19.2 Either party may commence the arbitration process by first filing a demand upon the other party.


19.3 Any arbitration submitted pursuant to the terms of this LOA shall be submitted to arbitration in Los Angeles County, California or another location agreed to by the parties. The arbitration shall be conducted through and in conformity with and subject to the applicable rules and procedures of ADR Services, Inc., (or any successor thereto). If ADR Services, Inc. is not then in existence and there is no such successor, or if for any reason ADR Services, Inc. fails or refuses to act,



then the arbitration shall be conducted through and in conformity with, and subject to, the applicable rules and procedures of JAMS, Inc.

- 19.4 The parties hereby agree to select one arbitrator by mutual agreement through ADR Services, Inc. or a successor service in accordance with the provisions above. The selection of the arbitrator shall be in accordance with the rules prescribed above, except that any arbitrator selected shall be neutral and thoroughly familiar with the principal subject matter of the issues to be arbitrated. If the parties fail to mutually agree upon an arbitrator, then an arbitrator with the above required qualifications shall be selected by ADR Services, or, if applicable, the successor service.
- 19.5 The parties hereby agree that the testimony of witnesses shall be given under oath, and that depositions and other discovery may be ordered by the arbitrator.
- 19.6 The costs of the arbitration, including the arbitrator's fees, shall be borne equally by the parties to the arbitration, unless otherwise ordered by the arbitrator.
- 19.7 By initialing or signing in the space below each party hereby agrees to have any dispute arising out of the matters included in this "arbitration of disputes" provision decided by neutral arbitration and is willingly giving up any rights it might possess to have the dispute litigated in a court or jury trial. By initialing in the space below each party agrees that it is giving up its judicial rights to discovery and appeal. If a party refuses to submit to arbitration after agreeing to this provision, it may be compelled to arbitrate under the authority of applicable statutes. Each party acknowledges that its agreement to this arbitration provision is voluntary.
- 19.8 By initialing below, each party acknowledges that it has read and understands the foregoing and agrees to submit disputes arising out of the matters included in the arbitration of disputes provision to neutral arbitration.

  
 \_\_\_\_\_  
 City of Long Beach

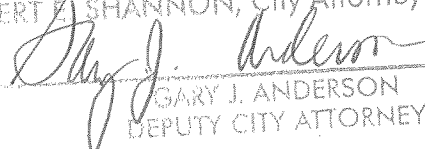
  
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 United Way-LAWFC

**20.0 NOTIFICATIONS**

All notices and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or mailed (certified or registered, postage prepaid, return receipt requested) to the parties at the addresses that follow. Such notifications and communications will be deemed received when delivered if by personal delivery, or two (2) business days from the date of mailing (postmark date) when delivered by U.S. Postal Service.

If to United Way, to:

United Way of Greater Los Angeles  
 Attn: Justina Munoz, Program Officer  
 1150 S. Olive Street, Suite T500  
 Los Angeles, CA 90015

APPROVED AS TO FORM  
 February 3, 2011  
 ROBERT A. SHANNON, City Attorney  
 BY   
 GARY J. ANDERSON  
 DEPUTY CITY ATTORNEY

Los Angeles

Collaborative

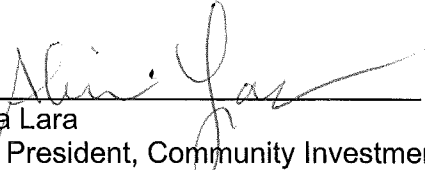
If to Partner Organization


Pacific Gateway Workforce Investment Network  
Attn: Bryan S. Rogers, Executive Director  
3447 Atlantic Ave.  
Long Beach, CA 90807

**21.0 TIME OF THE ESSENCE**

Time is of the essence in the performance of this LOA.

Yours truly,

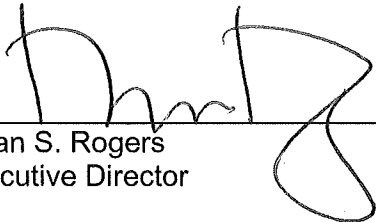
  
\_\_\_\_\_  
Alicia Lara  
Vice President, Community Investment

  
\_\_\_\_\_  
Maria Wiest  
Chief Administrative Officer

ACCEPTED AND AGREED:


**City of Long Beach, Administrative Entity for the Pacific Gateway Workforce Investment Network**

By:

  
\_\_\_\_\_  
Bryan S. Rogers  
Executive Director

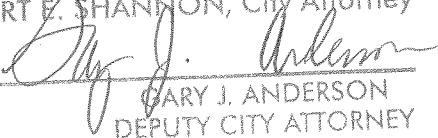
Date: 1/6/11

By:

  
\_\_\_\_\_  
Patrick H. West  
City Manager  
Assistant City-Manager

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Date: 2.14.11

APPROVED AS TO FORM  
February 3, 20 11  
ROBERT E. SHANNON, City Attorney  
By   
GARY J. ANDERSON  
DEPUTY CITY ATTORNEY

# WORKPLAN / STRATEGIES

(Describe how the objectives and activities will result in the advancement of workforce system knowledge of and activities in education and training and employment)

# ATTACHMENT A

APPLICANT NAME		Pacific Gateway Workforce Investment Network	
Objectives	Activities	Expected Outcomes	Evaluation Methods
<p>List specific, measurable, action-oriented, realistic, and time-defined objective(s) that will enable you to reach your goal.</p>	<p>List and quantify the activities, programs, and services your program will provide (i.e., number of workshops held, number of people trained, number of workforce partners brought in, developed a working group, etc.)</p>	<p>Describe the outcomes you expect to achieve. These should be directly related to your goals and objectives. The expected outcomes should indicate what you expect to achieve or change (i.e., policy, engaged employers, partner effectiveness, increased number of people trained, increased earning wages) as a result of your program.</p>	<p>Please list how you plan to evaluate your program's results as they relate to each outcome. What specific indicators are you using to assess the outcomes you have described?</p>
<p>1. Strengthen the model for engaging, recruiting and serving at-risk/emancipating young adults ages 18 – 21, by May 2011.</p>	<ul style="list-style-type: none"> <li>Meetings with internal stakeholders to evaluate existing methods and identify new partners, strategies, and resources needed.</li> <li>Meetings to develop new recruitment tools, such as youth-responsive graphics and language, social media efforts, dissemination through agency partners, etc.</li> <li>Discussion with child welfare (LA County DCFS) administrator to better understand opportunities for partnership, recent policy changes, and other factors informing a well-developed plan</li> </ul>	<ul style="list-style-type: none"> <li>Development of new working memo and short-term plan on how to recruit from this difficult-to-serve group of young adults.</li> <li>Resolution of any operational or policy issues (i.e. eligibility requirements, communication and collaboration barriers).</li> <li>Greater buy-in from program staff in addressing the employment and training barriers pertaining to this group</li> <li>Greater awareness among program staff of foster care issues and opportunities</li> <li>Detailed plan to launch recruitment efforts and training program</li> </ul>	<ol style="list-style-type: none"> <li>Completion of memo and its contents</li> <li>Discussions with staff to about gaps in knowledge (before) and gained insight (after)</li> <li>Quality of work plan to launch recruitment and program – the plan should provide sufficient detail, engage multiple partners, and introduce new ideas with related benchmarks</li> </ol>

<p>2. Establish new, energized partnerships with non-profit, child welfare, and public partners to engage and serve emancipating young adults, by April 2011.</p>	<ul style="list-style-type: none"> <li>• Meetings with at minimum 5 new agency partners who commit to supporting efforts to recruit emancipating youth for green jobs program.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 – 10 new partners 'sign on' to a MOU for partnership in linking recruitment and service efforts</li> <li>• Awareness built among partner organizations of program model, linkages between workforce strategies and existing services, and other points of collaboration</li> <li>• Opportunities for cross-sharing of information, services and costs identified</li> </ul>	<ul style="list-style-type: none"> <li>a. Number of new partners engaged</li> <li>b. Level of consistent contact between partners</li> <li>c. Number and value of opportunities for collaboration</li> </ul>
<p>3. Establish a largely new network of regional employers to provide potential employment opportunities, serve as site visit locations, and guest speakers for green job program, by March 2011.</p>	<ul style="list-style-type: none"> <li>• Deploy Business Services team member(s) to engage employers in the Long Beach area</li> <li>• Convene these employers (in person or by phone) to share program information</li> </ul>	<ul style="list-style-type: none"> <li>• Of 15 green employers, at least 10 will be new; employers who are, for the first time, engaged in a workforce program at PGWIN aimed at serving this population</li> <li>• Information from employers about hiring horizons, employment trends, and emerging opportunities is captured used to inform the program model</li> <li>• Opportunity for visits to employment sites (green and environmental businesses) is incorporated into program model</li> <li>• Employers serve as guest speakers, mentors, or other role in guiding career interests of young adult participants</li> <li>• Employer community is made aware of workforce programs, resources, and opportunities to support emancipating young adults through workforce programs</li> </ul>	<ul style="list-style-type: none"> <li>a. Number of employers engaged</li> </ul>

<p>4. Launch new recruiting and engagement mechanisms with partnering agencies, to engage an initial cohort of 10 for green jobs training, by July 2011.</p>	<ul style="list-style-type: none"> <li>• Design of recruitment materials</li> <li>• Distribution of recruitment materials through new networks of partner agencies and contacts</li> <li>• Interview and enrollment of 10 participants</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness among target population of workforce readiness opportunities availability to them</li> <li>• Solidified partnership among network of social service providers with a focus on workforce programs and opportunities</li> <li>• Greater community awareness of Pacific Gateway's service to this target population</li> <li>• Enrollment of target young adults</li> </ul>	<ol style="list-style-type: none"> <li>a. Enrollment of 10 young adults</li> <li>b. Clarity in messaging, described in feedback from enrollees</li> <li>c. Feedback from partner agencies</li> </ol>
<p>5. Participants will build their workforce readiness</p>	<ul style="list-style-type: none"> <li>• 10 participants will complete green-job workforce readiness training</li> </ul>	<ul style="list-style-type: none"> <li>• Soft skills development</li> <li>• Communication skills development</li> <li>• Improved worker confidence</li> <li>• Awareness of the green job marketplace, career paths, and career requirements</li> <li>• Support in transitioning into green collar employment</li> </ul>	<ol style="list-style-type: none"> <li>a. Pre-post test results</li> <li>b. Completion of program components and competency, as reported from program director</li> <li>c. Attendance records</li> </ol>
<p>6. Participants who lack basic educational attainment or skills will build their literacy and/or enroll and make progress in high school diploma/GED coursework</p>	<ul style="list-style-type: none"> <li>• In is anticipated that 3 of the 10 young adults enrolled will need academic support; those adults will be directed to high school diploma and GED educational services</li> </ul>	<ul style="list-style-type: none"> <li>• Attainment of high school diploma/GED credits or advancement in coursework toward completion</li> </ul>	<ol style="list-style-type: none"> <li>a. Credits attained</li> <li>b. Pre- and post-tests</li> <li>c. Enrollment in community college or additional training</li> </ol>

Pacific Gateway  
 Bioneers Program Budget  
 January 2011

<b>COST CATEGORY</b>	<b>ANNUAL SALARY</b>	<b>GRANT PERIOD</b>	<b>% OF TIME <sup>1</sup></b>	<b>TOTAL</b>
<b>Salary</b>				
Project Developer	73,903	9 months	5.0%	2,771
Business Outreach Coordinator	69,320	9 months	14.0%	7,278
YOC Coordinator	93,571	9 months	5.0%	3,508
YOC Employment Specialist	61,734	9 months	25.0%	11,575
<b>Fringe Benefits (calculated at 55%)</b>				<b>13,868</b>
<b>Subtotal Salary and Fringe</b>				<b>39,000</b>
<b>Other</b>				
Contractual Services				10,000
Supportive Services				1,000
<b>Subtotal Other</b>				<b>11,000</b>
<b>TOTAL PROJECT COSTS</b>				<b>\$ 50,000</b>

<sup>1</sup> Dedicated portion of FTE (%) during grant period of 9 months.