

Under the authority of the **Workforce Investment Act**, this grant or agreement is entered into between the above named **Grantor Agency** and the following named **Awardee**, for a project entitled - **Energy Pathway Program**.

Name & Address of Awardee:
CITY OF LONG BEACH
333 W. OCEAN BOULEVARD, 3RD FLOOR
LONG BEACH, CALIFORNIA 90802-1039

Agreement #: EA-18558-09-60-A-6
CFDA #: 17.261
Accounting Code: Mod Amount:
A300-LKB9-4123-5PR03-000 \$133,624.00
EIN: 956000733
DUNS #: 557398141

The Period of Performance shall be from **March 01, 2009 thru February 28, 2010**. Total Government's Financial Obligation is **\$133,624.00** (unless other wise amended). Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period. In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;
OMB Circular A-21, for Institutions of Higher Education; OR
OMB Circular A-122, for Non-Profit Organizations.
48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

APPROVED AS TO FORM
April 30, 2009
ROBERT E. SHANNON, City Attorney
By Gary J. Anderson
GARY J. ANDERSON
DEPUTY CITY ATTORNEY

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

**EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.**
May 8 09
DATE OF ACCEPTANCE
[Signature]
Assistant City Manager
AUTHORIZED SIGNATURE FOR AWARDEE
Patrick H. West, City Manager
(TYPED NAME AND TITLE)

2009
DATE OF EXECUTION
[Signature]
SIGNATURE OF GRANT OFFICER
B. JAI JOHNSON
(TYPED NAME AND TITLE)

ADMINISTRATIVE COSTS

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

What Workforce Investment Act Title I Functions and Activities Constitute the Costs of Administration Subject to Administrative Cost Limit?

The **costs of administration** are that allocable portion of necessary and reasonable allowable costs of...

• State and local *Workforce Investment Boards*

• *Direct recipients* including:

- State grant recipients
- Local grant recipients
- One-stop operators
- Local grant subrecipient - 117(d)(3)(b)(i)(II)
- Local fiscal agents - 117(d)(3)(b)(i)(II)

...associated with the major functions.

These costs:

- Are not related to the direct provision of workforce investment services, including services to participants and employers
- Can be personnel
- Can be non-personnel
- Can be direct
- Can be indirect

ADMINISTRATIVE COSTS

General administrative functions and coordination of functions:

- accounting
- audit resolution
- audits
- budgeting
- financial and cash management
- general legal services functions
- incident report resolution
- information system development (see 5)
- investigation resolution
- payroll functions
- personnel management
- procurement
- property management
- purchasing
- review resolution
- development of systems and procedures for administrative functions

Oversight and monitoring related to WIA Administrative functions

Costs of goods and services required for administrative functions of the program, including goods and services such as:

- office supplies
- postage
- rental and maintenance of office space
- rental or purchase of equipment
- utilities

Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system

Costs of information systems related to administrative functions. For example:

- personnel
- procurement
- purchasing
- property management
- accounting and payroll systems, including the purchase, systems development and operating costs of such systems.

Awards to subrecipients or vendors that are solely for the performance of administrative functions.

PART I

STATEMENT OF WORK

**(The awardee's proposal is incorporated
as the Statement of Work)**

NOTE: Please note the start /effective date for this Earmark grant as indicated in the Period of Performance section of the agreement. Also, as indicated in Part IV, Special Conditions, #4, no Pre-Award costs have been approved under the terms of this grant. Should you have questions, please contact the grant officer at 202-693-3296.

I. TECHNICAL PROPOSAL

1. Abstract

The Energy Pathway Program (EPP) will provide job training, academic preparation, and placement assistance to prepare residents for high-wage, high-demand employment opportunities in the energy industry at refineries in the South Bay area.

The City of Long Beach, the administrative entity of the Pacific Gateway Workforce Investment Board (WIB), will serve as the grantee. Under the guidance of the WIB, the Pacific gateway Workforce Investment Network (Network) will provide overall project management and oversight through its Center for Working Families (Center).

Specialized as a community resource for residents to access job training, placement assistance and support systems and operate sector initiatives to address the workforce challenges of the construction, environmental remediation, and utilities industries, the Center will also serve as the project's service hub where outreach, recruitment, initial screening, objective assessment, and coordinating assessment activities will be conducted.

The South Bay Center for Counseling (SBCC) will provide on-going case management, coordinate placements into internships or full-time employment with participating refineries, and provide follow-up to support employment retention. Los Angeles Harbor College will provide Process Plant Technology (PPT) training, a three-semester program (including a mandatory Bridge component) consisting of 800+ hours of community college-level training, which will prepare participants directly for placement into paid internships and/or direct hire positions with participating refineries.

Participating area refineries include Exxon-Mobil, ConocoPhillips, Tesoro, Valero, and the Los Angeles County Sanitation Department. In addition to their continued role to periodically assess and update curricula and program design, they will hire participants who successfully complete PPT training and, subject to availability, provide company-paid internships.

The EPP will address the need for new Process Plant Technicians and Operators created by an aging workforce and inadequate basic and occupational skills possess by current employment candidates. As a result of participation in this project, 30 individuals will be enrolled in training, of which 25 will successfully complete and 22 will be hired by area refineries. In addition, of those placed, average annual earnings will increase by \$26,000.

2. Statement of Needs

A. Project's Purpose

The Energy Pathway Program will provide job training, academic preparation, and placement assistance to prepare residents for high-wage, high-demand employment opportunities in the energy industry at refineries in the South Bay area.

B. Description of the Major Issues Addressed

The energy and refining sector in the Los Angeles Basin plays a major role in the economy of South Bay communities employing approximately 5,000 workers. Most are in high paying jobs with wages over \$70,000 annually, excellent benefits, and retirement packages. In addition, area and national contractors employ up to 1,500 additional contract employees to assist in refinery operations.

Three significant issues are currently impacting this sector:

Issue #1 – An Aging Workforce:

According to both local and national surveys, as much as 25 – 50 percent of the refinery workforce will retire within the next five years, creating a need for new entrants. Local industry sector employers anticipate the need for 100-150 workers per year over the next five years overall. In particular, Process Plant Technicians and Operators, the occupation targeted under this project, represent 40-60 percent of overall refinery employment among participating energy employers who combined expect to hire 33-38 process operators per year over the next few years. One partner employer, ConocoPhillips, estimates it will need to replace 50 percent of its local process technician and operator workforce in the next five years.

Issue #2 – Inadequate Basic Skills to Meet Academic Standards:

Occupational skills training for Process Plant Technicians has been developed and implemented at Los Angeles Harbor College during the past two years. However, many candidates applying do not meet the minimum academic standards required for entry into the program or successfully complete training.

Issue #3 – Inadequate Occupational Skills Sets:

Although high wages attract many job applicants, a limited number have the skills sets required by the industry. These skills sets include 10th grade proficiency in reading and math, applied science and industry-specific knowledge and competencies. One hiring manager from a participating employer indicated the need to screen 600 applicants to find 20 potential hires.

C. Individuals to be Served (Participants)

a) Description of Individuals Being Served and Eligibility Criteria (if Applicable)

The EPP will target residents of Long Beach and Signal Hill, CA who demonstrated an interest in obtaining employment as a Process Plant Technician and possess the requisite minimum qualifications outlined below. Emphasis will be placed on recruiting unemployed individuals, dislocated workers, and economically disadvantaged adults. In addition, special emphasis will be placed on recruiting youth aging out of foster care, other at-risk youth, and recently separated veterans, including veterans returning from Iraq.

b) Rationale for Selection

These target populations were selected as they will provide a sufficient pool of applicants to ensure planned enrollment and performance levels are reached. According to data published by the Labor Market Information Division of the California Employment Development Department (LMID), unemployment rates for Long Beach and Signal Hill increased from 7.8 percent to 8.9 percent between June and July 2008, up from 5.7 in September 2007. The increase since September represents an addition 7,900 unemployed individuals between the two communities. Additionally, 19 percent of all Long Beach families (20,025) and 23 percent of all individuals (106,247) live in poverty (Census 2000).

Furthermore, given the need to replace retiring workers, there is tremendous opportunity to engage youth and young adults in strategies to prepare them for opportunities in the energy sector by creating awareness of career pathways and providing adequate educational and other supportive services. According to an analysis conducted by the Center for Labor Market Studies, Northwestern University, 46.8 percent of 16 – 24 years old Long Beach residents who were not enrolled in school had dropped out of high school at the time of the 2000 decennial census and only 56.0 percent were employed. This analysis also reflects that 19.4 percent of Long Beach youth 16 – 24 years of age were not in school and not employed.

Also, according to “Within Our Reach: A community Partnership to Prevent and End Homelessness,” prepared by the Department of Health and Human Services of the City of Long Beach (May 2008), there are an estimated 1,198 youth under age 18 in foster care in Long Beach. Although specific data on the number of these youth who are aging out is not available, the Lakewood office of the Los Angeles County Department of Children and Family Services (DCFS) reports that for Los Angeles County Service Planning Area 8, which includes Long Beach, 183 youth 18 and older were emancipated during the most recent annual reporting period.

In addition, the Current Population Survey (CPS) shows that young veterans’ unemployment rates have been higher than non-veterans of the same age group for many years (presentation by C. Ciccollella, Assistant Secretary of Labor to NASWA, 9/07). Also, recent statistics reporting high rates of unemployment for 20-24 year old veterans have been a source of substantial concern (D. Black and J. Lane; Labor Market Trajectories of 20-24 year old Veterans, National Opinion Research Center for USDOL, University of Chicago; 2007). Since high levels of unemployment can result from multiple causes, including lack of job opportunities or lengthened search for jobs, it is imperative these young men and women are given the opportunity to translate their skills into today’s world economy.

3. Description of the Impacted Area

A. Area Delineated

The target area for the EPP is Long Beach and Signal Hill, California. Located 25 miles south of Los Angeles in southern Los Angeles County, these cities have a combined population of 470,855. According to Census 2000, Long Beach is the most ethnically diverse large city in the nation and, with poverty rate of 22.8 percent, was ranked as having the 6th highest incidence of poverty among

America's large cities (American Community Survey). Energy and refining sector businesses located in the Los Angeles Basin, which employ approximately 5,000 workers, anticipate as much as 25 – 50 percent of their refinery workforce will retire within the next five years.

B. Labor Market Information for the Area

A survey of workforce challenges conducted by the American Petroleum Institute (May 2005) indicates the average age for process technicians and operators is 45 and 25% of the current workforce will be eligible to retire in the next three years. This aging workforce is driving the need for replacement workers, which was the number one industry concern according to the survey. Local industry sector employers anticipate the need for 100-150 workers per year over the next five years and expect to hire 33-39 process operators combined over the next few years. However, area refineries have expressed continued difficulty attracting applicants with adequate basic and occupational skills.

Entry-level wages in the target industry are among the highest in the region for manufacturing jobs. Process technicians are classified as chemical plant and system operators under the Standard Occupational Code and data reflects entry-level wages at \$22-23 per hour and an annual mean salary of \$58,121 for Los Angeles County (LMID - Occupational Projections through 2014). Average annual salaries for process technicians, as reported by ConocoPhillips, are \$98,000.

4. Statement of Work

A. Project Goals

Goal #1:

Support the hiring needs of the energy and refining industry for skilled Process Plant Technicians by preparing 30 individuals for employment by the end of the grant period.

Goal #2:

Upgrade fundamental skills in reading, vocabulary, mathematics, personal development, mechanical aptitude and industrial safety to meet minimum academic standards for professional competency for entry into Process Plant Technology training.

Goal #3:

Working in collaboration with industry, educational and community partners, provide industry-driven occupational skills training to qualify graduates for entry-level employment as Process Plant Technician Operators and obtain internships and/or full-time employment.

B. Major Project Components

a) Description of Components for Addressing Each Issue and Goal.

Component #1- Outreach and Recruitment

Outreach and recruitment of area residents will be conducted by Network staff through the Center for Working Families (Center) and will be primarily conducted via informational flyers, posters and specialized informational presentations held at the Center and the Career Transition Center (CTC), one of five one-stop career centers operated by the Network. Under our recently implemented service model, WIA Title I Adult and Dislocated Worker, Wagner-Peyser, Veterans, Long-Term Unemployed and Trade Adjustment Act services have been integrated creating a common pool of one-stop customers. As a result, the Centers enroll a combined average of 7,000 customers a month. To supplement these efforts, program flyers and announcements will be distributed electronically to service providers and community-based organizations through the Networks website and "e-notify" system.

To ensure effective outreach and recruitment targeting youth aging out of foster care, Center staff will coordinate direct referrals with staff of the DCFS's Transition Resource Center, which has primary responsibility for assisting foster youth to access educational and other support systems to facilitate their transition to independent living. DCFS staff is co-located at the Network's Youth Opportunity Center (YOC) and participates in regularly scheduled peer-to-peer meetings with YOC and numerous other youth service providers to exchange information on their respective programs and services, discuss and initiate outreach and recruitment strategies, and coordinate referral processes to ensure effectiveness.

Outreach and recruitment efforts targeting recently separated veterans will be facilitated via existing program awareness and referral mechanisms with the Orange County Workforce Investment Board (OCWIB). OCWIB has forged an important partnership with the Joint Forces Training Base at Los Alamitos, where high-ranking Base personnel have recognized that the services offered through the One-Stop System are pivotal in helping veterans successfully transition to civilian life. As a result, an on-site Veterans Service Center has been established that includes co-located staff from the OCWIB/One-Stop Centers, Coast Community College District, Employment Development Department and several other veterans' organizations. Specific to this project, staff of the Center for Working Families will conduct specialized on-site information presentations to veterans and establish referral mechanisms directly with staff assigned to the Veterans Service Center.

To ensure enrollments levels are sufficient for training to begin in January 2009 (the start of the grant period), the network will conduct outreach and recruitment efforts during September – December 2008. Costs associated with these activities will be covered through non-grant resources.

Component #2 – Initial Screening and Assessment

Initial screening will be conducted by Network staff during October – December 2008 and will include an objective assessment utilizing questionnaires and a personal interview to ensure each customer meets the general qualification for entry into the program. These qualifications include: proof of right to work, at least 18 years of age, possess a high school diploma or GED, possess a valid driver's license and/or transportation, have the availability to maintain the program schedule, and the ability to fulfill the requisites of refinery work (lift 50 pounds, climb up to a height of 200 feet, and work in confined spaces).

Individuals possessing the minimum qualifications for entry into the program will be referred to Foster Assessment Center for an assessment of their skills, interests and aptitudes relative to employment

as Process Plant Technicians (PPT). These assessments, scheduled in a small group setting (average of 10), will include use of the Bennett Mechanical Comprehension Test, Wide Range Achievement Test (Third Edition), and the Gates-MacGinitie Reading Test (Level 7/9) to determine each individual's mechanical aptitude, literacy and math skills relative to the minimum academic standards discussed below. Individuals assessed below the required level will be referred for additional remedial assistance and/or consideration under other programs.

Component # 3– Bridge Pathway Program

The Bridge Pathway Program will be a mandatory component held at Los Angeles Harbor College (LAHC) for all participants in the program. Based upon their assessment scores, individuals must score at a 9th grade English comprehension/reading level and a 9th grade math level to enter into the program. The Bridge program is designed as an intensive English and Math refresher during which participants receive instruction in English (emphasizing writing and reading comprehension) and math. Other courses include personal development focused on career preparedness, employment and life skills, and computer literacy. In addition, participants will engage in an industrial safety course, as well as attend refinery tours for exposure to the refinery industry environment. Once the Bridge component is completed, individuals are expected to be at an 11th grade level in both English comprehension/reading level and math level. Upon successfully completion, participants will receive priority enrollment in the following PPT cohort.

Component #4 – Process Plant Technician Training

Los Angeles Harbor College will provide Process Plant Technology (PPT) training, a three-semester program (including the Bridge component) consisting of 800+ hours of community college-level training (43 college credits). Training is drawn on nationally developed industry-specific standards based on the Center for the Advancement of Process Technology (CAPT) model as well as needs defined by employer partners including Exxon-Mobil, ConocoPhillips, Tesoro, Valero, and the Los Angeles County Sanitation Department. Courses include Introduction to Industry, Safety, and Operating and Troubleshooting Equipment, which will prepare participants directly for placement into paid internships and/or direct hire positions with employer partners. Refinery entrance examinations are given prior to graduation as a component of the employment process.

Component #5 – Placement/Internships

Prior to graduation, students will begin the application process for process technician positions with various refineries including ConocoPhillips, Exxon, Valero, Tesoro, and the Los Angeles County Sanitation Department. These efforts will be coordinated by the South Bay Center for Counseling. In addition, subject to availability of mentors and current openings, graduates will have the opportunity to participate in company-paid internships with partner employers, including ConocoPhillips, Valero, Tesoro, and Exxon.

Component #6 – On-going Case Management and Follow-Up

To support program retention, students will receive on-going case management from South Bay Center for Counseling staff while participating in PPT, placement, and/or internship activities. In addition, to support employment retention, South Bay Center for Counseling staff will conduct routine follow-up contacts with both employers and students for six months following employment entry and through individual probationary periods.

b) Diagram of Project Components

A project flow chart is included herein at Attachment A.

C. Work Schedule

As noted above, to ensure enrollment levels are sufficient for training to begin in January 2009, the Center will conduct outreach and recruitment, initial screening and assessment through area providers during the four months immediately preceding the grant commencing (September – December 2008). Costs associated with these activities will be covered through non-grant resources. The following depicts the schedule and party responsible for each key task.

- Outreach and recruitment will be initiated in September by Center staff and will continue until sufficient residents are recruited to reach the planned enrollment level in training (30).
- Initial screening and objective assessment will be conducted by Network staff beginning the third week of September to determine each resident meets the general qualifications for entry into the program.
- Residents meeting the general program qualifications will be referred to the Foster Assessment Center for a comprehensive assessment immediately following initial assessment.

The following chart depicts the work schedule for tasks undertaken **during the grant period**.

WORK SCHEDULE											
Project Component	Task	Year 1				Year 2*				Staff / Organization Responsible	
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8		
Participant Recruitment, Selection and Assessment	Conduct outreach and recruitment of 60 individuals	X									Network
	Initial screening and objective assessment	X									Network
	Perform comprehensive assessment of 60 individuals	X									Fosters
Bridge Pathway Program	Begin conducting Bridge training	X									LAHC
	Initiate case management	X									SBCC
	Evaluate student progress	X									SBCC
Process Plant	Execute subcontract	X									Network

Technology Training	Enroll 30 participants in PPT training	X								Network
	On-going case management	X	X	X						SBCC
	Conduct PPT training	X	X	X						LAHC
	Evaluate student progress	X	X							SBCC
	Assess training outcomes	X	X	X						SBCC
	Begin Interview for PT Internships	X								
Job Placement/ Internships	Execute subcontract	X								Network
	Coordinate hiring plan/ schedule with Refineries	X	X							SBCC
	Initiate employment application process with area Refineries			X						
	Coordinate on-going internship and direct placements		X	X	X					
	Evaluate progress toward placement			X	X					
	Confirm employment status			X	X					
	Conduct follow-up				X					
Evaluation	Collect data	X	X	X	X					Network
	Prepare and distribute bi-weekly reports	X	X	X	X					
	Initiate corrective action as necessary	X	X	X	X					
	Submit draft final report			X						
	Submit final report				X					

Insert Xs for periods of occurrence. Show entries only in those quarters needed to complete the project and the evaluation.

D. Partner/Collaborator Participation

The Energy Pathway Program (EPP) will support the need for skilled Process Plant Technicians through a collaborative partnership including the Pacific Gateway Workforce Investment Network (Network), South Bay Center for Counseling (SBCC), Los Angeles Harbor College (LAHC), and representatives of South Bay refineries.

BACKGROUND

In 2005, SBCC received grant funding to train a new process operator workforce to fill a projected 100-200 vacancies a year for six major refineries and other infrastructure providers in the Los Angeles area. Through EPP, SBCC operates several programs in the South Bay area to provide career-focused certification and degree programs to approximately 100 residents per year. EPP includes training programs for career pathways in the energy industry, including plant technology, welding, safety attendant, instrument technology and mechanical helper. These training programs, which blend traditional academic content and applied learning concepts, were designed with input from energy industry partner including ConocoPhillips, Valero, Exxon, and Tesoro, who continue to assist EPP in periodically assessing and updating curricula and program design. In addition, training is provided through a network of local educational and training providers including LAHC and Los Angeles Harbor Occupational Center.

The project included herein focuses on the Process Plant Technology portion of EPP and the following reflects the key contributions of each partner:

- The Center will provide overall project management and oversight. The Center will also serve as the project's service hub and will be responsible for outreach, recruitment, initial screening, objective assessment and coordinating assessment activities with Foster Assessment Center, a one-stop center partner. The value of these in-kind contributions is \$15,000.
- SBCC will provide on-going case management to individuals enrolled in Bridge and PPT training, coordinate placements with participating refineries, and provide follow-up to support employment retention. A letter of commitment is included herein as Attachment B.
- Since 2006 Los Angeles Harbor College has offered a certification training program in Process Plant Technology (PPT) to address the need for process technicians and operators at South Bay area refineries. The PPT training program, developed in conjunction with the energy industry, includes a 43 college-credit, 800+ hour training program leading directly to paid internships and/or direct hire positions. LAHC will provide PPT training beginning with the mandatory Bridge component beginning January 2009 for referrals possessing the minimum academic standards. In addition, LAHC will conduct the Bridge Pathway Program for individuals below the minimum academic standards for direct entry into PPT training. A letter of commitment is included herein as Attachment C.
- Collaborating refinery partners include ConocoPhillips (Carson and Wilmington refineries), ExxonMobil (Torrance refinery), Valero (Long Beach refinery), Tesoro (Wilmington refinery), and the LA County Sanitation Department. In addition to their continued role to periodically assess and update curricula and program design, they will hire participants successfully completing PPT training and, subject to availability, provide company-paid internships.

E. Linkages with the Workforce Investment System

Under an agreement with the local elected officials, the City of Long Beach serves as the administrative entity for the designated Local Workforce Investment Area (LWIA) for the communities

of Long Beach, Signal Hill, Torrance, and Lomita. The Pacific Gateway Workforce Investment Network (Network) and its Center for Working families are organized under the City's Community Development Department to serves as the One-Stop Operator under the guidance of the Pacific Gateway Workforce Investment Board (WIB).

In support of this project, the Network will leverage WIA resources for personnel and other expenditures associated with outreach and recruitment, initial screening and assessment as described in Components #1 and 2, above. In addition, the Network has entered Memoranda of Understanding (MOUs) with each one-stop partner containing procedures for the referral of individuals between the One-Stop operator and One-Stop partners. These referral procedures will be utilized to supplement the outreach and recruitment activities noted above.

5. Project Outcomes

A. Performance Measures and Planned Outcomes

The following chart depicts the performance measures, definitions and planned outcomes applicable to the project:

PERFORMANCE TABLE		
Name of Performance Measure	Measure Definition or Formula	Planned Level of Outcomes
Measure 1: Enrollment Rate	<p>Of the number recruited, the total number of individuals who complete intake and assessment and are enrolled in the program divided by the total number of individuals who are recruited for the program by January 31, 2009.</p> <ul style="list-style-type: none"> • The numerator includes only those individuals who complete an intake form and are deemed appropriate to receive services and are enrolled by January 31, 2009. • The primary data source will be recruitment rolls, intake forms and participant case files. 	50% Enrollment Rate (30 out of 60 individuals recruited will be enrolled in the program by January 31, 2009.)
Measure 2: Training Completion Rate	<p>Of those enrolled in the project, the number of participants who complete Process Plant Technology training by the end of the grant period divided by the total number enrolled in the program.</p> <ul style="list-style-type: none"> • Positive Process Plant Technology training completion means the participant completed all required course work and received a certificate of completion, diploma, or degree showing they completed training no later than the last day of the grant period. 	83% Training Completion Rate (25 of the 30 individuals enrolled in the training project will successfully complete Process Plant Technology training by the end of the grant period)

	<ul style="list-style-type: none"> • The certificate of completion is a locally recognized credential/certificate. • The primary data sources will be participant case files, participant certificates of completion, copies of degrees or diplomas, and training vendor records/progress reports. 	
Measure 3: Placement Rate	<p>The number of participants that obtain unsubsidized employment by the end of the grant period divided by the total number of participants enrolled in the project.</p> <ul style="list-style-type: none"> • Only those participants who are employed by the last day of the grant period are included in the numerator. • Employment is defined as working for a minimum of 20 hours per week at minimum wage. • Employment must be in an unsubsidized position. • The primary data sources are pay stubs, participant self-attestation, employer telephone surveys/written verification, and wage records, if available. 	73% Placement Rate (22 of the 30 individuals enrolled in the project will obtain unsubsidized employment by the end of the grant period)
Measure 4: Earnings Change Rate	Of those placed in employment by the last day of the grant period, the total annual post-training wages minus total annual pre-program wages.	Average annual earnings increase of \$26,000 (Participants annual wages will increase from \$24,000 to \$50,000)
Measure 5: Participant Satisfaction Rate	<p>The number of participants who state that they are satisfied or extremely satisfied with the services offered through the project divided by the total number of participants surveyed.</p> <ul style="list-style-type: none"> • All participants enrolled in the project will be surveyed. • Only those participants who complete the survey will be included in the denominator of this measure. • In order to be counted in the numerator, participants must state that they are satisfied or extremely satisfied with the project. • The primary source of data is a customer satisfaction survey, sent to the participant two weeks before the last day of the grant period. 	80% Participant Satisfaction Rate (24 of 30 participants enrolled in the project will state that they are satisfied or extremely satisfied with the services provided)
Measure 6: Employer Customer Satisfaction Rate	<p>The number of employers who state that they are satisfied or extremely satisfied with the services offered through the Energy Pathways Project divided by the total number of employers surveyed.</p> <ul style="list-style-type: none"> • All employers involved in the project will be surveyed. 	80% Employer Satisfaction Rate (12 out of 15 employers will state that they are extremely satisfied or somewhat satisfied with the services offered through the project).

	<ul style="list-style-type: none"> • Employers that receive one or more of the following services will be surveyed: prescreening of qualified job applicants, referrals of quality job applicants, postings of job orders, and participate in job fairs. • Only those employers who complete the survey will be included in the denominator of this measure. • In order to be counted in the numerator, employers must state that they are satisfied or extremely satisfied with the project. • The primary source of data is a customer satisfaction survey, sent to the employer two weeks before the last day of the grant period. 	
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Demographics data, including income and status, will be collected at eligibility sessions when interested participants complete the Program Application. Performance data will be collected by utilizing the Virtual One-Stop System, a comprehensive Internet-based system staff utilizes to register participants and track their programs status, services received, and program performance outcomes relative to their employment goals.

B. Evaluation Component

a) Design of the Evaluation

The Project is designed to connect an industry with immediate, high-wage opportunities to residents possessing the necessary skills and industry certifications. This project is largely informed by the local WIB's understanding and workforce intelligence around the energy and utilities sectors in the Region, and in the Partners' work and relationship in designing strategies to meet local oil refinery needs.

To meet these goals, the Project has established performance measures and outcomes that address planned levels of outcomes for:

- Outreach and Assessment
- Enrollment into Skill Development Activities
- Completion of Industry Training
- Placement into Employment
- Annual Earnings Increases

Staff of the Center and Network will lead efforts to collect data throughout the Project.

- Outreach and Assessment: Outreach efforts will invite residents to attend information sessions at the Center, at which the Network's Virtual One-Stop System will be used to collect initial interest information. This System will provide the data source by which to determine whether the Center has met and/or exceeded its base goal of outreach and assessment to 60 residents. (For those assessed or determined not ready for the Project, referrals to more

- generalized skills development and placement activities will occur through the One-Stop's WIA and other programs)
- Enrollment into Skill Development Activities: Enrollment into the Project will also occur through the local Virtual One-Stop System via Center staff. This System tracks all WIA and non-WIA activities and enrollments, and will provide a data source for whether the enrollment goal of 30 has been met.
 - Completion of Industry Training: Case management and coaching will be conducted by the SBCC, who will track the number of customers who complete their training program elements. Whereas the Virtual One-Stop (VOS) System for the One-Stop System is web-based, staff at SBCC will enter that data in coordination with the Center. That data will inform on the Project success toward meeting the outcome of 25 completions.
 - Placement into Employment: Case management and coaching will be conducted by the SBCC, who will place and track the number of customers who enter employment into VOS. That data will inform on the Project success toward meeting the outcome of 22 placements.
 - Annual Earnings Increases: Placement activities will be conducted by the SBCC, who will track and report the placement wages of customers who enter employment into VOS. That data will inform on the Project success toward meeting the outcome of average annual wage increases of \$50,000 from \$24,000.

The VOS System is a significant database, tracking and customer management system which the City of Long Beach, as the LWIA, uses to upload and report to the State of California for WIA data requirements. Data is input into VOS directly by One-Stop Centers and sub-recipients on a real-time basis; therefore, there is no lag-time in reports showing accurate progress toward goals. VOS provides the Workforce Investment Network and the Center for Working Families with management reports, both from a system-wide perspective, and at individual project levels. Project-level reports will provide the overall summary of project progress and outcomes compared to total project goals for all Project partners. This provides an accurate sense of progress comparison, and will be generated with focus on the five outcome areas described above. Reports through VOS also provide additional information as requested, such as cross-cutting look at the participants' outcomes as compared with barriers, education levels, previous work history, and other demographics.

Reports are generated by a designated staff of the Workforce Investment Network. The local One-Stop Career Centers Manager and the designated Project Coordinator described in the Project proposal will be tasked as leads in reviewing and sharing the data with all partners in the project. Whereas the VOS Reports provide analysis of the key project measures and also additional data elements, staff, partners, and the evaluator will have the opportunity to draw additional conclusions on the project, as well as identify learning and improvement opportunities. Initial reports will likely be generated on a bi-weekly basis during the first quarter, as the project is initiated. Throughout the course of the next three quarters, monthly reports will be generated (consistent with the Network's system-wide and all-projects reports generation). As the project enters its final quarter, bi-weekly reports will once again be helpful, in order to ensure effective closeout and follow-up activities.

All reports will be shared with project staff, One-Stop management, and other stakeholders to provide opportunity to inform changes or improvements along the way. As with other key sector-based projects, the local WIB - and specifically, its Industry Resource Committee - will receive updates from the O-S Centers Manager on the project's goals and progress toward meeting regional needs.

b) Evaluator

Whereas program staff and project stakeholders will lead the effort to review and react to data throughout the Project, the Network's Quality Assurance Unit will serve as the lead for serving in the role of Evaluator. The Unit utilizes the professional services of Carey and Associates for independent analysis and evaluation of projects funded by the WIB and the local One-Stop System. The Unit is effective in preparing evaluation reports that reflect success in meeting key objectives, analyzing specific measurements, project achievements, compliance with funder requirements, challenges encountered, and lessons incorporated for future efforts. The Unit approaches these efforts with reviews of raw data, locally-driven Reports, onsite observation, interaction with staff and partners connected with the project, and interviews with customers – both businesses and job-seekers. Evaluator costs will be covered through non-grant resources.

6. Management and Personnel

A. Applicant Organization and Project Administration

a) Organization Structure

The legal name of the applicant is the City of Long Beach, a Council-Manager municipal form of government. The City of Long Beach serves as the administrative entity for the designated Local Workforce Investment Area (LWIA) for the communities of Long Beach, Signal Hill, Torrance, and Lomita.

The Network is organized under the City's Community Development Department to conduct the functions of the administrative entity and also serves as the One-Stop Operator under the guidance of the Pacific Gateway Workforce Investment Board (WIB).

Among its many functions, the WIB is responsible to coordinate workforce investment activities in the local area with economic development strategies, develop a local workforce investment plan, award grants or contracts to eligible providers of youth activities in the local area, and conduct program oversight over workforce investment activities in the local area.

Under the Charter of the City of Long Beach, the City Manager, or his designee, is the individual authorized to sign all contracts, contract amendments or modifications order by the City Council.

The chart included herein as Attachment D illustrates the organization structure of the Network and its major units, including the Center for Working families, and its relationship to the Community Development Department and the WIB.

- **Location of the Project within the Organization's Structure**

The EPP will be implemented and managed through the Center. The Center is under the direction of the One-Stop Centers Manager, who reports to the Executive Director.

The organizational chart included herein as attachment D depicts the relationship between EPP and the Network.

- **Relationship of Project to Other Organizational Activities**

The Center specializes in on-going sector initiatives related to the construction, environmental remediation and utilities industries, all of which are similar to and will be aligned with the Energy Pathway Program.

The following is a summary of each of these initiatives:

The **Construction Jobs Initiative** affords residents numerous opportunities to acquire the skills and resources needed to access plentiful high-wage career opportunities in the Building and Construction Trades. These opportunities include hands-on experiences at local construction sites, pre-apprenticeship construction skills training, hazardous waste and refinery safety operations training, job development, and assistance in preparing to meet entry requirements for numerous local apprenticeship programs.

The **Environmental Remediation Initiative** prepares individuals for opportunities in the increasingly important field of environmental safety and clean up. Career opportunities for residents include the restoration of Brownfields, lead and asbestos removal, hazardous waste handling, and emergency response. Training includes several industry-specific certifications most often desired by employers including Hazardous Waste Worker Protection and Emergency Response, Refinery Safety Overview, and OSHA 30.

The **Utilities/Energy Initiative** provides skills and on-the-job training to prepare entry-level workers to meet the growing employment demand in the utility and energy industry sectors. A large number of the current labor pool in these sectors is reaching retirement age and opportunities are growing more plentiful. Opportunities in these high-wage careers range from working in electric plants and distribution centers to nuclear, oil, gas, water, and renewable energy facilities.

b) Project Administration

- **Project Oversight and Start-up Responsibilities**

Under the direction of the Executive Director, the One-Stop System Centers Manager will be responsible for providing overall direction and oversight of the EPP. The Coordinator of the Center will be responsible for providing the day-to-day oversight and management of all project activities, including coordination and oversight of the outreach, recruitment, initial screening and assessment activities illustrated above under Components #1 and 2.

- **Fiscal Responsibilities and Processes**

The City of Long Beach will serve as the fiscal agent for the project. Under the organizational structure noted above, the Network's Accountant will be responsible for project financial records and reports. All accounting activities are subject to citywide purchasing/procurement policies. In addition, the City's financial records are subject to the annual Single Audit of federal Grants.

- **Reporting Responsibilities and Processes**

SBCC staff will be responsible for collecting program and performance data to be entered into the Virtual One-Stop System, as well as maintaining individual participant files. The Coordinator of the Center for Working Families (Coordinator) will be responsible for preparing accurately summary reports to ETA in a timely manner.

The Coordinator will obtain needed data through reports extracted from the Virtual One-Stop System, in order to analyze and evaluate program status. On a quarterly basis, reports will be generated to assess the status of program goals and objectives. It will include measurable and numerical data on enrollment, completion, placement, and certification. The report will also have accomplishments to date, challenges and possible solutions, and any other additional information related to program status. A corrective action will be taken if a variance between the actual and planned objectives exists.

B. Staffing Level Rationale

The Center Coordinator is allocated 20 percent to the project (8 hours per week) and the One-Stop Centers Manager, Intake/MIS Coordinator and Accountant are charged 5 percent each (2 hours per week). These staffing allocations are consistent with those allocated to projects of similar size and scope and should be sufficient to meet the management, oversight, and reporting responsibilities for the project. In addition, the contract budget for SBCC includes 1.0 FTE for participant case management and service delivery including placement and follow-up (1:30 ratio).

- **Key Staff**

Bryan Rogers is the Network's Executive Director and responsible for managing the efforts of staff, including program administration, service operations, financial management, and performance reporting. Bryan has managed workforce development programs for 11 of his 15 years with the Network, and for two years served as a senior analyst to the U. S. Department of Labor's Continuous and Quality Improvement Team in Washington, D.C.

Cherie Gomez is the One-Stop Centers Manager and oversees all one-stop program operations and industry sector initiatives for the Network. Cherie possesses a Bachelor of Vocational Education – Occupational Studies and 13 years experience in workforce development, including six (6) years experience coordinating, implementing and managing the daily operations and activities of multiple one-stop career centers for the Riverside County WIB.

Cecile Walters is the Coordinator of the Center and responsible for providing the day-to-day oversight and management of all Center activities. Cecile possesses a bachelor's Degree in Business Administration and 15 years project development/management experience, including 7 years in workforce development.

Dawn Swann is the Intake/MIS Coordinator and responsible for program eligibility determination and management information systems. Dawn has more than 7 years experience as the Intake/MIS

Coordinator and extensive experience tracking performance for Federal/state-funded programs through automated systems.

Gary Stoppelmoor is the Network's Accountant and responsible for maintaining financial records and submitting required expenditure reports in adherence with Generally Accepted Accounting Principles. Gary has a Bachelor's Degree in Accounting and 11 years experience in Federal/state grant fund management.

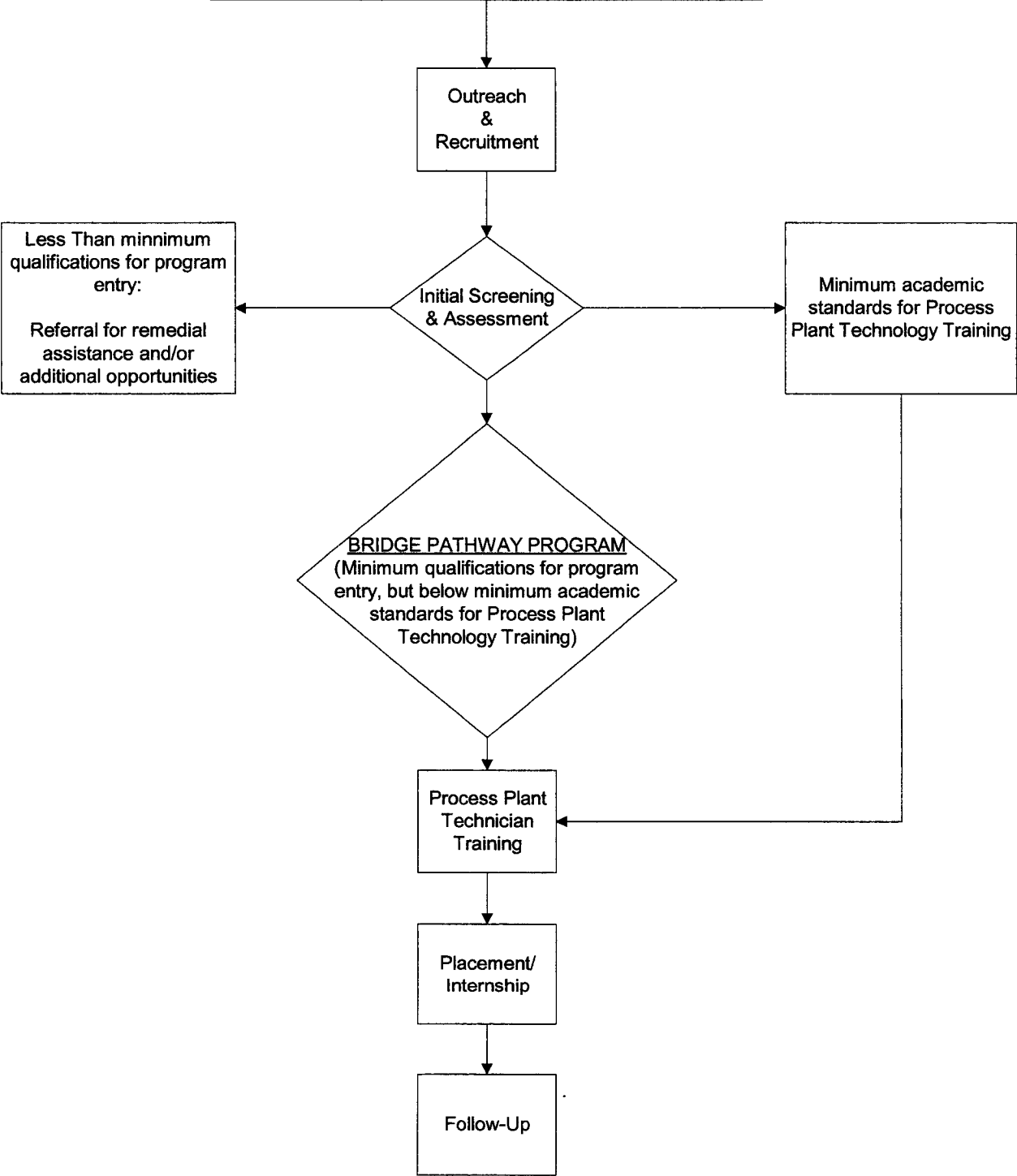
7. Sustainment Plan

Sustainability for completion of activities beyond the funding period for the cohort served in this particular project will be ensured through the Center and its commitment of support through its Workforce Investment Adult program, and through SBCC's in-kind leveraged pledged to the Project. This includes specific placement and follow-up services, as well as final reporting, data reconciliation, and post-evaluation.

The Project is in direct response to industry needs and is an adopted priority sector for the local Workforce Investment Board. That being the case, the core partners - the Center, SBCC, and L.A. Harbor College; not to mention the core refineries that will benefit from the Project - will be able to use the successes and lessons learned throughout the Project as a departure point for solidifying how to best continue, expand, or change the project in future years. Those decisions about the levels and type of programming needed will also drive strategies on the types of funding and opportunities for leverage from the partners and the industry in future projects.

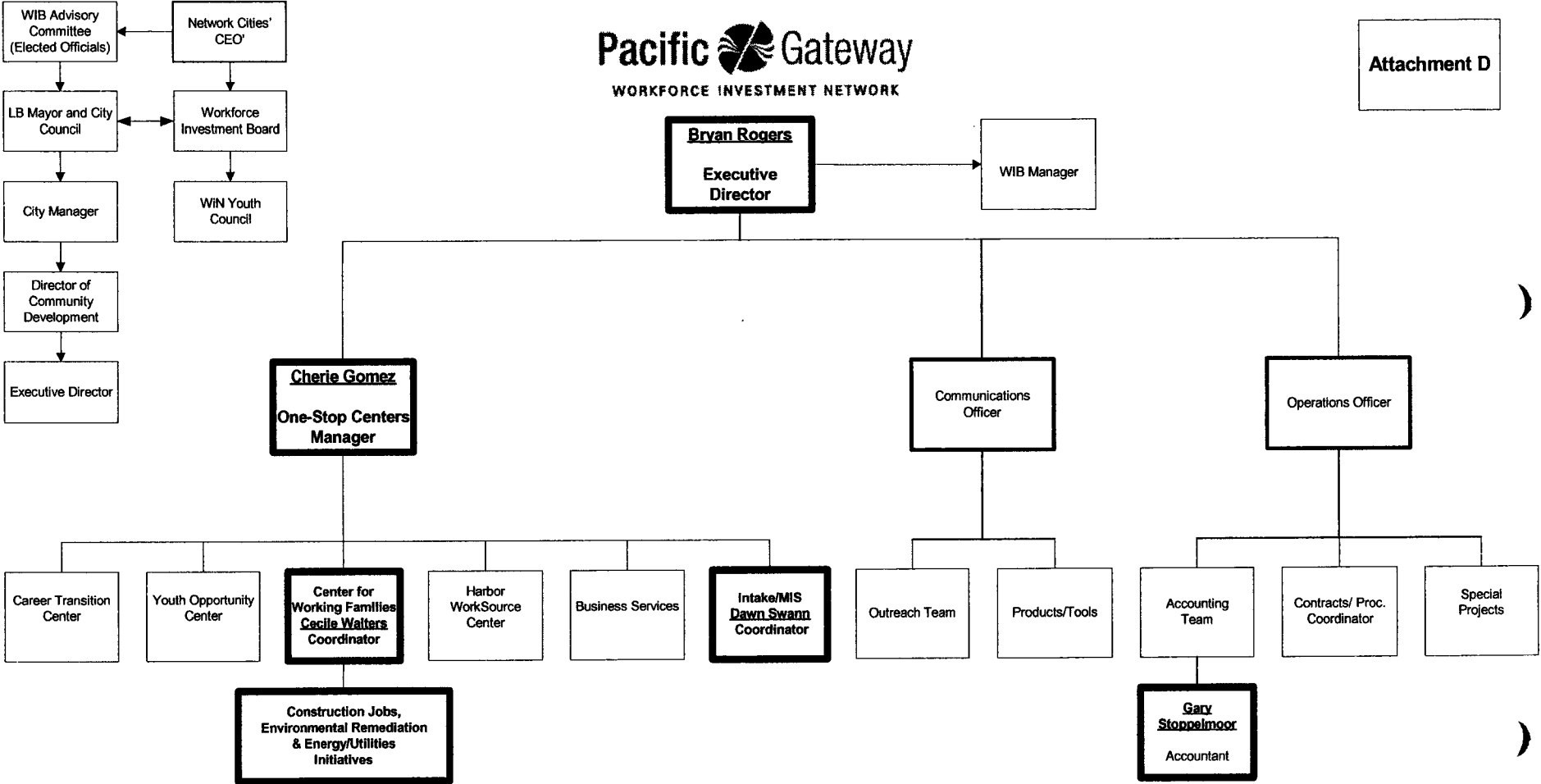
**Pacific Gateway Workforce Investment Network
Energy Pathway Program
Project Flow Chart**

Attachment A



Pacific Gateway
 WORKFORCE INVESTMENT NETWORK

Attachment D



BRYAN S. ROGERS
4742 E 15TH ST
LONG BEACH, CA 90804
562/494-8309 • 562/570-3701 (WORK)

CAREER EXPERIENCE

Department of Community Development – City of Long Beach, CA 2001 – Present
Greater LB Workforce Development Board

Workforce Development Manager (WIB Director)

Manage daily functions of City's agency on workforce development issues, supporting \$11 million development strategy tailored to assist businesses and residents; coordinate regionally through a four-city consortium; direct a staff of 50 FTEs with multiple teams focused on services and program support; coordinate and communicate extensively with local, state and federal community partners, stakeholders, and agency's Workforce Investment Board members/committees to maintain alignment of program strategies with outcomes

U.S. Department of Labor – Washington, D.C. 1999 – 2001
Employment and Training Administration

Senior Associate – Contractor

Provided special projects support to US Department of Labor's Division of Performance Management; oversaw development and implementation of multiple training tools and programs, from creation to final "launch"; hired and managed various consultants and designers to assist in designing materials and strategies; facilitated various sub-committees and marketing communications plan development of quality team's national board of directors comprised of elected officials and federal appointees; co-managed and coordinated two national conferences of 1,000+ attendees from planning to execution; coordinated multiple customer focus groups and regional information sessions throughout country.

Department of Community Development – City of Long Beach, CA 1992 – 1999
Private Industry Council of LB

Administrative Services Coordinator (1995-1999); Contracts Monitor (1992-1995)

Managed administrative functions of organization, which included planning, grant writing, data reporting and analysis, performance measurement and communication, reports preparation for City Council and its related commission, procurement, contracts, and systems coordination with City officials and teams from other departments; managed the design and implementation of two citywide career center facilities, utilizing a multi-service center approach; facilitated organization's quality and continuous improvement efforts.

The Broadway Stores, Inc., Los Angeles, CA (now Macy's West) 1988 – 1992

Area Sales Manager

Managed several departments where responsibilities included creating a service-oriented environment with staff; developing and driving sales plans; hiring, training and coaching staff; procuring merchandise through store buyers; serving on regional sales and leadership development training teams; and supporting store and company-wide goals.

PROFESSIONAL AFFILIATIONS/BOARDS

Board Member, California Student Opportunity and Access Program – Greater LB
Board Member and Vice-Chair, Program Committee, California Workforce Association
U.S. Conference of Mayors, Workforce Development Council
Executive Committee, Industry Education Council of LB
Graduate, Leadership Long Beach – Class of 1998

EDUCATION

University of Maryland, College Park, MD – Sociology, B.A. Program
California State University, Long Beach – Sociology

Cherie Gomez
212 Euclid Avenue, #312
Long Beach, CA 90803
562.266.7035

Objective

To Develop and Manage high performing, world class, customer driven Workforce Development Career Centers

Skills and Qualifications

- Leadership ability working with Teams and Diverse Work Groups to meet strategic organizational goals
- Seven years of Experience Coordinating, Implementing and Managing the daily operations and activities of Public One Stop Career Centers, including four comprehensive and one Youth Opportunity Center
- Supervise workloads and activities of up to 50 subordinate staff
- Develop and maintain partnerships and relationships with Community Organizations and Workforce Development Agencies to offer appropriate services within Comprehensive One Stops
- Research, Develop and Implement services appropriate to meet One Stop Customer needs, including Workforce Development Services appropriate for Adults, Youth and Businesses
- Develop, coordinate and maintain a Career Development Workshop Series
- Train, Coach and Supervise Career Counselors, Business Services Representatives, Workshop Facilitators and Support Staff
- Maintain statistical records regarding One Stop Center visitors and produced reports for the Director
- Assist subordinates and executive management in identifying and resolving customer concerns to ensure a high level of Customer Satisfaction
- Over 7 years of Experience in School to Work Transition, classroom instruction, case management and serving Underrepresented Students and Special Populations

Experience

City Of Long Beach
Pacific Gateway Workforce Investment Network
Workforce Development Officer – Career Centers Manager

Long Beach, CA
April 2007 to Present

County of Riverside
Economic Development Agency - Workforce Development Centers
Assistant Regional Manager - Career Resource Centers

Riverside, CA
July 1997 to April 2007

City Of Torrance
Carson/Lomita/Torrance Private Industry Council
Career Development Counselor - Adult and Specialized Youth Employment Programs

Torrance, CA
July 1994 to July 1997

Alvord Unified School District & Jurupa Unified School District
Special Education Program Assistant/Counselor
School to Work Transition Program - Norte Vista High School

Riverside, CA
February 1989 to July 1994

Education

California State University, Long Beach
Bachelor of Vocational Education – Occupational Studies
Designated Subjects Credential, 1994
Certificate in School to Work Transition for Special Needs Individuals, 1994

Long Beach, CA
1995

PROFESSIONAL EXPERIENCE

City of Long Beach, California – Community Development Department
Coordinator, Center for Working Families (2005 – Present)

Responsibilities include the coordination and administration of the satellite one-stop workforce center and the construction jobs training programs; serves as the Bureau's liaison to various program partnerships and is the bureau's representative on the Long Beach Youth & Gang Violence Prevention Task Force; Long Beach City College EOPS & Cares Advisory, African-American Infant Health, POWER Collaborative, Central Facility Center Advisory Council and the Volunteer Income Tax Assistance Program.

City of Long Beach, California - Community Development Department
Development Project Manager (2003 – 2005)

Coordinated and directed the planning and execution of neighborhood-based community development youth and neighborhood improvement program projects and activities in the Neighborhood Services Bureau; served as the Bureau's representative on a number of youth agencies, task forces, advisories and impact teams; assisted in the research of grant funding to supplement the various programs and services offered through the Bureau and provided technical assistance to grant fund recipients.

City of Long Beach – Community Development Department
Youth Opportunity Center Coordinator (2000 – 2003)

Coordinated the planning, development and delivery of youth workforce development programs in the Workforce Development Bureau; collaborated with the five partner agencies co-located at the Center; served as the Bureau's representative on a number of youth initiatives, advisories and committees.

City of Long Beach – City Council
Chief of Staff (1992 – 2000)

Chief of Staff for Vice Mayor and Councilwoman Doris Topsy-Elvord Sixth Council District representative; coordinated all phases of constituent complaints/inquiries and process tracking; represented the Vice Mayor in her absence; coordinated all major neighborhood special events.

City of Long Beach
Held various civil service positions (1981 – 2000)

EDUCATION AND CREDENTIALS

Pursing Master of Public Policy & Administration (MPA) ♦ California State University, LB
Bachelor of Science (BS) ♦ California State University, Long Beach

Professional Development - Leadership Long Beach, Class of 2000

Professional Associations - American Business Women's Association (2000 – Present), Black Managers Association (2000 – Present), Leadership Long Beach (2000 – Present)

CAREER SKILLS / KNOWLEDGE

- Staff Supervision / Development, Program / Project Planning and Implementation, Training, Workshops, Workforce Development, Workforce Investment Act (WIA), CalWORKs, Special Projects
- Data Analysis and Reporting, Performance Management, Confidential Records Management, Fiscal Reporting, Email, Internet, Job Training Automation System (JTA), Virtual One-stop System (VOS), Microsoft Office Applications

CAREER EXPERIENCE

City of Long Beach Workforce Development Bureau

1998 - Present

Program Support Coordinator: Planning, Organizing, and Managing the daily activities and operations of the Bureau's Program Support Unit; Supervising Eligibility and MIS Analysts; Working with staff to ensure that data processing issues are effectively resolved; Maintaining participant and fiscal data within various local, County and State databases; Ensuring that Eligibility and MIS paperwork is processed accurately and efficiently; Ensuring that expenditure and participant reports are submitted by applicable deadlines; Creating and implementing Intake/Eligibility and MIS quality control mechanisms and performance management tools; Conducting research and drafting internal policies or procedures related to the organization's Eligibility/Intake and MIS processes; Providing technical assistance, and conducting presentations and training to staff and subcontractors on mandated policies/procedures and best practices; Reviewing and analyzing MIS and eligibility documentation for compliance with applicable WIA, CalWORKs, and other grant-based rules, regulations, procedures, and contractual agreements mandated by local, County, State and Federal legislation; Analyzing Federal, State and County requirements for Youth and Adult programs; Corresponding with program staff and sub-contractors; Analyzing and electronically transmitting Workforce Investment Act (WIA) and CalWORKs expenditure and/or participant reports; Managing records retention/destruction schedules.

City of Long Beach Workforce Development Bureau

1997 - 1998

Enterprise Zone Liaison / Employment Specialist: Contacting businesses regarding employment opportunities; Coordinating and implementing training for staff and employers; Maintaining accurate records of job order status and customer tracking; Providing job search activities to case managers; Coordinating and participating in Mock Interviews; Counseling and motivating participants; Creating and implementing resume and interview workshops.

CSULB Foundation (City of Long Beach Career Transition Center)

1997

Employment Specialist (Awarded Promotional Opportunity within Partnering Agency): Surveying participant's knowledge, aptitudes, presentation and experience for JTPA program readiness; Establishing employment and classroom vocational training contracts; Accurately completing JTPA forms; Evaluating progress and maintaining files online; Locating training related employment opportunities; Networking with various agencies to promote JTPA participants; Providing quality customer service.

Maximus Inc. GAIN & SSI Programs

1993 - 1997

Administrative Assistant: Working directly with Management and program staff to ensure quality customer service; Supervising Case Manager Assistants, Scheduling Clerks, Clerical Support and temporary employees; Assisting Contract Manager with compilation of program statistics and management reports; Updating and maintaining participant and GAIN program databases; Developing program procedures and staff training related to GIS and other computer software; Verifying and submitting employee time sheets; Hiring permanent and temporary employees; Screening resumes and interviewing applicants.

Gary Stoppelmoor

Education: University of Iowa- Bachelor's in Business Administration, Accounting

Professional Experiences:

06/1999 to present **Accountant III**
City of Long Beach, CA

- Develop, implement, and monitor accounting procedures and reports.
- Develop and operate personal computer applications in the presentation and analysis of financial statements.
- Perform increasingly difficult accounting functions, statistical analyses, and interpretations of information in the preparation and evaluation of fiscal records, statements, reports, and accounting systems and procedures.
- Verify categorizes, post, and reconcile revenues and expenditures to proper accounts.
- Analyze budget variances, project estimated expenses, and prepare budget adjustments in the maintenance of budgetary controls.
- Prepare and analyze financial summaries, statements, and reports in compliance with generally accepted accounting principles.
- Compute and distribute labor, material, and overhead costs.
- Supervise, train, and evaluate Accounting Clerks.
- Conduct internal and external audits.

08/1997 to 05/1999 **Accountant**
City of Santa Monica, CA

- Assisted in the preparation of the annual budget.
- Analyzed expenditures to proper accounts.
- Established, maintained, and reconciled general and subsidiary ledgers and other accounting records.
- Prepared fund and account transfers, vouchers, billings, trial balances, and journal entries.
- Prepared financial and statistical reports for management, federal, and state agencies.
- Perform other related duties as required.

References: Available Upon Request

PART II

BUDGET INFORMATION

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2008	17.261	\$ -	\$ -	\$ 133,624.00	\$ -	\$ 133,624.00
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ 133,624.00	\$ -	\$ 133,624.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 28,461.60	\$ -	\$ -	\$ -	\$ 28,461.60
b. Fringe Benefits	14,483.28	-	-	-	14,483.28
c. Travel	679.12	-	-	-	679.12
d. Equipment	-	-	-	-	-
e. Supplies	-	-	-	-	-
f. Contractual	90,000.00	-	-	-	90,000.00
g. Construction	-	-	-	-	-
h. Other	-	-	-	-	-
i. Total Direct Charges (sum of 6a - 6h)	\$ 133,624.00	\$ -	\$ -	\$ -	\$ 133,624.00
j. Indirect Charges	-	-	-	-	-
k. TOTALS (sum of 6i and 6 j)	\$ 133,624.00	\$ -	\$ -	\$ -	\$ 133,624.00
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -

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SECTION C - NON FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8 - 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Congressional Earmark 2008	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges
23. Remarks	

Name of Grantee Organization
City of Long Beach
Amount Awarded
\$ 133,624

Funding Period	
1/1/2009	to 12/30/2009
# of Months	12

Object Class Category (a): PERSONNEL				
A	B	C	D	E
Position	% of Time	Monthly Salary/Wage	# of Months	Cost
1. One-Stop Centers Manager	5.00%	\$ 6,936.00	12.00	\$ 4,161.60
2. Center for Working Families Coordinator	20.00%	\$ 7,191.00	12.00	\$ 17,258.40
3. Intake/MIS Coordinator	5.00%	\$ 5,721.00	12.00	\$ 3,432.60
4. Accountant	5.00%	\$ 6,015.00	12.00	\$ 3,609.00
5.		\$		\$
6.		\$		\$
7.		\$		\$
8.		\$		\$
9.		\$		\$
10.		\$		\$
11.		\$		\$
12.		\$		\$
13.		\$		\$
14.		\$		\$
15.		\$		\$
16.		\$		\$
17.		\$		\$
18.		\$		\$
19.		\$		\$
20.		\$		\$
21.		\$		\$
22.		\$		\$
23.		\$		\$
24.		\$		\$
25.		\$		\$
26.		\$		\$
27.		\$		\$
28.		\$		\$
29.		\$		\$
30.		\$		\$
31.		\$		\$
32.		\$		\$
33.		\$		\$
34.		\$		\$
35.		\$		\$
36.		\$		\$
37.		\$		\$
38.		\$		\$
39.		\$		\$
40.		\$		\$
TOTAL PERSONNEL				\$ 28,461.60

Name of Grantee Organization	
City of Long Beach	
Amount Awarded	
\$	133,624

Funding Period		
1/1/2009	to	12/30/2009
# of Months:		12

Object Class Category (a): PERSONNEL				
A	B	C	D	E
Position	% of Time	Monthly Salary/Wage	# of Months	Cost

Budget Narrative - PERSONNEL

Salaries include .35 FTE's of staff to provide overall management and oversight of the project. The One Stop Center Manager will provide overall direction and oversight of the project. The Center for Working Families Coordinator will provide day-to-day management of all project activities, including coordination and oversight of outreach, recruitment, initial screening and assessment activities. The Intake/MIS Coordinator will provide support to program by maintaining MIS information for participants. The Accountant will perform administrative duties as related to required financial accounting and reporting to DOL.

Object Class Category (b) - FRINGE BENEFITS

A Position/s	B Benefit/s	C Rate	D Base Amount	E Cost
1. One-Stop Centers Manager	Full Package	56.00%	\$ 6,936.00	\$ 3,884.16
2. Center for Working Families Co	Full Package	56.00%	7,191.00	4,026.96
3. Intake/MIS Coordinator	Full Package	56.00%	5,721.00	3,203.76
4. Accountant	Full Package	56.00%	6,015.00	3,368.40
5.				
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37.				
38.				
39.				
40.				

TOTAL FRINGE BENEFITS \$ 14,483.28

Budget Narrative - FRINGE BENEFITS

Fringe benefits calculated at the standard rates as per City of Long Beach personnel system. Rates for each covered item as follows:

FICA 7.65%
Health 18.56%
Workers' Compensation 3.25%
Retirement 18.68%
Pension Bonds Obligations 7.86%
Total 56%

Object Class Category (c): TRAVEL

A Item	B # of Staff	C # of Units	D Unit Type	E Cost per Unit	F Cost
1. Travel to Earmark DOL Training	1.00	1.0	Trip/s	\$ 679.12	\$ 679.12
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
14.					
16.					
17.					
18.					
19.					
20.					
TOTAL TRAVEL					\$ 679.12

Budget Narrative: TRAVEL

Travel is in support of the Center for Working Families Coordinator attending DOL Earmark training in San Francisco.

Object Class Category (d.) - EQUIPMENT

(Includes equipment costing \$5,000 or more and a useful life of more than one year)

A Item	B # of Items	C Cost per Item	D Cost
1.		\$	\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
14.			
16.			
17.			
18.			
19.			
20.			
TOTAL EQUIPMENT			\$

Budget Narrative: EQUIPMENT

Object Class Category (e): SUPPLIES
 (Includes equipment costing less than \$5,000)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1.			\$	\$
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
14.				
16.				
17.				
18.				
19.				
20.				
TOTAL SUPPLIES				\$

Budget Narrative: SUPPLIES

Object Class Category (f): CONTRACTUAL

A Brief Description	B Cost
1. Contract to provide case management and act as liasion between	\$ 90,000.00
2. participant and school.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
14.	
16.	
17.	
18.	
19.	
20.	
TOTAL CONTRACTUAL	\$ 90,000.00

Budget Narrative: CONTRACTUAL

South Bay Center for Counseling will provide the following in support of the ENERGY PATHWAYS PROGRAM:

SALARIES \$54,640 Family Support Specialist - 1.0 FTE X \$47,000 annually = \$47,000 (to support and motivate participants during the academic and training stages of participant through employment and coordinate the provision of supportive services) and Program Manager - .1 FTE X \$56,400 annually = \$5,640 (responsible for the day to day on-site operation of the program).

EMPLOYEE BENEFITS \$7,360 calculated at 13.98% (includes medical, dental and vision).

SUPPORTIVE SERVICES \$7,000 for 30 participants at an average cost of \$233.33 each (includes gas cards, bus tokens and passes, childcare, food vouchers, emergency housing expenses and steel toe boots)

PROGRAM SUPPLIES \$5,000 for 30 participants at an average cost of \$166.67 each (includes banners, tutorial and test prep study guides for employment-related tests and sweatshirts)

COLLEGE TUITION FEES \$10,000 for Bridge and PPT Training @ \$20 per unit X 30 units per participant X 30 participants = \$18,000. Grant funding will cover approximately 56% - balance to be paid through Refinery Partners and donations.

BOOKS \$6,000 for Bridge and PPT Training @ \$500 per participant X 30 participants = \$15,000. Grant funds will cover 40% of the costs - balance to be paid through Refinery Partners and donations.

TOTAL CONTRACTUAL EXPENSES \$90,000

Object Class Category (b.) OTHER COSTS
 (Including Training Expenses)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1.			\$	\$
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
14.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER COSTS				\$

Budget Narrative: OTHER COSTS

Object Class Category (1) INDIRECT CHARGES

Choose one of the following options to apply indirect charges to the grant:

OPTION A

For grantees that have an approved Indirect Cost Rate Agreement	
Federal agency that issued the agreement	
What is the approved rate (%)?	
What is the base against which rate is applied? (Note: enter description as specified in the agreement)	
What is the the base amount (\$)?	
Enter the rate (%) that will be used for this grant	
Enter the amount (\$) that will be used for this grant	\$ -

OPTION B

For grantees that <i>DO NOT</i> have an approved Indirect Cost Rate Agreement	
Enter fixed amount (\$) that will be used	\$ -

(Note: This will be only temporary until your Indirect Cost Rate Application is Submitted and Approved)

TOTAL INDIRECT CHARGES \$

Budget Narrative - INDIRECT CHARGES

City of Long Beach does not have an Indirect Cost rate.

ADMINISTRATIVE COSTS

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total grant award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those activities enumerated in 20 CFR 667.220(b) and (c).

Links:

http://www.dol.gov/dol/allcfr/title_20/Part_667/20CFR667.210.htm

http://www.dol.gov/dol/allcfr/Title_20/Part_667/20CFR667.220.htm

Budget Narrative - ADMINISTRATIVE COSTS

The cost of the Accountant salary and fringe benefits will be charged as Administrative Costs. Budgeted salary is \$3,609 and fringe benefits are \$3,368 for a total of \$6,977. This represents approximately 5% of the total Earmark award.

PART III

ASSURANCES / CERTIFICATIONS

(Refer to face sheet of award document)

ASSURANCES - NON-CONSTRUCTION PROGRAMS.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

EXECUTED PURSUANT
TO SECTION 501 OF
THE CITY CHARTER.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p> <p><i>[Signature]</i> Assistant City Manager</p>	<p>* TITLE</p> <p>City Manager</p>
<p>* APPLICANT ORGANIZATION</p> <p>City of Long Beach</p>	<p>* DATE SUBMITTED</p> <p>May 8, 09</p> <p>Completed on submission to Grants.gov</p>

Standard Form 424B (Rev. 7-97) Back

APPROVED AS TO FORM
April 30, 20 09
 ROBERT K. SHANNON, City Attorney
 By *[Signature]*
 GARY J. ANDERSON
 DEPUTY CITY ATTORNEY

Loobbying Certification (29 CFR Part 93)

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal Action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(see reverse for public burden disclosure)

N/A

<p>1. Type of Federal Action:</p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier _____, if known:</p> <p style="text-align: center;">Congressional District, if known:</p>	<p>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime.</p> <p style="text-align: center;">Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p style="text-align: center;">CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>___ actual ___ planned \$ _____</p> <p>12. Form of Payment (check all that apply):</p> <p>___ a. cash ___ b. in-kind; specify: nature _____ value _____</p>	<p>13. Type of Payment (check all that apply)</p> <p>___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other, specify: _____</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: ___ YES ___ NO</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____</p>

DISCLOSURE OF LOBBYING ACTIVITIES
(Continuation Sheet)

N/A

Reporting Entity:

Page ____ Page

PART IV

SPECIAL CLAUSES AND CONDITIONS

*Should there be any inconsistency between these Clauses / Conditions and the
Awardee's proposal, these Clauses / Conditions shall govern.*

PART IV - SPECIAL CLAUSES

Clause #1:- BUDGET LINE ITEM FLEXIBILITY

- Flexibility is allowed within the grant budget (*except wages, salaries, fringe benefits and indirect cost rates*), provided no *single line item* is increased or decreased by more than 20%. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates **MUST** receive prior written approval from the Grant Officer.
- Any changes in mix or match within the wages and salaries line **does not** require a grant modification. However, these changes must be reviewed by your assigned DOL Federal Project Officer (FPO) prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

Clause #2: - INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. Organizations receiving funds from only one source does not need an indirect cost rate (ICR) approved or cost allocation plan (CAP).

Mark the appropriate clause for your organization and fill in the blanks, as appropriate:

- ___ A. A current approved CAP or ICR agreement dated _____ has been provided and approved by _____ (Federal Cognizant agency - Copy Attached).

Regarding only the ICR agreement, please provide the following:

- a) Indirect Rate approved _____.
- b) Type of Indirect Cost Rate (Provisional/Fixed) _____.
- c) Allocation Base: _____.
- d) Current period applicable to rate: _____.

- ___ B. No CAP or ICR agreement has been approved by a Federal Agency.

Note: Regarding "B", a Temporary Billing Rate of \$ _____ has been approved By James W. Stockton [(grant/contracting officer at the Departmental agency (Example: ETA))] for the first **90 days** of the grant period. This rate is based on the fact that your organization has not established an ICR agreement or approved CAP.

Within this 90-day period, you must submit an acceptable indirect cost proposal or CAP to your Federal cognizant agency¹ to obtain a provisional indirect rate or a CAP approved. **Failure on your part to submit an indirect cost proposal within this 90 day period means that you shall not receive further reimbursement for your billing rate.**

1 Providing preponderance of Federal funds to the organization.

If DOL is your Federal cognizant agency, proposals shall be sent to the appropriate office in the DOL's Division of Cost Determination (see detailed list attached).

Ceiling Indirect Rates or Ceiling Amounts (applicable to A or B above):

An Indirect Cost ceiling either in the amount of _____ or a rate of _____%, based on _____, as the indirect cost allocation base², has been applied under this agreement based on the grantee's budget and written documentation received.

The total amount of DOL's financial obligation under this award *will not be* increased to reimburse awardee organizations for higher negotiated indirect cost rates than those rates identified in this clause.

Note:

A ceiling rate or dollar amount does not exclude your organization from the responsibility of submitting an indirect cost rate for approval.

² For example: direct salaries, direct salaries and fringes, total direct costs, etc.

DIVISION OF COST DETERMINATION, USDOL
LISTING OF ADDRESSES AND TELEPHONES
 As of February 23, 2009

A. NATIONAL OFFICE

Address: 200 Constitution Ave., N.W., Room S-1510
 Washington, D.C. 20210

Main office number: (202) 693-4100

Fax: (202) 693-4099

Chief: Victor M. Lopez
 e-mail address: lopez.victor@dol.gov
 (202) 693-4106

Cost Negotiators:		<u>States Covered</u>
Casimer Carros e-mail address: carros.casimer@dol.gov (202) 693-4107		Washington, DC area
Margie Merced e-mail address: merced.margie@dol.gov (202) 693-4104 -- (Fax) 202-693-4099		Washington, DC area
Damon Tomchick e-mail address: tomchick.damon@dol.gov (202) 693-4105		Washington, DC area

B. LISTING OF REGIONAL COST NEGOTIATORS

<u>Region</u>	<u>Address</u>	<u>States Covered</u>
I, II, & III	Cost Negotiator: Stephen Cosminski e-mail address: cosminski.stephen@dol.gov P.O. Box 509 Perkasio, PA 18944 Tel: (215) 257-8712 Fax: (215) 257-8994	Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island, New York, New Jersey, Pennsylvania, Puerto Rico, Delaware, Maryland, Virginia, West Virginia, Virgin Islands
IV	Cost Negotiator: Philip Zahnd e-mail address: zahnd.phil@dol.gov 111 Zahnd Way Florence, Alabama 35634 Tel: (256) 272-0075 Fax: (256) 272-0085	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

V & VII

Cost Negotiator: Ronald Goolsby
e-mail address: goolsby.Ronald@dol.gov

230 South Dearborn Street
10th Floor
Chicago, Illinois 60604-1505

Tel: (312) 886-5247
Fax: (312) 353-0127

Illinois, Indiana, Iowa, Kansas,
Michigan, Minnesota, Missouri, North
Dakota, South Dakota, Nebraska,
Ohio, and Wisconsin

VI

Cost Negotiator: Carol McKone
e-mail address: mckone.carol@dol.gov

P.O. Box 821067
Ft. Worth, Texas 76182

Tel: (817) 281-1503
Fax: (817) 281-1530

Arkansas, Louisiana, Kentucky,
Oklahoma, Texas, Colorado,
Nevada, Arizona, Wyoming & New
Mexico

VIII & X

Cost Negotiator: Arthur Campbell
e-mail address: campbell.arthur@dol.gov

P.O. Box 3433
Renton, WA 98056

Tel: (425) 271-3848
Fax: (425) 271-5295

Alaska, Idaho, Oregon, Washington,
Montana, Utah, California, & Hawaii

PART IV - SPECIAL CONDITIONS

1. **Federal Project Officer:** The DOL/ETA Federal Project Officer (FPO) for this grant/agreement is:

THOU NY

U.S. Department of Labor/ETA

90 - 7th Street

Suite 17-300

San Francisco, California 94103-1516

(415) 625-7953

e-mail: ny.thou@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

2. **Equipment:** Awardees must receive *prior approval* from the DOL/ETA *Grant Officer* for the purchase and/or lease of any equipment with a *per unit acquisition cost of \$5,000 or more, and a useful life of more than one year*. This includes the purchases of ADP equipment. The grant award ***does not*** give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.
3. **Program Income:** The awardee is authorized to utilize the addition method if any *Program Income* is generated throughout the duration of this grant/ agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24(c)]; or [29 CFR Part 97.25(c)(g)(2)].
4. **Pre-Award:** The awardee hereby agrees that any allowable costs incurred by the awardee pursuant to this grant/agreement, prior to the obligation of funds by the Department are *incurred at the awardee's own risk*.

5. Reports:

(A) Pursuant to Training and Employment Notice (TEN) 12-07, Implementation of New OMB Approved Form ETA 9130, U.S. DOL ETA FINANCIAL REPORT, dated October 1, 2007, all ETA grantees are required to report quarterly financial data on the ETA 9130, beginning with the quarter ending September 30, 2007. (From the September 30, 2007 reporting quarter and forward, previously required financial reporting forms, including the Standard Form 269, are no longer accepted by ETA.) The ETA on-line reporting system has been modified to accommodate the ETA 9130 required data elements, which include a new Federal cash section. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period. Upon receipt of an ETA award, grantees will receive instructions for accessing both the on-line financial reporting system and the HHS Payment Management System. Copies of the ETA 9130 and detailed reporting instructions are available at . The ETA Basic reporting format is applicable for the WIA Incentive grants.

Grantees are no longer required to submit the SF-272, Federal Cash Transaction Report, and SF-272 (a) Federal Cash Transaction Report, Continuation Sheet, provided the grantee files the SF- 272 (e) electronic report in accordance with the HHS Payment Management System requirements. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) and the Grant Officer (GO) on grant activities funded under this agreement. All reports become due no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

(B) QUARTERLY PROGRESS REPORTS

The awardee shall submit two copies of the QUARTERLY progress reports to the FPO identified in Item #1 above not later than 45 days after the end of the calendar quarters; and FINAL progress reports not later than 90 days after all funds have been expended, or the period of grant funds availability has expired.

(C) The Final Reports must be submitted not later than 90 days after the grant expires. ***(DO NOT MAIL REPORTS DIRECTLY TO THE GRANT OFFICER).***

6. **Consults:** *Consultant* fees paid under this grant/agreement shall be limited to \$585 per day without additional DOL Grant Officer approval.
7. **Rebates:** The awardee agrees to advise the Grant Officer, in writing, of any ***forthcoming*** income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.
8. **Publicity:** No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.
9. **Public Announcements:** When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, ***all awardees*** receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.
10. **Executive Order 12928:** In compliance with Executive Order 12928, the Grantee is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities (HBCUs) and other Minority Institutions (MIs) such as Hispanic Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically

Disadvantaged Individuals (SDBs).

11. **Procurement:** Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) ***does not*** provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require an entity's procurement procedures must require that ***all procurement transactions*** shall be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award ***does not*** provide the justification or basis to sole-source the procurement, i.e., avoids competition.

12. **Veteran's Priority Provisions:** This program, funded by the U.S. Department of Labor is subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service; a veteran must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provided general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. In addition to the TEGL, a series of questions and answers related to priority of service is posted at <http://www.doleta.gov/programs/VETS> for fifteen (15) programs administered by the Employment and Training Administration (ETA). The Planning Guidance and Instructions for Submission of Two Years of the Strategic Five-Year State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act, issued at 70 FR 19206 (April 12, 2005), required states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the U.S. Department of Labor and administered by ETA. In addition, the states were required to provide assurances that they will comply with the Veterans' Priority Provisions established by the Jobs for Veterans Act (38 USC 4215). If the grantee is a state, then the state is bound by their approved state plans.

13. **Audits:** Will cause to be performed the required financial and

compliance audits in accordance with the Single Audit Act of 1984.

14. **Salary and Bonus Limitations:** In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

15. **Intellectual Property Rights:** The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner."

16. **Evaluation, Data, and Implementation.** The grantee agrees to cooperate with the U.S. Department of Labor (USDOL) in the conduct of a third-party evaluation, including providing to USDOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.

Signing this award agreement or the expenditure of grant funds certifies that your organization has read the above special clauses and conditions and is in compliance.

ATTACHMENTS

***#1 - QUARTERLY FINANCIAL STATUS
REPORT (ETA-9130)***

U.S. DOL ETA FINANCIAL REPORT

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by DOL			OMB Approval No 1205-0461 Expires 11/30/2008
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis of Accounting <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative
Federal Cash :					
a. Cash Receipts					
b. Cash Disbursements					
c. Cash on Hand (line a minus b)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized					
e. Federal share of expenditures					
f. Total administrative expenditures					
g. Federal share of unliquidated obligations					
h. Total Federal obligations (sum of lines e and g)					
i. Unobligated balance of Federal funds (line d minus h)					
Recipient Share:					
j. Total recipient share required					
k. Recipient share of expenditures					
l. Recipient share of unliquidated obligations					
m. Total recipient obligations (sum of lines k and l)					
n. Remaining recipient share to be provided (line j minus m)					
Program Income:					
o. Total Federal program income earned					
p. Program income expended in accordance with the addition method					
q. Unexpended program income (line o minus line p)					
11. Additional expenditure data required					
a. Other Federal funds expended					
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.					
a. Typed or Printed Name and Title of Authorized Certifying Official			c. Telephone (Area code, number and extension)		
			d. Email address		
b. Signature of Authorized Certifying Official			e. Date Report Submitted (Month, Day, Year)		

Prescribed by OMB A-102 and A-110

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (1205-0NEW), Washington, DC 20503.

**U.S. DOL ETA
Financial Status Report
Instructions**

(Basic Instructions for ETA – 9130)

Report Submission

- 1) Recipients will be required by U.S. DOL/ETA to submit the Financial Report (FR) electronically through on-line reporting.
- 2) Recipients will be provided passwords/PINs to facilitate reporting.

Reporting Requirements

- 1) The submission of the FR will be on a quarterly basis. A final FR shall be required at the completion of the award agreement. For quarterly reports, the following calendar quarter reporting period end dates shall be used: 3/31, 6/30, 9/30, and 12/31. For the final FR, the reporting period end date shall be the end date of the project/grant period.
- 2) Quarterly reports shall be submitted no later than 45 days after the end of each specified reporting period. Final reports shall be submitted no later than 90 days after the project/grant period end date.

Note: U.S. DOL/ETA requires both cash management and financial status information for all reports.

Line Item Instructions for the U.S. DOL ETA Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter "U.S. Department of Labor Employment & Training Administration."
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter the grant number assigned to the award by DOL/ETA.
3	Recipient Organization	Name and complete address including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the DOL/ETA.
6	Final Report (Yes/No)	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 8.
7	Basis of Accounting (Accrual)	Mark box indicating recipient uses an accrual basis reporting system for recording transactions related to this award. DOL/ETA regulations require that recipients report expenditures and program income on an accrual basis. For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. Note: Recipients are not required to change their accounting systems to

FFR Number	Reporting Item	Instructions
		accommodate DOL/ETA requirements that differ from their underlying accounting practices. Instead, recipients must furnish the requested information based on available documentation and best estimates.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the grant award document during which DOL/ETA sponsorship begins and ends. Note: DOL/ETA requires financial reports to be cumulative by fiscal year of appropriation. This requirement will necessitate submittal of separate financial reports for each source of funds available for expenditure under a DOL/ETA grant.
	Project/Grant Period, To: (Month, Day, Year)	See the instructions immediately above for "Project/Grant Period, From: (Month, Day, Year)".
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For DOL/ETA required quarterly financial reports, the following calendar quarter reporting period end dates shall be used: 3/31, 6/30, 9/30, and 12/31. For the final FR, the reporting period end date shall be the end date of the project/grant period.
10	Transactions Enter cumulative amounts for each line item as of the reporting period end date. Use Line 11, Remarks, to provide any information deemed necessary to support/explain the numbers provided on the FR.	
Federal Cash		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the DOL/ETA grant as of the reporting period end date. Cash receipts are reflected in the total amount of grant funds drawn down from the Payment Management System. (PMS)
10b	Cash Disbursements	Enter the cumulative amount of DOL/ETA grant fund disbursements (e.g., cash, checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and subcontractors.
10c	Cash On Hand (Line 10a minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount should represent immediate cash needs. If any drawdown was made prematurely or there are other reasons for any excess cash on hand, provide an explanation on Line 11, Remarks.
Federal Expenditures and Unobligated Balance:		
10d	Total Federal Funds Authorized	Enter the total amount of DOL/ETA grant funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the cumulative amount of accrued expenditures from DOL/ETA grant funds. Accrued expenditures are the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; and the amount of cash advances and payments made to subrecipients and subcontractors MINUS any rebates, refunds, or other credits. Accrued expenditures also include the total costs of all goods and property received or services performed, whether or not a cash payment has occurred. Accrued expenditures are

FFR Number	Reporting Item	Instructions
		recorded in the reporting quarter in which they occur, regardless of when the related cash receipts and disbursements take place.
10f	Total Administrative Expenditures	Enter the cumulative amount of accrued expenditures for administrative activities. Administrative activities are necessary and reasonable costs (direct and indirect) which are not related to the direct provision of services to participants, but to overall general administrative functions. Consult your program/grant regulations for specific definitions and limitations on administrative costs. (This is a portion of the amount reported on Line 10e.)
10g	Federal Share of Unliquidated Obligations	<p>Unliquidated obligations reflect any obligation that has not been reported as an accrued expenditure or for which a cash disbursement has not yet occurred as of the reporting period end date. Enter the DOL/ETA grant funds portion of unliquidated obligations which includes direct and indirect expenditures incurred but not yet paid or charged to the award, including amounts due to subrecipients and subcontractors. On the final report, this line should be zero.</p> <p><i>Do not include any amount in Line 10g that has been reported in Line 10e or Line 10f. Do not include any amount in Line 10g for a future commitment of funds (e.g., long-term contract) for which an obligation/accrual has not been incurred.</i></p>
10h	Total Federal Share (Sum of Lines 10e and 10g)	Enter the sum of Lines 10e and 10g.
10i	Unobligated Balance of Federal funds (Line 10d minus Line 10h)	Enter the amount of Line 10d minus Line 10h.
Recipient Share:		
10j	Total Recipient Share Required	If your DOL/ETA program/grant includes a required matching amount of funds, enter the total required match amount for the project/grant period. The required recipient share to be provided includes all matching funds provided by recipients and third-party providers to meet the level required by the DOL/ETA. This amount should not include any match funds in excess of the amount required by DOL/ETA (e.g., cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level match than the level required by DOL/ETA). If your program/grant does not have a required match, enter zero.
10k	Recipient Share of Expenditures	Recipient share refers to any non-DOL/ETA funds, including any required matching funds, expended for the purposes or activities of the project or program. Enter the total amount of actual disbursements or accrued expenditures (less any rebates, refunds, or other credits) including payments to subrecipients and subcontractors from non-DOL/ETA funds only. This amount may include the value of allowable in-kind match contributions and any non-DOL/ETA sources of program income.
10l	Recipient Share of Unliquidated Obligations	Unliquidated obligations reflect any obligations that has not been reported as an accrued expenditure or for which a disbursement has not occurred as of the reporting period end date. Enter the portion of unliquidated

FFR Number	Reporting Item	Instructions
		obligations which includes direct and indirect expenses incurred but not yet paid, including amounts due to subrecipients and subcontractors from non-DOL/ETA funds only. <i>Do not include any amount in Line 10l that has been reported in Line 10k. Do not include any amount in Line 10l for a future commitment of funds (e.g., long-term contract) for which an obligation/accrual has not been incurred.</i>
10m	Total Recipient Share (sum of Lines 10k and 10l)	Enter the sum of Lines 10k and 10l. Note: Recipient share may exceed the required match amount as stated in Line 10j.
10n	Remaining Recipient Share to be Provided (Line 10j minus Line 10m)	Enter the amount of Line 10j minus Line 10m. If recipient share in Line 10m is greater than the required match amount in Line 10j, enter zero.
Program Income:		
10o	Total Federal Program Income Earned	Enter the total amount of program income earned by the recipient directly generated as a result of allowable and supported activities of the DOL/ETA program/grant. If no program income is earned during the project/grant period, enter zero for this line item and section.
10p	Program Income Expended in Accordance With the Addition Alternative	Enter the total amount of program income that is expended to further or continue any allowable project or program activities of the DOL/ETA grant.
10q	Unexpended Program Income (Line 10o minus Line 10p)	Enter the amount of Line 10o minus Line 10p. This is the amount of program income that has been earned but not expended, as of the reporting period end date.
11. Additional Expenditure Data Required		
11a	Other Federal funds expended	Enter other Federal funds expended for the same purpose for which subject grant was awarded.
12	Remarks	Enter any explanations deemed necessary or information required by DOL ETA.
13a-b	Certification	The authorized official certifies by entering PIN.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of certifying individual..
13d	Email Address	Enter the email address of the certifying individual..
13e	Date Report Submitted (Month, Day, Year)	Enter the date the FR is submitted to DOL/ETA in the format of month, day, year.
14	Agency Use Only	This section is reserved for DOL/ETA use.