

33622

LETTER OF AGREEMENT

This Letter of Agreement (LOA) serves as the legal contract between United Way of Greater Los Angeles, Administrative Partner for the Los Angeles Workforce Funder Collaborative ("LAWFC") and the Pacific Gateway Workforce Investment Network, administered by the City of Long Beach ("Partner Organization"). The Agreement defines the nature of the funding relationship and the responsibilities of each party; it does not ensure or promise continued funding past the dates specified.

The LOA identifies conditions upon which continued funding from the Los Angeles Workforce Funder Collaborative depends. A failure to comply with these conditions of funding may result in a loss or suspension of funding to the Organization. Please read the agreement carefully, keep a file copy and refer to it for guidance.

This LOA supersedes and replaces all prior agreements, whether written or oral, concerning the subject matters herein. The signatures on the last page of this Agreement indicate that both parties have agreed to the conditions of funding. Upon careful review and signing of the LOA, please retain a copy of the Agreement and return the original to: United Way of Greater Los Angeles, ATTN: Justina Munoz, LAWFC Program Officer, 523 West 6th Street, Suite 345, Los Angeles, CA 90014.

1.0 PURPOSE OF PARTNERSHIP

LAWFC is granting \$25,000 to Pacific Gateway Workforce Investment Network for program expenses to support the scope of work as proposed and approved by LAWFC. LAWFC and Pacific Gateway Workforce Investment Network are independent and separate legal entities and not joint ventures and partners in contemplation of law.

2.0 SCOPE OF WORK AND DELIVERABLES

The purpose of LAWFC's grant to Pacific Gateway Workforce Investment Network is to support the following scope of work presented under its Logistics / Good Movement project proposal, described herein and includes the listed attachments:

Pacific Gateway Workforce Investment Network will provide opportunities to leverage existing sector strategies (including job training and placement services to job seekers) around the Ports of Los Angeles and Long Beach and the ensuing logistics industry of Southern California.

ATTACHMENTS:

- A. Workplan and Strategies
- B. Line-Item Budget / Narrative

3.0 PERIOD OF PERFORMANCE & TERMINATION

This LOA shall be for the term of January 21, 2009 to June 30, 2009. Either party may terminate the agreement before the term expires by giving at least 30 days written notice.

4.0 CONTACT PERSONS

The Program Officer assigned to the project and regarding the performance of services under this Agreement is Justina Munoz, who may be reached at the following address and telephone number:

523 West 6th Street, Suite 345
Los Angeles, CA 90014
Phone: (213) 808-6537
Fax: (213) 808-6531
Email: jmunoz@unitedwayla.org

The Primary Contact assigned by the Contractor to the project and regarding the performance of services under this Agreement is Cherie Gomez, who may be reached at the following address and telephone number:

3447 Atlantic Avenue
Long Beach, CA 90807
Phone: (562) 570-4715
Fax: (562) 570-3704
Email: Cherie_Gomez@longbeach.gov

5.0 RESPONSIBILITIES OF LAWFC

LAWFC agrees to the following terms and conditions of this Letter of Agreement with Pacific Gateway Workforce Investment Network:

- 5.1 To provide technical assistance, training and support to the Partner Organization regarding data collection and reporting requirements; as well as other program related areas necessary to comply with the scope of work.
- 5.2 To identify the Partner Organization in LAWFC materials as a means of publicizing the importance of the work being performed.
- 5.3 To help market the work of the Partner Organization in response to media requests as appropriate.
- 5.4 To promote Partner Organization project to business and philanthropic partners with the purpose of building the capacity and expanding the reach of this funded project and the impact of the work.

6.0 RESPONSIBILITIES OF PARTNER ORGANIZATION

Pacific Gateway Workforce Investment Network agrees to the following terms and conditions of this Letter of Agreement with LAWFC:

- 6.1 To maintain qualification as a tax-exempt non-profit organization under the applicable sections of the Internal Revenue Code, as applicable.
- 6.2 To submit reports and other pertinent information requested by LAWFC and/or its member partners, complying with all required time-lines and formats.
- 6.3 Notify LAWFC of any changes to the status of your organization. Examples include but are not limited to, changes in organization name and/or leadership, change of 501©3 status, or fiscal agent, merger and acquisition, and inability to meet the outcomes prescribed within this LOA. The notice must be submitted in writing to Justina Munoz, LAWFC Program Officer within 30 days.
 - 6.3.1 Organizations with budgets of \$100,000 and above shall submit an independent audit and IRS Form 990 dated within 18 months of the report deadline, as applicable.
 - 6.3.2 Organizations with budgets under \$100,000 shall submit a financial statement and IRS Form 990 dated within 18 before report deadline, as applicable.
- 6.4 To promote LAWFC's Vision and Goals:
 - 6.4.1 Strengthen the workforce training systems in Los Angeles County.
 - 6.4.2 Increase financial stability for underrepresented populations.
 - 6.4.3 Promote employer retention practices by supporting innovative approaches; increase business vitality through employment and business practices.
 - 6.4.4 Create system improvements for greater regional planning and cooperation among employers, workforce investment boards, nonprofit job training and employer providers, community colleges, labor, and other stakeholders
 - 6.4.5 Regional alignment of workforce systems to meet the needs of employers and the community
- 6.5 To promote the partnership with LAWFC by:
 - 6.5.1 Recognizing LAWFC's contribution to the Partner Organization at special events (e.g. program graduations, fundraisers, press events, etc.) and by listing LAWFC as a donor in event booklets and annual reports.
 - 6.5.2 List itself as a "LAWFC Partner Organization" on organization's website and provide a link to the website of LAWFC (optional).

7.0 PAYMENTS AND INVOICES (ALSO SEE #8 REPORTS)

LAWFC will reimburse Pacific Gateway Workforce Investment Network for actual costs for the performance of work under this agreement in the amount not to exceed \$25,000 based on the approved budget and budget categories attached to this agreement. All payments made on behalf of the planned Scope of Work will be made in accordance with the LAWFC funder requirements. A portion of funds to support the Scope of Work have been received by the Citrus Community College District as originally awarded from the California Community College Chancellor's Office (CCCCO) in the amount of \$13,000 and the by the LAWFC in the amount of \$12,000, respectively.

- 7.1 Invoices [see also #6 REPORTS]:
 - 7.1.1 LAWFC funds identified in the amount not to exceed \$12,000 will be paid in one equal payment on/by June 30, 2009, for the performance of work planned and described in the attached Scope of Work and approved budget.
 - 7.1.2 LAWFC will reimburse funds identified in the amount not to exceed \$13,000 as received by the CCCCCO for the performance of work planned and described in the attached Scope of Work and approved budget using the following instructions.
 - 7.1.3 LAWFC will reimburse Pacific Gateway Workforce Investment Network upon receipt of monthly invoices; monthly invoices are to be received on/by the 5th of the month and will be processed and paid within 30-days.
 - 7.1.4 Invoices must be submitted in the required formats as provided by LAWFC and must include the following certification signed by an officer of designated official of Partner Organization: "I certify that this represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with this agreement.
 - 7.1.5 Invoices should include copies of documents supporting the expenditure to reconcile and support the reimbursement requirements of the grant award. Invoices should be submitted with reports that include: Narrative, workplan progress, data, and financial status, i.e., budget, expenditures (for the period), and resulting balance. Formats will be provided.
 - 7.1.6 LAWFC reserves the right to withhold payment of invoices until acceptance of reports, invoices, and detail called for in this agreement is made.
 - 7.1.7 Pacific Gateway Workforce Investment Network further certifies that payment made by LAWFC under this agreement shall not duplicate reimbursement of costs and services which are received from other sources."

7.1.8 The final invoice shall be clearly marked "**FINAL**" and will be submitted to LAWFC within 10-days after termination of this agreement. Final invoices received after 10-days may result in non payment.

Invoices shall be dated, numbered, make reference to the Los Angeles Workforce Funder Collaborative and mailed to:

Justina Munoz, Assigned Project Manager
 United Way of Greater Los Angeles
 523 West 6th Street, Suite 345
 Los Angeles, CA 90014

8.0 REPORTS (ALSO SEE #7 INVOICES)

Pacific Gateway Workforce Investment Network shall furnish LAWFC with program and fiscal progress reports as follows:

Due By Date	Cumulative/Reporting Invoice Period for CCCC Funds (unless specified)
April 30, 2009	January 21 – March 30, 2009 [cumulative expenditures & invoice]
May 05, 2009	April 2009 [monthly expenditures & invoice]
June 05, 2009	May 2009 [monthly expenditures & invoice]
July 10, 2009	June 2009 [FINAL-cumulative expenditures & invoice]
July 10, 2009	June 2009 [FINAL-Grant Data Information / Gender-Ethnicity Form]
July 15, 2009	June 2009 [FINAL-LAWFC and CCCC Year-End Workforce Partnership Report]

Reports are to be submitted to:

Justina Munoz, Assigned Project Manager
 United Way of Greater Los Angeles
 523 West 6th Street, Suite 345
 Los Angeles, CA 90014

9.0 INDEMNIFICATION

Pacific Gateway Workforce Investment Network agrees to indemnify, defend and save harmless United Way of Greater Los Angeles, Administrative Partner for LAWFC and LAWFC, its officers, agents and employees from any and all liability, loss, costs, fees of attorneys and other expenses which may be sustained or incurred by reason of, or in consequence of, Pacific Gateway Workforce Investment Network acts, omissions, willful

misconduct, activities including third parties assigned at any tier. The provisions of this paragraph survive the expiration or termination of this LOA.

10.0 SEVERABILITY

If any provision of this LOA is held invalid, the invalidity shall not affect other provisions of the LOA that can be given effect without the invalid provisions or applications and to this end; the provisions of the LOA are declared to be severable. LAWFC may, in addition to any other legal remedies it may have, refuse to make or delay any future payments to the Partner Organization under this or any other grant agreement, and the LAWFC may demand the return of all or part of the grant funds not properly spent or committed. The LAWFC may also avail itself of any other remedies available by law.

11.0 SUBGRANTEES

With regard to the selection of any subgrantee or contracted services as pre-mentioned in the scope of work and proposal to carry out the purposes of this grant, the Partner Organization retains full discretion and control over the selection process, acting completely independently from the LAWFC. There is no agreement, written or oral, by which LAWFC is to participate in the selection process.

12.0 NO AGENCY

Pacific Gateway Workforce Investment Network is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated.

13.0 NON-DISCRIMINATION

The LAWFC and Pacific Gateway Workforce Investment Network agree to fully comply with and support all local, state and federal laws concerning non-discrimination.

14.0 WARRANTIES

Pacific Gateway Workforce Investment Network warrants that it has or will secure all rights, licenses and credentials necessary for its performance of this LOA; including, but not limited to governmental or professional licenses and intellectual property.

15.0 EQUIPMENT ACCOUNTABILITY AND DISPOSITION

No equipment is authorized under this Agreement.

16.0 ACCOUNTING RECORDS AND PROGRAM

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principles and Office of Management and Budget circulars, as applicable to Pacific Gateway Workforce Investment Network. Pacific Gateway Workforce Investment Network shall maintain records to support identifiable charges to the project. Obligations commitments, encumbrances, or expenditures must be made within the period of the performance—completed by June 30, 2009.

Examination of Records. Pacific Gateway Workforce Investment Network agrees that the United Way of Greater Los Angeles, Administrative Partner for the Los Angeles Workforce Funder Collaborative (LAWFC) and the California Community College Chancellor's Office's, duly authorized representatives, or Citrus Community College District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Pacific Gateway Workforce Investment Network involving transactions related to this agreement. It is understood that, unless agreed to in writing by United Way, such examination shall be made during regularly established business hours.

17.0 AUDIT

If subject to audit requirements of OMB Circular A-133: United Way agrees to comply with the requirements of OMB Circular A-133. United Way further agrees to provide District with copies of any independent auditor's reports that report material instances of noncompliance with federal laws and regulations that bear directly on the performance or administration of this agreement. In cases of such noncompliance, United Way will provide copies of the complete reporting package as described in section 305 © of OMB Circular A-133. United Way shall cooperate with District in resolving questions District may have concerning the auditor's reports and plan for corrective action.

If United Way is not subject to audit requirements of OMB Circular A-133: United Way agrees that all records pertaining to this agreement will be made available for review or audit by appropriate District representatives.

18.0 DEFAULTS, SUSPENSION, TERMINATION, AND AMENDMENTS

Defaults. Should the Contractor fail for any reason to comply with the contractual obligations of the Agreement within the time specified by this Agreement, the LAWFC reserves the right to: 1) Reduce the total budget in proportion to the work not completed; 2) After meeting with the Contractor, make any agreed upon changes in the general scope of work of this Agreement; 3) Suspend project operations; 4) Terminate the Agreement upon failure to take action within the period specified.

Notice. Prior to taking any of the actions specified in the above paragraph, LAWFC shall notify the Contractor in writing within five (5) working days after the triggering event of any corrective actions which must be taken. Contractor shall complete corrective action within ten (10) working days or provide a reasonable excuse for not doing so submit in writing for approval. Thereafter, upon expiration of the ten (10) working day period or failure to provide a reasonable excuse therefrom, LAWFC may proceed to take action.

Termination. Either party to this Agreement may terminate this Agreement upon giving the other party at least thirty (30) days written notice prior to the effective date of such termination in writing. All property, documents, data, studies, reports and records purchased or prepared by the Contractor under this Agreement shall be forwarded to LAWFC. Upon satisfactory completion of all termination activities, the total amount of compensation for work performed under this Agreement may be withheld by United Way of Greater Los Angeles, Implementation Partner for the LAWFC.

Amendments. Any change in the terms of this Agreement, including changes in the services to be performed by the Contractor, including any increase or decrease in the funding level shall be incorporated into this Agreement by a written amendment and executed and signed by the person authorized to bind this Agreement.

Agreed and Accepted:

Los Angeles Workforce Funder Collaborative
C/o United Way of Greater Los Angeles (Administrative Partner)

By:



Alicia Lara, Vice President, Community Investment

Date:



Jay Saadian, Controller

6/24/09

Date:

Pacific Gateway Workforce Investment Network, administered by
the City of Long Beach

By:



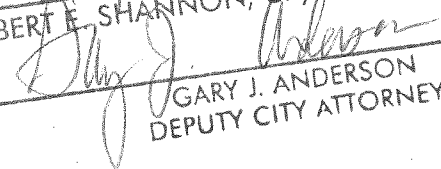
Patrick H. West, City Manager

Assistant City Manager

REQUIRED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

5-14-09

Date:

APPROVED AS TO FORM
May 11, 2009
ROBERT E. SHANNON, City Attorney
By 
GARY J. ANDERSON
DEPUTY CITY ATTORNEY

ORGANIZATIONAL PROFILE

Applicant Name (Lead Agency): Pacific Gateway Workforce Investment Network

Address: 3447 Atlantic Avenue

Long Beach, California 90807

Executive Director / CEO: Bryan S. Rogers

Project Contact Person: Cherie Gomez

Project Contact Title: Workforce Development Officer

Telephone: 562-570-4715

Fax: 562-570-3704

E-mail: Cherie_Gomez@longbeach.gov

Web site: Pacificgatewayworkforce.com

Type of Organization

- Government (specify): Local Govt.
One-Stop Operator / Center
Community Based Organization
Faith Based Organization
Labor Organization
Business & Trade Association
Education (specify):
Other:

Certification (as applicable)
All funds will be utilized in accordance with WIA Allowable Activities

Proposed Budget: \$25,000

Sector Based Training:

- Healthcare/Allied Health
Logistics/Good Movement
Construction/Building Trades

Planned Number to be Served 18

Funding Source:

- Dislocated Worker - WIA 25%
Adult - CCCCCO

Bryan S. Rogers

Executive Director / CEO (Print Name) Executive Director / CEO (Signature)

PROGRAM NARRATIVE RESPONSE

3 Page Limit

Page 1 of 3

Please provide a brief description of your program(s) to include the following 1) project purpose / need, 2) services available, 3) intended results, 4) duration of the project, 5) partner resources and leveraged funding. Sample formats have been attached for your use—you may use your own forms/formats provided they respond properly to the information requested.

DESCRIPTION/NEED

The Pacific Gateway Workforce Investment Network's (Network) Workforce Partnership Project will target individuals with an interest in preparing for employment or advancement opportunities in high-growth sectors involved with transportation/logistics and goods movement, including truck drivers.

The Network has administered a targeted, industry strategy focused on the transportation/logistics sectors for the last two years. Included in this is its Port Opportunities Program, initiated in 2006 to address the need for increased awareness and employment in the goods movement arena. This Strategy has impacted nearly a thousand residents and young persons, and provided related employment assistance to nearly 400 residents during the last 18 months – mostly through education and job development/hiring event activities. Twenty-two (22) hiring events, involving forty separate employers, were coordinated and facilitated by Network staff and its one-stop partners, between January and July of last year. These companies have hired more than one hundred and thirty employees to date.

Specific to the need for truck driver, adoption of the Port's Clean Air Action Plan/Clean Truck Program, implementation of the Transportation Worker Identification Credential (TWIC) program, and the Port's position in creating a larger Economic Development Strategy provide significant opportunity and need to create a holistic workforce development strategy. Such strategy supports the need for outreach, identification, screening, and labor exchange efforts to ensure that residents and Port-related businesses – notably, drayage concerns – are effectively connected. Of critical importance in this strategy is a systemic approach by the Network and its system counterparts that can respond quickly to the emerging needs of the Port-related businesses and its incumbent or prospective employees.

SERVICES AVAILABLE

Targeted outreach and recruitment will be conducted in order to assist with informing the community of the services and opportunities available through this project. In order to determine whether or not the project is suited to the customer, an initial assessment will be conducted, which will include a review of skills, prior experience, barriers to employment and career objective will be conducted with each customer.

Case management will be conducted through the Virtual One Stop (VOS) system. VOS is a comprehensive Internet-based system that tracks employer and jobseeker customer services and activities, matches business job orders with qualified candidate resumes and connects or 'spiders' the jobseekers to other web job search engines such as CalJOBS, Monster, Hot Jobs, educational institutions, corporate sites and recruiters. It contains a messaging center and event scheduler to help organize activities in the One-Stop Career Centers. Because it is an online tool, case management functions (such as case notes, WIA enrollment activities, and reporting) can be readily accessed by staff at myriad locations based upon prescribed individual user privileges set by the local administrator. VOS is a useful tool for staff to register, enroll, and track jobseekers in various programs and services to accomplish not only customer employment goals but meet or exceed specific program performance levels to help ensure future funding.

For those who are looking to update or enhance their employability or are no longer in a demand occupation, training will be an option. Based upon prior experience through our Port Opportunities Project, Class A Truck Driver training provided by local training vendor has been instrumental in preparing residents for truck driver opportunities in the transportation/logistics sector. Therefore, the project will afford customers the opportunity to participate in training provide through Teamsters Joint council 42 Training Academy, College of Institute Technology, Professional Truck Driving School, Inc. and other local training providers.

Additionally, to ensure program outcomes, Employment Specialists will provide job search and placement assistance to ensure a connection to available openings. Also, supportive services, which include transportation assistance, license fees and certifications, will be provided in order to enhance program participation and support positive outcomes, including program completion, employment and retention.

INTENDED RESULTS

Though the service strategies identified herein, we anticipate increasing the marketability of our job-seeker customers in the transportation/logistics sector with the following results (per funding source):

	<u>WIA-25%</u>	<u>LAWFC-CCCCO</u>
Projected Enrollments:	57	18
Entered Employments:	40	13
Cost per Participant:	\$1,765	\$1,765
Cost of Entered Employment:	\$2,500	\$2,500

PROJECT DURATION

The 25%-funded activities under this project will operate through September 30, 2010 and the LAWFC-Chancellor-funded activities will operate through June 30, 2009.

PARTNER RESOURCES/LEVERAGED FUNDING

To ensure an adequate number of candidates are recruited and enrolled under this project, the Network will leverage the resources of one-stop partners engages in the Integrated Service Delivery model. Service integration, as it is evolving through discussion among State and local partners, and through actual hands-on experience in the State's 12 Learning Labs, is creating a new local workforce system that is skill-based and which moves each One-Stop Career Center client through a common set of value added services designed to increase their employability and chances of retaining and advancing in jobs. Key partners involved in our local integration plan are Employment Development Department and Ability First, who will support the identification and referral of candidates under this project.

This project will also benefit from funds leveraged through the Port of Los Angeles with which the Network provides business assistance to the Port's Licensed Motor Carrier concessionaires to ensure connection of experienced drayage drivers to prevent labor shortages. Specifically, through these funds the Network will coordinate hiring events, conduct outreach to drivers, and assists with the hands-on matching of drivers to employers.

In addition, the Teamsters Joint council 42 Training Academy, College of Institute Technology, Professional Truck Driving School, Inc. and other local training providers will be partners under this project through the provision of Class A Truck Driver Training.

COLLABORATIVE PARTNER ROLES AND RESPONSIBILITIES

APPLICANT NAME	Pacific Gateway Workforce Investment Network
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Collaborative/Partner Name	Roles and Responsibilities	Contractual Services (Yes or No)
Teamsters Joint council 42 Training Academy, College of Institute Technology, Professional Truck Driving School, Inc. and others as necessary	Class A Truck Driver Training	Yes
Employment Development Department	Identification and referral of candidates via Integrated Service Delivery model	Via MOU
Ability First	Identification and referral of candidates via Integrated Service Delivery model	Via MOU

LOS ANGELES WORKFORCE FUNDER COLLABORATIVE

ATTACHMENT B

2009-Workforce Partnership Grants

Line-Item Budget

Organization Name: Pacific Gateway Workforce Investment Network
 Proposal Title: Logistics Sector Project - LAWFC Portion

Proposal Expenses	Program Budget		Request to LAWFC		Total Request
	Applicant	Co-Applicant	Applicant	Co-Applicant	
Personnel					
Project Manager .05 FTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employment Specialist .25 FTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits and Taxes @ .56 %	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Personnel					
Facilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing / Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training / Tuition	\$0.00	\$0.00	\$10,750.00	\$0.00	\$10,750.00
Training/Support Services	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-Personnel	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
Subtotal Direct Costs	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
Indirect costs @ _____ (Maximum of 15%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Costs					
Subcontractors/Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workforce Partnerships Investment(s)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
Annual Program Budget *:	\$0.00				
% of Program Budget:	#DIV/0!				

*Please use most current program budget

Notes:

- 1) Administrative / Staffing Costs should be leveraged with WIA formula fund resources
- 2) Separate budgets are required for each funding source awarded (WIA-25% or CCCCCO)
- 3) WIA budget formats may be used and substituted for both funding sources awarded

LOS ANGELES WORKFORCE FUNDER COLLABORATIVE

ATTACHMENT B

2009 Workforce Partnership Grants

Line-Item Budget

Organization Name: Pacific Gateway Workforce Investment Network
 Proposal Title: Logistics Sector Project - CCCCO Portion

Proposal Expenses	Program Budget		Request to LAWFC		Total Request
	Applicant	Co-Applicant	Applicant	Co-Applicant	
Personnel					
Project Manager .05 FTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employment Specialist .25 FTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits and Taxes @ .56 %	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Personnel					
Facilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing / Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training / Tuition	\$0.00	\$0.00	\$11,750.00	\$0.00	\$11,750.00
Training/Support Services	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-Personnel	\$0.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00
Subtotal Direct Costs	\$0.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00
Indirect costs @ _____ (Maximum of 15%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Costs					
Subcontractors/Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workforce Partnerships Investment(s)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00
Annual Program Budget *	\$0.00				
% of Program Budget:	#DIV/0!				

*Please use most current program budget

Notes:

- 1) Administrative / Staffing Costs should be leveraged with WIA formula fund resources
- 2) Separate budgets are required for each funding source awarded (WIA-25% or CCCCO)
- 3) WIA budget formats may be used and substituted for both funding sources awarded

