

1 CONTRACT

2 32387

3 THIS CONTRACT ("Contract") is entered into, in duplicate, pursuant to a
4 minute order adopted by the City Council of the City of Long Beach at its meeting held on
5 January 4, 2011, by and between ROADTRIP ^{PRODUCTIONS} NATION, a for-profit corporation with
6 offices located at 853 W.17th Street, Costa Mesa, CA 92627, ("Contractor") and the CITY
7 OF LONG BEACH, a municipal corporation ("City") and administering entity for Pacific
8 Gateway Workforce Investment Network.

9 1. Recitals: This Contract is made with reference to the following facts
10 and objectives:

11 1.1 The City submitted an application ("Application") to the Employment
12 Development Department of the State of California (the "State"), for funds to provide
13 meaningful training and employment opportunities for economically disadvantaged,
14 unemployed and underemployed persons consistent with the Workforce Investment Act
15 of 1998 ("WIA") codified as Section 504 of the Rehabilitation Act, 29 U.S.C. 794(d) and all
16 regulations, directives, policies, procedures and amendments issued thereto and/or
17 legislation, regulations, policies, directives, and/or procedures which may replace the
18 Workforce Investment Act; and

19 1.2 The Application was approved by the State and a Workforce
20 Investment Act subgrant has been executed by and between the State and the City
21 authorizing such programs and providing the funding therefore under Workforce
22 Investment Act Master Subgrant Agreement which has been designated as No. K178665
23 the ("Prime Contract"); and

24 1.3 Contractor desires to participate in said program and is qualified by
25 procurement for the reason of experience, preparation, organization, staffing and facilities
26 to provide services;

27 1.4 City is willing to utilize Contractor to provide career exploration and
28 youth engagement strategies to Pacific Gateway participants.

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 NOW THEREFORE, in consideration of the terms and conditions contained
2 herein, it is mutually agreed by and between the parties hereto as follows:

3 Section 1. DOCUMENT INCORPORATION.

4 The following documents are attached hereto as exhibits and incorporated
5 herein and made a part hereof by this reference as if set forth in full herein:

6 A. The Prime Contract, Exhibit "A", and any extension or continuation
7 thereof or any grant agreement which is the successor thereto which authorizes a training
8 and employment program for the economically disadvantaged, unemployed and
9 underemployed persons, and the documents incorporated therein and attachments
10 thereto, including the assurances and certifications made by the State to the City.

11 B. Contractor's program description, statement of work performed,
12 Contractor's operation plan for participants, program conditions and standards for
13 Contractor's performance under this Contract (collectively, the "Statement of Work")
14 attached hereto as Exhibit "B".

15 Contractor and City agree to be bound by all the terms, conditions and
16 provisions contained in the Prime Contract, the Application, the Statement of Work,
17 Budget and PPS (collectively, the "Contract Documents").

18 Contractor hereby agrees to assume full responsibility for the performance
19 of the operation, coordination and administration of such program pursuant to all the
20 terms and conditions of the Contract Documents to the extent that said documents are
21 applicable to the delivery of services by Contractor hereunder; and the parties hereto
22 agree to perform all duties, obligations and tasks to be performed by each party under
23 the Contract Documents.

24 In the event there is any conflict between the provisions of this Contract and
25 the provisions of the Prime Contract, including the attachments thereto and the
26 documents incorporated therein, as presently worded or amended in the future, the
27 parties agree that the provisions of the Prime Contract shall control.

28 ///

1 Contractor shall provide career exploration and youth engagement
2 strategies to Pacific Gateway participants in accordance with the provisions of the
3 Contract Documents.

4 SECTION 2. TERM.

5 The term of this Contract ("Term") shall be deemed to have commenced as
6 of November 4, 2010, and unless sooner terminated pursuant to the provisions hereof,
7 shall terminate on September 30, 2011. Either of the parties hereto shall have the right
8 to terminate this Contract in its entirety at any time during the Term for any or no reason
9 whatsoever by giving fifteen (15) days prior written notice of termination to the other
10 party. City shall have the additional right to cancel any part of this Contract at any time
11 during the Term for any reason whatsoever by giving fifteen (15) days notice of such
12 cancellation to the Contractor.

13 Notwithstanding the foregoing, the City shall have the right to terminate and
14 cancel this Contract without notice, in its sole discretion, if the actions or non-action of
15 Contractor subjects the City to liability, legal obligations or program operation obligations
16 beyond the liability and obligations under the Contract Documents. If this Contract is
17 terminated prior to the expiration of the Term, Contractor shall be reimbursed for all
18 eligible program allowable costs which have been accrued but not paid through the
19 effective date of termination. Contractor agrees to accept such amount, plus all amounts
20 previously paid, as full payment and satisfaction of all obligations of City to Contractor.

21 SECTION 3. AWARD UNDER SPECIAL CONDITIONS.

22 The City may award a contract under special conditions if it determines the
23 Contractor as "high risk" under the following categories:

24 (a) (1) A history of unsatisfactory performance, or (2) Is not financially
25 stable, or (3) Has a management system which does not meet the management
26 standards, or (4) Has not conformed to terms and conditions of previous awards, or (5) Is
27 otherwise not responsible; and if the City determines that an award will be made, special
28 conditions and/or restrictions shall correspond to the high risk condition and shall be

1 included in the award.

2 (b) Special conditions or restrictions may include: (1) Payment on a
3 reimbursement basis; (2) Withholding authority to proceed to the next phase until receipt
4 of evidence of acceptable performance within a given funding period; (3) Requiring
5 additional, more detailed financial reports; (4) Additional project monitoring; (5) Requiring
6 the Contractor to obtain technical or management assistance; or (6) Establishing
7 additional prior approvals.

8 (c) If the City decides to impose such conditions, the City will either include
9 such corrective action in the Statement of Work or notify the Contractor as early as
10 possible, in writing, of: (1) The nature of the special conditions/restrictions; (2) The
11 reason(s) for imposing them; (3) The corrective actions which must be taken before they
12 will be removed and the time allowed for completing the corrective actions and (4) The
13 method of requesting reconsideration of the conditions or restrictions imposed.

14 SECTION 4. PERFORMANCE REVIEW.

15 After each quarter during the Term, the City will conduct a review of
16 Contractor's performance by comparing the Contractor's planned performance and/or
17 contract earning levels with the actual performance and contract earning levels achieved
18 by Contractor. If the Contractor is ten percent (10%) below planned performance and/or
19 contract earning levels at the end of any quarter, the Contractor may be required to
20 implement a corrective action plan. Any such corrective action plan shall be subject to
21 review and approval by the City.

22 Underperformance at the end of the second quarter or any quarter
23 thereafter, shall permit the City to unilaterally cancel this Contract or, in the alternative
24 and at the sole discretion of the City, deobligate funds from this Contract up to the
25 amount of the underexpenditures.

26 SECTION 5. CONTRACT AMOUNT AND PAYMENT.

27 The total amount which shall be payable by City to Contractor for
28 Contractor's allowable services during the Term shall not exceed One Hundred Thirty

1 Thousand Dollars (\$130,000.00).

2 The City shall, in due course, reimburse the Contractor for the actual,
3 allowable, reasonable and necessary costs and expenses incurred by Contractor in the
4 performance of this Contract which are authorized and approved and are in accordance
5 with and pursuant to the Prime Contract, to the extent that such Prime Contract is
6 applicable to the Contractor's performance hereunder.

7 The allocation of the total contract amount among the items in the Budget
8 may vary by as much as ten percent (10%) without the approval by Workforce Investment
9 Board's Executive Director ("Executive Director"). Additionally, Contractor may, with the
10 prior written approval of the Executive Director or his designee, make adjustments within
11 and among the categories of expenditures in the Budget in excess of ten percent (10%),
12 and modify the performance to be rendered hereunder as provided in Exhibit "B";
13 provided, however, that any such adjustment in expenditures shall not result in an
14 increase in the amount of the total contract. The agent or representative of Contractor
15 who signs as the maker of checks or drafts or in any manner authorizes the disbursement
16 of said funds or expenditure of same shall be covered by a blanket fidelity or
17 comprehensive crime bond regarding the handling of said funds in an amount set out in
18 Section 13, paragraph E of this Contract.

19 Contractor shall not charge nor receive compensation under this Contract
20 for any services or expenses unless said services or expenses are directly and
21 exclusively related to the purposes of this Contract, and provided that payment is not also
22 received by Contractor from some other source for said services or expenses.

23 Disbursement of funds received from the State shall be under the direction
24 of the City Manager or his designee and shall be in accordance with the provisions of this
25 Contract and made pursuant to the Prime Contract and any additional procedures,
26 regulations and reporting requirements which are established by the City that do not
27 conflict with applicable procedures, regulations and reporting requirements of the State.

28 ///

1 All payments to Contractor by the City will be based upon invoices and the
2 necessary supporting documents which the State and the City may require Contractor to
3 submit. The expenditure of all funds shall be accounted for promptly and submitted with
4 the funded "Period of Availability" for the program year. Reimbursement will not be made
5 for claims generated beyond contract end date or ninety (90) days after the contract end
6 date for properly accrued expenditures. Contractor shall keep separate detailed
7 accounts for each expenditure for each component part of this project.

8 Public or private non-profit contractor revenues in excess of costs are
9 considered program income or profits in accordance with Code of Federal Regulations
10 definition of "Income" pursuant to 29 CFR 97.32(2). When authorized, program income
11 may be added to the funds committed to the grant agreement. The program income shall
12 be used for the purposes and under the conditions of the grant agreement or as
13 amended unless the Governor of the State of California requires that such income be
14 turned over to the State.

15 SECTION 6. RECORDS.

16 Records relating to the performance of this Contract shall be kept and
17 maintained by Contractor in accordance with the manner and method prescribed by
18 applicable State regulations and guidelines and City requirements, and will be current,
19 complete and available for purposes of inspection and audit during business hours as
20 deemed necessary upon request by representatives of federal, state and local agencies.

21 Contractor shall provide access to all documents and materials related to
22 this Contract and shall provide any information that the City, or its designee requires in
23 order to monitor and evaluate Contractor's performance hereunder. All such records
24 shall be maintained and accessible for a period of seven (7) years from the expiration or
25 earlier termination of this Contract.

26 SECTION 7. FINANCIAL REPORTS.

27 Contractor shall promptly distribute to the City Manager or his designee
28 copies of all correspondence including, but not limited to, financial, operational and

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 performance reports which Contractor submits to or receives from the State. Contractor
2 shall provide such other reports, documents or information as may be requested or
3 required by the City or the State within three (3) days of written request. Upon expiration
4 or earlier termination of this Contract, and within the time and in the manner prescribed
5 by the City, the Contractor shall perform all necessary close-out procedures required by
6 the State and the City, including preparation of close-out reports and transmittal to the
7 City of all documents in the possession of Contractor which relate to the Conduct of the
8 Program, within the time and in the manner prescribed by the City. Final payment to the
9 Contractor under this Contract will be paid only after the City has determined that
10 Contractor has satisfactorily completed said close-out procedures.

11 If the Contractor is subject to the Single Audit Act (SAA), the Contractor
12 shall include this Contract within the scope of the SAA audit. A copy of the SAA final
13 audit report shall be delivered by Contractor to the City of Long Beach within thirty (30)
14 calendar days after its request and, in any event, no later than six (6) months after the
15 end of the then-current fiscal year of Contractor. In the event the Contractor fails to
16 comply with this requirement, the Contractor shall be liable for any costs incurred by City
17 for a substitute audit or review.

18 SECTION 8. ACCOUNTING PROCEDURES.

19 On a monthly basis, commencing on the last day of the month next
20 succeeding the Effective Date of this Contract, the Contractor will submit an invoice with
21 supporting documentation for payment based upon the cost categories in Attachment "B".
22 These invoices will be due by the tenth (10th) working day after the end of each month.
23 Contractor shall complete the monthly payment requests in the format required by the
24 City.

25 The Contractor will establish separate account numbers within its
26 accounting system to account for the expenditures and revenues of this Contract. The
27 Contractor's accounting system will be in compliance with all applicable procedures and
28 Federal and State authorities having jurisdiction over this Contract, and shall be

1 consistent with the fiscal and accounting procedures, including accruals set forth herein.
2 Without limiting the generality of the foregoing, the Contractor shall adhere to the
3 following fiscal and accounting procedures:

4 A. Maintain a bank account and perform monthly bank reconciliations.

- 5 1. Deposit all receipts in the bank account promptly and intact.

6 (Do not pay any expense directly out of cash receipts).

7 2. Maintain bank validated copies for every deposit slip in
8 chronological order. Each deposit slip should include sufficient detail to explain
9 the source of the funds being deposited. (This may be done by recording the
10 details on the deposit slip or by attached supporting documentation which may
11 have been received with the receipts).

12 3. Disburse all funds by check, preferably signed by two (2)
13 employees, neither of whom is the bookkeeper or the accounting clerk.

14 B. Designate specific employees to perform each of the following
15 functions:

- 16 1. Receipt for goods and services provided to Contractor.
17 2. Approve the purchase of goods and services for Contractor.
18 3. Approve employee time sheets.
19 4. Each above function shall be designated to a different

20 employee.

21 C. Maintain documented support for every check written which should
22 include:

23 1. Original invoice from each vendor.
24 2. Indication by signature and date of an authorized employee
25 that the goods or services were received by the Contractor. This may be done on
26 a separate receiving report, a copy of a packing slip or on the invoice itself.

27 3. Indication that the goods or services were approved for
28 purchase by an authorized individual. This should be by signature and date and

1 should appear on the invoice or on the purchase order or purchase requisition, if
2 such is used by the Contractor.

3 D. Maintain a copy of each invoice submitted to the Operations Division
4 with copies of all supporting documents.

5 E. Maintain the following records in an orderly fashion by grant period
6 or Contractor's fiscal year:

- 7 1. Bank statements and bank reconciliations.
- 8 2. Deposit slips and supports.
- 9 3. Checks and supports.
- 10 4. Time sheets or documentation to verify Contractor's labor
11 costs.
- 12 5. Cash receipts and cash disbursement journals.
- 13 6. Requests for reimbursement and supports.
- 14 7. Financial statements.

15 F. Maintain and file all required tax and personnel reports with
16 appropriate agencies.

17 G. Contractor must adhere to all audit requirements as outlined in
18 Contractor's respective OMB Circular, 29 CFR 95, and 29 CFR Part 96, and A 133, 29
19 CFR 97.26 and 29 CFR 95.26 as applicable.

20 All invoices and billings will be considered final and must be submitted
21 within forty-five (45) calendar days from the end of the Term. Resolution of disputed
22 matters must be resubmitted within fifteen (15) calendar days from date mailed to
23 Contractor. City, in its sole discretion, may elect not to pay any invoices or billings
24 submitted after the cut-off date, or if funding is no longer available.

25 SECTION 9. INDEPENDENT CONTRACTOR STATUS.

26 It is distinctly understood that in the performance of this Contract, the
27 Contractor shall at all times be considered a wholly independent contractor and that
28 Contractor's obligations to and authority from the City are solely as are preserved by this

1 Contract. Contractor expressly warrants that it will not, at any time, hold itself out or in
2 any manner represent that Contractor or any of its agents, volunteers, subscribers,
3 members, officers or employees are in any manner the officers, employees or agents of
4 the City or the Pacific Gateway Workforce Investment Network (Network), an
5 unincorporated non-profit association. Contractor shall not have any authority to bind the
6 City or Network at any time or for any purpose. Contractor nor any of Contractor's
7 officers, employees or agents shall have any power or authority as agents or employees
8 of the City or Network and shall not be entitled to any of the rights, privileges or benefits
9 of a City or Network employee.

10 SECTION 10. ASSIGNMENT.

11 Contractor shall not delegate its duties or assign its rights hereunder, either
12 in whole or in part, without the prior written consent of the City.

13 SECTION 11. INDEMNIFICATION AND HOLD HARMLESS.

14 Contractor expressly agrees to defend, protect, indemnify and hold the
15 Network, the City, their respective officers, employees and agents ("Indemnified Parties"),
16 free and harmless from and against any and all claims, damages, expenses, loss or
17 liability of any kind or nature whatsoever growing out of, or resulting from the acts or
18 omissions of Contractor, its officers, agents or employees in the performance of this
19 Contract. Contractor shall, at its own cost, expense and risk, defend all claims or legal
20 actions that may be instituted against either the Indemnified Parties and Contractor shall
21 pay any settlement entered into or satisfy any judgment that may be rendered against
22 either the Indemnified Parties as a result of said acts or omissions of Contractor, its
23 officers, agents or employees in the performance of this Contract.

24 SECTION 12. EMPLOYMENT TRAINING ACT CLAUSES.

25 Contractor shall administer contract within the policies and procedures
26 mandated by the Workforce Investment Act of 1998 and the Network and agrees to
27 comply with the following contract clauses, as applicable, during the duration of the
28 contract period:

- 1 1. Compliance with requirements and/or regulations related to patent rights,
- 2 copyrights, and rights in data;
- 3 2. Maintenance of records for 7 years;
- 4 3. The Equal Employment Opportunity Act provisions;
- 5 4. The Americans with Disabilities Act of 1990;
- 6 5. The Contract Work Hours and Safety Standards Act;
- 7 6. The Clean Air Act and Environmental Protection Agency regulations;
- 8 7. The Energy Policy Conservation Act;
- 9 8. The Bryd Anti-Lobbying Amendment;
- 10 9. Veteran's Priority Provisions;
- 11 10. Whistle Blower Protection;
- 12 11. Buy American Requirements.

13 SECTION 13. INSURANCE.

14 Concurrent with the execution of this Contract by Contractor, as a condition
15 precedent to the effectiveness of this Contract, and in partial performance of the
16 obligations of indemnity assumed by Contractor under Section 11 above, Contractor shall
17 procure and maintain during the Term at Contractor's expense:

18 A. Comprehensive General Liability in an amount not less than Two
19 Million Dollars (\$2,000,000.00) combined single limit for each occurrence or Four Million
20 Dollars (\$4,000,000.00) General Aggregate for bodily injury, personal injury and property
21 damage. The Indemnified Parties shall be covered as insureds in respect to liability
22 arising out of activities performed by or on behalf of the Contractor and coverage shall be
23 in a form acceptable to the Risk Manager of the City ("Risk Manager").

24 B. Automobile Liability in an amount not less than Five Hundred
25 Thousand Dollars (\$500,000.00) combined single limit per accident for bodily injury and
26 property damage covering owned, non-owned and hired vehicles.

27 C. Workers' Compensation as required by the Labor Code of the State
28 of California and Employers' Liability Insurance with limits of one Million Dollars

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 (\$1,000,000.00) per occurrence.

2 D. Accidental Medical, Death and Dismemberment Insurance for all
3 participants not entitled to workers' compensation benefits under the provisions of
4 Section 3700 of the Labor Code of the State of California, unless this requirement has
5 been waived in writing by the Risk Manager. Said insurance shall have limits of not less
6 than One Hundred Thousand Dollars (\$100,000.00) Accident Medical and Twenty-Five
7 Thousand Dollars (\$25,000.00) Accidental Death and Dismemberment.

8 E. Blanket Honesty or Comprehensive Crime Bond in an amount of fifty
9 percent (50%) of sums payable under this Contract, or Twenty-Five Thousand Dollars
10 (\$25,000.00), whichever is higher, to safeguard the proper handling of funds by those
11 employee's agents or representatives of the Contractor who sign as the maker of checks
12 or drafts or in any manner authorize the disbursement or expenditure of said funds.

13 Each insurance policy shall be endorsed to provide that coverage shall not
14 be cancelled by either party, reduced in amount or in limits, except after thirty (30) days
15 prior written notice has been given to the City. All such insurance shall be primary and
16 not contributing to any other insurance or self-insurance maintained by the Indemnified
17 Parties.

18 The insurance required hereunder shall be placed with carriers admitted to
19 write insurance in California, or carriers with a rating of or equivalent to A:VIII by A.M.
20 Best Company and may be subject to such self-insurance or deductible as may be
21 approved by the Risk Manager. Any Contractors which Contractor may use in the
22 performance of services under this Contract shall be required to maintain insurance in
23 accordance with the requirements here in Section 13.

24 Contractor shall furnish the City with certificates of insurance and with
25 original endorsements affecting coverage as required above. The certificates and
26 endorsements for each insurance policy shall be signed by a person authorized by that
27 insurer to bind coverage on its behalf. Policies written on a "claims made" basis shall
28 provide for an extended reporting period of not less than One Hundred Eighty (180) days.

1 No claims made policies shall be acceptable to City unless the City Manager determines
2 that no occurrence policy is available in the market for the particular risk being insured.
3 Any modification or waiver of the insurance requirements contained in this Contract shall
4 only be made with the written approval of the Risk Manager in accordance with
5 established city policy.

6 SECTION 14. DRUG-FREE WORKPLACE.

7 Contractor shall comply with Government Code Sections 8350 et seq. and
8 29 CFR Part 98, in matters relating to providing a drug-free workplace including, but not
9 limited to, the following:

10 A. Publishing a statement notifying employees that unlawful
11 manufacture, distribution, dispensation, possession, or use of a controlled substance is
12 prohibited and specifying actions to be taken against employees for violations, as
13 required by Government Code Section 8355(a).

14 B. Establishing a Drug-Free Awareness Program as required by
15 Government Code Section 8355(b), to inform employees about all of the following:

- 16 1. The dangers of drug abuse in the workplace,
- 17 2. The person's or organization's policy of maintaining a drug-
18 free workplace;
- 19 3. Any available counseling, rehabilitation and employee
20 assistance programs, and
- 21 4. Penalties that may be imposed upon employees for drug
22 abuse violations.

23 C. Ensuring that every employee who provides services under this
24 Contract:

- 25 1. Will receive a copy of Contractor's drug-free policy statement,
26 and
- 27 2. Will agree to abide by the terms of Contractor's statement as
28 a condition of employment on this Contract:

1 Payments due Contractor may be subject to suspension or termination for
2 failure to carry out the requirements of Government Code Sections 8350 et seq. and 29
3 CFR Part 98, Debarment and Suspension; Drug Free Workplace. As provided in
4 Government Code Section 8357, the City shall not be required to ensure that Contractor
5 provides a drug-free workplace.

6 SECTION 15. NON-DISCRIMINATION.

7 In connection with performance of this Contract and as refined by
8 applicable federal laws, rules and regulations, Contractor shall not discriminate in
9 employment or in the performance of this Contract on the basis of race, religion, national
10 origin, color, age, sex, sexual orientation, gender identify, AIDS, HIV status, handicap, or
11 Disability.

12 It is the policy of the City to encourage the participation of Disadvantaged,
13 Minority and Women-Owned Business Enterprises in City's procurement process, and
14 Contractor agrees to use its best efforts to carry out this policy in the award of all
15 approved subcontracts to the fullest extent consistent with the efficient performance of
16 this Contract. Contractor may rely on written representations by Contractors regarding
17 their status. Contractor shall report to City in March and in September or, in the case of
18 short-term agreements, prior to invoicing for final payment, the names of all sub-
19 consultants engaged by Contractor for this Project and information on whether or not they
20 are a Disadvantaged, Minority or Women-Owned Business Enterprise, as defined in
21 Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

22 SECTION 16. CONFIDENTIALITY.

23 Contractor shall keep confidential all financial, operations, and performance
24 records relating to its performance of this Contract ("Data") and shall not disclosed the
25 Data or use the Data directly or indirectly other than in the course of services provided
26 hereunder. The obligation of confidentiality shall continue following expiration or earlier
27 termination of this Contract. In addition, Contractor shall keep confidential all information,
28 whether written or oral, or visual, obtained by any means whatsoever in the course of

1 Contractor's performance hereunder for the same period of time. Contractor shall not
2 disclose Data to any third party, nor use it for Contractor's own benefit or the benefit of
3 others without first obtaining the prior written authorization and consent of the City.

4 All Data and other information, in whatever form or medium, compiled or
5 prepared by Contractor in performing its services or furnished to Contractor by City shall
6 be the property of City and City shall have the unrestricted right to use or disseminate
7 same without payment of further compensation to Contractor. Copies of Contractor's
8 work product may be retained by Contractor for its own records.

9 SECTION 17. BREACH OF CONFIDENTIALITY.

10 Contractor shall not be liable for a breach of confidentiality with respect to
11 Data that:

12 (a) Contractor demonstrates Contractor knew prior to the time
13 City disclosed it; or

14 (b) Is or becomes publicly available without breach of this
15 Contract by Contractor; or

16 (c) A third party who has a right to disclose such information does
17 so to Contractor without restrictions on further disclosure; or

18 (d) Must be disclosed pursuant to subpoena, court order, state or
19 federal WIA rules and regulations, federal Department of Labor rules and
20 regulations, or the rules and regulations of any other governmental agency having
21 jurisdiction over WIA administration.

22 SECTION 18. NOTICES.

23 All notices required or given pursuant to the provisions hereof may be
24 served either by: (1) enclosing the same in a sealed envelope addressed to the party
25 intended to receive the same at the address indicated herein and deposited postage
26 prepaid, in the U.S. Postal Service as certified mail, return receipt requested, or (2)
27 personal service. Such notices shall be effective on the date personal service is effected
28 or the date of the signature on the return receipt. For the purposes hereof, the address of

1 the City and the proper party to receive any such notices on its behalf is the City
2 Manager, City Hall, 333 West Ocean Boulevard, Long Beach, California, 90802; and the
3 Contractor's address for service of any such notices shall be 853 W.17th Street, Costa
4 Mesa, CA 92627, attn: Mike Marriner, Telephone (949) 291-0988, Fax No. (949) 264-
5 9162.

6 SECTION 19. CONTRACT ADMINISTRATION.

7 The City Manager, or designee, is authorized and directed, for and on
8 behalf of the City, to administer this Contract and all related matters, and any decision of
9 the City Manager, or his designee, in connection herewith shall be final.

10 SECTION 20. CORPORATE STATUS.

11 If the Contractor is a corporation, Contractor shall, as a condition precedent
12 to the effectiveness of this Contract, submit to City proof of good standing of the
13 corporate status.

14 SECTION 21. ENTIRE AGREEMENT.

15 This document fully expresses all understandings of the parties concerning
16 all matters covered and shall constitute the total Agreement. Except for the adjustments
17 of Exhibits "A" and "B" as provided in Section 5 hereof, no addition to or alteration of the
18 terms of this Contract whether by written or oral understanding of the parties, their
19 officers, agents or employees shall be valid unless made in writing and formally adopted
20 in the same manner as this Contract.

21 SECTION 22. CAPTIONS AND ORGANIZATION.

22 The various headings and numbers herein and the grouping of the
23 provisions of this Contract into separate Sections, paragraphs and clauses are for the
24 purpose of convenience only and shall not be considered a part hereof, and shall have no
25 effect on the construction or interpretation of any part of this contract.

26 SECTION 23. TAX REPORTING.

27 As required by federal and state law, City is obligated to and will report the
28 payment of compensation to Contractor on Form 1099-Misc. Contractor shall be solely

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 responsible for payment of all federal and state taxes resulting from payments under this
2 Agreement. Contractor shall submit Contractor's Employer Identification Number (EIN),
3 or Contractor's Social Security Number if Contractor does not have an EIN, in writing to
4 City's Accounts Payable, Department of Financial Management. Contractor
5 acknowledges and agrees that City has no obligation to pay Contractor until Contractor
6 provides one of these numbers.

7 SECTION 24. AUTHORIZATION TO EXECUTE.

8 Contractor warrants and affirms to City that any and all persons signing this
9 Contract are authorized and empowered to so sign and that the execution of this Contract
10 by such person or persons does bind Contractor to all terms, covenants and conditions of
11 this Contract.

12 ///
13 ///
14 ///
15 ///
16 ///
17 ///
18 ///
19 ///
20 ///
21 ///
22 ///
23 ///
24 ///
25 ///
26 ///
27 ///
28 ///

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed with all the formalities required by law on the respective dates set forth opposite their signatures.

PRODUCTIONS
ROADTRIP NATION, a For-profit Corporation

Dated: 5/29/11, 2011

By [Signature]

Title Secretary

Dated: 5/29/11, 2011

By [Signature]

Title Co-Secretary

"Contractor"

CITY OF LONG BEACH, a municipal corporation
Assistant City Manager

Dated: 6-23, 2011

By [Signature]
City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

"City"

The foregoing Contract is hereby approved as to form this 10th day of June, 2011.

ROBERT E. SHANNON, City Attorney

By [Signature]
Deputy

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

Exhibit A

CSG

Dist. WIA 7/9/10

WIA SUBGRANT AGREEMENT

CITY OF LONG BEACH

REGISTRATION NO: K178665
MODIFICATION NO: NEW
SUBGRANTEE CODE: LBC

SUBGRANTOR: State of California
Employment Development Dept.
Workforce Services Division
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

SUBGRANTEE: CITY OF LONG BEACH
3447 ATLANTIC AVENUE
LONG BEACH, CA 90807

GOVERNMENTAL ENTITY: YES

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Subgrantor, and the CITY OF LONG BEACH, hereinafter the Subgrantee. The Subgrantee agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved WIA Local Plan for the above named Subgrantor filed with the Subgrantor pursuant to the Workforce Investment Act (WIA). This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

Funding Detail Chart
General Provisions and standards of Conduct
Title I-Y (WIA TITLE I YOUTH FORMULA)

Exhibit AA, pages 1 through 1
Exhibit BB, pages 1 through 14
Exhibit DD, pages 1 through 1

ALLOCATION(s):
The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL":
PRIOR AMOUNT: \$0.00
INCREASE/DECREASE: \$2,108,695.00
TOTAL: \$2,108,695.00

TERMS OF AGREEMENT:
From 04/01/2010 to 06/30/2012
Terms of Exhibits are as designated on each exhibit

PURPOSE: To initiate the PY 2010-11 WIA subgrant and incorporate WIA Youth formula funding under GC 301.

APPROVED FOR SUBGRANTOR (EDD) (By Signature)

APPROVED FOR SUBGRANTEE (By Signature)

for Agil C. Calos
Name and Title
MICHAELA IVASHENK
CHIEF
WORKFORCE SERVICES DIVISION

Patrick H. West
Name and Title
Patrick H. West
City Manager

I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein:

This Agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen. 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance:

Marsha Sutton
Signature of EDD Accounting Officer

for Kevin [Signature]
Signature of EDD Contract Officer

Budget item: 7100 Fund: 0869 Budgetary Attachment: YES
Chapter 001 Statutes: 2009 FY: 09/10

APPROVED AS TO FORM

June 17, 2010
ROBERTE SHANNON, City Attorney

By Gary J. Anderson
GARY J. ANDERSON
DEPUTY CITY ATTORNEY

WIA
SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

Exhibit AA
Page 1 of 1

SUBGRANTEE NAME: CITY OF LONG BEACH

SUBGRANT NO: K178665
MODIFICATION NO: NEW

I. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TITLE I-Y: YOUTH				
9610 WIA TITLE I YOUTH FORMULA (301) : 04/01/2010 to 06/30/2012 Prog/Element 61/ 00 Ref 101 Fed Catlg 417259	\$0.00	\$2,108,695.00	\$0.00	\$2,108,695.00
TOTAL TITLE I-Y	\$0.00	\$2,108,695.00	\$0.00	\$2,108,695.00
GRAND TOTAL:	\$0.00	\$2,108,695.00	\$0.00	\$2,108,695.00

All references are to the Workforce Investment Act of 1998, Title I, unless otherwise noted. For modifications purposes only. All other terms and conditions of this exhibit not included herein remain unchanged.

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 1 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

1. Compliance

In performance of this subgrant agreement, Subgrantee will fully comply with:

- a). The provisions of the Workforce Investment Act (WIA) and all regulations, legislation, directives, policies, procedures and amendments issued pursuant thereto.
- b). All State legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures, which implement the WIA.
- c). The provisions of Public Law 107-288, Jobs for Veterans Act, as the law applies to Department of Labor (DOL) job training programs
- d). Subgrantee will ensure diligence in managing programs under this subgrant agreement, including performing appropriate monitoring activities and taking prompt corrective action against known violations of the WIA. Subgrantee agrees to conform to the provisions of the WIA and the contract requirements as referenced in 29 CFR Part 95, Appendix A and 29 CFR, Part 97.36(i)(1-13).

This subgrant agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise and any other agreement between the parties hereto. This subgrant agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the Subgrantor and the Subgrantee. Subgrantee represents and warrants it is free to enter into and fully perform this subgrant agreement.

2. Certification/Assurances

Except as otherwise indicated, the following certifications apply to all Subgrantee's.

- a). Corporate Registration: The Subgrantee, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
- b). The Subgrantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to ADA. (42 U.S.C.12101 et seq.
- c). Sectarian Activities: The Subgrantee certifies that this subgrant agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- d). National Labor Relations Board: The Subgrantee (if not a public entity), by signing this subgrant agreement, does swear under penalty of perjury, that no more than one final unappeasable finding of contempt of court by a federal court has been issued against the Subgrantee within the immediately preceding two-year period because of Subgrantee's failure to comply with an order of a federal court, which orders the Subgrantee to comply with an order of the National Labor Relations Board (PCC10296).
- e). Prior Findings: Subgrantee, by signing this subgrant agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous subgrant agreement with the DOL or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.
- f). Drug-Free Workplace Certification: By signing this subgrant agreement the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California that the Subgrantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - (1). Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - (2). Establish a Drug-Free Awareness Program as required to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the person's or organization's policy of maintaining a drug-free workplace;
 - any available counseling, rehabilitation and employee assistance programs; and,
 - penalties that may be imposed upon employees for drug abuse violations.
 - (3). Every employee who works on this subgrant agreement will:
 - receive a copy of the company's drug-free policy statement; and,
 - agree to abide by the terms of the company's statement as a condition of employment on the subgrant/contract.
- g). Child Support Compliance Act: In accordance with the Child Support Compliance Act, the

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 2 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

Subgrantee recognizes and acknowledges:

- (1). The importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).
- h). Debarment and Suspension Certification: By signing this subgrant agreement, the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California that the Subgrantee will comply with regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98.510, that the prospective participant (i.e., grantee), to the best of its knowledge and belief, that it and its principals:
 - (1). Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transitions by any federal department or agency.
 - (2). Have not within a three-year period preceding this subgrant agreement been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - (3). Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in Section 2 of this certification.
 - (4). Have not within a three year period preceding this subgrant agreement had one or more public transactions (federal, state or local) terminated for cause of default.

Where the Subgrantee is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

- i). Lobbying Restrictions: By signing this subgrant agreement the Subgrantee hereby assures and certifies to the lobbying restrictions which are codified in the DOL regulations at 29 CFR Part 93.
 - (1). No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - (2). If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this subgrant agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - (3). The undersigned shall require that the language of the lobbying restrictions be included in the award documents for subgrant agreement transactions over \$100,000 (per OMB) at all tiers (including subgrant agreements, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all subrecipients shall certify and disclose accordingly.
 - (4). This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

j). Priority Hiring Considerations:

If this subgrant includes services in excess of \$200,000, the Subgrantee shall give priority consideration in filling vacancies in positions funded by the subgrant to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with Public Contract Code 10353.

k). Sweatfree Code of Conduct:

- 1). All Subgrantees contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 3 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Subgrantee further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

- 2). The Subgrantee agrees to cooperate fully in providing reasonable access to the subgrantees' records, documents, agents or employees, or premises if reasonably required by authorized officials of the Subgrantor, the Department of Industrial Relations, or the Department of Justice to determine the subgrantees' compliance with the requirements under paragraph a of the Sweatfree Code of Conduct.
- 1). Unenforceable Provision: In the event that any provision of this subgrant agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this subgrant agreement have force and effect and shall not be affected hereby.
- m). Nondiscrimination Clause
 - 1). The conduct of the parties to this subgrant agreement will be in accordance with Title VI of the Civil Rights Act of 1964, and the Rules and Regulations promulgated there under and the provisions of WIA, Section 188.
 - (a). As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements that grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.
 - (b). This Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the subgrant agreement.
 - (c). This Subgrantee agrees to conform to nondiscrimination provisions of the WIA and other federal nondiscrimination requirements referenced in 29 CFR, Part 37.

n). Indemnification:

- 1). The following provision applies only if the Subgrantee is a governmental entity:

Pursuant to the provision of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.
- 2). The following provision applies only if the Subgrantee is a non-governmental entity:

The Subgrantee agrees to the extent permitted by law, to indemnify, defend and save harmless the Subgrantor, its officers, agents and employees from any and all claims and

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 4 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

losses accruing or resulting to any and all contractors, subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Subgrantee in the performance of this subgrant agreement.

Failure to comply with all requirements of the certifications in Section 2 may result in suspension of payment under this subgrant agreement or termination of this subgrant agreement or both, and the Subgrantee may be ineligible for award of future state subgrant agreements/contracts if the department determines that any of the following has occurred: (1) false information on the certifications, or (2) violation of the terms of the certifications by failing to carry out the requirements as noted above.

o). 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 States, the compensation levels for programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

The incurrence of costs and receiving reimbursement for these costs under this award certifies that your organization has read the above special condition and is in compliance.

p). Clean Air and Water Act:

For subgrants in excess of \$100,000, compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 {h}); Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 CFR 15, revised as of July 1, 1989).

3. Standards of Conduct

The following standards apply to all Subgrantees.

- a). General Assurance: Every reasonable course of action will be taken by the Subgrantee in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This subgrant agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. Subgrantee agrees to conform to the nondiscrimination requirements as referenced in WIA, Section 188.
- b). Avoidance of Conflict of Economic Interest: An executive or employee of the Subgrantee, an elected official in the area or a member of the Local Board, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the Subgrantee or Subgrantor: Supplies, materials, equipment or services purchased with subgrant agreement funds will be used solely for purposes allowed under this subgrant agreement. No member of the Local Board will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member (or immediate family of the member) or any business or organization which the member directly represents.

4. Coordination

Subgrantee will, to the maximum extent feasible, coordinate all programs and activities supported under this part with other programs under the WIA, including the Wagner-Peyser Act, Title 38 of the United States Code, and other employment and training programs at the state and local level.

Subgrantee will consult with the appropriate labor organizations and/or employer representatives in the design, operation or modification of the programs under this subgrant agreement.

5. Subcontracting

- a). Any of the work or services specified in this subgrant agreement which will be performed by other than by the Subgrantee will be evidenced by a written agreement specifying the terms and conditions of such performance.
- b). The Subgrantee will maintain and adhere to an appropriate system, consistent with federal,

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 5 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

state and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.

- c). The system for awarding contracts will contain safeguards to insure that the Subgrantee does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

6. Insurance

Except for city and county governmental entities, Subgrantees must provide the Subgrantor evidence of the coverage specified in a, b, c and d below. The evidence of coverage shall include the registration number of the subgrant agreement for identification purposes.

- a). Subgrantee will obtain a fidelity bond in an amount of not less than _____, prior to the receipt of funds under this subgrant agreement. If the bond is canceled or reduced, Subgrantee will immediately so notify the Subgrantor. In the event the bond is canceled or revised, the Subgrantor will make no further disbursements until it is assured that adequate coverage has been obtained.
- b). Subgrantee will provide general liability insurance with a combined limit of \$1,000,000 or public liability and property damage coverage with a combined limit of not less than \$1,000,000.
- c). Subgrantee will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the Subgrantee or its agents in performance of this subgrant agreement, or, in the event that the Subgrantee will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this subgrant agreement, Subgrantee will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.
- d). Subgrantee will provide Worker's Compensation Insurance, which complies with provisions of the California Labor Code, covering all employees of the Subgrantee and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the California Labor Code) for Worker's Compensation.
- e). The Subgrantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this subgrant agreement, verifying the insurance requirements have been complied with. The coverage noted in b and c above must contain the following clauses:
- (1). Insurance coverage will not be canceled or changed unless 30 days prior to the effective date of cancellation or change written notice is sent by the Subgrantee to:

Employment Development Department
WIA - Financial Management Unit
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001
 - (2). State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this subgrant agreement are concerned.
 - (3). The State of California is not responsible for payment of premiums or assessments on this policy

7. Resolution

A county, city, district or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of this subgrant agreement. Preferably resolutions should authorize a designated position rather than a named individual.

8. Funding

It is mutually understood between the parties that this subgrant agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the subgrant agreement was executed after that determination was made.

This subgrant agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate state fiscal years covered by this subgrant agreement for the purposes of this program and; (2) sufficient funds available to the state by the United States Government for the fiscal years covered by this subgrant agreement for the purposes of this program. In addition, this subgrant agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 6 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

Congress and Legislature which may affect the provisions, terms, or funding of this subgrant agreement in any manner.

- a). At the expiration of the terms of this subgrant agreement or upon termination prior to the expiration of this subgrant agreement, funds not obligated for the purpose of this subgrant agreement will be immediately remitted to the Subgrantor, and no longer available to the Subgrantee.
- b). The Subgrantor retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the Subgrantee is given prompt notice and the opportunity for an informal review of the Subgrantor's decision. The Chief Deputy Director or his designee will perform this informal review and will issue the final administrative decision within 60 days of receiving the written request for review. Failure on the part of the Subgrantee or a Subcontractor of the Subgrantee to comply with the provisions of this subgrant agreement, or with the WIA or regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds.
- c). The local Chief Elected Official (CEO) of a unit of general local government designated as a Local Workforce Investment Area (LWIA) shall be liable to the EDD for all funds not expended in accordance with WIA, and shall return to the EDD all of those funds. If there is more than one unit of general local government in a LWIA, the CEO(s) will be the individual(s) designated under an agreement executed by the CEO(s) of the local units of government. The CEO(s) designated under the agreement shall be liable to the EDD for all funds not expended in accordance with the WIA, and shall return to the EDD all of those funds.

9. Accounting and Cash Management

- a). Subgrantee will comply with controls, record keeping and fund accounting procedure requirements of WIA, federal and state regulations and directives to ensure the proper disbursement of, and accounting for, program funds paid to the Subgrantee and disbursed by the Subgrantee, under this subgrant agreement.
- b). Subgrantee will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any sub-contracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in suspending cash draw down privileges and providing funds through a reimbursement process.
- c). The Subgrantor retains the authority to adjust specific amounts of cash requested if the Subgrantor's records and subsequent verification with the Subgrantee indicate that the Subgrantee has an excessive amount of cash in its account.
- d). Income (including interest income) generated as a result of the receipt of WIA activities, will be utilized in accordance with policy and procedures established by the Subgrantor. Subgrantee will account for any such generated income separately.
- e). Subgrantee shall not be required to maintain a separate bank account but shall separately account for WIA funds on deposit. All funding under this subgrant agreement, will be made by check or wire transfer payable to the Subgrantee for deposit in Subgrantee's bank account or city and county governmental bank accounts. To provide for the necessary and proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the Subgrantee. The Subgrantor will have a lien upon any balance of WIA funds in these accounts, which will take priority over all other liens or claims.

10. Amendments

This subgrant agreement may be unilaterally modified by the Subgrantor under the following circumstances:

- a). There is an increase or decrease in federal or state funding levels.
- b). A modification to the Subgrant is required in order to implement an adjustment to a Subgrantee's plan.
- c). Funds awarded to the Subgrantee have not been expended in accordance with the schedule included in the approved Subgrantee's plan. After consultation with the Subgrantee, the Subgrantor has determined that funds will not be spent in a timely manner, and such funds are for that reason to the extent permitted by and in a manner consistent with state and federal law, regulations and policies, reverting to the Subgrantor.
- d). There is a change in state and federal law or regulation requiring a change in the provisions of this subgrant agreement.
- e). An amendment is required to change the Subgrantees' name as listed on this subgrant agreement. Upon receipt of legal documentation of the name change the state will process the amendment. Payment of invoices presented with a new name cannot be paid prior to

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 7 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

approval of said amendment.

Except as provided above, this subgrant agreement may be amended only in writing by the mutual agreement of both parties.

11. Reporting

Subgrantee will compile and submit reports of activities, expenditures, status of cash and closeout information by the specified dates as prescribed by the Subgrantor. All expenditure reports must be submitted upon the accrual basis of accounting. Failure to adhere to the reporting requirements of this agreement will result in funds not being released.

12. Termination

This subgrant agreement may be terminated in whole or in part for either of the two following circumstances:

- a). Termination for Convenience - Either the Subgrantor or the Subgrantee may request a termination, in whole or in part, for convenience. The Subgrantee will give a ninety- (90) calendar-day advance notice in writing to the Subgrantor. The Subgrantor will give a ninety (90) calendar-day advance notice in writing to the Subgrantee.
- b). Termination for Cause - The Subgrantor may terminate this subgrant agreement in whole or in part when it has determined that the Subgrantee has substantially violated a specific provision of the WIA regulations or implementing state legislation and corrective action has not been taken.
 - (1). All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the Subgrantee will be addressed to:

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

Notices to the Subgrantor will be addressed to:

Employment Development Department
Workforce Services Division
Financial Management Unit
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

13. Records

- a). If participants are served under this subgrant agreement, the Subgrantee will establish a participant data system as prescribed by the Subgrantor.
- b). Subgrantee will retain all records pertinent to this subgrant agreement for a period of three years from the date of final payment of this subgrant agreement. If, at the end of three years, there is litigation or an audit involving those records, the Subgrantee will retain the records until the resolution of such litigation or audit.
Refer to 29 CFR, Part 97.42(b)(2) or 29 CFR, Part 95.53(b)(1).
- c). The Subgrantor and/or the U. S. DOL, or their designee (refer to 29 CFR, Part 95.48(d) or 29 CFR Part 97.36(i)(10)) will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this subgrant agreement. For purposes of this section, "access to" means that the Subgrantee shall at all times maintain within the State of California a complete set of records and documents related to programs funded by this agreement. The Subgrantee shall comply with this requirement regardless of whether it ceases to operate or maintain a presence within the State of California before the expiration of the subgrant. Subgrantee's performance under the terms and conditions herein specified will be subject to an evaluation by the Subgrantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

14. Audits

- a). The Subgrantee will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. All governmental and non-profit organizations must follow the audit requirements of OMB (single audit or program-specific audit requirement) Circular A-133 (29 CFR 97.26 and 29 CFR 95.26).

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 8 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

- b). The Subgrantee and/or auditors performing monitoring or audits of the Subgrantee or its sub-contracting service providers will immediately report to the Subgrantor any incidents of fraud, abuse or other criminal activity in relation to this subgrant agreement, the WIA, or its regulations.

15. Disallowed Costs

Except to the extent that the state determines it will assume liability, the Subgrantee will be liable for and will repay, to the Subgrantor, any amounts expended under this subgrant agreement found not to be in accordance with WIA including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the WIA.

16. Conflicts

- a). Subgrantee will cooperate in the resolution of any conflict with the U. S. DOL that may occur from the activities funded under this agreement.
- b). In the event of a dispute between the Subgrantor and the Subgrantee over any part of this subgrant agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Subgrantor and the Subgrantee. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

17. Grievances and Complaint System

Subgrantee will establish and maintain a grievance and complaint procedure in compliance with the WIA, federal regulations and state statutes, regulations and policy.

18. Property

All property, whether finished or unfinished documents, data, studies and reports prepared or purchased by the Subgrantee under this subgrant agreement, will be disposed of in accordance with the direction of the Subgrantor. In addition, any tools and/or equipment furnished to the Subgrantee by the Subgrantor and/or purchased by the Subgrantee with funds pursuant to this subgrant agreement will be limited to use within the activities outlined in this subgrant agreement and will remain the property of the United States Government and/or the Subgrantor. Upon termination of this subgrant agreement, Subgrantee will immediately return such tools and/or equipment to the Subgrantor or dispose of them in accordance with the direction of the Subgrantor.

19. Intellectual Property Provisions

a). Federal Funding

In any subgrant funded in whole or in part by the federal government, Subgrantor may acquire and maintain the Intellectual Property rights, title, and ownership, which result directly or indirectly from the subgrant, except as provided in 37 Code of Federal Regulations part 401.14. However, pursuant to 29 CFR section 97.34 the federal government shall have a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

b). Ownership

- (1). Except where Subgrantor has agreed in a signed writing to accept a license, Subgrantor shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement.
- (2). For the purposes of this subgrant agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will, any data or information maintained, collected or stored in the ordinary course of business by Subgrantor, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
- (a). For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they

are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos, computer software and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. "Works" does not include articles submitted to peer review or reference journals or independent research projects.

- (3). In the performance of this subgrant agreement, Subgrantee may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this subgrant agreement. In addition, under this subgrant agreement, Subgrantee may access and utilize certain of Subgrantor's intellectual property in existence prior to the effective date of this subgrant agreement. Except as otherwise set forth herein, Subgrantee shall not use any of Subgrantor's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of Subgrantor. Except as otherwise set forth herein, neither the Subgrantee nor Subgrantor shall give any ownership interest in or rights to its Intellectual Property to the other Party. If, during the term of this subgrant agreement, Subgrantee accesses any third-party Intellectual Property that is licensed to Subgrantor. Subgrantee agrees to abide by all license and confidentiality restrictions applicable to Subgrantor in the third-party's license agreement.
- (4). Subgrantee agrees to cooperate with Subgrantor in establishing or maintaining Subgrantor's exclusive rights in the Intellectual Property, and in assuring Subgrantor's sole rights against third parties with respect to the Intellectual Property. If the Subgrantee enters into any agreements or subcontracts with other parties in order to perform this subgrant agreement, Subgrantee shall require the terms of the agreement(s) to include all Intellectual Property provisions of paragraph nineteen a) through nineteen i). Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to Subgrantor all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, subgrantee or subgrantor and which result directly or indirectly from this subgrant agreement or any subcontract.
- (5). Pursuant to paragraph nineteen (b) (4) of the Intellectual Property Provisions in Exhibit BB to this subgrant agreement, the requirement for the Subgrantee to include all Intellectual Property Provisions of paragraph nineteen a) through nineteen i) of the Intellectual Property Provisions in all agreements and subcontracts it enters into with other parties does not apply to subgrant agreements or subcontracts that are for customized and on-the-job training as authorized under 20 CFR 663.700-730.
- (6). Subgrantee further agrees to assist and cooperate with Subgrantor in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce Subgrantor's Intellectual Property rights and interests.

c). Retained Rights / License Rights

- (1). Except for Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement, Subgrantee shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this subgrant agreement. Subgrantee hereby grants to Subgrantor, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of Subgrantee's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this subgrant, unless Subgrantee assigns all rights, title and interest in the Intellectual Property as set forth herein.
- (2). Nothing in this provision shall restrict, limit, or otherwise prevent Subgrantee from using any ideas, concepts, know-how, methodology or techniques related to its performance under this subgrant agreement, provided that Subgrantee's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of Subgrantor or third party, or result in a breach or default of any provisions of paragraph nineteen a) through nineteen i) or result in a breach of any provisions of law relating to confidentiality.

d). Copyright

- (1) Subgrantee agrees that for purposes of copyright law, all works (as defined in Ownership, paragraph nineteen (b) (2) (a) of authorship made by or on behalf of

Subgrantee in connection with Subgrantee's performance of this subgrant agreement shall be deemed "works made for hire." Subgrantee further agrees that the work of each person utilized by Subgrantee in connection with the performance of this subgrant agreement will be a "work made for hire," whether that person is an employee of Subgrantee or that person has entered into an agreement with Subgrantee to perform the work. Subgrantee shall enter into a written agreement with any such person that: (i) all work performed for Subgrantee shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to Subgrantor to any work product made, conceived, derived from or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement. Refer to 29 CFR, Part 95, Appendix A 5 or Part 97.34.

- (2) All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this subgrant agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement may not be reproduced or disseminated without prior written permission from Subgrantor.

e). Patent Rights

With respect to inventions (refer to 29 CFR, 97.36(i)(8)) made by Subgrantee in the performance of this subgrant agreement, which did not result from research and development specifically included in the Subgrant's scope of work, Subgrantee hereby grants to Subgrantor a license as described under paragraph nineteen c) for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the subgrant agreement's scope of work, then Subgrantee agrees to assign to Subgrantor, without additional compensation, all its right, title and interest in and to such inventions and to assist Subgrantor in securing United States and foreign patents with respect thereto.

f). Third-Party Intellectual Property

Except as provided herein, Subgrantee agrees that its performance of this subgrant agreement shall not be dependent upon or include any Intellectual Property of Subgrantee or third party without first: (i) obtaining Subgrantor's prior written approval; and (ii) granting to or obtaining for Subgrantor's, without additional compensation, a license, as described in paragraph nineteen c), for any of Subgrantee's or third-party's Intellectual Property in existence prior to the effective date of this subgrant agreement. If such a license upon these terms is unattainable, and Subgrantor determines that the Intellectual Property should be included in or is required for Subgrantee's performance of this subgrant agreement, Subgrantee shall obtain a license under terms acceptable to Subgrantor.

g). Warranties

(1). Subgrantee represents and warrants that:

- (a). It has secured and will secure all rights and licenses necessary for its performance of this subgrant agreement.
- (b). Neither Subgrantee's performance of this subgrant agreement, nor the exercise by either Party of the rights granted in this subgrant agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There are currently no actual or threatened claims by any such third party based on an alleged violation of any such right by Subgrantee.
- (c). Neither Subgrantee's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
- (d). It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors.
- (e). Of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites locations, property or props that may be used or shown.
- (f). It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to Subgrantor in this subgrant agreement.

- (g). It has appropriate systems and controls in place to ensure that state and federal funds will not be used in the performance of this subgrant agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- (h). It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Subgrantee's performance of this subgrant agreement.

- (2). SUBGRANTOR MAKES NO WARRANTY, THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS SUBGRANT AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

h). Intellectual Property Indemnity

- (1). Subgrantee shall indemnify, defend and hold harmless Subgrantor and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnities") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the Indemnities may be subject, whether or not Subgrantee is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Subgrantee pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of Subgrantor's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this subgrant agreement. Subgrantor reserves the right to participate in and/or control, at Subgrantee's expense, any such infringement action brought against Subgrantor.
- (2). Should any Intellectual Property licensed by the Subgrantee to Subgrantor under this subgrant agreement become the subject of an Intellectual Property infringement claim, Subgrantee will exercise its authority reasonably and in good faith to preserve Subgrantor's right to use the licensed Intellectual Property in accordance with this subgrant agreement at no expense to Subgrantor. Subgrantor shall have the right to monitor and appear through its own counsel (at Subgrantee's expense) in any such claim or action. In the defense or settlement of the claim, Subgrantee may obtain the right for Subgrantor to continue using the licensed Intellectual Property or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, Subgrantor may be entitled to a refund of all monies paid under this subgrant agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3). Subgrantee agrees that damages alone would be inadequate to compensate Subgrantor for breach of any term of these Intellectual Property provisions of paragraph nineteen a) through nineteen i) by Subgrantee. Subgrantee acknowledges Subgrantor would suffer irreparable harm in the event of such breach and agrees Subgrantor shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

i). Survival

The provisions set forth herein shall survive any termination or expiration of this subgrant agreement or any project schedule.

20. Confidentiality Requirements

The State of California and the Subgrantee will exchange various kinds of information pursuant to this subgrant agreement. That information will include data, applications, program files, and information about specific clients receiving services. These data and information are confidential when they define an individual or an employing unit or when the disclosure is restricted or prohibited by any provision of law. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 12 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

Development Department, the California Department of Social Services, the California Department of Education, the California Department of Corrections, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges, the Department of Alcohol and Drug Programs, and individuals requesting program services.

The Subgrantor and Subgrantee agree that:

- a). Each party shall keep all confidential information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
- b). Each party shall provide security sufficient to ensure protection of confidential information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect this information from reasonable unanticipated threats to the security or confidentiality of the information.
- c). The Subgrantee agrees that information obtained under this subgrant agreement will not be reproduced, published, sold or released in original or in any other form for any purpose other than those specifically identified in this agreement.
 - i. Aggregate Summaries: All reports and/or publications developed by the Subgrantee based on data obtained under this agreement shall contain confidential data in aggregated or statistical summary form only. "Aggregated" refers to a data output that does not allow identification of an individual or employer unit.
 - ii. Publication: Prior to publication, Subgrantee shall carefully analyze aggregated data outputs to ensure the identity of individuals and/or employer units cannot be inferred pursuant to Unemployment Insurance Code section 1094(c). Personal identifiers must be removed. Geographic identifiers should be specified only in large areas and as needed, and variables should be recorded in order to protect confidentiality.
 - iii. Minimum Data Cell Size: The minimum data cell size or derivation thereof shall be three participants for any data table released to outside parties or to the public.
- d). Each party agrees that no disaggregate data, identifying individuals or employers, shall be released to outside parties or to the public.
- e). The Subgrantee shall notify Subgrantor's Information Security Office of any actual or attempted information security incidents, within 24 hours of initial detection, by telephone at (916) 654-6231. Information Security Incidents include, but are not limited to, any event (intentional or unintentional), that causes the loss, damage, or destruction, or unauthorized access, use, modification, or disclosure of information assets.

The Subgrantee shall cooperate with the Subgrantor in any investigations of security incidents. The system or device affected by an information security incident and containing confidential data obtained in the administration of this program shall be immediately removed from operation upon confidential data exposure or a known security breach. It shall remain removed from operation until correction and mitigation measures are applied.

If the Subgrantee learns of a breach in the security of the system which contains confidential data obtained under this Subgrant, then the Subgrantee must provide notification to individuals pursuant to Civil Code section 1798.82.
- f). The Subgrantee shall provide for the management and control of physical access to information assets (including personal computer systems, computer terminals, mobile computing devices, and various electronic storage media) used in performance of this Subgrant. This shall include, but is not limited to, security measures to physically protect data, systems, and workstations from unauthorized access and malicious activity; the prevention, detection, and suppression of fires; and the prevention, detection, and minimization of water damage.
- g). At no time will confidential data obtained pursuant to this agreement be placed on a mobile computing device, or on any form of removable electronic storage media of any kind unless the data are fully encrypted.
- h). Each party shall provide its employees with access to confidential information with written instructions fully disclosing and explaining the penalties for unauthorized use or disclosure of confidential information found in section 1798.55 of the Civil Code, section 502 of the Penal Code, section 2111 of the Unemployment Insurance Code, section 10850 of the Welfare and Institutions Code and other applicable local, state and federal laws.
- i). Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
- j). Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 13 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.

- k). If the Subgrantor or Subgrantee enters into an agreement with a third party to provide WIA services, the Subgrantor or Subgrantee agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor(s), service providers, or employees.
- l). The Subgrantee may, in its operation of the One-Stops, permit a One-Stop Operator to enter into a subcontract to manage confidential information. This subcontract may allow an individual to register for resume-distribution services at the same time the individual enrolls in CalJOBS. Subgrantee shall ensure that all such subcontracts comply with the intellectual property requirements of paragraph 19 of this Subgrant, the confidentiality requirements of paragraph 20 of this Subgrant and any other terms of this Subgrant that may be applicable. In addition, the following requirements must be included in the subcontracts:
- (1) All client information submitted over the Internet to the subcontractor's databases must be protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption. Clients' social security numbers must be stored in a separate database within the subcontractor's network of servers, and protected by a firewall and a secondary database server firewall or AES data encryption. If a subcontractor receives client social security numbers or other confidential information in the course of business, for example a resume-distribution service that provides enrollment in CalJOBS, social security numbers must be destroyed within two days after the client registers for CalJOBS. If a subcontractor obtains confidential information as an agent of the subgrantee, the subcontract must specifically state the purpose for the data collection and the term of records retention must be stated, and directly related, to the purpose and use of the information. In accordance with 29 Code of Federal Regulations 97.42, social security numbers and other client specific information shall not be retained for more than three years after a client completes services. The subgrantee should extend this period, only if any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year retention period. In this case the records should be maintained until completion of the action and resolution of all issues arising from it, or until the close of the three-year retention period, whichever is later. (29 CFR sec. 97.42 (b)(2).)
 - (2) Client information (personal information that identifies a client such as name and social security number) and/or demographic information of a client (such as wage history, address, and previous employment) shall not be used as a basis for commercial solicitation during the time the client or agency is using the subcontractor's services. Client information and/or demographic information shall not be used for any purposes other than those specific program purposes set forth in the subcontract.
 - (3) A One-Stop client must still be given the option to use the One-Stop's services, including CalJOBS, even if he or she chooses not to use any services of the subcontractor. This option shall be prominently, clearly, and immediately communicated to the client upon registration within the One-Stop or for CalJOBS, the subcontractor's resume-distribution services, or any other services subcontractor offers to the client or the One-Stop Operator.
 - (4) The subcontractor must clearly disclose all of its potential and intended uses of the client's personal and/or demographic information for the services the clients seeks and for any other services the subcontractor offers. The subcontractor shall not use a client's personal and/or demographic information without the client's prior permission. A link to the subcontractor's Privacy Policy shall appear prominently on the registration screens that list the potential and intended uses of the client's personal and/or demographic information.
 - (5) When the Subgrantor modifies State automated systems such as the State CalJOBS System, it shall provide reasonable notice of such changes to the Subgrantee. The Subgrantee shall be responsible to communicate such changes to the One-Stop Operator(s) in the local area.
- m). Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation. As of this date, the following are those individuals:

FOR THE SUBGRANTOR

Name: Elizabeth J. Clingman
Title: Section Manager
Address: P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001
Telephone: (916) 654-9699

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

Exhibit BB
Page 14 of 14
SUBGRANT NO: K178665
MODIFICATION NO: NEW

Fax: (916) 654-9586

FOR THE SUBGRANTEE

Name: Bryan S. Rogers
Title: Executive Director
Telephone: 562-570-3701
Fax: 562-570-3704

21. Signatures

This subgrant agreement is of no force and effect until signed by both of the parties hereto.
Subgrantee will not commence performance prior to the beginning of this subgrant agreement.

Revised October 2007

EXHIBIT COVER SHEET

SUBGRANT NO: K178665
MODIFICATION NO: 00

EXHIBIT DD
Page 1 OF 1

SUBGRANTEE: CITY OF LONG BEACH
FUNDING SOURCE: WIA TITLE I YOUTH FORMULA 301

TERM OF THESE FUNDS: 04/01/2010 TO: 06/30/2012

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this action is to initiate this Local Workforce Investment Area's (LWIA) new Program Year (PY) 2010-11 Workforce Investment Act (WIA) Title I subgrant agreement and to incorporate WIA Youth formula funding into Grant Code (GC) 301. The amount in GC 301 represents this LWIA's entire youth formula allocation for PY 2010-11. The term dates for these funds is April 1, 2010 to June 30, 2012.

The LWIA will operate the WIA program in accordance with the approved Workforce Investment Plan on file in the Workforce Services Division of the Employment Development Department, P.O. Box 826880, MIC 50, Sacramento, CA 92480-0001.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIA (3/2000)

Exhibit B
Pacific Gateway Workforce Investment Network
SCOPE OF WORK
CAREER EXPLORATION AND YOUTH ENGAGEMENT

VENDOR: Roadtrip Productions
(Hereinafter referred to as "Vendor")

TERM: November 4, 2010 – September 30, 2011

AMOUNT: Not to Exceed \$130,000

ABSTRACT: Provide career exploration and youth engagement to Pacific Gateway participants

This project is partly funded by the American Recovery and Reinvestment Act (ARRA) and administered by the Pacific Gateway Workforce Investment Network (Network), an administrative entity of the City of Long Beach. Pacific Gateway will provide overall project management and oversight in collaboration with the project partners. Roadtrip Productions, herein after referred to as Vendor, shall administer the services described in this agreement.

A. PROJECT SUMMARY

See Exhibit B.1. Proposed project deliverables may change according to specific program requirements.

B. PROGRAM PERFORMANCE REQUIREMENTS

Vendor must maintain documentations relative to the project activities coordinated and provided to businesses. Vendor must submit to Pacific Gateway a summary of all project activities. If Vendor cannot fulfill the obligations of this agreement, the Vendor must notify Pacific Gateway's Program Manager in writing immediately.

C. TECHNICAL ASSISTANCE & MANDATORY MEETINGS

Network shall provide program and administrative assistance to Vendor to ensure that project goals are met. This includes grant overview and technical assistance. Vendor will be required to participate as an active and vested partner in mandatory meetings, trainings, and staff development sessions.

D. FINANCIAL REPORTING/INVOICING

Payments will be based upon the satisfactory achievement of the agreement and payment benchmarks and/or availability of funds. Vendor will ensure invoices are accurate and submitted on 15th of each month, or as agreed upon. The Pacific Gateway

Workforce Investment Network, 3447 Atlantic Avenue, Long Beach CA 90807,
Attention: Marian Young

E. GENERAL INFORMATION:

1. Unallowable Activities and Costs

The Vendor shall comply with the following guidelines per WIA, or reimbursement may be disallowed:

1. Political Activities: No financial assistance may be provided for any program, which involves political activities.
2. Maintenance of Effort:
 - a. No currently employed worker shall be displaced by any participant (including partial displacement, such as a reduction in hours or non-overtime work, wages or employment benefits).
 - b. No WIA funds are to be used to assist, promote, or deter union organizing.
 - c. No program shall impair existing contracts for services or collective bargaining agreements without the written concurrence of the labor organization and employer concerned.
 - d. No participant shall be employed or job opening filled when (1) any other individual is on layoff from the same or any substantially equivalent job, or (2) when the employer has terminated employment with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this contract.
 - e. No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
 - f. No person or organization may charge an individual a fee for the placement or referral of such individuals in or to a training program funded under this Act.

2. WIA Contract Clauses

Vendor shall administer contract within the policies and procedures mandated by the Workforce Investment Act of 1998 and the Pacific Gateway Workforce Investment Network and agrees to comply with the following WIA contract clauses, as applicable, during the duration of the contract period:

1. Compliance with awarding agency requirement and/or regulations related to patent rights, copyrights, and rights in data;

2. Maintenance of records for 7 years;
3. The Equal Employment Opportunity Act provisions;
4. The Americans with Disabilities Act of 1990;
5. The Contract Work Hours and Safety Standards Act;
6. The Clean Air Act and Environmental Protection Agency regulations;
7. The Energy Policy Conservation Act;
8. The Bryd Anti-Lobbying Amendment;
9. The Debarment and Suspension requirements;
10. The Copeland "Anti-Kickback" Act;
11. The Davis-Bacon Act.

3. Administrative Dispute Resolution

The Pacific Gateway Workforce Investment Network and Subcontractor will communicate openly and directly to resolve any problems or disputes related to completing the contract in a cooperative manner and at the lowest level of intervention possible. Should information resolution efforts fail, the dispute shall be referred to the Chair of the Pacific Gateway Workforce Investment Network's Board who shall place the dispute upon the agenda of a regular or special meeting of the Executive Committee. The Executive Committee decision will be the final administrative decision.

4. Nepotism

Subcontractor may not hire, directly or through an employing agency, a person in an administrative capacity, staff position, or on-the-job training position funded under the Act if a member of that person's immediate family is engaged in an administrative capacity for that Subcontractor.

Immediate family is defined as a wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.

F. GENERAL PROVISIONS OF ARRA

Veterans' Priority Provisions: ARRA funds, as with the WIA funds that they supplement, funded by the U.S. Department of Labor, are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. In addition, in accepting these ARRA funds, the Subgrantee assures that they will comply with the Veterans' Priority Provisions established by the Jobs for Veterans Act (38 USC 4215).

Wage Rate Requirements: Subject to further clarification issued by the Office of Management and Budget and notwithstanding any other provision of law and in a manner consistent with other provisions of the ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Subgrantor pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 16064)

Whistleblower Protection: Each Subgrantee and their subrecipients awarded funds made available under the ARRA shall promptly refer to the Grantor Office of Inspector General any credible evidence that a principal, employee, agent, contractor, subrecipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

Buy American – Use of American Iron, Steel, and Manufactured Goods: None of the funds appropriated or otherwise made available by the ARRA may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States. See ARRA Section 1605 – Buy American Requirements. **Note:** WIA Title I prohibition on construction, in accordance with 20 CFR 667.660, remains applicable to Subgrantees.

G. PAYMENT SCHEDULE

Please consider the deliverables for payment. Payment schedule may vary depending on program/project timeline.



The Pacific Gateway Workforce Investment Board & Roadtrip Nation

Concept Paper

- A. Background
- B. Social Context
- C. The Roadtrip Nation Experience
- D. Roadtrip Nation and The Pacific Gateway Workforce Investment Board
 - 1) Youth Roadtrip Programs (Summer & Fall, 2010)
 - 2) RTN Film Screening Events
 - Introductory Events (4)
 - Culminating Event (1)
 - 3) Youth Media Production Resources
 - 4) Professional Content Production
 - 5) Program Training and Resources
- E. Timeline
- F. Costs
- G. Budget Baselines

A. BACKGROUND

Roadtrip Nation is an independent organization that empowers young people to define their own roads in life through resources such as its annual PBS television series, live campus events, nationally-publicized books, multi-media online content, and innovative educational resources.

Its roots go back to 2001 when recent grads Mike Marriner, Brian McAllister and Nathan Gebhard decided to take a roadtrip in hopes of discovering their place in the world. The idea for the roadtrip was simple: if you don't know what to do with your life, go out and talk to people who are doing what they love and ask them how they got there. The trio hit the road in a mechanically unsound green RV, and three months and 17,000 miles later had interviewed an eclectic group of 85 individuals including the chairman of Starbucks, the scientist who decoded the human genome, Supreme Court Justice Sandra Day O'Connor, a lobsterman from Maine, the director of Saturday Night Live, social-activists, photographers, mechanics and over 77 others who connected their passions with their work to live out meaningful lives. Their trip was chronicled in Forbes Magazine, which resulted in a book deal with Random House and eventual coverage through NBC's Today Show, CBS's Early Show, Carson Daily Show, CNN News, BBC News, Newsweek, Esquire, Outside, USA Today, CBS News, and several other national media outlets that launched Roadtrip Nation on an international scale.

During the publicity campaign and public speaking engagements surrounding the book launch, it became clear that rather than simply reading their book, youth across the country wanted to hit the road, meet with their own list of Leaders, and explore the world for themselves.

To meet this need, in 2003 Marriner, McAllister, and Gebhard created Roadtrip Nation, an organization dedicated to helping youth build this experience first hand. Through its "Behind the Wheel" program and its Indie-Roadtrip network, Roadtrip Nation offers financial and logistical support to enable students to hit the road and interview their own list of Leaders from across the country.

Roadtrip Nation has helped thousands of young people to build their own roadtrip experiences, and has then shared those learnings with millions of others through multimedia content productions and events including:

- » Annual PBS series, broadcasted in over 80,000,000 homes (in its 6th season)
- » 3 nationally-released books
- » 100 live campus events each year
- » Online video content (MSN, PBS.org, Current TV, www.roadtripnation.com)

Roadtrip Nation Youth Programs

Roadtrip Nation's new extension into youth services, RoadtripNation.org, is a non-profit organization that develops curriculum and resources to help at-risk youth in disadvantaged communities gain access and exposure to life pathways that they may have otherwise not known existed. The Roadtrip Nation Experience connects those youth to the vast Roadtrip Nation Interview Archive, which has been built over the last seven years by students participating in Roadtrip Nation programs interviewing a wide range of individuals and recording their conversations.

These videos in the Roadtrip Nation Interview Archive chronicle the diverse personal stories and pathways of successful individuals from across the United States. The Leaders range from CEOs of Fortune 500 companies to political activists, scientists to mechanics, artists and TV producers to accountants. All share personal tales of navigating life's many choices, overcoming obstacles, and working hard to achieve their dreams.

The Roadtrip Nation Experience curriculum provides exposure to these stories and then motivates youth to build their own local roadtrip experiences culminating in interviews with Leaders in their own communities in fields that relate to students' individual passions and interests. The combination of the Roadtrip Nation Interview Archive videos and the real world experiential learning exercises provides students with

unprecedented exposure to pathways that are relevant to their individual hopes and dreams. With these strategies and tools, Roadtrip Nation aims to address the massive opportunity gap in California by exposing youth to the compelling real world opportunities that await them.

The goals of the Roadtrip Nation Experience are:

- 1) **Increase relevance in young people's workforce development** by connecting them to the real world via Roadtrip Nation experiential-learning programs and resources.
- 2) **Broaden young people's exposure to pathways** and opportunities that relate to their individual passions and interests through Roadtrip Nation's unprecedented library of engaging multi-media content.
- 3) **Develop young people's 21st century skills** by leveraging Roadtrip Nation programs and resources that guide them in researching, project management, communication, team work, leadership, as well as technology and written communication skills.

B. SOCIAL CONTEXT

All across the country, teens are dropping out of school at alarming rates. Nationally, the dropout rate is just over 30 percent, and in California, one out of every four high school students leaves school without a diploma. Dropout rates for African-American, Hispanic, and low-income students are even higher, at slightly more than 50 percent. In Los Angeles, the dropout rate is just over 60 percent. Each year, 120,000 Californians reach age 20 without a diploma (CDRP). The state ranks 48th in the nation in the percentage of high school seniors who go on to a four-year college the next academic year according to the annual California Educational Opportunity Report.

According to the Silent Epidemic Report of 2006 (Gates Foundation), dropouts are more likely than high school graduates to be unemployed, in poor health, living in poverty, on public assistance, and single parents with children who drop out of high school. Dropouts are eight times as likely to be incarcerated as high school graduates. While these are devastating consequences for the individual and their families, effects of the high school dropout rate affects all of society. In fact, the study reports, the government would reap \$45 billion in extra tax revenues and reduced costs in public health, crime, and welfare payments if the number of high school dropouts among 20-year olds in the U.S. today-- more than 700,000 individuals-- were cut in half.

Why are students dropping out? One of the main reasons is because they do not find their classes interesting or relevant to their lives and their futures. More than 80 percent of dropouts surveyed for the Silent Epidemic Report said their chances of staying in school would have increased if classes were more interesting and provided opportunities for real-world learning. Likewise, a 2006 survey of California 9th and 10th graders found that 73 percent of students said they could do better in school if they were motivated to work harder, and that 91 percent said they would be more motivated to work harder if they attended a school where they could acquire skills and knowledge relevant to future careers. These studies mirror the conclusion by the California Dropout Research Project (CDRP) at UC Santa Barbara that a lack of student engagement is one of the main reasons for the dropout crisis.

This critical gap is where Roadtrip Nation's youth programs can make a difference. The Roadtrip Nation Experience helps youth, many from disadvantaged communities, gain access and exposure to life pathways that they may have otherwise not known existed. By discovering new possibilities, youth discover hope and connect with pathways that align with their own passions and interests.

C. THE ROADTRIP NATION EXPERIENCE

The Roadtrip Nation Experience gives youth the tools to embark on a journey of self-discovery, using the Roadtrip Nation multimedia materials and the Roadtrip Nation Interview Archive to explore the world and better understand their own passions and interests. Built around three overarching themes, *Exposure*, *Self-Construction*, and *Hit the Road*, the curriculum guides youth in exploring options, discovering their interests, setting goals, and mapping out a plan for success.

With structured tools to access the Roadtrip Nation Interview Archive, youth are able to hear directly from the experts - people who have followed their dreams and navigated challenges to attain success in wildly diverse fields. This direct connection with real-life experience, whether through watching recorded interviews or by conducting their own, gives youth a map for getting from one stage to the next in their own lives. This combination of the Roadtrip Nation Interview Archive and the real world experiential learning and reflective exercises provides youth with unprecedented exposure to pathways that are relevant to their individual hopes and dreams.

By hearing success stories from a variety of Leaders in different fields, students will benefit from multiple perspectives that they wouldn't otherwise have in their transition from youth to adulthood. Many programs have job-shadowing components, but the Roadtrip Nation Experience provides youth with the chance to hear from a broad range of adults, not just one or two, through experiential learning programs and the vast Roadtrip Nation Interview Archive. Additionally, the Roadtrip Nation Experience offers youth the opportunity to interact with Leaders of their choice, which fosters a high level of user "buy in" and keeps the activities relevant to their own interests.

Part 1, Exposure

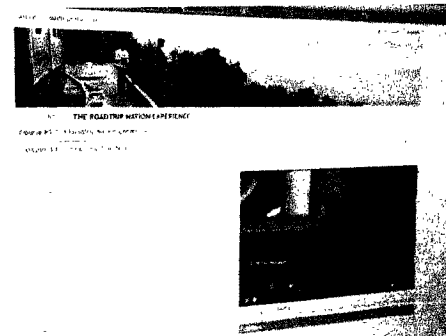
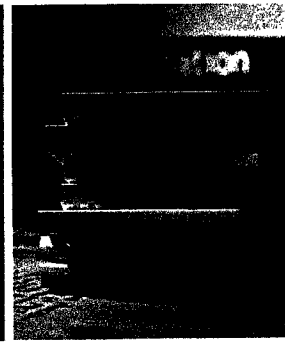
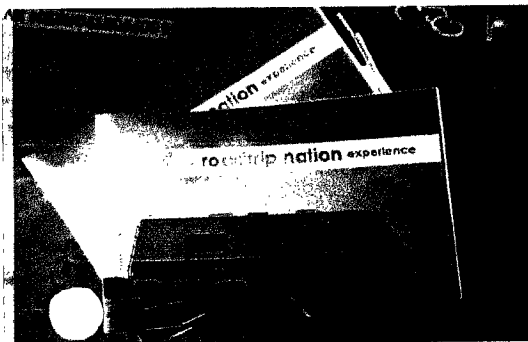
- Lesson 1: Introduction
- Lesson 2: Don't Fall Asleep at the Wheel
- Lesson 3: There is No Roadmap
- Lesson 4: Get Out and Explore
- Lesson 5: Risk, Failure, and Success
- Lesson 6: Hard Work Versus Luck
- Lesson 7: Work Versus Your Life's Work
- Lesson 8: Self-Confidence
- Lesson 9: Making it Work

Part 2, Self-Construction

- Lesson 10: Introduction
- Lesson 11: Shedding the Noise
- Lesson 12: Exploring Your Interests
- Lesson 13: Themes from the Road
- Lesson 14: I Am My Manifesto

Part 3, Hit the Road

- Lesson 15: Introduction
- Lesson 16: Why Roadtrip?
- Lesson 17: Who to Interview
- Lesson 18: Before You Make the Call
- Lesson 19: Booking the Interview
- Lesson 20: Preparing for the Interview
- Lesson 21: The Interview
- Lesson 22: Reflection
- Lesson 23: Capturing the Experience
- Lesson 24: Storytelling



D. ROADTRIP NATION & THE PACIFIC GATEWAY WORKFORCE INVESTMENT BOARD:

Roadtrip Nation and the Pacific Gateway Workforce Investment Board will partner to offer workforce-exploration opportunities to youth across the Pacific Gateway region. Participants will be guided in creating their own local Roadtrip Nation Experiences where they research, cold-call, and interview leaders in their local community to learn how they got to where they are today. The content from the student roadtrips and interviews will then be produced by the youth teams and showcased at RTN events across the region. The details of the program are as follows:

1) Roadtrip Nation - Pacific Gateway; Youth Roadtrip Programs

To mobilize students across the Pacific Gateway region to hit the road and interview Leaders from across their community, Roadtrip Nation will implement The Roadtrip Nation Experience curriculum through existing Pacific Gateway Youth Providers in the area. Youth engaged in the curriculum will be guided in researching, cold-calling, interviewing local Leaders, and then producing media around their experiences to share through Film Screening events and through the Online Community Portal. The program can be spread across two Youth Program seasons:

Phase 1) Summer 2010: Summer Youth Programs (100 Youth)

Phase 2) Fall 2010: Year Round Youth Programs (250 Youth)

NOTE: Based on time constraints, all 350 Youth can be shifted to the year-round program

2) Roadtrip Nation - Film Screening Events

To support the local rollout of RTN in the Pacific Gateway region, the Roadtrip Nation RV will visit Youth Provider locations across the region to drive youth engagement and showcase youth media projects. The events will be broken down in the following format:

Introductory Events: 4 introductory events (2 in Summer and 2 in Fall) will introduce the Roadtrip Nation program to participating youth through visits from past RTN Alumni, video technology training, and screenings of past RTN video projects.

Culminating Film Festival Event: 1 Film Festival Event will be produced at the end of the term to showcase and celebrate the best student video projects produced from the program.

3) Roadtrip Nation - Pacific Gateway; Youth Media Production Resources

To inspire and enable youth engaged in the Roadtrip Nation Program to produce their own media projects from their experiences, Roadtrip Nation will utilize the following resources to provide the necessary technology and guidance, including:

RTN Lesson Video - "Capturing the Experience"

RTN Lesson Video - "Storytelling"

4) Roadtrip Nation-Pacific Gateway; Professional Content Production

To produce high-quality content from the interviews conducted by youth across Pacific Gateway, RTN will deploy a camera team to capture 5 local roadtrip experiences. The footage will showcase both the youth impact and the interviews conducted along the way. These professionally-produced interviews will be combined with the youth-produced content showcased at the Film Screening Events.

5) Program Training and Resources

RTN staff will be available to train administrators of the program at central Youth Provider locations. Additionally, youth workbooks, instructional DVD's, and access to the RTN online curriculum / interview database will be supplied to all youth and administrator participants.



E. TIMELINE:

DEVELOPMENT PHASE) Development and Implementation Planning (*July - August 2010*)

- » Development of RTN-Pacific Gateway project plan
- » Outreach to Youth Providers to identify site participants
- » Training of program administrators across the region
- » Printing of youth workbooks and administrator instructional DVD's
- » Pre-production planning for content generation
- » Planning for RTN special events across region

PHASE 1) Program Launch, Summer Youth Roadtrips (*August 2010*)

- » Workbooks, instructional DVD's, and online curriculum access delivered
- » Youth go through initial lessons of curriculum, and prepare for local roadtrips
- » Local youth roadtrips hit the road to interview leaders across the region
- » Youth film and / or photo-blog their experiences, uploading them to the Community Portal
- » RTN special events launched in region to drive engagement
- » Special publicity outreach to local media to showcase student stories

PHASE 2) Fall Youth Roadtrips (*September 2010 - May 2011*)

- » Launch of Fall Youth Roadtrips (with similar activation listed above for Summer program)
- » RTN camera crews film select teams to capture interviews and youth experiences
- » RTN to edit key interviews and student footage from trips
- » Launch of culminating RTN Film Festival event
- » Development of potential 2011 program roll-out

F. COSTS:

To implement this program across the region, incurred costs will include:

- » Development of RTN-Pacific Gateway activation plan
- » Video production of local roadtrips and interviews
- » Program resource printing and development (workbooks, DVD's, etc.)
- » Training and support for program administrators
- » Editing of video content
- » Special RTN-RV events and outreach
- » RTN technology support
- » General administration and program reporting

G. PROGRAM BUDGET:

» Total Youth Roadtrip Program Participants:	350
» Total Video Episodes / Interviews produced by RTN:	5
» Total RTN "Introductory" Special Events with Green RV:	4
» Total RTN "Culminating" Special Events with Green RV:	1

NOTE: Please see attached excel document for line-item budget and further narrative.

Pacific Gateway & Roadtrip Nation

	Summer 2010	PY 2010/2011
Program/Curriculum Development & Support		
Curriculum Development	2,600	6,500
Administrator Support	4,219	12,656
Events & Outreach		
Events	14,130	43,034
Outreach	5,819	6,997
Pacific Gateway Video Episode Production		
Pre-Production & Filming Costs	6,592	26,366
Post Production & Editing Costs		
Creative Direction & Oversight	1,394	8,283
Content Management & Editing	3,613	21,461
Equipment, Media Management & Packaging	1,634	9,703
Total	40,000	135,000

Total Program Costs

175,000

Program/Curriculum Development & Support

Curriculum Development Expenses	Summer 2010	PY 2010/2011	Budget Narrative
The RTN Experience Materials	2,500	6,250	For Roadtrip Nation materials printing, production and the distribution of those materials
Shipping & Handling	100	250	
Total Curriculum Development Expenses	2,600	6,500	

Administrator Support	Summer 2010	PY 2010/2011	Budget Narrative
Director of Education	1,519	4,556	For coordination and support surrounding overall program administration.
Administrator Training	2,700	8,100	
Total Administrator Support	4,219	12,656	

Events & Outreach

Events	Summer 2010	PY 2010/2011	Budget Narrative
Workforce Center Events	7,771	31,471	For the production implementation and general coordination of introductory and culminating events
Event Manager	1,350	4,050	
Event & Scheduling Coordinators	1,890	2,835	
Presentation Staff	3,119	4,678	
Total Events	14,130	43,034	

Outreach	Summer 2010	PY 2010/2011	Budget Narrative
Marketing	2,371	3,554	For the outreach and social media effort surrounding program implementation
Design & Concept	1,085	2,092	
Social Media Outreach	1,612	850	
Roadtripnation.com internal promotion	751	501	
Total Outreach	5,819	6,997	

Pacific Gateway Video Episode Production

Pre-Production & Filming	Summer 2010	PY 2010/2011	Budget Narrative
Film Crew	2,544	10,174	For general filming, support and production costs associated with creation of 5 professionally produced video segments
Transportation & Logistics	1,226	4,904	
Equipment & Tape Stock	2,822	11,288	
Total Pre-Production & Filming	6,592	26,366	

Post Production and Editing Costs	Summer 2010	PY 2010/2011	Budget Narrative
Creative Direction & Oversight	1,394	8,283	For post production and editing surrounding the 5 professionally produced video segments
Content Management & Editing	3,613	21,461	
Equipment, Media Management & Packaging	1,634	9,703	
Total Post Production & Editing	6,641	39,447	

40,001

ATTACHMENT C - DEBARMENT CERTIFICATIONS

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions Certification

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Mike Marinier

Signature of Authorized Representative

COFOUNDER

Title of Authorized Representative

ROADTRIP PRODUCTIONS
Agency

July 9th, 2010
Date

ATTACHMENT D - DRUG FREE WORKPLACE CERTIFICATION

The Long Beach City Attorney has mandated that all potential sub-contractors complete the following Drug-Free Workplace Certification form.

LEGAL NAME OF AGENCY:

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
1. The dangers of drug abuse in the workplace,
 2. The person's or agency's policy of maintaining a drug-free workplace,
 3. Any available counseling, rehabilitation, and employee assistance programs, and
 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355(c), that every employee who works for the proposed contract or grant:
1. Will receive a copy of the agency's drug-free policy statement, and
 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Official's Name: Mike MARRINER

Date Executed: July 9th, 2010 Executed in County of: USA

Signature: Mike Mariner

Title: COFOUNDER

Federal I.D. Number: 043615743

ATTACHMENT E - LOBBYING CERTIFICATION

FEDERAL CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. All sub-recipients of subcontracts, sub-grants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

Mike MARRINER, COFOUNDER
Name and Title of Authorized Signatory

COFOUNDER
Title

Mike Marriner
Signature

JULY 9th, 2010
Date

ATTACHMENT E - Cont'd
LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-grantee 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 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 terms that apply for both the initial filing and material change reports. 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 follow-up 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 sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 check "sub-awardee," 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 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.

ATTACHMENT E - LOBBYING CERTIFICATION – Cont'd

**LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS
INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES**

8. 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.
9. (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).
10. 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.
11. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Provide a specific and detail 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.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
15. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

ATTACHMENT E - LOBBYING CERTIFICATION – Cont'd
SF-LLL Form

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action a. Contract Grant e. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year _____ quarter _____ Date of last report _____
--	---	--

4. Name and Address of Reporting Entity: Prime Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency	7. Federal Program Name/Description: CFDA Number, if applicable:
8. Federal Action Number, if known:	9. Award Amount, if known: \$
10 a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):	10b. Individual Performing Services (include address if different from No. 10a.) (last name, first name, MI):
(Attach Continuation Sheet(s) SF-LLL-A, if necessary)	

