

1 thereto, including the assurances and certifications made by the City to the State.

2 B. Contractor's program description, statement of work to be performed,
3 Contractor's operation plan for participants, program conditions and standards for
4 Contractor's performance under this Contract (collectively, the "Statement of Work")
5 attached as Attachment "A" hereto.

6 C. Contractor's line item budget ("Budget") attached hereto as
7 Attachment "B" for training and employment activities to be provided by Contractor
8 (the "Services").

9 D. Contractor's Program Planning Summary ("Summary") a copy of which
10 attached hereto as Attachment "C".

11 E. Contractor's Budget Information Summary ("Budget Summary"),
12 attached hereto as Attachment "D".

13 Contractor and City agree to be bound by all the terms, conditions and
14 provisions contained in the Prime Contract, the Statement of Work, the Budget, the
15 Summary and the Budget Summary (collectively, the "Contract Documents"). Contractor
16 hereby agrees to assume full responsibility for the performance of the operation,
17 coordination and administration of such program pursuant to all the terms and conditions
18 of the Contract Documents to the extent that said documents are applicable to the delivery
19 of services by Contractor hereunder. The parties hereto agree to perform all duties,
20 obligations and tasks to be performed by each party under the Contract Documents. In the
21 event there is any conflict between the provisions of this Contract and the provisions of the
22 Prime Contract, including the attachments thereto and the documents incorporated therein,
23 as presently worded as or amended in the future, the parties agree that the provisions of
24 the Prime Contract shall control.

25 Contractor shall provide the Services in accordance with the provisions of the
26 Contract Documents.

27 Section 2. Term.

28 The term of this Contract ("Term") shall be deemed to have commenced on

1 October 17, 2005, and unless sooner terminated pursuant to the provisions hereof, shall
2 terminate at midnight on September 30, 2006. Either of the parties hereto shall have the
3 right to terminate this Contract in its entirety at any time during the Term for any or no
4 reason whatsoever by giving 15 days prior written notice of termination to the other party.
5 City shall have the additional right to cancel any part of this Contract at any time during the
6 Term for any reason whatsoever by giving 15 days notice of such cancellation to the
7 Contractor.

8 Notwithstanding the foregoing, the City shall have the right to terminate and
9 cancel this Contract without notice, in its sole discretion, if the actions or non-action of
10 Contractor subjects the City to liability, legal obligations or program operation obligations
11 beyond the obligation of City under the Prime Contract.

12 If this Contract is terminated prior to the expiration of the Term, Contractor
13 shall be reimbursed for all eligible program costs which have accrued but not been paid
14 through the effective date of termination. Contractor agrees to accept such amount, plus
15 all amounts previously paid, as full payment and satisfaction of all obligations of City to
16 Contractor.

17 Section 3. Performance Review.

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

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

1 Section 4. Contract Amount and Payment.

2 The total amount which shall be payable by City to Contractor for Contractor's
3 services during the Term shall not exceed One Hundred Fifty Thousand Dollars
4 (\$150,000.00).

5 The City shall, in due course, reimburse the Contractor for the actual,
6 reasonable and necessary costs and expenses incurred by Contractor in the performance
7 of this Contract which are authorized and approved by Attachment "B" and are in
8 accordance with and pursuant to the Prime Contract, to the extent that such Prime
9 Contract are applicable to the Contractor's performance hereunder. Such payments by the
10 City shall be made only from funds received by City under the Prime Contract and shall be
11 payable only after the City receives said funds with which to make such payments.

12 City may make advance payments to the Contractor only to the extent such
13 payments are authorized and permitted by the State. Such advance payments shall only
14 be made from funds which are received by the City from the State under the Prime
15 Contract for such disbursement to the Contractor and such payments shall be made in
16 accordance with said Prime Contract and pursuant to Attachment "B." In no event shall
17 the total of such advance payments exceed an amount equal to the average budgeted
18 expenses for one (1) month as set forth in Attachment "B." Contractor will maintain a
19 separate account number within its accounting system for funds received hereunder as
20 advance payments.

21 Payment to the Contractor shall be limited to the amounts specified in
22 Attachment "B" for the categories, criteria and rates established in said attachment.
23 Contractor may, with the prior written approval of the City Manager of the City of Long
24 Beach ("City Manager"), or his designee, make adjustments within and among the
25 categories of expenditures in the Budget and modify the performance to be rendered
26 hereunder as provided in Attachment "A"; provided, however, that any such adjustment in
27 expenditures shall not result in an increase in the amount of the Budget. The agent or
28 representative of Contractor who signs as the maker of checks or drafts or in any manner

1 authorizes the disbursement of said funds or expenditure of same shall be covered by a
2 blanket fidelity or comprehensive crime bond regarding the handling of said funds in an
3 amount set out in Section 11, paragraph E of this Contract.

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

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

13 All payments to Contractor by the City, including advance payments will be
14 based upon invoices and the necessary supporting documents which the State and the
15 City may require Contractor to submit. The expenditure of all funds shall be accounted for
16 promptly, and Contractor shall keep separate detailed accounts for each expenditure for
17 each component part of this project.

18 Public or private non-profit contractor revenues in excess of costs are to be
19 treated as program income or profits in accordance with the City of Long Beach Program
20 Income Policy pursuant to 20 CFR 629.32, 54 FR 47, as amended, and will be used to
21 further program objectives unless the Governor of the State of California requires that such
22 income be turned over to the State.

23 Section 5. Records.

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

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

6 Section 6. Financial Reports.

7 Contractor shall promptly distribute to the City Manager or his designee
8 copies of all correspondence including, but not limited to, financial, operational and
9 performance reports which Contractor submits to or receives from the State. Contractor
10 shall provide such other reports, documents or information as may be requested or
11 required by the City or the State within three (3) days of written request. Upon expiration
12 or earlier termination of this Contract, and within the time and in the manner prescribed by
13 the City the Contractor shall perform all necessary close-out procedures required by the
14 State and the City, including preparation of close-out reports and transmittal to the City of
15 all documents in the possession of Contractor which relate to the conduct of the program
16 and Contractor's services hereunder. Final payment to the Contractor under this Contract
17 will be paid only after the City has determined that Contractor has satisfactorily completed
18 said close-out procedures.

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

26 Section 7. Accounting Procedures.

27 On a monthly basis, commencing on the last day of month next succeeding
28 the Effective Date of this Contract, the Contractor will submit an invoice with supporting

1 documentation for payment based upon the cost categories in Attachment "B." These
2 invoices will be due within ten (10) working days after the end of each month Contractor
3 shall complete the monthly payment requests in the format required by the City.

4 The Contractor will establish separate account numbers within its accounting
5 system to account for the expenditures and revenues of this Contract. The Contractor's
6 accounting system will be in compliance with all applicable procedures and Federal and
7 State authorities having jurisdiction over this Contract, and shall be consistent with the
8 fiscal and accounting procedure set forth in this Contract. Without limiting the generality
9 of the foregoing, the Contractor shall adhere to the following fiscal and accounting
10 procedures:

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

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

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

14 2. Maintain bank validated copies for every deposit slip in
15 chronological order. Each deposit slip should include sufficient detail to
16 explain the source of the funds being deposited. (This may be done by
17 recording the details on the deposit slip or by attaching supporting
18 documentation which may have been received with the receipts.)

19 3. Disburse all funds by check, preferably signed by two
20 employees, neither of whom is the bookkeeper or the accounting clerk.

21 B. Designate specific employees to perform each of the following
22 functions:

23 1. Receipt for goods and services provided to Contractor.

24 2. Approve the purchase of goods and services for Contractor.

25 3. Approve employee time sheets.

26 4. The designee for B.1 and B.2 above cannot be the same
27 person.

28 C. Maintain documented support for every check written which should

1 include:

2 1. Original invoice from each vendor.

3 2. Indication by signature and date of an authorized employee
4 that the goods or services were received by the Contractor. This may be
5 done on a separate receiving report, a copy of a packing slip or on the
6 invoice itself.

7 3. Indication that the goods or services were approved for
8 purchase by an authorized individual. This should be by signature and dated
9 and should appear on the invoice or on the purchase order or purchase
10 requisition, if such is used by the Contractor.

11 D. Maintain a copy of each invoice submitted to Grants Accounting with
12 copies of all supporting documents.

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

15 1. Bank statements and bank reconciliations.

16 2. Deposit slips and supports.

17 3. Checks and supports.

18 4. Time sheets or documentation to verify Contractor's labor
19 costs.

20 5. Cash receipts and cash disbursement journals.

21 6. Requests for reimbursement and supports.

22 7. Financial statements.

23 F. Maintain and file all required tax and personnel reports with
24 appropriate agencies.

25 G. Contractor must adhere to all audit requirements as outlined in OMB
26 Circular A-128, 29 CFR 95, and 29 CFR Part 96, and A-133, 29 CFR 97.26 and 29
27 CFR 95.26 as applicable.

28 All invoices and billings will be considered final and must be submitted

1 within 45 calendar days from the end of the Term. Resolution of disputed matters must
2 be resubmitted within 15 calendar days from date mailed to Contractor. City, in its sole
3 discretion, may elect not to pay any invoices or billings submitted after the cut-off date.

4 Section 8. Independent Contractor Status.

5 It is distinctly understood that in the performance of this Contract, the
6 Contractor shall at all times be considered a wholly independent contractor and that
7 Contractor's obligations to and authority from the City are solely as are prescribed by this
8 Contract. Contractor expressly warrants that it will not, at any time, hold itself out or in any
9 manner represent that Contractor or any of its agents, volunteers, subscribers, members,
10 officers or employees are in any manner the officers, employees or agents of the City or
11 the Greater Long Beach Workforce Development Board (GLBWDB), an unincorporated
12 non-profit association. Contractor shall not have any authority to bind the City or GLBWDB
13 at any time or for any purpose. Contractor or any of Contractor's officers, employees or
14 agents shall not have any power or authority as agents or employees of the City or
15 GLBWDB and shall not be entitled to any of the rights, privileges or benefits of a City or
16 GLBWDB employee.

17 Section 9. Assignment.

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

20 Section 10. Indemnification and Hold Harmless.

21 Contractor expressly agrees to defend, protect, indemnify and hold
22 GLBWDB, the City, and their respective officers, employees and agents ("indemnified
23 parties"), free and harmless from and against any and all claims, damages, expenses, loss
24 or liability of any kind or nature whatsoever growing out of, or resulting from the acts or
25 omissions of Contractor, its officers, agents or employees in the performance of this
26 Contract. Contractor shall, at its own cost, expense and risk, defend all claims or legal
27 actions that may be instituted against either the indemnified parties and Contractor shall
28 pay any settlement entered into or satisfy any judgment that may be rendered against

1 either the indemnified parties as a result of said acts or omissions of Contractor, its
2 officers, agents or employees in the performance of this Contract.

3 Section 11. Insurance.

4 As a condition precedent to the effectiveness of this Contract, and at all times
5 during the term hereof, at its sole expense and in partial performance of the obligations of
6 indemnity assumed under Section 10 above, Contractor shall procure and maintain the
7 following types and amounts of insurance:

8 A. Comprehensive General Liability in an amount not less than Two
9 Million Dollars (\$2,000,000) combined single limit for each occurrence or Four
10 Million Dollars (\$4,000,000) General Aggregate for bodily injury, personal injury and
11 property damage. The indemnified parties shall be covered as insureds as respects
12 liability arising out of activities performed by or on behalf of the Contractor and
13 coverage shall be in a form acceptable to the Risk Manager of the City ("Risk
14 Manager").

15 B. Automobile Liability in an amount not less than Five Hundred
16 Thousand Dollars (\$500,000) combined single limit per accident for bodily injury and
17 property damage covering owned, non-owned and hired vehicles.

18 C. Workers' Compensation as required by the Labor Code of the State
19 of California and Employers' Liability Insurance with limits of One Million Dollars
20 (\$1,000,000) per occurrence.

21 D. Accidental Medical, Death and Dismemberment Insurance for all
22 participants not entitled to workers' compensation benefits under the provisions of
23 Section 3700 of the Labor Code of the State of California, unless this requirement
24 has been waived in writing by the Risk Manager. Said insurance shall have limits
25 of not less than One Hundred Thousand Dollars (\$100,000) Accident Medical and
26 Twenty-Five Thousand Dollars (\$25,000) Accidental Death and Dismemberment.

27 E. Blanket Honesty or Comprehensive Crime Bond in an amount of fifty
28 percent (50%) of sums payable under this Contract, or Twenty-Five Thousand

1 Dollars (\$25,000), whichever is higher, to safeguard the proper handling of funds
2 by those employee's agents or representatives of the Contractor who sign as the
3 maker of checks or drafts or in any manner authorize the disbursement or
4 expenditure of said funds.

5 Each insurance policy shall be endorsed to provide that coverage shall not
6 be cancelled by either party, reduced in amount or in limits, except after thirty (30) days
7 prior written notice has been given to the City. All such insurance shall be primary and not
8 contributing to any other insurance or self-insurance maintained by the indemnified parties.

9 The insurance required hereunder shall be placed with carriers admitted to
10 write insurance in California, or carriers with a rating of or equivalent to A:VIII by A.M. Best
11 Company and may be subject to such self-insurance or deductible as may be approved
12 by the Risk Manager. Any subcontractors which Contractor may use in the performance
13 of services under this Contract shall be required to maintain insurance in accordance with
14 the requirements of this Section 11.

15 Contractor shall furnish the City with certificates of insurance and with original
16 endorsements affecting coverage as required above. The certificates and endorsements
17 for each insurance policy shall be signed by a person authorized by that insurer to bind
18 coverage on its behalf. Policies written on a "claims made" basis shall provide for an
19 extended reporting period of not less than one hundred eighty (180) days. No claims made
20 policies shall be acceptable to City unless the City Manager determines that no occurrence
21 policy is available in the market for the particular risk being insured. Any modification or
22 waiver of the insurance requirements contained in this contract shall only be made with the
23 written approval of the Risk Manager in accordance with established City policy.

24 Section 12. Drug-free Workplace.

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

- 28 A. Publishing a statement notifying employees that unlawful manufacture,

1 distribution, dispensation, possession, or use of a controlled substance is prohibited
2 and specifying actions to be taken against employees for violations, as required by
3 Government Code Section 8355(a).

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

- 6 1. The dangers of drug abuse in the workplace,
- 7 2. The person's or organization's policy of maintaining a drug-free
8 workplace,
- 9 3. Any available counseling, rehabilitation and employee
10 assistance programs, and
- 11 4. Penalties that may be imposed upon employees for drug abuse
12 violations.

13 C. Ensuring that every employee who provides services under this
14 Contract:

- 15 1. Will receive a copy of Contractor's drug-free policy statement,
16 and
- 17 2. Will agree to abide by the terms of Contractor's statement as
18 a condition of employment on this Contract:

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

24 Section 13. Non-Discrimination.

25 In connection with performance of this Contract and as refined by applicable
26 federal laws, rules and regulations, Contractor shall not discriminate in employment or in
27 the performance of this Contract on the basis of race, religion, national origin, color, age,
28 sex, sexual orientation, AIDS, HIV status, handicap, or disability.

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

11 Section 14. Confidentiality.

12 Contractor shall keep confidential all financial, operations and performance
13 records relating to its performance of this Contract ("Data") and shall not disclose the Data
14 or use the Data directly or indirectly other than in the course of services provided
15 hereunder. The obligation of confidentiality shall continue following expiration or earlier
16 termination of this Contract. In addition, Contractor shall keep confidential all information,
17 whether written, oral, or visual, obtained by any means whatsoever in the course of
18 Contractor's performance hereunder for the same period of time. Contractor shall not
19 disclose Data to any third party, nor use it for Contractor's own benefit or the benefit of
20 others without first obtaining the prior written authorization and consent of the City.

21 All data and other information, in whatever form or medium, compiled or
22 prepared by Contractor in performing its services or furnished to Contractor by City shall
23 be the property of City and City shall have the unrestricted right to use or disseminate
24 same without payment of further compensation to Contractor. Copies of Contractor's work
25 product may be retained by Contractor for its own records.

26 Section 15. Breach of Confidentiality.

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

1 (a) Contractor demonstrates Contractor knew prior to the time City
2 disclosed it; or

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

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

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

11 Section 16. Copyrights and Patent Rights.

12 A. Contractor shall place the following copyright protection on all
13 Data: © City of Long Beach, California 2005.

14 B. City reserves the exclusive right to seek and obtain a patent or
15 copyright registration on any Data or other result arising from Contractor's
16 performance of this Contract. By executing this Contract, Contractor assigns any
17 ownership interest Contractor may have or claim in the Data to City.

18 Section 17. Notices.

19 All notices required or given pursuant to the provisions hereof may be served
20 either by: (1) enclosing the same in a sealed envelope addressed to the party intended to
21 receive the same at the address indicated herein and deposited postage prepaid, in the
22 U.S. Postal Service as certified mail, return receipt requested, or (2) personal service.
23 Such notices shall be effective on the date personal service is effected or the date of the
24 signature on the return receipt. For the purposes hereof, the address of the City and the
25 proper party to receive any such notices in its behalf is the City Manager, City Hall, 333
26 West Ocean Boulevard, Long Beach, California 90802; and Contractor's address for
27 service of any such notices shall be Long Beach Community College District, 4901 E.
28 Carson Street, Long Beach, California 90808, Attention: Darick J. Simpson, Director;

1 Telephone No. (562) 938-5011; Fax No (562) 938-5030; email address:
2 Dsimpson@lbcc.edu.

3 Section 18. Contract Administration.

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

7 Section 19. Corporate Status.

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

11 Section 20. Entire Agreement.

12 This document fully expresses all understandings of the parties concerning
13 all matters covered and shall constitute the total Agreement. Except for the adjustments
14 of Attachments "A" and "B" as provided in Section 4 hereof, no addition to or alteration of
15 the terms of this Contract whether by written or oral understanding of the parties, their
16 officers, agents or employees shall be valid unless made in writing and formally adopted
17 in the same manner as this Contract.

18 Section 21. Captions and Organization.

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

23 Section 22. Tax Identification Number.

24 Contractor's Tax Identification Number is [REDACTED]

25 Section 23. Authorization to Execute.

26 Contractor warrants and affirms to City that any and all persons signing this
27 Contract are authorized and empowered to so sign and that the execution of this Contract
28 by such person or persons does bind Contractor to all terms, covenants and conditions of

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

1 this Contract.

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

LONG BEACH COMMUNITY COLLEGE
DISTRICT, a State-licensed public education
institution

5
6
7 Dated: 12/14, 2005

By 
Title EXECUTIVE VICE PRES

8
9 Dated: _____, 2005

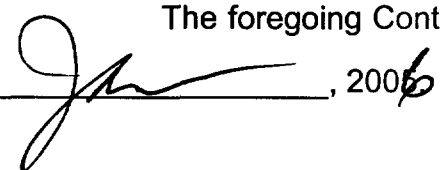
By _____
Title _____
"Contractor"

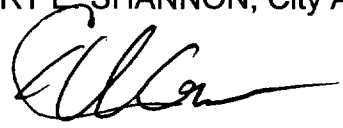
CITY OF LONG BEACH, a municipal corporation

10
11
12
13
14
15 Dated: 1/19, 2005

By 
City Manager

"City"

16
17
18
19
20 The foregoing Contract is hereby approved as to form this 10th day of
21 , 2005

ROBERT E. SHANNON, City Attorney
By 
Deputy

Statement of Work

Out-of-School Youth Development Program Cost Reimbursement Contract

CONTRACTOR: Long Beach Community College District
4901 E. Carson Street
Long Beach, California 90808
(Hereinafter referred to as "Contractor")

CONTRACT TERM: October 1, 2005 – September 30, 2006

CONTRACT AMOUNT: \$150,000

YOUTH SERVED:

Younger Youth Enrolled (14 – 18 Years Old):	5
Older Youth Enrolled (19 – 21 Years Old):	30
Total Youth to be Served:	35

FUNDING AGENCY: City of Long Beach, Department of Community
Development, Workforce Development Bureau

The Workforce Development Bureau (WDB) of the Community Development Department shall administer program services described herein on behalf of the City of Long Beach (City), the Workforce Development Board, and Youth Council through the Youth Opportunity Center (YOC).

I. PROJECT SUMMARY:

In accordance with this contract, Contractor shall provide youth services funded under the Workforce Investment Act (WIA) of 1998. The overall goal is to provide youth-centered services to youth who are Out-of-School WIA Eligible. The Youth served in this population are 14-21 years old, reside in Long Beach, Signal Hill or surrounding communities, are economically disadvantaged and have one or more identified barriers (i.e., basic skills deficient, homeless, runaway, foster youth, pregnant or parenting, offenders, school drop-outs, youth with a disability or youth who requires additional assistance to complete an educational program or to secure/hold employment).

Services provided are intended to develop the potential of youth as citizens and leaders. To accomplish this, Contractor will focus on providing individual program services to each customer.

II. CONTRACT MANAGEMENT

The City shall compare on a quarterly basis, planned performance and expenditure levels with actual performance and expenditures levels. If Contractor is 10% or more below planned totals at the end of the quarter or any quarter

thereafter, Contractor shall implement a corrective action plan reviewed and approved by the City. The City has the right to unilaterally cancel the contract or deobligate funds up to the amount of the under expenditure.

III. MONTHLY REPORTING REQUIREMENT:

A. FISCAL REPORTING – INVOICING

1. Contractor will ensure that Monthly Budget Summary and billing are submitted on the 10th of each month and is in compliance with Attachment "B" Project Budget. If the 10th of the month falls on a Saturday or Sunday, billing must be submitted the Friday before.
2. Contractor's funds will not exceed \$150,000 of WIA Title I funds to achieve program goals. The Contractor will be reimbursed for all pre-approved (reasonable and necessary) costs incurred in the operation of the program, as detailed in the Project Budget Summary contained herein as Attachment "B". Supporting documentation and Monthly Activity Roster is required to justify payments.
3. Contractor must include accruals on all monthly invoices per State of California Directive WIAD 04-15, effective March 1, 2005.
4. The Contractor may exceed cost categories by no more than 10% provided that the difference is reduced from other accounts within the same cost category and the total amount for each cost category remains the same. Any other budget changes must be approved by the City and processed through a Letter of Modification or an Amendment to the Contract.
5. Invoices must be submitted to the Workforce Development Bureau, 3447 Atlantic Avenue, Long Beach, CA 90807.

B. PROGRAM REPORTING – MONTHLY ACTIVITY ROSTER

1. Contractor shall ensure the timely submittal of required program documents, reports, and forms.
2. Contractor shall submit all required MIS forms within 5 working days of activity.
3. Contractor will ensure the completion and submittal of the Monthly Activity Report (MAR) on the 10th of each month with the invoice, beginning November 10, 2005. If the 10th of the month falls on Saturday or Sunday, the MAR must be submitted on the Friday prior to the 10th.
4. The MAR is designed to track program activity (i.e. enrollment, goals, etc.), and individual participation with each contractor to determine if planned performance levels are met, or if corrective action is necessary.
5. Contractor shall ensure the accuracy of each report.

IV. PROGRAM PERFORMANCE STANDARDS:

Core Performance standards are set forth by the State of California Workforce Investment Division and are reviewed by the City of Long Beach monthly. Continuation of funding will be contingent upon the attainment of successful

performance outcomes. Younger and Older Youth categories are listed separately:

PROGRAM PERFORMANCE PERIOD OF ACCOUNTABILITY (Scenario)

PROGRAM SERVICES				Continued funding at this point is dependant on the demonstrated ability to meet Performance Measures			
2005	2006			2007			
Oct-Dec 05	Jan-Mar 06	Apr-Jun 06	Jul-Sept 06	Oct-Dec 06	Jan-Mar 07	Apr-June 07	Jul-Sept 07
Enrollment Period	Program Services		Exit Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
FOLLOW-UP SERVICES							

Younger Youth (14 – 18) Core Performance Requirements	Documentation
<ul style="list-style-type: none"> • Skill Attainment – Measured prior to Exit Date – Goal must be complete within one year of the date set. <ul style="list-style-type: none"> ○ Basic Skills ○ Worksite Readiness ○ Occupational Skills Training (Excludes Youth who are <u>NOT</u> Basic Skills Deficient) 	<p>Basic Skills Pre-Assessment to determine education functioning level and Post-Assessment demonstrating a .05 increase in an area of deficiency. (A Standardized Test of Adult Basic Education (TABE) must be used.)</p> <p>Work Readiness Pre & Post Test must demonstrate an increase of 10 points for attainment.</p> <p>Occupational Skills Training Pre & Post Tests must receive a minimum rate of adequate or higher in 50% or more of the rated areas.</p>
<ul style="list-style-type: none"> • Diploma or Equivalent – (Measured by the end of the 1st Quarter after Exit Quarter) <ul style="list-style-type: none"> ○ Diploma/Equivalent (Excludes Youth who are enrolled in Secondary Education at Exit) 	<p>Copy of Diploma or General Education Diploma (GED)</p>
<ul style="list-style-type: none"> • Retention Rate – (Measured in the 3rd Quarter after Exit Quarter) <ul style="list-style-type: none"> ○ Employment ○ Military ○ Post Secondary Education (College) ○ Advance Training (leading to a certificate) ○ Qualified Apprenticeship (Excludes Youth who are enrolled in Secondary Education at Exit) 	<p>Wage Records/Supplemental Data</p> <p>Proof of Enrollment in</p> <ul style="list-style-type: none"> ○ Military ○ Post Secondary Education (College) ○ Advance Training ○ Qualified Apprenticeship

<p align="center">Older Youth (19 – 21) Core Performance Requirements</p>	<p align="center">Documentation</p>
<ul style="list-style-type: none"> • Entered Employment – (Measured in the 1st Quarter after Exit Quarter) <p><u>Excludes:</u></p> <ul style="list-style-type: none"> ○ Youth who are Employed at Enrollment ○ Youth who are not employed in the 1st Qtr after Exit but are in Post Secondary Education or Advance Training in 1st quarter after Exit 	<p>Wage Records/Supplemental Data</p> <p>Proof of Enrollment in:</p> <ul style="list-style-type: none"> ○ Post Secondary Education (College) ○ Advance Training
<ul style="list-style-type: none"> • Employment Retention - (Measured in the 3rd Quarter after Exit Quarter) <p><u>Excludes:</u></p> <ul style="list-style-type: none"> ○ Youth who are not employed in the 1st Qtr after Exit ○ Youth who are employed in the 1st Qtr after Exit and are not employed in the 3rd quarter after Exit but are in Post Secondary Education or Advance Training in 3rd quarter after Exit 	<p>Wage Records/Supplemental Data</p> <p>Proof of Enrollment in:</p> <ul style="list-style-type: none"> ○ Post Secondary Education (College) ○ Advance Training
<ul style="list-style-type: none"> • Wage Gain (\$3,100) - (Measured by the end of the 3rd Quarter after Exit Quarter) <p>Total of 2nd & 3rd Quarter Earnings after Exit, less 2nd and 3rd Quarter of Pre-Program Earnings.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> ○ If Earnings do not show in the Base Wage File (UIB) and Supplemental Data is used to verify employment in the 1st and/or 3rd Qtr after Exit. ○ Youth who are employed in the 1st Quarter after Exit and are not employed in the 3rd quarter after Exit but are in Post Secondary Education or Advance Training in 3rd quarter after Exit 	<p>Wage Records/Supplemental Data</p> <p>Proof of Enrollment in:</p> <ul style="list-style-type: none"> ○ Post Secondary Education (College) ○ Advance Training
<ul style="list-style-type: none"> • Credential – (Measured in the 1st and 3rd Quarter after Exit Quarter) <p>Youth must be in Employment or Post Secondary Education or Advanced Training in the 1st quarter after Exit quarter <u>AND</u> must receive a credential by the end of the 3rd quarter after Exit.</p>	<p>Copy of Diploma or General Education Diploma (GED), College Degree or Certificate</p>

Contractor must ensure youth are provided with the following program activities appropriate to their individual circumstances. Supporting documentation must be maintained to support activity.

BASIC SKILLS DEFICIENT (Youth scoring below 9 th grade level in reading and/or math.)	SUPPORTING DOCUMENTATION
<p>In -OR- Out-of-School Components</p> <ul style="list-style-type: none"> • Basic Skills Remediation • Occupational Skills Training (Internship) <p><u>NOTE:</u> Contractor must ensure Youth is Work-ready prior to placement in Occupational Skills Training.</p>	<p>In -OR- Out-of-School Components</p> <p>Basic Skills Remediation Standardized Test of Adult Basic Education (TABE) Pre-Assessment to determine functioning level. Post- Assessment demonstrating a 0.5 increase.</p> <p>Occupational Skills Training Pre & Post Tests must receive a minimum rate of adequate or higher in 50% or more of the rated areas.</p>
<u>NOT</u> BASIC SKILLS DEFICIENT	SUPPORTING DOCUMENTATION
<p>In -OR- Out-of-School Components</p> <ul style="list-style-type: none"> • Work Readiness • Occupational Skills Training (Internship) 	<p>In -OR- Out-of-School</p> <p>Work Readiness Pre & Post Test must demonstrate an increase of 10 points for attainment.</p> <p>Occupational Skills Training Pre & Post Tests must receive a minimum rate of adequate or higher in 50% or more of the rated areas.</p>

V. PROGRAM ACTIVITIES/SERVICES:

A. Recruitment

The Contractor shall refer potentially eligible youth from targeted populations to the YOC for pre-screening. Recruitment shall focus on youth with one or more of the following identified barriers:

1. Economically Disadvantaged;
2. Basic Skills Deficient;
3. Homeless;
4. Runaway;
5. Foster Youth;

- 6. Pregnant or Parenting;
- 7. Offenders;
- 8. School Drop Outs; and
- 9. Youth (including a youth with a disability) who requires additional assistance to complete an educational program or to secure/hold employment.

YOC staff may assist in recruitment, however, there is no guarantee that Contractors will be referred the potential applicants they have initially recruited.

B. Eligibility

Youth enrolled in the Youth Development Program will meet the following WIA eligibility guidelines, including youth who have either one or more identified barriers authorized by the WIA (Refer to section A above).

Younger Youth (14 – 18 Years Old)

Older Youth (19 – 21 Years Old)

In-School Youth

Are defined as youth who are attending any school, secondary (middle or high), or Post Secondary (college).

Out-of-School Youth:

Are defined as youth who:

- have dropped out of school, or
- have graduated from high school (or attained a GED) and is attending post secondary education (college) but are basic skill deficient, or
- has graduated from high school (or attained a GED) and is not attending post secondary education (college) and is either:
 - Basic Skills Deficient
 - Unemployed
 - Under-employed

C. Selection

The YOC will act as the clearinghouse for referrals based on the youth's suitability assessment and youth development services offered by each Contractor.

D. Enrollment

Enrollment Period Requirements	Supporting Documentation
<ul style="list-style-type: none"> • Enrollment – All Youth contracted to be served by Contractor, must be enrolled by the end of the 1st program Quarter (Oct – Dec. 2005) 	Enrollment forms must be entered into the Bureau's Virtual One-Stop (VOS) case management System and submitted to the YOC.

Contractor shall ensure that each youth enrolled in Contractor's Out-of-School Youth Development program receives: an overview/orientation of the Contractor's program and services, and policies and procedures specific to the Program. Documentation regarding orientation attendance and receipt of policies and procedures must be recorded in each youth's case file. All enrollment activities shall be entered and maintained in the WDB's Virtual One-Stop System (VOS).

E. Program Goals Strategies at Enrollment

Contractor must set at least one primary goal for each Youth at enrollment.

<p>STRATEGY A</p> <p>Basic Skill Deficient Youth</p> <ul style="list-style-type: none"> • If the youth is Basic Skill deficient, the primary goal <u>must</u> be set in the area(s) of deficiency. • Occupational Skills Goal (Internship) 	<p>Goal forms must be submitted to YOC once the goal is identified. Goals forms must be entered in the Bureau's Virtual One-Stop (VOS) case management system. Once the goal has been met, an updated goal form must be submitted to capture the attainment of the goal.</p>
<p>STRATEGY B</p> <p><u>NOT</u> Basic Skills Deficient Youth</p> <ul style="list-style-type: none"> • If the youth is not basic skills deficient, the goal must be set in Work Readiness. • Occupational Skills Goal (Internship) 	<p>Goal forms must be submitted to YOC once the goal is identified. Goal forms must be entered into the Bureau's Virtual One-Stop (VOS) case management system. Once the goal has been met, an updated goal form must be submitted to capture the attainment of the goal.</p>

F. Individual Service Strategy (ISS)

- Contractor staff will initiate the Individual Service Strategy (ISS) for each youth by evaluating the youth's personal circumstances, educational goals, academic deficiencies, training needs, support services needs, and identifiable obstacles. Contractor may, for good cause, reject a referral from the YOC; however, documentation must be kept on file regarding the reason for rejection. The ISS is a living document used to:
 - Evaluate a participant's personal circumstances;
 - Develop the contractor's plan of services for the participant keeping in mind mandated performance measures; and
 - Document all performance outcomes.
- Contractor must complete and submit Management Information Systems (MIS) Enrollment and Goal forms, as applicable, to the YOC within five (5) working days of the actual enrollment/activity.

MAS

G. Case Management

1. Contractor shall provide and document in VOS case notes, the participant's file counseling sessions, which include ISS development, up to date Case Notes, Pre and Post-tests, MIS documentation and an exit checklist. Please see section VII. Record Keeping, for detailed list. File information will be provided by YOC during Contractor orientation and training.
2. Contractor will receive training and is expected to participate in the Bureau's Internet-based Virtual One-Stop (VOS) case management system. Contractors will be asked to sign a confidentiality agreement once VOS is implemented at their location.

H. Program Elements

Contractor shall also ensure that enrolled youth have access to the 10 required elements prescribed by WIA and as referenced in Contractor's response to Youth Development Program's Request for Proposal. Access of these program elements will vary by youth need, as determined by individual service strategies devised between youth and his/her Case Manager, and by assessment of skills and service needs.

1. Academic Assistance
2. Summer Employment Opportunities
3. Work Experience
4. Alternative Education
5. Advanced Training/Occupational Skills Training
6. Leadership Development
7. Mentoring
8. Guidance and Counseling
9. Supportive Services
10. Follow-up Services

I. Other Activities

1. Contractor may provide additional services to participants, beyond WIA-required elements and those activities referenced herein to assist participant in accomplishing individual goals and objectives, and in meeting mandated performance outcomes.
2. Contractor shall administer participant post-assessment(s) to document and support skill attainment and performance outcomes.
3. Contractor will be required to participate as an active and vested partner in mandatory meetings, training, and staff development sessions.
4. Contractor shall participate as an in-service facilitator for one or more training workshops for youth and/or professional development for staff and/or partners.

J. Exit and Exit Quarters

Once the participating youth has completed the planned services proposed in their ISS and has met the required performance outcomes, an Exit Checklist should be completed and submitted to YOC for approval. Youth who have been approved for Exit by YOC Staff may be Exited in either of the following program quarters:

Fourth Program Quarter:

July - September Exit at the end of September

Third Program Quarter:

April - June Exit at the end of June

Contractor must complete all necessary MIS paperwork to Exit a youth after the file has been approved for Exit by the YOC, including entering information in the WDB's Virtual One-Stop System.

K. Follow-up Services

Contractors who successfully meet performance standards will be eligible for continued funding. Should Contractor's funding be continued, follow-up services are required for youths who were served or exited under the previous years program. If Contractor is not recommended for funding, Contractor shall provide original case files to the YOC to continue the follow-up service through the remaining 12-month period, as required by WIA.

All youth must receive some form of follow-up services for a minimum of 12 months after exit as appropriate. Unless it has been determined that an exited youth customer is not in need of substantial follow-up, services will be provided every 30 days as appropriate. Follow-up services for youth may include:

1. Confirmation of performance attainment;
2. Leadership development activities;
3. Regular contact with a youth and their employer, including assistance in addressing work-related problems that may arise;
4. Assistance in securing better paying jobs, career development and further education;
5. Individual or group meetings to discuss educational or career options;
6. Work related peer support groups;
7. Adult mentoring and tutoring;
8. Work experience;
9. Basic skills training;
10. GED preparation;
11. Job shadowing;
12. Invitations to participate in youth activities; and
13. Support services.

VI. RECORD KEEPING AND REPORTING REQUIREMENTS

A. Records Maintenance:

1. The following documents are to be maintained in participant files and/or VOS by the Contractor unless otherwise directed by the City:
 - a. Eligibility documentation – including TABE Pre-Test;
 - b. Suitability Interview;
 - c. Participant Handbook Receipt;
 - d. MIS documentation (Application /Registration, Enrollment; Goals and Exit Checklist and Forms);
 - e. Case Notes;
 - f. Applicable Pre & Post Tests;
 - g. Individual Service Strategy (ISS) documenting service goals; (including supportive needs, and service outcomes);
 - h. Work Permit (if applicable);
 - i. Participant Internship Agreement;
 - j. Training Site Agreement;
 - k. Copy of YOC Application and Parental Medical and Emergency Consent Form;
 - l. Participant Time Sheets (if applicable);
 - m. Participant Evaluations completed by Contractor staff and worksite supervisor;
 - n. Counseling/case notes reflecting a record of active participation;
 - o. Documentation of Incentives;
 - p. Documentation of Support Services; and
 - q. Documentation of Follow-up Service.
2. Copies of the following documents should be maintained at the training worksite for each youth participating in Work Experience:
 - a. Participant Internship Agreement;
 - b. Training Site Agreement;
 - c. Verification of Supervisor Orientation Form;
 - d. YOC Application and Parental Medical and Emergency Consent;
 - e. Participant Time Sheets (if applicable); and
 - f. Participant Evaluations completed by worksite training supervisor.
3. Contractor is required to *immediately* notify YOC Coordinator of any accident or injury and to submit Incident Report regarding such occurrence.
4. Contractor is required to maintain all Youth Development Program records for a minimum of 7 years. Access to records by the awarding agency, the grantee, DOL, or the Controller General of the United States for the purpose of audit, examination, excerpts, and transcription must be made available. Records retained for 7 years may not be destroyed unless approved by the City in writing.

B. Final Project Summary Report

Contractors are required to submit the Final Billing and Final Project Summary report to the City within thirty (30) days of completion of contract. At minimum the report shall address the following outcomes:

1. Brief description of programs and services offered;
2. Number of enrollments;
3. Total hours of paid activities for each participant;
4. Number of positive outcomes;
5. Performance outcomes met in each category;
6. List of training sites utilized;
7. Recommendations for future programs; and
8. Total funds awarded and expended.

VII. GENERAL INFORMATION:

A. Unallowable Activities and Costs

The Contractor 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 program shall impair existing contracts for services or collective bargaining agreements without the written concurrence of the labor organization and employer concerned.
 - c) 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.
 - d) No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
 - e) 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.

B. WIA Contract Clauses

Contractor shall administer contract within the policies and procedures mandated by the Workforce Investment Act of 1998 and the City of Long

Beach Workforce Development Bureau 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; and
11. The Davis-Bacon Act.

C. Administrative Dispute Resolution

The WDB and Contractor 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 Greater Long Beach Workforce Development 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.

D. Nepotism

No grantee, subgrantee, or employing agency may hire 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 grantee, subgrantee, or employment agency.

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.

VIII. CONTINUATION OF CONTRACT:

Continuation of this contract is contingent upon the satisfactory achievement of the standards and goals of the contract as determined by the City and/or availability of WIA funds from the State of California. If a Contractor cannot fulfill the obligations of this contract the YOC Coordinator must be notified immediately.

IX. LETTER OF MODIFICATION:

NA
ATTACHMENT
PAGE 12 OF 13 PAGES *MS*

The Contractor agrees to the following procedures for modification of the contract:

- A. All requests for contract modifications must be in writing and include detailed justification for such modifications.
- B. The City may initiate a letter of modification at any time during the contractual term with written concurrence from the Contractor.

LBCCD..Final.OOSY.06

ATTACHMENT "B"

CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
WORKFORCE DEVELOPMENT BUREAU
WIA PROJECT BUDGET SUMMARY

Organization Information:

Name: Long Beach Community College District

Address: 4901 East Carson Street, Long Beach, CA 90808
Street City Zip Code

Telephone Number: (562) 938-5011

Fax Number: (562) 938-5030

Email Address: dsimpson@lbcc.edu

Contact Person: Darick J. Simpson

Federal ID: [REDACTED]

Agreement Information:

Budget Period: 10/1/2005 - 09/30/05 Contract No: _____

Effective Date: _____ Amendment No: _____

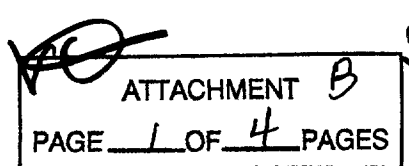
Funding Source: Workforce Investment Act

Project Name: Project Y.E.S.

Fiscal Approval: 

Date: 11/8/05

(Page 1 of 4)


ATTACHMENT B
PAGE 1 OF 4 PAGES

BUDGET INFORMATION

SECTION A - Budget Summary by Categories

Acct.No.	Budget Category	(A)	(B)	(C)
118	Indirect Costs	11,111.00		11,111.00
201	Project Staff	72,250.00		72,250.00
202	Fringe Benefits	28,451.00		28,451.00
203	Training/Training Materials	1,500.00		1,500.00
204	Operating Costs	3,120.00		3,120.00
206	Program - Other	17,860.00		17,860.00
300	Internship Stipend	-		-
301	Performance/Program Incentives	10,850.00		10,850.00
302	Support Services	4,858.00		4,858.00
Total Funds Requested:		150,000.00	-	150,000.00

Section B - Cost Sharing/Match Summary (if appropriate)

Acct. No.	Budget Category	(A)	(B)	(C)
302	In-Kind Contribution	49,011.26		49,011.26
				-
Total Cost Sharing/Match:		49,011.26	-	49,011.26

Note: Use column A to record funds requested for the initial period of performance (i.e., 12 months, 13 months, etc); Use Column B to request budget modification changes to your original budget, Column A, (i.e., requests for additional funds or line item changes); and use Column C to record the totals (A + B). If this is the initial budget request, there will be no modifications and Column A will equal column C.

BUDGET DETAIL

IN-DIRECT

Account 118

Indirect Costs				Total
LBCC Indirect @10%				11,111.00
			TOTAL	11,111.00

PROGRAM COSTS: STAFF SALARIES

Account 201

Position Title/Activity	Hour Salary	No. of Months	% of Time	Total
Counselor	52.00	12		1,664.00
Project Manager	32.32	12	50	33,750.00
Case Manager	19.13	12	50	19,972.00
Special Program Assistant	15.59	12	50	16,276.00
Financial Aide Advisor	18.39	12		588.00
			TOTAL	72,250.00

PROGRAM: FRINGE BENEFITS

Account 202

Description	% Rate	Rate Applied to		Total
FICA	7.65	72,250	5,527.13	
Workmen's Compensation	2.65	72,250	1,914.63	
Health & Welfare Insurance	19.56	72,250	14,132.10	
Retirement or Pension	9.12	72,250	6,589.20	
Other SUI	0.4	72,250	289.00	
			28,452.05	28,451.00
			TOTAL	28,451.00

TRAINING/TRAINING MATERIALS & SUPPLIES

Account 203

Description		Quantity/Price		Total
S.Q. Books & supplies				1,500.00
			TOTAL	1,500.00

OPERATING COSTS (includes rent, communications, insurance, etc.)

Account 204

Description		Quantity/Price		Total
Mileage				520.00
Conference Travel				600.00
Office Supplies				2,000.00
			TOTAL	3,120.00

PROGRAM - OTHER

Account 206

Description		Quantity/Price		Total
GED Testing		\$100X10		1,000.00
IC3 Certification Testing		35 youth		7,200.00
Ropes Course/Diversity		35 Youth		3,900.00
Web site update/support				1,000.00
Industry guest speakers		6X\$200		1,200.00
Certificate Celebration				2,060.00
YMCA Nutrition Program		35 Youth		1,500.00
			TOTAL	17,860.00

PARTICIPANT RELATED COSTS

INTERNSHIP STIPENDS

Account 300

Description	Quantity/Price	Total
TOTAL		-

INCENTIVES (Program and Performance)

Account 301

Description	Type	Quantity/Price	Total
Program Incentive	Program		2,100.00
Incentives (computers, etc.)		35 Youth	8,750.00
TOTAL			10,850.00

SUPPORT SERVICE

Account 302

Description	Quantity/Price	Total
Books/supplies for jobs		1,858.00
Youth clothing/tools for jobs		2,000.00
Bus passes		1,000.00
TOTAL		4,858.00

GRAND TOTAL	\$	150,000.00
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IN-KIND CONTRIBUTION

Account 303

Description	Quantity/Price	Total
Difference in federally negotiated		
Indirect rate of 34%		36,111.26
Facilities \$200X12months		2,400.00
Guest Instructors 10X\$50		500.00
Partners staff time 10 X\$1000		10,000.00
TOTAL		49,011.26

PROGRAM PLANNING SUMMARY

Agency Name: Long Beach City College _____

Program Name: Project Y.E.S. _____

Program Period: October 1, 2005 to September 30, 2006

Younger Youth (14-18 Years)	Enrollment Quarter			Program Services									Exit Quarter		
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
I. Enrollment Summary															
A. TOTAL PARTICIPANTS SERVED (A.1 + A.2)					2	5	5	5	5	5	5	5			
1. Participant Total	5				2	5	5	5	5	5	5	5			
2. Participants Carried In (PY 2004-05)															
3. Participants in Follow-up															
II. Skill Attainment															
A. Skill Attainment															
III. Exit Summary															
A. TOTAL EXITS *												5			
A. 1. Total Exits Remaining In Secondary Education															
1. Diploma or Equivalent															
2. Retention Rate (sum of 2. a. thru 2. e.)															
a. Entered Post Secondary Education												5			
b. Entered Advanced Training															
c. Entered Employment															
d. Entered Military Service															
e. Entered Qualified Apprenticeship															

Older Youth 19-21 Years	Enrollment Quarter			Program Services									Exit Quarter		
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
I. Enrollment Summary															
A. TOTAL PARTICIPANTS SERVED (A. 1. + A. 2.)					8	30	30	30	30	29	29	29			
1. Participant Total	30				8	30	30	30	30	29	29	29			
2. Participants Carried In (PY 2004-05)															
3. Participants in Follow-up															
II. Exit Summary															
A. TOTAL EXITS *												29			
1. Entered Post-Secondary Education												29			
2. Entered Advanced Training															
3. Entered Employment												29			
4. Obtained Credential During Enrollment (of II. A. 1-3)												29			
B. Earnings Gain (\$3,100)															

Compares earnings youth had in the 2nd and 3rd quarter prior to enrollment with earnings they have in the 2nd and 3rd quarter after exit.

* Total Number of Individuals Exiting WIA

**The Greater Long Beach Workforce Development System
WIA - YOUTH BUDGET PLANNING SUMMARY**

Program Name Project Y.E.S.
Contractor Name Long Beach City College
Address 3950 Paramount Blvd. Suite 1011
City/State Lakewood, CA.

Total Budget 150,000.00
Program Period 10/01/05 - 09/30/06

	OCT	NOV	DEC	Cumulative 1st Qtr	JAN	FEB	MAR	Cumulative 2nd Qtr	YTD
ADMINISTRATION	554	675.36	8442.32	2,073.68	956.32	956.32	956.32	2,868.96	4,942.64
PROGRAM	6,925.00	8442	10554	25,921.00	11954	11954	11954	35,862.00	61,783.00
Accruals				-				-	-
TOTAL	7,479.00	9,117.36	18,996.32	27,994.68	12,910.32	12,910.32	12,910.32	38,730.96	66,725.64

	APR	MAY	JUN	Cumulative 3rd Qtr	YTD	JUL	AUG	SEP	Cumulative 4th Qtr	TOTAL
ADMINISTRATION	976.32	976.32	1193.12	1,355.00	6,297.64	1048.32	1048.32	1042.72	3,139.36	9,437.00
PROGRAM	12204	12204	14914	39,322.00	101,105.00	13104	13104	13250	39,458.00	140,563.00
Accruals				-	-				-	-
TOTAL	13,180.32	13,180.32	16,107.12	40,677.00	107,402.64	14,152.32	14,152.32	14,292.72	42,597.36	150,000.00

INSTRUCTIONS FOR COMPLETING

When completing the budget planning summary (BPS), please consider the following guidelines:

The worksheet has been designed to track Administrative, Programmatic costs and Accruals on a monthly and quarterly basis.

Based upon your approved budget, plot your planned expenses in the month you anticipate they will occur.

Each month shall show monthly expected costs and the year to date (YTD) should be cumulative.