

1 FIRST AMENDMENT TO CONTRACT NO. 28982

2 **28982**

3 THIS FIRST AMENDMENT TO CONTRACT NO. 28982 ("First Amendment")
4 is made and entered into, in duplicate, pursuant to minute order adopted by the City
5 Council of the City of Long Beach at its meeting of October 4, 2005, between the
6 CALIFORNIA STATE UNIVERSITY LONG BEACH FOUNDATION (Upward Bound
7 Program), a California nonprofit higher education auxiliary, with offices located at 5500
8 Atherton Street, Suite 326, Long Beach, CA 90815 ("Contractor") and the CITY OF LONG
9 BEACH, a municipal corporation ("City").

10 1. RECITALS. This First Amendment is made with reference to the
11 following facts and objectives:

12 1.1 Contractor and City entered into Contract No. 28982 (the "Contract"),
13 pursuant to which Contractor has provided employment and educational services
14 to low income residents of the greater Long Beach area.

15 1.2 The term of the Contract was set to expire on September 30, 2005 and,
16 under the Contract, the maximum amount payable by City to Contractor for such
17 services is Forty Nine Thousand Five Hundred (\$49,500.00) Dollars.

18 1.3 The parties desire to extend the term of the Contract and increase the
19 amount payable thereunder.

20 NOW, THEREFORE, the parties do hereby agree as follows:

21 2. TERM. The term of the Contract shall be and hereby is deemed to
22 have been extended from September 30, 2005 through September 30, 2006.

23 3. CONTRACT AMOUNT. The total amount which shall be payable by
24 City to Contractor for services rendered during the term of this Contract shall be increased
25 by Fifty Five Thousand (\$55,000.00) Dollars.

26 4. FULL FORCE AND EFFECT. Except as modified by this First
27 Amendment, all terms of the Contract are ratified and affirmed, remain unchanged, and in
28 full force and effect.



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

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IN WITNESS WHEREOF, the parties have executed this First Amendment
as of the date first set forth above.

CALIFORNIA STATE UNIVERSITY LONG
BEACH FOUNDATION (Upward Bound
Program), a California nonprofit higher education
auxiliary

Dated _____, 2005

By  
Howard Wray, Exec. Dir., Educational Equity Svcs.
Its Phillip Humphreys, Dir., Upward Bound Prog.

Dated 12/22, 2005

By 
Susannè DeRosa, Director
Its Grants, Contracts & Foundation Programs


"Contractor"

CITY OF LONG BEACH, a municipal corporation

Dated 1/19/, 2005~~6~~

By 
City Manager

"City"

This First Amendment to Contract No. 28982 is hereby approved as to form
this 10th day of Jan, 2005~~6~~ 

ROBERT E. SHANNON, City Attorney

By 
Everett L. Glenn, Deputy

Statement of Work

In-School Youth Development Program Cost Reimbursement Contract

CONTRACTOR: Upward Bound Program
5500 Atherton Street, Suite 326
Long Beach, California 90815
(Hereinafter referred to as "Contractor")

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

CONTRACT AMOUNT: \$55,000

YOUTH SERVED:

Younger Youth Enrolled (14 – 18 Years Old):	22
Older Youth Enrolled (19 – 21 Years Old):	<u>0</u>
Total Youth to be Served:	22

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 In-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.1" 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 \$55,000 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.1". 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 90802.

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 Enrollment Period	Jan-Mar 06 Program Services	Apr-Jun 06	Jul-Sept 06 Exit Qtr	Oct-Dec 06 1st Qtr	Jan-Mar 07 2nd Qtr	Apr-June 07 3rd Qtr	Jul-Sept 07 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

Older Youth (19 – 21) Core Performance Requirements	Documentation
<ul style="list-style-type: none"> • Entered Employment – (Measured in the 1st Quarter after Exit Quarter) <u>Excludes:</u> <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) <u>Excludes:</u> <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) Total of 2nd & 3rd Quarter Earnings after Exit, less 2nd and 3rd Quarter of Pre-Program Earnings. <u>Excludes:</u> <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) 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>Copy of Diploma or General Education Diploma (GED), College Degree or Certificate</p>

Contractor must ensure Youths 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 9th 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 In-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)

1. 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.

2. 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.

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 VI. 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.
3. 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 destructed 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:

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.

Youth.UpwardBound.Final.ISY.2006



ATTACHMENT "B"

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

Organization Information:

Name: California State University Long Beach Foundation/Upward Bound

Address: 6300 E. State University Drive, #332 / Long Beach, CA 90815
Street City Zip Code

Telephone Number: (562) 985-2588

Fax Number: (562) 985-7951

Email Address: mdebruin@csulb.edu

Contact Person: Mae Debruin

Federal ID: [REDACTED]

Agreement Information:

Budget Period: 10/01/05 - 09/30/06 Contract No: 28982

Effective Date: 10/01/05 - 09/30/06 Amendment No: 1

Funding Source: Workforce Investment Act

Project Name: Upward Bound

Fiscal Approval:

Arlene M. Ward

Date:

11/22/05

(Page 1 of 4)

AW
ATTACHMENT B.1
PAGE 1 OF 4 PAGES

BUDGET INFORMATION

SECTION A - Budget Summary by Categories

Acct.No.	Budget Category	(A)	(B)	(C)
118	Indirect Costs	5,000.00		5,000.00
201	Project Staff	13,560.00		13,560.00
202	Fringe Benefits	6,780.00		6,780.00
203	Training/Training Materials	727.00		727.00
204	Operating Costs	590.00		590.00
206	Program - Other	3,659.00		3,659.00
300	Internship Stipend	9,900.00		9,900.00
301	Performance/Program Incentives	6,600.00		6,600.00
302	Support Services	8,184.00		8,184.00
Total Funds Requested:		55,000.00	-	55,000.00

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

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

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
Indirect @10%				5,000.00
			TOTAL	5,000.00

PROGRAM COSTS: STAFF SALARIES

Account 201

Position Title/Activity	Hour Salary	No. of Months	% of Time	Total
WIA Coordinator	21.73	12	30	13,560.00
			TOTAL	13,560.00

PROGRAM: FRINGE BENEFITS

Account 202

Description	% Rate	Rate Applied to		Total
FICA	7.65	13,560.00	1,037.34	1,038.00
Workmen's Compensation	3.08	13,560.00	417.65	418.00
Health & Welfare Insurance	24.34	13,560.00	3,300.50	3,300.00
Retirement or Pension	9.53	13,560.00	1,292.27	1,292.00
Other SUI	5.4	13,560.00	732.24	732.00
			6,780.00	
			TOTAL	6,780.00

TRAINING/TRAINING MATERIALS & SUPPLIES

Account 203

Description		Quantity/Price		Total
Diagnostic Test Materials		1.04		727.00
			TOTAL	727.00

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

Account 204

Description		Quantity/Price		Total
Copies				254.00
Postage				36.00
Office Supplies				300.00
			TOTAL	590.00

PROGRAM - OTHER

Account 206

Description		Quantity/Price		Total
Graduation Banquet				2,150.00
Fieldtrips				1,009.00
Mileage				500.00
			TOTAL	3,659.00

PARTICIPANT RELATED COSTS

INTERNSHIP STIPENDS **Account 300**

Description	Quantity/Price	Total
Participant Stipend	22x225x2	9,900.00
TOTAL		9,900.00

INCENTIVES (Program and Performance) **Account 301**

Description	Quantity/Price	Total
Program Incentives		6,600.00
TOTAL		6,600.00

SUPPORT SERVICE **Account 302**

Description	Quantity/Price	Total
Student Bus Tickets		8,184.00
TOTAL		8,184.00

GRAND TOTAL	\$	55,000.00
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IN-KIND CONTRIBUTION **Account 303**

Description	Quantity/Price	Total
TOTAL		-