

CFDA 17.259Y

CONTRACT

30995

1
2
3 THIS CONTRACT ("Contract") is entered into, in duplicate, effective as of
4 July 1, 2008, pursuant to a minute order adopted by the City Council of the City of Long
5 Beach at its meeting held on June 17, 2008, by and between SPECIAL SERVICES FOR
6 GROUPS, a Non-profit Corporation with offices located at 605 W. Olympic Boulevard,
7 Suite #600, Los Angeles, CA 90015, ("Contractor") and the CITY OF LONG BEACH, a
8 municipal corporation ("City").

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

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

20 1.2 The Application was approved by the State and a Workforce
21 Investment Act subgrant has been executed by and between the State and the
22 City authorizing such programs and providing the funding therefore under
23 Workforce Investment Act Master Subgrant Agreement, which has been
24 designated as No. 970542 the ("Prime Contract"); and

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

28 1.4 City is willing to utilize Contractor to provide contract services to

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

1 support Out-of-School Youth Academy Projects.

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

4 SECTION 1. DOCUMENT INCORPORATION.

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

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

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

16 C. The Fee Schedule ("Budget") for the case management services to
17 be provided by Contractor (the "Services") attached hereto as Exhibit "C".

18 D. The Budget Match ("Match") attached hereto as Exhibit "D".

19 Contractor and City agree to be bound by all the terms, conditions and
20 provisions contained in the Prime Contract, the Application the Statement of Work and
21 Budget (collectively, the "Contract Documents"). Contractor hereby agrees to assume full
22 responsibility for the performance of the operation, coordination and administration of
23 such program pursuant to all the terms and conditions of Exhibits "B" and "C" to the
24 extent that said documents are applicable to the delivery of services by Contractor
25 hereunder; and the parties hereto agree to perform all duties, obligations and tasks to be
26 performed by each party under the Contract Documents. In the event there is any
27 conflict between the provisions of this Contract and the provisions of the Prime Contract,
28 including the attachments thereto and the documents incorporated therein, as presently

1 worded as or amended in the future, the parties agree that the provisions of the Prime
2 Contract shall control.

3 Contractor shall conduct training and employment activities in accordance
4 with the provisions of the Contract Documents.

5 SECTION 2. TERM.

6 The term of this Contract ("Term") shall be deemed to have commenced as
7 of July 1, 2008 and unless sooner terminated pursuant to the provisions hereof, shall
8 terminate at midnight on June 30, 2010. Either of the parties hereto shall have the right
9 to terminate this Contract in its entirety at any time during the Term for any or no reason
10 whatsoever by giving 15 days prior written notice of termination to the other party. City
11 shall have the additional right to cancel any part of this Contract at any time during the
12 Term for any reason whatsoever by giving 15 days notice of such cancellation to the
13 Contractor.

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

22 SECTION 3. PERFORMANCE REVIEW.

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

1 review and approval by the City.

2 Underperformance at the end of the second quarter or any quarter
3 thereafter, shall permit the City to unilaterally cancel this Contract or, in the alternative
4 and at the sole discretion of the City, deobligate funds from this Contract up to the
5 amount of the underexpenditures.

6 SECTION 4. CONTRACT AMOUNT AND PAYMENT.

7 The total amount which shall be payable by City to Contractor for
8 Contractor's services during the Term shall not exceed Three Hundred and Ten
9 Thousand Dollars (\$310,000.00).

10 The City shall, in due course, reimburse the Contractor for the actual,
11 reasonable and necessary costs and expenses incurred by Contractor in the
12 performance of this Contract which are authorized and approved by Exhibit "C" and are in
13 accordance with and pursuant to the Prime Contract, to the extent that such Prime
14 Contract is applicable to the Contractor's performance hereunder. Such payments by the
15 City shall be made only from funds received by City under the Prime Contract and shall
16 be payable only after the City receives said funds with which to make such payments.

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

26 Payment to the Contractor shall be limited to the amounts specified in
27 Exhibit "C" for the categories, criteria and rates established in said Attachment.
28 Contractor may, with the prior written approval of the City Manager of the City of Long

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

1 Beach ("City Manager") or his designee make adjustments within and among the
2 categories of expenditures in the Budget, and modify the performance to be rendered
3 hereunder as provided in Exhibit "B" ; provided, however, that any such adjustment in
4 expenditures shall not result in an increase in the amount of the Budget. The agent or
5 representative of Contractor who signs as the maker of checks or drafts or in any manner
6 authorizes the disbursement of said funds or expenditure of same shall be covered by a
7 blanket fidelity or comprehensive crime bond regarding the handling of said funds in an
8 amount set out in Section 11, paragraph E of this Contract.

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

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

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

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

28 SECTION 5. RECORDS.

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

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

11 SECTION 6. FINANCIAL REPORTS.

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

24 If the Contractor is subject to the Single Audit Act (SAA), the Contractor
25 shall include this Contract within the scope of the SAA audit. A copy of the SAA final
26 audit report shall be delivered by Contractor to the City of Long Beach within thirty (30)
27 calendar days after its and, in any event, no later than six (6) months after the end of the
28 then-current fiscal year of Contractor. In the event the Contractor fails to comply with this

1 requirement, the Contractor shall be liable for any costs incurred by City for a substitute
2 audit or review.

3 SECTION 7. ACCOUNTING PROCEDURES.

4 On a monthly basis, commencing on the last day of month next succeeding
5 the Effective Date of this Contract, the Contractor will submit an invoice with supporting
6 documentation for payment based upon the cost categories in Attachment "B." These
7 invoices will be due within ten (10) working days after the end of each month Contractor
8 shall complete the monthly payment requests in the format required by the City.

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

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

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

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

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

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

26 B. Designate specific employees to perform each of the following
27 functions:

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

- 1 2. Approve the purchase of goods and services for Contractor.
- 2 3. Approve employee time sheets.
- 3 4. Each above function shall be designated to a different
- 4 employee.
- 5 C. Maintain documented support for every check written which should
- 6 include:
- 7 1. Original invoice from each vendor.
- 8 2. Indication by signature and date of an authorized employee
- 9 that the goods or services were received by the Contractor. This may be done on
- 10 a separate receiving report, a copy of a packing slip or on the invoice itself.
- 11 3. Indication that the goods or services were approved for
- 12 purchase by an authorized individual. This should be by signature and dated and
- 13 should appear on the invoice or on the purchase order or purchase requisition, if
- 14 such is used by the Contractor.
- 15 D. Maintain a copy of each invoice submitted to Grants Accounting with
- 16 copies of all supporting documents.
- 17 E. Maintain the following records in an orderly fashion by grant period
- 18 or Contractor's fiscal year:
- 19 1. Bank statements and bank reconciliations.
- 20 2. Deposit slips and supports.
- 21 3. Checks and supports.
- 22 4. Time sheets or documentation to verify Contractor's labor
- 23 costs.
- 24 5. Cash receipts and cash disbursement journals.
- 25 6. Requests for reimbursement and supports.
- 26 7. Financial statements.
- 27 F. Maintain and file all required tax and personnel reports with
- 28 appropriate agencies.

1 G. Contractor must adhere to all audit requirements as outlined in OMB
2 Circular A-128, 29 CFR 95, and 29 CFR Part 96, and A-133, 29 CFR 97.26 and 29 CFR
3 95.26 as applicable.

4 All invoices and billings will be considered final and must be submitted
5 within 45 calendar days from the end of the Term. Resolution of disputed matters must
6 be resubmitted within 15 calendar days from date mailed to Contractor. City, in its sole
7 discretion, may elect not to pay any invoices or billings submitted after the cut-off date.

8 SECTION 8. INDEPENDENT CONTRACTOR STATUS.

9 It is distinctly understood that in the performance of this Contract, the
10 Contractor shall at all times be considered a wholly independent contractor and that
11 Contractor's obligations to and authority from the City are solely as are prescribed by this
12 Contract. Contractor expressly warrants that it will not, at any time, hold itself out or in
13 any manner represent that Contractor or any of its agents, volunteers, subscribers,
14 members, officers or employees are in any manner the officers, employees or agents of
15 the City or the Greater Long Beach Workforce Development Board (GLBWDB), an
16 unincorporated non-profit association. Contractor shall not have any authority to bind the
17 City or GLBWDB at any time or for any purpose. Contractor nor any of Contractor's
18 officers, employees or agents shall have any power or authority as agents or employees
19 of the City or GLBWDB and shall not be entitled to any of the rights, privileges or benefits
20 of a City or GLBWDB employee.

21 SECTION 9. ASSIGNMENT.

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

24 SECTION 10. INDEMNIFICATION AND HOLD HARMLESS.

25 Contractor expressly agrees to defend, protect, indemnify and hold
26 GLBWDB, the City, their respective officers, employees and agents ("indemnified
27 parties"), free and harmless from and against any and all claims, damages, expenses,
28 loss or liability of any kind or nature whatsoever growing out of, or resulting from the acts

1 or omissions of Contractor, its officers, agents or employees in the performance of this
2 Contract. Contractor shall, at its own cost, expense and risk, defend all claims or legal
3 actions that may be instituted against either the indemnified parties and Contractor shall
4 pay any settlement entered into or satisfy any judgment that may be rendered against
5 either the indemnified parties as a result of said acts or omissions of Contractor, its
6 officers, agents or employees in the performance of this Contract.

7 SECTION 11. INSURANCE.

8 Concurrent with the execution of this Contract by Contractor, as a condition
9 precedent to the effectiveness of this Contract, and in partial performance of the
10 obligations of indemnity assumed by Contractor under Section 10 above, Contractor shall
11 procure and maintain during the Term at Contractor's expense.

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

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

21 C. Workers' Compensation as required by the Labor Code of the State
22 of California and Employers' Liability Insurance with limits of One Million Dollars
23 (\$1,000,000) per occurrence.

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

1 Thousand Dollars (\$25,000) Accidental Death and Dismemberment.

2 E. Blanket Honesty or Comprehensive Crime Bond in an amount of fifty
3 percent (50%) of sums payable under this Contract, or Twenty-Five Thousand Dollars
4 (\$25,000), whichever is higher, to safeguard the proper handling of funds by those
5 employee's agents or representatives of the Contractor who sign as the maker of checks
6 or drafts or in any manner authorize the disbursement or expenditure of said funds.

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

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

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

28 SECTION 12. DRUG-FREE WORKPLACE.

1 Contractor shall comply with Government Code Sections 8350 et seq. and
2 29 CFR Part 98, in matters relating to providing a drug-free workplace including, but not
3 limited to, the following:

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

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

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

17 C. Ensuring that every employee who provides services under this
18 Contract:

- 19 1. Will receive a copy of Contractor's drug-free policy statement,
20 and
- 21 2. Will agree to abide by the terms of Contractor's statement as
22 a condition of employment on this Contract:

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

28 SECTION 13. NON-DISCRIMINATION.

1 In connection with performance of this Contract and as refined by
2 applicable federal laws, rules and regulations, Contractor shall not discriminate in
3 employment or in the performance of this Contract on the basis of race, religion, national
4 origin, color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap, or
5 disability.

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

16 SECTION 14. CONFIDENTIALITY.

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

26 All data and other information, in whatever form or medium, compiled or
27 prepared by Contractor in performing its services or furnished to Contractor by City shall
28 be the property of City and City shall have the unrestricted right to use or disseminate

1 same without payment of further compensation to Contractor. Copies of Contractor's
2 work product may be retained by Contractor for its own records.

3 SECTION 15. BREACH OF CONFIDENTIALITY.

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

6 (a) Contractor demonstrates Contractor knew prior to the
7 time City disclosed it; or

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

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

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

17 SECTION 16. NOTICES.

18 All notices required or given pursuant to the provisions hereof may be
19 served either by: (1) enclosing the same in a sealed envelope addressed to the party
20 intended to receive the same at the address indicated herein and deposited postage
21 prepaid, in the U.S. Postal Service as certified mail, return receipt requested, or (2)
22 personal service. Such notices shall be effective on the date personal service is effected
23 or the date of the signature on the return receipt. For the purposes hereof, the address of
24 the City and the proper party to receive any such notices in its behalf is the City Manager,
25 City Hall, 333 West Ocean Boulevard, Long Beach, California 90802; and Contractor's
26 address for service of any such notices shall be Special Service for Groups, 605 West
27 Olympic Boulevard, Suite #600, Los Angeles, CA 90015, Attention Herbert K. Hatanaka,
28 Telephone (213) 553-1800, Fax. No. (213) 553-1822, Email: hhata@ssgmain.org.

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SECTION 17. CONTRACT ADMINISTRATION.

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

SECTION 18. CORPORATE STATUS.

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

SECTION 19. ENTIRE AGREEMENT.

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

SECTION 20. CAPTIONS AND ORGANIZATION.

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

SECTION 21. TAX IDENTIFICATION NUMBER.

Contractor's Tax Identification Number is [REDACTED]

SECTION 22. AUTHORIZATION TO EXECUTE.

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

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

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

SPECIAL SERVICE FOR GROUPS, a Non-profit Corporation

Dated: _____, 2008

By [Signature]

Title EXECUTIVE DIRECTOR

Dated: _____, 2008

By SPECIAL SERVICE FOR GROUPS/OTTP

Title _____

"Contractor"

CITY OF LONG BEACH, a municipal corporation

Dated: Dec 15, 2008

By [Signature] Assistant City Manager

City Manager

"City"

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

The foregoing Contract is hereby approved as to form this 11th day of November, 2008.

ROBERT E. SHANNON, City Attorney

By [Signature] Deputy

GJA:lkM #A08-02170
Special Service for Groups 2

EXHIBIT "A"

KS
WIA 710-08

WIA SUBGRANT AGREEMENT

CITY OF LONG BEACH

REGISTRATION NO: R970542
MODIFICATION NO: NEW
SUBGRANTEE CODE: LBC

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

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

GOVERNMENTAL ENTITY: YES

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

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

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

APPROVED AS TO FORM

June 24, 2008

ROBERT E. SHANNON, City Attorney
Dag J. Anderson
DEPUTY CITY ATTORNEY

ALLOCATION(s):
The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL":

PRIOR AMOUNT: \$0.00
INCREASE/DECREASE: \$2,068,233.00
TOTAL: \$2,068,233.00 ✓

TERMS OF AGREEMENT:
From 04/01/2008 to 06/30/2010

Terms of Exhibits are as designated on each exhibit

PURPOSE: To initiate the PY 2008-09 WIA subgrant and incorporate WIA Youth formula funding under GC 301.

APPROVED FOR SUBGRANTOR (EDD) (By Signature)

APPROVED FOR SUBGRANTEE (By Signature)

for April C. Eales
Name and Title
BOB HERMSMEIER
CHIEF
WORKFORCE SERVICES DIVISION

for Steven [Signature]
Assistant City Manager
Name and Title
PATRICK H. WEST
CITY MANAGER

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

This Agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen. 566, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance:

for Debra Shephard
Signature of EDD Accounting Officer

for Karen [Signature]
Signature of EDD Contract Officer

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

WIA
SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

Exhibit AA
Page 1 of 1

SUBGRANTEE NAME: CITY OF LONG BEACH

SUBGRANT NO: R970542
MODIFICATION NO: NEW

I. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TITLE 1-Y: YOUTH				
96108 WIA TITLE 1 YOUTH FORMULA (301) : 04/01/2008 to 06/30/2010 Prog/Element 61/ 00 Ref 101 Fed Catlg 417259	\$0.00	\$2,068,233.00	\$0.00	\$2,068,233.00
TOTAL TITLE 1-Y	\$0.00	\$2,068,233.00	\$0.00	\$2,068,233.00
GRAND TOTAL:	\$0.00	\$2,068,233.00	\$0.00	\$2,068,233.00

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

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1. Compliance

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

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

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

2. Certification/Assurances

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

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

WIA SUBGRANT AGREEMENT

Subgrantee: CITY OF LONG BEACH

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Subgrantee recognizes and acknowledges:

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

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

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

j). Priority Hiring Considerations:

If this subgrant includes services in excess of \$200,000, the Subgrantee shall give priority consideration in filling vacancies in positions funded by the subgrant to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with Public Contract Code 10253.

k). Sweatfree Code of Conduct:

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

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Subgrantee: CITY OF LONG BEACH

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

- 2). The Subgrantee agrees to cooperate fully in providing reasonable access to the subgrantees' records, documents, agents or employees, or premises if reasonably required by authorized officials of the Subgrantor, the Department of Industrial Relations, or the Department of Justice to determine the subgrantees' compliance with the requirements under paragraph a of the Sweatfree Code of Conduct.
- 1). Unenforceable Provision: In the event that any provision of this subgrant agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this subgrant agreement have force and effect and shall not be affected hereby.

m). Nondiscrimination Clause

- 1). The conduct of the parties to this subgrant agreement will be in accordance with Title VI of the Civil Rights Act of 1964, and the Rules and Regulations promulgated there under and the provisions of WIA, Section 188.

- (a). As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

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

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

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

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

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

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements that grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- (b). This Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the subgrant agreement.

- (c). This Subgrantee agrees to conform to nondiscrimination provisions of the WIA and other federal nondiscrimination requirements referenced in 29 CFR, Part 37.

n). Indemnification:

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

Pursuant to the provision of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.

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

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

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

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

o). Salary and Bonus Limitations:

In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level 11, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the States, the compensation levels for programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

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

p). Clean Air and Water Act:

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

3. Standards of Conduct

The following standards apply to all Subgrantees.

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

4. Coordination

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

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

5. Subcontracting

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

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

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

6. Insurance

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

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

Employment Development Department
WIA - Financial Management Unit
P.O. Box 826880, M1C 69
Sacramento, CA 94280-0001
 - (2). State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this subgrant agreement are concerned.
 - (3). The State of California is not responsible for payment of premiums or assessments on this policy

7. Resolution

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

8. Funding

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

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

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

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

9. Accounting and Cash Management

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

10. Amendments

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

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

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approval of said amendment.

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

11. Reporting

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

12. Termination

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

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

Notices to the Subgrantee will be addressed to:

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

Notices to the Subgrantor will be addressed to:

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

13. Records

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

14. Audits

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

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sub-contracting service providers will immediately report to the Subgrantor any incidents of fraud, abuse or other criminal activity in relation to this subgrant agreement, the WIA, or its regulations.

15. Disallowed Costs

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

16. Conflicts

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

17. Grievances and Complaint System

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

18. Property

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

19. Intellectual Property Provisions

a). Federal Funding

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

b). Ownership

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

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

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

c). Retained Rights / License Rights

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

d). Copyright

- (1) Subgrantee agrees that for purposes of copyright law, all works (as defined in Ownership, paragraph nineteen (b) (2) (a) of authorship made by or on behalf of Subgrantee in connection with Subgrantee's performance of this subgrant agreement shall be deemed "works made for hire." Subgrantee further agrees that the work of

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each person utilized by Subgrantee in connection with the performance of this subgrant agreement will be a "work made for hire," whether that person is an employee of Subgrantee or that person has entered into an agreement with Subgrantee to perform the work. Subgrantee shall enter into a written agreement with any such person that:

- (i) all work performed for Subgrantee shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to Subgrantor to any work product made, conceived, derived from or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement.

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

e). Patent Rights

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

f). Third-Party Intellectual Property

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

g). Warranties

(1). Subgrantee represents and warrants that:

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

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funds will not be used in the performance of this subgrant agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

(h). It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Subgrantee's performance of this subgrant agreement.

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

h). Intellectual Property Indemnity

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

i). Survival

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

20. Confidentiality Requirements

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

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County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges, the Department of Alcohol and Drug Programs, and individuals requesting program services.

The Subgrantor and Subgrantee agree that:

- a). Each party shall keep all confidential information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
- b). Each party shall provide security sufficient to ensure protection of confidential information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect this information from reasonable unanticipated threats to the security or confidentiality of the information.
- c). The Subgrantee agrees that information obtained under this subgrant agreement will not be reproduced, published, sold or released in original or in any other form for any purpose other than those specifically identified in this agreement.

i). **Aggregate Summaries:** All reports and/or publications developed by the Subgrantee based on data obtained under this agreement shall contain confidential data in aggregated or statistical summary form only. "Aggregated" refers to a data output that does not allow identification of an individual or employer unit.

ii). **Publication:** Prior to publication, Subgrantee shall carefully analyze aggregated data outputs to ensure the identity of individuals and/or employer units cannot be inferred pursuant to Unemployment Insurance Code section 1094(c). Personal identifiers must be removed. Geographic identifiers should be specified only in large areas and as needed, and variables should be recorded in order to protect confidentiality.

iii). **Minimum Data Cell Size:** The minimum data cell size or derivation thereof shall be three participants for any data table released to outside parties or to the public.

- d). Each party agrees that no disaggregate data, identifying individuals or employers, shall be released to outside parties or to the public.
- e). The Subgrantee shall notify Subgrantor's Information Security Office of any actual or attempted information security incidents, within 24 hours of initial detection, by telephone at (916) 654-6231. Information Security Incidents include, but are not limited to, any event (intentional or unintentional), that causes the loss, damage, or destruction, or unauthorized access, use, modification, or disclosure of information assets.

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

If the Subgrantee learns of a breach in the security of the system which contains confidential data obtained under this Subgrant, then the Subgrantee must provide notification to individuals pursuant to Civil Code section 1798.82.

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

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

FOR THE SUBGRANTOR

Name: Elizabeth J. Clingman
Title: Section Manager
Address: P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001
Telephone: (916) 654-9699
Fax: (916) 654-9586

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FOR THE SUBGRANTEE

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

21. Signatures

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

Revised October 2007

EXHIBIT COVER SHEET

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

TERM OF THESE FUNDS: 04/01/2008 TO: 06/30/2010

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

PROGRAM NARRATIVE

The purpose of this action is to initiate this Local Workforce Investment Area's (LWIA) new Program Year (PY) 2008-09 Workforce Investment Act (WIA) Title I subgrant agreement and to incorporate WIA Youth formula funding into Grant Code (GC) 301. The amount in GC 301 represents this LWIA's entire Youth formula allocation for PY 2008-09. The allocation provided has been adjusted for the Federal requirement to rescind 1.747% of the PY 2008-09 Youth funds. The term dates for these funds is April 1, 2008 to June 30, 2010.

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

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

WIA (3/2000)

**Statement of Work
Youth Academy Project
Cost Reimbursement Contract**

SUBCONTRACTOR: Special Services for Groups
605 W. Olympic Blvd., Ste. 600
Los Angeles, CA 90015
(Hereinafter referred to as "Subcontractor")

CONTRACT TERM: July 1, 2008 – June 30, 2010

CONTRACT AMOUNT: \$ 310,000
(Year 1 Allocation: \$155,000
Year 2 Allocation: \$155,000)

YOUTH TO BE SERVED: Out-of-School Youth

SERVICE REGION: Region 1 - Long Beach/Signal Hill

YOUTH TO ENROLL/SERVE: 68

FUNDING AGENCY: City of Long Beach, Administrative Entity for the
Pacific Gateway Workforce Investment Network

Administered by the City of Long Beach, the Pacific Gateway Workforce Investment Network (Network), through its Youth Opportunity Center (YOC), coordinates and oversees services supporting the workforce needs of the residents and businesses it serves. Special Services for Groups shall, on behalf of the Network and YOC, administer the program services described herein.

I. PROJECT SUMMARY:

In accordance with this contract, Subcontractor shall provide youth services funded under the Workforce Investment Act (WIA) of 1998. The overall goal is to provide services that develop the potential of youth as citizens and leaders, and fosters positive long-term outcomes for youth participants. The youth served under this contract are 16-21 years old, reside in Long Beach and Signal Hill and are WIA eligible. WIA-eligible youth are youth who are economically disadvantaged and have one or more identified barrier (i.e., basic skills deficient, homeless, runaway, foster youth, pregnant or parenting, offender, school drop-out, youth with a disability or youth who requires additional assistance to complete an educational program or to secure/hold employment).

II. PROGRAM DESIGN

The Subcontractor's Youth Academy Project focuses on exposing, preparing and placing youth in high-growth/high demand careers/industries. Subcontractor will ensure youth's academic preparation through basic skills upgrading (i.e., math, reading, etc.) and occupational skills training, as well as through work-readiness

training. By creating successful partnerships with organizations from education, business, labor, social services and community-based organizations, Subcontractor shall ensure youth's preparedness to enter the labor market, particularly high-growth/high-demand careers/industries. To further support the Project's focus, the Subcontractor has uniquely designed their respective Project to incorporate additional career exploration activities, as well as other services, to meet the needs of their youth participants and to capitalize on the individual expertise of the Subcontractor and their Project partners.

III. PROGRAM ADMINISTRATION

A. Outreach/Recruitment

Subcontractor is responsible for ensuring that enrollment goals are met as a result of outreach and recruitment efforts (Refer to Program/Budget Planning Summary). The Subcontractor's outreach and recruitment efforts shall focus on WIA-eligible youth. WIA-eligible youth are youth who are economically disadvantaged, 16-21 years old, and have one or more of the following identified barriers:

1. Basic Skills Deficient (below 9th grade level in reading and/or math);
2. Homeless, Runaway, Foster Youth;
3. Pregnant or Parenting;
4. Offender;
5. School Dropout; and
6. Youth requires additional assistance to complete an educational program or to secure/hold employment.

Subcontractor is required to place the following language on all printed materials (i.e., flyers, brochures, announcements, etc.) used in conjunction with the Subcontractor's WIA-funded project:

"This program funded by the Pacific Gateway Workforce Investment Network."

Upon request, Subcontractor may utilize the Pacific Gateway Workforce Investment Network's logo on printed materials used in conjunction with Subcontractor's WIA-funded project.

B. Orientation

Subcontractor must provide program orientation to prospective youth participants. The orientation must include information on the full-array of services available through the WIA-funded program, including services provided by collaborating partners.

C. Eligibility/Initial Certification

Subcontractor is responsible for initial determination of WIA eligibility for all participants recruited for its program. All necessary eligibility documents and MIS forms must be completed, batched and provided to the Youth Opportunity Center for final eligibility determination. Parent/guardian

approval is required for youth under the age of 18 requesting to participate in the Subcontractor's program.

D. Basic Skills Assessment/Upgrading

Subcontractor is responsible for conducting an initial basic skills assessment, the Basic Skills Inventory Test, for all participants during the eligibility/initial certification appointment. **If a youth is determined to be basic skills deficient (scoring below 9th grade level in either reading or applied math), the area(s) of deficiency must be addressed through activities designed to increase comprehension. All deficient youth must receive remediation in all areas of deficiency (i.e., reading, applied math). A Basic Skills Inventory post-test to determine a functioning level/grade level increase must be administered to all basic skills deficient youth. Youth must be post-tested every 30 days. Pre- and post-test scores will be recorded on the MIS Test Scores form.** Non-basic skills deficient youth may also participate in remediation activities.

E. MIS Enrollment and Test Scores

MIS Enrollment and Test Scores forms must be submitted by the Subcontractor within 10 days of providing services to youth. Once activities are completed, the updated Enrollment and Test Scores forms must be submitted to the Youth Opportunity Center for review and submission to the Program Support Unit. Subcontractor must ensure the timeliness of submissions, as it impacts the validity of data reported by the Network to its Board, administrative agency (City of Long Beach), and the State's Employment Development Department.

F. Case Management

Subcontractor shall provide case management services, including (but not limited to): developing an Individual Service Strategy (ISS) in partnership with youth, which documents all services and progress towards achievement of program goals and objectives; individual counseling; file maintenance; and completion of all required customer tracking forms, including case notes. Subcontractor staff will use the Network's Internet-based case management system to record and document services provided to participating youth. Case management staff, as well as other appropriate Subcontractor staff, are responsible for attending and actively participating in mandatory monthly Subcontractor meetings and training sessions, prior to and during the contract period.

G. Work-Readiness Skills Training

Subcontractor shall provide all enrolled youth work-readiness training that addresses, at minimum, the following:

- Job search techniques;
- Application completion and resume development;
- Interviewing skills and attire;
- Appropriate workplace behavior, ethics and leadership;

- **Communication skills, working in teams and conflict resolution; and**
- **Financial literacy and responsibility.**

Subcontractor may, as part of their Project's design, incorporate additional modules in their work-readiness training, as appropriate. Work-readiness training modules should incorporate information that further exposes youth to the high-growth/high-demand occupation(s)/industry(ies) on which the Subcontractor is focusing.

Upon completion of the work-readiness training, Subcontractor shall issue a Certificate of Completion to participating youth, supporting the youth's attainment of work-readiness skills and completion of training component. Youth Opportunity Center staff will provide a sample template of a Certificate of Completion form for use by the Subcontractor. The original copy of the Certificate must be maintained in the case file, and a copy of which must be provided to the Network's Fiscal Office when requesting reimbursement for performance incentives.

- H. Occupation Skills Training and Industry-Recognized Certificate**
All enrolled youth must receive occupational skills training that focuses on a high-growth/high-demand occupations(s)/industry(ies), and provides youth with the skills necessary to perform work-related functions within that occupation(s)/industry(ies).

Subcontractor is required to assess youth for occupational interest, training suitability and attainment of skills tied to the occupational skills training provided. Subcontractor will utilize the Occupational Therapy Assessment to assess youth.

Upon completion of the occupational skills training, Subcontractor shall issue a Certificate of Completion to participating youth, verifying the youth's completion of the occupational skills training component. Youth Opportunity Center staff will provide a sample template of a Certificate of Completion form for use by the Subcontractor. The original copy of the Certificate must be maintained in the case file, and a copy of which must be provided to the Network's Fiscal Office when requesting reimbursement for performance incentives.

All youth participating in the Subcontractor's program are expected to earn an industry-recognized certificate, regardless of whether the youth earns a high school diploma or GED. The certificate may be earned through their participation and completion of the program's occupational skills training component or through other training provided by the Subcontractor or partnering agency(ies). The industry-recognized certificate shall be awarded in recognition of the youth's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. **Industry-recognized certificates may be issued by:**

- State boards or education, State boards governing community colleges and universities
- State licensing boards for private schools, State education associations
- Integrated post-secondary or higher education reporting units
- State Department of Professional or Occupational Regulation
- Professional, industry, or employer organizations or product manufacturers or developers
- Training institutions/providers, Adult Basic Education providers (GED/Equivalent testing agencies)
- Registered apprenticeship programs, Office of Job Corps

Subcontractor agrees to provide occupational skills training to participating youth, leading to industry-recognized certificate(s), and focusing on (but not limited to) the following high-growth/high-demand occupations(s) /industry(ies):

- Licensed Practical and Licensed Vocational Nurse
- Dental Assistant and Hygienist
- Medical Assistant
- Pharmacy Technician
- Nursing Aide
- Computer Technician
- Animal Handler and Technician
- Library Assistant

Through strong partnerships with Southern California Regional Occupational Center (SCROC), Harbor Occupational Center (HOC) and the Job Corps, Subcontractor will ensure youth's exposure to high-demand/high-growth training, leading to employment.

I. Exit and Follow-up

Once youth have attained their planned program objectives and outcomes have been reported, the Subcontractor may request that the youth be exited from the program. The Subcontractor must complete a Performance Management Checklist and submit to the Youth Opportunity Center for review, to ensure that the youth has attained performance measures. If the exit is approved, YOC staff will request that Subcontractor complete the Exit Form for submission to MIS staff.

J. Supportive and Referral Services

Subcontractor is responsible for providing youth, as needed, with supportive services, either directly, through partnering agencies or through other community-based resources. Supportive services remove personal barriers and enhances a youth's ability to effectively participate in the Subcontractor's program. Supportive services include, but are not limited to, assistance with transportation, clothing, tools/equipment, background

screenings, referrals to medical and mental health services, and linkages and referrals to community social services.

K. Follow-up Services

Subcontractor must provide all youth with some form of follow-up service, every 30 days as appropriate, for a minimum of twelve months after exit (TEGL 3-99). If it has been determined that an exited youth customer is in need of substantial follow-up services as documented in their ISS and/or their case notes, **Subcontractor must provide follow-up services as often as is necessary to address the youth's circumstances and needs.**

Follow-up services help to ensure continued youth engagement and sustain positive progress and outcomes toward long-term success. Follow-up services for youth may include:

1. Confirmation of performance attainment
2. Leadership development
3. Supportive services
4. Regular contact with a youth and their employer, including assistance addressing work-related problems that arise
5. Assistance in securing better paying jobs, career development and further education
6. Work related peer support groups
7. Adult mentoring and tutoring
8. Tracking the progress of youth in employment after training

IV. Program Elements

WIA requires that youth participating in WIA-funded programs have access to 10 required program elements, provided by Subcontractor or other partnering agency. Four of these elements are Academic Assistance (Basic Skills Upgrading), Occupational Skills Training, Supportive Services, and Follow-up Services. In addition, participants must have access to the following elements:

- **Alternative Education**-Opportunities and assistance to re-enroll and attend an educational program outside of traditional secondary education including adult schools, charter schools, high school diploma or GED programs, community colleges, vocational schools and/or occupational programs.
- **Leadership Development**-Opportunities for youth to learn, direct, and apply positive leadership and positive social behaviors. This includes community service, citizenship training, decision-making, service learning, cultural diversity training, and peer-centered activities encouraging responsibility.
- **Mentoring**-Opportunities for youth to interact meaningfully, and one-on-one, with a caring adult(s) over a minimum 12-month period to improve academic performance, provide job shadowing, goal setting,

career exploration, work readiness, and social skills improvement – and may occur both during and after Youth Academy Project participation.

- **Guidance and Counseling**-Services that offer advice, guidance, and resources to aid youth in overcoming barriers and in solving personal problems – and includes (not limited to) drug and alcohol abuse counseling, goal setting, and referrals to other services appropriate to the needs of the individual youth.
- **Work Experiences and Summer Employment Opportunities**
Work experience activities are opportunities for youth to learn work-related skills and to acquire effective workplace behaviors, including both paid and unpaid work experience activities, internships, job shadowing, and other planned and structured learning experience that occurs in the workplace.

V. INCENTIVES

Subcontractor may provide participating youth with performance incentives and/or program incentives to maximize positive performance outcomes and encourage active program participation.

Performance Incentives are available to youth meeting specific goals listed in the Network's Performance Incentive Policy Matrix. Youth participants may be able to earn up to \$300 (\$75 per outcome, no more than 4 instances) in performance incentives for achieving established performance goals, as budgeted by Subcontractor. In addition, Subcontractor will ensure that Tracking/Receipt Form is maintained in each case file, along with appropriate supporting documentation, to verify that outcomes have been achieved and incentives received by youth.

Program Incentives may be used to encourage participation and continued progress as youth successfully complete one or more components of a program. Incentives, for example may address areas of completion of work experience/internship, tutoring activities, good/improved attendance and behavior. Incentives can include gift certificates, T-shirts, field trips, or other items the program determines to be motivating to youth. Youth participants may be able to earn up to \$250 in program incentives for achieving established program outcomes, as budgeted by Subcontractor. Subcontractor will ensure that Criteria Proposal Form for program incentives is completed and submitted to the YOC Coordinator for approval prior to providing any program incentives to participating youth. In addition, Subcontractor will ensure that Tracking/Receipt Form is maintained in each case file, along with appropriate supporting documentation, to verify that outcomes have been achieved and incentives received by youth.

VI. PROGRAM PERFORMANCE STANDARDS:

Performance Measures

Performance measures are set forth by the State of California Workforce Investment Division, in negotiation with the Pacific Gateway Workforce Development Board. In an effort to ensure and maximize positive outcomes, the Network may/has set higher outcomes for WIA Subcontractors.

Continuation of funding will be contingent upon the attainment of the following performance outcomes.

YOUTH PERFORMANCE MEASURES

Post Assessment(s) Rate: 95%

Youth should be post tested as follows:

- a. Basic Skills Deficient – every thirty days

Program Elements – Basics skills remediation

Required Documentation – Basic skills pre- and post-assessments

Excludes - Youth that are not deficient on their pre-test

Skill Attainment Rate – Basic Skills: 85%

Youth should attain at least one basic skills attainment, which represents an increase in an educational functioning level, within one year of the date set or prior to exit (whichever comes first).

Program Elements – Basic skills remediation must be provided in each area of deficiency

Required Documentation – Evidence of functioning level increase and must be recorded on the MIS Youth Test Scores Form

Excludes - Youth that are not deficient on their basic skills pre-test

Skill Attainment Rate – Work Readiness Skills Training Completion: 85%

Youth should successfully complete work-readiness skills training and receive a Subcontractor issued program certificate for “Successful Completion of Work-Readiness Skill Training” prior to exit

Program Elements – Work readiness training

Required Documentation – Work-readiness attendance records, completed resume, Subcontractor issued certificate of completion

Excludes – N/A. All youth are included

Skill Attainment Rate – Occupational Skills Training Completion: 85%

Youth should successfully complete occupational skill training and receive a Subcontractor issued program certificate for “Successful Completion of Occupational Skill Training” prior to exit

Program Elements – Occupational skills training

Required Documentation – Occupational skills evaluations, attendance records, Subcontractor issued certificate of completion

Excludes – N/A. All youth are included

Certificate Attainment Rate: 90%

Youth should attain an industry-recognized certificate

Program Elements – Occupational skills training

Required Documentation – Industry-recognized certificate

Excludes – N/A. All youth included

Exit – Placed in Employment, Post-Secondary Education, Military or Training: 75%

At exit, youth should be in employment (fulltime or part-time), enrolled in post-secondary education, advanced training, and/or in the military

Program Elements – Work readiness or occupational skills training, academic and training assistance, work experience, internship, job search assistance

Required Documentation – Employment information (i.e., check stub, letter of employment, etc.), school records, training records, military records (when applicable) and MIS Exit Form

Excludes – Youth who are already employed and remained with the same employer at exit, or in post-secondary education or training at enrollment or neutral outcomes*

Follow-up Activity Rate: 75%

During the first quarter after exit, youth should be in employment (fulltime or part-time), post-secondary education, advanced training, occupational skills training and/or in the military

Program Elements – Follow-up services

Required Documentation – Employment information/supplemental data, school records, training records, military records (when applicable) and MIS Follow-Up Form

Excludes - Youth that exit the program with a neutral outcome*

*Youth that exit the program in one of the following neutral outcomes will be excluded from this performance measure:

- Institutionalized
- Health/Medical or Family Care
- Reserve Forces called to active duty
- Relocated to a Mandated Program
- Deceased

VII. CONTRACT MANAGEMENT

The City shall compare on a quarterly basis, planned program performance and expenditure levels with actual program performance and expenditures levels.

Actual program performance and expenditure level analysis will be based on reviews of planned levels as documented on the Subcontractor's Program/Budget Planning Summary Form (Exhibit D), which must be completed by Subcontractor, and subsequently approved by the City. Upon approval, the Form will become part of this Statement of Work and Subcontractor shall ensure that planned program performance and expenditure levels are met.

If Subcontractor is 10% or more below planned totals at the end of the quarter or any quarter thereafter, Subcontractor shall implement a corrective action plan for review and approval by the City. The City has the right to unilaterally cancel the contract or deobligate funds up to the amount of the under expenditure.

VIII. RECORD KEEPING AND MONTHLY REPORTING REQUIREMENT

A. FISCAL REPORTING/INVOICING

1. Subcontractor will ensure that invoices are submitted on the 10th of each month and are in compliance with Project Budget (Exhibit C). If the 10th of the month falls on a Saturday or Sunday, invoice must be submitted the Friday before. Subcontractor is required to participate in WIA In-Service Training and provide invoices and supporting documentation as requested by the City.
2. Subcontractor funds will not exceed \$310,000 of WIA Title I funds to achieve program goals. The Subcontractor will be reimbursed for all pre-approved (reasonable and necessary) costs incurred in the operation of the program, as detailed in the Project Budget. Supporting documentation is required to justify reimbursements.
3. Subcontractor must include accruals on all monthly invoices per State of California Directive WIAD 04-15, effective March 1, 2005.
4. Subcontractor may exceed cost categories by no more than 10%, provided that the difference is reduced from other account(s) 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 Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807, Attention: Accounts Payable/WIA Invoices.
6. Written requests for budget changes must be submitted to the Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807, Attention: Contracts/Procurement Coordinator.
7. Subcontractor shall ensure the accuracy of each invoice.
8. Subcontractor must submit a Cost Allocation Plan to the City.

B. PROGRAM REPORTING

1. Subcontractor shall ensure the timely submittal of required program documents, reports, and forms.
2. Subcontractor shall submit all required MIS forms within 5 working days of activity.
3. Subcontractor will ensure the completion and submittal of the Monthly Management Report (MMR) on the 10th of each month. If the 10th of the month falls on Saturday or Sunday, the MMR must be submitted on the Friday prior to the 10th. A copy of the MMR must be provided to the Subcontractor's assigned Program Specialist at the Youth Opportunity Center, as well as included as part of the Subcontractor's invoice, due on the 10th of each month.
4. The MMR is designed to track actual program activity (i.e. enrollment, goals, etc.) and individual participation with each Subcontractor to determine if planned performance levels are met, or if corrective action is necessary.

5. Subcontractor shall ensure the accuracy of each report.

C. RECORD KEEPING AND REPORTING REQUIREMENTS

1. The following documents are to be maintained in participant files by the Subcontractor, unless otherwise directed by the City:
 - a. Eligibility Documentation;
 - b. Suitability Interview;
 - c. Participant Handbook Receipt;
 - d. MIS Documentation;
 - e. Case Notes;
 - f. Applicable Pre & Post Tests;
 - g. Individual Service Strategy (ISS);
 - h. Copy of YOC Application;
 - i. Parental Medical and Emergency Consent Form;
 - j. Consent to Access Internet;
 - k. Certificate of Completion (Work-readiness and Occupational Skills)
 - l. Industry-recognized Certificate;
 - m. Progress Reports;
 - n. Documentation of Incentives, Support Services and Follow-up Service(s).
2. Subcontractor is required to immediately notify assigned Program Specialist, or in his/her absence YOC Coordinator, of any accident or injury and to submit an Incident Report regarding such occurrence.
3. Subcontractor is required to maintain all program records for a minimum of 7 years. Access to records by the awarding agency, the grantee, DOL, or the Controller Center 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

Subcontractor is required to submit final billing and report to the City within thirty (30) days of completion of contract. At minimum the report shall address the following:

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;
6. List of collaborating partners and training sites utilized, and services provided by each;
7. Recommendations for future programs; and

8. Final close-out invoice with total funds awarded and expended.

IX. GENERAL INFORMATION:

A. Unallowable Activities and Costs

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

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

B. WIA Contract Clauses

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

1. Compliance with awarding agency requirement and/or regulations related to patent rights, copyrights, and rights in data;
2. Maintenance of records for 7 years;
3. The Equal Employment Opportunity Act provisions;
4. The Americans with Disabilities Act of 1990;
5. The Contract Work Hours and Safety Standards Act;
6. The Clean Air Act and Environmental Protection Agency regulations;
7. The Energy Policy Conservation Act;
8. The Bryd Anti-Lobbying Amendment;

9. The Debarment and Suspension requirements;
10. The Copeland "Anti-Kickback" Act;
11. The Davis-Bacon Act.

C. Administrative Dispute Resolution

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

D. Nepotism

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

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

X. 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 Subcontractor cannot fulfill the obligations of this contract, the Subcontractor must notify the Network's Contracts/Procurement Coordinator in writing immediately.

XI. LETTER OF MODIFICATION:

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

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

SOW-SSFGOSYOUTH08-10REV 090208

**CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
WORKFORCE DEVELOPMENT BUREAU
WIA YOUTH ACADEMY PROGRAM
PROJECT BUDGET (STATEMENT OF WORK - EXHIBIT C)**

Organization Information:

Name: Special Service for Groups

Address: 19401 S. Vermont Avenue Suite A-200, Torrance, CA 90502
Street City Zip Code

Telephone Number: (310) 323-6887

Fax Number: (310) 323-1570

Email Address: kmiller@ottp.org, sbream@ottp.org

Contact Person: Kelly Miller, Sarah Bream

Federal ID: XXXXXXXXXX

Agreement Information:

Budget Period: 07/01/08 - 06/30/10 **Contract No:** _____

Effective Date: 7/1/2008 **Amendment No:** _____

Funding Source: Workforce Investment Act Funds

Project Name: WIA Youth Academy Project Out-Of-School Youth

Fiscal Approval: *Sandra Bullard* **Date:** 10/30/08

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ATTACHMENT C
PAGE 1 OF 4 PAGES

BUDGET DETAIL

IN-DIRECT/ADMINISTRATIVE COST (10% CAP)			Jul 2008 - Jun 2009 1st Year	Jul 2009 - Jun 2010 2nd Year	24 Month Budget Total
	PERCENTAGE				Total
IN-DIRECT	10%		15,500	15,500	31,000
		TOTAL	15,500	15,500	31,000

SALARIES & WAGES			1st Year	2nd Year	24 Month
Position Title/Hr. Salary	No. of Months	% of Time			Total
Youth Services Director	12	14%	11,906	11,906	23,812
WIA Outreach Coordinator	12	35%	20,513	20,513	41,026
Occupational Therapist	12	3%	1,840	1,840	3,680
Bilingual Intake Coordinator	12	20%	8,056	8,056	16,112
Bilingual Case Manager	10	35%	13,104	13,104	26,208
Job Developer	12	18%	8,061	8,061	16,122
Driver/Support Staff	12	35%	8,736	8,736	17,472
Administrative Assistant	12	15%	5,841	5,841	11,682
		TOTAL	78,057	78,057	156,114

FRINGE BENEFITS			1st Year	2nd Year	24 Month
Description	% Rate	Rate Applied to:	78,057.00	78,057.00	Total
FICA	7.65%		5,971	5,971	11,943
Workmen's Compensation	1.50%		1,171	1,171	2,342
Health & Welfare Insurance	8.70%		6,791	6,791	13,582
Retirement or Pension	10.00%		7,806	7,806	15,611
					-
					-
		TOTAL	21,739	21,739	43,478

TRAINING MATERIALS & SUPPLIES			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
Consumable Supplies		misc.	4,500	4,500	9,000
Training Supplies		misc.	4,000	4,000	8,000
		TOTAL	8,500	8,500	17,000

OPERATING COSTS			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
Rent			6,000	6,000	12,000
Telephone/Internet/Network			1,500	1,500	3,000
Insurance: vehicle, site, etc.			1,500	1,500	3,000
Lab/Fingerprints			100	100	200
		TOTAL	9,100	9,100	18,200

PROGRAM - OTHER			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
Travel: staff mileage/parking			4,800	4,800	9,600
Van: gas/maintenance/repair <i>OK</i>			3,904	3,904	7,808
Occupational Skills workshops			3,000	3,000	6,000

*By: Kelly Miller
10/28/08*

		TOTAL	11,704	11,704	23,408
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PARTICIPANT RELATED EXPENSE

INCENTIVES			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
Performance Incentives		112/\$75	8,400.00	8,400.00	16,800.00
*\$75 increments x 4 possible=\$300 max per participant					
					-
Program Incentives-\$250 max per participant		80/\$25	2,000.00	2,000.00	4,000.00
					-
		TOTAL	10,400.00	10,400.00	20,800.00

SUPPORTIVE SERVICES			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
					-
					-
					-
					-
		TOTAL	-	-	-

NEEDS BASED PAYMENTS			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
					-
					-
					-
					-
		TOTAL	-	-	-

GRAND TOTAL			117,396	117,396	234,792
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IN-KIND CONTRIBUTION			1st Year	2nd Year	24 Month
Description		Quantity/Price			Total
Staff Time for Youth Ctr. Activities			4,500.00	4,500.00	9,000.00
Staff Time for support services			29,200.00	29,200.00	58,400.00
Equipment, internet, printing			2,250.00	2,250.00	4,500.00
Staff time for career events			9,000.00	9,000.00	18,000.00
Trainings and field events	(Cash Match)		15,500.00	15,500.00	31,000.00
					-
		TOTAL	60,450.00	60,450.00	120,900.00

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BUDGET INFORMATION

SECTION A - Budget Summary by Categories

		July 2008 - Jun 2009 1st Year	July 2009 - Jun 2010 2nd Year	Amendment	24 Month Budget Total
Acct.No.	Budget Category	(A)	(B)	(C)	(D)
118	Indirect Costs/Administrative	15,500	15,500		31,000
201	Staff Salaries	78,057	78,057		156,114
202	Fringe Benefits	21,739	21,739		43,478
203	Training Materials & Supplies	8,500	8,500		17,000
204	Operating Costs	9,100	9,100		18,200
205	Program - Other	11,704	11,704		23,408
					0
PARTICIPANT RELATED COSTS					0
301	Incentives	10,400	10,400		20,800
302	Support Services	0	0		0
303	Needs Based Payment	0	0		0
Total Funds Requested:		155,000	155,000	0	310,000

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

		(A)	(B)		(C)
	In-Kind Contribution	60,450.00	60,450.00		120,900.00
Total In-Kind:		60,450.00	60,450.00		120,900.00

Note: Use column A & B to record funds requested for the first and second year of performance. Use Column C to request budget modification changes to your original budget (i.e., requests for additional funds or line item changes); and use Column D to record the totals (A + B, and + or - C).

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WIA YOUTH ACADEMY PROJECT 2008-2010
PROGRAM/BUDGET PLANNING SUMMARY (STATEMENT OF WORK - EXHIBIT D)

In-School Program Out-of-School Program

Subcontractor: Special Service for Groups Total youth to be served: 68
 Program Name: OTTP Region 1 Region 2

I. Enrollments	Jul '08	Aug '08	Sep '08	Oct '08	Nov '08	Dec '08	Jan '09	Feb '09	Mar '09	Apr '09	May '09	Jun '09	Jul '09	Aug '09	Sep '09	Oct '09	Nov '09	Dec '09	Jan '10	Feb '10	Mar '10	Apr '10	May '10	Jun '10	Cum. Total		
New participants per month	0	0	1	5	6	6	10	10	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	68		
II. Rost/Assessment																											
Basic Skills	0	0	0	1	5	6	6	10	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	68	
III. Skill Attainment/Completion																											
1. Basic Skills	0	0	0	1	5	6	6	10	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	68	
2. Work Readiness Skills	0	0	0	1	0	5	6	6	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	68	
3. Occupational Skills	0	0	0	1	0	5	6	6	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	68	
IV. Certificate/Attainment																											
1. Industry-Recognized Certificate	0	0	0	0	1	5	6	6	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	68	
2. High School Diploma or GED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
V. Exit																											
1. Exits Per Month	0	0	0	0	0	1	5	6	6	10	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	68	
VI. Placement																											
1. Employment	0	0	0	0	0	1	5	6	6	8	8	8	8	8	0	0	0	0	0	0	0	0	0	0	0	58	
2. Post Secondary Education	0	0	0	0	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	10	
3. Advanced Skills Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4. Occupational Skills Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5. Military	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
VII. Follow Up (1st qtr after exit)																											
1. Employment	0	0	0	0	0	0	1	0	0	17	0	0	25	0	0	15	0	0	0	0	0	0	0	0	0	58	
2. Post Secondary Education	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	0	10	
3. Advanced Skills Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4. Occupational Skills Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5. Military	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

IV. Budget Summary

INSTRUCTIONS FOR COMPLETING THIS SECTION

When completing, please consider the following guidelines:
 Tracking costs are based 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 should show monthly expected costs and the year to date (YTD) should be cumulative

JULY '08	AUG '08	SEP '08	1ST QTR	OCT '08	NOV '08	DEC '08	2ND QTR	JAN '09	FEB '09	MAR '09	3RD QTR	APR '09	MAY '09	JUN '09	4TH QTR	YTD
			0				0				0				0	0
JULY '09	AUG '09	SEP '09	1ST QTR	OCT '09	NOV '09	DEC '09	2ND QTR	JAN '10	FEB '10	MAR '10	3RD QTR	APR '10	MAY '10	JUN '10	4TH QTR	YTD
			0				0				0				0	0
															TOTAL	0