

**30248**  
**CONTRACT**

1  
2 THIS CONTRACT ("Contract") is entered into, in duplicate, effective as of  
3 the 1st day of February, 2007, pursuant to a minute order adopted by the City  
4 Council of the City of Long Beach at its meeting held on February 20, 2007, by and  
5 between the CITY OF LONG BEACH, a municipal corporation, hereinafter referred to as  
6 the "CITY"), and the LONG BEACH COMMUNITY COLLEGE DISTRICT (LBCCD), a  
7 California Controlled Institution of Higher Education, with offices located at 4901 East  
8 Carson Street, Long Beach, California 90808, hereinafter referred to as  
9 "CONTRACTOR."

10 **RECITALS**

11 This Contract is made with reference to the following facts and objectives:

12 1. In September of 2006 the California Workforce Investment Board  
13 issued a solicitation for Proposals for workforce development projects in industries with a  
14 statewide need.

15 2. The City of Long Beach Workforce Development Bureau  
16 collaborated with the Long Beach Community College District, the Port of Long Beach,  
17 the Center for International Trade Development, California State University Long Beach,  
18 and Long Beach Unified School District on a proposal in response to the state's  
19 solicitation.

20 3. The Workforce Development Bureau has been awarded \$600,000 by  
21 the California Workforce Investment Board to implement the Port Opportunity Program.

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

24 Section 1. Document Incorporation.

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

27 A. The Prime Contract (Exhibit "A") and any extension or renewal  
28 thereof or any grant agreement which is the successor thereto which authorizes a training

1 program for the Port Opportunities Program, and the documents incorporated therein and  
2 attachments thereto, including the assurances and certifications made by the City to the  
3 State.

4 B. Contractor's program description, statement of work to be performed,  
5 Contractor's operation plan for participants, program conditions and standards for  
6 Contractor's performance under this Contract (collectively, the "Scope of Services")  
7 attached as Exhibit "B" hereto.

8 C. Contractor's fee schedule ("Fee Schedule") attached hereto as  
9 Exhibit "C" for training and employment activities to be provided by Contractor (the  
10 "Services").

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

23 Contractor shall provide the Services in accordance with the provisions of  
24 the Contract Documents.

25 Section 2. Term.

26 The term of this Contract ("Term") shall be deemed to have commenced on  
27 February 1, 2007, and unless sooner terminated pursuant to the provisions hereof, shall  
28 terminate at midnight on January 31, 2009. Either of the parties hereto shall have the

1 right to terminate this Contract in its entirety at any time during the Term for any or no  
2 reason whatsoever by giving 15 days prior written notice of termination to the other party.  
3 City shall have the additional right to cancel any part of this Contract at any time during  
4 the Term for any reason whatsoever by giving 15 days notice of such cancellation to the  
5 Contractor.

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

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

15 Section 3. Performance Review.

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

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

27 Section 4. Contract Amount and Payment.

28 The total amount which shall be payable by City to Contractor for

1 Contractor's services during the Term shall not exceed Two Hundred Thousand, Eight  
2 Hundred Eighty Four (\$200,884.00) ("Contract Amount").

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

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

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

1 blanket fidelity or comprehensive crime bond regarding the handling of said funds in an  
2 amount set out in Section 11, paragraph E of this Contract.

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

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

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

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

22 Section 5. Records.

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

28 Contractor shall provide access to all documents and materials related to

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

5 Section 6. Financial Reports.

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

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

25 Section 7. Accounting Procedures.

26 On a monthly basis, commencing on the last day of month next succeeding  
27 the Effective Date of this Contract, the Contractor will submit an invoice with supporting  
28 documentation for payment based upon the cost categories in the Fee Schedule. These

1 invoices will be due within ten (10) working days after the end of each month Contractor  
2 shall complete the monthly payment requests in the format required by the City.

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

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

11                 1.     Deposit all receipts in the bank account promptly and intact. (Do not  
12 pay any expense directly out of cash receipts).

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

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

19           B.     Designate specific employees to perform each of the following  
20 functions:

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

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

23                 3.     Approve employee time sheets.

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

25           C.     Maintain documented support for every check written which should  
26 include:

27                 1.     Original invoice from each vendor.

28                 2.     Indication by signature and date of an authorized employee that the

1 goods or services were received by the Contractor. This may be done on a separate  
2 receiving report, a copy of a packing slip or on the invoice itself.

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

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

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

11                   1.       Bank statements and bank reconciliations.

12                   2.       Deposit slips and supports.

13                   3.       Checks and supports.

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

15                   5.       Cash receipts and cash disbursement journals.

16                   6.       Requests for reimbursement and supports.

17                   7.       Financial statements.

18           F.       Maintain and file all required tax and personnel reports with  
19 appropriate agencies.

20           G.       Contractor must adhere to all audit requirements as outlined in OMB  
21 Circular A-128, 29 CFR 95, and 29 CFR Part 96, and A-133, 29 CFR 97.26 and 29 CFR  
22 95.26 as applicable.

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

27                   Section 8. Independent Contractor Status.

28                   It is distinctly understood that in the performance of this Contract, the



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

12 Section 9. Assignment.

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

15 Section 10. Indemnification and Hold Harmless.

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

26 Section 11. Insurance.

27 As a condition precedent to the effectiveness of this Contract, and at all  
28 times during the term hereof, at its sole expense and in partial performance of the

1 obligations of indemnity assumed under Section 10 above, Contractor shall procure and  
2 maintain the following types and amounts of insurance:

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

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

12           C.     Workers' Compensation as required by the Labor Code of the State  
13 of California and Employers' Liability Insurance with limits of One Million Dollars  
14 (\$1,000,000) per occurrence.

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

21           E.     Blanket Honesty or Comprehensive Crime Bond in an amount of fifty  
22 percent (50%) of sums payable under this Contract, or Twenty-Five Thousand Dollars  
23 (\$25,000), whichever is higher, to safeguard the proper handling of funds by those  
24 employee's agents or representatives of the Contractor who sign as the maker of checks  
25 or drafts or in any manner authorize the disbursement or expenditure of said funds.

26           Each insurance policy shall be endorsed to provide that coverage shall not  
27 be cancelled by either party, reduced in amount or in limits, except after thirty (30) days  
28 prior written notice has been given to the City. All such insurance shall be primary and

1 not contributing to any other insurance or self-insurance maintained by the indemnified  
2 parties.

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

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

19 Section 12. Drug-free Workplace.

20 Contractor shall comply with Government Code Sections 8350 et seq. and  
21 29 CFR Part 98, in matters relating to providing a drug-free workplace including, but not  
22 limited to, the following:

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

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

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

8           C.     Ensuring that every employee who provides services under this  
9 Contract:

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

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

18                     Section 13. Non-Discrimination.

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

23                     It is the policy of City to encourage the participation of Disadvantaged,  
24 Minority and Women-Owned Business Enterprises in City's procurement process, and  
25 Contractor agrees to use its best efforts to carry out this policy in the award of all  
26 approved subcontracts to the fullest extent consistent with the efficient performance of  
27 this Contract. Contractor may rely on written representations by subcontractors  
28 regarding their status. Contractor shall report to City in March and in September or, in

1 the case of short-term agreements, prior to invoicing for final payment, the names of all  
2 sub-consultants engaged by Contractor for this Project and information on whether or not  
3 they are a Disadvantaged, Minority or Women-Owned Business Enterprise, as defined in  
4 Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

5 Section 14. Confidentiality.

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

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

20 Section 15. Breach of Confidentiality.

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

23 (a) Contractor demonstrates Contractor knew prior to the time City  
24 disclosed it; or

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

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

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

5 Section 16. Notices.

6 All notices required or given pursuant to the provisions hereof may be  
7 served either by: (1) enclosing the same in a sealed envelope addressed to the party  
8 intended to receive the same at the address indicated herein and deposited postage  
9 prepaid, in the U.S. Postal Service as certified mail, return receipt requested, or (2)  
10 personal service. Such notices shall be effective on the date personal service is affected  
11 or the date of the signature on the return receipt. For the purposes hereof, the address of  
12 the City and the proper party to receive any such notices in its behalf is the City Manager,  
13 City Hall, 333 West Ocean Boulevard, Long Beach, California 90802; and Contractor's  
14 address for service of any such notices shall be Long Beach Community College District,  
15 4901 East Carson Street, Long Beach, CA 90808, Attention: Gail Schwandner;  
16 Telephone No. (562) 938-3248; email address: gschwandner@lbcc.edu.

17 Section 17. Contract Administration.

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

21 Section 18. Corporate Status.

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

25 Section 19. Entire Agreement.

26 This document fully expresses all understandings of the parties concerning  
27 all matters covered and shall constitute the total Agreement. Except for the adjustments  
28 of Exhibits "B" and "C" as provided in Section 4 hereof, no addition to or alteration of the

1 terms of this Contract whether by written or oral understanding of the parties, their  
2 officers, agents or employees shall be valid unless made in writing and formally adopted  
3 in the same manner as this Contract.

4 Section 20. Captions and Organization.

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

9 Section 21. Tax Identification Number.

10 Contractor's Tax Identification Number is [REDACTED]

11 Section 22. Authorization to Execute.

12 Contractor warrants and affirms to City that any and all persons signing this  
13 Contract are authorized and empowered to so sign and that the execution of this Contract

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

1 by such person or persons does bind Contractor to all terms, covenants and conditions of  
2 this Contract.

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

LONG BEACH COMMUNITY COLLEGE  
DISTRICT

6  
7

8 Dated: July 17, 2007

By [Signature]  
Title VP Admin Services

9  
10

11 Dated: \_\_\_\_\_, 2007

By \_\_\_\_\_  
Title \_\_\_\_\_

"Contractor"

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14  
15

CITY OF LONG BEACH, a municipal  
corporation

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17

18 Dated: 8/1, 2007

By [Signature]  
City Manager

"City"

19  
20

21 The foregoing Contract is hereby approved as to form this 30<sup>th</sup> day of  
July, 2007.

22  
23

ROBERT E. SHANNON, City Attorney

24  
25

By [Signature]  
Deputy

26  
27  
28



EXHIBIT "A"

WIA SUBGRANT AGREEMENT

CITY OF LONG BEACH

Cleared - 1-5  
CSG  
Dist. WIA  
423-07

REGISTRATION NO: R760328  
MODIFICATION NO: 07  
SUBGRANTEE CODE: LBC

SUBGRANTOR: State of California  
Employment Development Dept.  
Workforce Investment 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

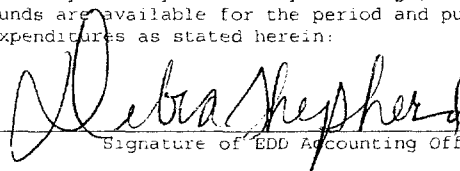
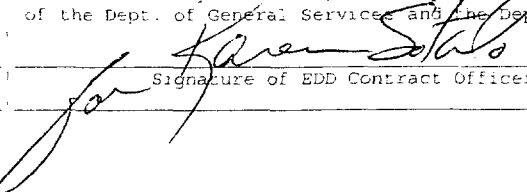
This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Subgrantor, and the CITY OF LONG BEACH, hereinafter the Subgrantee. The Subgrantee agrees to operate a program in accordance with the provisions of this Subgrant and to have 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	Exhibit AA, pages 1 through 2
Title I A (TITLE I 15% ADULT SPEC PR)	Exhibit NN, pages 1 through 1
WIA 15% SPP: Port Opportunities Project	
Project Narrative	Exhibit CC 17 pages
Participant Plan - Adult/DW	Exhibit DD 2 pages
Expenditure Plan	Exhibit FF 1 page
Line Item Budget	Exhibit GG 1 page
Supplemental Budget Form	Exhibit HH 1 page
Target Group Planning Chart	Exhibit JJ 1 page
Project Work Plan	Exhibit KK 1 page
Partner Roles & Responsibilities Chart	Exhibit LL 1 page

ALLOCATION(s):	PRIOR AMOUNT: \$6,030,292.00
The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL":	INCREASE/DECREASE: \$600,000.00
	TOTAL: \$6,630,292.00

TERMS OF AGREEMENT:	Terms of Exhibits are as designated on each exhibit
From 04/01/2006 to 12/31/2008	

PURPOSE: To incorporate \$600,000 of WIA 15% SPP funds into grant code 674 to fund the Port Opportunities Project from February 1, 2007 through December 31, 2008.

APPROVED <b>Original Signed by</b> <b>April C. Eales</b> Signature)	APPROVED FOR SUBGRANTEE (By Signature) Unilateral modification. Subgrantee Signature not required.
Name and Title BOB HERMSMEIER CHIEF WORKFORCE SERVICES BRANCH	Name and Title
I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein: 	This Agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen. 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance: 
Signature of EDD Accounting Officer	Signature of EDD Contract Officer

WIA  
SUBGRANT AGREEMENT  
FUNDING DETAIL SHEET

EXHIBIT A  
Page 1 of 2

SUBGRANTEE NAME: CITY OF LONG BEACH

SUBGRANT NO: R760328  
MODIFICATION NO: 07

I. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TITLE I-A: WIA-ADULT				
96157 WIA TITLE I ADULT FORMULA (201) : 07/01/2006 to 06/30/2008 Prog/Element 61/ 00 Ref 101 Fed Catlg	\$329,626.00	\$0.00	\$0.00	\$329,626.00
98287 WIA TITLE I ADULT FORMULA (202) : 10/01/2006 to 06/30/2008 Prog/Element 61/ 00 Ref 101 Fed Catlg	\$1,982,394.00	\$0.00	\$0.00	\$1,982,394.00
98327 TITLE I 15% ADULT SPEC PR (674) PORT OPPORTUNITIES : 02/01/2007 to 12/31/2008 Prog/Element 61/ 50 Ref 001 Fed Catlg	\$0.00	\$600,000.00	\$0.00	\$600,000.00
TOTAL TITLE I-A	\$2,312,020.00	\$600,000.00	\$0.00	\$2,912,020.00
TITLE I-D: WIA-DISLOCATED WORKERS				
98427 RAPID RESPONSE FOR RA&PGM (526) : 01/01/2007 to 12/31/2007 Prog/Element 61/ 70 Ref 001 Fed Catlg	\$223,691.00	\$0.00	\$0.00	\$223,691.00
96217 RAPID RESPONSE FOR RA&PGM (540) : 07/01/2006 to 06/30/2007 Prog/Element 61/ 70 Ref 001 Fed Catlg	\$82,806.00	\$0.00	\$0.00	\$82,806.00
98427 RAPID RESPONSE FOR RA&PGM (541) : 10/01/2006 to 06/30/2007 Prog/Element 61/ 70 Ref 001 Fed Catlg	\$248,418.00	\$0.00	\$0.00	\$248,418.00
96207 TITLE I DISLOCATED WORKER (501) : 07/01/2006 to 06/30/2008 Prog/Element 61/ 00 Ref 101 Fed Catlg	\$421,701.00	\$0.00	\$0.00	\$421,701.00
98217 TITLE I DISLOCATED WORKER (502) : 10/01/2006 to 06/30/2008 Prog/Element 61/ 00 Ref 101 Fed Catlg	\$605,828.00	\$0.00	\$0.00	\$605,828.00
TOTAL TITLE I-D	\$1,582,444.00	\$0.00	\$0.00	\$1,582,444.00
TITLE I-W: WIA DEMONSTRATION PROJECT				
98037 SPECIAL WIA GRANT (739) : 01/01/2007 to 06/30/2007 Prog/Element 61/ 80 Ref 001 Fed Catlg	\$69,925.00	\$0.00	\$0.00	\$69,925.00
TOTAL TITLE I-W	\$69,925.00	\$0.00	\$0.00	\$69,925.00
TITLE I-Y: YOUTH				
96107 WIA TITLE I YOUTH FORMULA (301) : 04/01/2006 to 06/30/2008 Prog/Element 61/ 00 Ref 101 Fed Catlg	\$1,799,128.00	\$0.00	\$0.00	\$1,799,128.00
96307 WIA TITLE I YOUTH FORMULA (302) : 07/01/2006 to 06/30/2008 Prog/Element 61/ 00 Ref 101 Fed Catlg	\$211,775.00	\$0.00	\$0.00	\$211,775.00
98257 TITLE I 15% YOUTH SPEC PR (648) HIGH C YOUTH PROJECT: 12/01/2006 to 12/31/2007 Prog/Element 61/ 35 Ref 001 Fed Catlg	\$55,000.00	\$0.00	\$0.00	\$55,000.00

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

WIA  
 SUBGRANT AGREEMENT  
 FUNDING DETAIL SHEET

Exhibit AA  
 Page 2 of 2

SUBGRANTEE NAME: CITY OF LONG BEACH

SUBGRANT NO: R760328  
 MODIFICATION NO: 07

1. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TOTAL TITLE I-Y	\$2,065,903.00	\$0.00	\$0.00	\$2,065,903.00
GRAND TOTAL:	\$6,030,292.00	\$600,000.00	\$0.00	\$6,630,292.00

## WIA PROJECT NARRATIVE

Subgrantee: City of Long Beach, Workforce Development Bureau	Subgrant number: R760328
Initial Plan <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Mod. Number: _____	Project Number: 2615

## I. Funding Category:

- Growth Industries
                         
  Industries with Statewide Need  
 Removing Barriers
                         
  Veterans  
 Other:

**Section I - Statement of Need**

1. Describe the geographical area the project will target and the economic and workforce conditions in the area. Describe the industry cluster and the specific employers that will be targeted and demonstrate how this industry is conducive to the economic and workforce conditions in the area.

Long Beach, the project's primary target area, is the fifth largest city in California with a population of 490,166 and, as designated by Census 2000, is the most diverse large city in the nation. Comprised of 44 percent Hispanics, 28 percent Whites, 10 percent Blacks, and 13 percent Asians, Long Beach has become even more diverse over the past 15 years largely due to rapid growth among the Hispanic population (City of Long Beach Jobs and Business Strategy (JBS), Marie Jones Consulting, March 2005). Between 1990 and 2003, the Hispanic population increased from 23 percent to its current 44 percent, while White residents declined from 39 to 28 percent, Black residents declined from 14 to 10 percent, and Asian residents increased from 12 to 13 percent.

As of 2000, 27 percent of Long Beach adults did not have a high school diploma, only 24 percent had a bachelors degree or higher, and more than 14 percent had less than a 9<sup>th</sup> grade education. In the North, West and Southwest areas of Long Beach, 39, 27, and 42 percent of adults respectively did not have a high school diploma and only 9, 21, and 15 percent respectively had a bachelors degree or higher.

According to a US Census Report (Income, Poverty and Health Insurance Coverage in the United States), the percentage of Long Beach residents living in poverty grew from 16.2 percent in 1990 to 24.1 percent in 2003 compared to 13.4 percent for all of California. Much of the growth in poverty can be attributed to a significant growth in the number of Hispanic children living in poverty (JBS). Consistent with the data on educational attainment, the percentage of individuals living in poverty is more pronounced in the North (24.1 percent), West (18.9 percent), and Southwest (35.8 percent) areas of Long Beach (Census 2000). In addition, as of 1999, 19 percent of all youth 16-24 years of age were not in school and not employed compared to 16 percent for all of California (Center for Labor Market Studies, Northeastern University, 2002).

Total employment in Long Beach has averaged around 164,000 jobs over the past 13 years, with a high of 175,000 in 1995 and a low of 152,000 jobs during the 1992-93 recession. According to the California Employment Development Department, Labor Market Information

Division (EDD-LMI), the 2005 annual unemployment rate in Long Beach was 6.1 percent compared to 5.3 percent for all of Los Angeles County. Between 1997 and 2003, Long Beach lost 10,319 high-paying manufacturing jobs and 1,206 wholesale trade jobs. During this same period, Long Beach gained 6,541 low-paying tourism and 3,940 retail jobs, and 7,720 high-paying healthcare jobs.

The Port Opportunities Program (POP) will focus on preparing residents to meet the current and emerging workforce needs of businesses in high-growth/high-demand industry sectors involved with Transportation Logistics-Goods Movement. These businesses, referred to collectively as the logistics group and consisting of wholesale trade, trucking, supply chain management, warehousing, couriers, and air, sea, and rail transportation, are involved in receiving, storing, and moving goods through the ports to Southern California and the rest of the country.

The logistics group was chosen due to the impact the movement of goods through the San Pedro Bay ports of Long Beach and Los Angeles has on the health and growth of the Southern California economy and the potential this group possess for replacing high-wage jobs lost due to declines in manufacturing for marginally educated residents. The increased movement of goods through the Ports of Long Beach and Los Angeles, primarily resulting from the rise of Asian trade, is creating tremendous economic and employment opportunities for the region. Based upon projected container volume, these opportunities should exist for the next several decades. In 1999, 9.5 million TEU's (20-foot equivalent container units) were processed by the two ports. In 2004 volume increased by 38.2 percent to 13.1 million and, according to port forecasts, could reach 44.7 million, triple the current volume.

In terms of economic impact, logistics supports one out of seven California jobs and contributes more than \$200 billion per year to the State's economy according to a recent study by the California Business, Transportation and Housing Agency. Specific to the seven counties comprising the Southern California region (Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego Ventura), the logistics group is a significant economic driver. According to the report "Economic Impact of Goods Movement On Southern California" (John E. Husing, Ph. D., May 2006) and an analysis based upon 2003 data, when considering the full impacts of the logistics sector on the region, \$170.4 billion of the \$1,375.3 billion in economic transactions (a 12.4 percent share), \$113.3 billion of the \$812.7 billion in total value created (a 13.9 percent share), \$1,441,016 of the \$11,321,518 wage and salary and self-employment jobs (a 12.7 percent share), and \$98.6 billion of the \$750.6 billion in total income earned (a 12.7 percent share) result from the logistics group.

**2. Describe the skill shortage in the targeted industry including what factors contributed to the shortage and how the shortage was determined. Provide supporting local/regional Labor Market Information (LMI) data**

According to EDD/LMI data, the logistics group added 103,400 jobs in the region during the period 1990 to 2005. In addition, based upon the continued growth of international trade, economic staff of the Southern California Association of Governments (SCAG) has forecast that by building the infrastructure to accommodate the growth of international trade and addressing environmental side effects, an estimated 1,381,000 jobs can be created in Southern California over the next 25 years. These projections include 325,000 jobs resulting from the natural increase in logistics if its growth is supported by transportation infrastructure investments, another 95,000 logistics jobs due to the increased efficiency of the region's transportation network, and 277,000 jobs resulting from construction and maintenance of the infrastructure.

The logistics group is being transformed by the adoption of "just-in-time" systems by the nation's manufacturers and retailers. These systems track inventories and only order new merchandise once existing supplies start to disappear. As a result, logistics companies receive orders in a computerized format and must respond rapidly. Functions like transmitting orders to foremen, communicating orders to warehousemen, picking-up orders and placing them on conveyor belts, tracking orders along highways, checking that goods meet design specifications, assembling or repairing merchandise, or driving delivery routes are governed by complex information systems (Husing).

According to an environmental scan conducted by the Center of Excellence at Mt. San Antonio College (August 2005), employers surveyed identified four main workforce challenges. Included were an **insufficient number of job applicants** at all levels of the job ladder in the warehousing sector of the logistics and distribution industry, a **lack of general awareness of career opportunities**, and **high turnover rates**. In addition, respondents cited the need for **basic skills** in communication, math, and computers, work ethics, motivation, and job-specific skills.

Specific **skill needs** identified included:

- Basic skills (communications, math, computers), workplace competencies, job-specific skills and often English as a Second Language classes for entry-level workers.
- Advanced training in warehousing to allow mid-level workers to move into positions involving tasks like coordination of floor operations, inventory control, sales and customer service, or import/export.
- Supervisory training to promote workers to first-line supervisor or team leader positions, which can open up the possibility of moving further up the career ladder.
- Short-term training delivered through contract education at employers' sites.

Businesses interviewed for the report also strongly recommend the creation of training programs in Logistics and Supply Chain Management at the Community College Level. The industry also supported the concept of career ladders and the use of community colleges as a way for people to upgrade their skills. They recommended that students should, at a minimum, do an internship, or when possible, enter the industry at an entry-level position and move up the ladder while completing their education.

**3. Explain why the need created by the skill shortage cannot be addressed with existing resources through the local or regional service delivery infrastructure.**

In an effort to meet the demands of the logistics group for more highly skilled workers, a pilot initiative involving Long Beach City College (LBCC) and the Workforce Development Bureau (Bureau) is addressing the needs described above on a limited scale. Supported by an Industry Driven Regional Collaborative (IDRC) through the California Community College Chancellor's Office grant, LBCC will develop the curriculum for 16-hour "Road Shows" to orient residents to career opportunities in the logistics sector, provide skill training combined with paid internships in international business, truck driving, computer office technology, and offer classes in technical skills such as electrical, welding, alternative fuels, and mechanical maintenance. In addition, this initiative will also support development of twelve (12) "Virtual Job Shadow" videos and enhance curriculum specific to the technical skill areas noted above. Support for an additional 6 videos will be provided thru SB70 Quick Start Grant funds. However, funding is limited in scope and insufficient to address the full extent of the workforce needs identified. To ensure investments are sufficient to address the identified workforce

needs, the project proposed herein will leverage IDRC funding to create additional opportunities to prepare residents for careers in logistics.

Specifically, the POP Program will expand career awareness and outreach efforts, increase the number of logistics-related skill training classes, support the acquisition of software and additional computers for industry-specific training, and support the efforts of Long Beach City College's development of curriculum specific to warehouse inventory control, tracking, and advanced transportation. Also, the POP Program will establish the Goods Movement Education Center (GMEC) as a centralized point of service, training and information and develop a user-friendly website to enable interested job seekers to research the goods movement industry in general, job requirements, and available training opportunities. Through the proposed project, sufficient quantity and quality of outreach, awareness, and training activities will be made available.

## **Section II - Target Group**

*1. Describe the characteristics of the target population that will be served by this project including barriers and occupational skill needs. Explain how the target group was identified. Complete and attach the Target Group Planning Chart. In Section A specifically identify the types and number of individuals that will be served such as Incumbent workers, new job entrants, etc.*

The project will target unemployed/underemployed adults (18 and older) with an interest in preparing for employment or advancement opportunities in high-growth sectors involved with Transportation Logistics, Goods Movement. According to the report "Logistics & Distribution: An Answer to Regional Upward Social Mobility (Husing), "California is faced with a huge and rising number of poorly educated adult workers and the continuing flow of marginally educated young people into the labor force. Historically this group has been impervious to education based strategies. Rather, they have chosen to achieve upward social mobility through work experience and on-the-job learning. This life strategy has been the most successful for workers employed in organizations with a "job ladder" up which they could move over time. However, the long term demise of California's manufacturing sector has removed the principal source of such opportunities." The report goes on to state that, "If another such vertically organized work environment is not created, California will likely see its economy increasingly divided into a world of well-educated haves and marginally-educated have-nots, a brutal future for the Golden State."

As noted, 27 percent of Long Beach adults (age 25 years and older) did not have a high school diploma and 19 percent did not continue their education beyond high school. Also, among youth ages 16-24, 19 percent were not in school and not employed. Similarly patterns are evident for the six-county SCAG region where 19.8 percent of adults stopped their education with a high school diploma and 27 percent did not complete high school. In addition to the barriers inherent in a lack of educational attainment, these individuals will have had limited opportunities to gain an understanding of the technologies prevalent in today's logistics sectors and are, therefore, not adequately prepared to enter employment or advance through career opportunities available in logistics. Industry search consultant William Conroy was quoted in the April 4, 2005 *Journal of Commerce*, "If you are committed to a career in logistics, you would do very well to continue your education."

*2. Explain how the target population will be able to transition or upgrade within the selected industry, resulting in increasing the pipeline of skilled workers.*

According to the environmental scan noted above, one of the main challenges faced by the logistics group is a lack of public awareness of the career opportunities it affords. This challenge was echoed in a recent memo from the Port of Long Beach describing the goods movement industry as being one of the main regional economic drivers, yet its opportunities for employment remain a mystery to many of our local residents and regional communities. In response, the proposed career awareness activities will support an increased understanding of and promote interest in logistics employment opportunities.

Also, as noted in the Husing report, the logistics group has begun to provide large numbers of blue-collar workers with access to the type of “skill ladder” circumstances that have traditionally been found in manufacturing. The advantages of these high-growth/high-demand jobs are that they provide good starting wages and modest entry-level skills requirements. The basic skills support and skill training included herein will prepare residents with the technical and work-based skills need to qualify for entry employment and advancement through defined skill ladders available in logistics.

### **Section III - Planned Approach**

*1. Describe the methods that will be used to identify and select participants. Demonstrate how these methods will enable you to reach the target population.*

The Port Opportunities Program will begin with the presentation of outreach events held monthly (see below for further details). This career awareness series will be taken to the hubs of unemployed workers and reach a minimum of 300 individuals per year. Agreements have been reached to offer the “Road Show” multiple times at the Career Transition Center (CTC), Long Beach Job Corps Center, the Villages at Cabrillo, and the Department of Public Social Services (DPSS). Additional sites providing access to unemployed/underemployed residents will be identified by the Goods Movement Industry Advisory Board (IAB). In addition, it is anticipated that one-stop system partners will refer an average of 10 individuals per month directly to GMEC. Combined with the “Road Shows” this will facilitate career awareness and outreach activities for 420 individuals annually and provide a sufficient of residents to reach enrollment goals.

Individuals expressing interest after each “Road Show” or following their direct referral to GMEC will be scheduled for an initial assessment/one-on-one interview to review their options and the degree to which available training is suited to meet their career goals. Individuals whose training needs can be met through the services and training included herein will be scheduled for certification.

*2. Describe the service process that will be used to achieve the planned goals and objectives, and include a service process flowchart. Describe the specific types of services and training that will enable participants to attain, retain or advance in the industry selected. Identify who will be providing the services/training.*

The Port Opportunities Program will address the identified workforce needs of the logistics group by increasing the number of adequately trained applicants and awareness of career opportunities and addressing high turnover rates, job specific, and basic skills needs.

**Gap 1 – Trained Applicants** – The monthly 16-hour “Road Show” (4 days, 4 hours each day over 2 weeks) will highlight goods movement opportunities and jobs, career ladders, industry syntax and include industry tours. Industry guest speakers will discuss the importance



of having the right skills to gain employment. Each session will include a module that addresses work readiness skills and work ethics, which industry experts will underscore in each of their presentations. They will also discuss the workplace skills of communication, punctuality, willingness to take on new assignments, teamwork, and other skills need to enable employees to quickly moving up the career ladder. The purpose of each workshop session is to excite potential workers about this field and encourage their enrollment in the training described below. The "Road Shows" will be delivered by LBCC with the assistance of Bureau staff.

**Gap 2 – Increased Awareness** – Although numerous jobs exist in the transportation logistics industry, most people are unaware of these opportunities. Working through regional partnerships, GMEC will provide a centralized point for comprehensive, in-depth services and training for job seekers and information about educational institutions and organizations working to address Port Logistics-Goods Movement technical education and labor shortages in the Southern California region.

Co-located at the Career Transition Center, GMEC will house a state-of-the-art website to provide easy access to user-friendly information on careers, job requirements, virtual job shadows, community colleges and training institutions that specialize in goods movement related education, career guidance, jobs, internships, and scholarship information.

One of the Center's main goals is to collect information from employers on the skills, knowledge, and abilities needed for select goods movement occupations. This will be accomplished by developing industry-driven skill and knowledge guidelines for several occupations including shipping receiving clerks, data entry and billing clerks, international business clerical worker (import/export documentation), warehouse team lead and first line supervisor, and truck drivers. These guidelines will also form the basis for curriculum development.

To further enhance awareness, a series of one-page handouts, "**Spotlights on Trade,**" focusing on specific job opportunities within the logistics industry will be developed. Typical job duties, wage rates and career ladder or lattice opportunities will be emphasized as well as connections to further training at LBCC and California State University Long Beach (CSULB). These handouts will be posted on the GMEC website and linked to other relevant sites

The project will also develop 20 "**virtual job shadows**" (mirroring the printed "Spotlights") related to the logistics-goods movement industry. These short videos focus on specific aspects of jobs and interview actual employees at their job site. These videos will be posted on the GMEC website, copied to DVD for distribution to career centers, and put on mini-DVDs to be given out at career days.

Career awareness activities will also be included for parents. Parents play a very important role in the career selection of their children. Many parents are unaware of the massive growth of the logistics industry in Southern California and the job opportunities this growth presents. In coordination with the Long Beach Unified School District, A "Parents' Night" will be scheduled annually at several Long Beach locations. Industry guest speakers will convey that these jobs can lead to exciting, well-paying careers.

**Gap 3 – Addressing Turnover Rates** – This project will facilitate a smooth pathway and a clearly developed career ladder/lattice for the logistics industry. Industry leaders believe that the high turnover is attributable to insufficient skills in the entry-level worker and no clear understanding of the path to upward mobility or how to proceed along this path. LBCC has an existing strong partnership with the Greater Long Beach Workforce Development Board. Career pathways have been developed in many subject areas including construction trades, health careers, and radio-television. Building upon these successful strategies, this project will

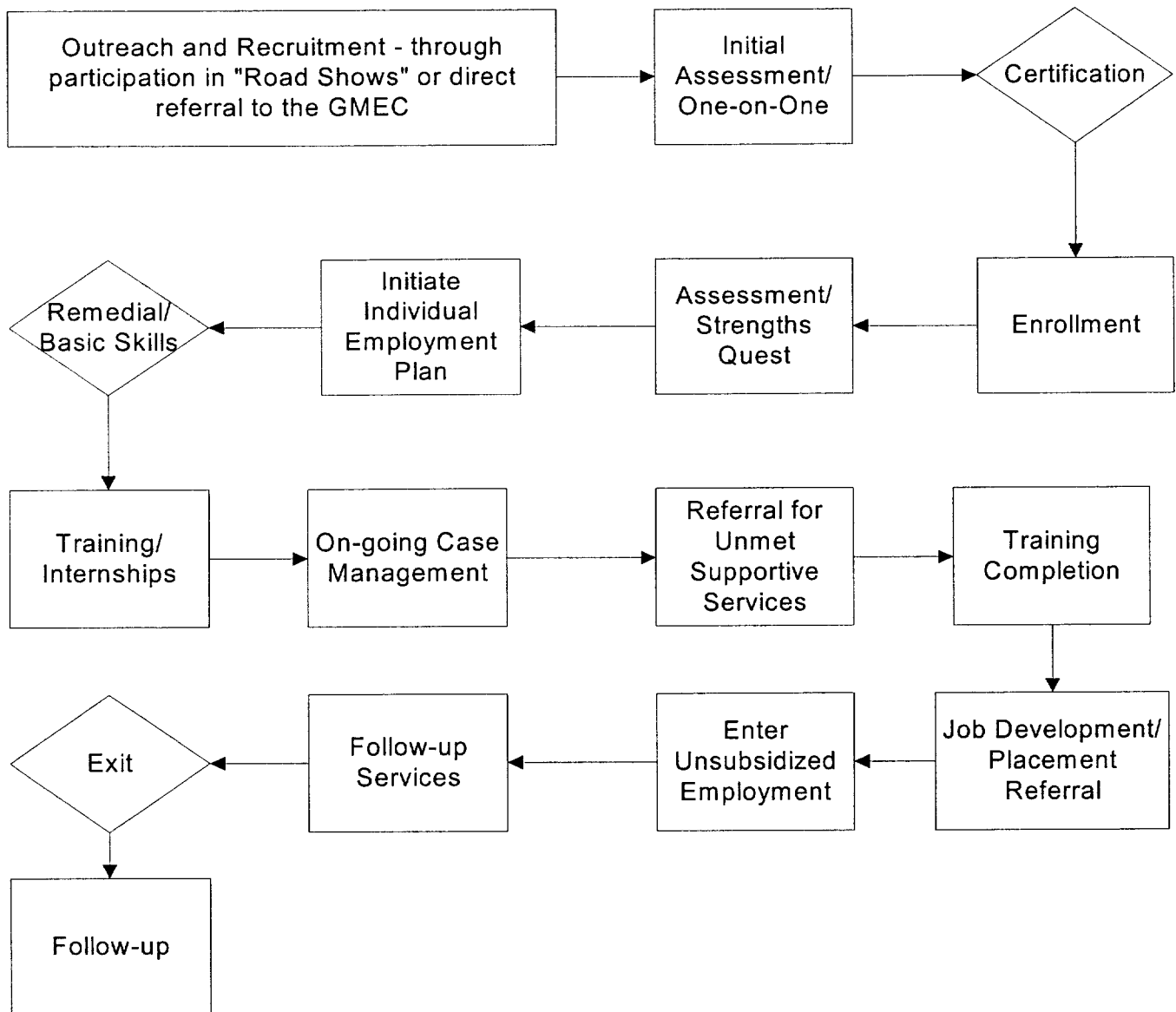
develop career pathways for the Logistics-Goods Movement industry and provide information on career advancement and skills needed in a format that is attractive and inviting.

**Gap 4 - Addressing Job Specific and Basic Skills** – This portion of the program will enroll students in training appropriate to the career opportunity they have chosen. This portion will consist not only of the training, but also a paid 20-hour per week internship in the industry sector they have selected. The skill-based training is necessary, but the understanding of the culture of the industry is critical. The concept of combining training and work-experience is one that has been part of several successful career and technical education pilots. Combining skill-based and work-based training will enable the adult worker to immediately relate what they are learning in school to the skills they will need when they are placed in a permanent position. By combining a *port* project with a *distribution hub* project, students will also learn about the “system” of goods movement, which will result in a better understanding of the industry and the potential of “seeing the big picture” in solving logistics issues.

Students will also have the opportunity to participate in remediation in math or English as required. The Workplace Learning Resource Center (WpLRC) hosted by LBCC has created basic math instruction related to the logistics industry under a grant funded by the James Irvine Foundation. The “applied math” handouts prepared by the WpLRC use examples related to world trade as a way to improve students’ math skills and show them the relevance of math to the logistics field.

In order to assure that students and job seekers make the connection with employers, the Bureau will assign an Employment Specialist with expertise in the area of logistics-goods movement. In addition to providing case management, this person will be responsible for developing internship and employment opportunities for students and job seekers, coordinating the provision of job search assistance and referrals to job orders through one-stop system partners, and conducting follow-up services to ensure employment retention. The Employment Specialist will also have expertise regarding Enterprise Zone Tax Credits and other incentives to business to encourage hiring Port Opportunities Program graduates.

The following flowchart illustrates the service process flow:



3. Describe the occupational skill sets needed by the industry selected and provide information on how they were established including any involvement of the industry or employers.

As noted previously, the logistics group is being transformed due to "just-in-time" systems, which require workers with an increased understanding of technology, basic skills, workplace competencies, and job-specific skills. These systems require workers with an increased understanding of the use of bar coding-laser scanners, e-mail, word processing, personal digital assistants, global positioning systems, geographic information systems, and robotics plus various measuring and calibration devices. These skill needs were initially identified by the employer community through the environmental scan noted above and through the initial work of the IAB.

**4. Provide the range of wages you expect individuals to receive and demonstrate how the occupations targeted will provide career ladder opportunities to participants.**

The following chart reflects the range of wages individuals may receive in select occupations within the logistics group:

Occupational Title	Entry-Level Wage	Mean Hourly Wage	Experienced Hourly Wage
Laborers & Freight, Stock, and Materials Movers	\$7.79	\$10.88	\$12.43
Stock Clerks and Order Fillers	7.90	11.25	12.94
Shipping, Receiving, and Traffic Clerks	8.63	12.36	14.23
Packers and Package Handlers	7.67	8.60	9.06
Customer Service Reps	10.59	15.72	18.28
Inspectors, Testers, Sorters, and Weighers	8.05	14.52	17.76
Production, Planning, and Expediting Clerks	11.92	19.48	23.26
Order Clerks	8.60	13.56	16.02
Conveyor Operators and Tenders	9.53	12.81	14.45
First-line Supervisors/Managers of Office & Administrative Support Workers	16.27	24.52	28.65
First-line Supervisors/Managers of Helpers, Laborers, and Material Movers	13.12	20.07	23.54
First-line Supervisors/Managers of Transportation and Material-Moving Vehicle Operators	15.50	25.44	30.40
Transportation, Storage, and Distribution Managers	21.57	35.02	41.74
Bus and Truck Mechanics and Diesel Engine Specialists	15.18	21.23	24.26

Source: EDD/LMI

The logistics group, with its relatively high pay scales and defined career ladders, offers individuals the opportunity for high earnings potential with beginning pay at 32.1 percent above the minimum wage to workers with virtually little or no training or experience and defined career ladders through which workers can move to median pay levels in excess of \$40,000 per year (Husing). Within the logistics group, there are a wide variety of opportunities for workers to increase their incomes with job experience and on-the-job training. Most notably among these advancement opportunities are first-line supervisors, openings for which are expected to increase by 14.5 percent between 2002 and 2012. The median hourly wage for these positions is \$20.34 per hour. The number of transportation, storage and distribution managers is also expected to increase by 20% over the same period offering a median wage of \$33.35 per hour (California Regional Economics Project, Logistics and Manufacturing Value Chains, 2005).

**5. Describe how your service plan will be able to achieve the goals and objectives of the project in a timely manner. Complete and attach the Proposal Work Plan that includes objectives/activities and timelines.**

As noted, the proposed project will expand and enhance efforts under the pilot initiative funded through the Chancellor's Office. Curriculum for the "Road Shows" is already being developed and host sites identified. Also, the IAB, which will guide curriculum development, already exists and will be expanded for purposes of this project.

In addition, the logistics-related curriculum developed will be sufficient to enable students to qualify for entry employment or upgrade their skills after taking one or two classes. The "Road Shows" will conclude the 18<sup>th</sup> month of the project and the last cycle of individuals will enter training no later than the 19<sup>th</sup> month. Therefore, sufficient time is available for participants to complete training and enter employment/advance by the end of the 23-month project.

### Section IV - Goal and Objectives

**1. Enrollment and Cost Matrix**

*Part 1 - Participant Information.*

A. Total planned enrollments:	384
B. Total planned entered employments:	284
C. Total planned retained employments:	227
D. Total planned trainees:	288

*Part 2 - Cost Information.*

(A)	(B) Costs calculated using only amount requested in this proposal	(C) Costs calculated using all resources available to the project
A. Cost per participant	\$1,562.50	\$3,052.49
B. Cost per entered employment	2,112.68	4,127.31
C. Cost per retained employment	2,643.17	5,163.68
D. Cost per trainee	2,083.33	4,069.99

**2. Performance Goals Matrix—Complete the Performance Goals Matrix below for those goals that are applicable to this proposal.**

Performance Goals	Planned Adult Goals	Planned Dislocated Worker Goals	Planned Older Youth Goals	Planned Younger Youth Goals
A. Entered Employment Rate	74%			
B. Retention Rate	80%			
C. Earnings Change	\$3,500			
D. Earnings Replacement Rate				
E. Credential/Diploma Rate	58%			
F. Skill Attainment Rate				

**3. Provide an explanation if planned project goals are different than the State performance goals.**

Not Applicable. Planned project goals are the same as the State performance goals.

4. *Complete Section B of the Target Group Planning Chart, summarizing your planned outcomes/benefits for each target group identified. On the chart provide a brief description of the expected outcomes/benefits that are relevant to the success or impact of the project. Provide an explanation below on how the expected outcome/benefits described in the Target Group Planning Chart will be measured and provide any further clarification to demonstrate their effectiveness.*

During the course of this project, 400 individuals will gain an increased awareness of available employment opportunities and occupational requirements through attendance at the "Road Shows" in addition to an estimated 160 individuals referred directly to GMCC by one-stop system partners. It is also anticipated that 384 individuals whose needs may be met through the program will be enrolled, 288 will enter training/internships and 167 will achieve an industry-recognized Goods Movement Certificate of Skills Achievement. It is further anticipated that 74% of those not employed at registration will enter employment and 80% of those employed in the first Quarter after exit will retain employment for at least 6 months with an average six-month earnings in excess of \$10,560.

Education and employment status will be assessed and documented during certification and enrollment. Following the completion of services, attainment of a credential and /or employment will be recorded on WIA Exit and/or Follow-up Forms. Outcomes/benefits will then be measured based upon educational and employment status at enrollment versus status documented during follow-up. Wage and/or supplemental data will be obtained to verify employment.

### **Section V - Local Collaboration**

1. *Describe how the LWIA has successfully formed effective partnerships with local community based organizations, employers, education and others. Provide descriptions of any formal or informal agreements that exist with the partners.*

The Career Transition Center (CTC) serves as the hub for the local one-stop system and houses a number of mandatory and additional partners including EDD, AppleOne, the California Department of Rehabilitation, the Educational Opportunity Center of CSULB, Family Literacy, Women In Non-Traditional Employment Roles, and Ability First. In partnership, these entities work to prepare local residents for the demands of the 21<sup>st</sup> Century workforce and meet the needs of local businesses and industries.

The Bureau serves as the administrative entity for the LWIA under guidance provided by the business-led Workforce Development Board (Board). The Board partners with the City of Long Beach leadership to ensure workforce development activities remain an essential part of the economic development and job creation strategy for the Long Beach area. Since the inception of WIA, the Board has successfully formed effective partnerships with numerous local community organizations, employers, education, and others through development of both the local workforce delivery system and specific initiatives targeting the needs of local residents and industries, most notably the healthcare and construction industries.

Specific to logistics-goods movement, the pilot initiative noted above resulted from collaboration among LBCC, the Board, the Port of Long Beach, community based organizations, and numerous industry employers. This IDRC-supported project will develop the curriculum for the "Road Shows," establish the model for combining skill training with paid internships, and support development of 12 of the 20 "Virtual Job Shadow" videos described herein. A contractual agreement between LBCC and the City of Long Beach is in process and

letters have been provided from other partners demonstrating their financial commitment to the project.

**2. *Demonstrate how these organizations will complement the services provided by the LWIA under this proposal.***

The Port Opportunities Program will be implemented through the full and involved partnership of key personnel representing the workforce investment system, community and technical colleges, employers and industry-related organizations, and education and training providers (including K-12 and four-year universities). These partnerships, formed to address workforce needs of the goods movement industry under the IDRC grant mentioned above will provide the foundation for the success of the Program.

The following defines the complementary role each partner will serve:

**The Workforce Investment System** – The City of Long Beach serves as the grant recipient and administrative entity for the LWIA serving Long Beach and Signal Hill. Under designation from the Board, the Bureau serves as the One-Stop Operator for the CTC, Youth Opportunities Center, and Center for Working Families through which job seekers and youth access the programs and services of numerous Workforce Investment System partners.

The Bureau will be responsible for grant management, financial and participant performance reporting, initial assessment, certification, case management, coordination of referrals among one-stop partners, development of internship opportunities, job development, placement referral, and follow-up services.

**Community and Technical Colleges** – LBCC is accredited by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges and has over 75 years of experience working with business and industry on educational and training projects to fill workplace needs. With an emphasis on economic development and vocational training, LBCC is a community college responsive to individuals and the diverse needs of the community.

LBCC will be responsible for taking the lead in revitalizing existing coursework and developing new curriculum with the input and guidance of the Industry Advisory Board (IAB), conducting all vocational training, issuing certificates upon completion, jointly establishing the Goods Movement Education Center (GMEC) and goods movement website, developing all web-based applications and career awareness materials, coordinating the “Road Shows,” conducting Strengths Quest assessments, work-readiness, and work ethics training.

**Employers and Industry-Related Organizations** – Business and Industry will provide expertise and direction for this project so that it is focused on the real needs of the logistics industry. Through the Regional Roundtable held by the Center for Excellence, businesses involved in logistics-goods movement have not only agreed to served on the IAB, but will contribute significant cash match to pay for scholarships and paid internships for Program participants. Commitments have been received from numerous businesses including EWH Corporate Support, Metro International, and Southern California Trade Zone Inc.

The Port of Long Beach will also contribute scholarships and paid internships, provide tours, meeting space, and industry expertise in support of this program. They will also offer a centralized point of contact for all businesses involved with the Port by featuring the program through their regular marketing efforts and publications. The Port has also offered to co-chair the IAB.

Other industry-serving organizations that will contribute to the success of the Port Opportunities Program include the Long Beach Center for International Trade Development (CITD), which provides services designed to promote and nurture trade activity, including low

cost import/export technical assistance, and certificate and non-credit training programs. These resources provide small and medium sized firms with the tools needed to expand trade opportunities, increase profits and create new high paying jobs. CITD will house a satellite Goods Movement Education Center, assist in creating the state-of-the-art website described above, market the program to their large international trade customer base, identify additional sites for industry internships, and serve as a member of the IAB.

The Distribution Management Association (DMA) will host tours of distribution facilities for students and will assist in curriculum development through participation of the IAB. The International Business Association of Southern California (IBA) will host students at their monthly meetings and feature them at their annual International Trade Week, during which students will have the opportunity to learn about many additional aspects of the goods movement industry and be introduced to prominent industry employers. In addition they will also market internship opportunities and the virtual job shadow program to IBA members. The IBA has agreed to assist in the placement of job applicants at the end of the training program.

**Continuum of Education** – As a representative of four-year universities, California State University, Long Beach (CSULB), offers the Global Logistics Specialist program that attracts employees in the industry that need to upgrade their skills at a management level. Their online version of the program enrolls students from around the United States. This curriculum focuses on computer, math and technical skills needed by entry-level workers in the industry. CSULB has agreed to serve on the IAB and participate in both a “Train the Trainer” program and employer-identified individuals with great potential will be enrolled in their Global Logistics Specialist program after 6 months of employment.

Representing K-12 public education, Long Beach Unified School District has committed to organizing parent nights and distributing written information on jobs and the training required and by making information about the Goods Movement Web-Site available to all high-school counselors and students. They will also serve on the IAB.

*NOTE: Complete and attach the Partner Roles and Responsibilities Chart identifying the local partnerships that will be used to coordinate and provide services under this proposal. In Column B of the chart, describe each partner's roles and responsibilities.*



## Section VI – Resource Utilization

1. Complete the Resource Utilization Chart below identifying the non-WIA cash and in-kind resources that will be used as match to support activities or expand and sustain the proposed project. Provide any further explanation in the space provided below the chart.

<b>Resource Utilization Chart</b> Name of Provider	Description of Fund Source	Type of resource (in-kind or cash)	Amount	Commitment Letter Attached to Proposal			
LBCCD	IDRC & SB70 Quick Start	In-kind	\$521,977	<input checked="" type="checkbox"/>			
CITD	State of California Economic Development Funds	In-kind	\$37,379	<input checked="" type="checkbox"/>			
Port of Long Beach	Harbor Commission Revenues	Cash & In-kind	\$12,800	<input checked="" type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
<b>II. Total Match</b>			<b>\$572,156</b>				
<i>Percent of match to total requested amount</i>			95.36%				
<b>Match Plan: Enter the cumulative plan for utilizing the match funds</b>							
Period Ending Mar 07	Period Ending June 07	Period Ending Sept. 07	Period Ending Dec. 07	Period Ending Mar 08	Period Ending June 08	Period Ending Sept 08	Period Ending Dec 08
\$30,341	\$120,821	\$217,806	\$309,576	\$384,978	\$463,249	\$536,186	\$572,157

### Resource Utilization Chart Narrative:

LBCCD will make in-kind contributions in the amount of \$521,977 from IDRC and SB70 Quick Start funds in support of the following: \$12,000 for consumable testing and instructional materials, \$54,800 for the Project Manager, \$7,400 for faculty costs, \$62,292 for the Dean of Workforce Development (.25 FTE), \$49,833 for the Project Advisor (.20 FTE), \$62,757 for staff fringe benefits, \$40,000 for Industry Content Experts, \$210,006 for production of Virtual Job Shadow Videos, \$4,890 for Port/industry Tours, \$1,000 for recognition ceremonies, \$13,000 for outreach materials, and \$4,000 for professional memberships.

CITD will make in-kind contributions in the amount of \$37,379 from State of California Economic Development funds in support of the following: \$11,190 space usage to house the GMEC, \$11,189 in staff costs to assist in developing the GMEC website, \$5,000 for marketing job applicants to CITD clients and trade partners, \$5,000 to assist with placing students in paid internships, and \$5,000 for marketing GMEC to CITD clients and at CITD events.

The Port of Long Beach will make cash and in-kind contributions in the amount of \$12,800 in support of the following: \$4,000 to provide industry expertise in support of career and curriculum development, \$2,000 for tours of Port and logistics areas with moderators, \$2,400 for use of conference room space for IAB meetings, \$2,400 for executive staff to serve on the IAB, and \$2,000 for student scholarships.

In addition to the match totals included above, WIA formula funds will be used by the Bureau to support individuals with supportive service needs (e.g., childcare, transportation, uniforms, tools) beyond the \$16,154 in grant funds requested. At an average of \$100 per

individual, it is anticipated that support will amount to \$22,246. Also, tuition will be provided largely through the contributions of partner organizations.

*2. Describe how each provider identified in the Resource Utilization Chart above will contribute to the goals of the project, ensure non-duplication of services and provide future sustainability.*

This project was designed and will be implemented by the full and involved partnership described above. In addition to the specific functions carried out by each entity, partners will work closely on all major project tasks undertaken to ensure successful implementation and attainment of goals. For example, each partner will designate staff to participate in monthly phone conferences and quarterly on-site meetings to plan and discuss grant activities. In addition, Bureau and LBCC staff will share responsibility for coordinating the "Road Shows" and establishing the GMEC and goods movement website.

In addition, through expansion of the IDRC IAB, the Goods Movement IAB will bring together representatives of all key partners, including business representatives, who will be collectively involved in developing new curriculum to ensure industry standards are met, participate in development of work-based programs, develop certificates meeting job specific requirements, and develop goals and objectives for future initiatives applicable to the logistics sector. In addition, the IAB will meet to oversee all aspects of the Port Opportunities Program to ensure program objectives are being achieved and that capacity building efforts are addressing industry needs. The IAB will review curriculum where it exists and offer ideas about where it needs to be modified or enhanced to meet industry requirements. They will also develop small work groups in their area of specialty to work with faculty to develop new curriculum in the areas of warehousing and international trade. These industry specific work groups will also review "Virtual Job Shadow" scenarios and one-page job specific handouts before they are produced in final format.

Regarding future sustainability, this project establishes the framework and process to increase community awareness regarding career opportunities in logistics, the model for combining skill-based and work-based training, and new and updated curriculum for goods movement certificate jobs. In addition, it establishes a sustained process through the IAB to ensure the workforce needs of the logistics industry are being met both timely and effectively.

*3. Describe any direct grants you have received within the past four years from the Department of Labor or through a State WIA 15 Percent grant. Describe any connection those grants will have with this proposal.*

In the past four years, the WDB has received one Work Incentive grant from the Department of Labor to support the provision of special services to individuals with disabilities. In addition, two 15 Percent grants were awarded to address critical shortages affecting the healthcare industry. None of these three grants has a direct connection to this proposal.

## **Section VII - Statement of Capabilities**

*1. Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data. Provide examples of past or present experience in managing projects similar to this proposal.*

The Bureau has successfully administered an extensive network of federal, state and county-funded job training and employment programs for the Long Beach area throughout the past 18 years, serving as a workforce investment area for federal employment and training programs. Currently, it operates under the federal Workforce Investment Act to administer increasingly effective, forward thinking, and inclusive services with the guidance of the Greater Long Beach Workforce Development Board.

Specifically, the Bureau has administered federal grants, including but not limited to, Welfare-to-Work Competitive, Job Training Partnership Act (JTPA) Demonstration Projects, National Reserve and Emergency Assistance Projects for dislocated workers, and Federal School-to-Career Grants, in addition to many Federal grants passed through the State. These include JTPA and WIA Formula and Discretionary, State Department of Transportation Pre-Apprenticeship, State Employment Training Panel incumbent worker training projects, and Federal Environmental Protection Agency programs.

The Bureau's Program Support Unit is responsible for utilizing the Job Training Automation (JTA) system to report performance and financial information electronically. The Bureau has never experienced any adverse findings or "high risk" terms and conditions as a result of grant compliance issues.

As an indication of past and present experience managing similar projects, the Bureau was awarded two separate 15 Percent Discretionary grants to address worker shortages in the healthcare industry. The Long Beach Healthcare Collaborative Project (HCP) is designed to increase the number of Registered Nurses (RNs), Radiologic Technologists (RTs), and Magnetic Resonance Imaging Technologists (MRIT) through a collaborative partnership between Long Beach Memorial Medical Center, Miller Children's Hospital, LBCC, and the Bureau. Key strategies aim to increase ADN program retention rates, ensure successful graduation of 48 nursing students, expand capacity of the local RT program, and launch a first-even local MRIT program. To date, 49 RN students have been enrolled, 9 placed in the targeted industry, and attrition has been reduced from 30 to 12 percent. In addition, the RT program capacity has been increased by 8 slots and the MRIT program was successfully implemented with 20 students expected to complete training in December 2006.

The Nursing Capacity Enhancement (NCE) project is designed to increase the capacity of LBCC's ADN program by 35 slots per semester (70 annually) and provide academic, financial and supportive services to ensure increased program retention, graduation, and passage of the State Registered Nurse Licensing examination on the first attempt. Currently, the participant plan has been surpassed with a total of 66 students enrolled in training. In addition, attrition rates have been reduced from 30 to 15 percent.

*2. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.*

The Bureau, a division within the City's Community Development Department (CDD), is under the direction of the Workforce Bureau Manager responsible for managing the efforts of Bureau staff, including program administration, operations, performance reporting, and coordination with other Bureaus and Departments of the City. Under the direction of its Bureau

Manager, the CDD's Administrative and Financial Services Bureau is responsible for financial management through four (4) staff responsible for performing accounting and financial management for all Workforce Bureau activities. The Bureau's Workforce Development Officer oversees all program operations, including the Adult Services, the unit responsible for coordinating this project, and performance reporting. The Bureau's Workforce Development Officer will be responsible for overall grant management, performance and financial reporting, oversight of the contracting process and supervision of project staff.

The Adult Services Coordinator will be responsible for the daily oversight of project functions including case management and supportive service activities, and will be responsible for maintaining records and reports for standard WIA performance measures and documentation requirements. The Adult Services Coordinator has more than 12 years of workforce development experience including 8 years as Adult Services Coordinator, and is currently responsible for coordinating the Bureau's responsibilities under the IDRC pilot initiative noted above. The Bureau's Employment Specialist will be responsible for case management, maintaining case file documentation of student progress and disbursements, coordinating the provision of unmet social and supportive service needs, developing internship and employment opportunities, coordinating the provision of job search assistance and referrals, and conducting follow-up services to ensure employment retention.

### ***Section VIII – Budget Summary***

Complete and attach the Budget Summary Plan. Provide a detailed justification for all line items contained in the Budget Summary Plan. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

Costs proposed on the attached Budget Summary Plan reflect an average cost per participant of \$1,562.50 (of grant funds requested) and are supported by \$572,156 in cash and in-kind contributions leveraged in support of the project (95.36 percent of grant funds requested). In addition, administrative costs represent only 3.75 percent of the total funds requested.

Salaries, fringe benefits, and operating expenses will support 1.55 FTE staff including the Project Manager (.25 FTE), Employment Specialist (1.0 FTE), Intake Specialist (.1 FTE), MIS Coordinator (.1 FTE), Accountant (.1 FTE) necessary to effectively implement, manage, provide the participant support noted herein, and establish the GMEC. Equipment purchases include 12 computers (\$1,200 each) and 4 printers (\$500 each) need for student training needs at GMEC and 1 laptop (\$1,200) and 1 projector (\$1,200) to be utilized during the "Road Shows." Tuition will support the needs of an estimated 15 percent of students (the rest to be leveraged through partner contributions) at an average cost of \$265 per student.

Supported services (at an average of \$100 per individual) will be used for transportation, childcare, uniforms, and other items needed to enable individuals to successfully complete the program, enter and retain employment. Contract costs are identified on the Supplemental Budget Form (Exhibit HH) and are necessary to support project coordination, skills instruction, clerical needs, training equipment maintenance, development of the GMEC website, outreach materials, and the Virtual Job Shadow Videos.

**WIA ADULT PARTICIPANT PLAN**

Adult

Dislocated Worker

Subgrantee: City of Long Beach – WD Bureau Subgrant number: R760328  
 Initial Plan  Modification  Mod. Number: \_\_\_\_\_ Project Number: 2615

<b>Cumulative Participants</b>							
	Month End Date	Month End Date	Quarter End Date	Month End Date	Month End Date	Quarter End Date	
	Month/Year	2/07	3/07	4/07	5/07	6/07	
1	Total Participants Registered	0	0	24	48	72	
<b>2. Program Services</b>							
a.	Core Services/Intensive Services	0	0	24	48	72	
b.	Training Services	0	0	0	0	36	
c.	Follow-up Services after Placement	0	0	0	4	8	
d.	Follow-up Services after Exit	0	0	0	5	11	
<b>3. Exit Status</b>							
a.	Total Participants Exiting WIA		0			11	
	(1) Unsubsidized Employment		0			8	
	(a) Training Related		0			6	
	(2) Employability Enhancement Exits		-			-	
	(3) Exited for Other Reasons		0			3	
<b>Cumulative Participants</b>							
	Month/Year	7/07	8/07	9/07	10/07	11/07	12/07
1	Total Participants Registered	96	120	144	168	192	216
<b>2. Program Services</b>							
a.	Core Services/Intensive Services	96	120	144	168	192	216
b.	Training Services	36	72	72	72	72	72
c.	Follow-up Services after Placement	13	17	27	39	49	60
d.	Follow-up Services after Exit	20	29	37	51	65	80
<b>3. Exit Status</b>							
a.	Total Participants Exiting WIA			37			80
	(1) Unsubsidized Employment			27			59
	(a) Training Related			22			48
	(2) Employability Enhancement Exits			-			-
	(3) Exited for Other Reasons			10			21

## WIA ADULT PARTICIPANT PLAN

Adult Dislocated Worker Subgrantee: City of Long Beach – WD BureauSubgrant number: R760328Initial Plan  Modification  Mod. Number: \_\_\_\_\_Project Number: 2615

Cumulative Participants						
	Month End Date	Month End Date	Quarter End Date	Month End Date	Month End Date	Quarter End Date
Month/Year	1/08	2/08	3/08	4/08	5/08	6/08
1 Total Participants Registered	240	264	288	312	336	360
2. Program Services						
a. Core Services/Intensive Services	240	264	288	213	336	360
b. Training Services	162	162	162	162	162	252
c. Follow-up Services after Placement	71	82	92	104	109	130
d. Follow-up Services after Exit	95	110	124	146	170	192
3. Exit Status						
a. Total Participants Exiting WIA			124			192
(1) Unsubsidized Employment			92			138
(a) Training Related			74			112
(2) Employability Enhancement Exits			-			-
(3) Exited for Other Reasons			32			54
Cumulative Participants						
Month/Year	7/08	8/08	9/08	10/08	11/08	12/08
1 Total Participants Registered	384	384	384	384	384	384
2. Program Services						
a. Core Services/Intensive Services	384	384	384	384	384	384
b. Training Services	252	252	288	288	288	288
c. Follow-up Services after Placement	152	173	190	207	225	284
d. Follow-up Services after Exit	224	240	257	299	341	384
3. Exit Status						
a. Total Participants Exiting WIA			257			384
(1) Unsubsidized Employment			190			284
(a) Training Related			152			227
(2) Employability Enhancement Exits			-			-
(3) Exited for Other Reasons			67			100

**PROJECT FUNDING AND EXPENDITURE PLAN**

Exhibit FF

Subgrantee: <u>City of Long Beach, Workforce Development Bureau</u>	Subgrant number: <u>R760328</u>
Project Term: Begin Date: <u>2/1/2007</u>	End Date: <u>12/31/2008</u>
<input checked="" type="checkbox"/> Initial Plan <input type="checkbox"/> Modification	Mod Number: _____ Project Number: <u>2615</u>

**I. FUNDING PLAN**      Split-Yr Funding     Yes       No

A. Fund Source	<input checked="" type="checkbox"/> WIA 15%	<input type="checkbox"/> WIA 15%	<input type="checkbox"/> WIA 15%	<input type="checkbox"/> WIA 15%	<b>PROJECT TOTAL</b>
	<input type="checkbox"/> WIA 25%	<input type="checkbox"/> WIA 25%	<input type="checkbox"/> WIA 25%	<input type="checkbox"/> WIA 25%	
	<input type="checkbox"/> Wagner/Peysner 10%	<input type="checkbox"/> Wagner/Peysner 10%	<input type="checkbox"/> Wagner/Peysner 10%	<input type="checkbox"/> Wagner/Peysner 10%	
B. YOA	2007-2008				
C. Subgrant Number	R760328				
D. Fund Source Term	2/1/07 - 12/31/08				
E. Grant Code	674				
F. Total Administration	\$22,474.00				\$22,474.00
G. Total Program	\$577,526.00				\$577,526.00
H. Subgrant Amt.	\$600,000.00				\$600,000.00

**II. EXPENDITURE PLAN**

Month/Year	Cumulative Planned Expend.	Cumulative Planned Expend.	Cumulative Planned Expend.	Cumulative Planned Expend.	Project Total Planned Expend
Feb-07	\$3,822.00				\$3,822.00
Mar-07	\$28,770.00				\$28,770.00
Apr-07	\$72,013.00				\$72,013.00
May-07	\$102,856.00				\$102,856.00
Jun-07	\$136,524.00				\$136,524.00
Jul-07	\$160,767.00				\$160,767.00
Aug-07	\$187,010.00				\$187,010.00
Sep-07	\$210,677.00				\$210,677.00
Oct-07	\$254,587.00				\$254,587.00
Nov-07	\$278,830.00				\$278,830.00
Dec-07	\$301,073.00				\$301,073.00
Jan-08	\$334,983.00				\$334,983.00
Feb-08	\$360,787.00				\$360,787.00
Mar-08	\$384,030.00				\$384,030.00
Apr-08	\$406,673.00				\$406,673.00
May-08	\$429,316.00				\$429,316.00
Jun-08	\$461,559.00				\$461,559.00
Jul-08	\$487,363.00				\$487,363.00
Aug-08	\$509,606.00				\$509,606.00
Sep-08	\$533,273.00				\$533,273.00
Oct-08	\$555,516.00				\$555,516.00
Nov-08	\$577,759.00				\$577,759.00
Dec-08	\$600,000.00				\$600,000.00
<b>Total</b>	<b>\$600,000.00</b>				<b>\$600,000.00</b>

**Project Budget Plan  
Single Fund Source and Cash Match**

Exhibit GG

Subgrantee: <u>City of Long Beach, WD Bureau</u>	Subgrant Num. <u>R760328</u>
Project Term: Begin Date <u>2/1/2007</u> End Date <u>12/31/2008</u>	Project Num. <u>2615</u>
Initial Plan <input checked="" type="checkbox"/> Modification <input type="checkbox"/>	Mod Number: _____

Budget Detail	Planned Budget		
	WIA 15 Percent	Non-WIA Cash/Inkind	Total
A. Staff Salaries	\$188,267.00	\$0.00	\$188,267.00
B. Number of full-time equivalents: <u>1.55</u>			
C. Staff Benefits	\$105,863.00	\$0.00	\$105,863.00
D. Staff Benefit Rate (percent) <u>56.23</u> %			
E. Staff Travel	\$0.00	\$0.00	\$0.00
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$38,637.00	\$0.00	\$38,637.00
G. Furniture and Equipment	\$18,800.00	\$0.00	\$18,800.00
1. Small Purchase (unit cost is less than \$5,000 such as computers, desks etc.)	\$18,800.00	\$0.00	\$18,800.00
2. Equipment Purchase (unit cost is more than \$5,000 and useful life is more than one year.) Complete Supplemental Budget Form	\$0.00	\$0.00	\$0.00
3. Lease	\$0.00	\$0.00	\$0.00
H. Consumable Testing and Instructional Materials	\$0.00	\$0.00	\$0.00
I. Tuition Payments/Vouchers	\$11,395.00	\$0.00	\$11,395.00
J. On-the-Job Training	\$0.00	\$0.00	\$0.00
K. Participant Wages and Fringe Benefits	\$0.00	\$0.00	\$0.00
L. Participant Support Services	\$16,154.00	\$0.00	\$16,154.00
M. Job Retention Services	\$0.00	\$0.00	\$0.00
N. Contractual Services (Complete Supplemental Budget Form)	\$220,884.00	\$521,977.00	\$742,861.00
O. Indirect Costs*(complete items 1 and 2 below)	\$0.00	\$0.00	\$0.00
P. Other (describe): CITD & Port LM Match	\$0.00	\$50,179.00	\$50,179.00
Q. Total Funding	\$600,000.00	\$572,156.00	\$1,172,156.00

\*Indirect Costs

1. Indirect Cost Rate (percent)	N/A
2. Name of Cognizant Agency:	N/A



**WIA Supplemental Budget Form**

Subgrantee: <u>City of Long Beach, WD Bureau</u>	Subgrant number: <u>R760328</u>
Initial Plan <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Mod. Number: _____	Project Number: <u>2615</u>

<b>I. Equipment</b>				
Equipment Item Description*	Quantity	Total Cost	Percent Charged to Project	Total Cost Charged to Project
N/A				

\*List equipment items having a useful life of more than one year with a unit acquisition cost of \$5,000 or more being charged to this project. In accordance with WIA Directive WIAD03-9, all equipment purchases must have prior approval from EDD. The approval of the budget plan contained in this subgrant does not constitute approval of the equipment request. **A separate request to purchase equipment must be submitted for approval by the state.**

<b>II. Contractual Services*</b>		
Contractual Services Description—Type of Service	Cost	Service Provider If Known
Personnel costs (salaries and fringes) for project coordination, instruction, and support	\$140,950	LBCC
Equipment maintenance costs	20,000	LBCC
Outreach materials	7,000	LBCC
Virtual Job Shadows	23,334	LBCC
Professional Memberships	1,600	LBCC
Consumable Testing and Instructional Materials	8,000	LBCC
Website development (including 2 years maintenance)	20,000	In Procurement
<b>Total</b>	<b>220,884</b>	

\*All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies. See WIA Directive WIAD00-2.



## Project Work Plan

Subgrantee: City of Long Beach, WD Bureau Subgrant number: R760328  
 Initial Plan  Modification  Mod. Number: \_\_\_\_\_ Project Number: 2615

Objectives/Activities	Estimated Dates
Assemble team, assign staff and expand IAB to include new members	2/07
Begin identify Skill Competencies for goods movement jobs	2/07
Finalize plans for "Road Shows" including schedule	2/07
Begin developing handouts for outreach – "Spotlight on Trade"	2/07
Begin Development of on-line component of International Business Classes	2/07
Begin working with faculty to enhance current curriculum set up GMEC	2/07 – 3/07
Begin development of industry-specific website	2/07 – 3/07
Begin development of 6 Virtual Job Shadow videos	3/07 – 4/07
Hold first meeting of expanded IAB	3/07 – on-going
Begin "Road Shows"	4/07 – 7/08
Begin Initial Assessment/One-on-One and Certification	4/07 – 7/08
Create new curriculum for warehousing (inventory management & tracking)	6/07
Begin first cycle of training/internships	6/07
Work with LBUSD to schedule outreach and Parent Night activities	7/07
Begin second cycle of training/internships	8/07
Complete on-line component of International Business Classes	8/07
Complete development of website	8/07
Develop inventory of job openings and skill requirements for each job	9/07
Begin development of 7 Virtual Job Shadow videos	10/07
Begin presentation of workplace skills workshops	11/07 – on-going
Begin placement of first cycle trainees and follow-up services	12/07 – on-going
Initiate new courses for Warehousing	1/08
Begin third cycle of training/internships	1/08
Begin development of 7 Virtual Job Shadow videos	3/08
Students participate in World Trade Week	3/08
Begin fourth cycle of training/internships	6/08
Begin fifth cycle of training/internships	8/08

**Partner Roles and Responsibilities Chart**

Subgrantee: <u>City of Long Beach, WD Bureau</u>	Subgrant number: <u>R760328</u>
Initial Plan <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Mod. Number: _____	Project Number: <u>2615</u>

<b>Local Partners</b>	<b>Roles and Responsibilities</b>
City of Long Beach, Workforce Development Bureau	Grant management; financial and participant performance reporting; conduct initial assessments; certification; co-establish GMEC; case management; coordination of referrals among one-stop partners; developing internship opportunities; placement referral; job development; follow-up services
Long Beach City College	Revitalize existing coursework and develop new curriculum; coordinate activities of the IAB; provide vocational training; issue industry-recognized Goods Movement Certifications of Skill Achievement; jointly establishing GMEC and the goods movement website; develop web-based applications and career awareness materials; coordinate the "Road Shows;" conduct Strengths Quest assessments, work readiness and ethics training
Port of Long Beach	Provide tours of the Port, meeting space and industry expertise; contribute scholarships and paid internships; feature POP Program to businesses involved with the Port through regular marketing efforts and publications; serve on the IAB
Numerous businesses (including EWH Corporate Support, Metro International, and Southern California Trade Zone, Inc.)	Serve on the IAB; contribute scholarships and paid internships.
Center for International Trade Development	Provide space for satellite GMEC; assist in creating the goods movement website; market program to their international trade customer base; identify additional sites for industry internships; serve on the IAB
Distribution Management Association	Host tours of distribution facilities for students; assist in curriculum development through participation on IAB; host students at monthly meetings and feature them at annual International Trade Week; market internships opportunities and the virtual job shadows; assist in the placement of graduates
California State University, Long Beach	Participate in "Train the Trainer" program; facilitate enrollment in Global Logistics Specialist program; serve on the IAB
Long Beach Unified School District	Organize parent nights; distribute written information on jobs and training requirements; make information about the goods movement website available to all high school counselors and students; service on the IAB

EXHIBIT COVER SHEET

SUBGRANT NO: R760328  
MODIFICATION NO: 07

EXHIBIT NN  
Page 1 OF 1

SUBGRANTEE: CITY OF LONG BEACH  
FUNDING SOURCE: SFP INSUSTRIE SW NEED RD2 674

TERM OF THESE FUNDS: 02/01/2007 TO: 12/31/2008

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| 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 modification is to incorporate \$600,000 of WIA 15% SFP funds into grant code 674 to fund the Port Opportunities Project (POP) from February 1, 2007 through December 31, 2008. This project is designed to address the identified workforce needs of the logistics goods movement industry by increasing community awareness of career opportunities, to expand the number of logistics-related skill training classes including warehouse inventory control, tracking, and advanced transportation. The POP Program will establish the Goods Movement Education Center (GMEC) as a centralized point of service, training and information, and development of a user-friendly website to enable interested job seekers to research opportunities in the goods movement industry, job requirements, and available training opportunities.

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

WIA (3/2000)

**EXHIBIT "B"**

**STATEMENT OF WORK**  
**Port Opportunities Program**

**CONTRACTOR:** Long Beach Community College District  
4901 East Carson Street  
Long Beach, CA 90808  
(Hereinafter referred to as "Contractor")

**CONTRACT PERIOD:** February 1, 2007 – December 31, 2008

**STATEMENT OF WORK**

The Port Opportunities Program (PROGRAM) is designed to address the identified workforce needs of the logistics-goods movement industry by increasing community awareness of career opportunities, expand the number of logistics-related skill training classes, and develop curriculum specific to industry needs including warehouse inventory control, tracking, and advanced transportation. In addition, the PROGRAM will establish the Goods Movement Education Center (GMEC) as a centralized point of service, training and information and develop a user-friendly website to enable interested job seekers to research opportunities in the goods movement industry, job requirements, and available training opportunities.

The partners for the PROGRAM include Long Beach City College District (LBCCD), Long Beach Center for International Trade Development (CITD), the City's Workforce Development Bureau (WDB), Long Beach Unified School District (LBUSD), Port of Long Beach, California State University Long Beach (CSULB), US Vets – Villages at Cabrillo, Long Beach Job Corps Center (Job Corps), and Department of Public Social Services (DPSS).

The PROGRAM will target unemployed/underemployed adults (18 and older) with an interest in preparing for employment or advancement opportunities in high-growth sectors involved with Transportation Logistics, Goods Movement. Objectives include increasing the number of trained applicants for jobs in goods movement, increasing awareness of career opportunities, addressing high turnover rates experienced by employers, and addressing basic skills, work ethics, and job-specific skills.

In accordance with this contract and in partnership with the WDB, the PROGRAM will include monthly "Road Shows." These career awareness sessions will reach a minimum of 300 individuals per year and will be offered multiple times at the Career Transition Center (CTC), Long Beach Job Corps Center, the Villages at Cabrillo, and the Department of Public Social Services (DPSS). Additional sites providing access to unemployed/underemployed residents will be identified by the Goods Movement Industry Advisory Board (IAB).

Individuals expressing interest after each "Road Show" or following their direct referral to GMEC will be scheduled for an initial assessment/one-on-one interview to review their options and the degree to which available training is suited to meet their career goals.

Individuals whose training needs can be met through the services and training included herein will be scheduled for certification.

The PROGRAM will address employer-identified workforce needs of the logistics group by increasing the number of adequately trained applicants and awareness of career opportunities and addressing high turnover rates, job specific, and basic skills needs.

**Trained Applicants** – The monthly 16-hour “Road Show” (4 days, 4 hours each day over 2 weeks) will highlight goods movement opportunities and jobs, career ladders, industry syntax and include industry tours. Industry guest speakers will discuss the importance of having the right skills to gain employment. Each session will include a module that addresses work readiness skills and work ethics, which industry experts will underscore in each of their presentations. They will also discuss the workplace skills of communication, punctuality, willingness to take on new assignments, teamwork, and other skills needed to enable employees to quickly moving up the career ladder. The purpose of each workshop session is to excite potential workers about this field and encourage their enrollment in the training described below. The “Road Shows” will be delivered by LBCC with the assistance of Bureau staff.

**Increased Awareness** – Working through regional partnerships, the Goods Movement Education Center (GMEC) will provide a centralized point for comprehensive, in-depth services and training for job seekers and information about educational institutions and organizations working to address Port Logistics-Goods Movement technical education and labor shortages in the Southern California region.

Co-located at the Career Transition Center, GMEC will house a state-of-the-art website to provide easy access to user-friendly information on careers, job requirements, virtual job shadows, community colleges and training institutions that specialize in goods movement related education, career guidance, jobs, internships, and scholarship information.

One of the Center's main goals will be to collect information from employers on the skills, knowledge, and abilities needed for select goods movement occupations. This will be accomplished by developing industry-driven skill and knowledge guidelines for several occupations including shipping receiving clerks, data entry and billing clerks, international business clerical worker (import/export documentation), warehouse team lead and first line supervisor, and truck drivers. These guidelines will also form the basis for curriculum development.

To further enhance awareness, a series of one-page handouts, “**Spotlights on Trade,**” focusing on specific job opportunities within the logistics industry will be developed. Typical job duties, wage rates and career ladder or lattice opportunities will be emphasized as well as connections to further training at LBCC and CSULB. These handouts will be posted on the GMEC website and linked to other relevant sites

The PROGRAM will also develop two (2) additional “**virtual job shadows**” (for a total of 20) related to the logistics-goods movement industry and mirroring the printed “Spotlights”. These short videos focus on specific aspects of jobs and interview actual employees at their job site. These videos will be posted on the GMEC website, copied to DVD for distribution to career centers, and put on mini-DVDs to be given out at career days.

Career awareness activities will also be included for parents. Parents play a very important role in the career selection of their children. Many parents are unaware of the massive growth of the logistics industry in Southern California and the job opportunities this growth presents. In coordination with the Long Beach Unified School District, A “Parents’ Night” will be scheduled annually at several Long Beach locations. Industry guest speakers will convey that these jobs can lead to exciting, well-paying careers.

**Addressing Turnover Rates** – This PROGRAM will facilitate a smooth pathway and a clearly developed career ladder/lattice for the logistics industry. Industry leaders believe that

the high turnover is attributable to insufficient skills in the entry-level worker and no clear understanding of the path to upward mobility or how to proceed along this path. To reduce turnover, this PROGRAM will develop career pathways for the Logistics-Goods Movement industry and provide information on career advancement and skills needed in a format that is attractive and inviting.

**Addressing Job Specific and Basic Skills** – Under this portion of the program, student will be enrolled in training appropriate to the career opportunity they have chosen. Training will be combined with a paid 20-hour per week internship. Combining skill-based and work-based training will enable the adult worker to immediately relate what they are learning in school to the skills they will need when they are placed in a permanent position. By combining a *port* project with a *distribution hub* project, students will also learn about the “system” of goods movement, which will result in a better understanding of the industry and the potential of “seeing the big picture” in solving logistics issues.

Students will also have the opportunity to participate in remediation in math or English as required. The Workplace Learning Resource Center (WpLRC) hosted by LBCC has created basic math instruction related to the logistics industry under a grant funded by the James Irvine Foundation. The “applied math” handouts prepared by the WpLRC use examples related to world trade as a way to improve students’ math skills and show them the relevance of math to the logistics field.

In addition, CITD will house a satellite Goods Movement Education Center, assist in creating the state-of-the-art website described above, market the program to their large international trade customer base, identify additional sites for industry internships, and serve as a member of the IAB.

Specific to the PROGRAM, the Contractor will provide the following:

- Establish and coordinate the efforts of the Industry Advisory Board (IAB)
- Collect information from employers on the skills, knowledge, and abilities needed for select goods movement occupations, as described above
- Revitalize existing coursework and developing new curriculum with the input and guidance of the IAB
- Conduct all vocational training
- Issue Goods movement Certifications of Skills Achievement to students upon completion of training
- With the WDB, jointly establish the Goods Movement Education Center (GMEC) and goods movement website
- Develop all web-based applications and career awareness materials, including the “Spotlights on Trade” and “Virtual Job Shadows”
- With the input and assistance of the WDB, establish the schedule and conduct the “Road Shows”
- Conduct Strengths Quest assessments, work-readiness, and work ethics training, described above
- Facilitate student participation in remediation in math and English through the WpLRC
- Coordinate annual “Parents’ Nights” at several Long Beach locations through LBUSD
- Serve as a liaison in the conduct of CITD activities described above, including establishing the satellite GMEC at the CITD

**AMOUNT OF CONTRACT**

*Handwritten signature/initials*



Contractor's funds shall not exceed \$200,884 in WIA 15% Funds to achieve the aforementioned program objectives. The Contractor shall be paid for services identified in Attachment "B" on a cost reimbursement basis. Acceptable documentation must be submitted with invoices. This contract is subject to the availability of funding and subject to relevant regulations, directives, policies, and procedures.

The contract may exceed cost categories by no more than 10% provided that the difference is reduced from other accounts within the same cost category and the total amount for each cost category remains the same. Any other budget changes must be approved by the City and processed either through a Letter of Modification or an amendment to the contract.

In addition, Contractor agrees to report contributions identified under the column "In-kind" Attachment "B" in the amount of \$559,357 to support operating costs associated with this PROGRAM.

### **PLANNED EXPENDITURE REPORT**

The Contractor shall submit all billing information and invoices on a monthly basis to the Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807, attention WDB's Program Liaison as follows:

- Monthly Expenditure Reports – Due by the 15<sup>th</sup> of each month
- Monthly Agency Invoices – As close to a monthly basis as possible

These reports will also contain a record of disbursements from the in-kind contributions identified under the Column "In-Kind" in Attachment "B."

The Contractor shall be monitored monthly to ensure billing is timely and complete with supporting documentation (i.e., receipts, invoices, sign-in sheets).

### **PROGRAM ACTIVITIES/RELATED PERFORMANCE STANDARDS**

#### **Expenditure Plan**

Quarterly, the City shall compare planned performance and earning levels with actual performance and earning levels. If Contractor is 25% below planned totals at the end of the quarter or any quarter thereafter, Contractor shall implement a corrective action plan reviewed and approved by the City. The City has the right to unilaterally cancel the contractor, in the alternative, deobligate funds up to the amount of the under expenditure.

#### **Outreach and Recruitment**

1. Recruitment of students will be the shared responsibility of WDB and Contractor staff. Staff will identify and select students from among residents attending the "Road Shows" and from among individuals referred directly to GMEC by one-stop system partners.
2. All forms, flyers, and other outreach materials, must be reviewed and approved by the WDB's Program Liaison prior to release. ???

3. Contractor shall ensure that outreach and recruitment materials distributed to the public, state that activities funded under the Project are "equal opportunity employer/programs" and that "auxiliary aids and services are available upon request to participants with disabilities." In addition, Contractor shall ensure that outreach and recruitment material reference a phone number, a TDD/TTY number or relay service number.
4. Contractor shall maintain records of all outreach and recruitment efforts, including: name of function/activity, date, and number of participants in attendance.

### **Training and Related Activities**

1. Contractor shall ensure that training sites/facilities meet all applicable health and safety standards City/State/Federal requirements.
2. Contractor shall ensure that participants are provided with safety instructions, materials, and equipment necessary for reasonable protection against injury and damage.
3. Contractor will notify the WDB prior to entering into any agreements with outside vendors or contractors relative to the operation of this PROGRAM.
4. Contractor shall ensure that appropriate intervention is provided in response to any issues expressed by participant and/or barriers identified by participant or staff.
5. Contractor shall use reasonable efforts to ensure that training progress is documented through case notes, attendance records, progress reports, evaluations, and examinations. Job search efforts are also to be documented.
6. Contractor shall provide the WDB with information and reports, as requested, detailing the participant's status and PROGRAM outcomes.

### **Anticipated outcomes**

As a result of participation in the PROGRAM it is anticipated that over the course of this agreement 400 residents will gain an increased awareness of available employment opportunities and occupational requirements through attendance at "Road Shows," 384 residents will receive core or intensive services, 288 residents will enter skills training and/or paid internships, 167 residents will achieve an industry-recognized Goods Movement Certificate of Skills Achievement, and 284 residents will enter unsubsidized employment with an average six months earnings after exit in excess of \$10,560.

### **MAINTENANCE OF EFFORT**

1. 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).

2. No program shall impair existing contracts for services or collective bargaining agreements without the written concurrence of the labor organization and employer concerned.
3. No participant shall be employed when (a) any other individual is on layoff from the same or any substantially equivalent job, or (b) when the employer has terminated the employment with the intention of filing the vacancy so created by hiring a participant whose wages are subsidized under this contract.
4. No jobs shall be created in a promotional line that would infringe in any way upon the promotional opportunities of currently employed participants.
5. The City reserves the exclusive right to seek and obtain a patent or copyright registration on any performance of experimental, developmental, or research work resulting with any invention during the performance of this contract provided in accordance with 37 CFR, part 401, as appropriate.

### **PROGRAMMATIC CONTROLS**

Controls must be instituted by the Contractor to ensure that:

1. Required reports, MIS documentation, invoices, etc., contain accurate, information and are submitted on a timely basis.
2. Discrepancies in reports, MIS documentation, invoices, etc., are resolved quickly.
3. Contractor complies with applicable Federal, State, and local nondiscrimination and equal opportunity provisions. In addition, Contractor must ensure that Contractor and staff are prohibited from retaliation or reprisal against an individual that:
  - a. Has filed a complaint
  - b. Opposed a practice prohibited by nondiscrimination and equal opportunity provisions.
  - c. Furnished information to, or assisted or participated in any manner in an investigation, review, hearing, or any other activity related to the administrations of nondiscrimination and equal opportunity provisions.
  - d. Exercised any rights and privileges under non-discrimination and equal opportunity provisions.
4. All contractual services are competitively procured in accordance with federal, state, and local procurement regulations and policies.
5. All staff, training and services, authorized under this contract adhere to applicable WDB/City of Long Beach policies and procedures. In addition, authorized training and services must comply with applicable WIA regulations, directives, policies, procedures, and amendments.

## RECORD MANAGEMENT

1. Contractor agrees to maintain records to document all costs, direct and indirect, in-kind and cash match amounts incurred under this contract to account for all money received and incurred. All records shall be kept for a period of seven (7) years from the date final payment is made under this contract.
2. Contractor shall maintain the confidentiality of any information regarding the participant that may be obtained through documents from public agencies, counselors, or any other source. Without permission of the WDB Coordinator such information shall be divulged only as necessary for the performance or evaluation of this contract and only to persons having responsibility under this contract.
3. All reports records, files, etc., generated or maintained in support of or as a result of this contract are subject to review/monitoring and are to be made available during regular business hours to appropriate City, State, and Federal agencies/representatives or designees for inspection on an as-needed basis. Contractor shall also provide reasonable and timely access to personnel for the purpose of interviews and discussion related to training and services provided under this contract.

## WIA CONTRACT CLAUSES

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

Contractor agrees to comply, as applicable, with:

- The Equal Employment Opportunity Act provisions;
- The American with Disabilities Act of 1990;
- The Contract Work Hours and Safety Standards Act;
- The Clean Air Act and Environmental Protection Agency regulations;
- The Energy Policy Conservation Act;
- The Bryd Anti-Lobbying Act;
- The Debarment and Suspension requirements;
- The Copeland "Anti-Kickback" Act, and
- The Davis-Bacon Act

## Patent and Copy Rights

The WDB reserves the exclusive right to seek and obtain a patent or copyright registration on any performance of experimental, or research work resulting in any invention during the performance of this contract provided in accordance with 37 CFR part 401, as appropriate.

## Administrative Dispute Resolution

The WDB and Contractor will communicate openly and directly to resolve any problems or disputes related to completing the contract in a cooperative manner and at the lowest level of intervention possible. Should information resolution fail, the dispute shall be referred to the appropriate WDB representative, who shall make the final administrative decision.

**Nepotism**

No grantee, subgrantee, or employing agency may hire a person in an administrative capacity, staff position, or on-the-job training position funded under the Act if a member of that person's immediate family is engaged in an administrative capacity for that grantee, subgrantee, or employing agency.

No grantee, subgrantee, or employing agency may hire a person in an administrative capacity, staff position, or on-the-job training position funded under the Act, if a member of that person's immediate family is engaged in an administrative capacity for the grant from which that subgrantee or employing agency obtains its funds.

Family is defined as a wife, husband, mother, father, sister, brother, aunt, uncle, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, niece, nephew, cousin, stepparent or stepchild.

**RECORDS MANAGEMENT**

Contractor agrees to maintain records of costs associated or incurred under this contract to account for all money received. All records shall be kept for a period of seven (7) years from the date final payment is made.

All reports, records, files, etc., generated or maintained in support of or as a result of this contract are subject to review/monitoring and are to be made available during regular business hours to appropriate Long Beach Community College District and State agencies/representatives or designees for inspection on an as-needed basis.

**CONTRACT MODIFICATION**

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

1. All requests for contract modification must be provided in writing and include detailed justification for such a modification and be submitted to the Project Coordinator 30 days in advance of requested modification.
2. The WDB/City may initiate a modification at any time during the term of this contract upon written concurrence from the Contractor.

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## BUDGET INFORMATION

### SECTION A - Budget Summary by Categories

Acct.No.	Budget Category	( A )	( B )	( C )
101	Administrative Costs			-
102	Fringe Benefits			-
103	Administrative Costs - Other			-
118	Indirect Costs			-
201	Project Staff	103,640.00		103,640.00
202	Fringe Benefits	37,310.00		37,310.00
203	Training/Training Materials	8,000.00		8,000.00
204	Operating Costs			-
205	Support Services			-
206	Program - Other	51,934.00		51,934.00
<b>Total Funds Requested:</b>		200,884.00	-	200,884.00

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

Acct. No.	Budget Category	( A )	( B )	( C )
301	Cash Contribution	-		-
302	In-Kind Contribution	559,357.00		559,357.00
				-
<b>Total Cost Sharing/Match:</b>		559,357.00	-	559,357.00

*[Handwritten Signature]*





**TRAINING/TRAINING MATERIALS****Account 203**

Description	Quantity/Price		Total
Consumable Testing and Instructional Materials	AV Materials @ \$16,000 and industry-specific software @ \$4,000 @ 40%		8,000.00
		<b>TOTAL</b>	8,000.00

**OPERATING COSTS****Account 204**

Description	Quantity/Price		Total
		<b>TOTAL</b>	-

**SUPPORT SERVICE****Account 205**

Description	Quantity/Price		Total
		<b>TOTAL</b>	-

**PROGRAM - OTHER****Account 206**

Description	Quantity/Price		Total
Virtual Job Shadow Videos	2 @ \$11,677 ea.		23,334.00
Equipment Maintenance	\$10,000 per year @ 2 years		20,000.00
Outreach Materials			7,000.00
Professional Memberships	4 @ \$1,400 each @ 40%		1,600.00
		<b>TOTAL</b>	51,934.00

**CASH CONTRIBUTION****Account 301**

Description	Quantity/Price		Total
			-
		<b>TOTAL</b>	-

**IN-KIND CONTRIBUTION****Account 302**

Description	Quantity/Price		Total
See itemization below			559,357.00
		<b>TOTAL</b>	559,357.00

<b>GRAND TOTAL FUNDS REQUESTED</b>	<b>\$</b>	<b>200,884.40</b>
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**COST SHARING/MATCH  
IN-KIND CONTRIBUTION**

**Account 302**

**PROGRAM COSTS: STAFF SALARIES**

Position Title/Activity	Salary	No. of Months	% of Time	Total
Project Manager	\$5,916.67 p/mo.	23	0.4027	54,800.00
Faculty for Skills Instruction	\$35-62 ph *			7,400.00
Dean of Workforce Development	\$10,833.33 p/m	23	0.25	62,292.00
Project Advisor	\$10,833.33 p/m	23	0.2	49,833.00

**PROGRAM: FRINGE BENEFITS**

Description	% Rate	Rate Applied to	Total
Staff Fringes	36%	174,325.00	62,757.00

**PROGRAM - OTHER**

Description	Quantity/Price	Total
Industry Content Experts for curriculum development	\$100 per hour @200 hours per year @ 2 years	40,000.00
Virtual Job Shadows	18 @ \$11,667 each	210,006.00
Port/Industry Tours	1 Boat trip per year @ \$1,800 and 3 bus tours per year @ \$215 @ 2 years	4,890.00
Recognition Ceremonies	\$500 per year @ 2 years	1,000.00
Outreach materials		13,000.00
Professional Memberships	4 @ \$1,400 each @ 60%	4,000.00
Consumable Testing and Instructional Materials (Consumable supplies and AV Materials @ \$16,000 and industry-specific software for training @ \$4,000)	AV Materials @ \$16,000 and industry-specific software @ \$4,000 @ 60%	12,000.00
CITD space usage for satellite GMEC		11,190.00
CITD staff time for website development		11,189.00
Marketing job applicants to CITD clients and trade partners		5,000.00
CITD assistance in placing students in paid internships		5,000.00
Market GMEC to CITD clients and @ CITD events)		5,000.00
<b>TOTAL IN-KIND CONTRIBUTIONS</b>		<b>559,357.00</b>

*[Handwritten initials]*