CONTRACT SUMMARY SHEET

TO: THE OFFICE OF THE CITY CLERK,
    COUNCIL/PUBLIC SERVICES DIVISION
    ROOM 395, CITY HALL

DATE: 02/23/2015

(PLEASE DO NOT STAPLE THE CONTRACT FOR THE CLERK'S FILE)

FROM (DEPARTMENT): Economic and Workforce Development Department

CONTACT PERSON: Sucy Yu
PHONE: (213) 744-7212

CONTRACT NO.: C-124397-1
COUNCIL FILE NO.: 14-0805

ADOPTED BY COUNCIL: 06/26/2014
NEW CONTRACT AMENDMENT NO. 1
APPROVED BY BPW: N/A
ADDENDUM NO.
DATE
SUPPLEMENTAL NO.
DATE
CHANGE ORDER NO.

CONTRACTOR NAME: City of Long Beach (Administering Entity for Pacific Gateway WIN)

TERM OF CONTRACT: July 1, 2014 THROUGH: June 30, 2015

TOTAL AMOUNT: $0

PURPOSE OF CONTRACT:

FY 2014-15 WIA WORKSOURCE CENTERS-
HARBOR WORKSOURCE CENTER (WSC)
(CURRENTLY KNOWN AS HARBOR GATEWAY WSC)

TO CHANGE WSC NAME IN COMPLIANCE WITH GRANT BRANDING REQUIREMENTS; TO
ADJUST SERVICE GOALS, LEVERAGE RESOURCE LANGUAGE, AND SMALL PURCHASE
PROCUREMENT LANGUAGE

NOTE: CONTRACTS ARE PUBLIC RECORDS - SCANNED AND UPLOADED TO THE INTERNET

Revised 07/19/11
FIRST AMENDMENT
TO AGREEMENT NUMBER C-124397 OF CITY OF LOS ANGELES CONTRACT
BETWEEN
THE CITY OF LOS ANGELES
AND
CITY OF LONG BEACH
(ADMINISTERING ENTITY FOR PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK)

THIS FIRST AMENDMENT to Agreement Number C-124397 of City of Los Angeles Contract is made and entered into by and between the City of Los Angeles ("City") and City of Long Beach (Administering Entity for Pacific Gateway Workforce Investment Network) ("Contractor").

RECITALS

WHEREAS, the City and Contractor have entered into an Agreement wherein Contractor shall provide certain services. Said Agreement was effective July 1, 2014, which together with all amendment(s) thereto shall hereinafter be referred to as the Agreement; and

WHEREAS, PSC-6, Exhibit A, Standard Provisions for City Contracts, provides for amendments to the Agreement; and

WHEREAS, the Agreement contemplates that modifications and closeout activities may be required after the time set forth in Section 201 of the Agreement; and

WHEREAS, the City and Contractor are desirous of amending the Agreement as authorized by the City Council and the Mayor (refer to Council File Number 14-0805 dated June 26, 2014), and Section 14.8 of the Los Angeles Administrative Code which authorizes the General Manager of the Economic and Workforce Development Department to prepare and execute an amendment to the Agreement for the purpose of:

(a) changing name of the WorkSource Center in compliance with Workforce Development System (WDS) Directive 15-07 regarding instructions for branding requirements;
(b) adding training expenditures and leverage resource requirements to the Agreement;
(c) adjusting performance table and adding additional performance goals to the Agreement;
(d) updating procurement procedures for small purchases; and
(e) making such other changes as are required in connection with the foregoing, all as detailed elsewhere in this Amendment; and

WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and Contractor agree that the Agreement be amended effective July 1, 2014, as follows:
AMENDMENT

§1. Amend operating WorkSource Center name from "Harbor WorkSource Center" to "Harbor Gateway WorkSource Center" in compliance with the given official center name listed in WDS Directive 15-07, dated December 23, 2014, and attached hereto as Attachment 1 and incorporated herein by reference, regarding WorkSource center branding requirements.

§2. Amend Section 14, Performance Measures and Service Levels, of Exhibit I of the original Agreement, Scope of Work and Contractor Responsibility, by adding a new subsection D of requirements for training expenditures and leveraged resources as follows:

D. Training Expenditures and Leveraged Resources

1. Training Expenditures
   Contractor shall expend an amount equal to or greater than 32% of their total allocation on training services. A portion of the minimum training expenditure requirement (an amount of up to 10% of the adult and dislocated worker allocation) may be met by applying designated leveraged resources (as defined by SB 734, link to http://totalcapitol.com/?bill_id=201120120SB734) used for training services only. At a minimum, expenditures applied to the minimum requirement must comply with the definition of training contained in WIA Section 134(d)(4)(D) and Section 663.508 of Title 20 of the Code of Federal Regulations. The portion of leveraged resources applied toward the minimum training expenditure requirement must meet the definition contained in Economic Development Department (EDD) Workforce Services Directive No. WSD 12-10.

2. Leveraged Resources
   Contractors shall actively seek non-WIA funds to leverage WIA funds in an amount of Five Hundred Eighty-Eight Thousand Two Hundred Forty-Five Dollars ($588,245). Contractor shall submit to the City a monthly report of leveraged resources on the leveraged resource form provided by the City. This form shall be included with the expense reports which must be submitted by the fifteenth (15th) day of every month. The value assigned to the leveraged resource is subject to review and audit, and therefore must be documented appropriately in individual client files or in a general file maintained by Contractor’s main facility.

§3. Amend Section 14, Performance Measures and Service Levels, of Exhibit I of the original Agreement, Scope of Work and Contractor Responsibility, by deleting the Performance Measures and Service Levels table in its entirety and replacing with the following:

<table>
<thead>
<tr>
<th>Performance Measures and Service Levels</th>
<th>WORKSOURCE CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DOL Measure</td>
</tr>
<tr>
<td>1 Entered Employment Rate</td>
<td></td>
</tr>
<tr>
<td>2 Employment Retention Rate (2nd &amp; 3rd Quarters)</td>
<td></td>
</tr>
<tr>
<td>3 Average Earnings (2nd &amp; 3rd Quarters)</td>
<td>$12,850</td>
</tr>
<tr>
<td>4 Minimum number of participants trained (including sector training)</td>
<td></td>
</tr>
<tr>
<td>5 Minimum number of participants in sector training</td>
<td></td>
</tr>
<tr>
<td>6 Training Related Placements (of those trained and placed)</td>
<td></td>
</tr>
<tr>
<td>7 Amount to be expended on training as a percentage of formula dollars (an amount equal to 10% of formula dollars may be in approved leveraged training resources)</td>
<td></td>
</tr>
<tr>
<td>8 Job Seeker Satisfaction Level (customers surveyed/contacted at center locations)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enrolled Customer Satisfaction Level</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Total New Enrollments</td>
</tr>
<tr>
<td></td>
<td>Minimum WIA Enrollments</td>
</tr>
<tr>
<td></td>
<td>Maximum Wagner-Peyser Enrollments Counted</td>
</tr>
<tr>
<td>11</td>
<td>Minimum number of new WIA enrollments required by December 31, 2014 (50% of Enrollment Goal)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Minimum Number of Intensive/Case Managed Enrollees</td>
</tr>
<tr>
<td>13</td>
<td>Minimum number of WIA enrollments for persons with disabilities comprising the total number of new WIA enrollments</td>
</tr>
<tr>
<td>14</td>
<td>Minimum number of WIA veteran enrollments comprising the total number of new WIA enrollments</td>
</tr>
<tr>
<td>15</td>
<td>Number of Employer Customers Served (including 10 referrals to BusinessSource Centers)</td>
</tr>
<tr>
<td>16</td>
<td>Number of Hard to Serve Customers</td>
</tr>
</tbody>
</table>

§4. Amend, according to EDD Directive No. WSD 12-10 dated November 30, 2012, Section 2, Procurement Procedures, of Exhibit K of the original agreement, Subcontract and Procurement, by deleting the Part 1.a of Subsection I, Methods of Procurement, in its entirety and replacing with the following:

a. **Small Purchase Procedures**: Small purchases are made from vendors for goods or services under $50,000. The following procedures for small purchase will constitute justification of the procurement method chosen. The requirements are:

<table>
<thead>
<tr>
<th>Dollar Range of Purchase</th>
<th>Contacts and Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 to $9,999</td>
<td>2 documented quotes</td>
</tr>
<tr>
<td>$10,000 - $49,999</td>
<td>3 or more written quotes. A request for qualification (RFQ) must be used†</td>
</tr>
</tbody>
</table>

§5. Except as herein amended, all terms and conditions of the Agreement shall remain in full force and effect.

§6. This Amendment is executed in two (2) duplicate originals, each of which is deemed to be an original. This Amendment includes Four (4) pages and One (1) Attachment, WorkSource Center Branding Requirements, which constitute the entire understanding and agreement of the parties.

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† This purchase is defined as a small purchase under $10,000 and not as noncompetitive or sole source procurement.

† Unless sole source justification exists.
IN WITNESS WHEREOF, the City of Los Angeles and Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM AND LEGALITY:
MICHAEL N. FEUER, City Attorney

Executed this 20th day of February, 2015

For: THE CITY OF LOS ANGELES

JAN PERRY
General Manager
Economic and Workforce Development Department

For: CITY OF LONG BEACH
(ADMINISTERING ENTITY FOR PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK)

By PATRICK H. WEST, City Manager

APPROVED AS TO FORM AND LEGALITY

By CHARLES PARKIN, City Attorney

ATTEST

By LARRY HERRERA, City Clerk

D-U-N-S® Number: 55-739-8141
City Business License Number: 9999999999
Internal Revenue Service Number: 95-6000733
Council File Number: 14-0805; Date of Approval: June 26, 2014
Said Agreement is Number C-124397 of City Contracts, Amendment Number One
DATE: December 23, 2014

TO: LA’s Workforce Development System

FROM: Jaime H. Pacheco Orozco, Director
Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 15-07
(Supersedes WDS Directive No. 15-05)
WORKSOURCE CENTER BRANDING REQUIREMENTS

EFFECTIVE DATE
This directive is effective on the date of issuance.

PURPOSE
This directive, rescinding and replacing WDS Directive 15-05, provides guidance regarding branding materials issued by WorkSource Center operators and an updated table of official WorkSource Center names.

BACKGROUND
On September 23, 2013, the City’s Economic and Workforce Development Department (EWDD) issued WDS Directive No. 14-04, regarding co-branding the WorkSource system with The America’s Job Center of California’s network name. In addition, Job Training Agreements (contracts) impose specific requirements regarding all communications with the press, television, radio or any other means of communicating with the general community (§614).

POLICIES AND PROCEDURES
Marketing materials such as press releases, flyers, posters, and any other means of communicating with the general public must include at minimum:

• Taglines stating both:
  o Equal opportunity employer/program.
  o Auxiliary aids and services available upon request.

  If an announcement of a specific event such as a job fair, orientation, grand opening, etc., the tagline must include additional language indicating how a person with a disability requests reasonable accommodation. This should include a phone number and a time frame for the request.

• Specific reference to the City as the sponsoring agency.

• The WIB approved WorkSource California brand.

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER
- The official WorkSource Center name as stated in the table below, e.g., Canoga Park/South Valley WorkSource Center.

<table>
<thead>
<tr>
<th>Official WorkSource Center Name</th>
<th>WorkSource Center Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boyle Heights/East</td>
<td>Chicana Service Action Center, Inc.</td>
</tr>
<tr>
<td>Canoga Park/South Valley</td>
<td>Arbor E&amp;T, LLC dba ResCare Workforce Services</td>
</tr>
<tr>
<td>Crenshaw</td>
<td>Los Angeles Urban League</td>
</tr>
<tr>
<td>Downtown/Pico Union</td>
<td>Pacific Asian Consortium in Employment</td>
</tr>
<tr>
<td>Harbor Gateway</td>
<td>Pacific Gateway Workforce Investment Network</td>
</tr>
<tr>
<td>Hollywood</td>
<td>Managed Career Solutions, Inc.</td>
</tr>
<tr>
<td>Northeast Los Angeles</td>
<td>Goodwill Industries of Southern California</td>
</tr>
<tr>
<td>Pacoima/North Valley</td>
<td>Youth Policy Institute</td>
</tr>
<tr>
<td>South Los Angeles</td>
<td>UAW-Labor Employment &amp; Training Corporation</td>
</tr>
<tr>
<td>Southeast Los Angeles</td>
<td>Watts Labor Community Action Committee</td>
</tr>
<tr>
<td>Sun Valley</td>
<td>El Proyecto del Barrio, Inc.</td>
</tr>
<tr>
<td>Vernon Central/LATTC</td>
<td>Coalition for Responsible Community Development</td>
</tr>
<tr>
<td>Watts/Los Angeles</td>
<td>Housing Authority of the City of Los Angeles</td>
</tr>
<tr>
<td>West Adams</td>
<td>Asian American Drug Abuse Program, Inc.</td>
</tr>
<tr>
<td>West Los Angeles</td>
<td>Jewish Vocational Service</td>
</tr>
<tr>
<td>West Valley</td>
<td>Build Rehabilitation Industries</td>
</tr>
<tr>
<td>Wilshire Metro</td>
<td>Community Career Development, Inc.</td>
</tr>
</tbody>
</table>

**REQUIRED ACTION**
Please attach a copy of this directive to your contract and provide the additional information to your staff.

**EWDD CONTACT**
Please contact your assigned program monitor if you have any questions about this directive.

JHP:GR:TJ
EWDD CONTRACT SUMMARY SHEET

To: The Office of the City Attorney, Room 920, CHE
The Office of the City Clerk, Index Section, Room 395, CH
The Office of Contract Compliance (OCC), Mail Stop #138, 1149 S. Broadway, 3rd fl.

From: Economic and Workforce Development Department
Workforce Development System
Contract Unit (213) 744-9001
CU Analyst/Phone: Sucy Yu (213) 744-7212

Contract No: C-124397
Amendment No: One
Amendment Authority: Administrative Code 14.8
Contractor Name: City of Long Beach (Administering Entity for Pacific Gateway Workforce Investment Network)
Term of Contract: July 1, 2014 to June 30, 2015
Funding Source: WIA Adult: $606,541
WIA Dislocated Worker: $468,459
Project Title: WorkSource Centers-
Harbor Gateway WorkSource Center

PURPOSE OF AGREEMENT/AMENDMENT: TO CHANGE THE NAME OF WORKSOURCE CENTER AND TO ADJUST CENTER PERFORMANCE MEASURES AND SERVICE LEVELS; AND TO UPDATE PROCUREMENT PROCEDURES FOR SMALL PURCHASES

<table>
<thead>
<tr>
<th>Contract/Amendment Number</th>
<th>Authority</th>
<th>Description</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>14-0805</td>
<td>a) change WorkSource Center name; b) adjust performance measures and service goals; and c) update procurement procedures for small purchases</td>
<td>$1,075,000</td>
</tr>
<tr>
<td>1</td>
<td>14-0805</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT (requires Council Amend if over $25,000 cumulative) $1,075,000