



CYNTHIA D. BANKS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

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February 16, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ACCEPTANCE AND APPROVAL OF ESTIMATED FISCAL YEAR 2009-10
CALIFORNIA CLEAN ENERGY WORKFORCE TRAINING PROGRAM AND
ALTERNATIVE AND RENEWABLE FUEL AND VEHICLE TECHNOLOGIES
WORKFORCE DEVELOPMENT PROGRAM GRANT FUNDS
(ALL SUPERVISORIAL DISTRICTS) (4-VOTES)**

SUBJECT

This Board Letter requests authorization to accept the California Clean Energy Workforce Training Program (CEWTP) and Alternative and Renewable Fuel and Vehicle Technologies Workforce Development Program (Alternative Fuel Program) funds; approval of the budget appropriation adjustments to fund costs associated with the CEWTP and the Alternative Fuel Program; and approval to execute contracts and contract amendments with the Los Angeles Community College District (LACCD).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept the California Clean Energy Workforce Training Program funds in the amount of \$894,000 and Alternative and Renewable Fuel and Vehicle Technologies Workforce Development Program funds in the amount of \$400,000 from the State Employment Development Department (EDD), and execute all required documents with EDD for the provision of workforce training programs that target energy efficiency and renewable energy industries.
2. Approve the attached Budget Appropriation Adjustment (Attachment A) to be budgeted in the Service and Supplies object category in the amount of \$1,294,000, of which \$272,000 is an adjustment to the Administrative Budget, and \$1,022,000 is an adjustment to the Assistance Budget.

3. Delegate authority to the Director of CSS, or designee, to negotiate and execute a contract with LACCD, in the amount of \$706,000 for the CEWTP and \$316,000 for the Alternative Fuel Program, after County Counsel approval as to form, effective date of Board approval through March 31, 2011.
4. Delegate authority to the Director of CSS, or designee, to negotiate and execute contract amendments to increase or decrease contract amounts based on contractor performance and availability of funding, after County Counsel approval as to form, provided that: a) approval of County Counsel and the Chief Executive Office (CEO) are obtained prior to any such amendment; and b) the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

In October 2009, the Governor issued a press release announcing the awards for the CEWTP and Alternative Fuel Program and the WIB conditionally accepted the funding. Subsequently, on November 18, 2009, the Department received official notice of its award (in the amount of \$1.5 million) and began the planning process with its partner, LACCD. The term of the grant is October 1, 2009 through June 30, 2011.

On December 16, 2009, EDD provided subsequent notice to all State local WIBs of award allocation reductions, thereby adjusting LACWIB's total award from \$1,500,000 to \$1,294,000. While there was no change to the grant term, this adjustment required further planning discussions with LACCD to adjust the program's design, the number of participant enrollments, as well as the number of job commitments from the program's business partners. These planning discussion/arrangements were finalized in early January, shared with your Offices in mid-January, presented in a cluster meeting in late January, and are now before your Board.

The CEWTP and Alternative Fuel Programs recommended actions will enable LACWIB through its partnership with LACCD to create activities that develop and support economic growth opportunities in Los Angeles County. The funds will also expand new opportunities in the Green Industries sector for low-income, unemployed, underemployed, and other target populations specified by the LACWIB. In addition, the funds will also sustain current LACWIB and local programs including the Florence-Firestone and the California New Start.

The goal of both programs is to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in three categories: 1) Industries related to energy and water efficiency; 2) Industries related to renewable energy (distributed generation and utility-scale); and 3) Industries related to alternative and renewable transportation technologies.

Specifically, the CEWTP will focus on workers with construction experience and participants having varied backgrounds in terms of their construction-related training. The Alternative Fuel Program will serve workers seeking to enter auto, truck, and transit

fields. This group will need to increase their knowledge and job capabilities to assure continued and successful upward career movement with the focused industry.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the principles of the Los Angeles County Strategic Plan Goal 2: Children, Family and Adult Well-Being.

FISCAL IMPACT/FINANCING

The CEWTP and Alternative Fuel Program provide funding in the amount of \$1,294,000 to create activities that develop and support economic growth opportunities in Los Angeles County.

The cost for the CEWTP through the grant term is projected at \$894,000. Of this amount: 1) \$706,000 is for the contractor; 2) \$98,000 is for program coordination activities; and 3) \$90,000 is for administration (reflecting the 10% cap).

The cost of the Alternative Fuel Program through the grant term is projected at \$400,000. Of this amount: 1) \$316,000 is for the contractor; 2) \$44,000 is for program coordination activities; and 3) \$40,000 is for administration (reflecting the 10% cap).

Attachment B is a chart that breaks out the costs for program coordination and administrative activities.

- Administrative activities typically involve accounting, reporting, and contracting-related activities, including fiscal monitoring.
- Program coordination activities include the planning and implementing of services. Staff engaged in these activities will coordinate activities with LACCD to carry out the programs' objectives, including integrating services with other projects, such as the Florence-Firestone initiative. Also included is the cost of program monitoring. Finally, program staff will provide coordination between the Clean Energy programs and interested candidates being served by participating WorkSource Centers to explore program fit and applicability.

No new CSS staff will be hired to administer these programs. While a small percentage of existing staff's time will be spent on the administrative and program coordination activities, the Department will be relying primarily on temporary consultants with expertise with the Workforce Investment Act (WIA) to handle the program coordination activities. When the grants expire, the consultants will be released.

Because this funding was not in the Department's Fiscal Year (FY) 2009-10 budget, a budget appropriation adjustment is needed to increase the Department's FY 2009-10 Assistance appropriations by \$1,022,000 and its Administrative appropriation by \$272,000. The Administrative appropriation totaling approximately 21% includes program coordination and administrative costs. Both the Assistance and Administration appropriation adjustments totaling \$1,294,000 will be budgeted in the Services and Supplies object category.

There is no impact on the County General Fund, as the CEWTP and Alternative Fuel Program are fully funded by the American Recovery and Reinvestment Act (ARRA) and the Federal Workforce Investment Act as well as the Alternative and Renewable Fuel and Vehicle Technology Program. One-to-One matching requirements for this program will be met through ARRA funds. On July 11, 2000, your Board approved guidelines for the acceptance of State and Federal grants of \$100,000 or more. These guidelines require that County departments prepare a Grant Management Statement prior to the departments carrying out the activities related to the grant. Accordingly, the Grant Management Statement (Attachment C) for these grants is attached.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The LACWIB and the LACCD will lead regional workforce training partnerships that will train approximately 195 workers for jobs in clean energy. The program will focus on occupations in energy efficiency, renewable energy (distributed generation and utility-scale), and alternative and renewable transportation technologies. Los Angeles Trade Tech College and Los Angeles City College will lead the delivery of technical training at their respective locations, with more locations being identified as the need arises.

CEWTP

The plan for this program is to serve 135 participants (90 incumbent/underemployed workers as well as 45 workers who are currently unemployed and in need of additional training) to increase marketability (construction related and other sectors). Although not required, this project will serve special needs populations that include veterans, individuals lacking a General Education Diploma (GED) and applicants living below 50 percent of the area medium income. All participants will be offered short-term training activities.

Alternative Fuel Program

This program will serve 60 participants (16 unemployed workers and 44 incumbent workers seeking to enter the auto, truck, and transit fields). This group will need to increase their knowledge and job capabilities to assure continue and successful upward career movement with the focused industry.

It is anticipated that upon successful completion of the project's array of services, participants can be poised for successful careers such as Green Plumbing Contractors, Green Construction Managers/LEED Certified, Building Analyst, HVAC Contractor, Solar PV Installer, Energy Efficiency Auditor/Energy Efficiency Installation, and Solar Thermal Installation.

Business partners have committed to provide jobs for the participants who successfully complete the training.

CONTRACTING PROCESS

The EDD granted CSS a waiver on the requirement to conduct a formal solicitation process to procure contracts since LACCD is an established partner originally listed in the grant application and is essential to the overall success of the program design.

A contract with LACCD will be negotiated to provide services for the CEWTP and Alternative Fuel Programs. LACCD is a public educational institution currently providing training in the Green sector. LACCD will subcontract with the WorkSource One-Stop Centers to identify and enroll clients who can benefit from training in the Green sector.

The LACWIB has approved this recommendation.

Monitoring Requirement

Beginning with FY 2003-04, CSS contracted with the Auditor-Controller to conduct fiscal and contract compliance monitoring of all of its WIA contractors. CSS is responsible for ensuring, through its resolution process that the reported monitoring findings are resolved and training is provided to contractors, if necessary, and/or program policies are developed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will allow the LACWIB via its WorkSource Centers to prepare participants for emerging careers in the green-building sector and enhance their career mobility towards emerging fields.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board Letter to Ms. Carol Domingo, Program Manager, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. Ms. Domingo may be reached at (213) 351-5090.

Respectfully submitted,



CYNTHIA D. BANKS
Director

CDB:MQ:
CD:sm

Attachments

- c: Sachi Hamai, Executive Officer
- Andrea S. Ordin, County Counsel
- Wendy L. Watanabe, Auditor-Controller

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BA FORM 0909

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
NO. 325DEPARTMENT OF Community and Senior ServicesFebruary 16, 2010**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR**FY 2009-2010****4 - VOTES****SOURCES**

DCSS-Workforce Investment Act
A01-CS-90-9009-26555-26670
ARRA Revenue-\$1,022,000
Increase Revenue

Community and Senior Services-Administration
A01-CS-90-9009-26560
ARRA Revenue-\$272,000
Increase Revenue

SOURCES TOTAL: \$ 1,294,000**USES**

DCSS-Workforce Investment Act
A01-CS-2000-26555-26670
Service and Supplies-\$1,022,000
Increase Appropriation

Community and Senior Services-Administration
A01-CS-2000-26560
Service and Supplies-\$272,000
Increase Appropriation

USES TOTAL: \$ 1,294,000**JUSTIFICATION**

The adjustment to the Assistance Budget will allow our department to create activities that develop and support economic growth opportunities in LA County's Green Industries sector for low-income, unemployed, underemployed, and other target populations. The adjustment to the Administration Budget will allow our department to provide efficient administrative support in implementing the California Clean Energy Workforce Training Program and Alternative and Renewable Fuel and Vehicle Technologies Workforce Development Program. Funds are awarded under various program funds of the American Recovery and Reinvestment Act.


 AUTHORIZED SIGNATURE Rogelio Tapia, Finance Director

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ...
 ACTION
 RECOMMENDATION

AUDITOR-CONTROLLER

BY Karin StricklandB.A. NO. 099Feb 4 20 10 APPROVED AS REQUESTED APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY Jacqueline White2/4 20 10

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

CALIFORNIA CLEAN ENERGY WORKFORCE TRAINING PROGRAM
PROGRAM COORDINATION AND ADMINISTRATION LINE-ITEM DETAIL
OCTOBER 1, 2009 - JUNE 30, 2011

<u>Program - Positions</u>	<u>FTE</u>	<u># of Month</u>	<u>Monthly Cost</u>	<u>Projected Cost</u>
Human Services Administrator I	12%	21	\$ 8,000	\$ 20,000
Temporary Staff	n/a	n/a	n/a	78,000
Program - Positions Total				\$ 98,000
<u>Administrative - Positions</u>	<u>FTE</u>	<u># of Month</u>	<u>Monthly Cost</u>	<u>Projected Cost</u>
Accountant II	5%	21	\$ 6,000	\$ 6,000
Accountant III	5%	21	7,000	8,000
Administrative Assistant II	4%	21	7,000	6,000
Community Services Analyst II	12%	21	7,000	17,000
Administrative - Positions Total			\$ 27,000	\$ 37,000
Allocable Overhead Cost				\$ 39,000
Services and Supplies				\$ 14,000
Administration Total				\$ 90,000
Program and Administration Total				\$ 188,000

ALTERNATIVE FUEL PROGRAM
PROGRAM COORDINATION AND ADMINISTRATION LINE-ITEM DETAIL
OCTOBER 1, 2009 - JUNE 30, 2011

<u>Program - Positions</u>	<u>FTE</u>	<u># of Month</u>	<u>Monthly Cost</u>	<u>Projected Cost</u>
Human Services Administrator I	3%	21	\$ 8,000	\$ 5,000
Temporary Staff	n/a	n/a	n/a	39,000
Program - Positions Total				\$ 44,000
<u>Administrative - Positions</u>	<u>FTE</u>	<u># of Month</u>	<u>Monthly Cost</u>	<u>Projected Cost</u>
Accountant II	2%	21	\$ 6,000	\$ 3,000
Accountant III	2%	21	7,000	3,000
Administrative Assistant II	2%	21	7,000	3,000
Community Services Analyst II	5%	21	7,000	8,000
Administrative - Positions Total			\$ 27,000	\$ 17,000
Allocable Overhead Cost				\$ 18,000
Services and Supplies				\$ 5,000
Administration Total				\$ 40,000
Program and Administration Total				\$ 84,000

NOTE: Administration and Program Coordination costs total 21 percent of the grant allocation.

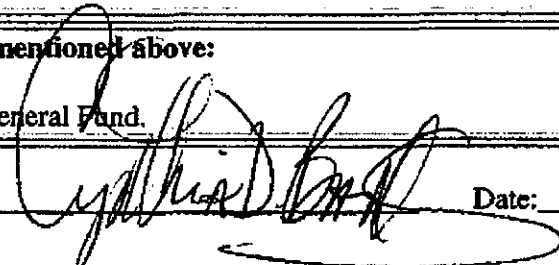
The costs are distributed as follows: Administration (10%) and Program Coordination (11%)

Los Angeles County Chief Administrative Office

Grant Management Statement for Grants \$100,000 or More

Department: Community and Senior Services		
Grant Project Title and Description		
<p>On October 2, 2009, the Los Angeles County Workforce Investment Board (LACWIB) in partnership with LACCD received a grant award from EDD totaling \$1,500,000 to implement the CEWTP and Alternative Fuel Program. The term of the grant is October 1, 2009 through June 30, 2011. On December 16, 2009, EDD provided subsequent notice to all State local WIBs of award allocation reductions, thereby adjusting LACWIB's total award from \$1,500,000 to \$1,294,000. There was no change to the grant term. The CEWTP and Alternative Fuel Programs recommended actions will enable LACWIB through its partnership with LACCD to create activities that develop and support economic growth opportunities in LA County. The goal of both programs is to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in three categories: 1) Industries related to energy and water efficiency; 2) Industries related to renewable energy (distributed generation and utility-scale); and 3) Industries related to alternative and renewable transportation technologies.</p>		
Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
EDD	CEWTP and Alternative Fuel Program	N/A
Total Amount of Grant Funding: \$1,294,000		County Match: \$ 0
Grant Period: 21 Months	Begin Date: 10/01/2009	End Date: 06/30/2011
Number of Personnel Hired Under This Grant: 0	Full Time: 0	Part Time: 0
Obligations Imposed on the County When the Grant Expires		
Will all personnel hired for this program be informed this is a grant-funded program?		N/A
Will all personnel hired for this program be placed on temporary ("N") items?		N/A
Is the County obligated to continue this program after the grant expires?		No
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services		N/A
b.) Identify other revenue sources (describe below)		N/A
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.		N/A
Impact of additional personnel on existing space:		
There is no impact on existing space.		
Other requirements not mentioned above:		
There is no impact to the General Fund.		

Department Head Signature



Date: 2/16/10