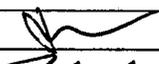
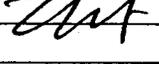


Contract Summary

To: City Administrator or Designee
 From: Enjema Hudson
 Date: July 13th, 2016
 Re: FY 2015-16 Peralta Community College District-Merritt College Sector Access Point Contract

1. Using Agency: Department of Economic and Workforce Development
2. Contact Person: Enjema Hudson ext. 6457
3. Contract/Agreement Type: Grant Agreement
4. General summary description of deliverables: Provide job seeker services for Adult and Dislocated Workers
5. Life of Contract/Agreement: Beginning Date: July 1, 2016; Ending Date: June 30, 2017
6. Contract amount: \$127,500
 - a) Resolution Date and Number: Resolution No.86253 C.M.S., Date: July 6, 2016
 - b) Ordinance #: N/A
 - c) Funding Source: Fund: 2195 Org: 85311 Account: 54912 Project: Gxxxxxx/Gxxxxxx
Program: CORS/COSS/INTS
7. Have all other parties signed off on this contract? (YES / NO) Indicate the name of the person that must sign this contract. Signatures must be obtained in the following order before submission to the City Administrator for final approval:

DATE IN	SIGNATORY	INITIALS	DATE
	Grantee:		
	City Attorney:		
	WDB Executive Director:		7/15/16
	DEWD Department Director:		
	Contracts & Compliance for City Administrator:		
	City Clerk (Schedule T)		8/26/16

8. **Urgent/Time Sensitive?** (Please explain): Urgent. Services began July 1, 2015. Service Provider is pending payroll payments.
9. Comments: **PLEASE SIGN 3 COPIES OF ATTACHED CONTRACT AMENDMENT AND 3 COPIES OF ATTACHED SCHEUDLE T. Thank you!**

For Contracts & Compliance:

Requested Return Date: _____

Date signed: _____

Date picked up by WFD staff: _____

SCHEDULE T
CONTRACT SUMMARY TRANSMITTAL *

FOR USE BY ALL CITY AGENCIES AND DEPARTMENTS FOR PROCUREMENT, CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

1. Agency: City Administrator's Office Department: Economic and Workforce Development
2. Project Name: Peralta Community College District – Merritt College Sector Access Point Project Amount: \$127,500
3. Budget / Funding**: Fund #: 2195 Org #: 85311 Account #: 54912 Project #: Gxxxxxx/Gxxxxxx Program #: CORS/COSS/INTS
4. Project Manager / Responsible Employee Name: Enjema Hudson
 Title: Program Analyst II Phone: 510-238-6457 email: ehudson@oaklandnet.com
5. Supervisor / Direct Report or Alternate Employee Contact:
 Name: Lazandra Dial Phone: 510- 238- 3474 email: ldial@oaklandnet.com
6. Consultant / Contractor Name: Peralta Community College District – Merritt College
 Address: 12500 Campus Drive, Oakland, CA 94612 Phone: 510- 466-7389 email: kengel@peralta.edu
7. Type of Contract (Mark X): Grant Agreement
8. Statement of Contract Goal / Purpose: To extend the terms of the Agreement to operate Oakland's West Oakland Neighborhood One Stop Career Center
9. Actual or Estimated Notice To Proceed (NTP) Date: 7/1/2016 Estimated Completion Date: 6/30/2017
10. Resolution Number 86253 Resolution Date(s): July 6, 2016
11. Location of the Contract Documents: Dept. of Economic & Workforce Development, 250 Frank H. Ogawa Plaza, Suite 3315

THIS PORTION MUST BE COMPLETED BY THE AGENCY / DEPARTMENT AND/OR THE PROJECT MANAGER

Insert language below regarding the evaluation of performance and/or audit requirements. For example; This contract is subject to an independent audit initiated by the City of Oakland and/or this contract will be evaluated quarterly according to the deliverables defined below. Please attach separate sheets if required.

Performance, Inspection, Fiscal Reporting and Audit Requirements	
Performance Evaluation:	As state in Scope of Work
Inspection Requirement:	As stated in Scope of Work
Fiscal Reporting Requirement:	As stated in contract
Audit Requirement:	As stated in contract

Deliverables	Date Due	Completion Date	Responsible Source (Prime, Sub, Supplier, Other)	Performance
1 As stated in contract Scope of Services				
2				
3				

City Representative: <u>Enjema Hudson</u> <small>(Please Print)</small>	Date: <u>7/13/16</u>
City Representative Signature: <u>Enjema Hudson</u>	

City Clerk: <u>Nai Plum</u> <small>(Please Print)</small>	Date: <u>8/26/16</u>
City Clerk Signature: <u>Nai Plum</u>	

*** Must be attached to the signed Contract / Agreement and All Payment Requests**

** Multiple Funding Sources: Complete Additional Funding Section on Page 2

CONTRACT SUMMARY TRANSMITTAL PROCEDURE

Note: This Contract Summary Transmittal form must be completed and attached to the signed Contract / Agreement

Note: Agency / Department - Project Managers are responsible and must ensure:

Contract Compliance and Employment Services performed the following:

- 1) Compliance Analysis
- 2) Equal Benefits Determination
- 3) Living Wage Determination

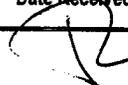
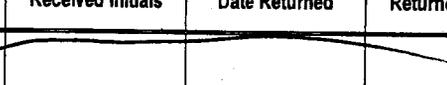
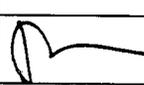
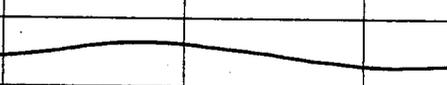
Note: Before submission of a Contract:

Schedule M (Part A and B) must be submitted to the City Attorney's Office for written approval

- 1) Consultant / Contractor must complete Schedule M - Part A
- 2) The City Agency / Department must complete Schedule M - Part B

Note: A photocopy of the completed Contract Summary Transmittal form must be attached to every payment request:

- 1) Photocopy the front and back of the completed Contract Summary Transmittal form
- 2) Photocopy must be attached to the back-up documentation, on every payment request that is submitted to the Finance and Management Agency / Accounts Payable Section

Contract Transmittal Procedure	Date Received	Received Initials	Date Returned	Returned Initials
Contract: Send to the City Attorney's Office for First Review				
Contract: Send to the Consultant / Contractor				
Contract: Send to the City Attorney's Office for Final Signature				
Contract: Send to the Agency / Department Fiscal Services to Encumber Funds				
Contract: Send to the Finance and Management Agency / Purchasing Division ***				
Contract: Send to the Agency / Department for Director's Signature				
Contract: Send to City Administrator's Office for Approval (for contracts over \$15,000)				
Contract: Send to City Clerk's Office (all contracts over \$50,000 and others by resolution)	8/26/16	AP	—	—

*** All Contracts are sent to the Finance and Management Agency / Purchasing Division to ensure the required Funds are encumbered. Funds that are not encumbered may result in a delayed payment to the Consultant and/or Contractor.

Additional Funding Section

Fund Number	Organization Number	Account Number	Project Number	Program Number

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

WIOA GRANT AGREEMENT

(Peralta Community College District-Merritt College Sector Access Point)

This WIOA Grant Agreement (the "Agreement") is entered into effective July 1, 2016, by and between the City of Oakland, a municipal corporation (the "City"), on behalf of itself and the Oakland Workforce Development Board (the "Oakland WDB"), and the Peralta Community College District, a California community college district ("Grantee"), pursuant to City Council Resolution No. 86253 C.M.S.

RECITALS

- A. The City receives funding as grant recipient under the federal Workforce Investment Act of 1998 and the Workforce Innovation and Opportunity Act of 2014 (together, "WIOA"), codified at 29 USC §2801, et seq., to deliver workforce development activities for the Oakland Local Workforce Development Area. The Oakland WDB is the local workforce development board and the Mayor of the City of Oakland is the chief elected official of the Oakland Local Workforce Development Area as defined by WIOA. The Mayor has designated the City Administrator to act on his or her behalf on all WIOA administrative matters.
- B. Grantee has been selected by the Oakland WDB and the Mayor to be a provider of employment services to unemployed Oakland residents within the Oakland workforce development system.
- C. The purpose of this Agreement is to set forth the role of Grantee in delivering services to the Oakland workforce development system, and to provide for City grant funding of such work from WIOA and other grant funds. This Agreement shall serve as the "Memorandum of Understanding" required between local WDBs and WIOA service providers pursuant to Section 121(c) of WIOA.

NOW, THEREFORE, the City and Grantee agree as follows:

1. GRANT

Subject to the terms and conditions of this Agreement, the City agrees to provide a grant of funds to Grantee (the "Grant") in the amount of \$127,500. The Grant amount is broken down as follows:

- Program dollars:
 - Adult \$76,700
 - Dislocated Worker \$50,800

these dollars, and that participant support service and training dollars have been separately allocated from program dollars.

Disbursements must be in accordance with the federal allowable cost principles set forth in OMB Circular No. A-122, as well as in accordance with this Agreement. The City will disburse funds only for costs actually incurred by Grantee. Costs incurred before or after the term of this Agreement shall not be reimbursed and shall be the sole responsibility of Grantee. Reimbursements for indirect costs, such as costs of operating, maintaining or leasing facilities or equipment, depreciation or use allowances, administrative or executive salaries, and other general administrative expenses, must be in accordance with OMB Circular No. A-122 and must be supported by documents that either (1) demonstrate current approval by the US Department of Labor or the California Employment Development Department of Grantee's indirect cost rate calculation and method by which this rate is applied to WIOA funds, or (2) set forth a cost allocation plan, with a full explanation of the indirect cost rate calculation and method of proration of revenues, satisfactory to the City.

In order to receive disbursements, all payment requests must be supported by documentation reasonably sufficient in the City's determination to support payment. Grantee must submit payment requests to the City within 60 calendar days following the end of the term of this Agreement, as such term may be extended. No payment requests submitted after the 60-day period shall be binding on the City for reimbursement.

Any costs above the amount of this Grant necessary for the completion of the work shall be the sole responsibility of Grantee. The payment of all costs incurred in the performance of this Agreement shall be the sole responsibility of, and be borne by, Grantee. Funding is contingent on the availability of federal and state funds, and the parties agree that this Agreement shall be subject to modification or termination in the event that the contemplated funding is not available.

6. PROMPT PAYMENT

This Agreement is subject to the Prompt Payment Ordinance codified in Chapter 2.06 of the Oakland Municipal Code. Under said Ordinance, the City must disburse Grant funds to Grantee within 20 business days after receipt of an undisputed request for payment. An undisputed request for payment is a request for payment that is not a "disputed invoice" within the meaning of the Prompt Payment Ordinance. Under the Ordinance, a "disputed invoice" is an invoice or request for payment that is either (1) improperly executed by Grantee, (2) contains errors, (3) requires additional evidence to determine its validity, and/or (4) contains expenditures or proposed expenditures that are ineligible or that do not otherwise comply with reimbursement or disbursement requirements of the City or another grant funding source, such as the California Employment Development Department or the US Department of Labor. If a request for payment is "disputed", the payment/disbursement shall not be subject to late penalties until the dispute is resolved. In the event a request for payment is disputed, the City shall

7. PROGRAM INCOME

Any funds received as return of costs or as income generated from activities funded by this Agreement are the property of the City and must be transmitted to the City promptly.

8. DESIGNATION OF GRANTEE AS SERVICE PROVIDER

Grantee agrees to take on the role and responsibility of being a service provider for the Oakland Local Workforce Development Area during the term of this Agreement.

9. COMPLETION REQUIREMENTS

It shall be the responsibility of Grantee to coordinate and schedule the Work to be performed so that commencement and completion will take place in accordance with the provisions of this Agreement. The City may extend the time for completion of the Work in writing, if it determines that delay in the progress of the Work is not attributable to the negligence of Grantee and that such delay was due to causes beyond the control of Grantee. Any time extension granted to Grantee to enable Grantee to complete the Work shall not constitute a waiver of rights the City may have under this Agreement.

10. PERFORMANCE STANDARDS

Grantee shall be held accountable for the performance of the Work as required by the US Department of Labor, the California Employment Development Department, and the City. Failure to meet the performance standards set by the US Department of Labor, the California Employment Development Department, or the City may result in termination of this Agreement.

Grantee's performance will be analyzed on a monthly and quarterly basis. For each reporting period that Grantee submits a report showing poor implementation of the Work, the City may require Grantee to submit an analysis of the causes for poor performance and appropriate corrective actions to be taken within specified time frames. The City will meet with Grantee to explore corrective measures. If Grantee does not carry out the required corrective action within the specified time frame, the City may apply sanctions and pursue remedies set forth herein. If the problem persists, City staff reserves the right to inform the WDB and others of the deficiency and take further action as authorized in this Agreement.

11. REPORTING

Grantee must gather data and submit program performance reports in accordance with the requirements of the US Department of Labor, the California Employment Development Department, and the City. Reporting requirements are further set forth in the Scope of Work and are subject to change. Grantee must maintain and submit records to the City within five business days of the City's request which clearly document Grantee's performance under each requirement of this Agreement. Grantee

Department, and other agencies as required under WIOA regulations, of any information or complaints involving criminal fraud, waste, abuse, or other criminal activity in connection with the Work.

15. COMPLIANCE WITH FEDERAL STANDARDS

Grantee shall be responsible for complying with the terms, conditions, and requirements set forth in WIOA, WIOA regulations codified at 20 CFR Part 675, et seq., applicable OMB circulars, state WIOA regulations, and other applicable federal and state laws with respect to federal grants. These include, but are not limited to, the following:

- (A) Grantee shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. §1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. §1368), Executive Order 11738, and US Environmental Protection Agency regulations (40 CFR Part 15, revised as of July 1, 1989), and with all applicable standards, orders, and requirements issued relating to energy efficiency which are contained in the California energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- (B) By signing this Agreement, Grantee hereby assures and certifies to the lobbying restrictions which are codified in US Department of Labor regulations at 29 CFR Part 93:
 - 1) No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - 3) The undersigned shall require that the language of the lobbying restrictions be included in the award documents for sub grant agreement transactions over \$100,000 (per OMB) at all tiers (including sub grant agreements, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all sub recipients shall certify and disclose accordingly.
 - 4) This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of

substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code §8350(a).

- Establish a Drug-Free Awareness Program as required by Government Code §8355(b) to inform employees about all of the following:
 - The dangers of drug abuse in the workplace.
 - Grantee's policy of maintaining a drug-free workplace.
 - Any available counseling, rehabilitation and employee assistance programs.
 - Penalties that may be imposed upon employees for drug abuse violations.
- Provide, as required by Government Code §8355(c), that every employee who works on this Agreement:
 - Will receive a copy of Grantee's drug-free policy statement; and
 - Will agree to abide by the terms of Grantee's statement as a condition of employment.

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of this Agreement or both and Grantee may be ineligible for award of future agreements if the City determines that any of the following has occurred:

- False certification; or
- Violation of the certification by failing to carry out the requirements as noted above.

- (F) Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (G) For funds provided under this Agreement that are used for construction or repair, Grantee shall comply with, and ensure that any of its grantees or sub grantees comply with, the following federal requirements, as applicable: (1) Executive Order 11246 ("Equal Employment Opportunity") as amended by Executive Order 11375 and as supplemented by Department of Labor regulations (41 CFR Chapter 60); (2) the Copeland "Anti-Kickback" Act (18 USC §874) as supplemented by Department of Labor regulations (29 CFR Part 3); (3) the Davis-Bacon Act (40 USC §§256a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5); and (4) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC §§327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

16. CONFIDENTIALITY

Grantee shall submit a copy of such service contracts to the City's Office of Contract Compliance.

For purposes of this section, "covered employees" mean any natural person who performs services for the employer under this Agreement; but does not include managerial, supervisory, or confidential employees, independent contractors, volunteers, or those construction employees who are entitled to be paid at prevailing wages.

Under the provisions of the Living Wage Ordinance, the City may, under appropriate circumstances, terminate this Agreement and seek other remedies as set forth therein for violations of the Ordinance.

20. EQUAL BENEFITS

Grantee and its agents must abide by the City of Oakland Equal Benefits Ordinance codified in Chapter 2.32 of the Oakland Municipal Code. Grantee and its agents warrant and represent that they do not discriminate in the provision of those benefits enumerated in the Ordinance between its employees with domestic partners and its employees with spouses, or between the domestic partners and spouses of its employees. Grantee must post written notice to its employees of their potential rights under the Equal Benefits Ordinance. Grantee and its agents must promptly provide to the City upon request documents and information verifying its compliance with the Equal Benefits Ordinance. Grantee understands that, in the event that it violates the Equal Benefits Ordinance, the City may suspend or terminate this Agreement, demand repayment of amounts disbursed under this Agreement, deem Grantee ineligible for future financial assistance, impose liquidated damages, seek attorneys' fees and enforcement costs, or pursue any other remedy permitted under the Ordinance.

21. NONDISCRIMINATION

Grantee may not discriminate against any employee or applicant for employment on the basis of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability. This nondiscrimination policy shall include, but not be limited to, the following: employment, upgrading, failure to promote, demotion or transfer, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Grantee agrees to post in conspicuous places available to all employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

In providing services under this Agreement, Grantee may not discriminate against any program participant on the basis of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability. Program

27. EVENTS OF DEFAULT

The occurrence of any of the following events shall be an "Event of Default" by Grantee under this Agreement:

- (A) Failure to adequately perform the Work set forth in this Agreement;
- (B) Failure for any reason to fulfill in a timely and proper manner any of the other obligations imposed by this Agreement on Grantee, including the obligation to comply with City, state and federal law;
- (C) Breach by Grantee or its employees or agents of any term or condition set forth in this Agreement;
- (D) Failure by Grantee to meet the performance standards contained in this Agreement;
- (E) Breach by Grantee under any other agreement pertaining to the Oakland workforce development system, whether or not the City is a party to such agreement;
- (F) Improper use or reporting of funds provided under this Agreement by Grantee or its employees or agents;
- (G) A determination by the City in its reasonable judgment that any of Grantee's representations or warranties made in this Agreement, any statements made to the City by Grantee, or any certificates, documents, or schedules supplied to the City by Grantee in connection with this Agreement were untrue in any material respect when made, or that Grantee concealed or failed to disclose a material fact from the City in connection with this Agreement; or
- (H) Grantee's (1) filing for bankruptcy, dissolution, or reorganization, or failure to obtain a full dismissal of any involuntary filing brought by another party under bankruptcy or similar laws before the earlier of final relief or 60 days after filing; (2) making a general assignment for the benefit of creditors; (3) applying for the appointment of a receiver, trustee, custodian, or liquidator, or failure to obtain a full dismissal of any such involuntary application brought by another party before the earlier of final relief or 60 days after the filing; (4) insolvency; or (5) failure, inability or admission in writing of its inability to pay its debts as they become due.

28. NOTICE OF DEFAULT AND CURE

The City shall give written notice to Grantee of any Event of Default on the part of Grantee. Said notice shall specify the nature of the act, omission, or deficiency giving rise to the Event of Default. In addition, if the Event of Default is curable, the notice shall also specify the action required to cure the default, and a reasonable date, which shall not be less than 30 calendar days from the mailing of the notice, by which Grantee must take or commence such action to cure.

further agrees to cooperate with authorized City officials and staff in any City-generated publicity or promotional activities undertaken with respect to this program.

33. WARRANTIES

Grantee represents and warrants: (1) that it has access to professional advice and support to the extent necessary to enable Grantee to fully comply with the terms of this Agreement and otherwise carry out the Work required under this Agreement; (2) that it is duly organized, validly existing and in good standing under the laws of the State of California; (3) that it has the full power and authority to undertake the Work required under this Agreement; (4) that there are no pending or threatened actions or proceedings before any court or administrative agency which may substantially affect the financial condition or operation of Grantee, other than those already disclosed to the City; and (5) that the persons executing and delivering this Agreement are authorized to execute and deliver such document on behalf of Grantee.

34. LITIGATION AND PENDING DISPUTES

Grantee must promptly give notice in writing to the City of any litigation pending or threatened against Grantee in which the amount claimed is in excess of \$50,000. Grantee must disclose, and represents that it has disclosed, any and all pending disputes with the City prior to execution of this Agreement. The City will provide a form for such disclosure upon Grantee's request. Failure to disclose pending disputes prior to execution of this Agreement shall be a basis for termination of this Agreement.

35. CONFLICTS OF INTEREST

Grantee warrants and represents, to the best of its present knowledge, and agrees to exercise due diligence to ensure, that no "covered person" associated with the City (as defined below) has or will obtain a financial interest or benefit from this Agreement, or has or will obtain an interest in any contract, subcontract or agreement with respect to this Agreement or the proceeds thereunder, either for themselves or their immediate family members, business partners, or employing organization. A "covered person" for purposes of this paragraph includes any employee, agent, consultant, officer, or elected or appointed official of the City (including an Oakland WDB member) who participates in a decision making process with respect to this Agreement or the provision of services by Grantee. Grantee's attention is directed to the federal conflict of interest rules set forth in WIOA (29 USC §2832(g)), WIOA regulations (20 CFR §667.200(a)(4)), and federal procurement regulations (29 CFR §97.36(b)(3)).

Grantee warrants and represents, to the best of its present knowledge, that no public official of this City who has been involved in the making of this Agreement, or who or has participated in the decision to approve this Agreement as a member of a City board or commission (including the Oakland WDB), has or will receive a direct or indirect financial interest in this Agreement in violation of the rules contained in California Government Code Section 1090, et seq., pertaining to conflicts of interest in public contracting. Grantee warrants and represents, to the best of its present knowledge, that

This Agreement shall be interpreted under and be governed by the laws of the State of California, except for those provisions relating to choice of law or those provisions preempted by federal law or expressly governed by federal law.

39. STATUTORY REFERENCES

All references in this Agreement to particular statutes, regulations, ordinances, or resolutions of the United States, the State of California, or the City of Oakland shall be deemed to include the same statute, regulation, ordinance, or resolution as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject.

40. ATTORNEYS' FEES AND COSTS

In the event any legal or administrative action is brought to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover all reasonable attorneys' fees and costs incurred in such action.

41. TIME

Time is of the essence in the performance of this Agreement by the City and Grantee.

42. CONSENTS AND APPROVALS

Any consent or approval required under this Agreement may not be unreasonably withheld, delayed, or conditioned.

43. NOTICES, DEMANDS AND COMMUNICATIONS

Formal notices, demands and communications between Grantee and the City shall be given by registered or certified mail, postage prepaid, return receipt requested, or shall be delivered personally, to the principal offices of Grantee and the City as follows, or if any such office is relocated, to the new address specified by the relocated party:

CITY:

City of Oakland
c/o: Economic and Workforce Development Department
250 Frank Ogawa Plaza, 3rd Floor
Oakland, CA 94612
Attn.: Mark Sawicki, Director, Economic & Workforce
Development

Copy to:
City of Oakland
City Attorney's Office
One Frank Ogawa Plaza, 6th Floor
Oakland, CA 94612
Attn: Daniel Rossi

Every provision of this Agreement is intended to be severable. If any provision of this Agreement is held invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired.

50. COUNTERPARTS

This Agreement may be signed in multiple counterparts, which, when signed by all parties, will constitute a binding agreement.

51. EXHIBITS

The following exhibits are attached to this Agreement and are hereby incorporated herein by reference:

- Exhibit A: Scope of Work
- Exhibit B: Budget
- Exhibit C: Insurance Requirements
- Exhibit D: Payment Request Form
- Exhibit E: Quarterly Program Summary
- Exhibit F: Summary of Leveraged Resources

[SIGNATURE BLOCKS ON NEXT PAGE]

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

WIOA GRANT AGREEMENT

EXHIBIT A

SCOPE OF WORK

Introduction

The Workforce Innovation and Opportunity Act (referred to as WIOA or the Opportunity Act) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled works they need to compete in the global economy. WIOA supersedes titles I and II of the Workforce Investment Act (WIA) of 1998, and amends the Wagner-Peyer Act and the Rehabilitation Act of 1973. In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. This first year is expected to be a transition year where implementation will occur throughout the year. Guidance will be provided by the State EDD and DOL.

The Oakland WDB is committed to participating in and advancing regional sector partnerships and strategies. Sector partnerships are regional, employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market. Youth Services providers – along with Oakland WDB and other partners -- will contribute to developing career pathways within priority sectors and connecting students, job-seekers, and businesses to related services and opportunities. Four industry sectors have been identified to be prioritized for service strategies under 2016-2019 contracts.

These sectors were identified in the board's most recent strategic plan and have been validated by regional sector engagement and labor market analysis. Criteria for the selection of priority sectors include total sector employment, projected sector employment growth, and availability of entry-level and mid-level jobs. The Oakland WDB's priority industry sectors are:

- Advanced Manufacturing
- Healthcare
- Information and Communications Technology (ICT)/Digital Media
- Transportation, Distribution, and Logistics

The Oakland WDB envisions a system of seamless coordination among providers and partners in the workforce system that can connect residents, particularly those with barriers to employment, to career pathways leading to family-sustaining jobs in growing

WDB policies. The Merritt College SAP shall work closely with City staff to effectively implement a One Stop service delivery system for job seekers and business customers. Grantee, through the SAP, will be responsible for the following major work components:

Component 1: Service Delivery

The SAP shall not duplicate or supplant services traditionally funded by the Wagner-Peyser Act with WIOA-funded services. The SAP will be required to provide sector-specific Individualized Career Services (as described in TEG 03-15 and below), with differing eligibility criteria for adults and dislocated workers as prescribed by WIOA.

A. Populations to be Served

Eligibility criteria for Adult and Dislocated Worker activities can be found in WIOA in Section 3 (Definitions). To be an eligible Adult participant, an individual must be 18 years of age or older and provide documentation of Social Security Number, compliance with Selective Service requirements, and compliance with citizenship and eligibility to work requirements. To be an eligible Dislocated Worker participant, an individual must have been terminated or laid off, or have received a notice of termination or layoff, from employment; have been self-employed, but be unemployed as a result of general economic conditions; or be a displaced homemaker.

WIOA and the California Workforce Development Board (CWDB) give priority of service to several populations, including veterans, adults on public assistance, other low-income individuals, and individuals who are basic skills deficient, including limited English speakers. In addition, the Oakland WDB has identified the following local priority populations:

- Individuals residing in Oakland neighborhoods with the highest rates of unemployment
- Individuals re-entering the workforce from the criminal justice system
- Individuals with limited English speaking ability

Under WIOA, individualized career services and training services must be given on a priority basis, regardless of funding levels, to members of these priority populations. Contractors will be asked to prioritize and document services to these populations and to comply with WIOA and Oakland WDB priority of service policies,

B. Career Services

The SAP WIOA Career Services shall include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools;
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual career plan (ICP), to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals in the targeted sector, including providing information on eligible providers of training services and career

training to WIOA-eligible individuals, in partnership with Oakland WDB's Business Engagement and Services (BES) provider. Cohort-based training must lead to WIOA performance outcomes in one or more of the OWDB priority industry sectors and must be provided at no cost to individuals or businesses. The Access Point, training provider (if different from the Access Point), BES, and Oakland WDB staff will partner on the design of cohort-based training, including determination of training content, cohort size, eligibility and other factors, prior to approval of use of Oakland WDB training funds, which will be administered by BES.

The SAP shall also partner with the BES provider to administer Individual Training Accounts (ITAs) within the target industry sector. ITAs for training related to the Access Point's target industry sector will be assigned to eligible, WIOA-enrolled customers according to their Individual Career Plans. The SAP shall provide customers with information about relevant training providers on the Eligible Training Provider List to inform the choice of training. The SAP will secure and maintain on file all necessary paperwork related to the ITAs. The SAP shall also assess participant appropriateness for training to ensure effective referrals to training services, which must be approved by the BES provider. Only training leading to credentials or occupational skills required for employment in the SAP's priority industry sector will be approved.

The SAP shall also partner with Oakland WDB's BES to administer On-the-Job Training contracts (OJTs) within the target industry sector. OJTs will be allocated to employers identified by the BES who are committed to meeting WIOA requirements and delivering high-quality on-the-job training in the target industry sector to enrolled individuals. OJTs will be assigned to eligible, WIOA-enrolled job-seekers and workers according to their Individual Career Plans. The SAP will assess participant skills, interests, and readiness for training to ensure referrals to appropriate OJT opportunities, which will be administered by the Business Engagement and Services provider. The SAP shall also secure and maintain on file all necessary job-seeker and worker paperwork related to the OJTs and will coordinate with the Business Engagement and Services provider and Oakland WDB staff to assure the strategic use of OJTs within priority industry sectors.

D. Rapid Response Services

Business Engagement and Services (BES) will be the lead and primary business contact for layoff aversion and rapid response services and will convene and coordinate with partners to provide those services. If requested, the SAP shall be responsible for providing industry sector-specific Rapid Response Services to employees in these businesses. Services that may be requested by BES and provided by the SAP include:

- Review affected workers' assistance needs.
- Coordinate and conduct Rapid Response workshop presentations to assist with career transition, job search tools and skills, résumé preparation, and interviewing techniques.

- Utilize CalJOBS, an internet-based system used throughout the State of California, as the system of record for Adult and Dislocated Worker Services participant tracking.
- Ensure complete, accurate and timely data entry in compliance with WIOA and EDD reporting requirements and entered into CalJOBS including individual applications for service no more than 30-days in arrears as directed by WSD13-11.
- Gather and maintain all required participant eligibility documentation, which will be subject to ongoing local and State monitoring and verification.
- Report program participant information, including WIOA tracking and follow-up data.
- Prepare monthly and quarterly performance reports as required by WIOA and as may be requested by City staff, Oakland WDB, and Oakland WDB committees.
- Prepare monthly financial and training expenditure reports, along with supporting documentation as required by the City.
- Report additional cash and in-kind contribution from non-WIOA sources used for training services on a bi-annual basis, using Exhibit F, Summary of Leveraged Resources form.

Reports generated from CalJOBS will be utilized to determine program performance by the Oakland WDB and the State of California; therefore, knowledge of the system, accuracy and timely entry of information are critical. Oakland WDB staff will provide technical assistance and mandatory staff training on CalJOBS system input. It will be the SAP's responsibility to ensure on-going staff expertise and cooperation.

B. File Maintenance and Documentation

The SAP shall maintain a case file for each WIOA enrolled participant. Case files must include all required documentation, including documentation of program eligibility, assessments, CalJOBS printed forms and case notes, training paperwork, attendance records, etc., as appropriate. Oakland WDB will provide technical assistance and mandatory staff training on WIOA program eligibility, priority of service, documentation, file maintenance, and performance and financial reporting. It will be the SAP's responsibility to ensure on-going staff expertise and cooperation.

C. Monitoring

Oakland WDB staff will monitor, audit, and evaluate program activities throughout the funding period. The SAP must allow Oakland WDB staff access to all files and records relating directly to WIOA funds, including participant case files, fiscal documents and other related records.

D. Required Performance Measures

WIOA establishes core performance measures for Adult and Dislocated Worker services. WIOA performance measures are designed to measure the effectiveness and continuous improvement of the workforce service delivery

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

WIOA GRANT AGREEMENT

EXHIBIT B

BUDGET

BUDGET NARRATIVE

PROGRAM COST	DESCRIPTION
Direct Costs:	
1.5 full-time Sector Access Specialists/Career Coaches @ \$78,890 salary and benefits each	Sector Access Specialists/Career Coaches: 40 hrs/week at approximately \$35/hour, with 15% allocated for benefits. In Year 1, Career Coaches will be hired as individual consultants.
Student Support Services (participant expenses) are budgeted at \$9,150.	The College anticipates leveraging on-campus CalWorks, CARE, EOPS, DSPS and related resources. All Peralta students taking 9 units or more receive an AC Transit bus pass to cover their transportation needs (per our District MOU with AC Transit). That said, CTE students need books, tools, materials, and other items to participate effectively in class. This budget will pay for those items. This item constitutes 7% of the overall budget due to the other programs and resources present on campus that will be leveraged by the Sector Access Specialist/Career Coach on behalf of the WIOA participant. The College is not charging any administrative or indirect costs to the budget so that these funds can be allocated to participant expenses and an adequate number of Career Coaches can be hired.
Leveraged Costs:	
The College is hiring a full-time Employment Services Manager @ \$125,000 salary and benefits	This is a full-time, project manager position. For regular Peralta personnel, fringe benefits are estimated at 45% of salaries. The source of these funds is primarily the Career Pathways Trust grant from the California Department of Education which runs through 2018, after which the position will be institutionalized. These funds are secured and this person is being hired as of the writing of this proposal.
Duplicating/Copying @\$400	College General Funds will be used.
Materials and Supplies @ \$2,000	College General Funds (and Equity Funds) will be used to support Outreach and other activities of the Career Coaches.
Staff Training @ \$1,000	Sector Access Specialist/Career Coaches will receive training in Campus policies and procedures. College General Funds will pay for personnel to provide this training at no cost to the OWDB.

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

WIOA GRANT AGREEMENT

EXHIBIT C

INSURANCE REQUIREMENTS

A. General Liability, Automobile, Worker's Compensation and Professional Liability

Grantee shall procure, prior to commencement of service, and keep in force for the term of this Agreement, at Grantee's own cost and expense, the following policies of insurance or certificates or binders as necessary to represent that coverage as specified below is in place with companies doing business in California and acceptable to the City. If requested, Grantee shall provide the City with copies of all insurance policies. The insurance shall at a minimum include:

1. **Commercial General Liability ("CGL") insurance**, shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, Bodily Injury, Broad Form Property Damage, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If such CGL insurance contains a general aggregate limit, it shall apply separately to this agreement.
 - i. Coverage afforded on behalf of the City shall be primary insurance and any other insurance available to the City under any other policies shall be excess insurance (over the insurance required by this Agreement).
 - ii. Limits of liability: Grantee shall maintain CGL insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the location of services provided under this Agreement.
 - iii. If the policy is a "claim made" type policy, the following should be included as endorsements:
 - 1) The retroactive date shall be the effective date of this Agreement or a prior date.
 - 2) The extended reporting or discovery period shall not be less than thirty-six (36) months.
2. **Automobile Liability Insurance.** Grantee shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident. Such

C. Replacement of Coverage

In the case of the breach of any of the insurance provisions of this Agreement, the City may, at the City's option, take out and maintain at the expense of Grantee, such insurance in the name of Grantee as is required pursuant to this Agreement, and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to Grantee under this Agreement.

D. Insurance Interpretation

All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the Insurance Services Office as of the date of this Agreement.

E. Proof of Insurance

Grantee will be required to provide proof of all insurance required for the work prior to execution of the Agreement, including copies of Grantee's insurance policies if and when requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute ground for termination of the Agreement

F. Subcontractors

Should Grantee subcontract or sub grant out the work required under this Agreement, it shall include all subcontractors and sub grantees as insureds under its policies or shall maintain separate certificates and endorsements for each subcontractor. As an alternative, Grantee may require all subcontractors or sub grantees to provide at their own expense evidence of all the required coverages listed in this Schedule. If this option is exercised, both the City and Grantee shall be named as additional insured under the subcontractor's or sub grantee's General Liability policy. All coverages for subcontractors or sub grantees shall be subject to all the requirements stated herein. The City reserves the right to perform an insurance audit during the course of the project to verify compliance with requirements.

G. Deductibles and Self-Insured Retentions

Any deductible or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductible or self-insured retentions as respects the City, its Councilmembers, directors, officers, agents, employees and volunteers; or Grantee shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

WIOA GRANT AGREEMENT

EXHIBIT D

PAYMENT REQUEST FORM



City of Oakland

FINANCE &
MANAGEMENT
AGENCY
150 FHOP, Suite 6353
OAKLAND, CA 94612

PAYMENT REQUEST FORM

1. SERVICE PROVIDER:		2. GRANT TERM:	3. INVOICE TYPE:
			reimbursement
4. GRANT TITLE/FY 2013-14/CONTRACT AMOUNT		5. INVOICE PERIOD:	6. DATE SUBMITTED:
WIOA Adult			
7. ADDRESS (Indicate Attn: to):		8. DATE RECEIVED:	9. INVOICE NUMBER:
10. ADULT PROGRAM DOLLARS		Total Request	
a. Program Allocation		\$0.00	
b. Amount of Advance		\$0.00	
c. Funds Received to Date		\$0.00	
d. Available Funds (a minus c)		\$0.00	
e. Amount of This Request		\$0.00	
f. Less: Prorated % of Advanced 25% of Contract Amount (e times .25)		\$0.00	
g. Current Payment Due (e minus f)		\$0.00	
h. Remaining Funds After This Payment (d minus g)		\$0.00	
11.SUPPORTIVE SERVICES DOLLARS			
a. Supportive Services Dollars Total Allocation		\$0.00	
b. Amount of Advance		\$0.00	
c. Funds Received to Date		\$0.00	
d. Available Funds (a minus c)		\$0.00	
e. Amount of This Request		\$0.00	
f. Less: Prorated % of Advanced 25% of Contract Amount (e times .25)			
g. Current Payment Due (e minus f)		\$0.00	
h. Remaining Funds After This Payment (d minus g)		\$0.00	
12. TRAINING FUNDS			

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

WIOA GRANT AGREEMENT

EXHIBIT E

QUARTERLY PROGRAM REPORT



Lead Agency:

Program Title:

Reporting Period:

	WIOA Adult	WIOA Dislocated Worker	Total
Enrollment Goal 7/1/2016 - 6/30/2017			
Carryover from PY 2015-16			
Previously enrolled reported for this program year			
New clients enrolled during this reporting period			
Total Enrolled Y-T-D			
Total Training Enrollments (OJT/ITA)			
Total Training Completions			
Y-T-D Exits from the Program			
Placement Goal 7/1/2016 - 6/30/2017			
Y-T-D Placed in Employment			
Y-T-D Average Earnings			

1) Describe accomplishment towards program goals and objectives achieved during the reporting period.

OAKLAND WORKFORCE DEVELOPMENT SYSTEM

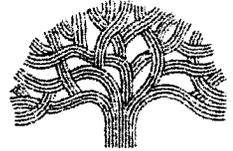
WIOA GRANT AGREEMENT



Workforce Investment Board
CITY OF OAKLAND
Reaching Business

EXHIBIT F

SUMMARY OF LEVERAGED RESOURCES



CITY OF OAKLAND

1. Provider Name:	
2. Date:	
3. Program Year:	
4. Report Period:	

Program Year Funding and Training Expenditures	
	Amount
5. Adult and Dislocated Worker Formula Fund Allocations	
6. Training Expenditure Requirement (Multiply Adult and Dislocated Worker formula fund allocation by 25 percent)	
7. Formula Fund Training Expenditure	
8. Leveraged resources used toward training expenditure requirement (10% maximum)	
9. Total amount spent on training (should equal or exceed Line 5)	

Leveraged Resources Detail	
10. Source*	Amount
Total (should be equal to Line 7 above)	

Leveraged Resource Examples

	Reported on Summary of WIOA Expenditures Report as Leveraged Resources		Type of Leveraged Resources	
	Yes	No	Non-Federal	Other Federal
1. A \$ 10,000 Community Based Job training Grant from the U.S. Department of Labor spent on allowable WIOA grant activities.	X			X
2. Use of Tennessee Baptist Hospital phlebotomy equipment for allowable training of eligible participants.*	X		X	
3. \$100,000 grant a partner received as a result of involvement with a WIOA project.		X		
4. \$100,000 U.S. Dept of Education grant received as a result of WIOA involvement and expended on allowable grant activity.	X			X
5. \$25,000 in WIOA funds used to train incumbent workers.	X			X
6. Value of building donated to partner which is partially used for WIOA activities.*		X		
7. Classroom space at community college used for allowable training of eligible participants.*	X		X	
8. Use of equipment at a local manufacturing company used to develop products.*		X		
9. Value of hours spent by incumbent workers in a WIOA training program.*		X		
10. Cost for wine and cheese for advisory team Wine and Cheese Social which was covered by a project partner.		X		
11. Curriculum developed by USDOE funded business professor for use in entrepreneur training under the grant.*	X			X
12. \$40,000 State Department of Commerce grant expended on a WIOA project.	X		X	
13. Eligible participant use of a computer lab for job search activity that was donated by St. Mary's Catholic Church.*	X		X	
14. \$100,000 of a \$150,000 U.S. Department of Education grant spent on WIOA project.	X			X
15. In-house trainer's salaries for WIOA supported incumbent workers training	X		X	

Combined Contract Schedules



Business Name Peralta Community College District Phone (510) 466-7309 Email: kengel@peralta.edu
 Address 333 East 8th Street City Oakland State CA Zip 94602 Federal ID # 94-1590799
 City of Oakland Business License Number _____ Completed by: Karen Engel Phone if different _____

Schedule B-1 and C-1 – (Declaration of Compliance with the Arizona Resolution 82727 and Declaration of Compliance with the Americans with Disabilities Act)

- I declare under penalty of perjury that my company is **NOT** headquartered in Arizona. OR
- I declare under penalty of perjury that my company **is** headquartered in Arizona and my proposal/bid should be considered because _____
- I declare under penalty of perjury that my company will comply with the City Of Oakland **American with Disabilities Act** obligations.

Schedule D – (Ownership, Ethnicity and Gender) Please be advised that ethnicity and gender information will be used for reporting and tracking purposes ONLY.

Part I - Ownership & Ethnicity of Prime: (Please check one and explain below) Peralta CCD is a public institution of higher education

- Self Employed, Name of Owner _____ Corporation, State of Incorporation _____
- Partnership, General or Limited _____ Names of Partners _____
- Joint Venture, Names of Participants _____

Ownership Interests
All owners must be listed in this information

Ethnicity	African American	American Indian/ Alaskan Native	Asian /Pacific Islander	Caucasian	Filipino	Hispanic	Other
Number of Owners							
% Of Total Ownership							
Women							
Joint Venture Ownership							

Part II - Certifications DBE, MBE, SLEB, L/SLBE etc.: Please list certification type, certification number and expiration date. Please attach a copy of the certification letter if available

Part III - Ethnicity and Gender of Employees:

Employment Category	Total Employees	Oakland Residents	Male					Female						
			African American	Native American / Native Alaskan	Asian / Pacific Islander	Caucasian	Hispanic	Other	African American	Native American / Native Alaskan	Asian / Pacific Islander	Caucasian	Hispanic	Other
Project Management														
Professional														
Technical														
Clerical														
Trades														

Schedule K – (Pending Dispute Disclosure)

- Are you or your firm involved in a pending dispute or claim Against the City of Oakland or its Agency? (Please circle one) Yes **No**
- If “Yes”, please list existing and pending lawsuit(s) and claim(s) with the title, contract date, brief description of the issues, officials or staff persons involved in the matter and the City department/division administering the contract. Contract Title and Number: _____
 Date: _____ Official(s), Staff person(s) involved: _____ Administering Department/Division: _____
 Issues: _____ (check) _____ Additional Disputes listed on Attachment

Schedule M – (Independent Contractor Questionnaire) – PART A: TO BE COMPLETED BY PROPOSED CONTRACTOR

Please answer questions “yes” or “no” whenever possible. When a more extensive explanation is required and there is no space on this form, please attach a separate sheet. The word contract refers to the agreement the City is contemplating entering into with you.
NOTE: CORPORATIONS MUST PROVIDE THE CORPORATE FEDERAL TAXPAYER NUMBER IN THE SPACE ABOVE AND ATTACH A CALIFORNIA SECRETARY OF STATE BUSINESS REGISTRATION RECORD (FROM WEBSITE) SHOWING “ACTIVE” STATUS. CORPORATIONS ARE NOT REQUIRED TO COMPLETE THE REMAINDER OF THIS FORM, BUT A CORPORATE REPRESENTATIVE MUST SIGN.

	Yes	No
1. Have you performed services for the City in any year(s) prior to 20__ ? If yes, please indicate which years.		<input checked="" type="checkbox"/>
2. Have you received any training, guidance, or direction from the City as to how the City expects the job (for which your services are contemplated) to be done. If yes, please describe what you are expecting (or have received) in the way of training or direction. _____		<input checked="" type="checkbox"/>

District-wide Employee Demographics per Category*

= % is 10 or more above Alameda County Population

= % is 10 or more below Alameda County Population

Executive/Administrative/Managerial

Alameda County General Population		Peralta Administrators	
Ethnicity	%	Ethnicity	%
Asian/Pacific Islander	26.70%	Asian/Pacific Islander	17.30%
Black/African American	12.20%	Black/African American	39.00%
White	34.10%	White	23.10%
Hispanic	22.50%	Hispanic	14.40%
Native American	0.80%	Native American	0.00%
Other/Unknown/Decline To State	3.70%	Other/Unknown/Decline To State	5.80%
Alameda County General Population		Peralta Administrators	
Male	49%	Male	45%
Alameda County General Population		Peralta Administrators	
Female	51%	Female	55%

Faculty/Instructional Staff

Alameda County General Population		Peralta Faculty Employees	
Ethnicity	%	Ethnicity	%
Asian/Pacific Islander	26.70%	Asian/Pacific Islander	16.70%
Black/African American	12.20%	Black/African American	21.70%
White	34.10%	White	43.70%
Hispanic	22.50%	Hispanic	13.30%
Native American	0.80%	Native American	>1%
Other/Unknown/Decline To State	3.70%	Other/Unknown/Decline To State	3.00%
Alameda County General Population		Peralta Faculty Employees	
Male	49%	Male	46.80%
Alameda County General Population		Peralta Faculty Employees	
Female	51%	Female	53.10%

Professional non-faculty, Secretarial/Clerical, Technical and Paraprofessional, Skilled Craft & Service and Maintenance

Alameda County General Population		Peralta Classified Employees	
Ethnicity	%	Ethnicity	%
Asian/Pacific Islander	26.70%	Asian/Pacific Islander	28.9%
Black/African American	12.20%	Black/African American	29.7%
White	34.10%	White	15.1%
Hispanic	22.50%	Hispanic	15.8%
Native American	0.80%	Native American	>1%
Other/Unknown/Decline To State	3.70%	Other/Unknown/Decline To State	9.3%
Alameda County General Population		Peralta Classified Employees	
Male	49%	Male	39.7%
Alameda County General Population		Peralta Classified Employees	
Female	51%	Female	60%

Office of Human Resources and Employee Relations
Change in District-wide Demographics Since Peralta EEO Plan Adoption.

Peralta District-wide Employee Demographics 2008 - 2013							Current Peralta District-wide Employee Demographics			
PCCD Total Employees							PCCD Total Employees			
Classification	2008	2009	2010	2011	2012	2013	Classification	2016		
Admin	53	64	61	55	56	56	Admin	69		
Faculty	336	326	307	284	272	288	Faculty	382		
Classified	438	432	409	357	356	375	Classified	397		
Total	827	822	777	696	684	719	Total	848		
PCCD Administrative Demographics							PCCD Administrative Demographics			
PCCD Administrators by Ethnicity							PCCD Administrators by Ethnicity			
Ethnicity	2008	2009	2010	2011	2012	2013	Ethnicity	2016		
African-Am	20	26	22	18	22	22	African-Am	27		
Asian/Pacific	6	9	7	6	7	7	Asian/Pacific Islander	12		
Native-Am	1	1	1	1	0	0	Native-Am	0		
Latino/Hispanic	5	3	5	5	6	6	Latino/Hispanic	10		
White	19	22	27	16	19	19	White	16		
Unknown	2	3	1	1	1	2	Unknown	4		
Total	53	64	63	47	55	56	Total	69		
PCCD Administrators by Gender							PCCD Administrators by Gender			
Gender	2008	2009	2010	2011	2012	2013	Gender	2016		
Female	28	29	31	27	29	31	Female	38		
Male	25	35	30	28	27	25	Male	31		
Unknown	0	0	0	0	0	0	Unknown	0		
Total	53	64	61	55	56	56	Total	69		
PCCD Faculty Demographics							PCCD Faculty Demographics			
Total PCCD Faculty Employees by Ethnicity							Total PCCD Faculty Employees by Ethnicity			
Ethnicity	2008	2009	2010	2011	2012	2013	Ethnicity	2016		
African-Am	79	75	68	64	60	69	African-Am	83		
Asian/Pacific	42	41	40	37	36	40	Asian/Pacific Islander	64		
Native-Am	1	1	2	1	1	1	Native-Am	2		
Latino/Hispanic	39	36	35	34	36	40	Latino/Hispanic	51		
White	169	167	156	143	132	134	White	167		
Unknown	6	5	6	5	7	4	Unknown	15		
Total	336	326	307	284	272	288	Total	382		
Total PCCD Faculty Employees by Gender							Total PCCD Faculty Employees by Gender			
Gender	2008	2009	2010	2011	2012	2013	Gender	2016		
Female	184	178	168	152	147	145	Female	203		
Male	152	148	139	132	125	143	Male	179		
Unknown	0	0	0	0	0	0	Unknown	0		
Total	336	326	307	284	272	288	Total	382		
PCCD Classified Demographics							PCCD Classified Demographics			
Total PCCD Classified Employees by Ethnicity							Total PCCD Classified Employees by Ethnicity			
Ethnicity	2008	2009	2010	2011	2012	2013	Ethnicity	2016		
African-Am	164	155	137	111	112	124	African-Am	118		
Asian/Pacific	102	108	104	88	105	112	Asian/Pacific Islander	115		
Native-Am	1	1	1	1	1	1	Native-Am	4		
Latino/Hispanic	45	48	47	40	44	47	Latino/Hispanic	63		
White	83	81	78	66	66	75	White	60		
Unknown	43	39	42	51	28	16	Unknown	37		
Total	438	432	409	357	356	375	Total	397		
Total PCCD Classified Employees by Gender							Total PCCD Classified Employees by Gender			
Gender	2008	2009	2010	2011	2012	2013	Gender	2016		
Female	265	261	245	204	203	212	Female	239		
Male	173	171	164	153	153	163	Male	158		
Unknown	0	0	0	0	0	0	Unknown	0		
Total	438	432	409	357	356	375	Total	397		

Table 10.1

	Yes	No
3. Will your services under the contract be performed on City property? If no, please describe where the services are to be performed.		✓
4. Do you expect to devote any full days (6 or more hours) or full weeks (30 or more hours) towards performing the services under the contract? If yes, please indicate approximately how many full days and/or full weeks you expect to devote during the life of the contract <i>Meritt College will hire 1.5 FT Sector Access Specialists</i>	✓	
5. Are there any set or fixed hours or days of the week during which the City is expecting you to perform services under the contract? If yes, please indicate the days and hours during which you will be performing services.		✓
6. Please provide the date on which you expect to complete your services under the contract (dd/mm/yy). <i>06/30/2017</i>		
7. In order to perform services under the contract, do you intend to provide your own supplies or equipment? If yes, briefly describe the equipment/supplies. <i>Facilities</i>	✓	
8. If your response to No. 7 is yes, has the City promised to or will you be expecting the City to reimburse you in any way for the cost of the supplies or equipment?		✓
9. Other than the above-referenced supplies and equipment, do you anticipate incurring any un-reimbursable out-of-pocket expenses in the performance of the contract with the City? If yes, please describe. <i>Meritt College will be leveraging other resources.</i>		
10. Do you have federal and state employer identification numbers? If so, please provide these numbers. <i>94 - 1590799</i>	✓	
11. <u>Within the past two years</u> have you performed the same type services (as called for in the contract) for any client or customer <u>other than</u> the City? If yes, please identify the client or customer and briefly describe the services performed.		✓
12. Do you <u>currently</u> have clients or customers other than the City for whom you are or will perform services during the duration of the contract? If yes, please identify client or customer by name and briefly describe the nature of services performed. <i>PCED</i> <i>We provide CTE training + job placement services to the students.</i>	✓	
13. In the past two years have you notified any insurance company in conjunction with obtaining a business-related insurance policy that you are self-employed? If yes, please indicate the insurance company and the nature of the business-related policy.		✓
14. Do you have your own <u>employees</u> to help you perform the services called for by your contract? (Do not refer to independent contractors you may use to assist you.)		✓
15. <u>Within the past two years</u> have you been the <u>employee</u> of any employer (received a W-2)? If yes, state the employer(s), the date(s) of employment, and the nature of the services performed.		✓
16. Do you have an office or business address other than your own home address, a City of Oakland office or your employer's business address? If yes, please state the address.		✓
17. With regard to the following, please indicate whether you have:		
a. an existing business letterhead? (please attach)		✓
b. an existing business phone number other than your home number? (please indicate # along with area code) <i>510 466 7389</i>	✓	
c. filed for a fictitious business name? If yes, please attach a certified copy of the County issued certificate and an affidavit of publication.		✓
d. done public advertising for your business? If yes, please attach the ad copy or briefly describe your advertising efforts.		
18. If you have answered parts or all of No. 17 with "Yes," are the services represented in your answers the same type of services you will be performing for the City?		
19. Do you have a license from any governmental agency to perform the services under the contract? If yes, please state the type of license and name of the licensing agency.		

20. Please describe the extent of any personal financial investment you have made in order to be self-employed. You may either choose to indicate the actual dollar amount of investment or, without disclosing any dollar amount, briefly describe any purchases, leases or other types of financial commitments made by you for self-employment purposes. _____	Yes	No
		NA

PLEASE INDICATE WHETHER YOU OBJECT IF THE CITY DECIDES TO TREAT YOU AS A SHORT-TIME CONTRACT EMPLOYEE RATHER THAN AN INDEPENDENT CONTRACTOR AND THE REASON FOR YOUR OBJECTION.

FOR CITY USE ONLY	
Based upon a review of this questionnaire and any other factors I have cited below, I have determined that this person (is) (is not) an independent contractor.	

_____	_____
Date	City Attorney/Assistant City Attorney/Deputy City Attorney

Schedule N - (Living Wage – Declaration of Compliance) applicable to professional services contracts over \$25K only

Employment Questionnaire: Please respond to the following questions:

	Responses
(1) How many permanent employees are employed with your company? (If less than 5, stop here)	848
(2) How many of your permanent employees are paid above the Living Wage rate?	all
(3) How many of your permanent employees are paid below the Living Wage rate?	none
(4) Number of compensated days off per employee? (Refer to "Compensated Days Off" of the Living Wage Ordinance)	22
(5) Number of trainees in your company?	NO
(6) Number of employees under 21 years of age, employed by a nonprofit corporation for after school or summer employment for a period not longer than 90 days.	Some student workers

Schedule N-1 – (Equal Benefits – Declaration of Nondiscrimination)

Section A. Contractor Information

- (1) Are you an EBO certified firm (Please circle one) Yes No (if yes, please attached certificate and skip Schedule N-1)
- (2) Approximate Number of Employees in the U.S. _____ (3) Are any of your employees covered by a collective bargaining agreement or union trust fund? (Please circle one) Yes No (4) Union name(s) Peralta Faculty
SEIU Local 21
Local 39

Section B. Compliance

- (1) Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees? (Please circle one) **Yes** No
 (2) Does your company provide or offer access to any benefits to employees with domestic partners? (Please circle one) **Yes** No

Section C. Benefits PLEASE CHECK EACH BENEFIT THAT APPLIES

Benefits	Offered to Employees only	Offered to Employees and their spouses	Offered to Employees and their Domestic Partners	Not Offered at all	Documentation attached
Health	✓	✓	✓		
Dental	✓	✓	✓		
Vision	✓	✓	✓		
Retirement (Pension, 401K, etc)	✓	XXXXXXXXXX			
Bereavement	✓	XXXXXXXXXX			
Family Leave	✓	XXXXXXXXXX			
Parental Leave	✓	XXXXXXXXXX			
Employee Assistance Program	✓	XXXXXXXXXX			
Relocation & Travel					
Company Discount, Facilities & Events					
Credit Union					
Child Care					
Other					

(1) CFAR is a City Financial Recipient. (2) Domestic Partner is defined as a same sex couples or opposite sex couples registered as such with a state or local government domestic partnership registry

Schedule P – (Nuclear Free Zone - Ordinance 11474 C.M.S.)

- I declare under penalty of perjury that I have read Ordinance 11478 C.M.S. titled “An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers”, as provided on the City’s website, see “footnote” below I certify that my firm conforms with the conditions as defined in Ordinance 11478 C.M.S.
- I declare that my company is **NOT** in compliance with Ordinance 11478 C.M.S., but my proposal/bid should be considered because

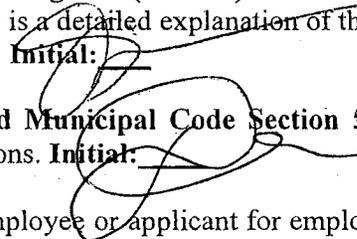
Schedule U – (Compliance Commitment Agreement)

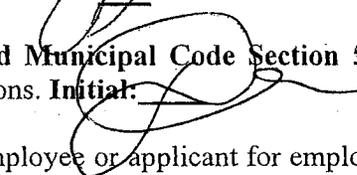
- I have read the City of Oakland’s Local/Small Local Business Enterprise Program (L/SLBE) and declare that **I will achieve the 50% L/SLBE participation requirement as described in the L/SLBE program including 50% of the total trucking dollars to certified Oakland Local Truckers.** If I fail to satisfy the proposed 50% L/SLBE participation requirement, I may be assessed a

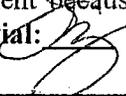
penalty equal to 1 and ½ times the shortfall. The 25% Small Local Business Enterprise (SLBE) subcontracting requirement is waived for Oakland certified local businesses competing for **professional services** contracts as the prime consultant. *The L/SLBE Program is not applicable on Caltrans Federal Highway Administration (FHWA) funded DBE projects.*

As prime contractor for this project, I agree to use the City of Oakland's Labor Compliance Program tracker (LCP Tracker) to input ALL certified payroll reports including all tiers of subcontractors for this project. I acknowledge that invoice payments will not be released until and unless all certified payrolls are current. I agree to submit with the final payment request a completed "Exit Report and Affidavit form" located on the City's website (see the link below).

Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action)

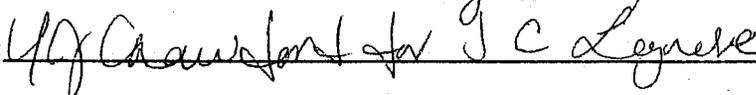
I certify that the following entities: Equal Employment Opportunity Commission (EEOC), Department of Fair Employment & Housing (DFEH) or the Office of Federal Contract Compliance Programs (OFCCP) has not taken disciplinary or investigatory action against the Firm. If such action has been taken, attached hereto is a detailed explanation of the reason for such action, the party instituting such action and the status or outcome of such action. Initial: 

Oakland's Minimum Wage Law – (Resolution 85423 C.M.S. - Oakland Municipal Code Section 5.92, et seq.) I certify that I have read Oakland's minimum wage law and I am in full compliance with all its provisions. Initial: 

Affirmative Action - I certify that I/we shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, sexual orientation, national origin, age, disability, Acquired Immune Deficiency Syndrome (AIDS) AIDS related complex, or any other arbitrary basis and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive Order No. 11375). I certify that I/we shall not discriminate against any employee or applicant for employment because they are disabled veteran of the Vietnam era and shall insure compliance with all provisions of 41CFR60-250.4 where applicable. Initial: 

By signing and submitting this combined schedules form the prospective primary participant's authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document. I declare under penalty of perjury that the foregoing is true and correct.

Name of Individual: Jowel C. Laquerre, Ph.D Title: Chancellor

Signature:  Date: June 30, 2016

PLEASE NOTE: Detailed descriptions of all policies represented in this combined form may be found at Contracts and Compliance website "Policies and Legislation" address <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/policies/index.htm> For an electronic copy of this combined form and copies of standalone contract Schedules R, E, O, Q, Exit Affidavit and Schedule G please go to this web address <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>

CTE Grant Detail by Goal

Merritt College Current Contracts Form	Career Pathway Funds	California Community College Linked Learning Initiative (CCCLLI)	San Francisco Foundation (Bay Area Workforce Funders Collaborative)
Amount	\$540,000	\$50,000	\$67,000
Dates	July 1, 2014 - June 30, 2018	September 1, 2014-July 30, 2016	July 1, 2015-December 31, 2016
Funder	California Department of Education	Foundation for CA Community Colleges (via the Career Ladders Project)	Bay Area Workforce Funding Collaborative (via San Francisco)
Outcomes	Build and scale K-14 career pathway programs with secondary school partners. Create opportunities for early college credit, early articulation, improvement placement using multiple measures. Develop increased opportunities for work-based learning and employment as part of a career pathway	Merritt piloted dual enrollment practices and procedures for the Peralta District, resulting in 500+ OUSD high school students taking college courses at their high school campus.	New bridge program in Allied Health developed in collaboration with community partners, including the Unity Council and the Oakland WIB. First cohort beginning summer 2016
Contact Person	Rachel Antrobus, Dean	Rachel Antrobus, Dean	Rachel Antrobus, Dean
Merritt College Past Contracts Form	Trade Adjustment Assistance Community College and Career Training (TAACCCT)	Foundation for CA Community Colleges	
Amount	\$211,869	\$100,000	
Dates	July 1, 2012-March 31, 2016	July 1, 2015-December 31, 2016	
Funder	U.S. Department of Labor (DOL)	Foundation for CA Community Colleges	
Outcomes Attained	Merritt College improved access to its Biosciences and Administration of Justice programs for workers dislocated from employment due to globalization or trade.	Increased the number of work based learning activities for allied health high school and college students.	
Contact Person	Rachel Antrobus, Dean	Rachel Antrobus, Dean	

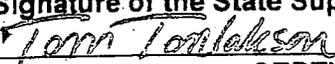
Grant Award Notification (Continued)

The following conditions apply to this grant award:

1. The grant award will be processed upon receipt of the signed Grant Award Notification (AO-400). This AO-400 must be signed by the superintendent or an authorized official and **returned within 10 working days**.
2. According to the published Request for Application (RFA), page 6, the grant period will cover the 2014-15, 2015-16, 2016-17, and 2017-18 school years. Funds for this grant will be distributed over a period of three years as follows:
 - Year 1: 50 percent of the total award for expenditures beginning in the 2014-15 school year
 - Year 2: 35 percent of the total award for expenditures beginning in the 2015-16 school year
 - Year 3: 15 percent of the total award for expenditures beginning in the 2016-17 school year
3. According to the RFA, page 13, to ensure the successful implementation of the California Career Pathways Trust, grantees are required to submit yearly progress reports and one end-of-project report to show (1) student momentum points, (2) program outcomes measures, and (3) program deliverables are being met. The fiscal agent/applicant for the partnership/consortium is responsible for submitting all data required by the California Department of Education (CDE).
4. Funding is contingent on the grantee implementing the pathway programs articulated in the grantee's application. Changes and/or adjustments in the pathway programs require the advance approval of the CDE. Absent this advance approval, the CDE may require the grantee to reimburse the state for any funds associated with the change and/or adjustment.
5. Funding is contingent on the grantee's continuing compliance with all CDE requests for information and data regarding the development and implementation of the targeted career pathways funded by the grant award.

If you have any questions regarding the requirements of the grant, please contact Lisa Reimers, Education Programs Consultant, College Preparation and Postsecondary Programs Office (CPPPO), by phone at 916-324-5634 or by e-mail at LReimers@cde.ca.gov or Kevin Shyne, Education Programs Consultant, CPPPO, by phone at 913-323-5830 or by e-mail at KShyne@cde.ca.gov. If you have questions regarding the fiscal requirements of the grant, please contact Andrea Guenthart, Associate Governmental Program Analyst, Program and Administrative Support Office, by phone at 916-445-5735 or by e-mail at AGuenthart@cde.ca.gov.

Grant Award Notification

GRANTEE NAME AND ADDRESS José M. Ortiz, Chancellor Peralta Community College District 333 East Eighth St. Oakland, CA 94606				CDE GRANT NUMBER			
				FY	PCA	Vendor Number	Suffix
				14	25239	6126	00
Attention José M. Ortiz, Chancellor				STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Program Office Office of the Superintendent				Resource Code	Revenue Object Code	01	
Telephone (510) 466-7202				6382	8590	INDEX	
Name of Grant Program California Career Pathways Trust						0615	
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$14,990,966.00	0	\$14,990,966.00	0	July 1, 2014	June 30, 2018	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		
N/A	N/A	N/A			N/A		
<p>I am pleased to inform you that you have been awarded California Career Pathways Trust grant funding.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Andrea Guenthart, Associate Governmental Program Analyst Program and Administrative Support Office California Department of Education 1430 N Street, Suite 4202 Sacramento, CA 95814-5901</p>							
California Department of Education Contact Lisa Reimers				Job Title Education Programs Consultant			
E-mail Address lreimers@cde.ca.gov					Telephone (916) 324-5634		
Signature of the State Superintendent of Public Instruction or Designee 					Date July 18, 2014		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
Printed Name of Authorized Agent				Title			
E-mail Address					Telephone		
Signature ▶					Date		

ATTACHMENT F - ADULT & DISLOCATED WORKER SERVICES: PROGRAM BUDGET TEMPLATE

Date Submitted: March 15, 2016 Date Received:

APPLICANT INFORMATION

Organization Name: Merritt College Federal Tax ID Number: 94-1590799
 Type of Business: Community College
 Administrative Address: 12500 Campus Drive City: Oakland Zip: 94619
 Service Address: 12500 Campus Drive City: Oakland Zip: 94619
 Executive Director/CEO/President: Dr. Norma Ambriz-Galaviz, President Phone: Email: nambrizgalaviz@peralta.edu
 Fiscal Contact: Dr. Dettie Del Rosario, Business Director Phone: Email: ddelrosario@peralta.edu
 Program Contact: Rachel Antrobus, Interim Dean Phone: Email: rantrobus@peralta.edu

SERVICE DELIVERY INFORMATION

Amount Requested: \$127,500 Service Model Type: Sector Access Point
 Total Number of Adult Participants to Serve: 71 Cost per Adult Participant: \$1,113.38 Total Number of Proposed Adult Training: 57
 Total Number of DW Participants to Serve: 49 Cost per DW Participant: \$988.78 Total Number of Proposed DW Training: 38
 Target Population: All WIOA eligible adults and dislocated workers in Oakland CA (especially Merritt College students & prospective students)
 Geographic Areas to Serve: Oakland, CA

PROGRAM BUDGET

TOTAL WIOA BUDGET

\$127,485

	Total Program Cost	Cash Match (25% of funds requested)	WIOA Share of Cost	% of Program Cost Allocated to WIOA	% Allocated to Adult	% Allocated to Dislocated Worker
I. Direct Costs						
Staff Wages (1.5 Sector Access Point Career Coaches)	\$102,900		100%			
Staff Wages (1 FT Employment Services Manager)		\$85,000	0%			
Staff Fringe	\$15,435	\$40,000	28%			
Duplicating/Copying		\$400	0%			
Equipment						
Space Costs						
Postage						
Materials and Supplies		\$2,000	0%			
Telephone/Internet/Comm						
Travel/Transportation						
Staff Training		\$1,000	0%			
Other (please identify)	\$9,150		100%			
TOTAL	\$127,485	\$128,400	50%	50%	62%	38%

PERALTA COMMUNITY COLLEGE DISTRICT

**PROJECT MANAGER/CPT EMPLOYMENT SERVICES
(GRANT-FUNDED)**

CLASS PURPOSE

Under the general direction of College CTE Dean, develops, organizes, plans, coordinates and implements the work of the college as described in the East Bay Career Pathway Consortium's Work Plan with particular regard to employer engagement. Project Manager/CPT Employment Services develops, organizes, plans, coordinates and implements a comprehensive college categorically funded program or project.

The Project Manager/CPT Employment Services is responsible for identifying, prospecting, developing, and maintaining relationships with local, regional, and state employers, trade and professional organizations, regional and state Sector and Deputy Sector Navigators, as well as local, regional, and state workforce development programs and organizations, including workforce investment boards (WIBs) and EDD One Stops centers, in order to cultivate industry advisory and direct support, contributing to developmentally-appropriate work-based learning opportunities, and increase student placement in economically sustainable careers. This is a highly collaborating environment with a strong focus on relationship building. Performs other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

- To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.
 - Serves as the point person on campus for coordinating employer engagement. This includes knowledge of and support for organizing industry advisory committees for CTE programs on behalf of the college (in their industries of focus) and their partner K12 high schools.
 - Represents the college on employer outreach, work-experience, and employment coordination issues with employers, K12 work-based learning specialists, regional industry intermediary networks, workforce investment boards (WIBs), Sector and Deputy Sector Navigators, and in the "node and backbone" infrastructure described above. Support the sub-regional and regional workforce intermediary infrastructure that will be built with these grant funds
 - Develop and track information about student employment outcomes, employment and work-experience opportunities, and serve as the campus point person on loading employment outcome and related performance metrics onto CalPass Plus's LaunchBoard as it relates to the Career Pathways Trust grant outcomes.

- Partner with organizations to provide employment and comprehensive service resources to students of Laney College;
- Support career technical education faculty and staff in the development of industry advisory councils to ensure college community is aware of labor market trends and future training needs to support curriculum development.
- Contribute to developing relevant work-based learning opportunities and internships;
- Increase Industry engagement thus increasing student placement;
- Represent the college at relevant workforce development functions, employment opportunity events and conferences;
- Work with college departments in facilitating industry specific career education, events and industry outreach;
- In collaboration with the Career Counselor, organize, initiate, plan and organize recruiting events; develop and maintain online database of positions and employers; arrange for on-campus recruiting and/or interviewing, as well as career education events.
- Promote and administer college's job development programs; conduct and coordinate external partners to provide students with career development resources, including resume writing and job interviewing workshops.
- Plan, develop, and coordinate college's job development, including online resume and job opportunity databases/software, referral and advising program; host and present career activities and events, represent college publically at workforce development events.
- Maintain files; tabulate and compile statistical reports; compose and type materials.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in one of the social sciences, behavioral sciences, business, public administration or a related field, and of four(4) years of responsible professional experience in grants administration; or an equivalent combination of training and qualifying experience which demonstrates the ability to perform the duties of the position.
2. Knowledge of the policies, procedures, regulations and laws that pertain to CTE programs at the community college level
3. Knowledge of the needs and resources available to CTE students at the high school and college level
4. Knowledge of, and proficiency in, the operation and use of online and software employment tools and databases, including particularly resume storage databases, job listing databases, etc.
5. Ability to communicate effectively with people of diverse cultures and language groups and with people who have disabilities.
6. Demonstrated knowledge and proficiency in the use of office productivity software (word processing, spreadsheet, database management, email) using personal computers and the Internet.



PERALTA COMMUNITY COLLEGE DISTRICT
333 EAST 8TH STREET * OAKLAND, CA 94606-2844

College of Alameda – Laney College – Merritt College – Berkeley City College

SECTOR ACCESS SPECIALIST (CAREER COACH)

Full-Time Position (40 Hours/Week, 12-Month Assignment)

This position is specially funded. Current funding for this position is through June 30, 20XX. Continued employment is contingent upon refunding of the program and the position itself.

The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices.

* * *

Under the direction of a Project Manager or the Director of Workforce Systems, the Sector Access Specialist is responsible for service delivery at the Sector Access Point (SAP), providing an array of employment and training services to Oakland job seekers and regional businesses.

DUTIES AND RESPONSIBILITIES

Provides outreach for Sector Access Point services:

- Provide presentations internally within the Peralta Community College District (PCCD) Career Technical Education (CTE) programs, working in close partnership with CTE Deans and their divisions with the intent of performing *cohort-based* enrollment in the priority sector training programs that are represented in each PCCD college.
- Using a "no wrong door" approach, network with Comprehensive One Stop Career Center (COSCC), Community Based Organizations (CBOs), and with other external partners to solicit and obtain referrals for sector-focused employment programs.
- Provide specific targeted outreach efforts to reach priority populations as described in the Workforce Innovation and Opportunity Act (WIOA), including: veterans, public benefit recipients, basic skills deficient, reentry, limited English speakers and other targeted populations specified by the City of Oakland, Office of Economic and Workforce Development/Workforce Investment Board (OWIB).

Delivers contextualized career services in prioritized industries:

- Assists customers with individualized services, including: assessment, eligibility determination, labor market analysis, individualized career plan (ICP) development, work maturity skills reinforcement, and supportive services determination and provision.

Collaborates with network partners to leverage resources and provide seamless supports:

- Send referrals to network partners for resources including: Asset building/financial literacy, legal services/expungement, essential nutrition/food support, and more. System-wide teamwork will be emphasized and duplication of services will be reduced.

Connects jobseekers to training and job placement opportunities in identified growth sectors:

- Provides referrals to Career Technical Education (CTE) programs, Individualized Training Account (ITA) services, sector-focused internship opportunities and pre-apprenticeship programs.
- Collaborates closely with Business Engagement Services (BES) team to refer and connect customers with On the Job Training (OJT) opportunities.
- Connect participants to employment opportunities through job orders generated by BES.
- Works with WIOA participants to provide interviewing practice and job placement assistance. Follows up to ensure successful transition into regular employment.

General duties

- Tracks program performance and database management by utilizing CalJOBS to input job seeker and employer program services.
- Ensures that all work performed is in compliance with all funding and performance contract requirements.

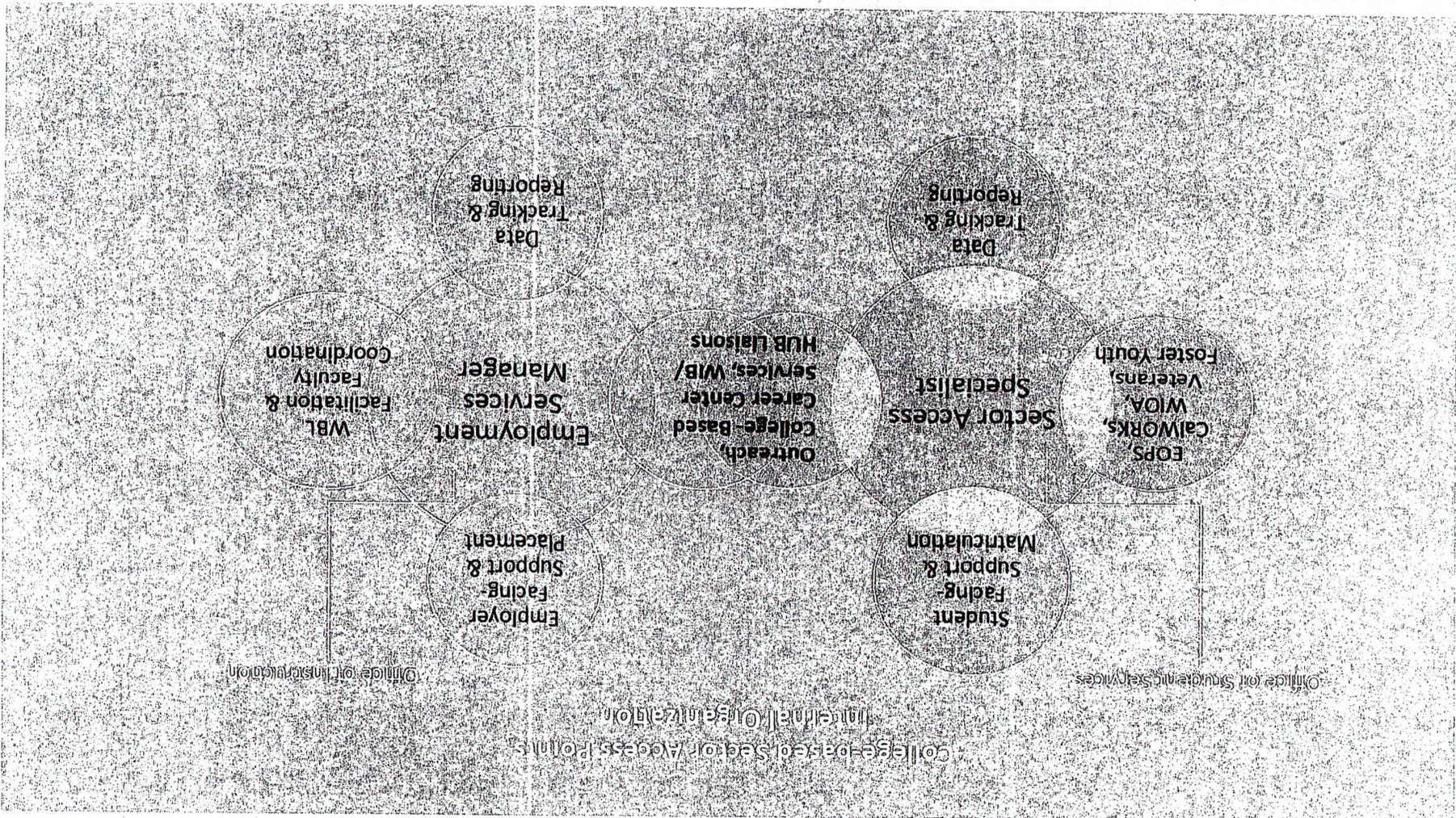
MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university with a Bachelors degree in one of the social sciences, business or related field and one year of para-professional or professional experience in programs or projects in the designated area; or an equivalent combination of training and/or experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the various populations served.

DESIRABLE QUALIFICATIONS

1. Professional-level experience in the following targeted industries: Advanced Manufacturing, Healthcare, Information communications Technology (ICT)/Digital Media, and/or Transportation, Distribution and Logistics.
2. Knowledge of the business needs of employers in the District's service areas.
3. Familiarity with the local labor market, how to research and interpret Labor Market Information (LMI), provide reports, and/or present them in an accessible way to a layperson, including an entry-level jobseeker.
4. Understanding of the Workforce Innovation and Opportunity Act and related regulations.
5. Knowledge of issues pertaining to job training as they relate to the City of Oakland and Alameda County.
6. The ability to work with team members from partner agencies to maintain high staff morale.
7. The ability to work independently to carry out projects from beginning to completion.
8. Skills in research and analysis skills, initiative and the ability to assist and motivate others to bring about required program objectives.
9. Excellent interpersonal skills, writing skills and ability to explain programs and services to a variety of audiences.
10. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications such as word processing, spreadsheet, database management and the Internet.

ORGANIZATIONAL CHART - Peralta College-based Sector Access Points



INTENT TO PARTNER

BETWEEN

The Peralta Community College District

AND

Rubicon Programs Inc. /Comprehensive One Stop Career Center

The City of Oakland, Office of Economic and Workforce Development/Workforce Investment Board (OWIB) has issued an RFP to determine which organization will provide Comprehensive One Stop Career Center (COSCC) services in the city.

Rubicon Programs is submitting a proposal for the award of a new contract to operate the COSCC during the twelve-month period commencing July 1, 2016, with the potential to renew for two additional fiscal years. *The RFP requires that the proposed COSCC demonstrate a training partnership with, at a minimum, Oakland's community college district partner, the Peralta Community College District, and/or its individual colleges or departments.* In alignment with this requirement, the Peralta Community College District (PCCD) intends to partner with the COSCC as a supporting partner with Rubicon to advance the mission of the COSCC, should Rubicon be awarded the contract.

Similarly, Laney College and Merritt College are submitting proposals for the award of the Sector Access Point contacts for the same time period. Rubicon and the Peralta Colleges intend to work together to create and maintain a comprehensive system of workforce development services serving Oakland's job-seekers, workers and businesses with a focus on OWIB priority industry sectors and career pathways.

The Peralta Community College District will be responsible for the following:

- Promote partner resources through applicable programs or services, including identification of potential service referrals.
- Assist whenever possible with Rubicon/COSCC to identify local businesses that could be potential sources of employment for COSCC customers.
- Participate in quarterly COSCC Partner Meetings to promote and support integration of partner services as often as possible throughout the year.
- Provide services in accordance with applicable regulations and policies governing the partner organization, while adhering to policies and procedures for promotion and service delivery in the COSCC.
- Continue and enhance cross-referrals between Rubicon and the Peralta Community Colleges that could benefit all One-Stop customers.

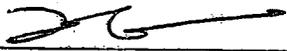
As operator of the COSCC, Rubicon will be responsible for the following:

- Enroll eligible jobseekers referred by PCCD into WIOA program at the COSCC and provide services to include:

- *Basic Career Services*, including intake, assessment, career counseling, job club, workshops, job search support and placement, information and referral for supportive services;
 - *Individualized Career Services*, including comprehensive and specialized assessment, development of an Individualized Career Plan, individual and group counseling, prevocational services, work experience, and referral to English language acquisition and integrated education and training programs;
 - *Training Services*, including referral to vocational skills training, on-the-job training, integrated vocational and academic training, skills upgrading/retraining, entrepreneurial training, pre-apprenticeship and apprenticeship training, business-customized training, job readiness training in combination with vocational training, and adult education and English language training in combination with other training services; and
 - *Follow-Up Services*.
- Screen and refer eligible and suitable jobseekers to PCCD for enrollment into education and training programming that aligns with the goals identified in the jobseeker's Individualized Career Plan.
 - Continue and enhance cross-referrals between Rubicon and the Peralta Community College District that could benefit all One Stop customers
 - Promote partner resources through applicable programs or services, including identification of potential service referrals.

Effective Date:

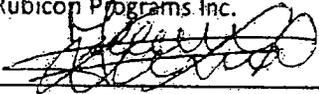
This Intent to Partner is effective as of March 3, 2016. Should Rubicon be awarded the contract by OWIB, this Intent to Partner will be replaced by a fully articulated Memorandum of Understanding.



 Tim Combs
 Director of Economic Empowerment, Alameda County
 Rubicon Programs Inc.

3/3/16

 Date



 Jowel C. Laguerre, Ph.D.
 Chancellor
 Peralta Community College District

3 March 2016

 Date

INTENT TO PARTNER

Peralta Community College District, (hereafter Peralta) intends to support and partner with the Oakland Private Industry Council (hereafter PIC), as lead proposed operator of the Comprehensive Career Center (COSCC) at 1212 Broadway, Oakland, to provide services to said program as provided herein. The services provided are intended to be support services and job development/placement services under the Workforce Innovations and Opportunity Act (WIOA) to eligible students of the four campuses of Peralta (Laney, Merritt, Berkeley City College, and College of Alameda. Similarly, the Oakland Private Industry Council (hereafter PIC) intends to support and partner with the Peralta Colleges – particularly Laney and Merritt Colleges – if they are successful bidders for the role of Sector Access Points in the Oakland WIB RFP process.

Whereas, Peralta operates, at each of its campuses, career pathways programs to develop the vocational skills of students attending each of the campuses, and uses such programs to place students on career pathways to employment;

Whereas, currently operates, and is applying to continue operation of, the Comprehensive One Stop Career Center at 1212 Broadway, Oakland, which provides support services, job development, job training and job placement services for Oakland residents and have partnered with Peralta in the past to bring those services to the campuses of Peralta;

Whereas, Peralta supports PIC's application for appointment as the continued operator of the COSCC at 1212 Broadway,

Whereas, PIC and Peralta wish to solidify and clarify their partnership for services for the benefit of Peralta students and to make referrals and service provision between them more frequent and seamless,

Now therefore, the parties agree as follows:

1. Services to Be Provided by PIC:

- a. PIC will train Peralta staff at each of the campuses to complete the paperwork for enrollment of students from each campus' career pathways programs into WIOA-sponsored COSCC programming;
- b. PIC will prioritize certification and enrollment of Peralta students into its WIOA programs at COSCC;
- c. PIC will provide regular orientations of the benefit and services available to Peralta students under WIOA at the COSCC (and Peralta);
- d. PIC will set up seamless processes of providing support services (transportation, uniforms, tools, etc.) to Peralta students working with Peralta staff assigned to its career pathways programming, subject to WIB approval;
- e. PIC will also make available, where appropriate or needed, on-the-job training funding from WIOA to support job placements of Peralta students, wherein PIC will coordinate with the OWIB's Business Engagement Services contractor and OWIB staff, such OJT to expedite the process as much as possible for Peralta students;
- f. PIC will provide staff and information at all career fairs for which Peralta requests PIC's attendance;
- g. PIC will also provide regular job development and job placement for Peralta students from the career pathways programs, working in close cooperation with Peralta career pathway program staff and creating a seamless, prioritized pathway between Peralta career path program participants and job opportunities developed by, or available to, PIC's COSCC.

2. Services to Be Provided by Peralta

- a. Peralta staff will assist PIC in enrolling students in career pathways programming into WIOA services at the COSCC, as provided above;

- b. Peralta staff will coordinate job development and job placement efforts with PIC staff, including the promoting of On-Site-Recruitments at PIC or elsewhere which involve employers in fields related to career pathways programming at Peralta;
- c. Peralta will provide PIC staff ample opportunities to make presentations to Peralta career pathways participants to encourage enrollments into WIOA programs at COSCC;
- d. Peralta will note PIC's partnership to support the career path programs at Peralta in literature and reports related to those programs which are at present:
 - i. The Laney College Advanced Manufacturing Program
 - ii. The Merritt College Healthcare Program
 - iii. Berkeley City College ICT/Digital Media Program
 - iv. College of Alameda Transportation, Distribution, and Logistics Program.

3. Further Contracting:

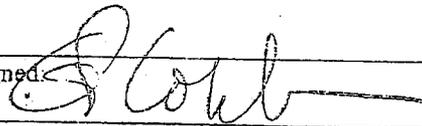
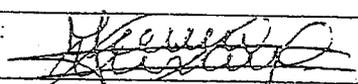
If PIC is awarded the contract for the operation of the COSCC and/or Laney College and/or Merritt College are awarded the Sector Access Point contracts, PIC and Peralta may enter into such other and further agreements as will further the interests and intent of intention to partner to draw together the partnership between PIC and Peralta.

4. Contact Information

For purposes of this agreement, contact hereunder shall be made with:

Jowel Laguerre, Chancellor
 Peralta Community College District
 333 East 8th Street
 Oakland, CA 94606
 (510) 466-7200

Richard de Jauregui, Director of Planning
 Oakland Private Industry Council
 1212 Broadway, Suite 100
 Oakland, CA 94612
 (510) 768-4402

Signed: 	Signed: 
Name: Gay Plair Cobb	Name: Jowel C. Laguerre, Ph.D.
Title: Chief Executive Officer	Title: Chancellor
Date: 3/9/16	Date:
Oakland Private Industry Council	Peralta Community College District



March 3, 2016

City of Oakland
Office of Economic & Workforce Development
250 Frank Ogawa Plaza, Suite 3315
Oakland, CA 94612

To Whom it May Concern,

This letter of agreement establishes the intention for The Unity Council and Peralta Community College District to work together if funds are awarded from WIOA for The Unity Council's proposal for the Comprehensive One-Stop Career Center, Sector Access Points, and Youth Employment Program and/or if Laney College and/or Merritt College are awarded WIOA grants to serve as Sector Access Points.

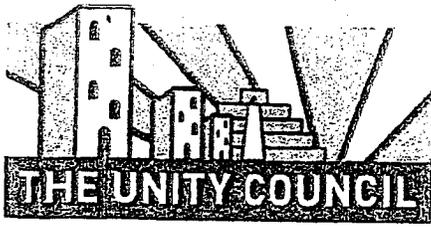
Peralta Community College District serves northern Alameda County at four campuses. They offer adult education & literacy, trade adjustment assistance, and career training programs.

Peralta Community College District is a longstanding partner of The Unity Council. Not only is a Merritt College satellite campus located at our headquarter building, but we've partnered numerous times on our workforce development programs including the Healthcare Sector Career Initiative, Multicultural One-Stop Career Center, and youth employment programs. Peralta Community College District and The Unity Council have shared referrals and services for each other's workforce programs in the past and look forward to deepening the relationship.

If funded, The Unity Council will provide career services, training services, rapid response services and unemployment assistance at their One-Stop Career Center at 1900 Fruitvale Ave. Peralta Community College District will work with The Unity Council to:

- Identify and outreach to students in need of employment or other workforce services
- Collaborate on training and education for high growth career sectors
- Partner with PCCD's career pathways trust and other initiatives to identify need for WIOA services among PCCD students
- Partner on design and delivery of bridge programs into career technical education programs
- Assist with referrals, outreach, and follow up of shared clients
- Partner to connect youth with cohort-based training; and,
- Leverage resources to improve services to all clients, including youth

The Unity Council
1900 Fruitvale Ave, Suite 2A, Oakland, CA 94601
510-535-6900 Office • 510-534-7771 Fax • www.unitycouncil.org



The Unity Council will be responsible for all data tracking and fiscal management of the grant award.

A handwritten signature in black ink, appearing to read "Chris Iglesias", written over a horizontal line.

Chris Iglesias
Chief Executive Officer
The Unity Council

A handwritten signature in black ink, appearing to read "Jowel C. Laguerre", written over a horizontal line.

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District



STEPHEN BAITER
EXECUTIVE DIRECTOR

March 14, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: *Support for the Laney and Merritt College proposals to become Sector Access Points for the Oakland Workforce Development Board as of July 1, 2016*

Dear Chancellor Laguerre,

On behalf of Workforce Development Board of Contra Costa County, I am writing to express our enthusiastic support for Laney and Merritt Colleges' proposal to serve as Sector Access Points for the Oakland Workforce Development Board (OWDB).

We are thrilled that the Peralta Colleges are proposing to leverage their deep industry sector expertise to co-ordinate sector-specific services for job-seekers, workers, and employers in all of the priority industry sectors identified by the OWDB.

The Peralta Colleges serve a critical role in Oakland's workforce eco-system, providing access to career pathway programs for youth and adult learners. Their Career Technical Education (CTE) programs serve regional employers in high-wage, high growth industries such as Information Communication Technology (ICT), Healthcare/Bioscience, Advanced Manufacturing; and Transportation and Logistics that are vital to our economy and which offer significant economic opportunities for Oakland residents.

We understand that the Colleges will be leveraging their newly created Career Centers to provide career services contextualized for their industry sectors of focus.

We look forward working with Laney and Merritt College as well as the other Peralta Colleges to coordinate this investment with the East Bay Slingshot partnership, which is focused on supporting five (5) industry sector partnerships in advanced manufacturing, biomedical, healthcare, information communications technology, and transportation/logistics, looks forward to being able to more effectively link, align, and leverage resources to support the needs of businesses and workers in the region.

Given the Peralta Colleges' commitment to maintain a highly collaborative relationship with us as well as with the to-be-named Comprehensive One-Stop career Center, we are optimistic that Oakland's workforce development assets will be well-aligned and more effective as a result of these grant awards.

Thank you for your consideration.

Sincerely

Stephen Baiter
Executive Director

March 4, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: *Support for the Laney and Merritt College proposals to become Sector Access Points for the Oakland Workforce Development Board as of July 1, 2016*

Dear Chancellor Laguerre,

On behalf of East Bay Health Workforce Partnership, I am writing to express our enthusiastic support for Laney and Merritt Colleges' proposal to serve as Sector Access Points for the Oakland Workforce Development Board (OWDB).

We are thrilled that the Peralta Colleges are proposing to leverage their deep industry sector expertise to co-ordinate sector-specific services for job-seekers, workers, and employers in all of the priority industry sectors identified by the OWBD.

The Peralta Colleges serve a critical role in Oakland's workforce eco-system, providing access to career pathway programs for youth and adult learners. Their Career Technical Education (CTE) programs serve regional employers in high-wage, high growth industries such as Information Communication Technology (ICT), Healthcare/Bioscience, Advanced Manufacturing, and Transportation and Logistics that are vital to our economy and which offer significant economic opportunities for Oakland residents.

We understand that the Colleges will be leveraging their newly created Career Centers to provide career services contextualized for their industry sectors of focus.

We look forward to actively engaging with Laney and Merritt College as well as the other Peralta Colleges in an effort to provide greater opportunities for students to pursue high growth, rewarding health career opportunities. East Bay Health Workforce Partnership is a regional coalition made up of leading health employers from all health sectors, workforce investment boards, K-16 educational institutions and health professions schools. We will define priority health workforce needs and work with the Colleges to develop corresponding career and educational pathways that will increase the number of well-prepared students getting access to, mentored and hired by local health employers.

Given the Peralta Colleges' commitment to maintain a highly collaborative relationship with us as well as with the to-be-named Comprehensive One-Stop career Center, we are optimistic that Oakland's workforce development assets will be well-aligned and more effective as a result of these grant awards. Thank you for your consideration.



Jeff Oxendine, MBA, MPH
East Bay Health Workforce Partnership Leadership Team
Associate Dean, UC Berkeley School of Public Health

March 4, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: *Support for the Laney and Merritt College proposals to become Sector Access Points for the Oakland Workforce Development Board as of July 1, 2016*

Dear Chancellor Laguerre,

On behalf of **East Bay Transportation & Logistics Partnership**, we are writing to express our enthusiastic support for Laney and Merritt Colleges' proposal to serve as Sector Access Points for the Oakland Workforce Development Board (OWDB).

We are thrilled that the Peralta Colleges are proposing to leverage their deep industry sector expertise to coordinate sector-specific services for job-seekers, workers, and employers in all of the priority industry sectors identified by the OWBD.

The Peralta Colleges serve a critical role in Oakland's workforce eco-system, providing access to career pathway programs for youth and adult learners. Their Career Technical Education (CTE) programs serve regional employers in high-wage, high growth industries such as Information Communication Technology (ICT), Healthcare/Bioscience, Advanced Manufacturing, and Transportation and Logistics that are vital to our economy and which offer significant economic opportunities for Oakland residents.

We understand that the Colleges will be leveraging their newly created Career Centers to provide career services contextualized for their industry sectors of focus.

We look forward to actively engaging with Laney and Merritt College as well as the other Peralta Colleges in an effort to:

- **Work with the over 90 companies in East Bay Transportation & Logistics Partnership-- including Port of Oakland, Matson Logistics, Dreisbach Enterprises, GSC Logistics, and Impact Transportation—to build a well-functioning regional talent pipeline;**
- **Take action on the priority of these companies, which is to build a regional pipeline in which students are connected to training resources and job opportunities, and companies are connected to the talent pool they need, when they need it (Laney and Merritt Colleges and OWDB are on the leadership team for the Partnership).**

Given the Peralta Colleges' commitment to maintain a highly collaborative relationship with us as well as with the to-be-named Comprehensive One-Stop career Center, we are optimistic that Oakland's workforce development assets will be well-aligned and more effective as a result of these grant awards.

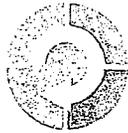
Thank you for your consideration.

Sincerely,

Alyson Greenlee
East Bay Transportation & Logistics Partnership

Petral PJ Shelton

PJ Shelton
Deputy Sector Navigator
Global Trade & Logistics



THE CALIFORNIA COMMUNITY COLLEGES
Doing What Matters™
FOR JOBS AND THE ECONOMY

March 4, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: *Support for the Laney College proposal to become a Sector Access Point for the Oakland Workforce Development Board as of July 1, 2016*

Dear Chancellor Laguerre,

As the Bay Area Deputy Sector Navigator (DSN) for advanced manufacturing workforce development in the California Community Colleges, I am writing to express my support for the Laney College proposal to serve as a Sector Access Point for the Oakland Workforce Development Board (OWDB).

My role in the community colleges is regional, but I am hosted at Laney College and work closely with the Career Technical Education faculty here. I get to see everyday the work they do in helping students succeed in their educational and life goals. These faculty work collaboratively with each other, as well as with the high schools and community based organizations in Oakland, to recruit and support local residents in our programs.

In addition, I have been involved with Laney grants that have worked with the workforce development boards. Grants such as the Introduction to Manufacturing grant and TAACCT have shown us the possibilities of how close collaboration with the WDB's can enhance the success of our students and the customers the WDB's serve.

Having the Sector Access Point for Oakland located at the community college would be a tremendous opportunity. The expertise that Laney has in developing and offering educational programs, as well as in working with industry, combined with the OWDB's services and experience would be highly beneficial in supporting students and those seeking jobs. An access point at Laney will also give expanded opportunities for me to work more closely with OWDB on manufacturing issues, which will in turn help improve career options for Oakland residents in the manufacturing sector.

Thank you for your consideration and please feel free to contact me should you need any further information.

Sincerely,

Mark Martin
Bay Area Deputy Sector Navigator (Regional Director), Advanced Manufacturing
California Community Colleges
markmartin@peralta.edu 650.248.7728



March 4, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: *Support for the Laney and Merritt College proposals to become Sector Access Points for the Oakland Workforce Development Board as of July 1, 2016*

Dear Chancellor Laguerre,

On behalf of Biomedical Manufacturing Network, I am writing to express our enthusiastic support for Laney and Merritt Colleges' proposal to serve as Sector Access Points for the Oakland Workforce Development Board (OWDB).

We are thrilled that the Peralta Colleges are proposing to leverage their deep industry sector expertise to co-ordinate sector-specific services for job-seekers, workers, and employers in all of the priority industry sectors identified by the OWDB.

The Peralta Colleges serve a critical role in Oakland's workforce eco-system, providing access to career pathway programs for youth and adult learners. Their Career Technical Education (CTE) programs serve regional employers in high-wage, high growth industries such as Information Communication Technology (ICT), Healthcare/Bioscience, Advanced Manufacturing, and Transportation and Logistics that are vital to our economy and which offer significant economic opportunities for Oakland residents:

We understand that the Colleges will be leveraging their newly created Career Centers to provide career services contextualized for their industry sectors of focus.

We look forward to actively engaging with Laney and Merritt College as well as the other Peralta Colleges in an effort to further connect our 500+ biomedical manufacturing companies to their educational resources and their graduates. Our companies need well-trained graduates for business and technical positions as they grow their operations in the region.

Given the Peralta Colleges' commitment to maintain a highly collaborative relationship with us as well as with the to-be-named Comprehensive One-Stop career Center, we are optimistic that Oakland's workforce development assets will be well-aligned and more effective as a result of these grant awards.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory Theyel". The signature is fluid and cursive, written over a faint horizontal line.

Gregory Theyel, Ph.D.
Director, Biomedical Manufacturing Network

AUTOMOTIVE INDUSTRY APPRENTICESHIP TRUST FUND

Established and Administered by the Major Employer Associations and the Automotive Machinists Union Local 1546, Automotive Lodge 1173, and Automotive Machinists Union Local 1414 (San Francisco and Marin Counties) of International Association of Machinists and Aerospace Workers for the purpose of Educating and Training Apprentices.

8130 BALDWIN STREET
OAKLAND, CALIFORNIA 94621
Phone (510) 569-8450
Fax (510) 569-8452

March 1, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: *Support for the Laney and Merritt College proposals to become Sector Access Points for the Oakland Workforce Development Board as of July 1, 2016*

Dear Chancellor Laguerre,

On behalf of Automotive Industry Apprenticeship Trust Fund the Non-Profit arm of the Northern California Automotive and Machinists Joint Apprenticeship Committees, I am writing to express our enthusiastic support for Laney and Merritt Colleges' proposal to serve as Sector Access Points for the Oakland Workforce Development Board (OWDB).

Because of our long-term relationship we are thrilled that the Peralta Colleges are proposing to leverage their deep industry sector expertise to co-ordinate sector-specific services for job-seekers, workers, and employers in all of the priority industry sectors identified by the OWDB.

We know that the Peralta Colleges serve a critical role in Oakland's workforce eco-system, providing access to career pathway programs for youth and adult learners because they have been a key partner in our apprenticeship programs. Their Career Technical Education (CTE) programs serve regional employers in high-wage, high growth industries such as Information Communication Technology (ICT), Healthcare/Bioscience, Advanced Manufacturing, and Transportation and Logistics that are vital to our economy and which offer significant economic opportunities for Oakland residents.

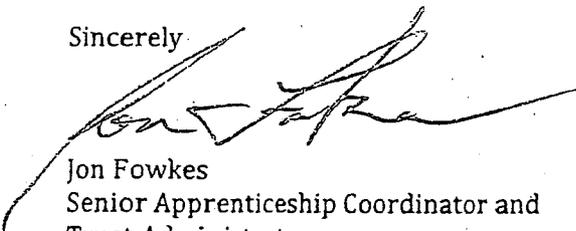
We understand that the Colleges will be leveraging their newly created Career Centers to provide career services contextualized for their industry sectors of focus.

We look forward to actively engaging with Peralta Colleges by leveraging the relationship that our apprenticeship program has developed over the past decade with Laney College and College of Alameda. We have actively supported their CTE programs and will continue to work closely with the Peralta Colleges to reach out to the best and the brightest candidates to fill the well-paying career oriented apprenticeship positions in Advanced Manufacturing and Transportation. We believe this is a key component in the sustainability of not only our program but the future of the industries we serve.

Given the Peralta Colleges' commitment to maintain a highly collaborative relationship with us as well as with the to-be-named Comprehensive One-Stop career Center, we are optimistic that Oakland's workforce development assets will be well-aligned and more effective as a result of these grant awards.

Thank you for your consideration.

Sincerely

A handwritten signature in black ink, appearing to read "Jon Fowkes", written over a horizontal line.

Jon Fowkes
Senior Apprenticeship Coordinator and
Trust Administrator
Automotive Industry Apprenticeship Trust Fund and
Northern California Automotive and Machinists
Joint Apprenticeship Committees



California Tooling & Machining Apprenticeship
Association
200 Douglas Street – C/O Petaluma Adult School
Petaluma, CA 94952

March 4, 2016

Jowel C. Laguerre, Ph.D.
Chancellor
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

REF: Support for the Laney and Merritt College proposals to become Sector Access Points for the Oakland Workforce Development Board as of July 1, 2016

Dear Chancellor Laguerre,

On behalf of CTMAA – and our Board of Directors, I am writing to express our support for Laney and Merritt Colleges' proposal to serve as Sector Access Points for the Oakland Workforce Development Board (OWDB).

We believe the Peralta Colleges have demonstrated relevant manufacturing sector expertise to coordinate specific services for job-seekers, workers and employers in manufacturing and transportation -two of the priority industry sectors identified by the OWBD.

The Peralta Colleges are an integral part of Oakland's manufacturing community, providing access to career pathway programs for youth and adult learners. Their Career-Technical Education (CTE) programs serve regional employers in high-wage, high growth industries including Advanced Manufacturing, and Transportation and Logistics that are vital to our economy and that offer significant economic opportunities for Oakland residents.

We understand that the Colleges will be leveraging their newly created Career Centers to provide career services attuned to their industry sectors of focus.

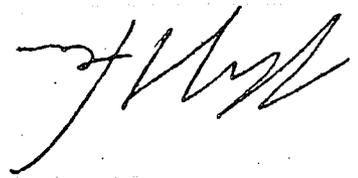
We look forward to actively engaging with Laney and Merritt College as well as the other Peralta Colleges. Specifically, as we have in the past we intend to:

- Support outreach, building awareness and promoting career technical pathways for advanced manufacturing and transportation by engaging with both manufacturers (employers) and secondary schools;
- We'll increase our existing efforts to assist Peralta Colleges to offer relevant apprenticeship offerings in advanced manufacturing and transportation – through building strong relationships between employers and college instructors.

We look forward to a continuing and expanding relationship with the Peralta Colleges - and the to-be-named Comprehensive One-Stop career Center. CTMAA believes that Oakland's workforce will benefit, and our employment picture will brighten as a result of these grant awards.

Thank you for your consideration.

Sincerely,



Dick Herman
Secretary of the Board and Apprenticeship Program Coordinator
California Tooling & Machining Apprenticeship Association



CONTRACTOR ACKNOWLEDGEMENT OF CITY OF OAKLAND CAMPAIGN CONTRIBUTION LIMITS
FOR CONSTRUCTION, PROFESSIONAL SERVICE & PROCUREMENT CONTRACTS

To be completed by City Representative prior to distribution to Contractor

City Representative _____ Phone _____ Project Spec No. _____

Department _____ Contract/Proposal Name _____

This is an Original Revised form (check one). If Original, complete all that applies. If Revised, complete Contractor name and any changed data.

Contractor Name Merritt College Phone (510) 436-2515

Street Address 12500 Campus Drive City Oakland State CA Zip 94619

Type of Submission (check one) Bid Proposal Qualification Amendment

Majority Owner (if any). A majority owner is a person or entity who owns more than 50% of the contracting firm or entity.

Individual or Business Name Peralta Community College District Phone (510) 466-7389

Street Address 333 E. 8th Street City Oakland State CA Zip 94606

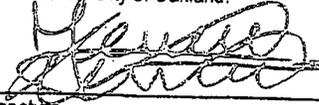
The undersigned Contractor's Representative acknowledges by his or her signature the following:

The Oakland Campaign Reform Act limits campaign contributions and prohibits contributions from contractors doing business with the City of Oakland and the Oakland Redevelopment Agency during specified time periods. Violators are subject to civil and criminal penalties.

I have read Oakland Municipal Code Chapter 3.12, including section 3.12.140, the contractor provisions of the Oakland Campaign Reform Act and certify that I/we have not knowingly, nor will I /we make contributions during the period specified in the Act.

I understand that the contribution restrictions also apply to entities/persons affiliated with the contractor as indicated in the Oakland Municipal Code Chapter 3.12.080.

If there are any changes to the information on this form during the contribution-restricted time period, I will file an amended form with the City of Oakland.



Signature

03/09/2016
Date

Jowel C. Laguerre, Ph.D.
Print Name of Signer

Chancellor, PCCD
Position

To be Completed by City of Oakland after completion of the form.

Date Received by City: ___/___/___ By _____

Date Entered on Contractor Database: ___/___/___ By _____

WORKPLAN/TIMELINE

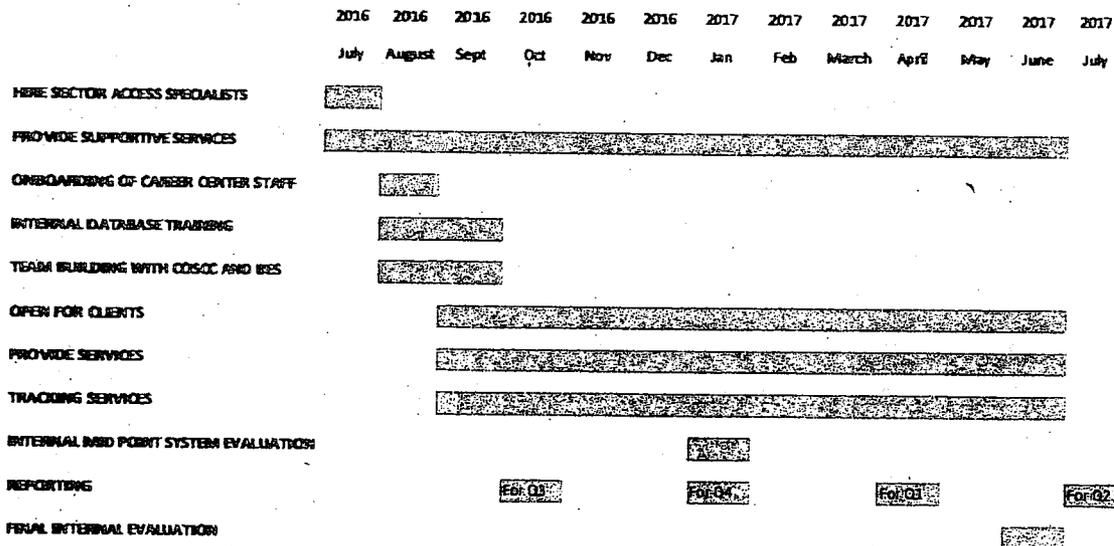
Proposed Activities

Merritt College proposes **hiring** 1.5 full-time Sector Access Specialists to coordinate sector-specific services for job-seekers, workers, and employers in one or more of OWDB's priority industry sectors. Merritt College proposes to **provide contextualized career services, supportive services** and to connect job-seekers and workers to sector-related training, education, and supports, as well as employment.

Working closely with Merritt's CTE Dean, Employment Services Manager, and CTE faculty and student services personnel, the Sector Access Specialists will facilitate the College's responsibility for providing sector-specific Individualized and Contextualized Career and Training Services. **In collaboration with the Comprehensive One Stop Career Center and Business Engagement Services Contractor**, Merritt College will also help provide industry sector-specific services to adults and dislocated workers, including those affected by the need for Rapid Response Services during a layoff or closure.

The Specialists will **track** and coordinate outreach and marketing activities, provide orientation, matriculation, enrollment, college and career planning, and career preparation and placement services provided by the College and its partners. Services will be delivered at Merritt College according to the following timeline:

Merritt College-based Sector Access Point Grant Work Plan/Timeline



Merritt College's CTE Dean and Employment Services Manager (separately funded) will support the OWDB-funded Sector Access Specialist in monitoring, tracking, and reporting services as well as performing mid-point and final **evaluations** of the College's ability to meet its stated performance outcomes.

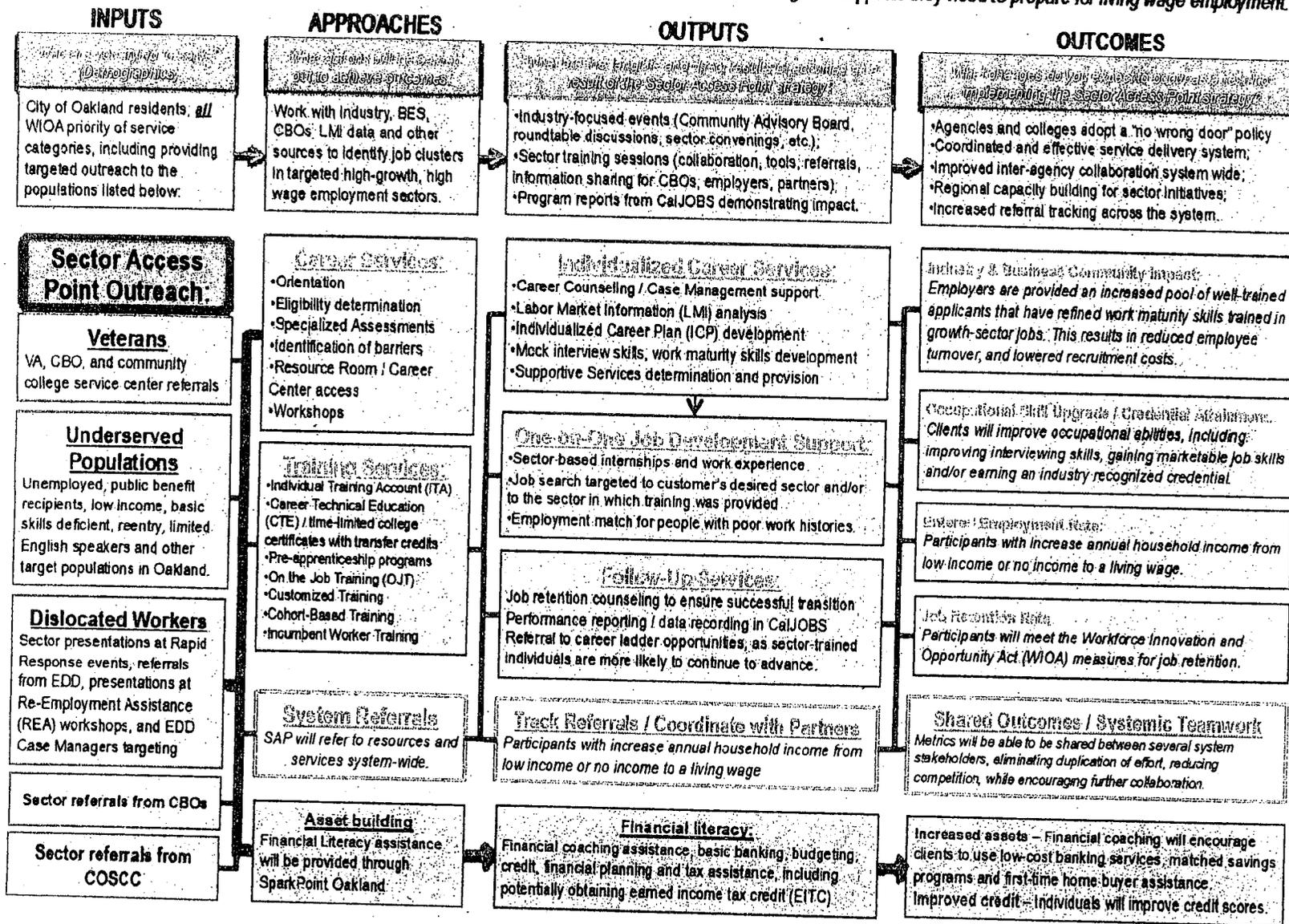
Attachment C: Service Elements Delivery Plan

Element	Are you directly providing this element?	If your agency is NOT directly providing this element, state who you will be partnering with to provide this element.	Is a formal linkage agreement in place?
1. Outreach to Veterans, Dislocated Workers, and other WIOA-eligible underserved populations, including: unemployed, public benefit recipients, low income, basic skills deficient, reentry, limited English speakers and other target populations in Oakland.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Career Services, including: orientation, eligibility determination, specialized assessments, identification of barriers, resource room access and workshops.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Training Services: Individual Training Account (ITA), Career Technical Education (CTE) / time-limited college certificates with transfer credits, industry specific certification, Pre-apprenticeship programs, On the Job Training (OJT), Customized Training, Cohort-Based Training, and Incumbent Worker Training.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Labor Market Information (LMI) about career options in high-growth/high-wage industry sectors and occupations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Occupational skill training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors and occupations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Sector-specific job development support: Job search targeted to customer's desired sector and/or to the sector in which training was provided.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Supportive Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Follow-up Services for a minimum 12-month period	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Career ladder advancement – referring retained customers to second-tier employment opportunities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Financial Literacy education, asset building, credit counseling and financial coaching services:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SparkPoint Oakland	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Entrepreneurial skills training	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SBDC	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Attachment D

Sector Access Point (SAP) Client Flow Chart

Contextualized career services in prioritized industry sectors, connecting job seekers to the training and supports they need to prepare for living wage employment.



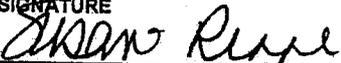


Performance Outcome Form

WIOA Performance Measure	Adult	Dislocated Worker	Notes
Enrollment Goals: The total number of people that are enrolled into Career Services at the Sector Access Point.	72	44	<i>Trends are expected to see increased need to serve Adult (i.e. multiple barrier populations) as the DW need is somewhat lessened (i.e. lower unemployment).</i>
Entered employment: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.	77%	81%	<i>Change from WIA to WIOA; additional 1 quarter reporting expectation</i>
Employment retention: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.	82%	89%	<i>Change from WIA to WIOA; additional 1 quarter reporting expectation</i>
Earnings change: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.	\$22,500	\$27,750	<i>Not average annual income (several participants will come in as low to moderate income); measured as median earnings <u>increase</u>.</i>
Credential rate: The percentage of participants who obtain a recognized industry credential, or its recognized equivalent, during participation in or within 1 year after exit from the program.	70%	76%	<i>Including: Industry certification, license or apprenticeship certificate attainment. Pathway Associate degree attainment.</i>

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
 STD. 204 (Rev. 6-2003)

1	<p>INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p>		
2	<p>PAYEE'S LEGAL BUSINESS NAME (Type or Print) PERALTA COMMUNITY COLLEGE DISTRICT</p>		
	<p>SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)</p>		<p>E-MAIL ADDRESS</p>
	<p>MAILING ADDRESS 333 E. 8th STREET</p>		<p>BUSINESS ADDRESS</p>
	<p>CITY, STATE, ZIP CODE OAKLAND, CA 94606</p>		<p>CITY, STATE, ZIP CODE</p>
3	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 94-11590799</p>		<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>
PAYEE ENTITY TYPE	<p> <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR <input type="checkbox"/> CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input checked="" type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS </p>		
CHECK ONE BOX ONLY	<p> <input type="checkbox"/> ENTER SOCIAL SECURITY NUMBER: _____ <small>(SSN required by authority of California Revenue and Tax Code Section 18646)</small> </p>		
	<p> <input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached. </p>		
4	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p>		
5	<p>AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) SUSAN RINNE</p>		<p>TITLE INTERIM VICE CHANCELLOR</p>
	<p>SIGNATURE </p>	<p>DATE 3/9/15</p>	<p>TELEPHONE (510) 466-7220</p>
6	<p>Please return completed form to:</p> <p> Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: () _____ Fax: () _____ E-mail Address: _____ </p>		

EVIDENCE OF COVERAGE

DATE (MM/DD/YYYY)
8/24/2016

This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the memoranda listed below.

MEMORANDUM NUMBER: 107

JOINT POWERS AUTHORITY (JPA)
Alliance of Schools for Cooperative Insurance Programs
16550 Bloomfield Avenue
Cerritos, CA 90703

www.ASCIP.org

CONTACT NAME: Mr. Fritz J. Heirich, Chief Executive Officer
PHONE: (562) 404-8029

JPA MEMBER

Peralta Community College District
333 E. 8th Street
Oakland CA 94606

This is to certify that the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Memorandum of Coverages on insurance listed below have been issued to the Covered Party named above for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages afforded by the Memorandum of Coverages described herein are subject to all the terms, exclusions, and conditions of such Memorandum of Coverages.

TYPE OF COVERAGE	ADDL INSR	MEMORANDUM NUMBER (MOC)	POLICY EFF (MM/DD/YYYY)	POLICY EXP 12:01a.m.	LIMIT OF LIABILITY / COVERAGE
GENERAL LIABILITY					
<input checked="" type="checkbox"/> OCCURRENCE	✓	MOC #107	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT PER OCCURRENCE \$ \$5,000,000
<input checked="" type="checkbox"/> Personal Injury					AGGREGATE \$ N/A
<input checked="" type="checkbox"/> Errors & Omission					\$
<input checked="" type="checkbox"/> Employment Practices					\$
AUTOMOBILE LIABILITY					
<input checked="" type="checkbox"/> AUTOMOTIVE PHYSICAL DAMAGE	✓	MOC #107	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT PER OCCURRENCE \$ \$5,000,000
<input checked="" type="checkbox"/> COMPREHENSIVE / COLLISION					ACTUAL CASH VALUE \$
<input type="checkbox"/> ANY AUTO					\$
<input checked="" type="checkbox"/> Owned Auto					\$
<input checked="" type="checkbox"/> Hired Auto					\$
PROPERTY					REPLACEMENT COST SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS
<input type="checkbox"/> BUILDING / CONTENTS					\$
<input type="checkbox"/> FIRE, THEFT, RENTAL INTERRUPTION					\$
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A				
<input checked="" type="checkbox"/> WC STATUTORY LIMITS		MOC #107	7/1/2016	7/1/2017	EACH ACCIDENT \$ \$1,000,000
					PER EMPLOYEE \$ \$1,000,000
					POLICY LIMIT \$ \$1,000,000
OTHER					SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS
<input type="checkbox"/> EMPLOYEE DISHONESTY (CRIME)					\$
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$

ADDITIONAL REMARKS:
As respects to SAP Contract with Merritt College

CERTIFICATE HOLDER

City of Oakland
Attn: Enjema Hudson
250 Frank H. Ogawa Plaza, Suite 4344
Oakland CA 94602

CANCELLATION
Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, ASCIP will mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon ASCIP, its agents, or representatives.



AUTHORIZED REPRESENTATIVE: Fritz J. Heirich

*ASCIP is a joint powers authority pursuant to Article 1 (commencing with Section 6500) Chapter 5 of Division 7 of Title 1 of the Government Code and Sections 39603 and 81603 of the Education Code. Rev 5-97

Additional Covered Party Endorsement

District: Peralta Community College District

Endorsement No.

31478169

Additional Covered Party:

City of Oakland
Its council members, directors, officers, agents and employees

Description of Operations, Vehicle, or Property:

As respects to SAP Contract with Merritt College

Coverage Period:

Effective: 7/1/2016

Expires 12:01 a.m.: 7/1/2017

The coverage provided to the Covered Party is hereby extended by this endorsement to the Additional Covered Party named above in accordance with the provisions contained in the Memorandum of Coverage (MOC). The coverage extended hereby applies only with respect to liability arising out of activities in the Description of Operations, Vehicle, or Property noted above. It is intended by ASCIP in issuing this endorsement to defend and/or indemnify the Additional Covered Party only if the District is solely negligent. In issuing this endorsement, ASCIP intends and agrees to extend coverage pursuant to the terms and conditions of the MOC to the Additional Covered Party named above only to the extent that the Additional Covered Party faces liability arising out of claims, demands, or lawsuits claiming money damages on account of bodily injury or property damage as defined and limited in the ASCIP MOC. The limits of liability extended to the Additional Covered Party listed above is \$5,000,000 per occurrence for liability.



Authorized Representative: _____

Date Issued: 8/24/2016

ASCIP is a joint powers authority pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code and Sections 39603 and 81603 of the Education Code.

Rev 5/97