

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# CITY OF OAKLAND

## AGENDA REPORT

2011 MAR 29 PM 6:27

**TO:** Office of the City Administrator  
**ATTN:** Dan Lindheim  
**FROM:** Community and Economic Development Agency  
**DATE:** April 5, 2011

**RE:** Discussion And Possible Action On The Status Of Oakland Workforce Investment Act Contracts, Allocations, And Spending In The Current Fiscal Year, And A Resolution Amending Resolution No. 83122 C.M.S. Authorizing Contracts Under The Workforce Investment Act For Adult And Dislocated Worker Training And Employment Services, To Change The Initial Contract Completion Dates From June 30, 2012, To December 31, 2011, And Allow For A Negotiated Six-Month Extension

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### SUMMARY

This supplemental report discusses the status of the Workforce Investment Act's (WIA) Fiscal Year 2010-2011 contracts. On January 3, 2011 the City of Oakland assumed its role as the System Administrator. The City of Oakland is now the contracting entity with all of WIA service providers. In December 2010, the Oakland WIB and City Council (with the exception of the One Stop Operator and the One Stop Comprehensive Career Center contracts) approved the following contracts:

Services	Organization	Amount
One Stop Operator	Oakland Private Industry Council	\$ 330,000
One Stop Career Comprehensive	Oakland Private Industry Council	\$1,100,000
One Stop Affiliate	The English Center	\$ 230,000
One Stop Affiliate	Lao Family	\$ 205,000
One Stop Affiliate	Unity Council	\$ 315,000
Youth Service Provider	Children's Hospital	\$ 68,294 + Youth Supportive Services and Wages
Youth Service Provider	Lao Family	\$ 142,641 + Youth Supportive Services and Wages
Youth Service Provider	Pivotal Point Youth Services	\$ 116,882 + Youth Supportive Services and Wages
Youth Service Provider	Scotlan Youth and Family Services	\$ 102,212 + Youth Supportive Services and Wages

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Youth Service Provider	Spanish Speaking Citizen Foundation	\$ 65,088 + Youth Supportive Services and Wages
Youth Service Provider	Youth Employment Partnership (In School)	\$ 83,122 + Youth Supportive Services and Wages
Youth Service Provider	Youth Employment Partnership (Out of School)	\$ 131,510 + Youth Supportive Services and Wages
Youth Service Provider	Youth Uprising	\$ 64,297 + Youth Supportive Services and Wages

## BACKGROUND

On July 17, 2010 the Oakland Workforce Investment Board (OWIB) voted to approve the extension of the Oakland Private Industry Council's (OPIC) American Reinvestment and Recovery Act (ARRA) contract as the System Administrator for an additional six months—until June 30, 2011. The OWIB also voted to extend PIC's System Administrator contract and One Stop Operator Fiscal Year (FY) 2009-2010 Formula contract for an additional six months—until December 1, 2010. All three contract extensions were “no-cost” extensions. On July 1, 2010, \$3,423,834.00 remained in ARRA funds and \$2,215,646.00 remained in FY09-10 formula funds, totaling \$5,638,480.00 to be spent from July 1, 2010 to December 31, 2010. This amount is approximately the same amount as OWIB annual allocation, except with six months to spend versus one year.

On June 23, 2010 the Oakland PIC reported to the Oakland WIB Quality Assurance Committee on WIA Formula 09-10 funds that had yet to be expended. Information below on funding expended and available out of carryover WIA 09-10 Formula funds into FY10-11 for the three One-Stop Affiliates is taken from the report presented at the Quality Assurance meeting:

WIA FORMULA FY 09-10 FUNDS	Original Contract Amount (FY2009- 2010)	Y-T-D Expenditures (through 5/31/2010)	Funds remaining as of 6/1/2010
English Center	\$ 150,000.00	\$147,993.34	\$ 2,006.66
Lao Family	\$ 200,000.00	\$171,224.00	\$ 28,776.00
Unity Council	\$ 300,000.00	\$248,425.40	\$ 51,574.60

Based on a review by Oakland WIB staff of the contracts and invoices contained in Oakland PIC's draw-down requests approved by the City from 9/23/2010 through 2/16/2011, the three

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Affiliates had the following amount of funding remaining as of 7/1/2010 under their active ARRA contracts for One-Stop services:

ARRA	Original Contract Amount	Y-T-D Expenditures through 6/30/2010	Funds remaining as of 7/1/2010
English Center	\$211,222.00	\$0.00	\$211,222.00
Lao Family	\$211,222.00	\$88,185.00	\$123,037.00
Unity Council	\$211,222.00	\$32,687.87	\$178,534.13

The City of Oakland and the Oakland WIB made the determination that the combined amount of funding remaining from the ARRA contract and carry-forward 09-10 Formula funding was sufficient to cover the operational costs of the three One-Stop Affiliates, as well as the Comprehensive Career Center, during the six month period of 7/1/2010 through 12/31/2010.

WIA FY09-10 and ARRA COMBINED	Combined Contract Amounts	YTD Expenditures	Funds Remaining
English Center	\$361,222.00	\$147,993.34	\$213,228.66
Lao Family	\$411,222.00	\$259,409.00	\$151,813.00
Unity Council	\$511,222.00	\$281,113.27	\$230,108.73

With the FY10-11 formula funds, the OWIB voted to procure new contracts and to issue an RFP for One Stop services. The procurement was completed on December 1, 2010. During this time, the City asked the OPIC to issue a directive to the One Stop Affiliates to co-enroll all their formula and ARRA clients to expedite ARRA spend down. The City also asked the subcontractors to send a copy of all their invoices to the City.

On December 8, 2010, the OPIC informed the former Mayor's office that they would proceed with executing contracts with the Affiliates for the duration of July 1, 2010 – December 31, 2010. At that time, the Mayor's office communicated to the OPIC that the City intended to execute the Affiliate contracts for the FY10-11 formula funds. The WIB made clear that it wanted to only obligate the remaining formula FY 09-10 and ARRA funds.

However, the OPIC sent contract modifications out on December 9, 2010 to cover the program period July 1, 2010 through December 31, 2010 to the Affiliates. All three Affiliates (Unity Council, Lao Family Development Corporation, and the English Center) signed their contracts and returned them to the PIC. The Affiliates never received copies of the executed contracts, nor were they informed that the OPIC had no intention to execute the contracts until the next Service Provider's meeting. During this time each of the Affiliates held two separate contracts with the OPIC: 1) WIA FY09-10 Formula contract and 2) ARRA contract.

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The Oakland Private Industry Council acted without authority to issue new contracts using FY 10-11 formula funds to the three One Stop Affiliates (Unity Council, Lao Family, and the English Center), aka “the Affiliates,” for the period of July 1, 2010 to December 31, 2010. The Affiliates provided employment services to jobseekers with the understanding that the OPIC would execute a contract. The OPIC failed to notify the Affiliates that they were not going to execute the contracts until January 14, 2011. The OPIC has not offered a resolution to this matter; which the City as the new administering entity of the contracts must now address.

At the January 14, 2011 Service Provider’s meeting, the Affiliates were informed by the OPIC that they would not reimburse the Affiliates for expenses incurred from July 1, 2010 to December 31, 2010.

The City has had a long history of contracting out all services and administrative functions of the workforce investment funds. However, for many years the California Employment Development Department (the granting entity) has urged the City of Oakland to take a more robust role in fiscal and program monitoring. On January 3, 2011 the City assumed the role as the OWIB’s System Administrator. The System Administration functions include: ensuring federal, state and local compliance, monitoring of expenditure to all grant recipients, monitoring and oversight of programs funded by WIA. The change to the OWIB administrative structure was approved by then-Mayor Dellums, the OWIB in a vote on August 12, 2010, and the City Council in a vote on October 15, 2010.

## **KEY ISSUES AND IMPACTS**

In Fiscal Year 2009—2010, the OWIB’s budget doubled from approximately \$6M to \$12M. As such, the State mandated a priority for all Local Workforce Investment Areas to spend down on the American Recovery and Reinvestment Act (ARRA) dollars. The City of Oakland has followed that directive to prioritize ARRA spend down. The City of Oakland has recently met its obligation to spend down ARRA funds and will begin to draw down on the FY10-11 Formula funds.

The One Stop Operator contract has been executed and grantee has been trained on how to submit for reimbursements through the City. The One Stop Operator is responsible for enrolling and certifying clients from the One Stop Comprehensive Career Center, One Stop Affiliates, and the Youth Service Providers.

The One Stop Comprehensive Career Center contract has been executed, and the grantee has been trained on how to submit for reimbursements through the City. Up until recently, it has been drawing down on ARRA funds.

One Stop Affiliates contracts have been executed and the grantees have been trained on how to submit for reimbursements through the City.

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Youth Service Provider contracts have all been executed with the exception of the contracts with Children's Hospital (due to its internal legal review process) and Youth Employment Partnership's (YEP) Out of School Youth (in negotiations). The Youth Service Providers have been trained on how to submit their reimbursements through the City. Because there have been many delays in completing these contracts, the City has written into their contracts the option to submit for advance payment up to 25% of their respective contract amounts. It is the intent of the City to make those advances available to the providers by April 5, 2011.

Below is the timeline of events on the Youth Service Provider contracts:

1. The City received the notification of WIA Youth allocation in April of 2010.
2. The OPIC as the System Administrator released the Request for Proposal (RFP) for July 19, 2011 with a due back date of August 16, 2010 and the start date of October 1, 2010.
3. The OPIC completed their review process in November of 2010.
4. The first result was appealed, based on a process that was outlined in the RFP. A hearing was administered by the OPIC, which rendered a ruling.
5. The ruling was subsequently appealed to the City, which administered an investigation and proposed a cure. The cure recommended was to review all of the proposals with a new and independent review panel.
6. The Oakland WIB accepted the result of the new review process on December 1, 2010.
7. The City Council authorized staff to enter into contracts on December 21, 2010.
8. On January 3, 2011, the City assumed its role as the System Administrator and began the development of the Youth Service Providers contracts.
9. Youth Service Provider contracts were fully executed in early March of 2011, with the exception of Children's Hospital and YEP's Out of School Youth. Youth Service Providers can now access 25% of their contracts.

Staff has had multiple meetings with the youth service providers to keep them informed and updated in the contracting process.

*Attachment A* to this supplemental report is the FY 10-11 Oakland WIB Budget.

## PROGRAM DESCRIPTION

Oakland's network of Comprehensive and Affiliate One-Stop Career Centers are the primary entities for delivering WIA services to adults, dislocated workers, and youth seeking assistance, guidance, support and training towards the end of gaining employment. All One-Stop Sites in Oakland are required to provide WIA core, intensive, and training services to universal and

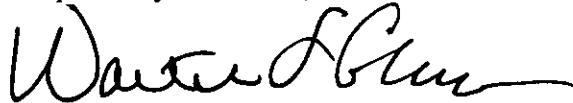
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WIA enrolled jobseekers. The City of Oakland, in partnership with the Oakland WIB and the various service providers, seeks to provide the business community with a well-trained and job-ready workforce.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff requests that the Council adopt the resolution which accompanies this agenda item.

Respectfully submitted,



Walter S. Cohen, Director

Community and Economic Development Agency

Reviewed by:

John R. Bailey, WIB Executive Director

Prepared by:

Bouapha Toommaly, Workforce Development Coordinator  
Workforce Development Unit

**FORWARD TO THE  
CITY COUNCIL:**

  
Office of the City Administrator

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# **ATTACHMENT A**

# CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor  
Honorable Ronald V. Dellums  
Mayor

(510) 238-3141  
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August 9, 2010

To: The Oakland Workforce Investment Board

Through: WIB Chair, Greg Hodge

From: Theo Oliphant, Director of Oakland Public Private Partnership, on behalf Of Mayor Dellums

RE: WIB Budget for Program Year 2010-2011

Under Mayor Dellums, the City of Oakland has made workforce development a top priority. We recognize that a healthy workforce is an imperative for a robust, sustainable economic development strategy that supports both our businesses and workforce, while enhancing the quality of life for Oakland residents and visitors.

This budget represents a fundamental shift in the policy and organizational direction for the Oakland Workforce Investment Board. In the FY10-11 budget, the City will assume a more active role in carrying out its fiduciary responsibility as the System Administrator for the WIB. This is a shift that has been long in the making:

We believe that this new direction will allow the WIB to modernize Oakland's workforce system and meet its responsibilities to both set policy and monitor WIA funds and programs. The recent monitoring reviews by the State Inspector General, the State EDD and the pending review by the Department of Labor all highlight the need for the City and the WIB to more actively monitor the programs under WIA and ARRA. With the proposed budget and realignment of fiscal management within the City administrative structure, the City and WIB will be able to meet the core functions of:

- Fiscal management;
- Program monitoring;
- Effective and efficient service delivery;
- Policy development; and
- Strategic planning and program development

Under this new structure, the WIB will be in a better position to effectively collaborate in the City's economic and workforce initiatives. The Oakland WIB staff will be housed in the Community Economic Development Agency. This will allow WIB staff to work closely with the City's economic development staff. The integration of economic and workforce development initiatives will strengthen our local economy by improving our positioning with businesses and giving resident jobseekers the best opportunity for gainful employment. This level of coordination with business community will provide the WIB with timely labor market information to help shape programming and policy to reflect the real-time job opportunities available in Oakland. We believe that the Board also shares this vision and we look forward to successfully implementing the new structure beginning with your approval of this proposed budget.

Attachment #6





Oakland Workforce Investment Board  
Annual Budget PY 2010 - 2011 (July 1, 2010 - June 30, 2011)

#	Line Items	Proposed FY10-11 WIA Formula Budget	ARRA FY 08-10 & WIA Formula FY 09-10 Carry Forward	Total Available Fund for PY 10-11
<b>City's Operation</b>				
1	Business and Professional Services	\$ -	\$ 426,646.00	\$ 426,646.00
2	Operation and Maintenance	\$ -	\$ 200,000.00	\$ 200,000.00
3	Rapid Response Services	\$ 100,000.00	\$ -	\$ 100,000.00
4	Fiscal Monitoring and Compliance	\$ 40,000.00	\$ 117,078.00	\$ 157,078.00
5	EEOC and ADA Compliance	\$ -	\$ 93,000.00	\$ 93,000.00
6	WIB Program Personnel	\$ 684,000.00	\$ 137,000.00	\$ 821,000.00
7	<i>City Operation Subtotal</i>	\$ 824,000.00	\$ 973,724.00	\$ 1,797,724.00
<b>One Stop Services</b>				
8	Individual Training Account & On the Job Training	\$ 400,000.00	\$ -	\$ 400,000.00
9	Adult and DW Supportive Services	\$ 350,000.00	\$ -	\$ 350,000.00
10	Innovation RFP	\$ 468,000.00	\$ -	\$ 468,000.00
11	Older Workers (ASSETS)	\$ 150,000.00	\$ 186,922.00	\$ 336,922.00
12	Adult & DW Program Services and Administration (including the one-stop affiliates)	\$ 1,758,351.00	\$ -	\$ 1,758,351.00
13	Youth One Stop (Mayor's Summer Jobs Program)	\$ 200,000.00	\$ -	\$ 200,000.00
14	Youth Wages	\$ 455,500.00	\$ -	\$ 455,500.00
15	Youth Supportive Services	\$ 194,669.00	\$ -	\$ 194,669.00
16	Youth Program Services and Administration	\$ 860,000.00	\$ -	\$ 860,000.00
17	EastBay Works	\$ 169,890.00	\$ -	\$ 169,890.00
18	System Administrator (FY 09-10 and ARRA)	\$ -	\$ 421,145.00	\$ 421,145.00
19	One Stop Operator (FY 09-10 and ARRA)	\$ -	\$ 3,587,051.00	\$ 3,587,051.00
20	<i>One Stop Subtotal</i>	\$ 5,006,410.00	\$ 4,195,118.00	\$ 9,201,528.00
<b>Rapid Response Services</b>				
21	Business Services	\$ 100,000.00	\$ 377,295.00	\$ 477,295.00
22	Outreach	\$ 20,197.00	\$ 100,000.00	\$ 120,197.00
23	Program Support	\$ 100,000.00	\$ 59,414.00	\$ 159,414.00
24	<i>Rapid Response Subtotal</i>	\$ 220,197.00	\$ 536,709.00	\$ 756,906.00
25	WIA Formula Total	\$ 6,050,607.00		
<b>Grants (Special Projects)</b>				
26	National Emergency Grant for Onthe Job Training	\$ 725,462.00	\$ -	\$ 725,462.00
27	Earmark for Green Jobs Corps	\$ 285,000.00	\$ -	\$ 285,000.00
28	High Concentration Youth Grant	\$ 83,000.00	\$ -	\$ 83,000.00
29	<i>Grant Subtotal</i>	\$ 1,093,462.00	\$ -	\$ 1,093,462.00
30	<b>GRAND TOTAL</b>	\$ 7,144,069.00	\$ 5,705,551.00	\$ 12,849,620.00



Workforce Investment Board  
*Reaching Business*



July 15, 2010

To: Oakland Workforce Investment Board  
Through: Chair, Greg Hodge  
From: Theo Oliphant, Executive Director of Office of Public Private Partnership  
On behalf Mayor Ronald V. Dellums  
Re: Proposed Oakland WIB Budget FY 10-11

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In this time of limited resource and great needs, the city government and community must come together to problem-solve. The proposed FY 10-11 budget represents a starting point for the WIB to discuss and explore solutions that will meet the demands of this record high unemployment rate and a changing economy. It is imperative that our workforce development system change to meet federal and state compliance expectations, community expectations, and business expectations. The current system was devised a decade ago, and our world has changed tremendously since. This budget represents a major policy shift for the Oakland WIB.

The proposed FY10-11 budget aims to meet the following four objectives:

1. Enable the City to meet its responsibility as the grant recipient of WIA funds to "ensure in managing programs under this subgrant including performing appropriate monitoring activities and taking prompt corrective action plan against known violations of WIA."<sup>1</sup> in the recent review by the State of California Office of the Inspector General, the report stated that the WIB needs to "more actively" oversee the Oakland PIC and its subcontractors. The proposed FY10-11 budget will allow the City to do program and fiscal monitoring. Currently, the Oakland WIB does not have the administrative structure to meet its responsibilities under WIA. In a survey sample of various WIB's, the staffing level consists of between six to twenty-two staff.<sup>2</sup> The City is proposing five staff to administer and monitor WIA programs, funding and ensure federal, state and local compliance;
2. Establish support for the Workforce Investment Board to fulfill its core function to direct policy and oversee WIA funding;

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<sup>1</sup> Subgrant between the City of Oakland and the Employment Development Department can be made available upon request.

<sup>2</sup> Attachment C: Sample of WIB organizations.

3. Integrate Oakland's workforce development strategy with our economic development strategy. This integration will happen as the City's administration of the WIB will be housed in the City's Community and Economic Development Agency (CEDA).
4. Minimally impact current programming level. In the proposed FY 10-11 budget, access to training and to supportive services will increase to meet the demands of unprecedented unemployment rate, and create space for new ideas and programs to be piloted in Oakland's workforce development system.

**REVENUES FOR FY 10-11**

**WIA FY 10-11 Revenues**

Account	Amount Allocated
Formula FY 10-11 WIA Youth	\$1,932,169.00
Formula FY 10-11 WIA Adult	\$1,929,767.00
Formula FY 10-11 WIA Dislocated Workers	\$1,467,630.00
Formula FY 10-11 WIA Rapid Response	\$330,197.00
Grant Code 113 (incentive fund)	\$8,862.00
Grant Code 153 (incentive fund)	\$15,836.00
Rapid Response fund from FY08- 09 that needs to be allocated (this was distributed at the end of the last fiscal year)	\$366,146.00
<b>Subtotal</b>	<b>\$6,050,607.00</b>
Grant Revenues: applied with various community based groups, therefore funds are encumbered per the proposals.	
NEG for On the Job Training	\$725,462.00
High Concentration Youth	\$83,000.00
Oakland Green Jobs Corps (Earmark)	\$285,000.00
<b>Subtotal</b>	<b>\$1,093,462.00</b>
<b>Total Workforce Training Dollars</b>	<b>\$7144,069.00</b>

Additionally in Fiscal Year 2009-2010, including ARRA funding the WIB will carry forward a total of \$5,730,196.00. Further breakdown of funds is attached to the narrative as attachment B.

Below is an explanation of each line item, as well as a brief explanation of the categories.

**OAKLAND'S ADMINISTRATION AND MONITORING OF WIA FUNDS**

The City of Oakland, as the grant recipient of WIA funds for the Oakland Workforce Investment Board must assume its roles and responsibilities over the administration and monitoring of all WIA expenditures.

Line Item and Cost	Description
1. Business and Professional Services (\$426,646)	System-wide coordination and support for business services and WIB initiatives and priorities (e.g. recent workforce study, new program development, etc.), technical assistance and infrastructure building. This line will bare the significant burden for the System Administration transition. We don't anticipate that this line item will remain at this level in the upcoming years.
2. Operation and Maintenance (\$200,000)	WIB meeting support, program development, supplies, membership dues, travel, equipment, periodical subscriptions, job fairs, WIB marketing etc. Staff anticipates that the cost of operation will rise with the increased number of WIB staff and activities.
3. Rapid Response (\$100,000)	In most Local Workforce Investment Areas, the governmental entity serves as the rapid response coordinator because the area's economic development efforts and business supportive service happens through the City or County. This line item will support rapid response activities such as responding to the WARN notice and Labor Market Information, liaison to the Business Assistant Center, coordination with the one-stop center, assists business lo other City based services, education regarding applicable tax credits and other available business incentives to assist in off-setting the expense of operating a business to avert layoffs, and assist with strategic workforce development planning.
4. Fiscal Monitoring and Compliance (\$157,078)	City's oversight and fiscal monitoring to ensure all fiscal compliance as mandated by the EDD. In the process of developing the City's reporting infrastructure, staff anticipates that the City's Financial Management Agency will use additional time to develop and manage new reporting systems.
5. Equal Employment Opportunity Commission and American Disability Act (ADA) Compliance (\$93,000)	This is a new mandate from EDD to ensure that all City and Service Delivery facilities are EEOC and ADA compliant. The scope of work will include self assessed monitoring review and the development of monitoring policies and procedures. This is a one-time incurred cost. This position will be assumed by the new Executive Director.
6. WIB Program Personnel (\$821,000)	<p>A total of five program personnel to administer the WIB: 1) Executive Director, 2) Program Manager (Deputy Director), 3) Program Analyst I, 4) Program Analyst III, and 5) Administrative Assistant.<sup>3</sup> This amount includes salary, benefit, rent and other shared cost of administering WIA funds. Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ Program monitoring and evaluation as required by EDD</li> <li>▪ Website maintenance and other marketing activities</li> <li>▪ Maintain Federal, state, and city compliance and reporting activities</li> <li>▪ Liaison to federal and state agencies</li> <li>▪ Program and fund development</li> <li>▪ Business service procurement</li> <li>▪ Contracting and resource sharing agreement with WIB mandated partners,</li> <li>▪ Technical assistant to service providers</li> <li>▪ Support the WIB committee meetings</li> <li>▪ Provide labor market information to policy makers, economic development staff and respond to public requests</li> </ul>

<sup>3</sup> Attachment D: proposed organizational chart and duties for each position.

	<ul style="list-style-type: none"> <li>▪ Support all WIB initiatives, produce information and analysis as requested by the Committees</li> <li>▪ Provide planning and capacity building support</li> <li>▪ Manage subcontracts</li> </ul>
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ONE STOP SERVICES

The One-Stop delivery system is a system under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (referred to as One-Stop partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.

8. Individual Training Account (ITA) and On the Job Training (OJT) (\$400,000)	To serve businesses, underemployed workers, and upgrade unemployed clients, promote job placements, and serve business customers. Please note that we have collapsed the Client training and Employer-based training into one line item. Previously, they were two separate lines. Numerical goal is to be determined.
9. Supportive Services (Adult & DW) (\$350,000)	To retain service clients and enable them to complete training and obtain employment. Numerical goals are to be determined. This includes but not limited to transportation costs, work related tools, childcare, mental healthcare. Numerical goal is to be determined.
10. Innovation RFP (\$468,000)	To fund new and innovative workforce training programs and also to expand WIA services.
11. Older Workers/ASSETS (\$336,922)	To service unemployed seniors. Numerical goals to be determined.
12. Program Administration (\$1,758,351). This amount includes the line one stop affiliates line item (previously listed as #10).	<ul style="list-style-type: none"> <li>▪ Provide program oversight for all intensive adult, dislocated worker and youth providers of service.</li> <li>▪ Provide eligibility review and determination for all participants following strict legislative guidelines. Oversee enrollment, client tracking, exit.</li> <li>▪ Assist with all federal, state, and city regulations as it pertains to funding account.</li> <li>▪ Provide account payable and review of all invoices, including support services and training for all enrolled clients.</li> <li>▪ Prepare cash draw down requests for City review and submission to the state</li> <li>▪ Prepare quarterly financial reports on all WIA-related funds</li> <li>▪ Provide payroll functions, including all wages for participants in all administered program</li> <li>▪ Maintain all legal documentation on hght to work and payroll related issues</li> <li>▪ Assist with local and/or state's monitoring/ audit reviews of fiscal and procurement matters</li> <li>▪ Rent, Insurance, Equipment, Supplies, Printing, Copying and Materials, Staff training and travel, consultant/contract services and other.</li> <li>▪ Provide services for universal and intensive services, limited - English speaking clients etc. Numerical goal to be determined.</li> </ul>
13. Youth One Stop/ Mayor's Summer Jobs Program (\$200,000)	<ul style="list-style-type: none"> <li>▪ To recruit, screen and orient youth during the summer months for the Mayor's Summer Jobs Program. Numerical goals are to be determined.</li> </ul>

14. Youth Wages (\$455,500)	▪ To provide paid work experience and wages. Numerical goals are to be determined.
15. Youth Supportive Services (\$194,669)	▪ To provide supportive services (transportation, work related tools, testing cost, and etc.)
16. Youth Program Administration (\$860,000)	▪ To provide intensive services for both in school and out of school youth. Numerical goals are to be determined.

**EASTBAY WORKS**

17. Eastbay Works (\$169,890)	EastBay Works is a network of 13 One-Stop Business and Career Centers located throughout Alameda and Contra Costa Counties. These One-Stop Career Centers are available to the entire community — businesses, job seekers, youth, and the general public — at no charge. The One-Stop Centers offer universal access to core employment services, and referrals directly to jobs, training, education or other employment services. Businesses are able to access a variety of services specifically designed to increase their competitiveness and to grow their bottom line. EASTBAY Works One-Stop Business and Career Centers are funded by the Workforce Investment Board of Alameda County, the Workforce Development Board of Contra Costa, the Workforce Investment Board of the City of Oakland and the Workforce Investment Board of the City of Richmond, and is being administered by the Oakland PIC. <sup>4</sup>
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**CARRY FORWARD FROM FISCAL YEAR 2009-2010**

These carry forwards includes ARRA fund. A detailed breakdown is illustrated in attachment B.

18. System Administrator (\$421,145)	This line item includes all costs associated the administration of one-stop services delivery.
19. One-Stop Operation (\$3,587,051)	All program costs associated with the one stop service delivery.

**RAPID RESPONSE:**

Rapid Response is a pro-active, business-focused, and flexible strategy designed for two major purposes. First, to help growing companies access an available pool of skilled workers from other companies that are downsizing or who have been trained in the skills your company needs to be competitive.

Second, to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers. Rapid Response teams will work with employers and any employee representative(s) to quickly maximize public and private resources to minimize the disruptions on companies, affected workers, and communities that are associated with job loss. Rapid Response can provide customized

<sup>4</sup> Attachment A: FY10-11 EastBay Works budget, approved by all four WIBs on July 2, 2010.

services on-site at an affected company, accommodate any work schedules, and assist companies and workers through the painful transitions associated with job loss.

<p>21. Business Services (\$477,295)</p>	<ul style="list-style-type: none"> <li>▪ Provide access to qualified applicants through the One Stop Career Link Centers</li> <li>▪ Provide access to qualified applicants through the One Stop Career Link Centers</li> <li>▪ Provide information about On-The-Job Training when skilled applicants are not readily available</li> <li>▪ Guidance to businesses regarding WARN requirements and the notification process when a workforce reduction is unavoidable</li> <li>▪ Coordination and facilitation of on-site orientations to provide information to affected employees regarding: Unemployment Insurance, COBRA Benefits, One Stop Career Link Centers, Partner Service Agencies, Skills and Interests Assessments, Education and Training Opportunities Job Placement Assistance</li> </ul>
<p>22. Outreach</p>	<ul style="list-style-type: none"> <li>▪ Activities and materials related to educating and outreaching to employer and employees regarding rapid response services.</li> </ul>
<p>23. Program Administration</p>	<ul style="list-style-type: none"> <li>▪ Cost of administering the Rapid Response program</li> </ul>
<p>26. National Emergency Grant for On the Job Training (\$725,462)</p>	<p>On-the-Job-Training in entry-level occupations within three of Oakland's priority industry sectors – International Trade and Logistics, Healthcare, and Construction – through the OJT NEG assistance project. The identified industries provide entry-level employment in occupations offering career advancement opportunities while paying living wages.</p>
<p>27. Earmark for Green Jobs Corps (\$285,000)</p>	<ul style="list-style-type: none"> <li>▪ Funding for the Oakland Green Jobs Corp.</li> </ul>
<p>28. High Concentration Youth Grant</p>	<ul style="list-style-type: none"> <li>▪ Additional funds made available through competitive grants for areas with local areas with high concentration of youth.</li> </ul>