



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### **AGENDA ITEM**

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Report: State of California, Department of Industrial Relations, Division of Apprenticeship Standards, State Apprenticeship Expansion, Equity, and Innovation Grant in the amount of \$1,408,000 from May 1, 2023, to June 30, 2025 to continue the expansion of Early Care & Education Registered Apprenticeship program

1. Approve a contract amendment and accept additional funds from the State of California, Department of Industrial Relations, Division of Apprenticeship Standards, State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) in the amount of \$1,408,000 from May 1, 2023 to June 30, 2025 to continue the expansion of Early Care & Education Registered Apprenticeship program for a grant total amount of \$2,000,000, as approved and recommended by the Verdugo Workforce Development Board;
2. Approve the additional award of SAEEI grant funds to the ECEPTS program, a project of The Tides Center, in the amount of \$1,267,200 from May 1, 2023 to June 30, 2025, for a total contract amount of \$1,800,000 as approved and recommended by the Verdugo Workforce Development Board; and
3. Authorize the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.
4. Resolution of Appropriation to appropriate Division of Apprenticeship Standards, State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) in the amount of \$1,408,000.

### **COUNCIL ACTION**

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**Item Type:** Consent Calendar

**Approved for** December 12, 2023 **calendar**

### **EXECUTIVE SUMMARY**

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The SAEEI Grant was awarded by the State of California Department of Industrial Relations Division of Apprenticeship Standards, to the VWDB, in partnership with Early Care & Education Pathways to Success (ECEPTS), a project of The Tides Center.

The VWDB oversees the administration of the project and manages the grant funds to ensure that all contract deliverables and performance goals are met. ECEPTS brings together partners, provides technical assistance, and assist partnerships in implementing

Early Childhood Education (ECE) pre-apprenticeships and apprenticeships in communities throughout the State of California, including the Verdugo region. The contract amendment modifies the project start date from July 1, 2022 to May 1, 2023 and adds \$1,408,000 to the initial award of \$592,000, bringing the total award to the VWDB to \$2,000,000. The ECEPTS contract shall be increased by \$1,267,200 from the originally approved amount of \$532,800 bringing their total contract not to exceed \$1,800,000.

## **RECOMMENDATION**

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- (1) Approve a contract amendment and accept additional funds from the State of California, Department of Industrial Relations, Division of Apprenticeship Standards, SAEEL Grant in the amount of \$1,408,000 from May 1, 2023, to June 30, 2025 for a total grant amount of \$2,000,000 to continue the expansion of Early Care & Education Registered Apprenticeship program, as approved and recommended by the VWDB;
- (2) Approve the additional award of SAEEL grant funds to the ECEPTS program, a project of The Tides Center, in the amount of \$1,267,000 for a total contract amount of \$1,800,000 from May 1, 2023 to June 30, 2025, as approved and recommended by the Verdugo Workforce Development Board; and
- (3) Authorize the City Manager, or their designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.
- (4) Resolution of Appropriation to appropriate Division of Apprenticeship Standards, State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEL) in the amount of \$1,408,000.

## **ANALYSIS**

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On November 4, 2022, the Verdugo Workforce Development Board (VWDB) staff received notification from the Division of Apprenticeship Standards that the State Apprenticeship Expansion, Equity, and Innovation (SAEEL) Grant was awarded to the VWDB, in partnership with Early Care & Education Pathways to Success (ECEPTS), a project of The Tides Center. ECEPTS is a non-profit organization administered by the Tides Center and dedicated to implementing apprenticeships to expand the number of Early Childhood Education (ECE) teachers and teacher aides which in turn, expand the childcare and ECE opportunities for children of our communities. While the SAEEL is a statewide project, the VWDB and Verdugo Jobs Center (VJC) staff have worked with ECEPTS over the past year to design apprenticeship programs that can be implemented in the Verdugo Region and partnered with this organization to serve as the administrative and passthrough entity for the SAEEL grant.

The VWDB is the planning and policy body for the Verdugo Consortium. The Verdugo Consortium is a Joint Powers Agreement (JPA) comprised of the cities of Glendale,

Burbank, and La Cañada Flintridge. The purpose of VWDB is to provide employment and training programs within the three cities and to allocate and award all Workforce Innovation and Opportunity Act (WIOA) funds and general grant funds toward its goals. Through the JPA, the City of Glendale is given responsibility for the administration of all Consortium activities, including acting as the recipient of WIOA and all other general grant funds received by the VWDB. As the administrative entity for the Verdugo Consortium, the City of Glendale and the Glendale City Council must approve all contracts and funding awards recommendations by the VWDB, which includes WIOA and non-WIOA funds.

As an experienced and effective grant administrator, VWDB was selected in November 2022 to assist in implementing this statewide project and administrating the grant funds. The grant was awarded on July 1, 2022; however, DAS did not generate the sub-agreement until January 2023, and both DAS and ECEPTS turned to VWDB to administer the grant through the sub-agreement to ensure its success. The grant requires that administration of the funds be conducted by a local workforce board, such as the VWDB for the statewide project. With childcare and ECE being a primary need of Verdugo participants who are trying to reenter the workforce, ECE has become a priority for the VWDB and VJC.

On March 21, 2023, the City Council approved the acceptance of the initial grand award of \$592,000 and the allocation to ECEPTS in the amount of \$532,800, based on the recommendation and approval of the VWDB. In addition, the Council approved an allocation to College & Career Engagement, LLC. to support the VJC staff by overseeing partnerships, reviewing documentation of progress, reviewing the tracking and reporting of performance, coordinating projects and partnerships, and monitors training provider contracts (Exhibit 1 – City Council Meeting Motion, March 21, 2023). The total amount of both contracts will not exceed the amount of \$542,800, the remaining grant funds of \$49,200 will be used to cover Workforce staff costs.

On August 30, 2023, the VWDB approved the contract amendment to accept the additional \$1,408,000 of SAEEL Grant funds for the period of May 1, 2023 through June 30, 2025 bringing the total award to VWDB of \$2,000,000, and to allocate \$1,267,200 to ECEPTS for a total allocation of \$1,800,000 to continue the implementation of the ECE apprenticeship for the period of May 1, 2023 through June 30, 2025 (Exhibit 2 – VWDB Meeting Minutes, September 26, 2023).

The VWDB has been funded as the pass-through entity to oversee the administration of the project and manage the grant funds to ensure that all contract deliverables and performance goals are met. ECEPTS will bring together partners, provide technical assistance and assist partnerships in implementing ECE pre-apprenticeships and apprenticeships in communities throughout the State of California, including the Verdugo region. The VWDB contract with DAS will be increased from \$592,000 to \$2,000,000. The ECEPTS contract shall be increased from \$532,800 to an amount not to exceed

\$1,800,000. No additional funds will be awarded to College & Career Engagement, LLC; therefore, the contract shall not exceed \$10,000 based on prior approval. The total amount remaining for the VWDB to administer the project through June 30, 2025 is \$190,000.

The contract amendment also changes the start date of the contract from July 1, 2022 to May 1, 2023 although the end date remains the same at June 30, 2025. DIR/DAS explained that the change in date is a result of an audit by the United States Department of Labor which determined that the DIR/DAS grant agreements' performance period did not coincide with the sub-recipient's grant agreement execution date. To resolve this finding, the DIR/DAS was instructed to amend all sub-recipient's SAEI grant agreements' performance period start dates to align with the first day of the month in which the contract was executed. The execution date of the VWDB's SAEI grant agreement is May 2, 2023 and therefore, the performance period is being revised to commence on May 1, 2023. (Exhibit 3 – Letter dated November 6, 2023 from the California Department of Industrial Relations, Division of Apprenticeship Standards) Neither the VWDB nor the City of Glendale on behalf of the Verdugo Consortium incurred any costs prior to May 1, 2023. No costs were incurred until after the contract was executed which was on May 2, 2023; therefore, there is no fiscal impact as a result of the change in beginning date of the project.

**STAKEHOLDERS/OUTREACH**

The SAEI partners will target English Language Learners, including immigrants, refugees and asylees, for this project. Parents that are low-income including those that receive public assistance, will also be a primary focus of this project. Partners will recruit participants from their own Headstart and ECE classes they operate. Parents must demonstrate they are low-income in order for their children to participate in Headstart and ECE; therefore, these parents comprise the target population for this project.

**FISCAL IMPACT**

The additional grant from the State of California, Department of Industrial Relations, Division of Apprenticeship Standards, State Apprenticeship Expansion, Equity, and Innovation Grant (SAEI) total \$1,408,000, which was not included as a part of the FY 2023-24 budget. Therefore, staff is requesting for an appropriation of \$1,408,000 from grant revenue, of which \$1,267,200 will be used for the ECEPTS program contract amendment. The appropriation request is outlined below:

<b>Requesting Appropriation</b>			
<b>Amount</b>	<b>From (Account String)</b>	<b>To (Account String)</b>	<b>Funding Source</b>
\$140,800	GL: 32610-2060-CSP-0020-P0000 PL: CSP00952AG	GL: 41100-2060-CSP-0020-P0000- PL: CSP00952AG	Workforce Fund
\$1,267,200	GL: 32610-2060-CSP-	GL: 43110-2060-	Workforce Fund

<b>Requesting Appropriation</b>			
	0020-P0000 PL: CSP00952AG	CSP-0020-P0000- PL: CSP00952AG	

**ENVIRONMENTAL REVIEW (CEQA/NEPA)**

Because no possibility exists that the activity in question (expanding ECE apprenticeships to create additional ECE teacher assistants) may have a significant effect on the environment, the activity is not subject to CEQA review under the commonsense exemption set forth in 14 Cal. Code Regs. § 15061(b)(3).

**CAMPAIGN DISCLOSURE**

This item is exempt from campaign disclosure requirements.

**ALTERNATIVES TO STAFF RECOMMENDATION**

Alternative 1: Do not authorize to award the contracts as recommended herein. This would prevent services being provided under the SAEEL grant.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

**ADMINISTRATIVE ACTION**

**Submitted by:**

Onnig Bulanikian, Director of Community Services & Parks

**Prepared by:**

Judith Velasco, Workforce Development Administrator

**Approved by:**

Roubik R. Golanian, P.E., City Manager

**EXHIBITS/ATTACHMENTS**

Exhibit 1: Minutes of the meeting of the Verdugo Workforce Development Board, September 26, 2023.

Exhibit 2: Minutes of the meeting of the Glendale City Council, March 21, 2023.

Exhibit 3: Letter from the California Department of Industrial Relations, Division of Apprenticeship Standards.