



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

### AGENDA ITEM

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Report: Student Training & Employment Program funds from the California Department of Rehabilitation for the Glendale Youth Alliance and Glendale Community College's Professional Development Center

#### 1. Motion:

- a) Accepting Student Training & Employment Program funds from the California Department of Rehabilitation in the amount of \$450,000 annually, for 3 fiscal years from July 1, 2022 to June 30, 2025, for \$1,350,000 in total, to enable the Verdugo Workforce Development Board to distribute those funds to the Glendale Youth Alliance and Glendale Community College's Professional Development Center;
- b) Approving the award of STEP grant funds to the Glendale Youth Alliance in the amount of \$216,618 annually and to Glendale Community College's Professional Development Center in the amount of \$13,600 annually, for 3 fiscal years from July 1, 2022 to June 30, 2025, as approved and recommended by the Verdugo Workforce Development Board; and
- c) Authorizing the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.

### COUNCIL ACTION

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**Item Type:** Consent Calendar

**Approved for** September 13, 2022 **calendar**

### EXECUTIVE SUMMARY

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The State of California Department of Rehabilitation (DOR) awarded the Verdugo Workforce Development Board (VWDB) a three-year funding of \$450,000 each year from July 1, 2022 to June 30, 2025 for a total amount not to exceed \$1,350,000 under the federal Workforce Innovation and Opportunity Act (WIOA) Title IV Vocational Rehabilitation to design, develop, and implement projects that provide work experience and job preparation training for students with disabilities under the Student Training & Employment Program (STEP). This is the fifth consecutive year that the VWDB has received STEP grant funds to support students with disabilities with work-based learning

opportunities.

From July 1, 2022 to June 30, 2025, the VWDB will award STEP grant funds to Glendale Youth Alliance (GYA) in the amount of \$216,618 annually to recruit, enroll, and provide work experience for eighty (80) students with disabilities and to Glendale Community College's (GCC) Professional Development Center (PDC) in the amount of \$13,600 annually to provide job preparation, job exploration skills training, and virtual or in-person tours of the campus.

## **COUNCIL PRIORITIES**

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NA

## **RECOMMENDATION**

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- (1) Accept STEP funds from the California Department of Rehabilitation in the amount of \$450,000 annually, for three fiscal years from July 1, 2022 to June 30, 2025, for \$1,350,000 in total, to enable the VWDB to distribute those funds to the GYA and GCC's Professional Development Center;
- (2) Approve the award of STEP grant funds to GYA in the amount of \$216,618 annually and to GCC's Professional Development Center in the amount of \$13,600 annually for three fiscal years from July 1, 2022 to June 30, 2025, as approved and recommended by the VWDB; and
- (3) Authorize the City Manager, or their designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.

## **BACKGROUND**

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Since 2018, the VWDB has received STEP grant funding, previously known as Summer Training & Employment Program for Students (STEPS). STEP provides job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences through work experience, to students with disabilities. The overall goal is to support local and regional initiatives that support the transition to employment of secondary school students with disabilities.

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 Workforce Innovation and Opportunity Act funds 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 the STEP grant.

## **ANALYSIS**

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The STEP grant funding from the Department of Rehabilitation is \$450,000 annually for three fiscal years from July 1, 2022 to June 30, 2025 for an amount not to exceed \$1,350,000 to serve approximately eighty youth with disabilities each year, ages 16 to 21, with up to 180 hours of paid work experience in placements that match the students' interests and aptitudes. Students will also receive up to twenty hours of training provided by the PDC. Each student will attend a field trip to GCC to introduce them to the campus.

The VWDB's youth provider, GYA, will administer the work experience component of the program and receive \$216,618 each year for three fiscal years for staffing and operational expenses. GYA's established business relationships with local employers will enable successful connection between these employers and students.

Additional funds will be dispersed to the PDC in the amount of \$13,600 each year for three fiscal years to provide up to twenty hours of training required in the program. The PDC is a long-standing eligible training provider and has a demonstrated history in providing business-centered training. Training topics include: understanding employer expectations, how to search and apply for jobs; how to attain permanent employment, and training on "soft" skills necessary for employment retention.

The remaining \$38,304 will be used by the VWDB to cover administrative expenses and \$202,477 will be allocated for youth wages and stipends as allowed by the STEP grant funds for 3 fiscal years from July 1, 2022 to June 30, 2025.

## **STAKEHOLDERS/OUTREACH**

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STEP is targeted for youth with disabilities between the ages of 16 to 21. The VWDB will partner with Glendale Unified School District and Burbank Unified School District along with GCC to identify and recruit approximately eighty students for enrollment into STEP. The VWDB will conduct regular meetings and continue ongoing communications (phone and/or email) with these partner schools.

## **FISCAL IMPACT**

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The contracts for the current year will cost \$230,218 (GYA's annual award is for \$216,618 and GCC-PDC's annual award is for \$13,600), which was approved as a part of the FY 2022-23 budget. The grant award from California Department of Rehabilitation is \$450,000 per year for 3 fiscal years from July 1, 2022 to June 30, 2025. The grant funds for the next two fiscal years will be appropriated as part of the FY 2023-2024 and FY 2024-2025 budget processes. No new appropriation is being requested at this time.

The City Council approved funding is outlined below:

| <b>Existing Appropriation</b> |   |                                 |
|-------------------------------|---|---------------------------------|
| <b>Amount</b>                 | <b>Account String</b>                             | <b>Funding Source</b>           |
| <b>\$450,000</b>              | GL: Various-2060-CSP-0020-P0000<br>PL: CSP00858AG | Workforce Fund – Federal Grants |

## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

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Because no possibility exists that the activity in question (distributing State grant funding to two organizations who will provide job preparation training and job exploration skills training to students with disabilities) may have a significant effect on the environment, the activity is not subject to CEQA review under the common sense exemption set forth in 14 Cal. Code Regs. § 15061(b)(3).

## **CAMPAIGN DISCLOSURE**

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This item is exempt from campaign disclosure requirements.

## **ALTERNATIVES**

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- Alternative 1: Authorize acceptance of STEP grant funds and award to the GYA in the amount of \$216,618 annually and to GCC's Professional Development Center in the amount of \$13,600 annually for three fiscal years from July 1, 2022 to June 30, 2025; and authorize the City Manager, or their designee to execute all agreements, certifications, and documents necessary to accept, and implement the funding.
- Alternative 2: Do not authorize to award the contracts as recommended herein. This would prevent services being provided under the STEP grant.
- Alternative 3: The City Council may consider any other alternative not proposed by staff.

## **ADMINISTRATIVE ACTION**

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**Prepared by:**

Judith Velasco, Workforce Development Administrator

**Approved by:**

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

## **EXHIBITS/ATTACHMENTS**

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Exhibit 1: Minutes of the meeting of the Verdugo Workforce Development Board, July 6, 2022