



**Amendment Proposal #2 for:
Los Angeles Pacific College
Agreement Number: ET15-0290**

Amendment Effective: September 25, 2015

Panel Meeting of: September 25, 2015

ETP Regional Office: North Hollywood

Analyst: M. Paccerelli

CURRENT PROJECT PROFILE

<p>Contract Type: SET/MB - New Hire SET/Entrepreneurial SB<100</p>	<p>Industry Sector(s): Services Retail Healthcare Manufacturing</p>
<p>Counties Served: Los Angeles, Orange, Ventura, Riverside, San Bernardino</p>	<p>Repeat Contractor: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Union(s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Current Contract Term: May 16, 2015 to May 15, 2017</p>	<p>Substantial Contribution: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

CURRENT FUNDING

Current Funding	In-Kind Contribution
\$95,471	N/A

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+ \$47,200	+ \$3,020	+ \$50,220	N/A

Total Funding
\$145,691

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET SB<100 Entrepreneurial	Business Skills; Computer Skills; Literacy Skills	37	24-260	0	\$5,022	\$12.33
				Weighted Avg: 236			
2	SET New Hire Multiple Barriers	Business Skills; Computer Skills; Literacy Skills	10	24-260	0	\$5,022	\$12.33
				Weighted Avg: 236			
3	SET New Hire Multiple Barriers	Business Skills; Computer Skills; Literacy Skills	10	24-260	0	\$5,022	\$12.33
				Weighted Avg: 236			

Minimum Wage by County: \$13.31 per hour for Los Angeles County; \$13.35 per hour for Orange County; \$12.33 for Ventura, Riverside and San Bernardino counties.
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Titles	Wage Range
Job Number 1	
Small Business Owner	
Job Number 2	
Accounting Technician	
Accounts Receivable Clerk	
Accounts Payable Clerk	
Bookkeeper	
Job Number 3	
Accounting Technician	
Accounts Receivable Clerk	
Accounts Payable Clerk	
Bookkeeper	

INTRODUCTION

Founded in 1989, Los Angeles Pacific College (LAPC) is a private vocational training facility providing occupational skills to individuals seeking new or enhanced employment. LAPC is approved by the Bureau for Private Postsecondary Education (BPPE) and Department of Veterans Affairs; and has authorization from the United States Immigration and Customs Enforcement to enroll foreign students. LAPC has been providing training and placement of unemployed individuals for more than two decades and has established a network of companies that contact the school on a regular basis in search of trainees prepared to enter the workforce.

AMENDMENT DETAILS**Phase II Training**

LAPC is requesting Phase II funds to train an additional 10 New Hire trainees (Job Number 3). The original intent of this New Hire project was to provide unemployed individuals with multiple barriers to employment, with the entry-level skills needed to attain fulltime employment in specialized accounting and bookkeeping occupations. This Amendment will not change the original intent of the Agreement.

LAPC is continuously recruiting from Employment Development Department, America's Job Centers; and other community-based agencies. LAPC reports that employer demand continues to be strong for these targeted occupations.

In summary, this Amendment will:

- Increase the Agreement amount by \$50,220 (from \$95,471 to \$145,691);
- Increase the estimated number of trainees by 10 (from 47 to 57);

SUMMARIZE PRIOR MODIFICATION

Revision 1: Revised the contract term and increased the ETP minimum wage in Job Number 2

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by LAPC under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Average)	No. Completed Training	No. Retained
ET15-0290	\$95,471	05/16/2015– 05/15/2017	47	8	0

Training commenced on 05/16/2015 and is ongoing for 32 trainees. Based on the ETP Systems, 6,162 hours have been tracked for potential earnings of \$79,151 (83% of approved amount). The Contractor projects final earnings of 100% based on training in progress and currently committed through October 2015.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-75 (Job Number 1)

24-260 (Job Number 2)

8-260 (Job Number 3)

Trainees may receive any of the following:

ENTERPRENEURIAL TRAINING

BUSINESS SKILLS

❖ Business Management:

- Budget & Cash Flow Management: A tool to Aid Decision-Making; Profit Planning: The Framework of Budgeting & Capital Budgeting; How Well the Business is Doing: Statement of Cash Flow
- Pension & Employee Benefits: Keogh Plan, 401(K) Plan, Self-Employed Retirement Plan & Simplified Employee Pension (SEP) Plan
- Insurance: Accident & Health Benefits, Group Term Insurance & Medical Premiums of Self-Employed

❖ Bookkeeping:

- Bookkeeping Equations, General Journal, General Ledger, Special Journals, The Work Sheet, Financial Statements, Closing the Books, Merchandising Accounts, Depreciation, Bank Reconciliation, Handling Petty Cash, Partnerships, Corporations, Bookkeeping and Computer

❖ Business Tax Information and Preparation:

- Sales Tax, City Business Tax & Payroll Taxes, Employer & Employee Rights & Benefits

COMPUTER SKILLS

❖ QuickBooks Pro:

- Introduction to Computers & QuickBooks Pro, Sales & Receivables, Payables & Purchases, General Accounting & End-of-Period Procedures, Payroll, Computerizing a Manual Accounting System

NEW HIRE TRAINING

BUSINESS SKILLS

❖ Bookkeeping:

- Bookkeeping Equations, General Journal, General Ledger, Special Journals, The Work Sheet, Financial Statements, Closing the Books, Merchandising Accounts, Depreciation, Bank Reconciliation, Handling Petty Cash, Partnerships, Corporations, Bookkeeping and Computer

❖ Business Tax Information and Preparation:

- Sales Tax, City Business Tax & Payroll Taxes, Employer & Employee Rights & Benefits

COMPUTER SKILLS

❖ Microsoft Excel:

- Excel Basics, Changing the Appearance of the Worksheet, Organizing the Worksheet, Worksheet Formulas, Function Formulas, Making the Worksheet Useful, Working with other Software Tools, Worksheet Charts

❖ QuickBooks:

- Introduction to Computers and QuickBooks Pro, Sales & Receivables, Payables & Purchases, General Accounting & End-of-Period Procedures, Payroll, Computerizing a Manual Accounting System

LITERACY SKILLS*

- ❖ Basic English language skills such as writing letters and business reports, reading work orders, safety regulations and other documents, language comprehension, understanding verbal directions and instructions

*Literacy Skills training hours may equal vocational skills training hours on a per trainee basis.

Literacy Training cannot exceed 45% of total training hours per-trainee

Note: Reimbursement for retraining (Entrepreneurial) is capped at 75 total training hours per trainee, regardless of the method of delivery. Reimbursement for new hire training is capped at 260 total training hours per trainee.
