



**Training Proposal for:
SingerLewak, LLP**

Agreement Number: ET17-0146

Panel Meeting of: July 22, 2016

ETP Regional Office: San Diego

Analyst: J. Davey

PROJECT PROFILE

Contract Attributes:	Retrainee	Industry Sector(s):	Financial Services Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Francisco, Santa Clara	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 207	U.S.: 216	Worldwide: 216
Turnover Rate:	2%		
Managers/Supervisors: (% of total trainees)	17%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$122,400		\$0	\$0		\$122,400

In-Kind Contribution:	100% of Total ETP Funding Required	\$351,838
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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	Business Skills, Commercial Skills, Computer Skills	204	8-200	0	\$600	\$16.48
				Weighted Avg: 40			

Minimum Wage by County: Los Angeles – \$16.48/hr.; Orange County - \$16.51/hr.; San Francisco and Santa Clara Counties – \$17.02/hr.

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

Up to \$1.02 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Account Manager I		3
Account Manager II		36
Administrative Support		41
Staff Accountant		107
Staff Analyst		8
Supervising Senior Accountant		9

INTRODUCTION

Founded in 1959 and headquartered in Irvine, SingerLewak, LLP (SingerLewak) is an accounting firm that provides tax and business advisory services to real estate, manufacturing and distribution companies, life science and technology companies, both publically and privately held, as well as non-profit organizations. The Company serves clients in California and the western U.S. through its six California offices (Irvine, Los Angeles, Pomona, San Francisco, San Jose, Woodland Hills) and an office in Denver.

SingerLewak is eligible for standard retraining funding under the Out-of-State Competition Provisions as a Certified Public Accounting (CPA) firm serving customers located inside California that regularly competes with CPA firms located out-of-state.

PROJECT DETAILS

The need for training is driven by SingerLewak's continuous effort to expand its business. The Company has grown by 15% a year over the past several years. To continue this trend, and keep up with rapid changes brought about by industry and government requirements, the Company must provide customers with sound financial advice and tax planning strategies.

The Company must also keep pace with the latest developments in software applications and technological advances to remain competitive. Accounting and auditing practices take full advantage of computer applications to streamline processes and ensure reliability, accuracy, and security. SingerLewak's employees must be trained on the most recent versions of these products to keep pace with industry and client requirements.

The Company must also upgrade staff skills in communication, leadership, sales and teambuilding to improve business processes and serve its clients. ETP-funded training will enable the Company to remain competitive.

Training Plan

The following class/lab training will be provided by a combination of in-house trainers and outside training vendors:

Business Skills (10%): Training will be provided to all occupations. Training will ensure that employees develop skills to deliver informed product presentations and recommendations, and manage project assignments efficiently. Some Managers will receive Leadership and Managing Growth Skills to improve their management skills and communication with clients.

Commercial Skills (80%): Training will be offered to all occupations. The IRS and regulatory agencies are continuously changing compliance rules. Trainees need to understand changes in accounting and tax rules from year to year. They also have to understand the planning aspects of law changes or new interpretations of existing law in order to provide beneficial services. These courses will not be used for CPA to earn or maintain licensing requirements.

Computer Skills (10%): Training will be provided to all occupations. Trainees will learn accounting and tax software application, and MS Office skills to create databases, spreadsheets, reports, charts, graphs, and professional presentation materials.

Commitment to Training

ETP funds will not displace the existing financial commitment to training.

The Company spends nearly \$460,000 annually on training for its six California offices. Recent training includes Sexual Harassment Prevention, New-Hire Orientation, Diversity, Conflict Resolution, Safety and other required training. In addition, various job-specific skills training is provided as necessary to ensure minimum competency in a given position.

➤ Training Infrastructure

The Director of Training will lead all administrative functions within the Company, including identifying administrative contacts at each California office, enrolling trainees, scheduling training, tracking training hours, and other duties as needed. SingerLewak will also receive assistance from an administrative subcontractor, Training Refund Group.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

SingerLewak retained Training Refund Group in Anaheim to assist with development for a at fee of \$3,000.

ADMINISTRATIVE SERVICES

Training Refund Group will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours**

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication
- Conflict Resolution
- Leadership Training
- Managing Growth
- Networking Skills
- Presentation Skills
- Sales Skills
- Team Building

COMPUTER SKILLS

- Audit Command Language Sampling Tool (software)
- Caseware (software)
- Checkpoint – RIA (Research Institute of America)
- Ichannel (software)
- Intermediate/Advanced MS Office
- Profx – CCH (Commerce Clearing House) (software)
- QuickBooks

COMMERCIAL SKILLS

- Accounting & Auditing Update
- Annual SEC Update
- Business Management Services
- Estate Planning
- Tax Law Updates

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery