

RESOLUTION NO. 09-490

**A RESOLUTION APPROVING A MEMORANDUM OF
UNDERSTANDING WITH THE CITY OF PORT ARTHUR
SECTION 4A ECONOMIC DEVELOPMENT CORPORATION AS
IT PERTAINS TO SOCIAL SERVICES BLOCK GRANT**

WHEREAS, on October 20, 2009, per Resolution No. 09-490, the City of Port Arthur and South East Texas Regional Planning Commission entered into an agreement in the amount of \$513,309 for the provision of services under the Social Services Block Grant; and

WHEREAS, this grant provided for services to at-risk youth and employment training services for Port Arthur citizens; and

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation will serve as a sub-recipient of the City of Port Arthur for the provision of said employment training services in the amount of \$209,059; and

WHEREAS, the SETRPC has directed that the City, as the primary grant recipient is fully responsible for the performance of all of its sub-recipients and contractors; and

WHEREAS, the attached Memorandum Of Understanding (MOU) sets forth terms for oversight of funds and the administration of services provided by the PAEDC as a sub-recipient of the City; and

WHEREAS, the subrecipient agrees by signing the attached MOU that all services, activities, and/or payments require proper

documentation and prior authorization from the PAEDC Board of Directors and the City Council; and

WHEREAS, the subrecipient acknowledges that this is a grant funded on a reimbursement basis and that if said service rendered does not meet the requirements set forth by SETRPC, HHSC, or the City; PAEDC will be solely responsible for any expenditure that is disallowed by the above-listed entities; and

WHEREAS, it is in the best interest of the citizens of the City of Port Arthur to enter into a Memorandum of Understanding with the City of Port Arthur Section 4A Economic Development Corporation as to the award from the Southeast Texas Regional Planning Commission.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR;

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the City Manager is herein authorized to execute the Memorandum of Understanding with the City of Port Arthur Section 4A Economic Development Corporation in substantially the same form as attached hereto as Exhibit "A".

Section 3. That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.

READ, ADOPTED AND APPROVED on this 20th day of October, A.D., 2009, at a Meeting of the City Council of

the City of Port Arthur, by the following vote: AYES:

Mayor Prince; Mayor Pro Tem Segler

Councilmembers Flood, Beard and
Henderson.

NOES: None.

Teloni Prince
MAYOR

ATTEST:

S. P. Bellare
CITY SECRETARY (on behalf of)

APPROVED AS TO FORM:

Val Lizeno
CITY ATTORNEY (on behalf of)

APPROVED AS TO ADMINISTRATION:

St. M.
CITY MANAGER

EXHIBIT "A"
TO THE RESOLUTION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF PORT ARTHUR, TEXAS
AND
THE SECTION 4A PORT ARTHUR ECONOMIC
DEVELOPMENT CORPORATION**

This Memorandum of Understanding ("MOU") is between the City of Port Arthur, Texas ("City") and the City of Port Arthur Section 4A Economic Development Corporation ("PAEDC") as it pertains to the administration of the Social Services Block Grant for Emergency Relief Funds for Hurricanes Ike and Dolly.

I. Background:

Pursuant to Public Laws 109-108 and 110-329, the State of Texas was allocated Social Services Block Grant funding to support recovery from Hurricanes Ike and Dolly. The State Department of Health and Human Services (HHSC), an administrative agency within the Executive Department of the State of Texas, serves as the Grantee from the federal government. HHSC has provided funding to six sub-grantees who are Regional Council of Governments (COGS), which includes the South East Texas Regional Planning Commission (SETPRC).

On October 20, 2009, the City Council of the City of Port Arthur passed Resolution No. 09-___ authorizing the City Manager to enter into a contract with the South East Texas Regional Planning Commission for Administration of the Social Services Block Grant for Emergency Relief Funds for Hurricanes Ike and Dolly. The City was awarded \$513,309.

PAEDC submitted its application for grant funding as part of the City's application (attached hereto as Exhibit "A"). As a result, it will serve as a sub-recipient of the City to perform the services listed in Exhibit "A". The amount of the

subrecipient's award is \$209,059. This memorandum sets forth terms for oversight of funds and the administration of services provided by PAEDC as a sub-recipient of the City.

2. Terms of Agreement.

By its signature below, PAEDC acknowledges receipt of the City's agreement with SETRPC and agrees to fully read and be bound to the terms thereof, as the City's subrecipient. PAEDC further agrees that all of the services it provides must be pre-approved as an allowable expenses as defined in the City's contract with SETRPC.

As a sub-recipient, PAEDC has provided a description of its program as delineated in Exhibit "A". PAEDC has also provided a summary of its monthly expenditures as delineated in Exhibit "B". PAEDC agrees that any change in the description of services or budget must be initially approved by the PAEDC and then presented to the City Council of the City of Port Arthur.

PAEDC agrees that SETRPC and HHSC have mandated that this is a reimbursable grant. Therefore, if said service does not meet the requirements set forth by SETRPC and HHSC, PAEDC agrees that it will be solely responsible for any cost that is deemed to be disallowed.

PAEDC agrees to execute those documents attached hereto and comply with the reporting requirement set forth by HHSC, SETPRC and the CITY. The procedures to be followed by each of these agencies are set forth in the City's agreement with SETPRC, and made a part hereof for all purposes.

PAEDC agrees that it will provide bi-monthly reports to the City detailing the progress of the program, provision of class rolls, and attendee sign in sheets. The bi-monthly reports will include performance measurement as required by HHSC.

PAEDC will turn in detailed invoices (including back up documentation) to the City upon request. Any expenditures over \$5,000 require Council approval.

PAEDC is responsible for ensuring each of its employees, agents, or subcontractors who provide Services under the Agreement are properly licensed, certified, and/or have proper permits to perform any activity related to the Services.

This agreement shall not become effective until the City has fully executed its contract with the SETRPC and thereafter upon signature by all parties and shall continue in effect until June 30, 2010, unless terminated by any party upon notice or in writing to all other parties.

Amendments or modifications to this agreement and the attached may be made upon the written agreement of all parties to the agreement with final approval by the PAEDC Board of Directors and the City Council.

CITY OF PORT ARTHUR

**CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT
CORPORATION**

BY: _____

BY: _____

DATE: _____

DATE: _____

EXHIBIT "A"
TO THE MOU

LIFE-SKILLS / VOCATIONAL TRAINING PROGRAM

The City of Port Arthur Economic Development Corporation (PAEDC) will provide Port Arthur residents with:

- 1) education and training services to improve knowledge of daily living and learning skills; and
- 2) assistance in securing employment by partnering with local businesses through its on-the-job training program.

The major focus of the PAEDC vocational training program is to teach residents the skills necessary to accomplish job tasks. "Life skills" are just as necessary for job success and constitute a continuum of knowledge and aptitudes that are necessary for a person to function independently and to avoid interruptions of the employment experience. In order to address this problem, the PAEDC will develop a Skilled for Vocational Success Program using the Adkins Life Skills Program - Career Development Series. Life Skills for Vocational Success (LSVS) contains training materials in the typical areas of life skill training such as social skills, money management, employability, and health. Furthermore, the program relies on common teaching strategies that will teach adults and youth how to CHOOSE, FIND, GET and KEEP A JOB. The program will integrate counseling and instructional techniques in order to help Port Arthur residents to meet the following goals:

- Identify employability problems they face
- Identify their feelings about these problems
- Learn new information they will need to solve these problems
- Translate their new insights and knowledge into effective behaviors that can be applied in the real world setting

The PAEDC Life Skills for Vocational Success program is specifically designed for employment success. It is believed that people who have participated in a training program to learn daily living skills become more independent. The training plans are designed to provide advanced training for those residents of Port Arthur who are preparing to go to work, but need further training to be successful on the job. This program will incorporate the benefits of the Internet to get information on child care, buying a car, health care, insurance, budgeting, etc.

What is unique about the PAEDC's project is that we will contract with Texas Workforce Solutions for the services of two Life Skills Educators / Job Developers / Counselors who will be provided 3-days of intensive Life Skills Training, giving them the opportunity to observe and practice the skills necessary to conduct the Adkins Life Skills Program. Secondly, a pool of local employers will be utilized to provide on-the-job training. Local employers will include the following:

- ✓ BioMedical Waste Solutions
- ✓ Dashielle Dacon
- ✓ Desselle Maggard Corporation (DMC)

- ✓ GP Industries
- ✓ KT Maintenance
- ✓ Lockwood International
- ✓ Motiva
- ✓ Orbital Insulation
- ✓ RSC Equipment Rental
- ✓ Reliable Polymer Services (RPS)
- ✓ Team Fabrication
- ✓ Total
- ✓ Triangle Waste Solutions
- ✓ Valero
- ✓ Others

This program will enroll a total of 90 persons with three enrollment periods of 30 Port Arthur residents per class. Residents will be required to attend Life Skills Training for four (4) consecutive weeks at 8 hours per day prior to being placed on an on-the-job training site. When employed, residents will work 4 hours per day while completing an additional four (4) weeks of 4 hours per day of life skills training. The PAEDC will provide each resident a \$7.25 per hour stipend while enrolled in Life Skills and will provide to a pool of employers 50% reimbursement on selected students' training wages for all residents hired. The total employer reimbursement training shall not exceed 600 hours of training.

EXHIBIT "B"
TO THE MOU

| SOCIAL SERVICE BLOCK GRANT | | BUDGET | | | | | | | | | | | |
|---|------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--|
| | | OCT 09 | NOV 09 | DEC 09 | JAN 10 | FEB 10 | MAR 10 | APR 10 | MAY 10 | JUN 10 | TOTAL | | |
| Adkins Life Skills Program & Training 10 units for 45 students & training for 2 Shipping & Handling Charges for units Additional Instructor Training Cost Travel Expenses for Life Skills Training Airfare Hotel Meals Mileage Reimbursement Parking/Other Drug Testing Cost Background Check Cost Legal Fees Life Skills Sub-Contractor Construction Sub-Contractor Medical/Other Sub-Contractor Construction Supplies & Equipment Build Out Stations (6) Books Equipment Classroom Supplies Curriculum Life Skills Supplies & Equipment Equipment Supplies Medical/Other Supplies & Equipment Equipment Supplies Employee Follow-Up (Life Skills) Monitoring & Administration (PAEDC) Life Skills Training Contract Training Cost (Jireh World) Construction Skills Training Training Cost (K&S&D's Industrial Training) Medical/Other Skills Training Training Cost(Gulf Coast) | (1) | 11,975.00 | 11,975.00 | 405.00 | 800.00 | | | | | | 11,975.00 | 405.00 | |
| | (2) | 800.00 | 800.00 | | | | | | | | 800.00 | 0.00 | |
| | (3) | 1,136.70 | 1,136.70 | 780.00 | 328.75 | 110.00 | 25.38 | 1,500.00 | 360.00 | 1,136.70 | 780.00 | 328.75 | |
| | | 780.00 | 328.75 | 110.00 | 25.38 | 1,500.00 | 360.00 | 1,136.70 | 780.00 | 328.75 | 110.00 | 25.38 | |
| | (4) | 1,875.00 | 1,875.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 1,875.00 | 360.00 | |
| | (5) | 360.00 | 360.00 | | | | | | | | 360.00 | 0.00 | |
| | (6) | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | |
| | | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | |
| | (7) | 4,800.00 | 4,800.00 | 940.00 | 3,500.00 | 1,250.00 | 2,260.00 | 2,500.00 | 1,750.00 | 1,125.00 | 4,800.00 | 940.00 | |
| | | 940.00 | 3,500.00 | 1,250.00 | 2,260.00 | 2,500.00 | 1,750.00 | 1,125.00 | 4,800.00 | 940.00 | 3,500.00 | 1,250.00 | |
| | (8) | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | |
| | | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | |
| | (9) | 3,500.00 | 3,500.00 | 1,750.00 | 1,750.00 | 1,125.00 | 1,000.00 | 1,432.28 | 1,432.28 | 1,432.28 | 358.23 | 4,000.00 | |
| | | 4,500.00 | 1,125.00 | 1,125.00 | 1,125.00 | 1,125.00 | 1,432.28 | 1,432.28 | 1,432.28 | 1,432.28 | 422.22 | 12,243.54 | |
| | (10) | 4,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,432.28 | 1,432.28 | 1,432.28 | 1,432.28 | 422.22 | 12,243.54 | |
| | (11) | 7,519.63 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | |
| | (12) | 12,243.54 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | 1,688.76 | |
| | (13) | 54,000.00 | 27,000.00 | 21,750.00 | 21,750.00 | 21,750.00 | 21,750.00 | 21,750.00 | 21,750.00 | 21,750.00 | 21,750.00 | 21,750.00 | |
| | (14) | 43,500.00 | 15,000.00 | 12,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Total Grant Expenses | | 204,059.00 | 58,359.59 | 84,688.76 | 40,246.04 | 8,371.04 | 5,246.04 | 3,246.04 | 3,121.04 | 780.45 | 0.00 | 204,059.00 | |

PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION'S SSBG PROGRAM NARRATIVE

NOTE [1]: Adkins Life Skills Program (Career Development Series) is an innovative multimedia, group, employability, learning program developed at Columbia University specifically for economically disadvantaged and under-served adults and youth. The Adkins Program does what other programs often neglect: It systematically and sensitively enlists clients in discovering their strengths and taking responsibility for their own development and employment. The Adkins Life Skills Program consists of ten multimedia units, with: video, audio, print materials, group and individual exercises, and staff training for **two**. There are 45 students enrolled in the program. We have trained **three** people for the Life Skills Program training for the following:

1. Joanne Jones
2. Pearlanna Carron
3. Simon Carron

NOTE [2]: Additional Instructor Training is the additional cost to train one more person for the Adkins Life Skills Program. The program included the cost to train two, but we needed an additional instructor to have one instructor per 15 students.

NOTE [3]: Travel Expenses for Life Skills Training is the cost for the three trainees listed above to be trained and certified in teaching the Adkins Life Skills Program. The training site is located at Teachers College, Columbia University in New York, NY for two days (September 1st and 2nd of 2009). Lodging for trainees is at Whittier Hall (dormitory & hotel style rooms). Airfare was by Southwest Airlines. Meals, parking, and mileage will be reimbursed according to City Policy, receipts required.

NOTE [4]: Drug Testing Cost is the cost to drug test the all 45 students and have three random drugs testing for 15 students. The cost is \$25/student. We estimated that about 15 students may drop out of the program for various reasons, so we've included an extra \$375 to drug test 15 replacement students.

NOTE [5]: Background Check Cost is the cost to do a background check on all 45 students. The cost is \$6/student. We estimated that about 15 students may drop out of the program for various reasons, so we've included an extra \$90 to get a background check on 15 replacement students.

NOTE [6]: Legal Fees is the cost for our lawyer to prepare sub-contractor agreements for each of the three sub-contractors who will be training the students. The hourly rate charged is \$200 and we estimate the number of hours not to exceed 15 hours.

NOTE [7]: Construction Supplies & Equipment cost is for the supplies and equipment needed to provide hands-on-training for the students who want to receive construction training (such as wrenches, saws, levels, etc...). This cost also includes the cost to build out the construction stations needed to provide hands-on-training for the students. A total of six stations are needed at a cost of \$800/station. This cost includes classroom supplies and books. Books cost \$44/student. We estimate that 20 of the 45 students will choose construction training after their completion of the Life Skills Program.

NOTE [8]: Life Skills Supplies & Equipment cost is for supplies needed to teach the course (such as easel boards, markers, pencils, folders, etc...). This cost also includes equipment needed to teach the course (such as DVD player, projector, camcorder, tripod, etc...)

NOTE [9]: Medical/Other Supplies & Equipment cost is for supplies needed to teach the course (such as books, pens, easel boards, folders, etc...). This cost also includes equipment needed to teach the course (such as rubber arms for phlebotomy course).

NOTE [10]: Employee Follow-Up (Life Skills) cost is the cost for the Life Skills sub-contractor to monitor/follow each student through their choice of construction training or medical/other training. After students finish training, sub-contractor will assist them in finding employment and continue to monitor students for an additional three months. This cost is in addition to the training cost and is fixed at \$ 7,519.63 to be paid weekly at \$358.07/week for 21 weeks starting after Life Skills training has ended.

NOTE [11]: Monitoring and Administration (PAEDC) cost is for the administration and monitoring of the program. This cost is 6% of the grant amount and is to be paid at a fixed amount of \$422.19/week for 29 weeks.

NOTE [12]: Life Skill Training cost is the cost for the instructors to train the students. The cost per student is \$1,200 for eight weeks of training four days per week for a total of 96 training hours. Training cost will be paid on a per day basis based on student attendance (See chart below). After students finish training, sub-contractor will assist them in finding employment.

NOTE [13]: Construction Skills Training cost is the cost for the instructors to train the students. The cost per student is \$2,175 for seven weeks of training four days per week for a total of 84 training hours. Training cost will be paid on a per day basis based on student attendance (See Chart below). After students finish training, sub-contractor will assist them in finding employment.

NOTE [14]: Medical/Other Skills Training cost is the cost for the instructors to train the students. The cost per student is \$1,200; the training time varies with each class. Training cost will be paid on a per day basis based on student attendance (See chart below). After student finish training, sub-contractor will assist them in finding employment.

| | <u>Student Estimate</u> | <u>Total Cost</u> | <u>Per Student</u> | <u>Per Day</u> |
|--|-----------------------------|-------------------|------------------------|----------------|
| LIFE SKILLS: JIREH WORLD CHURCH OUTREACH MINISTRIES, INC. | | | | |

| | | | | |
|----------------------------|----|-----------|----------|-------|
| Training & Monitoring Cost | 45 | 54,000.00 | 1,200.00 | 37.50 |
| <hr/> | | | | |

CONSTRUCTION: K'S & D'S INDUSTRIAL TRAINING CENTER, INC.

| | | | | |
|---------------|----|-----------|----------|-------|
| Training Cost | 20 | 43,500.00 | 2,175.00 | 77.68 |
| <hr/> | | | | |

MEDICAL/OTHER: GULF COAST CAREER INSTITUTE, INC.

| | | | | |
|----------------------------------|-----------|---------------------|----------|-------|
| Training Cost | 25 | 30,000.00 | 1,200.00 | 37.50 |
| Total amount for training | 45 | \$127,500.00 | <hr/> | |

What is the lesson plan or content of each class?
 What are the consequences of non attendance?