

AMENDMENT 1 TO GRANT AGREEMENT 23-W140

between

THE CITY OF HAWTHORNE

And

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

Effective April 20, 2023, the City of Hawthorne and South Bay Workforce Investment Board, Inc. (“Contractor”) entered into a Professional Services Agreement (“Agreement”).

WHEREAS, the parties now wish to extend the term of the Agreement.

THEREFORE, the parties hereby amend the Agreement as follows:

1. **Amendment to the Total Compensation of the Agreement.** The Total Compensation of the Agreement is hereby amended increasing from a total of \$53,000 to \$132,500.
2. **Amendment to Exhibit A, Section 1 (Scope of Work).** Exhibit A is hereby amended by increasing the number of businesses served to 25.

**STATEMENT OF WORK
HAWTHORNE LOCAL BUSINESS ASSISTANCE PROGRAM**

SCOPE OF WORK

CONTRACTOR agrees to participate in the City of Hawthorne's Local Business Assistance program. The Hawthorne Local Business Assistance program is aimed at providing local businesses with service options needed to enhance their business. Service areas include 1) Incumbent Worker Training, 2) Grant Development Assistance, and 3) Financial Management Workshops for Business Owners.

DESCRIPTION OF SERVICE OPTIONS:

**Incumbent
Worker
Training**

This service would entail identifying and coordinating the training necessary to upgrade the skills of existing employees to become more valuable to the employer and provide better service to patrons.

SBWIB staff will work with employers to create detailed training plans that will identify the length and competencies or skills offered through the training (e.g., short-term or upskilling). Staff will also work with the businesses and trainers to track employee progress toward completing the training plan. Staff will work with both the employer and employees to identify and provide needed assistance to help ensure employee success.

In general, these training courses will be conducted by outside trainers that have experience with upgrading/upskilling skills of incumbent workers and the expertise in the area of skills training required. SBWIB has long established relationships with hundreds of training providers and manages a database of thousands of courses that are vetted and monitored by SBWIB staff to ensure the quality and fidelity of the courses listed. Businesses will be able to access existing courses from vendors and work with SBWIB to identify new vendors that may have courses relevant to employer's needs.

**Grant
Assistance**

SBWIB will work with local businesses to help identify available funding opportunities and assist with the completion of grant applications. Depending on the complexity, submission due dates or length of the grant application, SBWIB may coordinate with previously procured grant writing consultants for support.

**Financial
Management**

Financial Management assistance and workshops will be available to local businesses and managers. These services would be performed by one of our financial management experts that currently conducts workshops and training for individuals facing layoffs in the South Bay region. Experts utilized will be experienced financial professionals with required certifications and credentials.

RESPONSIBILITIES OF CONTRACTOR:

1. The CONTRACTOR will provide the services under the City of Hawthorne's Local Business Assistance program:
 - a. Enhanced Business Services – outreach to Hawthorne business owners (including startups and micro businesses). Outreach activities include, as needed, personal visits, phone calls, e-mails, and postal mailings (postage and printing costs to be paid by the City of Hawthorne).
 - b. Utilize SBWIB's Business Services and resources as needed to promote the programs in SBWIB newsletters, emails and SBWIB social media.
 - c. Conduct a business needs assessment and match service needs and or referrals.
 - d. Coordination of planning activities with employers/employees and other stakeholders to meet the goals and outcomes of the service plan(s). Including trainers, grant writers and industry experts.
2. The CONTRACTOR will assist up to twenty-five (25) individual Hawthorne businesses to receive services in one of the three service areas as identified:
 - 1) Incumbent Worker Training
 - 2) Grant Development Assistance
 - 3) Financial Management Workshops
3. Provide project data and required reports and information to be determined as well as upon demand by City of Hawthorne.
4. Provide a designated single point of contact for the program.
5. Provide a management level representative to participate in start-up planning activities, training, and on-going attendance at partner meetings.
6. PROVIDE CITY staff and/or Grantor with on-going access to project and financial files/records, and project activities at any time with or without prior notice during regular business hours.

PROJECT COORDINATION OF ACTIVITIES:

Michael Trogan
Special Projects Development Manager
South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
310-770-7787
mtrogan@sbwib.org

Laura Bischoff
Contracts & Training Manager
South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
310-970-7762
lbischoff@sbwib.org

EXHIBIT B

FEE SCHEDULE

The CONTRACTOR is responsible for the tracking of all unduplicated services to businesses under this Agreement. The CONTRACTOR may submit an invoice to the CITY on a monthly basis for business activities rendered in accordance with Exhibit A – Statement of Work. The CONTRACTOR will maintain all fiscal records in accordance with Office of Management and Budget (OMB) regulations and make such records available for review/audit.

The CITY will receive an invoice and make payment within 45 days upon approval.

The maximum fee schedule for work described under the Exhibit A - Statement of Work will be set at **\$132,500.00.**

COST BREAKOUT

Service Option	Description	Amount *
Administrative Costs	Fiscal, Accounting, MIS, and other administrative related duties	\$7,500
Business Services (10 Local Businesses)	Upon assessment and need, local businesses may request services in any of the service options identified and described. \$5,000 per business	\$125,000
	Total	\$132,500
<i>*Service needs above the planned allocation per business will require CITY approval prior to engagement.</i>		

Signature Page to Follow

All other terms of the Agreement shall remain unchanged and in full force and effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

CONTRACTOR

CITY OF HAWTHORNE

By: Jan Vogel

By: _____

Print Name: Jan Vogel

Print Name: Vontray Norris


Title: CEO

Title: City Manager

Date: 10/16/23

Date: _____

SIGNATURE CERTIFICATE


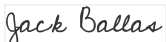


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SIGNER	E-SIGNATURE	EVENTS
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