



Reporting PGRP Job Creation for National Objective

MSPA Policy & Procedure Manual

Version_4: July 1, 2016

Table of Contents

Overview of Port of Gulfport Restoration Project	3
PGRP National Objective	4
Documenting Status of LMI Applicant / Employee	5
Overview of Port Employment Structure	6
Job Posting Process for New Job Created Related to PGRP	7
Job Creation Record Keeping Requirements for MSPA	10
Job Creation Record Keeping Requirements for Tenant	11
Job Creation Record Keeping Requirements for ILA Jobs	13
Job Creation Record Keeping Requirements for Service Providers	14
Appendix A: Pathways to the Port Jobs Program	16
Appendix B: Interview Log	33
Appendix C: Job Applicant Survey	35
Appendix D: PGRP Job Creation Quarterly Report	37
Appendix E: Memorandum of Agreement	42
Appendix F: Pathways Participation Agreement	50

Overview of the Port of Gulfport Restoration Project

On August 29, 2005, Hurricane Katrina made landfall on the Mississippi Gulf Coast, resulting in one of the worst natural disasters in United States history. Hurricane Katrina had a crippling effect on the Port of Gulfport's infrastructure, equipment and facilities. The entire rail system was destroyed, as were waterfront warehouses, container storage areas and freezer facilities.

As a result of this unprecedented devastation, Congress responded by allocating federal aid through a U.S. Department of Housing and Urban Development Community Development Block Grant ("CDBG") to the State of Mississippi to assist in recovery and rebuilding efforts. Because the Port is a key element in the State's recovery efforts, the Port of Gulfport Restoration Program ("PGRP") was developed to utilize a portion of the CDBG funds to re-establish a sustainable port facility capable of repositioning itself in the maritime marketplace and providing jobs to Mississippi residents.

The Mississippi State Port Authority ("MSPA") is an Enterprise Agency of the State of Mississippi and is responsible for the daily operations of the Port. The facility is a bulk, break-bulk and container seaport, which encompasses 204 acres, has nearly 6,000 feet of berthing space and averages over two million tons of cargo per year shipping over 200,000 twenty foot equivalent units (TEUs). The Port has gained a solid reputation as the second largest importer of green fruit in the United States and the third busiest container port on the U.S. Gulf of Mexico.

Restoration of the Port represents a critical investment in one of Mississippi's most indispensable assets. The project will create needed jobs on the Gulf Coast, allowing for future growth opportunities and maintaining the port's competitiveness over the long term. This transformative infrastructure investment project is vital not only to the Gulfport area and south Mississippi but also to the state's economy as a whole. Having efficient and competitive deepwater port facilities with access to major international shipping channels is critical to Mississippi's existing businesses and to the state's ability to grow its economy for decades to come.

PGRP National Objective

The authorizing statute of the CDBG program requires that the PGRP meet one of three national objectives. The PGRP, through its Action Plan submitted to HUD on December 12, 2007 (the “Action Plan”), elected to satisfy its national objective by providing benefit to low-and-moderate-income persons (LMI persons)¹. Specifically, the PGRP will accomplish its national objective through job creation, at least 51% of which (computed on a full-time equivalent basis) will be made available to LMI persons. Only permanent jobs will be counted toward the LMI job creation accomplishments.

As the Action Plan emphasizes how the PGRP will meet the national objective of benefitting LMI persons, specifically through *making jobs available* to LMI persons, the following requirements will be imposed for a job to be considered as made available to a LMI persons:

1. The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and,
2. MSPA will ensure the employer takes actions to ensure that LMI persons receive “first consideration” for filling such jobs.

¹ “Low- and moderate income persons” are families and individuals whose incomes are no more than 80 percent of the median income of the area involved.

Documenting LMI Status of an Applicant or Employee

The CDBG regulations provide six (6) options for documenting the status of an applicant or employee. MSPA may use any combination of the allowed 6 options discussed below to document the income status for LMI persons benefiting from the PGRP's job creation activities. Further, MSPA reserves the right to document the LMI status of an applicant or employee using any other allowable method set forth under regulations, guidance or "best practices" issued or published by HUD.

1. Referrals from an agency that has agreed to refer individuals who are determined to be LMI based on HUD's category. These agencies must maintain records, which must be available to MSPA, MDA or federal inspection, showing the basis upon which they determined that the person was LMI; or
2. A written self-certification by the employee or applicant of his/her family size and total income that is signed and dated. Certification can either include actual size and income of family or can contain a statement that the annual family income is below the Section 8 low-income limit for the applicable family size²; or
3. Qualification of employee or application for assistance under another program with income qualification that are as restrictive as those used by the CDBG program. (Examples: referrals from Public Housing, Welfare Agency, or the JTPA Program, with the exception of the JTPA Title III program for dislocated workers; or
4. Evidence that the individual is homeless; or
5. A person may be presumed to be a LMI person if either: (a) he or she resides in a census tract (or block numbering area) that meets the requirements of 24 C.F.R. § 570.208(a)(4)(iv)(A); or (b) the assisted business is located within a census tract (or block numbering area) that meets the requirements of 24 C.F.R. § 570.208(a)(4)(iv)(B). Evidence that a person may be presumed to be an LMI person based on either of the above requirements satisfies and replaces the requirement that a tenant or MSPA must provide a Job Applicant Survey Form for each new hire reported on the PGRP quarterly report.

² The Section 8 income limits are established by HUD and published annually. In December of each year (or any month the updated income limits are released by HUD), MSPA Compliance will review the HUD income limits and then update income limits used by MSPA in various forms to document income status of an individual. HUD income limits can be found at <http://www.huduser.org/portal/datasets/il/>.html.

6. A person may also be presumed to be an LMI person if the annual wages or salary of the job created is at or under the HUD-established income limit for a one-person family for the jurisdiction. Evidence that a person may be presumed to be an LMI person based on the above requirement satisfies and replaces the requirement that a tenant or MSPA must provide a Job Applicant Survey Form for each new hire reported on the PGRP quarterly report.

In addition to the above methods, MSPA expressly reserves the right to utilize any other current or future allowable method of documenting LMI status that is set forth under regulations, guidance or “best practices” issued or published by HUD. It is critical that the PGRP document the results of its activity and its related national objective. Therefore, the remainder of this Manual will specify the required documentation by various stakeholders to demonstrate compliance.

Overview of Port Employment Structure

As a landlord Port, the MSPA leases its property to tenants who, in turn, hire companies to move the cargo to its ultimate destination. This structure is typical of the seaport industry as a whole. Although the Port can be considered a single organizational unit that provides a service to ships, when its operations are analyzed in detail, it is clear that there are *multiple* services being produced and demanded within the Port area. Indeed, ports across America routinely include in the total job count transportation, railroad and other service jobs moving cargo between inland destinations and the marine terminals because those jobs would immediately disappear without the operation of the port. Numerous jobs dependent on the primary business activity at the Port and include groups such as: ILA members, terminal employees, MSPA staff, all tenant employees, mechanics, security guards, truck drivers, and other staff employed at the waterfront. As a result of this structure, and consistent with industry standards, the total job count at the Port includes jobs in transportation, stevedores, terminal operators, cargo handlers, and pilots, to name a few. Accordingly, these jobs will be included in the calculation of direct effects of the PGRP because each of these jobs is directly dependent upon the continued operation of the Port at Gulfport. Finally, given the Port’s property abuts the

downtown Gulfport retail and business district, MSPA also leases to commercial tenants which will provide employment opportunities for LMI persons.

Job Posting Process for New Jobs Created related to PGRP

MSPA is committed to documenting the full job impact of the PGRP. Accordingly, it has developed the Pathways to the Port Jobs Program (Pathways) which focuses on job placement and workforce development as those needs pertain to the tenants and service providers at the Port. A copy of the *Pathways to the Port Jobs Program* document is attached as Appendix A. A key partner in this effort is the Mississippi Department of Employment Security (MDES). MDES operates a network of WIN Job Centers (WIN) which have traditionally been the link between industry and the workforce. WIN will be utilized by MSPA to provide applicants with assessment, job search and placement assistance, as well as access to computers and job readiness training. MDES has developed the Workforce Investment Global Services or “WINGS”, an integrated web solution that will be used by the Pathways Participants to post jobs, find qualified applicants and manage job applications posted in the system. WIN may also provide office space for meetings, interviewing, on-site screening, and e-verify services for employers.

Currently there is an automated application and referral system under design by MSPA, the Mississippi Development Authority and the MDES. However, until the system is fully operational, the procedure below specifies the basic process by which employment opportunities and job applications will be received, logged and tracked by MSPA.

The MSPA Compliance Office will be the gateway for job openings and postings. The receipt of applications and referrals of individuals by MSPA Compliance Office will allow qualified applicants to be placed with Pathways Participants, with a priority given to LMI persons. The MSPA Compliance Office will manage a system consisting of a combination of electronic records and hard copies to track the job openings, the interview processes, and applicant information as it is filtered through Pathways.

The following procedure shall be followed for the duration of the project period for documenting any new job created because of the activities of the PGRP. This procedure will be followed by all Pathways Participants including, but not limited to, all MSPA tenants, service providers and licensees.

1. All Pathways Participants will direct all open positions to the MSPA Compliance Office. The position announcement should include the following: job description, work hours, hiring wage rate, anticipated date of hire, any special skills and experience required for the position and date needed the posting will close. To the extent this information is not submitted by the Pathways Participant, MSPA Compliance Office will follow up with the employer and obtain supplemental information.
2. Within two business days of receipt of the final job posting, MSPA Compliance Office will submit the posting to the local Gulfport WIN Job Center. Job openings will remain open for the period of time specified by the hiring company.
3. MDES will provide MSPA Compliance Office with all applications and referrals while the job posting remains open.
 - a. Until the system is fully automated, MSPA Compliance Office will maintain electronic records for each posting as well as electronic records for each applicant. MSPA Compliance Office will also process the information to include the data that will be reported to HUD, such as LMI status, gender, race, and handicapped status.
4. MSPA Compliance Office will evaluate all applications received and provide a list of qualified applicants to the Pathways Participant within 1 – 2 business days of the close of the job posting (depending on volume received and complexity of sorting criteria). Instructions regarding interview order and hiring priority based on LMI status will be provided to the Pathways Participant.
5. The Pathways Participant shall interview first the candidates provided to it by MSPA Compliance and prioritize all LMI persons. An interview log fully documenting first consideration of these candidates must be maintained by the hiring company. A copy of the form *Interview Log* to be used and maintained by hiring company is attached as Appendix B.
6. Once the qualified candidate(s) is (are) chosen, then Pathways Participant shall require the new employee to complete a *Job Applicant Survey* form (if the individual has not previously completed such form). Pathways Participant shall

maintain the completed *Job Applicant Survey* form for submission to MSPA Compliance Office with its *PGRP Job Creation Quarterly Report*. A copy of the *Job Applicant Survey* form to be utilized is attached as Appendix C. A copy of the *PGRP Job Creation Quarterly Report* to be utilized is attached as Appendix D.

7. The Pathways Participant shall submit a *PGRP Job Creation Quarterly Report* including all requested information regarding the new job, how it was made available to LMI persons, whether it was taken by a LMI person and the *Job Applicant Survey* form completed by the new employee. The *Interview Log* completed by Pathways Participant related to the new job must be submitted with the *PGRP Job Creation Quarterly Report*.

Job Creation Record-Keeping Requirements for MSPA

MSPA shall be responsible for maintaining the documentation to satisfy national objective compliance. Consistent with the national objective of the PGRP, the records must demonstrate that at least 51 percent (51%) of the jobs created will be available to low- and moderate-persons. Accordingly, MSPA Compliance Office shall ensure that the documentation for the PGRP national objective compliance includes the following:

- (1) A written commitment from each MSPA tenant that, for the duration of the PGRP, it will make at least 51 percent of the jobs on a full time equivalent basis available to low- and moderate-persons and will provide training for any of those jobs requiring special skills of education.
- (2) A listing by job title of employees upon execution of the Memorandum of Agreement.
- (3) Once created, MSPA shall maintain a listing, by job title, of the total permanent jobs created, indicating which jobs were made available to LMI persons, which jobs required special skills or education, and which jobs were part-time.
- (4) MSPA shall maintain documentation supporting the total number of jobs created.
- (5) A description of actions to be taken by MSPA, its tenants and all service providers to ensure that LMI persons will receive first consideration for these jobs.
- (6) A listing, by job title, race, ethnicity, gender and handicapped status of the permanent jobs created, and which jobs were made available to LMI persons, and a description of how first consideration was given to such persons for those jobs. That description should include the hiring process used; the number of LMI persons considered for each job; and the number of LMI persons actually hired.
- (7) A description of how the LMI status of those given first consideration was determined.
- (8) A description of how the total number of jobs was determined.

The specific documents, record-keeping requirements and procedures detailed in this Manual will be utilized to fully comply with the requirements listed above.

Job Creation Record-Keeping Requirements for Tenants

Record keeping requirements for all tenants relate both to the jobs created and the LMI persons benefiting from the PGRP. MSPA will collect documentation directly from the tenant, Mississippi Department of Employment Security (MDES) and/or the local WIN Jobs Centers as appropriate. The Pathways to the Port Jobs Program (Pathways) will be implemented through MDES and will be a key component to capturing the required information to document job impacts. Each MSPA tenant will be required to participate in Pathways as fully described in the Pathways program document.

The following is a list of the documents that will be required of the tenant and maintained by MSPA:

1. Memorandum of Agreement (MOA)

Each tenant of MSPA shall execute a MOA with MSPA which provisions shall specify the following:

- a. A commitment from the tenant to make jobs available to LMI persons;
- b. The type of job and whether the job will be full-time or part-time;
- c. The actions the tenant will take to ensure that at least 51% of the hires are made available to LMI persons.
- d. Tenant shall be required to follow the reporting requirements as indicated below.

A copy of the form MOA to be used is attached as Appendix E.

2. PGRP Job Creation Quarterly Report

Compliance with the terms of the MOA will be monitored and confirmed by MSPA Compliance Office. The *PGRP Job Creation Quarterly Report* will be used by the tenant to capture the required information as detailed below:

- a. Verify that the jobs were created.
- b. Whether the job created was made available to a LMI person;
- c. The full-time equivalency status of the jobs.
- d. The title and description of the job made available to a LMI person;
- e. The prerequisites for the job; special skills or education required for the job, if any; and the business commitment to provide needed training for such jobs; and,

- f. How first consideration was given to LMI persons. The records shall include the following details:
 - i. The name(s) of the persons interviewed for the job and the date of the interview(s); and
 - ii. The income status of the person(s) interviewed.

Reporting Requirements

- a) Upon signing a lease with MSPA, Tenant will provide an initial count of jobs related to its Port activities via *PGRP Job Creation Quarterly Report*.
- b) Each tenant will be required to provide a *Job Applicant Survey Form* (Attached as Appendix C) for each new hire, whether it is a replacement for an existing job or a newly created position. If another method is used to establish whether a job is held by or made available to a LMI person, then tenant shall not be required to provide a *Job Applicant Survey Form*.
- c) On not less than a quarterly basis, tenant will submit to MSPA a report detailing the number of jobs created in relation to its business at the Port along with the job classification category for each job.

In turn, MSPA, on not less than a quarterly basis, shall provide MDA a summary of all tenant jobs data using *PGRP Job Creation Quarterly Report*. This report will be due on the 15th of the month following the end of the quarter.

Job Creation Record-Keeping Procedures for ILA Jobs

The International Longshoremen's Association Local #1303 (ILA) provides valuable labor to the Port's tenants. The tenants of the Port do not contract with the ILA directly; rather the tenant contracts with a stevedore who, under fixed union contracts, hires longshoremen from the ILA to provide the manual labor required to load and unload the ships according to the needs of the tenant. Therefore, MSPA will collect documentation directly from the ILA to track the jobs created. The information required and the process for collecting the same is set forth below.

1. MSPA Compliance Office shall maintain a list of stevedore companies used by each tenant.
2. MSPA Compliance Office shall obtain from the ILA the documentation supporting the labor used during the reporting period which shall be provided with the quarterly report referenced below.
3. MSPA Compliance Office will require a *Job Applicant Survey Form* for each ILA member working at the Port, whether it is a replacement for an existing job or a newly created position.

Job Creation Record-Keeping Procedures for Service Providers

Service providers, specifically transportation companies, are invaluable to MSPA tenants as these companies perform numerous critical functions including moving the cargo to its ultimate destination. These jobs are included in the calculation of direct effects of the PGRP because each of these jobs is directly dependent upon the continued operation of the Port at Gulfport. This policy is consistent with HUD's regulations which state that the "full range of direct effects of the assisted activity will be considered." (See 24 CFR 570.208(a)). Consistent with published HUD guidance, MSPA has initially developed the procedures below to document jobs providing a "direct and positive link" between the PGRP, the CDBG-assisted activity, and job creation by service providers. Since the service providers do not directly receive CDBG assistance, if the requirements below (or alternative requirements as agreed upon by MSPA and HUD) are met, then jobs created by the service providers will be counted.

1. The service provider together with the Port shall be documented as being among mutually supportive components comprising the economic development project (PGRP).
2. The service provider would not go forward without CDBG assistance to the Port.
3. The service provider has entered into a written commitment with respect to the jobs to be created.

Consistent with the recommendations made by HUD in March, 2013, MSPA has developed an appropriate agreement for execution by the Port's transportation and service providers. A copy of the proposed *Pathways Participation Agreement* is attached as Appendix F for your reference and consideration.

Each transportation and service provider will be requested to execute the agreement and, if refused, then an alternative method of documentation will be required so the jobs created may be counted.

4. The aggregate of jobs to be created by the service provider entering into such commitments and those created by the PGRP meet the low/mod job benefit standard.

Finally, the sum of the jobs created by each service provider, plus the employees of the Port's business tenants will be utilized to show compliance with PGRP's national objective.

The following reporting requirements apply for transportation companies and service providers.

Reporting Requirements

1. Service provider will provide the following to MSPA:
 - a) Initial count of jobs related to its Port activities via on the *PGRP Job Creation Quarterly Report*.
 - b) A *Job Applicant Survey Form* for each person working with the service provider related to its Port activities.
2. Each service provider will be required to provide a *Job Applicant Survey Form* for each new hire, whether it is a replacement for an existing job or a newly created position.
3. On not less than a quarterly basis, service provider will submit to MSPA a report detailing the number of jobs created in relation to its business at the Port along with the job classification category for each job. The service provider shall use the *PGRP Job Creation Quarterly Report* to report this information.

In turn, MSPA, on not less than a quarterly basis, shall provide MDA a summary of all service provider jobs data using the format of *PGRP Job Creation Quarterly Report*. This report will be due on the 15th of the month following the end of the quarter.

Appendix A: Pathways to the Port Jobs Program

{Program Document to follow this page}



Mississippi State Port Authority

Pathways to the Port Jobs Program

April 11, 2014

(Version 4)

Background:

On August 29, 2005, Hurricane Katrina made landfall on the Mississippi Gulf Coast, resulting in one of the worst natural disasters in United States history. The Port of Gulfport (“Port”) electrical power supply, roads, water, sewer, rail, small craft harbor fender systems, navigational aids, and lighting and security systems were all destroyed or severely damaged by the storm.

As a result of this unprecedented devastation, Congress responded by allocating federal aid through a U.S. Department of Housing and Urban Development Community Development Block Grant 9”CDBG”) to the State of Mississippi to assist in recovery and rebuilding efforts. The Mississippi Development Authority (“MDA”) was tasked by the Governor with administering these federal dollars. Because the Port is a key element in the State’s recovery efforts, the Port of Gulfport Restoration Program (“PGRP”) was developed utilize a portion of the CDBG funds to re-establish a sustainable port facility capable of repositioning itself in the maritime marketplace and providing jobs to Mississippi residents, as well as mitigating against any future massive destruction from a similar storm.

The Mississippi State Port Authority (“MSPA”) is an Enterprise Agency of the State of Mississippi and is responsible for the daily operations of the Port. The facility is a bulk, break-bulk and container seaport, which encompasses 204 acres, has nearly 6,000 feet of berthing space and averages over two million tons of cargo per year shipping over 200,000 twenty foot equivalent units (TEUs). The Port has gained a solid reputation as the second largest importer of green fruit in the United States and the third busiest container port on the U.S. Gulf of Mexico.

The Port’s mission is to be self-sufficient, to provide world-class maritime terminal service to existing and future customers and to generate economic growth in Mississippi through the promotion of international trade.

Program Purpose:

The PGRP Action Plan outlines the PGRP’s goals of rebuilding and protecting the Port to provide an economic development opportunity that would create new jobs for the benefit of persons of low to moderate income (LMI).

To further this critical element of the Action Plan, MSPA has established the **Pathways to the Port Program (“Pathways Program”)**. The purpose of this is to provide a centralized process for job placement and workforce training that allows the Port to meet its requirements of making jobs available to persons of low to moderate income (“LMI”). The Port must make at least 51% of the jobs created, available to LMI persons to satisfy the national objective of the PGRP Action Plan; however, the Port is expanding Pathways to provide coordination with other State, local and community resources for the purpose of developing and training the needed workforce to

insure the skills required are available and the greatest benefit is provided to the surrounding LMI communities.

Program Management and Participation:

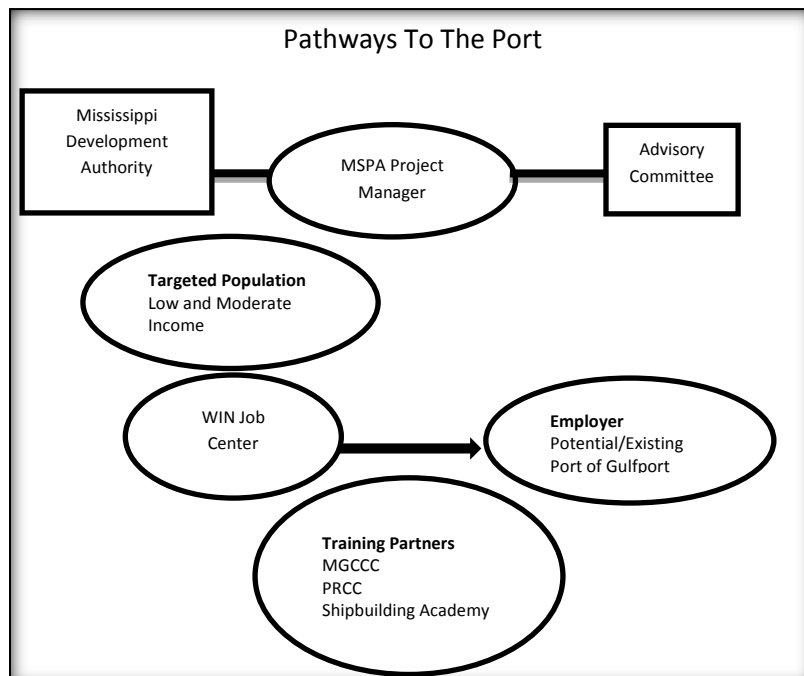
MSPA will be responsible for the overall management of the **Pathways Program**. It has entered into agreements with its existing business tenants to participate in the program and anticipates entering into such agreements with any future tenants. Pathways to the Port is open to any vendor, contractor, labor or service provider that provides jobs as a result of business with the Port, and MSPA will actively solicit participation from these employers. Hereafter, these entities will be referred to as “Program Participants”.

By agreeing to participate in the **Pathways Program** and provide jobs data to the MSPA, the Port will be able to track job impacts, specifically impact to LMI persons.

A five member Advisory committee - comprised of two MSPA representatives, one MDA representative, a community representative, and a representative from the City of Gulfport - will guide strategic decisions for the planning and implementation of the **Pathways Program**. MSPA will contract or hire a workforce consultant/manager to assist with planning and implementation as well as provide day-to-day oversight and administration. The workforce manager will also be responsible in part for securing employer commitment to the project. This position will report directly to the Advisory Committee.

The Advisory Committee will meet every other month to discuss outreach efforts, Program activities, hiring goals, and the effectiveness of the Program. The table below depicts the organizational structure for **Pathways Program**.

Organizational Structure



Pathways to the Port Jobs Program:

1. Job Recruitment and Placement-

MSPA and MDA have partnered with the Mississippi Department of Employment Security (“MDES”) to recruit and refer eligible applicants and provide employers with a one-stop resource for job posting and qualified workers. MDES operates a network of WIN Job Centers which have traditionally been the link between industry and the workforce. The Centers will provide applicants with assessment, job search and placement assistance, as well as access to computers and job readiness training. Applicants in need of additional training will be screened and referred to training providers.

MDES has developed the Workforce Investment Global Services or “WINGS”, an integrated web solution that can be used by employers to post jobs, find qualified applicants and manage job applications posted in the system. The WIN Job Centers will provide office space for meetings, interviewing, on-site screening, and e-verify services for employers.

- a. **Pathways Program** will require all the Program Participants to submit job postings through WINGS for all newly created or replacement positions.
- b. The WIN Job Center will provide a list of qualified job seekers with preference to LMI persons.
- c. MDES will provide the Program Participant with the list of qualified job seekers from the WIN Job Center.
- d. The Program Participant will then interview the candidates qualified for the open position and prioritize LMI persons. The Program Participant may choose to hire from the list provided if possible. Once the program participant has made a hiring decision regarding the position, the participant shall inform MDES of its decision.
- e. When a candidate is chosen, either from the provided list or another source, the Program Participant will complete the Job Applicant Survey Form (Attachment A) and submit it to the **Pathways Program** for record and reporting.

There is an existing pool of potential workers to be employed at the Port. The total population for the region is over 447,000, with a workforce participation rate of approximately 60 %. The demographics of the region are described in the table below.

Regional Demographics

EDUCATION (AGES 25+)	State	6 Regional Counties
Less than 9th Grade	7.46%	5.51%
9th to 12th Grade	13.63%	11.77%
High School Diploma	31.21%	32.25%
Some College	21.17%	23.94%
Associate's Degree	7.47%	8.56%
Bachelor's Degree	12.42%	11.77%
Graduate/Professional Degree	6.65%	6.20%
ECONOMIC INDICATORS		
Poverty Rate	21.41%	15.86%
Workforce Participation Rate	59.78%	60.03%
Per Capita Income	\$19,534	\$20,024
GENDER		
Male	48.49%	49.57%
Female	51.51%	50.43%
AGE		
Under 15	21.62%	20.71%
15 to 19	7.71%	7.36%
20 to 34	20.65%	19.98%
35 to 54	26.93%	28.34%

55 to 64	10.61%	11.34%
----------	--------	--------

2. Workforce Training-

The State of Mississippi has successfully developed a workforce training system utilizing the resources of the State’s network of community colleges, senior colleges, State and local economic development agencies, and related business entities. This system has successfully provided hundreds of citizens, the vast majority of which are LMI persons, with the job training and related education to find employment with the major manufacturing industries and businesses of the State, including Nissan and Toyota. This system has been nationally recognized for its innovation and abilities to provide a highly skilled workforce for these industries. The **Pathways Program** will partner this with existing state workforce system, to plan, implement and oversee training, recruitment, and hiring needs for the Port and the Program Participants. The **Pathways Program** will identify the fundamental/core skills needed in order to equip unskilled and under-skilled workers to fill entry-level demand jobs.

Training Strategy

As outlined above, the **Pathways Program** will work with businesses, community colleges, and other training providers as necessary to meet job training needs. Training will be easily accessible, flexible and will be provided at very low or no cost to eligible applicants.

MDA has initially identified three key training providers;(1) the Mississippi Gulf Coast Community College, which has three campuses and has offered the use of its West Harrison Center located in Harrison County to be used exclusively for the **Pathways** Program training; (2) Pearl River Community College, which has campuses in Hancock and Pearl River County; and (3) the Ship Building Academy located in Jackson County.

The training curriculum will be customized to meet training needs as necessary. Training will lead to portable industry recognized credentials. Potential training available based on need includes:

- Logistics Technology – Two-year degree or a; one-year certificate option, or multiple short-term modules that gives individuals forklift training as well as competencies for supply chain management, transportation and distribution scheduling, and inventory and warehouse management.
- Diesel Equipment Technology – One-year certificate that provides individuals with competencies to maintain and repair industrial equipment, commercial trucks, and construction equipment.
- Office System Technology – One-year certificate or short term modules that provide competencies to conduct e-business, international marketing, and multimedia presentations.

- Heavy Equipment Operations
- Construction Skills
- OSHA
- Crane Simulation
- Commercial Truck Driving – Short term training that leads to CDL.
- Career Readiness Certificates –Short term certificates which measures the workplace abilities of potential workers.

Program Reporting:

The **Pathways Program** will be a focused and accountable model initiative. Applicants will be tracked in the State’s performance management system to measure and report on hiring and other outcomes.

1. Program Participant

- a) All Program Participants will provide an initial count of jobs related to its Port activities via PGRP Job Creation Quarterly Report (Attachment B).
- b) Each Program Participant will be asked to provide a Job Applicant Survey Form (Attachment A) for each new hire, whether it is a replacement for an existing job or a newly created position.
- c) On not less than a quarterly basis, Program Participants will submit to MSPA a PGRP Job Creation Quarterly Report detailing the number of jobs created in relation to the Port together with the job classification category for each.

2. MSPA

- a) MSPA, on not less than a quarterly basis, will provide MDA a summary of all Program Participant jobs data using PGRP Job Creation Quarterly Report (Attachment B). The report will be due on the 15th of the month following the end of the quarter.
- b) MSPA will provide an executive summary of the activities of the **Pathways Program** each quarter including but not limited to: number of program participants, explanation changes in participation, outreach activities and workforce training status.

Program Outreach:

MSPA is implementing a jobs program to in order to quantify the jobs of tenants/contractors/stakeholders resulting from the Port’s restoration and to make them available to all sections of the community, including low- to moderate-income residents.

Objective

Educate tenants/contractors/stakeholders as to the process and benefits of participating in the **Pathways Program**.

Educate the community as to what is being done to make Port jobs available to the community, job training and the process to participate.

Goal

See 75% of all tenant/contractor/stakeholder job vacancies be posted on the Port’s job portal through the MDES. Additionally, realize 100% awareness of the Port’s job outreach effort throughout the target market.

Primary Target

For employment purposes, the entire community will be targeted. However, particular attention will be paid to low- and moderate-income persons. The outreach campaign will include community-based organizations, WIN Job Centers, libraries, and media resources. Unemployed, underemployed, dislocated workers and discouraged workers will be the targets of the outreach campaign.

Examples of tenants/contractors/stakeholders are outlined as follow:

<u>Tenants</u>	<u>Contractors</u>	<u>Stakeholders</u>
Chiquita	Design and Engineering	Trucking and logistic firms
Dole	Construction	Kansas City Southern
Crowley		Customs
DuPont		ILA
Ports America		

Message

The Mississippi State Port Authority at Gulfport is providing jobs for a trained workforce and that’s both good for our employers and the community.

Outreach Strategy

Throughout the initial awareness campaign, we will use a variety of integrated marketing tools and messages to accomplish the stated goal using the following strategy:

1. Create positive buzz about **Pathways Program** and the outreach efforts to be undertaken to reach all facets of the community.
2. Motivate employers to participate in the **Pathways Program** by submitting their job recruitment listing to the program and thus gain access to the Port's database of pre-certified labor.
3. Empower community groups to carry the message to their various constituencies through a grass roots campaign.
4. Establish credibility in the marketplace through establishment of strong paid and earned media effort.

Tactics

1. Digital outdoor advertising within a 30-mile radius of Gulfport, MS – Lamar Outdoor
2. Radio spot – 30 second running on the following stations WJZD, WZKX, WXYK and WCPR
3. TV spot – 15 second running on the following stations WLOX and WXXV.
4. Internet display advertising – 30-mile radius of Gulfport, MS.
5. Internet key word search – 30-mile radius of Gulfport, MS.
6. Print display advertising: *The Sun Herald, The Gazette (At South Mississippi), The Mississippi Press, Sea Coast Echo and Pass Christian Gazebo Gazette.*
7. Website Jobs Portal with linkage to both www.shipmspa.com and www.portofthefuture.com.
8. PowerPoint presentations for Port tenants/contractors/stakeholders.
9. Two separate flyers for tenants/contractors/stakeholders and the community that explains the respective jobs program process and benefits.
10. Undertake a media relations program with the various media outlets in and out of the primary market. Particular attention will be given to media outlets targeting low- and moderate-income audiences.
11. A series of community meetings to engage various constituencies in the jobs process.
12. Seminar for tenants/contractors/stakeholders explaining jobs process and benefit of their participation.

Attachment A

{Job Applicant Survey Form to follow this page}

JOB APPLICANT SURVEY FORM | Port of Gulfport Restoration Program

Current employment status: Employed Unemployed Job Title _____

Estimated number of hours worked each week _____

To meet federal regulation requirements, we need to collect information on the questions below regarding low- and moderate-income beneficiaries and Direct Benefit EEO reporting. This information is gathered for data reporting purposes only. Information given in this form will not be used for making employment decisions and will not be distributed outside of this company's personnel office except for compliance inspection by appropriate government officials.

NOTE: If you are a person with a disability and may need special services or accommodations in completing this form, please ask for assistance from this company's personnel office.

Name: _____

Address: _____

Employer: _____

- Determine the correct number of person(s) in your household and circle that number in the appropriate box below. This number should include all persons temporarily away from your household (e.g. college students, persons on extended vacations, etc.). Number of household members _____
- Look at the amount of money listed in the block that you have circled. Is the total household income above or below that amount of money?
- Place a check (✓) after either "Above" or "Below" to match the appropriate answer in question 2.

1 PERSON \$29,150 Above <input type="checkbox"/> Below <input type="checkbox"/>	2 PERSON \$33,300 Above <input type="checkbox"/> Below <input type="checkbox"/>	3 PERSON \$37,450 Above <input type="checkbox"/> Below <input type="checkbox"/>	4 PERSON \$41,600 Above <input type="checkbox"/> Below <input type="checkbox"/>	5 PERSON \$44,950 Above <input type="checkbox"/> Below <input type="checkbox"/>	6 PERSON \$48,300 Above <input type="checkbox"/> Below <input type="checkbox"/>	7 PERSON \$51,600 Above <input type="checkbox"/> Below <input type="checkbox"/>	8 PERSON \$54,950 Above <input type="checkbox"/> Below <input type="checkbox"/>
---	---	---	---	---	---	---	---

Office Use Only:

The income limits listed in the boxes above are from the county of: **Gulfport-Biloxi, MS MSA**
 The income limits set forth above are fixed each year by HUD according to local area data. Local income levels can be obtained online at: <http://www.huduser.org/DATASETS/il.html>.

Check (✓) the appropriate boxes below: (Please check all that apply.)

- | | | |
|--|--|--|
| 1. White, not Hispanic <input type="checkbox"/> | 4. Hispanic <input type="checkbox"/> | 7. Minority <input type="checkbox"/> |
| 2. Black, not Hispanic <input type="checkbox"/> | 5. Asian/Pacific Islander <input type="checkbox"/> | 8. Elderly (62+) <input type="checkbox"/> |
| 3. American Indian/Alaskan Native <input type="checkbox"/> | 6. Female Head of Household <input type="checkbox"/> | 9. Handicapped <input type="checkbox"/> |
| | | 10. Child 18 or younger <input type="checkbox"/> |

Male Female Prefer not to disclose

I certify, under the penalty of perjury, that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in this certification or other information provided herein may result in the termination of my employment or prosecution.

Signature of person completing this form: _____

Date this form completed: _____

Does the employer offer health care for this job? Yes No

FOR MSPA COMPLIANCE USE ONLY:	FOR COMPANY USE ONLY
LMI _____	JOB OFFERED _____
NON-LMI _____	JOB ACCEPTED _____
CERTIFIED BY: _____	DATE ACCEPTED _____
	PERSONNEL OFFICER _____
	JOB TITLE CLASSIFICATION _____

Attachment B

{PGRP Job Creation Quarterly Report to follow this page}

PGRP Job Creation Quarterly Report

Reporting Period: _____

Name of Business: _____

Name of Company Representative: _____

Select Type of Business: ___ TENANT ___ SERVICE PROVIDER

___ STEVEDORE (ILA labor)

Section I. Reporting Jobs Created

Total number of permanent full-time equivalent jobs created						
Job Category	Skill Level/ Classification	Available due to turnover?	# made available to above/ moderate income persons	# made available to low/moderate income persons	Total	Average Wage to be Paid
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
TOTALS			0	0	0	

Section II. Information on Jobs Created and Applicants

Information regarding jobs created:

1. What were the prerequisites for the job: _____

2. Were special skills or education required for the job?

If so, which skills or education were required?

3. Was necessary training provided by the business for such jobs?

_____ YES _____ NO

4. Was first consideration given to LMI persons?

_____ YES _____ NO

- a. Along with this report, provide MSPA with a copy of the interview log for the created job(s) reported for this period. The interview log must contain the following information:
- i. The name(s) of the persons interviewed for the job and the date of the interview(s); and
 - ii. The income status of the person(s) interviewed.

Job Title Classification Definitions

Officials and Managers: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professional: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accounts and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

Sales: Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, sales-workers, demonstrators, retail sales workers, and sales clerks, grocery clerks and cashiers, checkers, and kindred workers.

Office and Clerical: Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

Craft Workers (skilled): Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

Operatives (semi-skilled): Workers who operate machines or other equipment or perform other factory-type duties or intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame cutters, and kindred workers.

Laborers (unskilled): Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundkeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers: Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, char-workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

Appendix B: Interview Log

{Form Interview Log to follow this page}



Pathways to the Port Interview Log

Company Name: _____

Available Position: _____

Applicant Name	Date/Time Of Interview	LMI Person? Yes/No	Offer Made? Yes/No	Offer Accepted? Yes/No	Explanation

Name of Interviewer: _____

Signature of Interviewer: _____

Appendix C: Job Applicant Survey

{Job Applicant Survey form to follow this page}

JOB APPLICANT SURVEY FORM | Port of Gulfport Restoration Program

Current employment status: Employed Unemployed Job Title _____

Estimated number of hours worked each week _____

To meet federal regulation requirements, we need to collect information on the questions below regarding low- and moderate-income beneficiaries and Direct Benefit EEO reporting. This information is gathered for data reporting purposes only. Information given in this form will not be used for making employment decisions and will not be distributed outside of this company's personnel office except for compliance inspection by appropriate government officials.

NOTE: If you are a person with a disability and may need special services or accommodations in completing this form, please ask for assistance from this company's personnel office.

Name: _____

Address: _____

Employer: _____

- Determine the correct number of person(s) in your household and circle that number in the appropriate box below. This number should include all persons temporarily away from your household (e.g. college students, persons on extended vacations, etc.). Number of household members _____
- Look at the amount of money listed in the block that you have circled. Is the total household income above or below that amount of money?
- Place a check (✓) after either "Above" or "Below" to match the appropriate answer in question 2.

1 PERSON \$29,150 Above <input type="checkbox"/> Below <input type="checkbox"/>	2 PERSON \$33,300 Above <input type="checkbox"/> Below <input type="checkbox"/>	3 PERSON \$37,450 Above <input type="checkbox"/> Below <input type="checkbox"/>	4 PERSON \$41,600 Above <input type="checkbox"/> Below <input type="checkbox"/>	5 PERSON \$44,950 Above <input type="checkbox"/> Below <input type="checkbox"/>	6 PERSON \$48,300 Above <input type="checkbox"/> Below <input type="checkbox"/>	7 PERSON \$51,600 Above <input type="checkbox"/> Below <input type="checkbox"/>	8 PERSON \$54,950 Above <input type="checkbox"/> Below <input type="checkbox"/>
---	---	---	---	---	---	---	---

Office Use Only:

The income limits listed in the boxes above are from the county of: **Gulfport-Biloxi, MS MSA**
 The income limits set forth above are fixed each year by HUD according to local area data. Local income levels can be obtained online at: <http://www.huduser.org/DATASETS/il.html>.

Check (✓) the appropriate boxes below: (Please check all that apply.)

- | | | |
|--|--|--|
| 1. White, not Hispanic <input type="checkbox"/> | 4. Hispanic <input type="checkbox"/> | 7. Minority <input type="checkbox"/> |
| 2. Black, not Hispanic <input type="checkbox"/> | 5. Asian/Pacific Islander <input type="checkbox"/> | 8. Elderly (62+) <input type="checkbox"/> |
| 3. American Indian/Alaskan Native <input type="checkbox"/> | 6. Female Head of Household <input type="checkbox"/> | 9. Handicapped <input type="checkbox"/> |
| | | 10. Child 18 or younger <input type="checkbox"/> |

Male Female Prefer not to disclose

I certify, under the penalty of perjury, that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in this certification or other information provided herein may result in the termination of my employment or prosecution.

Signature of person completing this form: _____

Date this form completed: _____

Does the employer offer health care for this job? Yes No

FOR MSPA COMPLIANCE USE ONLY:	FOR COMPANY USE ONLY
LMI _____	JOB OFFERED _____
NON-LMI _____	JOB ACCEPTED _____
CERTIFIED BY: _____	DATE ACCEPTED _____
	PERSONNEL OFFICER _____
	JOB TITLE CLASSIFICATION _____

Appendix D: PGRP Job Creation Quarterly Report

{PGRP Job Creation Quarterly Report to follow this page}

PGRP JOB CREATION QUARTERLY REPORT

Reporting Period: _____

Name of Business: _____

Name of Company Representative: _____

Select Type of Business: ___ TENANT ___ SERVICE PROVIDER

 ___ STEVEDORE (ILA labor)

Section I. Reporting Jobs Created

Total number of permanent full-time equivalent jobs created						
Job Category	Skill Level/ Classification	Available due to turnover?	# made available to above/ moderate income persons	# made available to low/moderate income persons	Total	Average Wage to be Paid
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
TOTALS			0	0	0	

Section II. Information on Jobs Created and Applicants

Information regarding jobs created:

1. What were the prerequisites for the job: _____

2. Were special skills or education required for the job?

If so, which skills or education were required?

3. Was necessary training provided by the business for such jobs?

_____ YES _____ NO

4. Was first consideration given to LMI persons?

_____ YES _____ NO

a. Along with this report, provide MSPA with a copy of the interview log for the created job(s) reported for this period. The interview log must contain the following information:

- i. The name(s) of the persons interviewed for the job and the date of the interview(s); and
- ii. The income status of the person(s) interviewed.

Job Title Classification Definitions

Officials and Managers: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professional: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accounts and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

Sales: Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, sales-workers, demonstrators, retail sales workers, and sales clerks, grocery clerks and cashiers, checkers, and kindred workers.

Office and Clerical: Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

Craft Workers (skilled): Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

Operatives (semi-skilled): Workers who operate machines or other equipment or perform other factory-type duties or intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame cutters, and kindred workers.

Laborers (unskilled): Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundkeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers: Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, char-workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

Appendix E: Memorandum of Agreement

{Form of Memorandum of Agreement to follow this page}

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (this "Agreement") is made and entered into by _____ (the "Tenant") and the Mississippi State Port Authority at Gulfport ("MSPA"), for reporting statistical job information pursuant to the current U.S. Department of Housing and Urban Development ("HUD") grant (the "Grant") to the Mississippi Development Authority ("MDA") approved for the Port of Gulfport Restoration Project (the "Project"). MSPA and Tenant do hereby agree as follows:

WHEREAS, MSPA is a sub-recipient under the Grant from HUD to MDA; and

WHEREAS, pursuant to the terms of the Grant and the Action Plans pertaining thereto, MSPA has requested, and Tenant has agreed, to enter into this Agreement to provide MSPA with certain information regarding job classification and jobs created related to the Project.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the Tenant and MSPA agree as follows:

1. The MSPA shall:
 - a. Abide by all State and Federal guidelines.
 - b. Prepare all reports in accordance with all applicable rules and regulations of the MDA and HUD, and to the extent permitted by the applicable regulations, report the information submitted pursuant to this Agreement in a format that includes, collectively, similar data collected from each of the tenants at the Port of Gulfport.
 - c. For a period of no less than one year, the actual time period to be approved by the MSPA Commission, reduce the annual rental rates by an amount not to exceed 1% set in the agreement between MSPA and Tenant regarding the leased premises for each year if Tenant satisfies any or all of the accomplishments set forth below:
 - (i) Tenant submits all new job postings through the Pathways Program.
 - (ii) Tenant fully accomplishes its job creation goals as projected to MSPA upon execution of the lease agreement.

(iii) If a minimum of 51% of Tenant's created jobs are made available to LMI persons.

If Tenant fails to satisfy an accomplishment set forth above in this section 1(c), then the annual rental rates will not be reduced by MSPA.

2. The Tenant shall, for the duration of the project period:

a. On not less than a quarterly basis, submit to MSPA report(s) detailing the number of jobs created in relation to the Project together with the job classification category for each. Additionally, the quarterly reports shall detail the number of jobs created that are made available to low-to-moderate-income persons, together with the job classification category for each and the average wage to be paid. The job classifications shall identify the separate categories of jobs together with the skill levels as more particularly set forth on Exhibit A attached hereto. A suggested format for the data is included as Schedule A attached hereto. For purposes of this reporting, a "low-to-moderate-income person" means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose. This will be measured, at MSPA's discretion, before and/or after employment with Tenant commenced. HUD income limits are published annually and can be found at <http://www.huduser.org/portal/datasets/il/>. Tenant also agrees to provide this information for any company with which Tenant contracts for services related to the Tenant's use of the Port of Gulfport.

b. Keep and maintain books, records and other documents relating directly to the persons hired previously by Tenant as well as the hiring of persons to fill any new jobs created by Tenant as a result of the Project.

c. The Tenant agrees that any duly authorized representative of MSPA, the MDA, Disaster Recovery Division, HUD and/or the Controller General of the United States shall, at all reasonable times, have access to and the right to inspect, copy, audit, and examine all such records related to job creation or retention as a result of the Project until the completion of all close-out procedures respecting the Grant and the final settlement and conclusions of issues arising out of the Grant.

d. To the extent new jobs are created, Tenant agrees to make available a minimum of 51 percent of the new jobs available to persons of low-to-moderate income families

by participating in the MSPA's jobs program "Pathways to the Port". MSPA and Tenant agree that Tenant will have satisfied these requirements by participating in the MSPA jobs program and shall not in any circumstance have an obligation to create jobs it does not deem necessary nor hire individuals it does not deem qualified.

3. MSPA affirms that the activities in the Project comply with 24 CFR Part 570, Prohibition on Use of Community Development Block Grant Assistance for Job-Pirating Activities.

IN WITNESS WHEREOF, MSPA and the Tenant have executed this Agreement this the _____ day of _____, 201_.

TENANT: _____
By: _____
Name: _____
Title: _____

MISSISSIPPI STATE PORT AUTHORITY AT GULFPORT

BY: _____
Jonathan T. Daniels,
Executive Director & CEO

Officials and Managers: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professional: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accounts and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

Sales: Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, sales-workers, demonstrators, retail sales workers, and sales clerks, grocery clerks and cashiers, checkers, and kindred workers.

Office and Clerical: Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

Craft Workers (skilled): Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

Operatives (semi-skilled): Workers who operate machines or other equipment or perform other factory-type duties or intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flamecutters, and kindred workers.

Laborers (unskilled): Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundkeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers: Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, char-workers and cleaners, cooks (except household), counter and fountain workers, elevator operators,

firefighters and fire protection guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

Schedule A

PGRP Job Creation Quarterly Report

Reporting Period: _____

Name of Business: _____

Name of Company Representative: _____

Select Type of Business: TENANT SERVICE PROVIDER

STEVEDORE (ILA labor)

Section I. Reporting Jobs Created

Total number of permanent full-time equivalent jobs created						
Job Category	Skill Level/ Classification	Available due to turnover?	# made available to above/ moderate income persons	# made available to low/moderate income persons	Total	Average Wage to be Paid
					0	
					0	
					0	
					0	
					0	
					0	
TOTALS			0	0	0	

Section II. Information on Jobs Created and Applicants

Information regarding jobs created:

1. What were the prerequisites for the job: _____

2. Were special skills or education required for the job?

If so, which skills or education were required?

3. Was necessary training provided by the business for such jobs?

_____ YES _____ NO

4. Was first consideration given to LMI persons?

_____ YES _____ NO

a. Along with this report, provide MSPA with a copy of the interview log for the created job(s) reported for this period. The interview log must contain the following information:

- i. The name(s) of the persons interviewed for the job and the date of the interview(s); and
- ii. The income status of the person(s) interviewed.

Appendix F: Pathways Participation Agreement

{Form Pathways Participation Agreement to follow this Page}

PATHWAYS PARTICIPATION AGREEMENT

This Agreement to participate in “Pathways to the Port” is entered into by _____ [insert name of service provider working at the Port], and the Mississippi State Port Authority at Gulfport (“MSPA”). MSPA has received a sub-grant from the U.S. Department of Housing and Urban Development (“HUD”) through the Mississippi Development Authority (“MDA”) for the Port of Gulfport Restoration Project (the “Project”). MSPA is committed to the job creation objectives of the Grant and has developed “Pathways to the Port” to facilitate job placement and workforce development. As part of Pathways to the Port, MSPA has partnered with the Mississippi Department of Employment Security to recruit and refer eligible applicants and provide employers with a one-stop resource for job postings and qualified workers.

Pathways’ workforce development component partners the MSPA with a multitude of educational resources, including area community colleges, such as Pearl River Community College (campuses in Hancock and Pearl River), Mississippi Gulf Coast Community College (which has agreed to use its West Harrison County Center exclusively for the Pathways’ training), and the Shipbuilding Academy (Jackson County).

Training opportunities include logistics technology, including forklift training and inventory and warehouse management; diesel equipment technology; construction skills; heavy equipment operations; training in e-business, international marketing, and multimedia presentations; as well as training for commercial truck driving.

_____ provides _____ services at the Mississippi State Port at Gulfport (“Port”), and _____ and MSPA are mutually supportive components of the sea port industry, and both are essential to the transportation of goods to and from the Port. Without the throughput at the Port, _____ would not have cargo to transport to and from the Port and would not have the need for its current level of employment. The Port is being restored with Grant funds, and as part of its commitment under the Grant, MSPA will utilize Pathways to the Port to make a minimum 51 percent of the new jobs available to persons of low-to-moderate income families.

In furtherance of these goals, and because both the MSPA and _____ wish to help develop the pool of trained and skilled laborers in the Mississippi gulf coast region, _____ has agreed to join Pathways to the Port and utilize Pathways as the first source for recruitment, referral and possible placement of new hires as employment opportunities and training needs arise.

In connection with the Grant, MSPA intends to report to MDA and HUD information regarding the jobs associated with the Project, including information regarding job creation

and retention, and job classifications. With this in mind, _____ will assist MSPA by promptly notifying MSPA of job opportunities with _____, including submitting requested information regarding the job's description, wages to be paid, and other information that will help Pathways connect qualified workers as possible hires with _____. The suggested format for the information that may be collected is attached as Exhibit A and Schedule A.

For purposes of this reporting, a "low-to-moderate-income person" means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose. This will be measured, at MSPA's discretion, before and/or after employment with Company commenced. HUD income limits are published annually and can be found at <http://www.huduser.org/portal/datasets/il/.html>.

Signed:

Date: _____ (company name)

By: _____ (signature)

Name: _____

Title: _____

Date: _____

MISSISSIPPI STATE PORT AUTHORITY AT GULFPORT

BY: _____

Exhibit A Job Title Classification Definitions

Officials and Managers: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professional: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accounts and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

Sales: Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, sales-workers, demonstrators, retail sales workers, and sales clerks, grocery clerks and cashiers, checkers, and kindred workers.

Office and Clerical: Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

Craft Workers (skilled): Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

Operatives (semi-skilled): Workers who operate machines or other equipment or perform other factory-type duties or intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flamecutters, and kindred workers.

Laborers (unskilled): Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundkeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers: Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, char-workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

Schedule A

PGRP Job Creation Quarterly Report

Reporting Period: _____

Name of Business: _____

Name of Company Representative: _____

Select Type of Business: TENANT SERVICE PROVIDER

STEVEDORE (ILA labor)

Section I. Reporting Jobs Created

Total number of permanent full-time equivalent jobs created						
Job Category	Skill Level/ Classification	Available due to turnover?	# made available to above/ moderate income persons	# made available to low/moderate income persons	Total	Average Wage to be Paid
					0	
					0	
					0	
					0	
					0	
					0	
TOTALS			0	0	0	

Section II. Information on Jobs Created and Applicants

Information regarding jobs created:

1. What were the prerequisites for the job: _____

2. Were special skills or education required for the job?

If so, which skills or education were required?

3. Was necessary training provided by the business for such jobs?
_____ YES _____ NO

4. Was first consideration given to LMI persons?
_____ YES _____ NO

- a. Along with this report, provide MSPA with a copy of the interview log for the created job(s) reported for this period. The interview log must contain the following information:
 - i. The name(s) of the persons interviewed for the job and the date of the interview(s); and
 - ii. The income status of the person(s) interviewed.