

**Conciliation Agreement  
Between the U.S. Department of Labor  
Office of Federal Contract Compliance Programs  
and  
Goodman Food Products, Inc.  
200 E. Beach Avenue  
Inglewood, CA 90302**

**PART I: General Provisions**

1. This Agreement is between the Office of Federal Contract Compliance Programs (hereinafter "OFCCP") and Goodman Food Products, Inc. (hereinafter "Goodman") located at 200 E. Beach Avenue, Inglewood, California.
2. The violations identified in this Agreement were found during a compliance review of Goodman, which began on July 2, 2010, and it was specified in a Notice of Violation issued on August 26, 2011. OFCCP alleges that Goodman has violated Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212), and implementing regulations at 41 CFR Chapter 60 due to the specific violations cited in Part II below.
3. This Agreement does not constitute an admission by Goodman of any violation of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212) and implementing regulations at 41 CFR Chapter 60.
4. The provisions of this Agreement will become part of Goodman's Affirmative Action Program (hereinafter "AAP"). Subject to the performance by Goodman of all promises and representations contained herein and in its AAP, all named violations in regard to the compliance of Goodman with all OFCCP programs will be deemed resolved. However, Goodman is advised that the commitments contained in this Agreement do not preclude future determinations of noncompliance based on a finding that the commitments are not sufficient to achieve compliance.
5. Goodman agrees that OFCCP may review compliance with this Agreement. As part of such review, OFCCP may require written reports, inspect the premises, interview witnesses, and examine and copy documents, as may be relevant to the matter under investigation and pertinent to Goodman's compliance. Goodman shall permit access to its premises during normal business hours for these purposes.
6. Nothing herein is intended to relieve Goodman from the obligation to comply with the requirements of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212), and implementing regulations, or any other equal employment statute or executive order or its implementing regulations.

7. Goodman agrees that there will be no retaliation of any kind against any beneficiary of this Agreement or against any person who has provided information or assistance, or who files a complaint, or who participates in any manner in any proceedings under Executive Order 11246, as amended, and/or Section 503 of the Rehabilitation Act of 1973, as amended, and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212).
8. This Agreement will be deemed to have been accepted by the Government on the date of signature by the Regional Director for OFCCP, unless the Director for OFCCP indicates otherwise within 45 days of the Regional Director's signature on this Agreement.
9. If at any time in the future, OFCCP believes that Goodman has violated any portion of this Agreement during the term of this Agreement, Goodman will be promptly notified of that fact in writing. This notification will include a statement of the facts and circumstances relied upon in forming that belief. In addition, the notification will provide Goodman with 15 days from receipt of the notification to respond in writing, except where OFCCP alleges that such a delay would result in irreparable injury.

Enforcement proceedings for violation of this Agreement may be initiated at any time after the 15-day period has elapsed (or sooner, if irreparable injury is alleged) without issuing a Show Cause Notice.

Where OFCCP believes that Goodman has violated this Conciliation Agreement, OFCCP may seek enforcement of this Agreement itself and shall not be required to present proof of the underlying violations resolved by this Agreement.

Liability for violation of this Agreement may subject Goodman to sanctions set forth in Section 209 of the Executive Order, 41 CFR 60-300.66, 41 CFR 60-741.66 and/or other appropriate relief.

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**PART II: Specific Provisions**

1. **VIOLATION:** During the period of January 1, 2008 through December 31, 2009, Goodman failed to provide equal employment opportunity for females in its placement of hired applicants into the Production Department based on their gender, in violation of 41 CFR 60-1.4 (a) (1) and 41 CFR 60-20.5.

Specifically, during January 1, 2008 through December 31, 2009, Goodman hired (b) (7) (C) employees including (b) (7) (C) females and (b) (7) (C) males into the Production Department. From this pool, Goodman placed (b) (7) (C) females and (b) (7) (C) males into the lowest paying Packer position (b) (7) (C), and placed (b) (7) (C) females and (b) (7) (C) males into higher paying positions including sanitation, machine operator, palletizer, quality control and warehouse (b) (7) (C). The difference in placement is statistically significant at more than 2 standard deviations.

Based on the examination of records and interviews with employees and selecting officials, as well as anecdotal evidence gathered during the investigation, the female employees placed into the lower paying packer positions were as qualified or better qualified than the male employees who were placed into the other higher paying positions within the Production Department during the same time period.

**REMEDY:** Goodman agrees to provide “make-whole relief” to all identified victims of discrimination to include the following remedies:

- a) **Location and Notification of Class Members:** Within 30 days after the effective date of this Agreement, Goodman agrees to notify each class member<sup>1</sup> (“CM”) of her rights under this Agreement by sending a certified letter<sup>2</sup> notifying her of this Conciliation Agreement and providing her with a Verification Form<sup>3</sup> requesting current address, telephone number, social security number, and expression of interest in pursuing an employment opportunity as a Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse employee. Goodman will also include a Release of Claims,<sup>4</sup> an Employment Application Form and a W-4 form with the notification letter. The CMs must return the completed Verification Form, Release, and, if appropriate, Employment Application Form, to Hilda Ituarte at Goodman within 30 days of receipt of the certified letter or forfeit any consideration for back pay or a job offer.

Goodman will promptly notify OFCCP within 15 days after its initial mailing to the CMs of any CM who could not be located. OFCCP will have an additional 30 days from receipt of notice from Goodman to locate additional CMs and to provide contact information to Goodman. Within 10 days of receipt of OFCCP’s contact information, Goodman will notify identified victims and again provide a Verification Form, Release, Employment Application Form and W-4 form.

<sup>1</sup> Attachment A: Affected Class Members

<sup>2</sup> Attachment B: Notification Letter

<sup>3</sup> Attachment C: Address and Social Security Verification and Employment Interest Form

<sup>4</sup> Attachment D: Release of Claims

Each newly located CM will have 30 days after receipt of the notification letter to respond.

If Goodman does not receive a response within 30 days of the CM's receipt of the notification letter, such lack of a response will be deemed to constitute a rejection of any financial settlement and job offer set forth in paragraph (b) and (c). In that event, any and all back pay due to CMs who were not found, or did not respond, will be equally distributed to the remaining located CMs who responded within the 30-day period provided.

- b) **Financial Settlement:** Within 90 days (but not earlier than 45 days) from the effective date of this Agreement, Goodman will provide total back pay in the amount of \$51,367.68 and interest in the amount of \$6,583.92 for a total financial settlement of \$57,951.60 distributed equally to the CMs listed on Attachment A who responded within a timely fashion in accordance with the terms set forth in this Agreement. Such payment will constitute a full settlement of all financial claims related to this violation. Goodman will submit to the OFCCP documentation of payment of the financial settlement in accordance with the terms contained in "PART III: Reporting", of this Agreement. The payment will be made in a lump sum to each CM, less appropriate withholding deductions. Goodman will send each CM an appropriate tax form (W-2).
- c) **Placement:** After the final response period has expired for each located CM and as job openings become available, Goodman agrees to extend bona fide job offers for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions to qualified CMs expressing interest in pursuing an employment opportunity until eighteen (18) of the CMs are placed and have reported to work, or the list of CMs is exhausted.

Goodman agrees to allow CMs to who a job offer is made 48 hours in which to accept or reject the job offer. Those accepting a job offer will bypass the interview, but will be subject to I-9 verification and other requirements currently utilized for each position. CMs who accept an offer of employment will be given up to 14 days to report to work.

Goodman agrees to pay each CM hired pursuant to the Agreement the prevailing entry-level wage for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions and provide all regular and on-the-job-training. Goodman agrees to make available to OFCCP records regarding job offers and hires made to female applicants.

- d) **Employment Process:** Within 45 days from the effective date of this Agreement, Goodman agrees to conduct a comprehensive evaluation of its hiring and placement policies, procedures and practices, as well as the implementation, training and monitoring of those policies, procedures and practices to include the following:
  - 1. Review selection and placement procedures including, but not limited to, recruitment, screening, interviewing, selection, rejection, hiring and placement to ensure compliance its application and selection criteria and ensure that they are in

technical compliance with Executive Order 11246, Section 503 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212);

2. Use objective qualifications and criteria in the selection and/or rejection of applicants at each step of the hiring and placement process, including the qualifications and criteria used in any application screen, interview, test, post-hire screen or other selection procedure;
3. Limit subjectivity in the hiring and placement process;
4. Ensure proper tracking and documentation of the hiring and placement process;
5. Review hiring and placement procedures annually to ensure nondiscriminatory practices are followed;
6. Continue performing adverse impact analyses, at least annually, to oversee and monitor its selection process and placement results;
7. Create appropriate and consistent disciplinary policies to hold employees and managers accountable for failing to take appropriate action and/or for engaging in conduct prohibited under Executive Order 11246, Section 503 and Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212);
8. Continue ensuring that job qualifications are uniformly applied to all applicants;  
and
9. Provide training on compliance with Executive Order 11246, as amended, and its implementing regulations, to supervisory and management employees involved in Goodman's selection and placement process.

Goodman will revise its selection and placement process to ensure non-discrimination. Goodman shall periodically monitor its selection and placement process at each phase to ensure non-discriminatory hiring and placement practices.

- e) **Training:** Goodman agrees to conduct training at its Inglewood, California facility at an estimated value of \$2,500 to all individuals involved in its hiring and placement process (i.e., recruitment, screening, interviewing, selection, rejection, hiring and placement). Post training will also be provided to any and all managers and hiring officials hired after the completion of this agreement. The training shall include, at a minimum, the following:
- a. Instructions on the proper implementation of the recruitment, tracking, selection, and placement procedures;
  - b. Neutral application of the specified qualifications and criteria that will be used at each step in the hiring and placement process;

- c. Procedures to be used to document the decisions made at each step in the hiring and placement process;
- d. Procedures to be used to ensure that documents are retained in accordance with 41 CFR 60-1.12(a);
- e. Information regarding equal employment opportunity rights and responsibilities, including legal prohibitions against discrimination on the basis of sex, race, national origin, color, religion, disability and veteran status; and
- f. Information regarding Goodman's commitment to diversity and non-discriminatory hiring and placement.

2. **VIOLATION:** Goodman failed to list all employment openings at an appropriate employment service delivery system where the openings occurred, specifically the California Employment Development Department as required by 41 CFR 60-300.5(a)(2).

**REMEDY:** Goodman agrees to list all employment openings at an appropriate employment service delivery system where the openings occurred specifically the California Employment Development Department.

3. **VIOLATION:** Goodman failed to undertake appropriate outreach, recruitment and dissemination of its affirmative action policy for covered veterans and individuals with disabilities as required by 41 CFR 60-300.44(f) and 41 CFR 60-741.44(f).

**REMEDY:** Goodman agrees to undertake appropriate outreach, recruitment and dissemination of its affirmative action policy for covered veterans and individuals with disabilities.

Goodman agrees these violations will not be repeated.

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**PART III: Reporting**

In order for the OFCCP to monitor compliance with this Agreement, Goodman agrees to retain records pertinent to the violations resolved by this Conciliation Agreement and to submit two progress reports, as specified below, to the U.S. Department of Labor, Office of Federal Contract Compliance Programs, Los Angeles District Office, 1640 S. Sepulveda Boulevard, Suite 440, Los Angeles, California 90025:

<u>Report Due Date</u>	<u>Period Covered</u>
Report 1: April 30, 2012	Effective date of Agreement - through March 31, 2012
Report 2: January 31, 2013	January 1, 2012 through December 31, 2012

**For the periods specified above, the first progress report shall contain the following:**

1. Copies of all cancelled checks for the back pay and interest disbursed to Class Members ("CMs").
2. A list of all the CMs contacted by Goodman, as well as a list of all certified mailing tracking numbers for each CM, and what response Goodman received.
3. Copies of all completed Address and Social Security Verification and Employment Interest Forms (Attachment C) and Release of Claims (Attachment D) submitted by CMs to Goodman.
4. Documentation of the bona fide job offers made to eighteen (18) female CMs into the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions following the effective date of this Conciliation Agreement. Such documentation must include a list of all CMs offered jobs, the date of the job offer, the date the offer was accepted or rejected, the starting salary, and the name of immediate supervisor.
5. A list of all CMs who were considered for placement pursuant to this Agreement but whom Goodman determined did not successfully complete the selection process. Goodman will also provide for each person who failed, the reason for Goodman's determination that the CM failed to successfully complete the placement process.
6. Evidence that training on the selection and placement process was provided to Goodman's management and that such training addressed compliance with Executive Order 11246, as amended, as well as its implementing regulations. This report should also include the date and location of the training, the names and positions of the managers and hiring officials who attended the training, the names and positions of the trainers, and copies of all training materials disseminated to the attendees.

**For the periods specified above, the second progress report shall contain the following:**

1. The total number of applicants, hires and placements (including applicant flow logs and hire logs) for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse

positions. The applicant log will show the name, specific race/ethnicity, gender, date of application, referral source, and disposition of each applicant for each phase in the selection process. The placement log will show the name, specific race/ethnicity, gender, referral source, date of hire, date of placement and job title.

2. The results of the adverse impact analysis for applicants, hires and placements for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions for the AAP period corresponding to the reporting period.
3. If the total selection and/or placement process for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions has a statistically significant adverse impact, as defined in 41 CFR 60-3.4D, an outline of the applicant selection process developed and implemented by Goodman, including a description of each stage in the selection process and the criteria used to evaluate applicants at each stage.
4. If the total selection process for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions has a statistically significant adverse impact, as defined in 41 CFR 60-3.4D, Goodman must submit the results of its evaluation of the individual components of the selection and/or placement process for adverse impact. OFCCP reserves the right to review the new selection process for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions to ensure technical compliance with requirements of the Uniform Guidelines on Employee Selection Procedures (UGSEP) as outlined in 41 CFR 60-3, and to take the appropriate action based upon the results of its review.
5. The actions taken by Goodman in determining that any component of the selection and/or placement process for the Palletizer, Machine Operator, Sanitation, Quality Control or Warehouse positions had a statistically significant adverse impact.
6. Evidence that all employment openings have been posted with the California Employment Development Department as required by 41 CFR 60-300.5(a)(2).
7. Evidence of good faith efforts to recruit veterans and individuals with disabilities for employment opportunities and promotions by providing:
  - a. Copies of correspondence showing Goodman has established linkages with recruitment sources listed on Attachment E and notified these sources of all job openings within sufficient time prior to the closing date of the vacancy;
  - b. Copies of correspondence showing Goodman has outlined its application and employment process to these sources;
  - c. Evidence of any and all referrals Goodman has received from the referral sources, including a copy of each resume and/or application from all applicants for each vacancy; and
  - d. All interview notes, job offers, salary offers, rejections and the reason for rejecting any persons referred from the recruitment sources.

**Termination Date:**

This Agreement shall remain in effect until February 15, 2013 or until OFCCP's written acceptance of the final Progress Report, whichever date is later.

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**PART IV: Signatures**

This Conciliation Agreement is hereby executed by and between the Office of Federal Contract Compliance Programs and Goodman Food Products, Inc., 200 East Beach Avenue, Inglewood, CA 90302.

11/3/11  
Date  
**(b) (7) (c)**  
DONALD GOODMAN  
President  
Goodman Food Products, Inc.  
200 East Beach Avenue  
Inglewood, CA 90302

11/7/11  
Date  
**(b) (7) (c)**  
Compliance Officer  
Office of Federal Contract  
Compliance Programs  
Los Angeles District Office

11/8/11  
Date  
**(b) (7) (c)**  
ROBERT DOLES  
Assistant District Director  
Office of Federal Contract  
Compliance Programs  
Los Angeles District Office

11/8/11  
Date  
**(b) (7) (c)**  
JANE SVHR  
District Director  
Office of Federal Contract  
Compliance Programs  
Los Angeles District Office

11/9/11  
Date  
**(b) (7) (c)**  
WILLIAM D. SMITHERMAN  
Regional Director  
Office of Federal Contract  
Compliance Programs

**Attachment A  
Goodman Food Products  
Affected Female Class Members**

No.	Last Name	First Name	Starting Wage	Date of Hire
1.	<b>(b)</b>	<b>(7)</b>	<b>(c)</b>	
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**Attachment B**

**NOTIFICATION LETTER**

Certified Mail, Return Receipt Requested

Date: \_\_\_\_\_

[Name]  
[Street]  
[City, State, Zip Code]

Dear [Name]:

Goodman Food Products, Inc. (hereinafter "Goodman") and the Department of Labor's Office of Federal Contract Compliance Programs (hereinafter "OFCCP") have entered into a Conciliation Agreement (hereinafter "CA") to resolve disparities in placement for Palletizer, Machine Operator, Sanitation, Quality Control, and Warehouse positions. You have been identified as one of the individuals who is entitled to back pay and(/or) possible placement opportunity.

By entering into this CA, Goodman has not admitted nor has there been any adjudicated finding that Goodman has violated any laws. Goodman has entered into this CA for its convenience and to resolve the matter without further legal proceeding.

As part of this CA, you are eligible to receive a monetary distribution of \$\_\_\_\_\_, subject to legally required payroll deductions. Under the terms of this CA, you may receive a payment up to four (4) months from the date of this letter. In order to be eligible for this distribution, you must execute the enclosed "Release of Claims" before a notary public <sup>1</sup>, complete the address and social security verification form, if applicable, and return all of the documentation using certified mail within 30 days of your receipt of this letter to:

Hilda Ituarte  
Human Resources Manager  
Goodman Food Products, Inc.  
200 E. Beach Avenue  
Inglewood, CA 90302

**If you fail to return the notarized release of claims within the specified timeframe, you will be ineligible for relief provided by this CA.**

<sup>1</sup> Goodman will reimburse notary service expenses incurred up to \$10.00. Evidence of notary service payment must be provided to Hilda Ituarte in order to receive reimbursement.

**Attachment B**

**NOTIFICATION LETTER (Continued)**

If you have any questions, you may call me at (310) 674-3180 ext. 136 and your call will be returned as soon as possible.

Sincerely,

Hilda Ituarte  
Human Resources Manager  
Goodman Food Products, Inc.

cc: (b) (7) (c) Compliance Officer, U.S. Department of Labor  
1640 S. Sepulveda Blvd., Suite 440, Los Angeles, California 90025

Enclosures: Release of Claims  
Address and Social Security Number Verification Form

**Attachment C**

**Address and Social Security Number Verification Form**

You must complete this form in order to be eligible for any monetary distribution under the terms of the Conciliation Agreement (CA) between Goodman Food Products, Inc. and the U.S. Department of Labor's Office of Federal Contract Compliance Programs.

Please print legibly, except for the signature.

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I confirm that the address on the cover letter is correct.

The address on the cover letter is not correct. My correct address is:

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Please notify the Goodman Food Products, Inc. official below if your address will change within the next three months.

Hilda Ituarte  
Human Resources Manager  
Goodman Food Products, Inc.  
200 E. Beach Avenue  
Inglewood, CA 90302

Social Security Number (required for tax purposes): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I certify the above as true and correct:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attachment D**

**RELEASE OF CLAIMS**

In consideration of the payment by Goodman Food Products, Inc. of \$ \_\_\_\_\_, less payroll deductions required by law, which I agree is acceptable, and also in consideration of the Conciliation Agreement between Goodman Food Products, Inc. and the Office of Federal Contract Compliance Programs (hereinafter "OFCCP"), I, \_\_\_\_\_, agree to the following:

**I.**

I hereby waive, release and forever discharge Goodman Food Products, Inc. and its current and former officers, directors, agents, representatives, servants, employees, attorneys, subsidiaries, departments and units, sister corporations, parent corporations, affiliates, joint ventures, and related entities, as well as its predecessors, successors and assigns (hereinafter collectively referred to as "Goodman Food Products, Inc.") of and from any and all actions, causes of action, damages, liabilities, and claims arising out of or actionable under Executive Order 11246, as amended, and/or Section 503 of the Rehabilitation Act of 1973, as amended, and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212), which I or my representatives (heirs, executors, administrators, or assigns) have or may have which relate in any way to my not being compensated during my employment at any time prior to the effective date of this Release.

**II.**

I understand that if I am concerned about how the process described in this Release applies to me, I may contact the following OFCCP representative for assistance:

Compliance Officer (b) (7) (c)  
U. S. Department of Labor/OFCCP  
1640 S. Sepulveda Blvd., Ste. 440  
Los Angeles, California 90025  
Telephone Number: (b) (7) (c)

**III.**

I understand that Goodman Food Products, Inc. denies that it treated me unlawfully or unfairly in any way and that Goodman Food Products, Inc. entered into the above-referenced Conciliation Agreement with OFCCP in the spirit of conciliation and to bring closure to the Compliance Review initiated by OFCCP on July 2, 2010. I further agree that the payment of the aforesaid sum by Goodman Food Products, Inc. to me will not be offered or admitted as evidence in any proceeding or construed as an admission of any liability by Goodman Food Products, Inc.

**IV.**

I declare that I have read this Release and that I have had a full opportunity to consider and understand its terms and to consult with my advisors. I further declare that I have decided of my own free will to sign this Release.

**V.**

I understand that if I do not sign this Release and return it to Goodman Food Products, Inc. within 30 days of my receipt of this Notice, as instructed, I will not be entitled to receive the payment (less deductions required by law) from Goodman Food Products, Inc.

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me personally appeared \_\_\_\_\_, whose identify was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who is acknowledged that he/she signed this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public

**Attachment E**

**503 AND 4212 COMMUNITY BASED ORGANIZATIONS  
AND RECRUITMENT SOURCES FOR PEOPLE WITH DISABILITIES AND VETERANS  
Los Angeles County**

**Department of Rehabilitation**

5400 E. Olympic Blvd., Suite 200  
Los Angeles, CA 90022

(b) (7)(C)

(b) (7)(C) – Rehabilitation Supervisor

(b) (7)(C)

**New Directions**

11303 Wilshire Blvd., VA Bldg. 116  
Los Angeles, CA 90073

(b) (7)(C)

(b) (7)(C) - Employment Advisor

(b) (7)(C)

**Employment Development Department**

Crenshaw Workforce Service Office

5401 Crenshaw Blvd.

Los Angeles, CA 90043

(b) (7)(C)

(b) (7)(C)

Site Manager

(b) (7)(C)

**VETS Los Angeles Regional Office**

Federal Building

11000 Wilshire Blvd., 3<sup>rd</sup> Fl.

Los Angeles, CA 90073

(b) (7)(C)

**U.S. Vets**

733 S. Hindry Avenue

Inglewood, CA 90301

(b) (7)(C)

**CA Dept. of Veteran Affairs-**

LA County Dept. of Military/Vet Affairs

2615 S. Grand Ave., Ste. 100

Los Angeles, CA 90007

(b) (7)(C)

Regional Collaborative

Coordinator

**West Los Angeles Vets Center**

5730 Uplander Way, Ste. 100

Culver City, CA 90230

(b) (7)(C)

EDD Coordinator