



**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)**  
925 Del Paso Blvd. Suite 100  
Sacramento, CA 95815

## **REQUEST FOR PROPOSALS**

**FOR**

**AMERICAN RECOVERY AND REINVESTMENT ACT (Recovery Act)  
AND  
WORKFORCE INVESTMENT ACT (WIA) Title I,  
Adult and Dislocated Worker Program**

Date Released: April 3, 2009

**DUE DATES:  
May 21, 2009 and July 23, 2009**



**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
AMERICAN RECOVERY AND REINVESTMENT ACT  
AND  
WORKFORCE INVESTMENT ACT**

**Program Years 2009 – 2010  
PLANNING CALENDAR**

<b>DATE</b>	<b>EVENT</b>
<b>Proposal Timeline – Phase 1 (Proposals submitted and funded in Phase 1 will have a start date of August 1 2009)</b>	
Friday, April 3, 2009, 2:00 p.m.	Release of Request for Proposals
Friday, April 10, 2009 9:00 a.m.	First Offeror’s Conference (SETA)
Monday, April 20, 2009 9:00 a.m.	Second Offeror’s Conference (Sam Pannell Community Center)
Friday, May 8, 2009 5:00 p.m.	Pre-qualification Requirements Due at SETA
<b>Thursday, May 21, 2009, 5:00 p.m.</b>	<b>Proposals Due at SETA</b>
Friday, June 12, 2009, 1:00 p.m.	Publish Staff Recommendations
Wednesday, June 17, 2009, 8:30 a.m.	Sacramento Works Planning/ Oversight Committee reviews Staff Recommendation
Thursday, June 22, 2009, 10:00 a.m.	SETA Governing Board Funding Decisions
<b>August 1, 2009</b>	<b>Phase 1 Programs Begin</b>
<b>Proposal Timeline – Phase 2 (Proposals submitted and funded in Phase 2 will have a start date of October 4, 2009)</b>	
Friday, April 3, 2009, 2:00 p.m.	Release of Request for Proposals
Tuesday, June 9, 2009, 2:00 p.m.	First Offeror’s Conference (Charles A. Jones Skill Center)
Wednesday, June 24, 2009 9:00 a.m.	Second Offeror’s Conference (SETA)
Friday, July 10, 2009 5:00 p.m.	Pre-qualification Requirements Due at SETA
<b>Thursday, July 23, 2009, 5:00 p.m.</b>	<b>Proposals Due at SETA</b>
Friday, August 14, 2009, 1:00 p.m.	Publish Staff Recommendations
Wednesday, August 19, 2009, 8:30 a.m.	Sacramento Works Planning/ Oversight Committee reviews Staff Recommendation
Thursday, September 3, 2009, 10:00 a.m.	SETA Governing Board Funding Decisions
<b>October 4, 2009</b>	<b>Phase 2 Programs Begin</b>

# **SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) REQUEST FOR PROPOSALS (RFP)**

## **Section I**

### **A. BACKGROUND**

This Request for Proposals (RFP) was developed on the basis of the Workforce Investment Act (WIA) of 1998, the Final Rule for implementing WIA legislation published in the Federal Register (August 11, 2000) and the American Recovery and Reinvestment Act of 2009 (Recovery Act), passed by Congress on February 17, 2009. The U.S. Department of Labor (DOL) via the State of California Labor and Workforce Development Agency's Employment Development Department (EDD), under the auspices of the State Workforce Investment Board, and Pursuant to the Recovery Act and Title 1 of the Workforce Investment Act provides funds for this RFP and any allocation of funding shall be consistent with the final language and requirements of the Recovery Act and any implementing regulations or directives of DOL and EDD. **Funds from the Temporary Assistance to Needy Families (TANF) Emergency Contingency Fund (ECF) are also available through this Request for Proposals, and funded agencies will be required to comply with this act and implementing regulations.**

Respondents should be aware that SETA's activities, as well as those of any SETA-funded sub-recipient or contractor, are subject to any modifications required by the Recovery Act, WIA, its regulations, Federal or State legislation and their regulations, the Governor and or the State Workforce Investment Board, local Workforce Investment Board policies and SETA policies and procedures.

SETA will determine, in its sole discretion, whether to fund a proposal and/or provide any augmentation of funded programs under the Recovery Act or WIA. Applicants will be required to adhere to the statutes, regulations, or policies applicable to the funding that is provided. Subgrants are anticipated to average \$300,000 per funded agency, however all awards will be based on demonstrated need and ability to meet the outcomes identified in this RFP. Agencies that reduce the cost by leveraging funding will receive preference for funding.

The mission of SETA is to prepare people for success, in school, in work and in life.

The mission of Sacramento Works, Inc., the local workforce investment board that provides policy direction and oversight for the Recovery Act, is to partner with the workforce community to serve regional employment needs.

### **B. PURPOSE OF SOLICITATION**

For the purposes of this RFP, SETA is soliciting qualified agencies/organizations to plan and provide job creation and training services to adults (age 18 and over) and dislocated workers consistent with the goals of the Recovery Act to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the

recession. All proposals must meet the goals established by the Recovery Act and Sacramento Works, Inc., which are:

- Prepare workers for high wage, high demand, critical occupational clusters that provide:
  - Self-sufficiency wages
  - Employer paid benefits
  - Career advancement/career ladders
- Engage and support regional employers through
  - Workplace Training/Job creation
  - Business development and retention services
- Coordinate workforce development activities with other Recovery Act investments and activities.

### **C QUALIFIED APPLICANT AGENCIES**

Established community-based organizations  
Private non-profit agencies/institutions  
Private for-profit agencies  
Public Agencies  
Educational Institutions

### **D AVAILABLE FUNDS, TARGET GROUP AND PROGRAM YEAR**

This special Recovery Act allocation is considered to be Program Year (PY) 2009 funds and, therefore, must be expended by the end of PY 2010 (June 30, 2011). Both Congress and the Administration have expressed the intent to utilize these funds within the first year of availability. Eligible adults and dislocated workers shall be as ultimately defined in the Recovery Act.

The Recovery Act requires that priority use of WIA Adult program funds shall be for services to recipients of public assistance and other low-income individuals. Low-income individual is defined in the Recovery Act as those making 200% or less of the federal poverty level.

The dislocated workers program funds shall be used for services to workers who have lost their job due to the economic recession, are receiving or have exhausted UI insurance, and are unlikely to return to their previous occupation or who are long term unemployed or displaced homemakers.

**Additional Recovery Act funds, in the form of TANF Emergency Contingency Funds (ECF) will be made available through the Workplace Learning/Job Creation activity of this Request for Proposals. These funds require a 20% local match and must be used to increase services to CalWORKS eligible recipients. It is estimated that up to \$1,000,000 in TANF ECF funds will be available.**

## II. DESCRIPTION OF SERVICES REQUESTED

### A. REQUIRED CORE SERVICES

All applicants must conduct the following core components in collaboration with a Sacramento Works One Stop Career Center:

- i. Outreach, Recruitment and Orientation:
- ii. Eligibility Determination and Registration
- iii. Assessment
- iv. Coaching

The Sacramento Works One Stop Career Center infrastructure is an existing resource, funded through the Workforce Investment Act. In order to assure that the Recovery funding targets training, wages, and supportive services for adults and dislocated workers, funding through this proposal will not duplicate services that are provided by Sacramento Works One Stop Career Centers. **A listing of the Sacramento Works One Stop Career Centers is available on SETA's website, [www.seta.net](http://www.seta.net)**

### B. OCCUPATIONAL SKILLS TRAINING IN CRITICAL OCCUPATIONAL CLUSTERS

To increase the availability of training to workforce system customers, the Recovery Act allows contracts with Institutions of Higher Education, Community Based Organizations, and other training providers to quickly design education and training to fit the needs of the job seekers and employers they are serving. Sacramento Works, Inc. has identified ten Critical Occupation Clusters in the region. These clusters represent those occupations that are most consistent with our goal of helping job seekers, through the one-stop career center system, find long term, career-oriented employment. The occupations contained in each of the clusters were selected based on a variety of criteria, including potential career path, absolute growth and/or replacement numbers. This RFP is seeking innovative proposals to train and place adults and dislocated workers in the following critical occupational clusters. Detail on occupations included in these clusters, **is available on SETA's website, [www.seta.net](http://www.seta.net)**

- Administrative and Support Services
- Architecture and Engineering
- Construction
- Clean Energy and Green Technology
- Healthcare and Supportive Services
- Human Services
- Information Technology
- Installation, Maintenance and Repair
- Tourism and Hospitality
- Transportation

Institutions of higher education, such as community colleges, need not be on the state list of eligible training providers (ETPL). Other providers of training that are not institutions of higher education must be on the state list of eligible training

providers in order to be awarded a contract. The ETPL application is available on SETA's website, [www.seta.net](http://www.seta.net).

Academic Enrichment and pre-employment skills training may be provided as part of the training to adults/dislocated workers assessed by the Sacramento Works One Stop Career Center who have insufficient academic skills to complete training, or who are in need of a GED for high school completion.

**C. WORKPLACE TRAINING/JOB CREATION:**

This activity combines private or public sector workplace training with related or hands-on instruction (work experience or on-the-job training). Workplace Training/Job Creation must provide training targeting public assistance recipients, other low-income individuals and dislocated workers, must result in a service or project that benefits the community and must train workers for jobs that are in demand in the region. Workplace Training/Job Creation jobs must be at least 32 hours per week and may last from 3-6 months. Customers enrolled in the workplace learning/ job creation programs may work as teams to complete their projects and will be paid at least minimum wage during the program.

Workplace Learning/Job Creation activities funded with TANF ECF must target CalWORKS recipients. Only proposers who submit the required information regarding the amount of funding and number of CalWORKS recipients to be served commit to a collaborative working relationship, which may include co-location, with DHA will be eligible to receive TANF ECF funds.

**D. BUSINESS DEVELOPMENT AND INNOVATIONS:**

This RFP is soliciting creative and sustainable business development and innovation projects to support and grow Sacramento's emerging clean energy technology and occupations /industries critical to the success of our regional economy. Proposers must be able to show that the proposed project will have an immediate positive impact on the local economy as well as sustainability and long term benefits for the community. Outcomes should be measurable within the 18 month funding cycle and must be stated in the number of jobs created and the starting wage.

The Green Jobs/Clean Energy Technology industry includes companies which provide:

- Research and Development: Establishments that conduct research and experimental development focusing on clean energy technology or energy efficiency or related design and research
- Manufacturing and Engineering: Establishments that produce clean energy technology and energy-efficiency products or related materials or provide services including engineering design and installation.
- Clean Energy Solutions: Providing technical services in the design, development, and utilization of clean energy solutions and products and/or install and repair of these items.

- Energy efficiency and sustainability: Companies that provide energy efficiency and sustainability services including building performance analysis, whole-house energy-efficiency upgrades, and companies that deliver large reductions in building energy use through energy efficiency upgrades and on-site generation.
- Green Infrastructure: Includes smart grid investment, green building construction and design, water systems design, sustainable landscape, and transit systems

Proposed business development and innovation projects should accelerate the successful development or expansion of entrepreneurial companies in any of the critical industries with an emphasis on Green Jobs/Clean Energy Technology. Applicants should leverage existing resources in the region, including the Sacramento Works Business Information Centers (BIC's), the Greater Sacramento Small Business Development Center, and Sacramento Area Regional Technology Alliance which address issues such as the promotion of small business development in the community, financing and investing, new product or service development, and growth for micro-enterprises.

Activities must promote small business development or expansion in critical industries with emphasis on green Jobs/clean energy technology, must stimulate job creation and build long-term capacity for job creation, and must result in business expansion/ retention and business/community collaborations that enhance the region, including collaborations with Enterprize Zones employers and hiring tax credits.

**E. Customer Supports During Training:**

1. Proposers who are selected to provide services under this RFP will be expected to coordinate customer recruitment, enrollment, and tracking with one or more of the Sacramento Works One Stop Career Centers.
2. Customer Tracking will be conducted using the SMARTware Client Tracking and Case Management System. SMARTware will be used to obtain required State and Federal data elements, as well as to document WIA/Recovery Act program eligibility determination.
3. Customers who are in need of supportive services to complete occupational skills training or job creation activities will be served by the One Stop Career Center coaches.
4. Staff training will be provided by SETA to funded applicants.

**III. PERFORMANCE MEASURES**

The anticipated outcome of the activities in this RFP is the creation of jobs in the Sacramento region and preparation of unemployed residents to successfully compete for and retain these jobs. Proposers who are submitting Occupational Skills Training programs must describe how the training provided will result in job

placement in jobs with a career ladder, self-sufficiency wages, and employer-paid benefits. Proposers who are submitting Workplace Training/Job Creation or Business Development and Retention proposals must identify how the proposed services will result in jobs, how many jobs will be created, and describe how the jobs created will prepare workers for long-term employment.

Performance Measures for the program are the U.S. Department of Labor Common Measures, which are:

- **Entered Employment** – measures the number of customers who are employed in the first quarter after completion.
- **Employment Retention** - reflects the number of customers who are employed in quarters 1, 2, and 3 after completion.
- **Average Earnings** – measures the average earnings of those customers who were employed in quarters 1, 2, and 3 after completion.

### **COMMON MEASURES ANTICIPATED OUTCOMES**

Activity	Entered Employment Rate		Employment Retention Rate		Average Earnings	
	Adult	Dislocated Worker	Adult	Dislocated Worker	Adult	Dislocated Worker
<b>Occupational Skills Training</b>	73%	80%	80%	85%	\$25,000 annually (\$12 /hr)	\$32,900 annually (\$15.81 /hr)
<b>Job Creation Business Development</b>	73%	N/A	80%	N/A	\$25,000 annually (\$12 /hr)	N/A

*The outcome goals and performance measures for this program are subject to change and implementation based on the ultimate requirements of the Recovery Act and guidance received from the U.S. Department of Labor and the California Employment Development Department.*

#### **Local Evaluations**

Funded programs may be accountable to provide information on the progress of the program. In addition to the above benchmarks, the local evaluations will include:

- The actual cost per person served.
- Ability to comply with Fiscal and Client Tracking Reporting and Documentation Critical occupational clusters - The Sacramento Works, Inc. has identified occupational clusters determined to be in demand and critical to the region's economy. A complete listing and description of these occupational clusters is listed on the SETA website at [www.seta.net](http://www.seta.net). Sacramento Works has established the goal that at least 75% of training and employment is directed toward those occupations.
- Training Completion

- Occupational Skills Training and Business Development and Retention Services result in jobs with a career ladder, self-sufficiency wages, and employer-paid benefits.
- Customer Satisfaction

#### IV. PROPOSAL SUBMISSION PROCESS

##### A. PRE-QUALIFICATION REQUIREMENTS

This is a mandatory requirement that MUST BE MET BY ALL RESPONDENTS PROPOSING SERVICES UNDER THIS RFP. A copy of SETA's Prequalification Requirements is included in Section II of this RFP. Please note that the deadline for submission of all prequalification documents to the SETA Contracts Unit is 5:00 p.m., May 8, 2009 for Phase 1 proposals and July 10, 2009 for Phase 2 proposals. Within 48 hours (two working days), SETA staff will review all documentation submitted and contact, via phone and letter, those respondents who have submitted prequalification documents but failed to meet these requirements.

Respondents will then have until 5:00 p.m Thursday, May 15, 2009 for Phase 1 and July 17, 2009 for Phase 2 to resubmit any missing, incorrect, or incomplete prequalification documents. Respondents who are current providers for SETA or who have been recent contractors of SETA and who have previously met prequalification requirements **MUST** contact Pattye Downing, Contracts Analyst (263-3838), to ensure that documents on file with the Contracts Unit are current and satisfactory. Your agency name will then be added to the prequalifications list which denotes that you are proposing to submit a response to this RFP.

##### B. RFP OFFEROR'S CONFERENCES

SETA will conduct an Offeror's Conference in advance of each proposal deadline. Each conference is provided so that proposers have the opportunity to raise any questions they may have pertaining to the development of their proposals. The Offeror's Conferences will be held:

**DATES: Phase 1:**  
 First Offeror's Conference: April 10, 2009 at 9:00 at SETA, 925 Del Paso Blvd., Sacramento, CA 95815  
 Second Offeror's Conference: April 20, 2009 at 9:00 at Sam Pannell Community Center, 2450 Meadowview Rd., Sacramento, CA 95832

**Phase 2:**

First Offeror's Conference: June 9, 2009 at 2:00 p.m. Charles A. Jones Skill Center, 5451 Lemon Hill Ave., Sacramento, CA 95824

Second Offeror's Conference: June 24, 2009 at 9:00 a.m. at SETA, 925 Del Paso Blvd., Sacramento, CA 95815

Each conference will include a review of the RFP with questions and answers. PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE OFFEROR'S CONFERENCE.

**C. DEADLINE AND SUBMITTAL PROCESS**

This RFP is a multiple solicitation that allows SETA to solicit responses from qualified applicant agencies on two separate occasions as outlined in the RFP calendar.

Proposals may be mailed or delivered by 5:00 to:

Sacramento Employment and Training Agency  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815  
Attn: Michelle O'Camb

Proposals mailed to SETA must be received in the SETA office no later than 5:00p.m., PST, May 21, 2009. In accordance with the policy of the SETA Governing Board, proposals received after 5:00 p.m. PST will not be considered. For Phase 2 proposals, the deadline is July 23, 2009 by 5:00 p.m.

To be considered for funding, agencies must submit an electronic copy and EIGHT (8) separate reproducible copies of their proposal developed in response to this RFP.

- (a) ONE (1) copy must have original signature(s), and be identified as the original.
- (b) The remaining SEVEN (7) copies may be reproductions of the original.
- (c) Complete document in electronic format on a compact diskette.

Do not bind copies or use section dividers. Use binder clips or rubber bands to keep copies separate.

The proposal must be signed by an appropriate official who is authorized to submit the proposal for the responding agency. The proposal must also include documentation indicating by what authority (resolution) the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected.

The following process will apply to all proposals:

- All timely submitted proposals will be received and placed in an envelope.
- No determination will be made on the responsiveness to the RFP at the time of submittal.
- Staff will inform the Governing Board of any non-responsive proposal and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.

#### **D. REQUIRED RESPONSE FORMAT**

Interested applicants must respond to this RFP using the proposal response format provided in the Response Section of this RFP. In responding, **NO SUBSTITUTIONS IN FORMAT, DESIGN OR ACTIVITIES WILL BE CONSIDERED.**

#### **E. SELECTION CRITERIA**

Final selection of service providers is the responsibility of the SETA Governing Board.

In order to assist the board in making funding decisions, staff will evaluate each proposal, solicit input from the Sacramento Works Planning and Oversight Committee, and provide the board with a funding recommendation. The recommendations will be based upon an evaluation of each proposal submitted and the applicant's demonstrated ability to deliver programmatic results and accountability objectives as included in the Recovery Act. Applicants with no recent record of past performance with SETA will be required to supply references. Staff recommendations are advisory.

The criteria utilized in the selection of service providers shall be:

- a) The effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance.
- b) The specific responses to the questions in the RFP Required Response section.
- c) The ability of the agency or organization to meet the reporting requirements in Section 1512 of the Recovery Act
- d) The ability of the agency to implement programs and services that are consistent with the goals of Sacramento Works, Inc. and the Recovery Act.

#### **F. PUBLISH FUNDING RECOMMENDATIONS**

Funding recommendations will be released prior to submission to the SETA Governing Board for approval. Published copies of funding recommendations will be available at the reception desk located at 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815 and on SETA's website [www.seta.net](http://www.seta.net).

## **G. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES**

All protests to resolve disputes concerning this RFP shall be written and must specify in detail the grounds of the protest, the facts and evidence in support thereof and the remedy sought. The written protest must be delivered to the Clerk of the Boards at SETA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

Any proposer desiring to protest a funding recommendation concerning this RFP must file a protest, in writing, with the SETA Governing Board no later than five calendar days following the release of the staff recommendation. The SETA Governing Board shall resolve any protest based upon the written protest and any oral or written response thereto provided by SETA staff before, or in conjunction with, the Board's consideration of the application and the staff recommendation. Any SETA Governing Board resolution of the protest shall be deemed final.

SETA adheres to the provisions of Sections 54950.5, *et. seq.*, of the California Government Code, generally known as the Brown Act. Pursuant to Sections 54954.2 and 54954.3, members of the public may address the SETA Governing Board on any matter under its jurisdiction.

## **H. FORMAL SUBGRANT**

All successful proposers will be required to enter into a standard form subgrant agreement with SETA. A copy of the most recent form of this subgrant agreement is available for review at SETA. Subgrant agreements entered into under this RFP will be in similar form, subject to modification required by recent amendments in the Recovery Act/WIA, the State Plan, and their Planning Guidelines or Regulations.

In order to assist the efforts of the Local Workforce Investment Board (WIB) in marketing its programs, the SETA Governing Board, as the Chief Elected Official for the Sacramento Workforce Investment Area, will require that all recipients of funds from SETA publicize the fact that the program it operates is funded, in whole or in part, by SETA. All subgrants will contain a provision requiring the subrecipient to abide by this requirement. In addition, the U.S. Department of Labor is requiring that all publicity for programs funded must include the recovery.com logo.

## **I. TERM OF SUBGRANT**

All subgrants will be awarded for an initial term for Phase 1 beginning August 1, 2009 and ending June 30, 2010 and a second term for Phase 2 beginning October

4, 2009 and ending June 30, 2010. Subject to fund availability, SETA shall have the exclusive option to extend any subgrants awarded for an additional period(s) of time up to June 30, 2011 (see paragraph J, "Extension of Subgrants" for further details regarding possible subgrant extension). Proposals must include a one year budget and a summary of increases applicable for any ensuing year(s). Subgrant agreements will include a maximum dollar amount which cannot be exceeded, and any unspent funds will be returned to SETA.

#### **J. EXTENSION OF SUBGRANTS**

Every subgrant will contain a provision permitting SETA the sole option to extend or renew the subgrant for additional periods of time commensurate with any subsequent obligation of federal funds that authorizes the provision of activities consistent with the WIA and the Recovery Act, up to the time periods obligated for funding by the subsequent federal obligation of funds. SETA may exercise such options at any time prior to the expiration of the subgrant agreement. The decision to exercise the option to extend or renew, and the length of time for any extension or renewal, shall be made by SETA in its sole discretion. If SETA exercises its discretion to extend the subgrant for an additional term(s), based upon subrecipient performance and the existing conditions, SETA may, in its sole discretion, condition extensions on program performance or budget modifications.

#### **K. LIMITATION**

SETA shall not pay for any costs incurred by the responding agency in the preparation of proposals. Completion of pre-qualification requirements or the Response Section of this RFP does not, in any way, obligate SETA to award a subgrant.

SETA reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFP if it is in the best interest of SETA to do so.

SETA will require successful respondent agencies to participate in subgrant negotiations and to submit any programmatic, financial, or other revision of their proposal that may result from negotiations prior to any subgrant finalization. SETA shall reserve the right to terminate, with or without cause, any subgrant entered into as a result of this RFP process.

#### **L. MODIFICATION OF SUBGRANTS**

Any subgrant funded pursuant to this RFP may be unilaterally modified by SETA upon written notice to subrecipient under the following circumstances:

- (a) Sub-recipient fails to timely meet its performance standards and reporting requirements as set forth in the subgrant, or

- (b) The Federal or State government increases, reduces, or withdraws funds allocated to SETA under the WIA or the Recovery Act, or
- (c) There is a change in Federal or State law or regulations or the policies and procedures of the Governor and/or the State Workforce Investment Board or SETA are amended, revised or modified.

## **M. SUBCONTRACTING**

Subcontracting to another entity for the provision of training services is not allowable. All training services provided with SETA funding must be provided by the respondent's staff. Subcontracting for specialized, technical portions of training services, may be permitted. In such instances, proposers must clearly delineate in the proposal any plans to subcontract, identify with clarity the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts.

Payment for books and tuition for community college, regional occupation programs, or adult education as part of an individual service strategy plan is not considered subcontracting.

## **N. PRICE/COST REASONABLENESS**

All applicants will be evaluated based on the reasonableness of the cost of their proposal as compared to the historical cost of similar programs.

SETA will review budgets for the reasonableness of cost items in relation to the type and length of service. SETA will compare costs in the proposal to the costs of other proposers with similar programs to see if they are competitive.

## **O. COST JUSTIFICATION**

The proposed cost per participant must be justified in your narrative and budget. Merely stating that you will be serving a group with difficult barriers to overcome will not justify a high cost per participant. You must describe the additional services you will provide to overcome these barriers and point out the extra cost items in your budget which are needed to provide these additional services.

## **P. PROGRAM AND REPORTING REQUIREMENTS**

### **1. Management Information System/Fiscal Reporting Requirements**

SETA has established specific reporting processes to administer its programs.

These include:

- Management Information Systems (MIS) reports;
- Monthly Fiscal Reports;
- SMARTware Case management system;
- Funded programs will also be accountable to provide information on the progress of the program in relation to other indicators of success identified by SETA.
- SETA may establish additional/supplemental reporting requirements

consistent with Section 1512 of the Recovery Act.

In addition, all funded programs will be monitored, both fiscally and programmatically during the term of the contract.

The details for accomplishing the above will be provided to all funded programs.

2. Nondiscrimination Requirements

All programs must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity. Furthermore, the agency agrees to ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity.

3. Use of Education Grants and Loans for WIA Participants

Recovery Act/WIA training resources may be used in conjunction with educational assistance funds, as long as there is inadequate grant assistance from other sources available to pay for the costs. All available sources of funds, excluding loans, shall be considered in determining an individual's overall need for Recovery Act/WIA funds. The exact mix should be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the individual selects are fully paid and that necessary supportive services are available so that the training can be completed successfully.