

**Sacramento Employment and Training Agency (SETA)**

925 Del Paso Blvd.  
Sacramento, CA 95815  
Telephone: (916) 263-3800

# **Request for Proposals**

**Program Year 2008-2013**

For

**The Workforce Investment Act (WIA) of 1998  
Title I, Adult and Dislocated Worker Programs  
for One Stop Career Center services to serve the North  
Sacramento and Del Paso Heights neighborhoods  
of the City of Sacramento**

**Date Released: April 7, 2008**

**Due Date: April 21, 2008**

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**Sacramento Employment and Training Agency (SETA)**  
**Workforce Investment Act (WIA) Title I**  
**Program Year 2008-2013**  
**Request for Proposals**  
**One Stop Career Center Services**  
**targeting**  
**North Sacramento City & Del Paso Heights Neighborhoods**

**PLANNING CALENDAR**  
(Dates and Times are subject to change)

<b>DATE</b>	<b>EVENT</b>
<b>Monday, April 7, 2008, 1:00 p.m.</b>	<b>Release of RFP</b>
Monday, April 14, 2008, 4:00 p.m.	Pre-qualification requirements due at SETA
<b>Monday, April 21, 2008 4:00 p.m.</b>	<b>Proposals due</b>
Friday, May 2, 2008, 1:00 p.m.	Publish SETA staff funding recommendations
Monday, May 12, 2008, 5:00 p.m.	Deadline to file protest of SETA staff funding recommendations
Thursday, June 5, 2008, 10:00 a.m.	Governing Board funding decisions
Tuesday, July 1, 2008	Programs begin

**Note:** All meetings will be held in the SETA Board Room, 925 Del Paso Boulevard,  
Sacramento, CA 95815. Telephone: (916) 263-3800

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)  
REQUEST FOR PROPOSALS  
Workforce Investment Act (WIA)  
One Stop Career Center Services  
targeting  
North Sacramento City & Del Paso Heights Neighborhoods**

**SECTION I**

**GENERAL INFORMATION/GUIDELINES**

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)  
REQUEST FOR PROPOSALS  
Workforce Investment Act (WIA)  
One Stop Career Center Services  
targeting  
North Sacramento City & Del Paso Heights Neighborhoods**

1. PURPOSE OF SOLICITATION

The purpose of this Request for Proposals (RFP) is to solicit, from qualified applicant agencies, proposals designed to prepare eligible adults and dislocated workers who reside in North Sacramento City and Del Paso Heights neighborhoods for participation in the labor force. This solicitation will provide activities that increase the skills of the workforce and enhance the productivity and competitiveness of the economy by developing a talent pool to meet the needs of local employers.

2. BACKGROUND

This Request for Proposals (RFP) was developed on the basis of the Workforce Investment Act (WIA) of 1998, and its implementing regulations published in the Federal Register, August 11, 2000. Respondents should be aware that SETA's activities, as well as those of any SETA-funded subgrantee or contractor, are subject to any modifications required by the WIA and its regulations, Federal and State legislation and their regulations, the Governor and/or the State Workforce Investment Board, and SETA policies and procedures.

Funds for this RFP are provided to SETA by the U.S. Department of Labor (DOL) via the State of California Employment Development Department, under the auspices of the State Workforce Investment Board, pursuant to the Workforce Investment Act under Title I.

SETA will determine, in its sole discretion, whether to fund a proposal and/or any augmentation of funded programs under WIA. Applicants will be required to adhere to the statutes, regulations, or policies applicable to the funding that is provided.

During the fiscal year which this Request for Proposals solicits (July 1<sup>st</sup>, 2008 through June 30<sup>th</sup>, 2009), the Sacramento Works Career Center System will be participating with the State of California as a Learning Lab for the development of an Integrated Service Transformation Initiative model. The intent of this process is to test methods of achieving a demand-driven, skill-based integrated service strategy. This will require that respondents be committed to and actively involved in developing processes and procedures that will foster integrated customer pool, customer flow and talent development and marketing services. It will also require that respondents be willing to adhere to the precepts outlined in SETA's Integrated Service Transformation Plan, which includes the following four major components:

- An integrated talent pool that includes skills job candidates who are ready to meet the needs of business;
- Performance accountability measures that measure the outcomes of all

- customers served by the one stop system;
- An integrated customer flow that establishes a sequence of demand driven, skill based, talent development services and training for One-Stop customers; and
- An integrated staffing approach that markets the talent pool to employers and businesses in the Sacramento region.

Additionally, respondents will be required to test a variety of approaches to achieve integrated service delivery; capture information to support the viability of the Learning Lab, and provide input as to the validity of those approaches.

### 3. QUALIFIED APPLICANT AGENCIES

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

### 4. AVAILABLE FUNDS

At this time, the anticipated program funds available to Sacramento for allocation in PY 08-09 for WIA Title I is unavailable. The current allocation for one-stop services in the North Sacramento City and Del Paso Heights neighborhoods is approximately \$200,000. This amount does not include scholarships (Individual Training Accounts) or supportive services. Funding for scholarships and supportive services will be negotiated separately with successful respondents.

WIA allocations will cover the first year of a five year cycle which begins July 1, 2008 and ends June 30, 2013. Final allocations will be determined at a later date.

### 5. 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 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.



6. TERM OF SUBGRANT

All subgrants will be awarded for a one-year term beginning July 1, 2008 and ending June 30, 2009. Subject to fund availability, SETA shall have the exclusive option to extend any subgrants awarded for additional period(s) beginning July 1, 2009 and ending June 30, 2013 (see paragraph 7, "Extension of Subgrants" for further details regarding subgrant extension). Proposals must include first year budgets and a summary of increases in the following years. Funds will be allocated on an annual basis and subgrant agreements will include a maximum dollar amount which cannot be exceeded in each year. Unspent funds of each fiscal year will be returned to SETA.

7. 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, up to a total of four additional years. SETA may exercise such options prior to July 1 in any given year through and including July 1, 2012. 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. In addition, extended subgrants may be modified as identified in paragraph 16 of the RFP.

8. PREQUALIFICATION REQUIREMENTS/SUBMITTAL DEADLINE

**This is a mandatory requirement that MUST BE MET BY ALL RESPONDENTS PROPOSING SERVICES UNDER THIS RFP.**

A copy of SETA's Pre-qualification Requirements is included in Section III of this RFP. Please note that the deadline for submission of all pre-qualification documents to the SETA Contracts Unit is 4:00 p.m., Monday, April 14, 2008.

Any respondent who is a current provider for SETA or who has been a recent contractor of SETA and who has previously met pre-qualification requirements must contact Pattye Downing, Contracts Analyst (916)263-3838 by 4:00 p.m., April 14, 2008 to advise SETA of its intent to respond to this RFP based upon the documentation already on file with the Contracts Unit.

Within 48 hours (two working days), SETA staff will review all documentation submitted and contact, via telephone, those respondents who have submitted pre-qualification documents but failed to meet the requirements.

All respondents, whether SETA funded or non-SETA funded, will then have until 4:00 p.m., April 18, 2008, to submit any missing, incorrect, or incomplete pre-qualification documents.

**FAILURE OF A RESPONDENT TO SUBMIT INITIAL PRE-QUALIFICATION**

**DOCUMENTS OR TO NOTIFY STAFF OF ITS INTENT TO REPLY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. ON MONDAY, APRIL 14, 2008 AND/OR THE FAILURE TO PROVIDE COMPLETE AND CORRECT PRE-QUALIFICATION DOCUMENTS BY 4:00 P.M. ON FRIDAY, APRIL 18, 2008 WILL DISQUALIFY SUCH RESPONDENT FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP. POSTMARKS AND OTHER PROOFS OF MAILING WILL NOT BE ACCEPTED.**

9. REQUIRED RESPONSE FORMAT

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

10. PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE

All proposals must be in the SETA office and time-stamped by the SETA receptionist no later than **4:00 p.m., P.S.T., Monday, April 21, 2008**. Proposals mailed to SETA must be received in the SETA office and time-stamped by the SETA receptionist no later than 4:00 p.m., P.S.T. April 21, 2008. In accordance with the policy of the SETA Governing Board, proposals delivered after 4:00 p.m., P.S.T., April 21, 2008 will not be accepted - **NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS.**

To be considered for funding, agencies must submit:

- (a) EIGHT (8) separate reproducible copies of the proposal
- (b) ONE (1) electronic version of the proposal on a computer disk

Of the eight copies, one (1) copy must have original signature(s) and be identified as the original and the remaining SEVEN (7) copies may be reproductions of the original.

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 submitted:

- (a) 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.
- (b) No proposal will be accepted from any person after the submittal deadline.

- (c) Staff will inform the Governing Board of any non-responsive proposals to the RFP and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.
- (d) Testimony to the Governing Board will be given prior to funding hearings in order to allow for consideration of all eligible proposals at one time.

## 11. SELECTION/EVALUATION PROCEDURE AND CRITERIA

Final selection of service providers is the responsibility of the SETA Governing Board. In order to assist the SETA Governing Board in making funding decisions, SETA staff will evaluate each proposal and provide the SETA Governing Board with the results of their evaluations. The SETA staff recommendations will be based upon an evaluation of each proposal submitted and the applicant agency's past program performance, if applicable. Agencies with no recent record of past performance with SETA will supply references that will be contacted by SETA staff.

The following is a summary of the evaluation criteria:

### I. Program Synopsis

The synopsis of the proposed program is linked to the participant outcomes and is clearly written. It includes:

- Specific and concise statements regarding the purpose of the proposed program
- A description of the proposed customer, the customer's needs, and proposed strategies to address the customer's needs
- A description of the geographic area to be served
- Specific outcome of goals and objectives to achieve the goals
- A description of how the outcome goals will benefit the community

### II. Program Management

- The history, purpose, staffing, services provided and experience of the organization is clearly described.
- The organization's internal fiscal system and fiscal controls are clearly described.
- The process used to evaluate and monitor the organization's program is clearly described.

### III. Allowable Activities

#### A. One-Stop Services:

- The proposer adequately described its capability to host and supervise

- the staff and activities of a one-stop career center.
- The proposer included information on its collaborative one-stop partners and the value of leveraged resources partners contribute.
  - The proposer demonstrated that it can comply with the Integrated Service Delivery System principles and goals, is capable of implementing all components of the Welcome, Skills Development, and Job-Getting functions, as described in the RFP.

#### IV. Demonstrated Performance

##### A. SETA-Funded Operators

In addition to the evaluation criteria outlined above, all proposers who are either current or past (post-June 30, 2005) SETA-funded program operators will be evaluated on their overall past program performance and ability to meet contractual performance standards for up to the last three fiscal years. The data used to evaluate programs will be provided by SETA's Program Monitoring, Fiscal Monitoring and Information System Units.

##### B. All Proposers

All respondents will be evaluated based on information obtained from references submitted in the "References" section (Exhibit D) of the RFP. References will be asked to provide an assessment of program performance and capabilities.

Each of the respondent's references must complete and mail directly to SETA by April 21, 2008, under separate cover, the Reference Questionnaire (Exhibit D) by the proposal due date. Reference Questionnaires received after the proposal due date will not be accepted. References shall be advised to mail the questionnaire to:

Attn: Melissa Noteboom  
Program Officer  
Sacramento Employment and Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815

Please note that SETA reserves the right to directly contact all references for past program information.

#### 12. PUBLISH STAFF FUNDING RECOMMENDATIONS

Staff funding recommendations will be published on Friday, May 2, 2008 at 1:00 p.m.

13. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFP shall be written, 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 determination concerning this RFP or the recommendation of SETA staff must file a protest, in writing, with the SETA Governing Board by May 29, 2008 at 5:00 p.m. The SETA Governing Board shall resolve any protest based upon the written protest and any oral or written response thereto provided by staff. Any SETA Governing Board resolution shall be made prior to any funding determination under this RFP. The SETA Governing Board's decision is final.

14. 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 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. If only one responsive proposal is received, SETA will deem this competition to have failed. In such an event, SETA may, in its sole discretion, proceed with sole source procurement or cancel this RFP and proceed with a new competitive procurement.

SETA will require successful respondent agencies to participate in subgrant negotiations and to submit any programmatic, financial, or other revision of their proposal as 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.

15. 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) Subrecipient fails to timely meet its performance standards as set forth in the subgrant, or
- (b) The Federal or State Government increases, reduces, or withdraws funds allocated to SETA under WIA Title I, 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

**SECTION II**

**SWCC PRINCIPLES/GOALS**

**ALLOWABLE ACTIVITIES**

**PERFORMANCE MEASURES**

**PRICE/COST REASONABLENESS**

**COST JUSTIFICATION**

**PROGRAM AND REPORTING REQUIREMENTS**

## **I SACRAMENTO WORKS CAREER CENTER (SWCC) PRINCIPLES/GOALS**

As published in the Sacramento Works, Inc., Strategic Business Plan, the guiding principles of the SWCC system are:

Promote a thriving local economy by: creating, attracting and sustaining higher wage jobs in the region, preparing the local workforce to compete for higher paying jobs, identifying resources and income-supports for workers in low-wage jobs, preparing local youth to compete in the workforce of today and tomorrow.

Engage the business community, educators, labor and workforce development professionals, in creating a Sacramento area workforce that creates, attracts and sustains higher paying jobs by: connecting and integrating public sector workforce development resources and systems; understanding and fulfilling the employment needs of the business community; engaging the local under-skilled workforce and connecting them to skills development services which results in skilled jobs and better pay; identifying the skills sets necessary and important to the business community and engaging education and training providers to create curriculum that meets those needs; restructuring workforce development systems to meet the needs of the business community.

Create partnership opportunities with providers of ancillary services to provide supports for workers, including: child care/after-school care, housing, transportation, life-long career development, career counseling, legal assistance, adaptive services and mentors.

### Integrated System Goals – Learning Lab

With the adoption of the Sacramento Works Integrated Service Delivery Initiative, system stakeholders have developed a set of goals which will guide the further development of the Learning Lab model. These include the following:

- Implement a common customer flow for all customers
- Deliver prompt, uniform, high-quality services to all customers
- Insure that all job seekers and employers have access to comprehensive services which are integrated, demand-driven, and skill-based;
- Insure Services are driven by the local economy and employer needs and draw on quality workforce intelligences, local labor market information, and local employer validation of data;
- Emphasis will be placed on skill assessment, skill enhancement, and skill-based labor market attachment
- Integrate staffing through use of cross-functional service delivery teams.

## **II ALLOWABLE ACTIVITIES**

Proposers seeking funds under this RFP must be able to show that the services proposed will integrate a variety of funding streams to provide and support One-Stop Services at SWCCs. Proposers must explain how they will support the partnerships at SWCCs, through co-location of staff, assistance with operating expenses, provision of equipment, or provision of additional resources. Proposers should align their services with the following goals:

- Streamline the provision of employment and related services to the community
- Work together with partners on a long-term basis for the good of the community
- Focus on both job seekers and employers as customers
- Integrate authority and responsibility for delivering employment and training services
- Deliver an environment that is rich with information about where jobs are and what is needed to obtain employment
- Provide talent or skills development services and job getting or talent marketing services to customers
- Obtain efficiencies that are currently not available through subtraction, continuous improvement and integration of services
- Maintain high customer satisfaction

All activities funded under this RFP must comply with SETA's WIA Directives. All Directives are available at SETA's web-site: [www.seta.net](http://www.seta.net).

## **1. One-Stop Services**

### **a) Collaboration/Partnerships/Leveraged Costs**

Central to the utilization of a One-Stop Center delivery system are collaboratives necessary to ensure that services are offered to job seekers and employers. One Stop Services providers will create a customer service environment with high level career coaches to guide job seekers to skills development services and job opportunities.

SETA, as the One-Stop Operator, will execute MOUs for One Stop Services and Resource Allocation with all WIA required partners, including:

- Sacramento Employment and Training Agency
- California Indian Manpower Consortium
- California Human Development Corporation
- Sacramento Job Corps Center
- Vietnam Veterans of California
- State of California, Employment Development Department
- School Districts (San Juan U.S.D., Twin Rivers U.S.D., Folsom-Cordova U.S.D., Sacramento City U.S.D., Elk Grove U.S.D., Galt J.U.H.S.D., Center U.S.D.)
- State Department of Rehabilitation
- County of Sacramento – Department of Human Assistance
- Experience Works/AARP Foundation SCSEP
- Los Rios Community College District
- Sacramento Housing and Redevelopment Agency

Respondents should include a description of the efforts they have made to recruit voluntary partners to provide services in their center, including information on collaboration and leveraged costs with voluntary partners (governmental agencies, community-based organizations, private employers, educational institutions, and/or other organizations offering services to customers). Proposals must describe each activity to be provided, the partner that will be providing it and the estimated dollar value of leveraged resources provided.



Organizations submitting a proposal under the One-Stop Services category must propose to be the host agency representing an existing One-Stop Center location or an organization able to demonstrate that it possesses the capability to provide a physical One-Stop Center. A **host agency** is one that provides the site supervision, the site location and assumes responsibility for the day-to-day operations of a One-Stop Center.

The values of the **One-Stop Center system** are as follows:

**1. The One-Stop Center provides talent engagement, talent development and talent marketing services.**

- The One-Stop Center has developed neighborhood support networks.
- The One-Stop Center provides talent marketing services to local employers and business associations.
- The One-Stop Center provides access to services to individuals who are limited English-speaking, recipients of public assistance, and ex-offenders.
- The One-Stop Center is accessible and provides services to individuals with physical and mental disabilities.
- The One-Stop Center is "youth" friendly.
- The MOU and local policy guidance manuals and directives are used within the One-Stop setting to ensure front-line staff has all program and service information.
- All on-site partners are trained to provide talent engagement, talent development and talent marketing functions of the career centers.

**2. Mutual accountability is expected for system performance.**

- All partners and staff are cross-trained in anticipated outcomes for each partner.
- Team-building efforts are included as staff development activities.
- Job seeker customer satisfaction surveys indicate high levels of customer satisfaction.
- The One-Stop staff report enrollments, updates, placements and exits of customers.
- The performance goals and measures are met or exceeded.

**(b) Integrated Services Delivery System**

Services are divided into three categories:

- Welcome/Talent Engagement
- Skills/Talent Development
- Job Getting/Talent Marketing

**1. Welcome/Talent Engagement**

## **Welcome/Greeting Function**

### **Initial Assessment**

The Welcome/Talent Engagement function is the first career center service the customer will encounter. It is the responsibility of the Welcome/Talent Engagement staff to assist customers in assessing their skills, education and career objectives in order to decide on appropriate services, assess personal barriers to employment and access other related services as necessary. When a customer enters a career center they will be greeted by staff who will

- Provide a brief orientation to the career center services
- Assist each customer in identifying their skills
- Assist with an Initial Assessment including completion of the SMARTware Application, assessment of Basic Skills, job readiness skills and work history;
- Provide a brief coaching session to guide customers to appropriate services
- Inform customers about the talent development and talent marketing products and services available through the Career Center
- Assist with the development of an action plan/referral to Skills/Talent Development , Job Getting/Talent Marketing or directly a service from either of the two product boxes.

Customers will be asked to complete a SMARTware application which documents key data elements and a questionnaire asking the customer to answer a series of questions for which services they may be looking.. A SMARTware card and access to universal “self” services will be provided to all customers. Customers who only wish to utilize universal services will be allowed to do so but will be provided information concerning employment and training services available through the Talent Development and Talent Marketing functions and will be strongly urged to participate in staff assisted services.

### **Staff Assisted Services**

Staff will act as coaches and will assist customers in accessing services. Customers will be enrolled upon receipt of staff assisted services. Staff assisted services occur when an assessment is conducted of a customer’s skills, education or career objectives in order to decide on appropriate next steps, assess personal barriers to employment and/or access other related services as necessary.

### **Data Elements Collected at Enrollment**

All customers who participate in staff assisted services will be registered. Data collected at registration will include Right to Work, age/birth date and if applicable, Selective Service registration. Documentation of eligibility verification will be completed through the SMARTware System.

## **Coaching**

Coaching will replace the more intensive case management services that are currently being provided in career centers. Customers will be provided with strategies that engage them in improving their skills and their ability to be successful in finding and retaining a job. Coaching will be provided at the Staff assisted service level and includes the following characteristics:

- Acts both as a catalyst and facilitator
- Maximizes personal and career potential
- Inspires customers through thought provoking and creative interactions
- Leads customers to individual development and transformation.

## **2. Skills Development/Talent Development:**

Customers who are identified in need of skills development will work with a Talent Development Coach to identify their skills deficits and begin to form an action plan. Customers can access a specific class or service within the Talent Development product box, be scheduled for further assessments, or continue developing their "Action Plan" to determine what the next step should be. The Coaches will work with the customers to develop short attainable goals, objectives, action steps and time frames. Services available within the Talent Development Product Box include but are not limited to:

Pre-Employment/  
Retention Skills  
Financial Literacy  
Soft Skills  
Basic Skills  
Workforce Intelligence  
Computer Literacy  
Career Assessments  
In depth Skills  
Assessments  
Career/ Technical  
Education  
Vocational Training  
On-Line Training/Distance  
Learning  
Tuition Assistance  
(ITAs/Scholarships)  
Subsidized Employment  
Support Services  
ESL Training  
Job Retention Services

Assessments may include comprehensive skills assessments, vocational assessments or soft skills assessments. Assessments may be conducted in groups, in a computer lab or one-on-one. The results of the assessments will drive the referral process to the product box services. If the need for vocational training has been determined, the customer and coach will research low cost or no cost training in critical occupational groups. If a need for an Individual Training Account is established, the scholarship packet will be completed and brought to the case review team for approval. 75% of the Talent/Skills development training will be within the Critical Occupational clusters.

### **3. Talent Marketing:**

The Talent Marketing function is to transform job seekers into better job candidates to apply for competitive positions; to connect job seekers to the labor market through skill enhancement, skill verification, and quality referrals. To connect business/employer clients to a skilled, qualified pool of job candidates and to fuel economic growth through workforce development strategies. Customers with the skills necessary to complete in the region's labor force will work with a Talent Marketing coaches at the Sacramento Works One Stop Career Centers who will provide access to products that enable them to identify opportunities in the regional labor market. Talent Marketing products available through the Career Center system may include:

- Assistance in developing a Job Advancement Action Plan
- Workforce Intelligence
- Resume Assistance
- Interviewing Assistance
- Job Matching and Referrals
- Pre-screening and Referrals
- Employer Orientations & Interviews
- Industry Specific/General Job Fairs
- Employment Networking
- Job Coaching/Career Counseling
- Customized Recruitment
- Supportive Services

In addition to Talent Marketing Coaches at the Career Centers, the Sacramento Works Employers Services Team will focus on developing and maintaining relationships with employers in the regions providing job posting, screening and referral services, and on-site recruitment services throughout the Sacramento Works Career Center system. The Employer Services team, made up of SETA, EDD, and partner staff, will provide the following services to all Career Centers in the system:

- Tax Credits Information

- Workforce Intelligence
- ETP Training Initiatives
- Rapid Response (Dislocated Workers/Company Closure/Layoff Aversion)
- Disability Program Navigator Services
- Customized Training Initiatives focusing on critical occupation clusters identified by the Sacramento Workforce Investment Board.
- Business seminars and classes provided through Business Information Centers, Economic Development Agencies and Chambers of Commerce
  - Small business assistance
  - Job fairs
  - Customized recruitments

**Existing locations of the Sacramento Works One Stop Career Center are:**

<b>Sacramento Works Career Centers</b>	<b>Address</b>	<b>Phone#</b>
1. Broadway	915 Broadway, Sacramento, CA 95818	324-6202
2. Citrus Heights	7640 Greenback Lane, Citrus Heights, CA 95610	676-2540
3. Franklin	7000 Franklin Blvd., Suite 540, Sacramento, CA 95823	262-3200
4. Galt	1000 C Street, Suite 100, Galt, CA 95632	209/744-7702
5. Hillsdale	5655 Hillsdale Blvd., Suite 8, Sacramento, CA 95842	263-4100
6. La Familia	5523 – 34 <sup>th</sup> Street, Sacramento, CA 95820	227-2577
7. Lemon Hill	5451 Lemon Hill Avenue, Sacramento, CA 95824	433-2620
8. Mark Sanders Complex	2901 – 50 <sup>th</sup> Street, Sacramento, CA 95817	227-1395
9. Mather	10638 Schirra Avenue, Mather AFB, CA 95655	228-3127
10. Rancho Cordova	10381 Old Placerville Rd. Sacramento, CA. 95827	942-2165
11. South County	8401 Gerber Road, Suite B, Sacramento, CA 95828	689-3560
12. Urban League	3725 Marysville Blvd. Sacramento, CA. 95838	286-8623

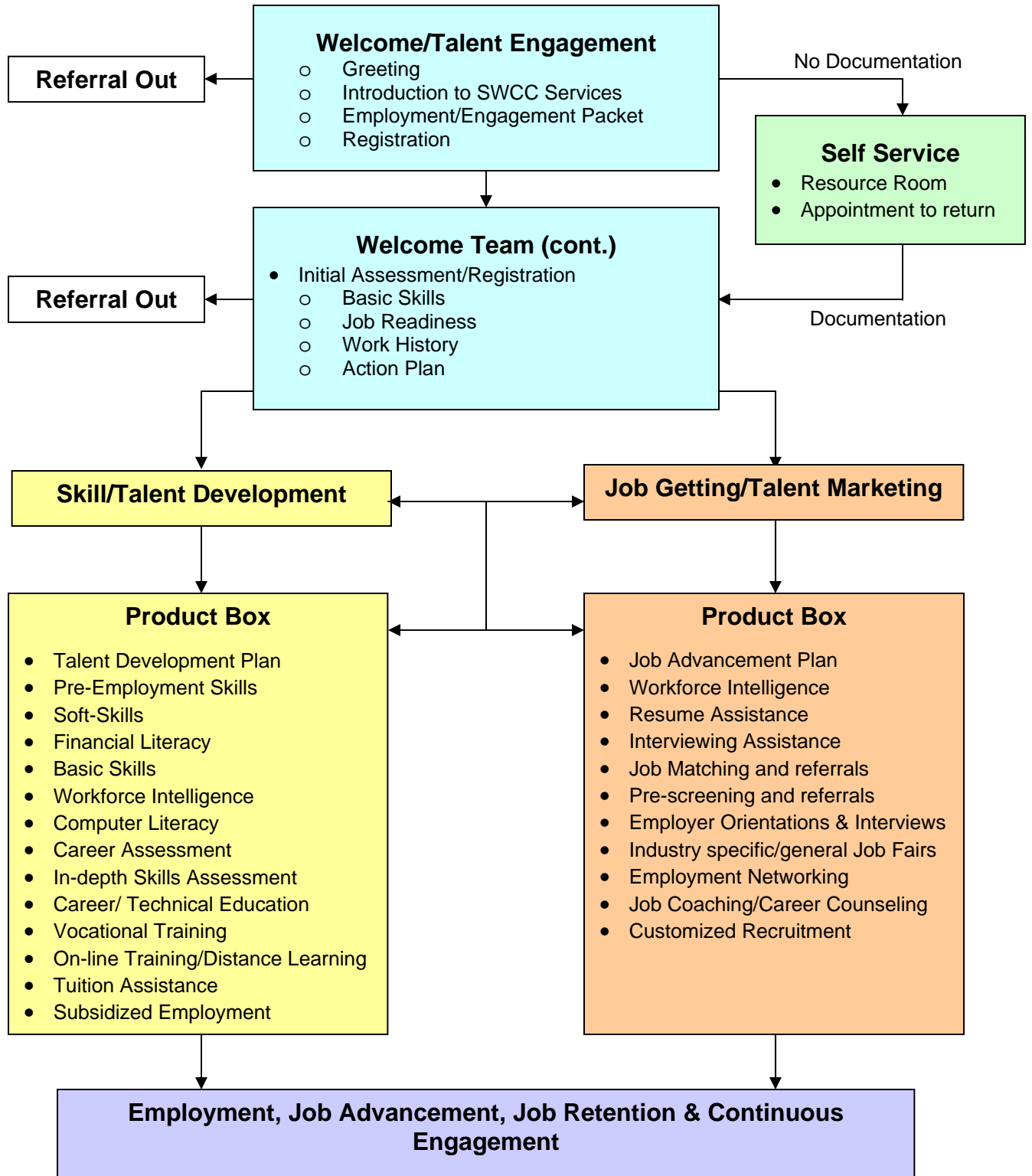
4. **Workforce Skills Preparation Services**

Workforce skills preparation services are off-the-shelf, vendorized activities that are available in the Talent Development or Talent Marketing Product Box to supplement the services available at One-Stop Centers. Organizations that are interested in proposing workforce skills preparation services **must apply separately** using the SETA Vendor Services Request for Qualification (RFQ).

5. **Customer Tracking**

Customer Tracking will be conducted through the use of 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/WP program eligibility determination. A combination of bar coding and use of the Workshop scheduler will be required to document and track customers participation in Career Center activities.

# ATTACHMENT D Talent Development Customer Flowchart



### III. PERFORMANCE MEASURES

In 2001, the President announced a budget and performance integration initiative that gave federal agencies a mandate to develop common performance measures across similar programs. On July 1, 2005, the U.S. Department of Labor implemented a set of Common Measures, as reflected in TEGL 17-05, for several workforce programs. The initiative reduced the number of measures from eight (8) to six (6). On July 1, 2007, the State of California implemented the consolidated Common Measures. Additional performance measures may be developed by the SETA Governing Board.

There are three Common Measures for Adults and three Common Measures for Dislocated Workers. They are:

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

Definition of Exit:

*Per TEGL 17-05, beginning July 1, 2008 all the term “program exiters” , those customers that do not receive a service funded by the program or partner program for 90 consecutive days and are not scheduled for future services, will be counted in a program’s performance measures.*

**COMMON MEASURES ANTICIPATED OUTCOMES**  
**PY 2008-2009**

Activity	Entered Employment Rate		Employment Retention Rate		Average Earnings	
	Adult	Dislocated Worker	Adult	Dislocated Worker	Adult	Dislocated Worker
<b>One-Stop Services</b>	76%	80%	81%	85%	\$24,800 annually	\$30,800 annually

### IV. 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.

The average cost per hour of service for all participants is the measure used for cost comparison.

Make as accurate an estimate of the cost per average hour of training as possible. It will be watched closely during the term of the subgrant. If your actual hours fall significantly below your estimate, SETA will have difficulty justifying your costs to DOL or State monitors/auditors.

## V. COST JUSTIFICATION

The proposed cost per hour 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 hour. 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.

## VI. SUBCONTRACTING

A. 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.

## VII. PROGRAM AND REPORTING REQUIREMENTS

### A. Management Information System/Fiscal Reporting Requirements

SETA has established specific reporting processes to administer its programs. These include:

- 1) Management Information Systems (MIS) reports;
- 2) Monthly Fiscal Reports.

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

### B. Start-up and Program Operation

The anticipated starting date for participants will be July 1, 2008.

### C. 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.

D. Use of Education Grants and Loans for WIA Participants

WIA training resources may be used in conjunction with educational assistance funds, so 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 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.

SECTION III

APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS

INSURANCE REQUIREMENTS

## **APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS**

Each applicant agency must submit one complete copy of each item outlined below that applies to the applicant agency. Should the applicant be a joint venture or consortium, each party to such joint venture or consortium shall comply with the appropriate section in addition to submitting a copy of the "Declaration of Partnership or Joint Venture", Attachment #9. SETA contracts staff will assist applicant agencies in meeting the prequalification requirements, but it is the applicant's ultimate responsibility to verify with SETA that current documents are on file. Verification can be obtained by contacting the SETA Contracts Unit at 263-3838.

**FAILURE TO SUBMIT AND/OR RESPOND TO THESE PREQUALIFICATION REQUIREMENTS NO LATER THAN THE DEADLINE NOTED IN SECTION I OF THE RFP WILL DISQUALIFY APPLICANT AGENCY FROM ANY FURTHER FUNDING CONSIDERATION.**

### **A. DISCLOSURE/CERTIFICATION FORMS PREQUALIFICATION REQUIREMENTS** (Applicable to all Applicants)

All applicant agencies must submit the following four (4) attachments (Attachments #1 through #4). Each attachment must be signed (**original signature**) by an authorized representative(s) of the respondent agency.

1. **Attachment #1 - Fair Political Practices Commission Disclosure Forms**
2. **Attachment #2 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
3. **Attachment #3 - Certification Regarding Lobbying**
4. **Attachment #4 - Certification Regarding Drug-free Workplace Requirements**

**B. INSURANCE PREQUALIFICATION REQUIREMENTS** (Applicable to all new Applicants)

Applicant agencies that are not currently funded must submit Insurance Prequalification Attachments #5 and #6.

1. **Attachment #5 - Insurance Prequalification.** All new applicant agencies must submit an Insurance Prequalification form (Attachment #5). The attachment must be signed by an authorized representative(s) of the respondent agency.
2. **Attachment #6 - New Applicant Insurance Questionnaire.** Applicant agencies that are not currently funded by SETA must complete and submit the New Applicant Insurance Questionnaire (Attachment #6) stating the type of insurance and name of company they will use if funded.

**C. ADMINISTRATIVE PREQUALIFICATION REQUIREMENTS**

1. **FOR PUBLIC AGENCIES**

- (a) I.R.S. Employer Identification Number  
Note: This is a nine-digit number beginning with 94 for most agencies.
- (b) Names and mailing addresses of current Governing Body
- (c) Certification of Accounting System (Attachment #7). To be completed and signed by applicant agency's chief financial officer. **MUST HAVE ORIGINAL SIGNATURE.**

2. **FOR NON-PROFIT CORPORATIONS**

- (a) Articles of Incorporation (include all amendments)  
Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.  
  
(I) If incorporated in a state other than California, include State of California Certificate of Qualification allowing you to operate here or a current Certificate of Status.
- (b) Federal Tax Exempt Status Verification (to include final determination letter, if applicable)  
Note: This is a letter granting tax exemption from the Internal Revenue Service. This exemption is separate from the State exemption and requires a separate filing with I.R.S. If newly incorporated, provide copy of application to include notice of I.R.S. receipt.
- (c) I.R.S. Employer Identification Number  
Note: This is a nine-digit number beginning with 94 for most corporations.
- (d) State Tax Exempt Status Verification  
Note: This is a letter granting tax exemption from the State of California Franchise Tax Board. This exemption requires a separate filing from the Federal since the state does not automatically recognize the Federal Determination.
- (e) Names and mailing addresses of current local Board of Directors.

- (f) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

3. **FOR PRIVATE FOR-PROFIT CORPORATIONS**

- (a) Articles of Incorporation (include all amendments)

Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.

(I) If incorporated in a state other than California, include State of California Certificate of Qualification allowing you to operate here or a current Certificate of Status.

- (b) I.R.S. Employer Identification Number

Note: This is a nine-digit number beginning with 94 for most corporations.

- (c) Names and mailing addresses of current Board of Directors.

- (d) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

- (e) If doing business in other than corporate name, provide a copy of current fictitious business name statement.

4. **FOR PRIVATE FOR-PROFIT PARTNERSHIP**

- (a) Declaration of Partnership or Joint Venture (Attachment #9).

- (b) If operating under a "doing business as" entity, provide a copy of current fictitious business name statement.

- (c) I.R.S. Employer Identification Number

Note: This is a nine-digit number beginning with 94 for most organizations.

- (d) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

5. **FOR PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP**

- (a) If doing business in other than sole-proprietorship name, provide a copy of current fictitious business name statement.

- (b) I.R.S. Employer Identification Number

Note: This a nine-digit number beginning with 94 for most entities.

- (c) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

**D. FOR ALL APPLICANTS PROPOSING CLASSROOM TRAINING (OCCUPATIONAL SKILLS)**

1. An Institutional Approval Document issued by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

-OR-

2. The Approval Document (License to Operate) issued by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education, if applicant falls into one of the following categories:
  - (a) A degree-granting institution accredited by a national or regional accreditation agency recognized by the U.S. Department of Education or by the Committee of Bar Examiners for the State of California;
  - (b) A degree-granting institution, unaccredited and unapproved, authorized by filing of public disclosure information (May not issue diplomas under this authority);
  - (c) A licensed hospital, issuing diplomas in connection with the operation of the hospital;
  - (d) An institution accredited, approved, or licensed as a school by a state board or agency; or
  - (e) An institution or program (non-degree) accredited by a national or regional accreditation agency recognized by the U.S. Department of Education.

**ADDITIONALLY, PROVIDE A COPY OF THE ACCREDITATION OR APPROVAL/ LICENSE FROM A STATE BOARD OR AGENCY.**

-AND-

3. School Catalog approved by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

**E. FOR ALL APPLICANTS PROPOSING GED**

1. Documentation of Authority to grant GED in California.

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**CONTRACT POLICY**

Should applicant's proposal be selected for funding, applicant agency must be able to comply with the following requirements:

A. Audit

Before any funds are issued under any subgrant/agreement, funded agency shall submit to SETA a copy of the reports generated in connection with the most recent audit of its financial systems. These reports shall be in a form which complies with requirements of Office of Management and Budget (OMB) Circular A-133.

## B. Insurance

Prior to contract execution and commencement of program performance, SETA shall receive from each funded agency's insurer a certificate of insurance, and applicable endorsements issued by the funded agency's insurance carrier, indicating all of the coverage outlined in Attachment #10 consisting of 6 pages.

SETA is very exacting with regard to the insurance requirements. If an agency's insurance is not in place prior to the start of the program, the agency will not be allowed to start. If an agency's insurance expires during the course of the program and new certificates/endorsements are not received prior to the expiration date, payment will be suspended immediately. Performance will be suspended shortly thereafter if the agency's new insurance certificate(s) is/are not filed with the SETA Contracts Unit.

**Note:** Insurance endorsements must be requested from the insurance underwriter by your insurance agent/broker. This process may take up to two months, so proposers should plan accordingly.

## C. Resolution

SETA has a standardized resolution which will be required of all public agencies and incorporated entities. The applicant agency's Governing Body or Board of Directors will be required to adopt the appropriate resolution for the purpose of appointing specific individuals authorized to both sign and negotiate the contract. The resolution requires the original signature of the Governing Body's or Board of Director's secretary and the affixation of the corporate seal. Should incorporated entities not have a seal, it will be necessary to obtain one prior to contract execution.

## D. Prohibitions

No member of the immediate family of any officer, director, executive or employee of funded agency or SETA shall receive favorable treatment for enrollment in services provided by, or employment with, funded agency, nor shall any individual be placed in a funded employment activity if a member of that individual's immediate family is directly supervised by or directly supervises that individual. In addition, neither funded agency nor any of funded agency's subcontractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or on-the-job training position funded through the award of any grant, if a member of that person's immediate family is employed in an administrative capacity for SETA, funded agency, or any employment contractor of funded agency. However, where an applicable federal, state or local statute regarding nepotism exists which is more restrictive than this provision, funded agency and funded agency's subcontractors shall follow the federal, state or local statute in lieu of this provision.

- (a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandfather, grandmother, aunt, uncle, niece, nephew, step-parent, and step-child.
- (b) The term "administrative capacity" refers to positions involving overall administrative responsibility for a program, including members of SETA's Governing Board and any of its affiliated Boards or Councils and members of the governing body or board of directors of funded agency, or where that individual would be the supervisor of an individual paid with funds provided through the award of any grant or performing duties under the grant award.



- (c) The term "staff position" refers to all staff positions providing services through the award of any grant.

**COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 84308**

In order to comply with the provisions of California Government Code Section 84308 and the Regulations of the California Fair Political Practices Commission, each respondent must fully complete the "Party Disclosure Form". Additionally, all participants (as defined in the attached "Participant Disclosure Form") identified by the respondent in the proposal must file the "Participant Disclosure Form". If other individuals or entities become or are identified as parties or agents during the time the Workforce Investment Board or Sacramento Employment and Training Agency is considering a respondent's proposal, additional Party Disclosure Forms must be filed with the Sacramento Employment and Training Agency. Participants who are later identified will be requested to file a "Participant Disclosure Form".

Government Code Section 84308

**PARTICIPANT DISCLOSURE FORM**

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by participants in a proceeding involving a license, permit, or other entitlement for use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or any candidate for such a position. This prohibition starts on the date you begin to actively support or oppose an application of a license, permit, or other entitlement for use pending before the Workforce Investment Board or Sacramento Employment and Training Agency, and continuing until three months after a final decision is rendered on the application or proceeding by the Workforce Investment Board or Sacramento Employment and Training Agency.

No Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate may solicit or receive a campaign contribution of \$250 or more from you and/or your agent during this period if the board member or candidate knows or has reason to know that you are a participant.

- II. The attached disclosure form must be filed if you or your agent have contributed \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate for the Workforce Investment Board or Sacramento Employment and Training Agency during the 12 month period preceding the beginning of your active support or opposition. It will assist the board members in complying with the law.
- III. If you or your agent have made a contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision in the proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the fact that you are a participant to the proceeding.

This form should be completed and filed the first time that you lobby in person, testify in person before, or otherwise directly act to influence the vote of the members of the Workforce Investment Board or Sacramento Employment and Training Agency.

1. An individual or entity is a "participant" in a proceeding involving an application for a license, permit or other entitlement for use, including a subgrant or contract, if:
  - A. The individual or entity is not an actual party to the proceeding, but does have a significant financial interest in the decision of the proceeding before the Workforce Investment Board or Sacramento Employment and Training Agency.

AND

- B. The individual or entity, directly or through an agent, does any of the following:
  - (1) Communicates directly, either in person or in writing, with a member of the Workforce Investment Board or Sacramento Employment and Training Agency for the purpose of influencing the member's vote on the application or proposal;
  - (2) Communicates with an employee of the Workforce Investment Board or Sacramento Employment and Training Agency for the purpose of influencing a member's vote on the application or proposal; or
  - (3) Testifies or makes an oral statement before the Workforce Investment Board or Sacramento Employment and Training Agency during a proceeding on a license, permit or other entitlement for use for the purpose of influencing the decision of the Workforce Investment Board or Sacramento Employment and Training Agency.
2. A proceeding involving "a license, permit or other entitlement for use" includes all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.
3. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.

4. To determine whether a campaign contribution of \$250 or more has been made by a participant or his or her agent, campaign contributions made by the participant within the preceding 12 months must be aggregated with those made by the agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Workforce Investment Board or Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact PATTY DOWNING, Employment and Training Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-3838, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Prepared based upon the forms recommended by the Legal Division of the Fair Political Practices Commission 8/85.

**Participant Disclosure Form** SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Participant's Name: \_\_\_\_\_

Participant's Address: \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

(Phone)

Title of Request for Proposals for which proposal is hereby submitted:

\_\_\_\_\_

Workforce Investment Board or Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

(Use additional sheet, if necessary)

No contributions made.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Participant and/or Agent)

Government Code Section 84308

**PARTY DISCLOSURE FORM**

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement of use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or any candidate for such position. This prohibition begins on the date your proposal is filed or the proceeding is initiated, and the prohibition ends three months after a final decision is rendered by the Workforce Investment Board or Sacramento Employment and Training Agency. In addition, no Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholders as well.

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision on the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

## ATTACHMENT #1

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Workforce Investment Board or Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact PATTY DOWNING, Employment and Training Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-3838, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Prepared based upon the forms recommended by the Legal Division of the Fair Political Practices Commission 8/85.



**Party Disclosure Form**

SACRAMENTO EMPLOYMENT AND TRAINING  
AGENCY

Party's Name: \_\_\_\_\_

Party's Address: \_\_\_\_\_

(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)(Phone)

Title of Request for Proposals for which proposal is hereby submitted:

\_\_\_\_\_

Workforce Investment Board or Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

(Use additional sheet, if necessary)

No contributions made.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Party and/or Agent)

SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
Governing Board

**Chair**

**Council Member Bonnie Pannell**

City of Sacramento  
915 "I" Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
Phone: 808-7008  
Fax: 808-7680  
e-mail: [bpannell@cityofsacramento.org](mailto:bpannell@cityofsacramento.org)

**Vice Chair**

**Supervisor Jimmie Yee**

County of Sacramento  
700 "H" Street  
Sacramento, CA 95814  
Phone: 874-5481  
Fax: 874-7593  
e-mail: [jyee@saccounty.net](mailto:jyee@saccounty.net)

**Sophia Scherman**

Public Representative  
Elk Grove City Hall  
8400 Laguna Palms Way  
Elk Grove, CA 95758  
e-mail: [scherman@sophia-elkgrove.com](mailto:scherman@sophia-elkgrove.com)

**Supervisor Don Nottoli**

County of Sacramento  
700 "H" Street  
Sacramento, CA 95814  
Phone: 874-5465  
Fax: 874-7593  
e-mail: [nottolid@saccounty.net](mailto:nottolid@saccounty.net)

**Council Member Robbie Waters**

City of Sacramento  
915 "I" Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
Phone: 808-5423  
Fax: 808-7680  
e-mail: [rwaters@cityofsacramento.org](mailto:rwaters@cityofsacramento.org)

*Current as of November 2, 2007*

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

Date

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title of Authorized Signatory

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date



**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of a covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., Request for Proposals (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered federal action.  
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_ of



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**Certification Regarding Drug-Free Workplace

The undersigned certifies that it will or will continue to provide a drug-free workplace by:

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (B) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The subrecipient's policy of maintaining a drug-free workplace;
  - (3) Any available counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (C) Making it a requirement that each employee to be engaged in the performance of any subgrant be given a copy of the statement required by paragraph (A);
- (D) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the subgrant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- (E) Notifying the Sacramento Employment and Training Agency (hereinafter referred to as the SETA), in writing, within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every subgrant officer or other designee on whose subgrant activity the convicted employee was working, unless the SETA has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected subgrant;
- (F) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (D)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E) and (F).

The subrecipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific subgrant:

Place of Performance (Street address, city, county, state, zip code)

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Check if there are workplaces on file that are not identified here.

\_\_\_\_\_  
(Name of Organization)

BY: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Date)

**INSTRUCTIONS FOR CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS**

1. By signing and/or submitting this application or subgrant agreement, the subrecipient is providing the certification required by 20 CFR §667.200(d) and 29 CFR Part 98.
2. The certification is a material representation of fact upon which reliance is placed when the Sacramento Employment and Training Agency (hereinafter referred to as the SETA) awards the subgrant. If it is later determined that the subrecipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the SETA, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under subgrants, for subrecipients other than individuals, need not be identified on the certification. If known, they may be identified in the subgrant application. If the subrecipient does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient must keep the identity of the workplace(s) on file in its office and make the information available for inspection. Failure to identify all known workplaces constitutes a violation of the subrecipient's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the subgrant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority while in operation, employees in each local office, etc.).
5. If the workplace identified to the agency changes during the performance of the subgrant, the subrecipient shall inform the SETA of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Subrecipient's attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

*Criminal drug statute* means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a subrecipient directly engaged in the performance of work under a subgrant, including:

- ( i) All *direct charge* employees;
- ( ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the subgrant; and,
- (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the subgrant and who are on the subrecipient's payroll. This definition does not include workers not on the payroll of the subrecipient (e.g., volunteers, consultants or independent contractors not on the subrecipient's payroll).

INSURANCE PREQUALIFICATION

We do not presently have a contract with SETA.  
Our completed NEW APPLICANT INSURANCE QUESTIONNAIRE is attached.

IT IS ACKNOWLEDGED THAT IT IS OUR ORGANIZATION'S SOLE OBLIGATION TO PROCURE INSURANCE COVERAGE IN CONFORMANCE WITH SETA'S REQUIREMENTS.

AUTHORIZATION IS HEREBY GIVEN TO SETA TO CONTACT OUR ORGANIZATION'S INSURANCE AGENT(S) OR BROKER(S) AND/OR INSURANCE COMPANIES IN ORDER TO CONFIRM THAT OUR ORGANIZATION'S INSURANCE COVERAGE MEETS SETA'S REQUIREMENTS.

\_\_\_\_\_  
(Name of Corporation/Entity)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Date)

**ALL NEW AGENCIES APPLYING FOR FUNDING MUST SUBMIT THIS DOCUMENT. IF THIS DOCUMENT IS NOT SUBMITTED, THE AGENCY WILL NOT BE CONSIDERED FOR FUNDING.**

NEW APPLICANT INSURANCE QUESTIONNAIRE

Name of Corporation/Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

- A. Insurance Company: \_\_\_\_\_
- B. Policy Number: \_\_\_\_\_
- C. Bond Limit: \_\_\_\_\_
- D. Deductible: \_\_\_\_\_
- E. Expiration Date: \_\_\_\_\_

2. PROPERTY COVERAGE

- A. Insurance Company: \_\_\_\_\_
- B. Policy Number: \_\_\_\_\_
- C. Property Limit: \_\_\_\_\_
- D. Deductible: \_\_\_\_\_
- E. Valuation:  Replacement Cost  Actual Cash Value
- F. Expiration Date: \_\_\_\_\_

3. GENERAL LIABILITY COVERAGE

- A. Insurance Company: \_\_\_\_\_
- B. Policy Number: \_\_\_\_\_
- C. Limit: \_\_\_\_\_
- D. Deductible: \_\_\_\_\_
- E. Coverage Form:  Occurrence Type  Claims Made Type
- F. Expiration Date: \_\_\_\_\_

4. VEHICLE LIABILITY COVERAGE

- A. Insurance Company: \_\_\_\_\_
- B. Policy Number: \_\_\_\_\_
- C. Limit: \_\_\_\_\_
- D. Deductible: \_\_\_\_\_
- E. Expiration Date: \_\_\_\_\_

5. PROFESSIONAL LIABILITY (IF ANY)

- A. Insurance Company: \_\_\_\_\_
- B. Policy Number: \_\_\_\_\_
- C. Limit: \_\_\_\_\_
- D. Expiration Date: \_\_\_\_\_

6. WORKERS' COMPENSATION

- A. Insurance Company: \_\_\_\_\_
- B. Policy Number: \_\_\_\_\_
- C. Expiration Date: \_\_\_\_\_

7. INSURANCE BROKER OR AGENT

- A. Name of Agency: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Phone Number: \_\_\_\_\_

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

Ms. Kathy Kossick  
Executive Director  
Sacramento Employment and Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815-3608

Dear Ms. Kossick:

I am the Chief Financial Officer of \_\_\_\_\_  
(name of applicant agency)  
\_\_\_\_\_ and, in this capacity, I will be responsible for providing financial services adequate to  
ensure the establishment and maintenance of an accounting system for \_\_\_\_\_  
(name of applicant agency)  
\_\_\_\_\_.

The accounting system and internal control procedures will be adequate to safeguard the assets of such  
agency, check the accuracy and reliability of accounting data, promote operating efficiency, and provide  
compliance with prescribed management policies of the agency.

\_\_\_\_\_  
(Signature of Financial Officer)

\_\_\_\_\_  
(Typed Name of Financial Officer)

\_\_\_\_\_  
(Title)

FOR USE BY: PRIVATE NON-PROFIT CORPORATIONS  
PRIVATE FOR-PROFIT CORPORATIONS  
PRIVATE FOR-PROFIT PARTNERSHIP  
PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP

ATTACHMENT #8

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

Ms. Kathy Kossick  
Executive Director  
Sacramento Employment and Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815-3608

Dear Ms. Kossick:

I am a duly licensed or Certified Public Accountant and have been engaged to examine and report on the adequacy of the financial accounting system of \_\_\_\_\_  
(name of applicant agency)  
\_\_\_\_\_ which is a private \_\_\_\_\_ organization located in  
(non-profit/for-profit)  
\_\_\_\_\_.  
(name of city)

I have reviewed the accounting system that this organization has established and, in my opinion, it includes internal controls adequate to safeguard the assets of the organization, check the accuracy and reliability of accounting data, promote operating efficiency, and provide compliance with prescribed management policies of the agency.

\_\_\_\_\_  
(Signature of Accountant)

\_\_\_\_\_  
(Typed Name of Accountant)

\_\_\_\_\_  
(License Number and Expiration Date)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Typed Name)

DECLARATION OF PARTNERSHIP OR JOINT VENTURE

The undersigned do hereby declare as follows:

1. The business organization known as \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

is a \_\_\_\_\_.

(General partnership or joint venture)

2. The following represents a complete list and disclosure of all the individual \_\_\_\_\_

\_\_\_\_\_.

(General partners or joint ventures)

Name

Mailing Address (City, State, Zip)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Each of the undersigned does hereby declare under the penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)



**ATTACHMENT #9** (cont.)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

## INSURANCE REQUIREMENTS

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**INSURANCE REQUIREMENTS**

**(Applicable to all SETA-funded programs)**

**(Pursuant to SETA Governing Board Action on 4/21/88)**

**(Revised 5/3/2007)**

Prior to contract execution, commencement of program performance and disbursement of any funds, SETA shall receive from each funded agency's insurer an ORIGINAL, computer-generated, or faxed certificate of insurance and copies of required endorsements.

**GENERAL REQUIREMENTS:**

**1. CERTIFICATES OF INSURANCE MUST INCLUDE:**

- A. Insuring Company's Name;
- B. Full Mailing Address of Insurance Company's Issuing Branch Office;  
(this item may be added to certificate by SETA staff)
- C. Policy Number(s);
- D. Policy Effective and Expiration Date(s);
- E. Policy Limits;
- F. Deductible(s) or statement that "No deductible is applicable";
- G. As respects General Liability Coverage, statement that "occurrence type" coverage rather than "claims made type" coverage is provided;
- H. Certificates must include an original signature or an original stamp of the agent's signature.
- I. Notice of Cancellation:

When completing certificates of insurance, the following wording must be stricken from the standard statement:

"Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail \_\_\_ days written notice to the certificate holder named to the left, ~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~"

NOTE: Upon receipt of an acceptable certificate and endorsements, a cover letter will be sent to each insurance carrier indicating SETA's reliance on the certificate as evidence that insurance was indeed issued and is currently in force. A copy of the letter will be sent to both the broker/agent and the operator.

**SHOULD ANY OF THESE ITEMS BE MISSING, THE CERTIFICATE IS UNACCEPTABLE**

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Continued)

2. **REQUIRED INSURANCE ENDORSEMENTS: MUST HAVE POLICY NUMBER TYPED ON ENDORSEMENTS.**

3. Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by SETA. In the sole discretion of SETA, SETA may require a funded agency to reduce or eliminate such deductibles or self-insured retentions as respects SETA, its officers, employees and volunteers.

**NOTE:** No SETA funds may be used to fund or otherwise pay for any deductibles, self-insured retentions and/or self-insurance.

4. SETA reserves the right to require funded agencies to obtain additional insurance coverage should the program activities provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include increased policy limits or coverages for professional liability and/or incidental malpractice. Increased policy limits might be addressed by increasing the general aggregate limits, obtaining excess coverage, and/or procuring a policy solely to insure SETA-funded activities.
5. SETA reserves the right to require funded agencies to provide SETA with complete copies of all insurance policies including endorsements.
6. All coverages shall be procured through a carrier satisfactory to SETA. If any coverage is canceled, revoked, reduced, or in any manner questioned or compromised, SETA shall not make any further disbursements to funded agency until SETA is satisfied that the coverage initially approved by SETA has been reinstated. Failure to provide timely evidence of continuing coverage shall result in suspension of all payments or reimbursements and/or suspension of performance. Additionally, should there be inadequate coverage or any lapse(s) in coverage, SETA shall not reimburse for any costs incurred during any period for which the required insurance coverage was not in effect.
7. In the event insurance coverages expire at any time or times during the term of the subgrant, the program operator agrees to provide, at least thirty (30) calendar days prior to said expiration date, a new certificate(s) of insurance evidencing insurance coverage(s) as provided for herein for not less than the remainder of the term of the subgrant. New certificates of insurance are subject to review for content and form by SETA.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS

(Continued)

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES (Not applicable for WSP and/or LTPL applicants)

A. Required Limits:

Amount of grant if less than \$25,000; or  
\$25,000 or twenty percent (20%) of the total amount of the grant, whichever is greater

B. Required Endorsements:

1. "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear"; and,
2. "This insurance shall not be canceled, limited, or non-renewed until after fifteen (15) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

2. PROPERTY COVERAGE (Not applicable for WSP and/or LTPL applicants)

A. Required Coverage:

Insurance which is at least as broad as the current ISO Special Form Causes of Loss (CP 1030) policy, formerly known as "all risks", as well as insurance covering boiler and machinery and compliance with ordinances or laws, if appropriate, for the full 100% insurable replacement cost of the property.

Such insurance shall name SETA as an additional insured as its interests in the property may appear and shall include a waiver of subrogation in favor of SETA.

B. Required Endorsements:

1. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply"; and,
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy".

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS

(Continued)

3. GENERAL LIABILITY COVERAGE

A. Type of Policy/Coverage:

All policies must be written on an occurrence-type policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy, insuring liability arising from premises; operations; independent contractors; incidental medical malpractice and garage keepers liability as appropriate given the nature of the funded agency's business; personal injury and advertising injury; products-completed operations; and liability assumed under an insured contract.

SEXUAL ABUSE LIABILITY COVERAGE

Subcontractors whose operations involve interaction with youth (ages to 18 years) must include "Sexual Abuse liability coverage" at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the subcontractor's Commercial General Liability Insurance. SETA is to be named as an additional insured for this coverage.

Claims-made policies are not acceptable.

B. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

C. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured";
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy"; and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS

(Continued)

4. VEHICLE LIABILITY COVERAGE

A. Required of all Program Operators

B. Required Coverage:

Coverage must include all of the following:

- a. Non-Owned Auto Liability
- b. Hired Auto Liability
- c. Owned Auto Liability (If the program operator owns autos)

C. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

D. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured";
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy"; and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

5. PROFESSIONAL LIABILITY COVERAGE (Not applicable for WSP and/or LTPL applicants)

A. Required of all program operators who employ or retain professional staff (including, but not limited to, nurses, psychologists, health care professionals, accountants or attorneys) for SETA-funded operations.

B. Required Limits:

Not less than \$1,000,000 per occurrence.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
INSURANCE REQUIREMENTS

(Continued)

6. WORKERS' COMPENSATION

A. Must cover all employees and participants employed or enrolled under the grant who are currently eligible for coverage under existing workers' compensation laws and regulations. Where participants are not covered under a state's workers' compensation law, they shall be provided with adequate on-site medical and accident insurance.

B. Required Endorsement:

"This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

7. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the funded agency stating that:

- A. It agrees to SETA's insurance requirements as stated above;
- B. It will maintain a minimum reserve of the amount of self-insured retention over and above all known incurred claims filed against the self-insurance fund;
- C. The reserve is fully funded; and,
- D. No federal or SETA funds will be called upon to fund any losses resulting from any SETA-funded contract.

A sample letter will be provided.



**SECTION IV**

**INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION**

## **INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION**

- A. Section V of the RFP must be utilized as the proposal format for those agencies/organizations responding to the RFP.
- B. A separate proposal must be submitted for each activity proposed.
- C. Provide the information required of each section as concisely and completely as possible. Be specific and, where appropriate or deemed necessary, provide examples that clarify descriptions.
- D. Under the "Allowable Activities" section of the response format respond only to the activity(ies) you are proposing to provide. You may delete from your response those sections requesting information on activities not being proposed.
- E. Provide information **in the exact order as it is requested** on the standard RFP response format provided.

### **SPECIAL INSTRUCTIONS WHEN SUBMITTING PROPOSALS**

- 1. NO STAPLES
- 2. STANDARD TYPE (12 FONT MINIMUM)
- 3. 8 1/2" X 11" PAPER ONLY
- 4. SINGLE SIDE ONLY
- 5. ORIGINAL MUST HAVE ORIGINAL SIGNATURE(S) AND BE IDENTIFIED AS THE ORIGINAL
- 6. BLACK INK ON WHITE PAPER
- 7. ONE ORIGINAL PLUS 7 COPIES OF PROPOSAL
- 8. DO NOT BIND COPIES OR USE SECTION DIVIDERS

## **COMMON ERRORS TO BE AVOIDED WHEN RESPONDING TO THE RFP**

In an effort to assist all agencies responding to SETA's RFP, we have identified a number of recurring errors commonly made by respondents in the preparation of the proposals. We encourage respondents to review this listing of common errors in order to avoid repeating the mistakes of previous proposers. The listing is as follows:

1. Failure to attend the Mandatory RFP Offeror's Conference.
2. Failure to pre-qualify by the pre-qualification deadline (which is different from the RFP deadline).
3. Failure to submit proposal by the RFP deadline.
4. Failure to submit required number of copies.
5. Failure to follow PROPOSAL FORMAT provided by, and required in the RFP.
6. Failure to submit "unbound" copies of proposals.
7. Failure to number pages and label Exhibits.
8. Failure to address or provide all items requested under References.
9. Unclear Budget Summaries:
  - a. Discrepancies between line items and totals;
  - b. Blank categories with no explanation given;
  - c. Lack of understanding regarding budget categories.
  - d. Discrepancies between narrative and budgetary figures and/or totals.
10. Unclear descriptions of participants' activities and their planned progress into the service components.

**SECTION V (OSS)**

**REQUIRED RESPONSE FORMAT**

**CURRENT FUNDING SOURCES FORM**

**OTHER PENDING APPLICATIONS FORM**

**REFERENCES FORM**

**LIST OF REQUESTED EXHIBITS**

**REQUIRED RESPONSE FORMAT**  
**One Stop Services**

WIA for PY' 2009-2010

1. Respondent Agency: \_\_\_\_\_

2. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Funding Request and Activity: **A separate proposal must be submitted for each activity listed in the chart below.** Please place the total amount requested for the proposed activity in Column A, the total number of participants to be served in Column B and the cost per participant in Column C.

ACTIVITY	A. Total Requested	B. Total # Served in Staff assisted services	C. Cost per Customer
<b>One-Stop Services</b>	\$	Adult	\$
<b>TOTAL</b>	\$		

SETA reserves the right in its sole discretion, to select the funding source from which to award grants provided that the activities identified in the proposal may be funded from that source and categories. However, respondents may indicate a preference in funding sources by marking the appropriate box below. Grant recipients will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

5. Agency Status:

Private non-profit: \_\_\_\_\_ Private for-profit: \_\_\_\_\_ Public Agency: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

6. Assurances and Certification:

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver services. The corporate resolution, or other valid instrument, is attached as Exhibit A that certifies authority expressed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I. EXECUTIVE SUMMARY/PROGRAM SYNOPSIS – (Maximum 2 pages)

Please provide a brief overview/summary of the community/geographic area you propose to serve, the needs in the community, including the number of job seekers and employers, the workforce conditions in the area, the goals of your service delivery model, and the services/products you will provide in the proposed program. The summary should include specific and concise statements regarding:

II. PROGRAM MANAGEMENT – (Maximum 3 pages)

**A. Business Description**

The respondent must provide an overview of its organization and qualifications to provide One-Stop Career Center services. The respondent must describe its business and how it relates to workforce development; provide a description indicating the strengths of the organization that uniquely qualify it for the operation of One-Stop Career Centers; and identify whether it is a local or a national organization, where its primary offices are located, and whether it is licensed to conduct business in the State of California.

**B. Organization's History**

The respondent must provide a brief history of its organization, including a description of its history and experience in workforce development, specifically in operating One-Stop Career Centers or comparable operations. Include history, purpose, years of operation, number of staff and services provided to the community.

**C. Management and Organization**

The respondent must provide an organizational chart showing the size and structure of the organization and must state the number of employees the respondent has in Sacramento County. The respondent also must provide an organization chart for the One-Stop Career Center it is proposing to operate, including all staff related to the career center, including those funded through other sources (Exhibit B). The proposal must name the intended manager of the One-Stop Career Center and include the manager's resume as an attachment to Exhibit C.

The respondent must describe the staffing plan for all key functions (talent engagement, talent development and talent marketing) in the One-Stop Career Center(s). The respondent must clearly define the qualifications of the staff proposed to fill positions within the One-Stop Career Center as well as those who have fiscal accountability for the One-Stop Career Center. This requirement can be met by attaching job descriptions at Exhibit C. Staff should be reflective of the population in the region, including the languages spoken. All respondents must include a description of their internal program evaluation and monitoring system, describing the process used to evaluate and monitor staff and program, and formally documents the results, including:

- 1) Activities reviewed;
- 2) Frequency;
- 3) Corrective action; and,
- 4) Staff assigned to monitor/evaluate.

All respondents (new and currently funded) must provide at least two (2) complete references from organizations/agencies (other than the Sacramento Employment & Training Agency) that respondent has had direct involvement with or funding from for projects of similar size and scope. The following information for each reference shall be listed in the proposal:

- ⇒ Reference's organization name;
- ⇒ Reference's address and phone number;
- ⇒ Contact person; and
- ⇒ Description of services provided.

In addition, each of the respondent's references must complete and mail directly to SETA, under separate cover, the Reference Questionnaire (Attachment D) by the proposal due date. Reference Questionnaires received after the proposal due date will not be accepted.

References shall be advised to mail the questionnaire to:

Attn: Melissa Noteboom  
Program Officer  
Sacramento Employment and Training Agency  
925 Del Paso Blvd.  
Sacramento, Ca. 95815

#### **D. Financial Management Structure**

Respondents are required to outline their financial management structure. This outline should include a description of the respondent's experience managing and accounting for state and federal funds, the type of accounting system used by the organization, a description of automated supports, the staff person responsible for preparation of fiscal reports, the internal controls or self-monitoring monitoring system used for financial performance and compliance, and how your agency would replay any disallowed costs. In the case of a collaborative partnership, this section must also identify the lead agency responsible for the financial activities of the collaborative and the related partner responsibilities.

#### **E. Budget Information**

Respondents are required to submit an overall line-item detail budget for the first year a related budget narrative, and a cost allocation plan. All personnel costs must identify the staff position, annual salary, and percentage of annual time spent on the funding sources. Non-personnel costs should also be further outlined into specific line items (such as supplies, equipment, repairs, and mileage). The Budget Forms included with the RFP must be completed and submitted as part of the proposal.

One complete budget must be submitted with the proposal for the period *July 1, 2008* through *June 30, 2009*. Respondents may include projected cost of living adjustments (COLAs) for years 2-5 in their budget narrative.

The respondent should submit a cost allocation plan describing the methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.



Each respondent is required to submit a budget narrative and a cost allocation plan that corresponds to its line-item detail. This narrative should justify the need for all costs built into the line-item detail, the methodology used to derive each cost, and the methodology used to allocate the line-item cost across the two funding streams (adult and dislocated).

#### G. Target Group

The proposal must demonstrate how the career center will meet the employment and training needs of the targeted populations under this RFP, including WIA eligible dislocated workers and adults, refugees, older workers, veterans, individuals with disabilities, limited English-speakers and those with cultural barriers, CalWORKS recipients and ex-offenders. Respondents must describe the characteristics of the target populations that will be served by this project including barriers and skills deficiencies.

While youth are not a targeted population under this RFP, Sacramento Works, Inc. and SETA are interested in youth friendly career center services. Describe how the respondent partners with youth service providers and the community to make youth friendly services available to all youth.

#### H. Collaboration/Partnerships/Leveraged Costs

Central to the One-Stop Center delivery system are collaboratives necessary to ensure that services are offered to job seekers and employers. SETA, as the One-Stop Operator, will execute MOUs for One Stop Services and Resource Allocation with all WIA required partners.

One Stop Services respondents must describe their efforts to form effective partnerships with local community based organizations, employers, workforce development, economic development, education and social service providers to create an environment with services and products available to enhance skills and market job candidates to employers. Respondents must complete the Partners and Products Provided Chart (Exhibit E) to illustrate the established partners and the products that partner will provide.

Respondents must include a description of the efforts they have made to recruit additional voluntary partners to provide services in their center, including information on leveraged costs with voluntary partners (governmental agencies, community-based organizations, private employers, educational institutions, and/or other organizations offering services to customers. Voluntary career center partners and leveraged resources, cash match, and in-kind match resources should be documented on Exhibit F.

#### G. Integrated Service Delivery System

The respondent must describe the products and services to be offered through the One Stop Career Center and how the customer pool and customer flow will be integrated to result in seamless services to the customer. Respondents should review the 2008 Integrated Services Delivery System Plan and Section II of this RFP.

The Sacramento Works Career Center system is transforming into an integrated service delivery model focused on talent engagement, talent development and talent marketing.

## 1. Welcome/Talent Engagement

The Welcome/Talent Engagement function is the first career center service the customer will encounter. It is the responsibility of the Welcome/Talent Engagement function to engage the customer to insure their return visit. Describe the strategies the career center will use to recruit, welcome and engage customers during their first visit to the career center and what services will be offered to assist customers in identifying their employment needs and plan their next steps to self-sufficiency. Respondents must include the services, products and tools used in the Welcome/Talent Engagement function in the proposed career center.

## 2. Skills/Talent Development

Respondents must describe how customers will identify their skills deficits, develop an action plan, and engage in activities that will improve and enhance employment, academic, and occupational skills. The description of the skills/talent development function should include:

- How the center staff will transition from intensive case managers to coaches
- How staff will assist customers in developing a career action plan
- Products and services available through the career center that will result in skill development, and how they are delivered to the customer (on-site or by referral).
- Products and services that are not available on-site and strategies that the career center will use to ensure access to these services by customers. .

The Sacramento Works, Inc. has identified critical occupational clusters to focus skill/talent development services. Please describe the career center strategy that will be used to ensure that customers are knowledgeable regarding high-wage, high demand critical occupational clusters in the region.

## 3. Talent Marketing

The Talent Marketing function is to transform job seekers into better job candidates. Respondents must describe the services and products that they will provide to transform job seekers into better job candidates to apply for competitive positions; to connect job seekers to the labor market through skill enhancement, skill verification, and quality referrals. Respondents should describe their understanding of the needs of businesses, unique services they would implement to meet those needs and planned outcomes or expected accomplishments.

In addition to Talent Marketing services and products provided on-site at career centers, respondents will work with the Sacramento Works Employers Services Team, made up of EDD and SETA Marketing staff. Respondents should describe their strategy for collaborating with the Employer Services Team to ensure that the needs of local employers are met and demonstrate how communication will occur between staff serving the jobs seeker customer and staff serving the business customer.

**IV. PERFORMANCE MEASURES**

- A. What are your proposed benchmarks/outcomes for each of the performance measures listed in Section II?

*Please indicate rates as percentages, earnings in dollars and satisfaction on a scale of 1-10.*

**WIA ANTICIPATED OUTCOMES**

<b><u>Activity</u></b>	Entered Employment Rate	Employment Retention Rate	Average Wage
<b>One-Stop Services</b>			

Success Indicators: (Should these go into the functional areas or here at the end???)

**Welcome Team/Talent Engagement**

Please describe the strategies you will employ to insure that customers are engaged and return for services, including those provided by the Skills/Talent Development and Talent Marketing/Job Getting Teams;

**Skills/Talent Development**

What methods will you use to insure that customers are successful in enhancing their skills and are employed after skills development?

**Talent Marketing/Job Getting**

How will you insure that job candidates are job ready, confident and well-organized and that employers are satisfied?

TO MAINTAIN UNIFORMITY OF RESPONSE, THE FOLLOWING EXHIBITS SHOULD BE LETTERED AS OUTLINED BELOW AND ATTACHED AT THE BACK OF YOUR PROPOSAL. DO NOT RELETTER EXHIBITS.

THE FOLLOWING EXHIBITS MUST BE COMPLETED BY ALL RESPONDENTS AND SUBMITTED WITH EACH PROPOSAL:

EXHIBIT A	Corporate Resolution
EXHIBIT B	Organization Chart
EXHIBIT C	Job Descriptions
EXHIBIT D	References Questionnaire (must be sent under separate cover)
EXHIBIT E	Partners and Products Provided Chart
EXHIBIT F	Leveraged Resources, Cash and In-Kind Match
EXHIBIT F	Current Funding Sources Form
EXHIBIT G	Other Pending Applications Form

**WORKFORCE INVESTMENT ACT (WIA)**  
**ONE-STOP SERVICES**  
**CAREER CENTER SUBGRANT BUDGET AND COST ALLOCATION PLAN**

Subgrantee Name: \_\_\_\_\_ Subgrant # \_\_\_\_\_

Street Address: \_\_\_\_\_ \_\_\_ Original or \_\_\_ Mod# \_\_\_\_\_

City: \_\_\_\_\_, CA \_\_\_\_\_ Activity: \_\_\_\_\_

Program Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fiscal Contact Person : \_\_\_\_\_ Phone : \_\_\_\_\_

BUDGET PERIOD - From: July 1, 2008 through: June 30, 2009

<b>BUDGET SUMMARY - COST REIMBURSEMENT</b>			
<b>TYPE OF COST</b>	<b>WIA</b>	<b>non WIA</b>	<b>Total</b>
A. Personnel			
B1. Fixed Asset Purchases			
B2. Other Equipment Costs			
C. Other Costs			
Subtotal One-Stop Services Cost (A+B1+B2+C)			
<b>Total Cost</b>			

\* Modification of this line item must have prior approval from SETA .

## COST ALLOCATION PLAN

ACTUAL METHODS (Do not give dollar amounts), which will be used to charge/allocate a FAIR SHARE of ACTUAL costs to this budget ("Budget" column) and to cost categories within the budget ("Cost Category").

Cost Item	Use abbreviation at bottom of page	
	Budget	Cost Category
A. Personnel Costs		
B. Equipment Costs		
C. Other Costs		
D. Direct Participant Costs		

**ABBREVIATIONS:** (Some commonly used methods. If a method you use is not listed, add it to the list)

DC = Direct Charge: Not a share cost. ACTUAL costs charged to a budget or cost category will be directly identified with the budget or cost category.

ST = Staff time: Shared Cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL staff time spent on the budget or cost category.

SF = Square Footage: Shared Cost. ACTUAL costs will be allocated to a budget of cost category based upon the % of ACTUAL space used for the budget or cost category.

SF/ST = Square Footage Combined with Time of Staff Using Space: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL space and the % of total ACTUAL staff time within the space used for the budget or cost category.

#S = Number Served: Shared cost. ACTUAL costs will be allocated to a budget based upon the % of total ACTUAL participants served by the budget.

U = Usage: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL usage for the budget or cost category. The backup documentation for ACTUAL usage will be : \_\_\_\_\_.

\_\_\_\_\_.



Fixed Assets: Equipment (non-expendable personal property) with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year.

<b>B. EQUIPMENT COSTS</b>		Costs For This Program			Total
		Full Purchase Price x SETA %	WIA	non WIA	
1. Purchases of Fixed Assets					
Total Purchases of Fixed Assets					
2. Other Equipment Costs		Full Purchase Price x SETA % Or Full Cost/Mo. X # Mos. X SETA %			
P, L, R D or U	P = Purchase L = Lease R = Rent D = Depreciation U = Use Allowance				
Total Other Equipment Costs					
Total Equipment Costs (Purchases of Fixed Assets + Other Equipment Costs)					



C. OTHER COSTS	Costs For This Program				
	Full Cost Information	SETA %	WIA	non WIA	Total
1. Direct					
Facility:					
Non-Owned: ___ Rent ___ Lease					
Owned: ___ Depreciation ___ Use Allowance					
Address:					
Utilities					
Telephone					
Office Supplies					
Duplication/Printing					
Other (Advertising)					
Insurance: Fidelity/Depositors' Forgery					
Property					
General Liability					
Vehicle Liability					
Others					
Travel: Local Mileage					
Other:					
Subcontracts:					
Others:					
Total Direct Costs					
2. *Indirect Costs - Approved Rate:	% x Direct Costs of \$				
Total Other Costs	Direct + Indirect				

\*Attach copy of approval letter from cognizant agency

## **Section VI – Exhibit Forms**

**Exhibit D**

**Exhibit E**

**Exhibit F**

**Exhibit G**

**Exhibit H**

**REFERENCES QUESTIONNAIRE**  
**Sacramento Employment and Training Agency**

Please complete this questionnaire and submit by March 17, 2008, to the address below.  
Either typed or handwritten responses are acceptable.

Name of organization for which the questionnaire is being completed: \_\_\_\_\_

\_\_\_\_\_

Name of company completing the questionnaire: \_\_\_\_\_

Information provided by:

Name of individual: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Contract Information**

Contract Title: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

**Exhibit D**

Mail completed questionnaires to:  
 ATTN: Melissa Noteboom  
 Sacramento Employment and Training Agency  
 925 Del Paso Blvd.  
 Sacramento, Ca. 95815

Please refer to the following descriptions when providing rating of each performance element.

<b>PERFORMANCE LEVEL</b>	<b>Description</b>
EXCELLENT	The contractor’s performance clearly exceeds contractual requirements.
SATISFACTORY	No problems exist or only minor problems for which solutions are in hand.
MARGINAL	Problems exists for which the identified solution may not be adequate, but the problem appears to be within the contractor’s ability to solve.
UNSATISFACTORY	Serious problems exist which may be outside the contractor’s ability to solve. The contractor is in danger of not being able to satisfy contractual requirements and timely recovery is not likely.
NUETRAL/NOT APPLICABLE (N/A)	Not applicable or unable to provide information.

**The evaluator identified above supplies the rating below, NOT the Respondent organization.**

Please check the appropriate box for each performance element, and provide narrative information on the following pages.

<b>Performance Elements</b>	<b>N/A</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
1. Quality of Product or Service					
2. Effectiveness of Management (including subcontractors)					
3. Initiative in Meeting Requirements					
4. Responsiveness to Technical Direction or Technical Assistance					
5. Responsiveness to Performance Problems					
6. Customer Satisfaction					
7. Overall Performance					

**Exhibit D**

Please provide narrative remarks and data, as appropriate, for each of the performance elements, particularly for ratings of Excellent or Unsatisfactory. You may continue on a separate sheet if needed.

1. Quality of Product or Service
2. Effectiveness of Management (including subcontractors)
3. Responsiveness to Technical Direction or Technical Assistance
4. Responsiveness to Performance Problems
5. Overall Performance
6. General Remarks on Excellent Performance:
7. General Remarks on Unsatisfactory Performance:

Would you do business with this organization (the respondent) again? \_\_\_\_ Yes \_\_\_\_ No



**EXHIBIT F**

**Leveraged Resources, Cash and In-Kind Match**

Complete the chart below identifying the non-SETA WIA cash and in-kind resources that will be used as match to support activities or enhance the career center services. (If the respondent receives direct WIA funds (non-SETA) please list those resources.)

<i>Name of Provider</i>	<i>Description of Fund Source</i>	<i>Type of resource (in-kind or cash)</i>	<i>Amount</i>	<i>Commitment Letter Attached to Proposal</i>

**CURRENT FUNDING SOURCES FORM**

Applicant Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Funding Source	Grant Period	Amount
Area 4 Agency on Aging		
City Contribution (General Fund)		
Comm. Development Block Grant		
CSBG – SETA		
CSBG – Other		
County Alcoholism		
County Drug Abuse		
County Mental Health		
FEMA		
Fed. – DOL		
Fed. – HHS		
CalWORKs – DHA		
TA		
Office of Criminal Justice		
RESS		
WIA Adult		
WIA Dislocated Worker		
WIA Youth		
WIA Discretionary		
TAD		
SETA Head Start		
State Dept. of Health Services		
State CSD		
United Way		
Federal (Other)		
State (Other)		
Tuition/Fees		
Other		



**OTHER PENDING APPLICATIONS FORM**

Applicant Agency:

Date:

PROGRAM OR PROJECT TITLE AND PURPOSE (Brief Summary)	FUNDING SOURCE /	AMOUNT

1/ Specify funding source by name. The following list is provided for reference; however, it is not exhaustive and other sources not named should be identified.

- ◆ Area 4 Agency on Aging
- ◆ City Contribution (General Fund)
- ◆ Comm. Development Block Grant
- ◆ CSBG - SETA
- ◆ CSBG - Other
- ◆ County Alcoholism
- ◆ County Drug Abuse
- ◆ County Mental Health
- ◆ Federal (Other)
- ◆ Federal – Dept. of Labor
- ◆ Federal – Health & Human Services
- ◆ CalWORKs
- ◆ TA
- ◆ Office of Criminal Justice
- ◆ RESS
- ◆ TAD
- ◆ SETA Head Start
- ◆ State Dept. of Health
- ◆ State DEO
- ◆ FEMA
- ◆ United Way
- ◆ WIA, Youth
- ◆ WIA, Adult
- ◆ WIA, Dislocated Worker
- ◆ State (Other)
- ◆ Tuition/Fees
- ◆ Other