

Sacramento Employment and Training Agency (SETA)

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

REQUEST FOR PROPOSALS

REFUGEE EMPLOYMENT SOCIAL SERVICES

TARGETED ASSISTANCE

For

Sacramento County Refugees

PROGRAM YEARS 2008-2009

Date Released: Friday, May 2, 2008, 1:00 p.m.

Proposal Due Date: Friday, June 20, 2008, by 4:00 p.m.

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)
TARGETED ASSISTANCE (TA)
PROGRAM YEAR 2008 – 2009

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

Date	Event
Monday, March 10, 2008, 9:00 a.m.	Public Input Meeting
Friday, April 18, 2008	Complete Draft Plan and Draft RFP
Thursday, May 1, 2008, 10:00 a.m.	Governing Board Reviews/Approves RESS & TA Plan and RFP
Friday, May 2, 2008, 1:00 p.m.	Release of RFP for RESS and TA
Wednesday, May 7, 2008, 9:00 a.m.	Offerors' Conference
Monday, June 2, 2008, 4:00 p.m.	Pre-qualification Requirements Due at SETA
Friday, June 20, 2008, 4:00 p.m.	Proposals Due at SETA
Friday, July 25, 2008, 1:00 p.m.	Publish Staff Questions/Concerns.
Wednesday, July 30, 2008, 5:00 p.m.	Deadline for Written Responses to Staff Questions/Concerns
Thursday, August 7, 2008, 1:00 p.m.	Publish SETA Staff Funding Recommendations
Friday, August 15, 2008, 5:00 p.m.	Deadline to File Protest of SETA Staff Funding Recommendations
Thursday, September 4, 2008, 10:00 a.m.	Governing Board Funding Decisions
Wednesday, October 1, 2008	Program Start

***Note:** All meetings will be held at the Sacramento Employment and Training Agency (SETA) Board Room, 925 Del Paso Boulevard, Sacramento, CA 95815.

SECTION I

GENERAL INFORMATION/GUIDELINES

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REQUEST FOR PROPOSALS
Refugee Employment Social Services/Targeted Assistance**

1. BACKGROUND

The Sacramento Employment and Training Agency (SETA) is a joint powers agency of the City and County of Sacramento. On May 10, 1983, the Sacramento County Board of Supervisors authorized SETA to act on behalf of the County for planning and administering the Targeted Assistance (TA) Grant. In 1988, AB 2635 transferred the management responsibility of the Refugee Employment Social Services (RESS) from the State to the County, and SETA was designated by the Sacramento County Board of Supervisors to administer the funds. The purpose of Targeted Assistance and Refugee Employment Social Services funds is to provide unemployed refugees direct services that result in economic self-sufficiency and reduced dependency on public assistance. The plan for use of TA and RESS funds was developed by SETA with input from the County Department of Human Assistance (DHA), Refugee community-based organizations, Mutual Assistance Associations (MAAs), and other local public and private entities involved in refugee resettlement services.

This Request for Proposals (RFP) was developed based on current Federal and State regulations for refugee funds. Respondents should be aware that SETA's activities, as well as those of any Delegate Agency are subject to any modifications required by the California Department of Social Services (CDSS).

2. PURPOSE OF SOLICITATION

The purpose of this RFP is to solicit, from qualified applicant agencies, proposals designed to provide employment, training, and social adjustment and cultural orientation services which will result in early economic self-sufficiency and reduced dependency on public assistance among refugees in Sacramento County.

3. QUALIFIED APPLICANT AGENCIES

Established community-based organizations
Public agencies
Private for-profit entities
Private non-profit agencies/institutions
Educational institutions
MAAs

4. AVAILABLE FUNDS/PROGRAM YEAR

The following funds are estimated for allocation through this RFP for the period October 1, 2008 through September 30, 2009.

RESS:	\$1,018,603
TA:	\$1,020,000

5. **FORMAL SUBGRANT**

All successful proposers will be required to enter into a standard form subgrant with SETA. A copy of the most recent form of this subgrant agreement is available for review at SETA. Subgrants entered into under this RFP will be in similar form, subject to modification required by amendments under RESS and/or TA and their regulations.

Proposers are advised that, in order to assist the efforts of SETA in targeting its programs, the SETA Governing Board has implemented a policy requiring that all recipients of funds from SETA shall be required to acknowledge that the program it operates is funded, in whole or in part, by SETA in all public documents or any form of media outreach or advertising. All subgrants will contain a provision requiring the subrecipient to abide by this requirement.

6. **TERM OF SUBGRANTS**

All subgrants will be awarded for a one-year term beginning October 1, 2008 and ending September 30, 2009. Subject to fund availability, SETA shall have the exclusive option to extend any subgrant(s) awarded for additional periods beginning October 1, 2009 and ending September 30, 2011 (see paragraph 7, "Extension of Subgrants" for further details regarding subgrant extension). Funds are allocated on an annual basis and subgrants will include a maximum dollar amount, which cannot be exceeded in each year. Unspent funds from 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 an additional one (1) year period, up to a total of two additional years. 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(s) for an additional term(s), based upon subrecipient performance and the existing conditions, SETA may, in its sole discretion, condition extension on program performance or budget modifications. In addition, extended subgrants may be modified as identified in Paragraph 17 of this section.

8. **PRE-QUALIFICATION REQUIREMENTS/SUBMITTAL DEADLINE**

This is a mandatory requirement that must be met by all respondents proposing RESS or TA 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, June 2, 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, may, in lieu of submitting new pre-qualification documentation, contact Pattye Downing, Contracts Analyst at (916) 263-3838 by 4:00 p.m., Monday, June 2, 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 these requirements.

All respondents, whether SETA funded or non-SETA funded, will then have until 4:00 p.m., Friday, June 13, 2008, to submit any missing, incorrect or incomplete pre-qualification documents.

FAILURE OF A RESPONDENT TO SUBMIT INITIAL PREQUALIFICATION DOCUMENTS OR TO NOTIFY STAFF OF ITS INTENT TO RELY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. ON MONDAY, JUNE 2, 2008, AND/OR THE FAILURE TO PROVIDE COMPLETE AND CORRECT PREQUALIFICATION DOCUMENTS BY 4:00 P.M. ON FRIDAY, JUNE 13, 2008, WILL DISQUALIFY SUCH RESPONDENT FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP.

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. Proposals that do not follow the response format will be considered non-responsive.**

10. RFP OFFERORS' CONFERENCE

SETA will conduct one Offerors' Conference. This conference is provided so that proposers will have the opportunity to raise any questions about the development of their proposals. For persons or agencies submitting TA or RESS proposals for the first time, it is recommended that the TA/RESS regulations be reviewed and understood prior to the development of a proposal. It is not the intent of this session to offer personalized technical assistance, but rather to provide examples, clarify information or answer questions related to the RFP. All potential respondents to this RFP are encouraged to attend. The Offerors' Conference will be held on:

Date: Wednesday, May 7, 2008
Time: 9:00 a.m.
Place: SETA Board Room
925 Del Paso Boulevard
Sacramento, California 95815

PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE OFFERORS' CONFERENCE.

11. 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., PST, Friday, June 20, 2008. Proposals mailed to SETA must be received in the SETA office no later than 4:00 p.m., PST, Friday, June 20, 2008. In accordance with the policy of the SETA Governing Board, proposals time stamped after 4:00 p.m., PST, Friday, June 20, 2008 will not be considered – **NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS.**

To be considered for funding, agencies must submit EIGHT (8) separate reproducible copies and ONE (1) electronic copy of their proposal as follows:

- (a) ONE (1) copy must have original signature(s) and be identified as the original;
- (b) SEVEN (7) copies may be reproductions of the original; and
- (c) ONE (1) electronic version of the proposal on a computer disk.

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 under all funding sources:

- All timely submitted responses will be received and placed in an envelope. No determination will be made on the responsiveness to the RFP at the time of submittal.
- No proposal will be accepted from any person after the submittal deadline.
- 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.

12. SELECTION CRITERIA FOR SERVICE PROVIDERS

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

- (a) The primary consideration in selecting agencies or organizations to deliver services within a service delivery area shall be the effectiveness of the agency or organization in delivering comparable or related services to refugees based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost, quality of training, placements, and characteristics of participants.
- (b) Funds provided under TA/RESS shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the service delivery area's performance goals.
- (c) SETA will adhere to the following State-required assurances: The county's procurement process will be carried out in accordance with the provisions of the Management and Office Procedures, Purchase of Services, (Chapter 23-600) section of CDSS Manual.

13. 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 recommendations, 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. Past program performance and experience in recruiting non-mandated CalWORKs clients are significant factors in the evaluation process. Agencies with no recent record of past performance with

SETA will be required to supply references that will be contacted by SETA staff. Staff recommendations are advisory.

The following is a summary of the evaluation criteria:

Program Summary

Adequacy/description of:

Purpose of program, objectives and quantifiable outcomes.

Program Management

Adequacy/description of:

Outreach, recruitment and assessment

Organizational structure, fiscal controls, internal evaluations and monitoring system.

Service Delivery System

Adequacy/description of:

Connection to Sacramento Works Career Centers (SWCCs), collaboration with other funding sources.

Program design/activities

Adequacy/description of:

Proposed activity, experience to provide proposed activity and the answers to the questions outlined in the response format of the RFP for the specific activity (ies).

Budget Summary

Accuracy, completeness and reasonableness of cost.

Demonstrated Performance.

a. SETA-Funded Service Providers

In addition to the evaluation criteria outlined, all proposers who are either current or past SETA-funded service providers will be evaluated on their overall past program performance and their experience and capability in recruiting non-mandatory CalWORKs clients. This data will be provided by SETA's Program Monitoring, Fiscal Monitoring and Information System Units.

b. Proposers with no past/current SETA program operation experience.

Other organizations, not currently or previously funded by SETA, will be evaluated based on information obtained from references submitted in the "References" section of the RFP. References will be asked to provide an overall assessment of program performance and capacities, including:

Actual performance vs. planned goals.
Entered Employment Rate
Employment Retention Rate
Average Wage at Placement

Type of program/service(s) funded.
Participant characteristics (i.e., number served, age, target groups, etc.).
Geographic area served.
Experience and capability in recruiting non-mandatory CalWORKs clients.
Grant amount and duration (include date(s) funded).
Fiscal accountability.
Reporting and record keeping performance/capabilities.
Customer satisfaction

Please note that SETA reserves the right to directly contact all references.

14. PUBLISH QUESTIONS/CONCERNS AND STAFF FUNDING RECOMMENDATIONS

SETA staff will follow the process outlined below:

- (a) On July 25, 2008, 1:00 p.m., staff questions and concerns will be published.
- (b) By July 30, 2008, 5:00 p.m., proposers must submit written responses to SETA addressing staff questions and concerns.
- (c) On August 7, 2008, 1:00 p.m., staff funding recommendations will be published.
- (d) By August 15, 2008, 5:00 p.m., any/all protests of staff funding recommendations must be filed with SETA's Clerk of the Boards.
- (e) On September 4, 2008, 10:00 a.m., the SETA Governing Board will make final funding decisions.

Respondents to this RFP will be requested to respond to staff questions and concerns by July 30, 2008. **Please note that no new or supplemental materials are to be submitted in responses.** This includes handouts or data. Responses should concisely address questions and/or concerns posed by staff. Responses may be submitted to SETA in person, by mail, by fax to (916) 263-3918, or by e-mail to michelle@delpaso.seta.net. Responses not received by the deadline of July 30, 2008, 5:00 p.m. will not be considered.

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

15. 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 Friday, August 15, 2008, 5:00 p.m. PST. 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 of the protest shall be made prior to any funding determination under this RFP. The SETA Governing Board's decision is final.

16. LIMITATION

SETA shall not pay for any costs incurred by the responding agency in the preparation of proposals in response to this request. 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 revisions 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.

17. MODIFICATION OF SUBGRANTS

Any subgrant funded pursuant to this RFP may be unilaterally modified by SETA upon written notice to delegate 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 RESS and TA, or,
- c. There is a change in Federal or State law or regulations or the policies and procedures of SETA are amended, revised or modified.

18. PROGRAM START DATE

Program duration of TA and RESS is from October 1, 2008 through September 30, 2009.

SECTION II

ALLOCATIONS BY FUNDING SOURCE/ACTIVITY(IES)

ELIGIBILITY REQUIREMENTS

ALLOWABLE ACTIVITIES AND SERVICES

DESCRIPTION(S) OF ALLOWABLE ACTIVITIES

I. ALLOCATIONS BY FUNDING SOURCE/ACTIVITY

A. RESS Program Allocation by Activity

Projected amount for services: \$1,018,603*

ACTIVITY	PERCENTAGE	AMOUNT
Vocational English-as-a-Second Language in concurrence with Employment services (VESL/ES) for cash assistance clients.	46%	\$468,557
Vocational English as-a-Second Language/Vocational Training (VESL/VT) for cash assistance clients.	18%	\$183,349
Social Adjustment & Cultural Orientation (SA&CO) for all refugees.	36%	\$366,697
Total	100%	\$1,018,603

Average Cost Per Participant

Average Hours

VESL/ES \$2,200**

VESL in concurrence with ES shall average 240 hrs.

VESL/VT \$3,600**

Length of training shall average 480 hrs.

SA&CO \$200

* If final allocation is different, the percentage factor will be used to calculate the dollar amount.

**A minimum of five percent (5%) must be budgeted for support services

B. TA Program Allocation by Activity

Projected amount for services: \$1,020,000*

ACTIVITY	PERCENTAGE	AMOUNT
Vocational English-as-a Second Language in concurrence with Employment Services (VESL/ES) for cash assistance clients.	17%	\$173,400
Vocational English-as-a-Second Language in concurrence with On-the-Job Training (VESL/OJT) for cash assistance clients.	33%	\$336,600
Employment Services (ES) Stand Alone for non-mandated refugees.	33%	\$336,600
Referral/Verification/One-Stop Services	17%	\$173,400
Total	100%	\$1,020,000

Average Cost Per Participant

Average Hours

VESL/OJT \$4,500**

VESL combined with OJT shall average 240 hours.

ES \$1,200**

Length of cycle: until an employed participant remains on a job on the 90th day or 9/30/08, whichever comes first.

* If final allocation is different, the percentage factor will be used to calculate the dollar amount.

**A minimum of five percent (5%) must be budgeted for support services.

II. ELIGIBILITY REQUIREMENTS FOR TA/RESS PROGRAMS

The following individuals, who reside in Sacramento County, are eligible for services:

A. Refugees/Asylees/Entrants

- (a) Must be an eligible refugee/asylee/entrant as indicated on the I-94 or formerly had refugee status if currently a resident alien as indicated on the I-151 or I-551;

-OR-

B. U.S. Citizens

- (a) A child born in the United States where both parents are refugees, or if only one parent is present, that parent must be a refugee;
- (b) An Amerasian from Vietnam who entered the United States after October 1, 1988;

-AND-

1. Must be 16 years of age or older;
2. Cannot be a full-time student in primary or secondary school unless the refugee is a mandatory client referred by the County DHA (not applicable for SA&CO);
3. Must be on public assistance (not applicable for ES Stand Alone and SA&CO);
4. Must be in the country less than five years from the date of enrollment (not applicable for referral, citizenship/naturalization, translation/interpretation).

C. Certified and Pre-Certified Victims of Human Trafficking

Individuals who have been recruited, harbored, transported, provided, or have been obtained by a person for labor or services through the use of force, fraud, or coercion for the purpose of involuntary servitude, peonage, debt bondage, or slavery; or sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

III. PROGRAM REQUIREMENTS FOR ALL TA/RESS PROGRAMS

A. Eligibility Certification/Verification/Enrollment

All potential participants must be verified eligible for TA or RESS services. Verification of eligibility will be made by SETA. Delegate is responsible for obtaining official verification documents for each participant prior to enrollment. Enrollment takes place after an applicant has been assessed and certified.

B. Intake/Assessment/Tracking

Service providers must provide the following services as part of each proposal:

- Collect official verification documents for each participant.
- Assess language and work skills and place in appropriate training activity.
- Assess support services needs and provide transportation, ancillary expenses, and/or translation for participant, as needed.
- Track and report the client's progress (including non-participation/non-cooperation)

C. Participation Requirements for CalWORKs

All non-exempt CalWORKs participants must be in compliance with all of DHA's requirements set for recipients of this program.

D. Reporting Requirements

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

- a) Management Information System (MIS) reports on participation.
- b) Monthly fiscal reports.
- c) Other reports as mandated by the CDSS, Child Care and Refugee Programs Branch (RPB) or SETA.

E. Support Services

Support services in the form of child care, transportation, translation, ancillary expenses and referral to personal counseling, will be available to assist participants receiving cash assistance while they are enrolled in training. Non-cash assistance participants are only entitled to ancillary expenses and to referral for personal counseling services, unless they are victims of human trafficking.

Support services such as transportation, ancillary expenses, translation and referral to personal counseling, are administered by service providers. The functions of certifying client participation and disbursing support service payments must be separate. The Sacramento County, DHA administers child care for CalWORKs participants.

F. Counseling

Each delegate is responsible for providing counseling services as an integral part of its individual program design. This requirement is a mandatory obligation for all agencies funded by SETA. At a minimum, SETA requires counseling services focused on the individual needs of participants relative to their employment and training activities. Counseling is a continuous process from participant enrollment through termination into unsubsidized employment.

Service providers are encouraged to form linkages with other agencies providing counseling services thereby expanding the range of counseling available.

G. Job Development/Placement Assistance

All SETA-funded TA/RESS programs (except SA&CO) must adhere to the "Work First" philosophy and will be required to provide job development/placement assistance services as an integral part of their training program. This assistance must include, at a minimum: job counseling, job bank information, job development, career orientation and job information from

local governmental agencies, private sector employers, and newspaper ads. Job development focuses on the identification, solicitation and development of unsubsidized employment opportunities in the public and private sector.

IV. ALLOWABLE ACTIVITIES

The following is a listing of allowable activities and services which are allowable under the RESS and TA that will be considered in response to this RFP.

A. Refugee Employment Social Services (RESS)

- Vocational English-as-a-Second Language in concurrence with Employment services (VESL/ES) for clients on cash assistance.
- Vocational English-as-a-Second Language/Vocational Training (VESL/VT) for clients on cash assistance.
- Social Adjustment and Cultural Orientation (SA&CO) such as translation/interpretation, crisis intervention, individual/group counseling, information/access to existing services (CalWORKs/SSI, personal finance, housing, legal, human relations, health, housing, small business, citizenship/naturalization, and SWCC) for all refugees.

B. Targeted Assistance (TA)

- Vocational English-as-a-Second Language in concurrence with Employment Services (VESL/ES) for clients receiving cash assistance.
- Vocational English-as-a-Second Language in concurrence with On-the-Job Training (VESL/OJT) for clients receiving cash assistance.
- Employment Services (ES) Stand Alone for non-mandated refugees.

V. DESCRIPTIONS OF ACTIVITIES

A. Vocational English-as-a-Second Language/Employment Services (VESL/ES)

This component is designed to provide VESL in concurrence with direct employment assistance. All clients must be pre-tested utilizing a standardized English language assessment. If a cash client's SPL is 3 or above, the client may be directed to ES. If the SPL is 2 or below, the client must be enrolled in VESL to learn vocational English and attain job search skills. VESL will be tied to the employment occupation objectives and will provide clients the basic knowledge of vocational English that is necessary to obtain an entry-level job and remain on a job. Instructors are required to hold a current valid California Teaching Credential Certificate in academic subjects.

ES shall include the following:

1. Employability assessment testing and counseling
2. Labor market information/occupational career and vocational exploration

3. Pre-Employment Skills Training (PEST) program
 - Job search assistance
 - Job retention and survival skills training
 - Job seeking skills training
 - Job interviewing/resume writing
 - Upward mobility
 - Employee's rights
 - Transportation, ancillary expenses, child care and other available services
 - Program orientation and program recruitment
 - Employer's rights (layoff)
4. Introduction to the SWCC System, including an orientation and tour
5. Job development and job placement

The service provider will develop individual service strategy plans for job search activities for refugees. At a minimum, the service provider will require clients to:

- a. Every two weeks, complete job applications with ten employers that have the type of job openings identified as appropriate for the client in the employability plan; and,
- b. Every two weeks, identify the names, addresses and telephone numbers of three new businesses (which the client has not previously contacted) offering the type of job in that the client is attempting to obtain. Documentation of job search efforts must be brought to the on-site visit with the job developer or program staff every two weeks.

In addition, each service provider will:

- a. Create a job bank in order to facilitate job search and familiarize clients with seeking employment on their own.
- b. Assign staff to join the e-mail listserve for Sacramento Works Employer Services, ensuring that all refugees are aware of employment opportunities through the Sacramento Works One-Stop Career Center System.
- c. Encourage the client to use services at the SWCCs.
- d. Develop unsubsidized jobs with private and public sector employers.

The length of training for the VESL/ES program shall be an average of 240 hours.

B. Vocational English-as-a-Second Language/Vocational Training (VESL/VT)

This component offers short-term instructional training to provide refugees receiving cash assistance the technical skills required to perform a specific job. All clients must be pre-tested utilizing a standardized English language assessment. If a cash client's SPL is 3 or above, the client may be directed to VT. If the SPL is 2 or below, the client must be enrolled in VESL to learn vocational English and attain job search skills. The VESL training will be required as a pre-requisite and/or in conjunction with vocational skills training categories. This is training conducted in a real or simulated institutional setting where all participants are learning the skills necessary to perform the same type of job. **The VESL curriculum must include a minimum of 40 hours of PEST.**

The focus of the VT activity is to provide entry level work skills to participants who have completed VESL training, and to enhance and upgrade the skills of those individuals identified as being "marginally employable."

Because of the diversification of identifiable skills among the refugee and asylee population, VT programs for refugees must be in occupations which are projected to be high-demand in the region. Sacramento Works, the local Workforce Investment Board (WIB), has identified eight critical occupational clusters in the region. These can be found on SETA's website at www.seta.net. The goal of VT providers will be to provide individual participants the skills enhancement or skills training most applicable in the current labor market. Agencies who do not propose a critical occupational group approved by Sacramento Works, will be required to justify the demand for the proposed occupation in Sacramento County.

After training is completed, the service provider must provide job development and placement services to assist clients in obtaining unsubsidized jobs. Programs are required to assist participants in completing job applications with ten employers every two weeks until unsubsidized employment is obtained.

The length of training for a VESL/VT program shall be an average of 480 hours and should not exceed the length of time necessary to train an individual for the occupation/vocation.

C. Social Adjustment & Cultural Orientation (SA&CO)

These services are defined as activities directed at assisting refugees to understand and effectively utilize daily living skills and problem solving skills. Services may be provided on an individual basis or through workshops and may include any of the following:

1. **Translation/Interpretation services.**
2. **Crisis Intervention** (may include services to victims of human trafficking such as, housing/shelter, food, clothing, transportation, and/or other emergency payments that are necessary to ensure the safety, and provide for the unique needs, of victims)
3. **Individual/Group Counseling**
4. **Information/Access to existing services:**
 - a) **CalWORKs/SSI** – an understanding of public assistance programs and the client's rights and responsibilities as an applicant/recipient.
 - b) **Personal Finance** – Financial literacy including, banking, taxes, interest, contract purchases (e.g., home mortgages), identity protection.
 - c) **Housing** – Landlord/tenant relations, leases, rental agreements, home mortgage issues (e.g. foreclosure avoidance), utilities and utility deposits, appliance usage, safety, maintenance and local housing standards.
 - d) **Health** – Mental health and health services needs and referral to the programs available to address those needs, provide information regarding program requirements and methods of accessing such programs.
 - e) **Education** – Provide information regarding organizations and the content of educational programs, their operations and availability, rights and responsibilities of administrators, teachers, parents and students in those programs.
 - f) **Legal** – Role of law enforcement agencies, local/state/federal laws structured to protect citizens and civil rights. Safe vehicle operation, consumer protection, and fish and game laws.

- g) **Human Relations** – Appropriate interaction with employer and co-workers. How to avoid and/or deal with neighborhood conflicts, family conflicts, parent/child conflicts, generational conflicts, etc.
- h) **Small Business** – Information provided may include how to develop a business plan, marketing of a business, licensing and regulatory requirements, and how to apply for a small business loan from the Small Business Administration (SBA) or from other government assistance programs.
- i) **Citizenship/Naturalization** – Information on citizenship/immigration issues including, an understanding of the application process, availability of classes, and rights and responsibilities as a citizen/resident.
- j) **Sacramento Works Career Center (SWCC)** – Services available at One-Stop Centers in the Sacramento metropolitan area.

Preference for funding SA&CO will be given to MAA's/CBO's with strong ties to refugee communities. In addition, service providers funded under SA&CO will not be considered for funding under the employment components of this RFP.

D. Vocational English-as-a-Second Language/On-the-Job Training (VESL/OJT)

This component is designed to provide VESL combined with OJT. All clients must be pre-tested utilizing a standardized English language assessment. If a cash client's SPL is 3 or above, the client may be directed to OJT. If the SPL is 2 or below, the client must be enrolled in VESL to learn vocational English and attain job search skills. As in the VESL/ES component, vocational English will be tied to employment occupational objectives and will provide clients with a minimum basic knowledge of vocational English when they enter On-the-Job Training and retain an unsubsidized job.

VESL curricula must include at least 40 hours of PEST and requires each participant to submit 10 employment applications every two weeks. Instructors are required to hold a current valid California Teaching Credential Certificate.

The design of OJT shall focus on four basic areas:

1. Seeking out and contracting with eligible employers who demonstrate the interest, ability and stability to train and retain individuals following completion of subsidized training;
2. To offer OJT opportunities to refugees who lack the related educational training or work experience for the job for which training is offered;
3. To offer training to refugees who may have related education/training or work experience when no other suitable employment opportunities are available in unsubsidized employment or within the employment training system;
4. To emphasize the unsubsidized retention of OJT employees by the employer at the completion of the contracted period of OJT.

Under OJT, the participant is hired first by the employer and receives training in productive work, which provides knowledge and skills essential to the full and adequate performance of a particular job. Depending on the skill level of the participant, employer reimbursement may be up to 100 percent (100%) of the participant's wages (but not fringe benefits) and represents the

extraordinary costs of training and the lower productivity associated with employing an OJT participant. The employer's reimbursement is included in the cost per participant.

SETA's policies regarding length of training and participant wages for OJT are as follows:

1. Length of training – The average length of training shall be 240 hours, with the maximum length of training not to exceed 480 hours.
2. Participant wage – Not less than the current minimum wage. Upon placement of the participant into unsubsidized employment, the hourly wage must be at least equal to the entry-level rate for that occupation and no less than the minimum wage.

Programs are required to assist participants in completing job applications with ten employers every two weeks until an OJT contract is developed. Documentation of job search efforts must be kept in each client's case file.

Programs are required to comply with SETA's OJT Policies and Procedures and use SETA's standardized OJT contract.

E. Employment Services (ES) Stand Alone

This component is designed to provide direct employment assistance services to refugees who are not on public assistance. Services shall include:

1. Employability assessment testing and counseling
2. Labor market information/occupational career and vocational exploration
3. PEST program
 - Job search assistance
 - Job retention and survival skills training
 - Job seeking skills training
 - Job interviewing/resume writing
 - Upward mobility
 - Employee's rights
 - Program orientation
 - Employer's rights (layoff)
 - Support services
4. Development of unsubsidized jobs with private or public sector employers.
5. Creation of a job bank in order to facilitate job search and familiarize clients with seeking employment on their own.
6. Introduction to the SWCC System, including an orientation and tour, specifically for job development and placement assistance services.
7. Ensure that all refugees are aware of employment opportunities through the Sacramento Works One-Stop Career Center System by assigning staff to join the e-mail listserve for Sacramento Works Employer Services,

The length of the program is either from October 1, 2008 until an employed participant remains on a job on the ninetieth day following the first unsubsidized placement or September 30, 2009, whichever comes first.

F. Support Services (Cash assistance clients)

These services are essential in that they are designed to facilitate participation in training activities, job search and retention of employment. Specific support services to be provided will include:

1. **Transportation** – Payments (such as money for bus passes) when such assistance is related to participation in available training activities and/or employment (will be paid by the provider).
2. **Child Care** – Payments for care of the participant's children who are 13 years of age or younger if the participant needs such care to participate in the program (will be paid by DHA).
3. **Ancillary Expenses** – Cash allowances for job-related expenses which are essential to job performance such as books, tools, uniforms, union fees, etc. (**also available for non-cash clients**).
4. **Translation/Interpretation Services** – Services that assist participants in understanding communications in their own languages (will be provided by the provider).
5. **Referral for Personal Counseling** – Activities that provide information and refer clients to the available resources for personal therapy/counseling (**also available for non-cash clients**).
6. **Emergency Supports for Victims of Human Trafficking:** Services may include housing/shelter, food, clothing, transportation, and other emergency payments that are necessary to ensure the safety, and provide for the unique needs, of victims.

Supportive services for RCA and GA participants are administered by the provider (some restrictions apply for GA recipients). Some support services for CalWORKs participants will be paid by the County DHA. For fiscal purposes, the functions of certifying the client and disbursing supportive service payments are separate.

Intake, assessment and tracking of non-mandatory clients will be provided by the service provider.

VI. PERFORMANCE STANDARDS

The following performance standards will be utilized as the basis for evaluation of performance of programs funded under the RESS and TA grants. It should be noted that these standards are subject to change if a program modification is made either by the Federal Office of Refugee Resettlement (ORR) or the CDSS, RPB.

A. Enrollment

Performance Area	Performance Standard
This area will be assessed based upon the program's actual enrollments vs. planned enrollments.	Allowable deviation in this category will be + or – 15% of planned enrollment

B. Entering Training

This area will be assessed on the program's number of participants entering training as a percentage of total enrollments for the following activities:

Performance Area	Performance Standard
VESL/OJT	Minimum 85%
VESL/VT	Minimum 85%

C. Entered Employment Rate

This area will be assessed on the program's Entered Employment Rate as a percentage of total planned enrollments for the following activities:

Performance Area	Performance Standard
VESL/OJT	Minimum 60% (at least 80% must be full-time placements)
VESL/VT	Minimum 60% (at least 80% must be full-time placements)
VESL/ES	Minimum 60% (at least 80% must be full-time placements)
ES	Minimum 60% (at least 80% must be full-time placements)

D. Training Related Placement Rate

The number of participants entering employment in training-related positions as a percentage of the total planned participants entering employment.

Performance Area	Performance Standard
VESL/OJT	Minimum 75%
VESL/VT	Minimum 75%

E. Public Assistance Reductions/Terminations

The number of cash aid participants who either received a reduction in public assistance or were terminated from public assistance as a percentage of the total planned participants entering employment.

Performance Area	Performance Standard
VESL/ES	Minimum 50%
VESL/OJT	Minimum 50%
VESL/VT	Minimum 50%

F. Wage at Employment (At no time can the placement wage be below the minimum wage.)

Performance Area	Performance Standard
VESL/ES	Minimum \$9.75
VESL/OJT	Minimum \$9.75
VESL/VT	Minimum \$9.75
ES	Minimum \$9.75

G. Job Retention Rate

Performance Area	Performance Standard
Job retention rate will be computed 90 days after initial confirmation of unsubsidized employment.	65%

H. Full-Time Job with Health Benefits

Performance Area	Performance Standard
The number of participants entering full-time employment offering health benefits as a percentage of the total planned participants entering full-time employment.	50%

VII. 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 determine whether or not they are competitive.

VIII. COST JUSTIFICATION

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

IX. COLLABORATION WITH OTHER PROGRAMS

The delivery of these services by successful proposers will support the SWCCs. Providers of employment and training services are encouraged to work closely with staff of those agencies housed within or outside of the SWCC to provide holistic case management service strategies to their clients.

X. SUBCONTRACTING

Subcontracting to another entity for the provision of training is not allowable. All training services provided with SETA funding must be provided by the respondents staff. Subcontracting for specialized, technical portions of training services may be permitted. In such instances, the proposer 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.

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 PRIVATE APPLICANTS PROPOSING POSTSECONDARY AND/OR VOCATIONAL EDUCATION CLASSROOM TRAINING (OCCUPATIONAL SKILLS)

1. Proof of execution of a currently operative Voluntary Agreement with the State of California, Department of Consumer Affairs pursuant to AB 1525 (Chapter 67) and SB 45 (Chapter 635) of the State of California Statutes of 2007.

-OR-

2. Proof of accreditation issued by the Western Association of Schools and Colleges or other proof of accreditation deemed acceptable by SETA, such as accreditation by one of the following:
 - (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, department 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.

-AND-

3. School Catalog approved by the appropriate certifying or accrediting agency or proof that such approval is not granted by such agency.

E. FOR ALL APPLICANTS PROPOSING GED

1. Documentation of Authority to grant GED in California.

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 PATTYE 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, 5th Floor
Sacramento, CA 95814
Phone: 808-7008
Fax: 808-7680
e-mail: 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

Sophia Scherman

Public Representative
Elk Grove City Hall
8400 Laguna Palms Way
Elk Grove, CA 95758
e-mail: 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

Council Member Robbie Waters

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
Phone: 808-5423
Fax: 808-7680
e-mail: 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 REQUIREMENTSCertification 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)

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, yet completely, as is 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 or write "not applicable" on those sections.
- 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. CORRECTLY NUMBER EACH PAGE AND LABEL EACH EXHIBIT
- 7. BLACK INK ON WHITE PAPER
- 8. ONE (1) ORIGINAL, SEVEN (7) COPIES, PLUS ONE (1) ELECTONIC COPY OF THE PROPOSAL
- 9. 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 prequalify by the prequalification deadline (which is different from the RFP deadline).
2. Failure to submit proposal by the RFP deadline.
3. Failure to submit required number of copies.
4. Failure to follow PROPOSAL FORMAT provided by, and required in the RFP.
5. Failure to submit "unbound" copies of proposals.
6. Failure to number pages and label exhibits.
7. Failure to address or provide all items requested under "References".
8. Unclear Budget Summaries:
 - a. Discrepancies between line items and totals;
 - b. Blank categories with no explanation given;
 - c. Lack of understanding regarding budget categories; and
 - d. Discrepancies between narrative and budgetary figures and/or totals.
9. Unclear descriptions of participants' activities and their planned progress into the employment and training components.

SECTION V

REQUIRED RESPONSE FORMAT

LIST OF REQUIRED EXHIBITS

CURRENT FUNDING SOURCES FORM

OTHER PENDING APPLICATIONS FORM

REFERENCES FORM

Required Response Format
RESS and TA, PY 2008-2009

(Agencies will be funded in either employment components
or Social Orientation and Cultural Orientation (SA&CO), but not both.)

Activity Proposed:

Check one only:

VESL/ES

VESL/VT

VESL/OJT

ES Stand Alone

SA&CO

1. Respondent agency: _____
2. Address: _____
City: _____ State: _____ Zip: _____
3. Contact person: _____ Title: _____
Telephone #: _____ Fax#: _____
E-mail Address: _____
9. Agency status: Private non- profit: _____ Public agency: _____ Private for-profit: _____
Other (specify): _____
4. Total length of training in hours: _____ or weeks: _____
5. Total funds requested: _____
6. Total proposed # to be served: _____
7. Cost per participant: _____ Cost per placement: _____

8. **Assurance 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 the authority expressed.**

Signature _____ Date _____

Signature _____ Date _____

Note: SETA reserves the right in its sole discretion, to select the funding source from which to award subgrant provided that the activities identified in the proposal may be funded from that source and categories. Subgrant recipients will be required to adhere to the statutes, regulations, or policies applicable to the funding source and under which the funding is provided.

1. PROGRAM SYNOPSIS (Maximum 1 page)

Please provide a brief overview/summary of your proposed program. The summary should include specific and concise statements regarding:

- a) What is the purpose of your proposed program?
- b) Who is your customer?
- c) What are your customers' needs?
- d) What languages do your staff speak?
- e) What primary geographic area(s) will be served?
- f) What proposed outcomes will you achieve? [Number of participants to be placed, retained on the job on the ninetieth day, grant terminations/grant reductions (if applicable), health benefits after six months].
- g) What impact will the outcomes have on/in the community?

PROGRAM PLANNING SUMMARY
(To be completed by all activities, except SA&CO)

Activity: _____

1. Participants to be served	
2. Significant segments to be served:	
a. Male	
b. Female	
**Total =	
c. 16 – 20 years	
d. 21 – 44 years	
e. 45 – 54 years	
f. 55 plus years	
**Total =	
g. Bosnian	
h. Former Soviet Union	
i. Afghanistan	
j. Iran/Iraq	
k. Hmong/Lao	
l. Vietnamese	
m. Other Asian	
n. Other	
**Total =	
3. End-of-Year Participant Status*:	
a. Entered Employment	
i. Training related	
ii. Public assistance reductions/terminations	
b. Other Terminations	
**Total =	

Average weeks of training

Average wage at placement into unsubsidized employment.

Health benefits after six months

*VESL/ES: Use 3a, 3a (ii) in parenthesis, and 3 b.
 *VESL/OJT and VESL/VT: Use 3a, 3a (i) and 3a (ii) in parenthesis, and 3b.
 *ES Stand Alone: Use 3a and 3b.
 **Totals must be equal to the number of participants to be served identified in line item #1 above.

ANNUAL PROJECTIONS
SOCIAL ADJUSTMENT AND CULTURAL ORIENTATION ONLY

Projected Enrollments and Services Offered	Totals
1. Total Participants Served	
2. Total Units Of Service (sum Of 2.1 through 2.4)	
2.1 Translation/Interpretation	
2.2 Crisis intervention (sum of 2.21 through 2.23)	
2.21 Gang	
2.22 Drug	
2.23 Other (includes services to victims of human trafficking)	
2.3 Individual/Group counseling	
2.4 Information/Access to other existing services (sum of 2.41 through 2.52)	
2.41 CalWORKs/SSI	
2.42 Personal Finance	
2.43 Housing	
2.44 Health (sum of 2.441 and 2.442)	
2.441 Health, in general	
2.442 Geographic Managed Care program, in particular	
2.45 Education	
2.46 Legal	
2.47 Human Relations	
2.48 Small Business	
2.49 Citizenship/Naturalization	
2.50 Sacramento Works Career Center (SWCC)	

II. PROGRAM MANAGEMENT (Maximum 3 pages)

A. Organizational Structure

- 1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.
- 2) Describe your organization's experience in operating the proposed program or similar programs. Attach an organizational chart labeled "**Exhibit B**". Be sure to indicate all staff, including bi-lingual staff, clearly defining the role they will play and the qualifications of each staff related to this project. Be sure to include those funded through other sources. Name the intended manager of the activity proposed and include the manager's resume labeled and attached as "**Exhibit C.**"

B. Fiscal Controls

Describe your organization's internal fiscal system, including:

- 1) Your organization's experience managing and accounting for State and Federal funds;
- 2) Type of accounting system used by your organization and description of automated supports;
- 3) Which staff person is responsible for the preparation of fiscal reports;
- 4) The internal controls used in your fiscal systems; and,
- 5) How your agency would repay any potential disallowed costs.

C. Internal Evaluation and Monitoring

Describe your internal program evaluation and monitoring system, reflecting the process used to evaluate and monitor staff/program, including the following:

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

III. COORDINATION WITH SWCC AND OTHER REFUGEE PROGRAM COMPONENTS

1. Provide a clear and concise description of your program's coordination with the SWCC system, and other collaborative efforts you have established which will assist you in the operation of your proposed program.
2. Please provide a description of how you will coordinate proposed services with other Refugee Program components.

IV. **SERVICE DELIVERY SYSTEM** (Maximum 4 pages)

A. **Outreach/Recruitment**

Each funded agency is responsible for conducting outreach as a part of the program design. Recruitment of non-mandated clients is an important part of the program design and is the service provider's responsibility.

Please describe in detail:

- Your agency's target population (CalWORKs, RCA, GA, non-cash assistance clients).
- Your agency's primary geographic target areas.
- The methods and techniques you will utilize to recruit non-mandated clients.
- Your agency's experience in recruiting non-mandatory cash clients.
- The methods you will utilize to verify non-mandated client cash status.
- How many non-mandated clients you will recruit.

B. **Assessment**

Please describe the additional assessment methods utilized by your agency to identify employment and social service needs and to develop a plan to address those needs.

C. **Client Flow/Service Delivery**

- 1) For the proposed program, a client flow chart must be attached as "**Exhibit D**" indicating the total number of hours each participant will spend in each component.
- 2) Describe your staff's bilingual capacity. Include their first and last names, languages they speak, and how the needs of participants will be met in terms of communication.
- 3) Describe how you will educate participants of services available at and through the SWCCs.
- 4) Describe your strategy to serve CalWORKs recipients and how you can assure that CalWORKs participants will meet participation hours required by the County Department of Human Assistance (DHA).

Note: Work requirements for CalWORKs recipients are as follows:

- + Adult recipients in single parent families are required to participate in work activities a minimum of 32 hours per week.
- + Adult recipients in two parent families are required to participate in work activities for a total of 35 hours per week (or 55 hours per week if federally funded child care is received). Both parents may contribute to the 35

hour per week requirement provided that one parent is participating at least 30 hours per week.

V. ALLOWABLE ACTIVITIES (Maximum 8 pages)

"ONLY" COMPLETE THE ACTIVITY WHICH YOU ARE PROPOSING.

A. Vocational English-as-a-Second Language (VESL) in Concurrent/Combined Activities (VESL/ES, VESL/VT, VESL/OJT)

1) Describe in detail and in narrative format:

- The address & telephone number of the training site(s).
- The facility(ies) that will be used for the class(es). Include number of classrooms and the dimensions of each classroom.
- The start and end dates of the activity.
- The number of slots per class/per instructor.
- The proficiency levels expected at completion.
- The daily and weekly training schedules. Attach a detailed curriculum, including the minimum 40 hours Pre-employment Skills Training (PEST) and job search requirements (minimum 10 job search every two weeks), identifying the schedule of subjects to be taught, number of hours for each subject, the sequence of topics covered, and how topics covered will relate to target occupations labeled "**Exhibit E**".
- How attendance and progress records will be maintained.
- The testing activities used to determine client progress.
- The minimum qualifications required for instructors in your program and an explanation of the teaching philosophy used by instructors.

2) Explain the Pre-employment Skills Training (PEST), in detail and in narrative format:

- How this activity will be operated by your agency.
- How this activity will incorporate an orientation and tour of a local SWCC.
- How this activity will be provided concurrently with VESL.

B. On-the-Job Training (Combined with VESL)

1) Describe in detail and in narrative format:

- The number of OJT contracts you are proposing to develop.
- The average length of OJT (include number of weeks and hours per week). Average OJT wage per hour that will be negotiated in OJT contracts.
- The occupations toward which OJTs will be targeted.
- The staff position that is responsible for job development.
- The method(s) used to develop OJT contracts and the process used to refer/match participants to employers.

- 2) Describe the strategy you will develop to keep CalWORKs participants in the program meeting the minimum required participation hours until they complete OJTs and enter unsubsidized jobs.
- 3) Identify what source and/or formula you will utilize to determine length of training for each occupational category chosen for training, and state what format or percentage you will use for employer reimbursement. [Depending on the skill of the participant, the maximum employer reimbursement is one hundred percent (100%) of the hourly wage, excluding fringe benefits].
4. Under what circumstances will you reimburse an employer more than 50% of the wages paid to a participant enrolled in OJT?
- 5) Describe how you will provide job retention services to enhance the long-term employability, career development, and future earnings of the OJT participant.

C. Vocational Training (Combined with VESL)

- 1) Describe in detail and in narrative format:
 - The address and telephone number of the training site(s).
 - The facility(ies) that will be used for the class(es) including the number of classrooms and the dimensions of each classroom.
 - The occupation(s) and planned number of slots in which you will provide training (must be the same as course title(s) prequalified by SETA, pursuant to Section III of the RFP).
 - The number of slots per class/per instructor.
 - The average length of training and training hours.
 - The proficiency levels expected at completion.
 - The labor market of the proposed occupation(s).
 - How attendance and progress records will be maintained.
 - The testing activities used to determine client progress.
 - The minimum qualifications required for instructors in your program and an explanation of the teaching philosophy used by instructors.
- 2) Because most of the participants in this program are mandatory CalWORKs participants, describe:
 - The strategy you will utilize to insure that CalWORKs participants in the program meeting their minimum required participation hours until training completion and entry into the workforce.
 - The methods and techniques you will utilize to develop unsubsidized jobs for participants who complete training.
- 3) Describe how you will provide job retention services to enhance the long-term employability, career development, and future earnings of the VT participant.
- 4) Attach a detailed curriculum labeled “**Exhibit E.**”

D. Employment Services (In VESL/ES or ES Stand Alone Components)

- 1) Describe in detail and in narrative format:
 - The methods and techniques you will utilize to develop unsubsidized jobs for participants in both the private and public sectors.
 - The supervised and unsupervised employment service activities that will be provided.
 - How employers will be contacted for job openings.
 - How you will review clients' case files to ensure that all participants are adequately served.
 - How you will introduce clients to services (specifically for job development and placement assistance) available at the SWCCs, and coordinate an orientation and tour of a local SWCC.
 - Describe how you will provide job retention services to enhance the long-term employability, career development, and future earnings of the ES participant.

E. Social Adjustment & Cultural Orientation

- 1) Describe in detail and in narrative format, the services to be provided which may include, but are not limited to the following:
 - Translation/Interpretation
 - Crisis intervention (may include services to victims of human trafficking such as, housing/shelter, food, clothing, transportation, and/or other emergency payments that are necessary to ensure the safety, and provide for the unique needs, of victims)
 - Individual/Group counseling
 - Information/Access to existing services
 - CalWORKs/SSI
 - Personal Finance
 - Housing
 - Health, including mental health and the Geographic Managed Care program
 - Education
 - Legal
 - Human relations
 - Small business
 - Citizenship/Naturalization
 - Sacramento Works Career Center System

F. Services Provided During Enrollment

1) Support Services

Identify the support services your agency will provide to participants. For SA&CO, please describe the emergency supports you will provide to victims of human trafficking.

2) **Counseling**

(To be answered by all activities except for Social Adjustment & Cultural Orientation)

Intensive counseling is an important part of a participant's economic self-sufficiency.

- a. Who is responsible for providing ongoing counseling for participants?
- b. Describe in detail and in narrative format:
 - The intensive counseling strategy to motivate CalWORKs participants in particular, and all employable family members of CalWORKs participants, to become economically self-sufficient.
 - The special counseling which will be provided to address stress on a job, especially with large layoffs.
- c. Who is responsible for assisting when the counselor and participant cannot resolve a problem?
- d. How many participants is each counselor responsible for?
- e. All counseling notes must be maintained in writing and kept in the participant's individual case file. At what location will these case files be maintained?

3) **Job Development/Placement Assistance**

“Work First” is a philosophy of refugee-funded programs.

- a. Describe your service strategy for job development and placement assistance to participants.
- b. Describe how part-time employed participants will transition into full-time employment.
- c. Who is responsible for developing placements into unsubsidized employment?
- d. How many unsubsidized jobs is each staff person responsible for developing?
- e. Describe the quality of the employers or jobs that will be utilized for placements.
- f. Describe how you will ensure that contractual levels are met.

VI. BUDGET INFORMATION

A. Budget and Cost Allocation Plan -

Please complete the Budget and Cost Allocation Plan (form begins on page V-14) for the first year of the proposed program. In the process of completing the budget form, be advised of the following:

1. The proposed first year budget period is October 1, 2008 through September 30, 2009.
2. All personnel costs must identify the staff positions, annual salaries, and percentages of time staff are allocated to the proposed program. Non-personnel costs should also be outlined in specific line items (e.g., supplies, equipment, mileage, etc.).
3. A minimum of five percent (5%) of the total allocation must be budgeted for support services (transportation, ancillary expenses, translation) for all components except SA&CO.
4. All figures/totals in the budget must correspond to those figures/totals quoted in both the body of the proposal and the proposal cover sheet.

B. Budget Narrative –

Please prepare a budget narrative that corresponds to the line-item detail found in your proposed Budget and Cost Allocation Plan. The narrative should justify the need for each line-item in detail and the methodology used to derive and allocate each line-item. If proposing Cost of Living Adjustments (COLAs) for years 2 and 3, identify projected COLAs in the budget narrative. The Budget Narrative should be placed directly behind the Budget and Cost Allocation Plan in your proposal.

VII. SUPPLEMENTAL FUNDING DOCUMENTS

Please complete the forms labeled “Exhibit F” through “Exhibit H” (forms found on pages V-12 through V-23) and include in your proposal in the correct order.

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 or 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. EQUIPMENT COSTS			Costs For This Program
1. Purchases of Fixed Assets		Full Purchase Price x SETA %	
Total Purchases of Fixed Assets			
2. Other Equipment Costs		Full Purchase Price x SETA %	
P, L, R	P = Purchase L = Lease	Or	
D or U	R = Rent D = Depreciation	Full Cost/Mo. X # Mos. X SETA %	
	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 %	Total
1. Direct			
Facility:			
Non-Owned: ___ Rent ___ Lease			
Owned: ___ Depreciation ___ Use Allowance			
Address:			
Utilities			
Telephone			
Office Supplies			
Duplication/Printing			
Others: Radio Advertisement			
Security System			
Insurance: Fidelity/Depositors' Forgery			
Property			
General Liability			
Vehicle Liability			
Others			
Travel: Local Mileage			
Other:			
Subcontracts: Custodian			
Payroll Services			
Audit Examination			
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

D. DIRECT PARTICIPANT COSTS	COST FOR THIS PROGRAM
Type/Cost Information	
1.. Other Participant Costs	
Training Materials	
Total Other Participant Costs	
2. Support Services	
Child Care:	
Transportation:	
Emergency Supports for Victims of Human Trafficking	
Other:	
Total Support Services	
3. OJT Employer Reimbursement _____ x \$ _____ per hour x _____ x _____ % = Slots Wage Avg Hrs of Training Avg Reimb. %	
Total Direct Participant Costs (1+2+3)	

LIST OF REQUIRED EXHIBITS

To maintain the uniformity of your response, the Required Exhibits should be lettered as outlined below and attached to the back of your proposal in the correct order. PLEASE DO NOT RE-LETTER 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	Project Manager's Resume
EXHIBIT D	Client Flow Chart
EXHIBIT E	Curriculum or Course Outline
EXHIBIT F	Current Funding Sources Form
EXHIBIT G	Other Pending Applications Form
EXHIBIT H	References Form

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		
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

REFERENCES

To be completed by all new/non-SETA funded respondents:

References (Agencies/Organizations)	Contact Person & Phone Number:	Grant Period, Type of Service(s) Provided, Funding Source and Amount of Grant