

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

REQUEST FOR PROPOSALS

FOR

WORKFORCE INVESTMENT ACT (WIA)

**Title I,
SUMMER YOUTH EMPLOYMENT SERVICES**



Date Released: February 9, 2009

DUE DATE: Tuesday, March 17, 2009 by 4:00 p.m.

Sacramento Employment and Training Agency/ Sacramento Works, Inc. (SETA/SWI)
Workforce Investment Act (WIA) Title I, Youth Program – Summer Employment Services

Program Years 2009 – 2010 & 2010-2011
PLANNING CALENDAR

DATE	EVENT
Monday, February 9, 2009	Release of Request for Proposals
Tuesday, February 17, 2009 1:30 p.m.	MANDATORY Bidder's Conference
Monday, February 23, 2009 4:00 p.m.	Pre-qualification Requirements Due at SETA
Tuesday, March 17, 2009 (4:00 p.m.)	Proposals Due at SETA
Wednesday, April 1, 2009 (1:00 p.m.)	Publish Staff Recommendations
Wednesday, April 8, 2009 (8:30 a.m.)	Sacramento Works Youth Council reviews Staff Recommendation and makes funding recommendation to SWI
Wednesday, April 15, 2009 (8:00 a.m.)	Sacramento Works, Inc. reviews and approves funding recommendations
Thursday, April 30, 2009 (10:00 a.m.)	SETA Governing Board Reviews Sacramento Works Inc. Decisions and Concurs
June 1, 2009	Program Year Begins

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REQUEST FOR PROPOSAL (RFP)
Workforce Investment Act Summer Youth Employment Services**

Section I

**I. WIA Youth Program
A. BACKGROUND**

This Request for Proposal (RFP) was developed on the basis of the Workforce Investment Act (WIA) of 1998, the Final Rule for implementing WIA legislation published in the Federal Register (August 11, 2000) and the American Recovery and Reinvestment Act of 2009 (ARRA), currently being considered by Congress. The U.S. Department of Labor (DOL) via the State of California Labor and Workforce Development Agency's Employment Development Department (EDD), under the auspices of the State Workforce Investment Board, and Pursuant to Title 1 of the Workforce Investment Act provides funds for this RFP and any allocation of funding shall be consistent with the final language and requirements of the ARRA and any implementing regulations or directives of DOL and EDD.

In Sacramento County, SWI and the Governing Board of SETA are responsible for the planning and procurement of WIA Youth Services. SETA/SWI seeks to create opportunities for youth in employment and training, academic enrichment, leadership development, connections with the local job market, linkages between academic and occupational learning and infusion of services in the One Stop Career Center system. SETA is the administrator of the WIA funds and the designated One Stop operator for Sacramento County. The Sacramento Works Youth Council has been authorized by SWI to design the youth programs, oversee the procurement process, and develop funding recommendations to the full board.

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

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

The Mission of the Sacramento Works Youth Council is to support the positive development of youth to become productive, caring and civic-minded adults by creating a seamless system for youth in the community.

The Sacramento Works Youth Council subscribes to the following values, and standards when developing and implementing youth programs:

- **Personal Responsibility:** Youth are expected to take personal responsibility for their success. They will be involved in developing their plan, selecting the activities and programs that meet their employment needs, achieving appropriate educational competencies and achieving their program goals.
- **Youth Involvement:** The planning process will involve youth in a substantial and ongoing way.
- **Collaboration:** The Youth Council will identify and collaborate with youth programs funded by alternative funding sources to ensure that unique and innovative demonstration programs are sustained

The principles that guide the work of the Youth Council and the Youth program include:

- Asset-based approach - Focus on **Youth Development** issues
- Focus on the identified **critical industries** for training and employment;
- Focus on **soft skills** to attain and retain employment and academic achievement;
- Promote **academic achievement** and lifelong learning

The Sacramento Works Youth Council is committed to the goals set forth by the Sacramento Ready by 21 Compact that all Sacramento children and youth are ready for college, work and life by the age of 21.

II. PURPOSE OF SOLICITATION

For the purposes of this RFP, SETA is soliciting qualified agencies/organizations to plan and provide Summer Youth Employment Program services.

SETA reserves the right to negotiate with successful providers to continue year-round WIA Individualized Youth Services, if funds are available. More information and programmatic requirements about the Sacramento WIA Individualized Youth program may be found at the SETA website: www.seta.net/youth services.

A. QUALIFIED APPLICANT AGENCIES

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

B. AVAILABLE FUNDS, TARGET GROUP AND PROGRAM YEAR

At the date of the release of this RFP, the anticipated program funds for the PY 2009 and PY 2010 Sacramento Summer Youth Employment Program services is not available.

This special WIA allocation will cover the program years which begin June 1, 2009 and end September 30, 2010. Eligible youth shall be as ultimately defined in the ARRA, the current version of which defines eligible youth as individuals not less than 14 and not more than 24 years of age. Unless otherwise proscribed by the ARRA, funds provided under this RFP are to serve youth ages 16 to 21 in a summer youth employment program.

C. CHALLENGED NEIGHBORHOODS

In 2004, an analysis of challenged neighborhoods was conducted by the Community Services Planning Council (CSPC) and the Sacramento Works Youth Council. The CSPC staff developed a matrix ranking Sacramento County neighborhoods by ZIP Code based on various risk factors including teen pregnancy, drop-out rates, poverty level, criminal justice involvement, and mental health and substance abuse issues. Using this data, the Sacramento Works Youth Council identified the following challenged neighborhoods to direct youth services:

1. Sacramento (95817)
2. Fruitridge (95820)
3. Del Paso Heights (95838)
4. North Sacramento (95815)
5. Fruitridge (95824)
6. Sacramento (95823)
7. Freeport (95832)
8. Sacramento – Natomas (95834)
9. North Highlands (95660)
10. Sacramento – Natomas (95835)
11. Sacramento – Folsom Blvd (95827)
12. South Sacramento (95828)
13. Town & Country Village (95821)
14. South Sacramento (95822)
15. Mather (95655)
16. Arden/Arcade (95825)
17. Downtown Sacramento (95814)
18. South Natomas/Gardenland (95833)
19. Foothill Farms (95841)
20. Rio Linda/Robla (95673)
21. Sacramento/North Highlands (95842)
22. Sacramento - Excelsior/GrantLine (95830)
23. Rancho Cordova - Sunrise/White Rock (95742)
24. Rancho Cordova (95670)
25. Citrus Heights (95610) & Elverta (95626) (tied)
26. Florin-Perkins/Rosemont (95826)
27. Galt (95632)

The complete report is available at www.seta.net/youth_planning.html.

III. DESCRIPTION OF SERVICES REQUESTED

SETA and the Sacramento Works Youth Council are seeking providers to coordinate the summer youth employment services.

A. REQUIRED CORE SERVICES

All bidders must ensure the provision (either directly or through leveraged resources) of the following core components.

- a) Outreach, Recruitment and Orientation
- b) Eligibility Determination and Registration
- c) Objective Assessment
- d) Case Management
- e) Referral for other services

B. Summer Youth Employment Services

1) Pre-Employment Skills and Academic Enrichment:

All youth will engage in pre-employment skills training prior to employment. Pre-employment skills training will be provided by either the WIA youth provider, the Sacramento County Office of Education Regional Occupational Program or other appropriate partner. It is anticipated that this activity will be provided at the beginning of the summer for one to two weeks prior to employment. Additionally, pre-employment skills and/or academic enrichment may be provided one day per week during the summer.

If appropriate, Academic Enrichment will be provided to youth who have insufficient credits for graduation, are basic skills deficient, or who are in need of a GED for high school completion. Academic Enrichment will be provided to youth by an agency that is authorized to grant degrees and class credits.

Youth may be paid for hours they attend Pre-Employment Skills Training and Academic Enrichment.

2) Summer Youth Employment (SYE) must be directly linked to academic and occupational learning. Employment activities include subsidized employment or community service projects.

- a) Subsidized Employment is intended to increase the basic occupational and employability skills of a youth by offering them paid employment during the

summer. Subsidized Employment worksites may include public, private and not-for-profit venues. Although case management will be provided by the WIA youth service provider, it is important that the worksite can provide appropriate supervision and mentoring.

- b) Community Service Projects benefit the community as a whole. Youth employed in Community Service Projects are involved in the development and implementation of these projects. They develop academic, vocational and leadership skills by participating in community service projects. Projects can be community-wide or neighborhood-based. Community Service Projects will be considered employment for youth and youth will be paid for participating in these projects. Examples include, but are not limited to:
- Peer mentoring coupled with neighborhood recreation activities
 - Neighborhood cleanup projects
 - Graffiti abatement projects
 - Advocacy projects
 - Community beautification projects
 - Art in public places
 - Murals
 - Artistic production activities.

Summer Youth Employment providers will be responsible for recruitment of eligible youth in coordination with a Sacramento Works One-Stop Career Center, ensuring that pre-employment skills training and academic enrichment activities are scheduled/available for youth, the recruitment of appropriate subsidized employment opportunities and worksites and/or development of appropriate community service projects, assessment, matching youth with employers/community service projects, case management, coordination of ancillary services, reporting of activities, and ongoing follow-up upon program completion. The Summer Youth Employment program year will begin June 1, 2009 and end October 31, 2009, with employment services to participants ending no later than September 15, 2009.

The Sacramento WIA Youth services are integrated into the Sacramento Works Career Center system. As such, all recruitment events for summer youth employment services will be coordinated with the Sacramento Works One Stop Career Centers. A listing of the Sacramento Works Career Centers can be found at the SETA website.

Youth will be paid for hours of participation in subsidized employment and community service projects. The California minimum wage is \$8.00 per hour. At a minimum, youth will be paid at this rate for all activities.

IV. PERFORMANCE MEASURES

Performance Measures for the Summer Youth Employment Program shall be those ultimately required by the ARRA, which in its current version provides the performance used to assess the effectiveness of summer jobs for youth shall be attainment of basic

skills and, as appropriate, work readiness or occupational skills. The purpose of the Economic Stimulus funds is to provide work readiness skills and create paid summer employment for youth. Based on projected funding, the proposed outcome goals will include:

- Number of youth placed in paid summer work
- Number of youth provided pre-employment skills training and/or academic enrichment activities
- Number of youth provided experience in occupations which are critical to the region's economy
- Number of employers providing supervision and training in exchange for youth interns for the summer.

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

Local Evaluations

Funded programs will also be accountable to provide information on the progress of the program in relation to other indicators of success identified by the Youth Council. Indicators of success will incorporate the values and standards identified in this application. In addition to the above benchmarks, the local evaluations will include:

- The actual cost per person served
- Documentation of services in the SMARTware case management and client system
- Implementation of youth development principles.
- Critical occupational clusters - The Sacramento Works, Inc. has identified occupational clusters determined to be in demand and critical to the region's economy. A complete listing and description of these occupational clusters is listed on the SETA website at www.seta.net. The Sacramento Works Youth Council has established the goal that at least 75% of training and employment is directed toward those occupations.

The evaluation may also include, but is not limited to, the effectiveness of any component of the program, youth engagement, effectiveness of collaboration and implementation of youth development principles.

GLOSSARY OF WIA YOUTH TERMS

(These terms were established for WIA Year-round Individualized services but may be applicable to the Summer Youth Employment Services.)

Alternative Secondary School – A program that receives state K-12 funding to serve youth who have not been successful in "traditional" mainstream academic programs and that provides instruction leading to a high-school diploma and/or a GED.

Basic Skills – Those academic skills that include reading, writing and speaking English, and the skills involved in math applications, computing and solving problems.

Basic Skills Deficient – A participant who scores below the eighth grade level, or two grade levels behind on a standardized test in one of the following: reading, writing, and speaking English or math computation skills.

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. The U.S. Department of Labor and the State of California are reviewing which certificates will be accepted. Currently, Sacramento Works endorses the WorkKeys workforce skills certificate.

Educational Gain – At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Entered Employment – Participant has attained part-time or full-time employment.

Exits – Participants exit when no further active services from a WIA-funded or non-WIA funded partner are planned (called a "hard exit") or when there has been a gap in services for more than 90 days (except for health/medical reasons, incarceration or death).

Gang Affected/Court Involved (Youth) – A youth who expresses identification with a gang (dress, signs, behavior, and association with known gang members), but is not directly involved with a particular gang; a youth who has been adjudicated for a crime committed with or against other known gang members; or any youth who has been involved in persistent and escalating criminal gang activity.

Homeless/Runaway (Youth) – A youth who lacks a fixed, regular, adequate nighttime residence. Includes those who have a primary nighttime residence that is a public or private shelter, an institution providing temporary residence, or a public or private place not designated or ordinarily used as a regular sleeping accommodation. A runaway is defined as a person under 18 years of age that absents him- or herself from home or place of residence without permission from a parent or legal guardian.

Individual Employment Plan (IEP) – An individualized, written plan of long- and short term goals in the areas of education, employment/career, involvement in WIA youth activities, and personal support services needed. An IEP must be age-appropriate and developed with each participant, and must identify target outcomes for each youth. The IEP must be regularly

reviewed and updated as changes occur in employment goals, barriers, and program services or support services needs.

Individual with a Disability – In general: an individual with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

In-School Youth (ISY) – A WIA-eligible youth who has not received a high-school diploma or its recognized equivalent (GED) and is attending school (including alternative secondary school) at the time of WIA registration.

Internship (Youth) – A structured work experience involving specific occupational skills development goals in addition to learning goals; includes the expectation that the student, upon completion of the internship, will demonstrate skills necessary for entry-level employment in the occupational area of the internship.

Occupational Skills – Skills necessary to perform actual tasks and technical functions required by certain industries, such as set-up procedures, safety measures, terminology, record keeping, equipment usage, etc. Occupational skills can be attained through activities such as:

- (A) Entry into an apprenticeship or internship program;
- (B) Completion of a career-specific, professional technical or advanced job skill training program; or
- (C) Completion of a college degree.

Occupational Skills Training – Development of primary occupational skills to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.

Offender – Any adult or juvenile:

1. Who is or has been subject to any stage of the criminal justice process, for whom WIA services may be beneficial; or
2. Who requires assistance in overcoming artificial barriers to employment resulting from a recent arrest or conviction.

Older Youth – A person who is 19 to 21 years old at the time of WIA enrollment. Those in this age group may be enrolled in WIA either as youth or as adults, depending on circumstances.

Out-of-School Youth (OSY) – A WIA-eligible youth who is not in school at the time of enrollment and who 1) is a school dropout OR 2) has received a secondary-school credential, but is basic-skills deficient, unemployed or underemployed.

Pregnant/Parenting Youth – A youth who is under 22 years of age and is either pregnant or providing custodial care for one or more dependents that are under 18 years old.

Sacramento Works – The One-Stop Career Center system in Sacramento County. For more information on the Sacramento Works Career Centers, see www.seta.net.

School Dropout – An individual who is no longer attending school and who has not received a secondary school diploma or its recognized equivalent (GED).

Self-Sufficiency (*for ages 18 & above, or for emancipated youth under 18*) -The self-sufficiency standard for Sacramento measures how much income is needed, for a family living in a given

place, to adequately meet its basic needs without public or private assistance. (See www.seta.net)

Slots – The number of slots available refers to the number of participants that can be served at any one time by the program. During year-round program services, programs are expected to have 100% of their slots filled by the second quarter.

Supportive Services- Services needed in order to assist youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools, and clothing. To the greatest extent possible, programs should address support service needs through partnerships and leveraging of resources.

Work Experiences - Activities including internships and job shadowing are planned, structured learning experiences taking place at a workplace for a limited period of time.

Work Readiness Skills – A range of skills related to work awareness and positive work habits, labor market knowledge, occupational information, career planning and job search techniques.

WorkKeys is a national workforce development system that compares a worker's skills with the skills required to successfully perform a specific job. The system includes profiling (job analysis), skill assessment and instructional support. More information is available at www.workkeys.com.

Younger Youth – A person who is 14 to 18 years old at the time of WIA enrollment. Those who are 18 can be enrolled into WIA either as younger youth in the WIA youth system or as adults in the WIA adult system, depending on circumstances.

V. PROPOSAL SUBMISSION PROCESS

A. RFP MANDATORY BIDDER'S CONFERENCE

SETA will conduct one MANDATORY Bidder's Conference. This conference is provided so that proposers have the opportunity to raise any questions they may have pertaining to the development of their proposals. The Bidder's Conference will be held:

DATE: Tuesday, February 17, 2009

TIME: 1:30 p.m.

PLACE: SETA Board Room, 925 Del Paso Blvd. Sacramento, CA

PROPOSALS WILL NOT BE ACCEPTED FROM RESPONDENTS THAT FAIL TO ATTEND THE BIDDER'S CONFERENCE. Bidders must attend the entire meeting.

B. PREQUALIFICATION REQUIREMENTS/SUBMITTAL DEADLINE

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

A copy of SETA's Pre-qualification Requirements is included in Section III of this RFP. Please note that the deadline for submission of all pre-qualification documents to the SETA Contracts Unit is 4:00 p.m. Monday, February 23, 2009.

Any respondent who is a current provider for SETA or who has been a recent contractor of SETA and who has previously met pre-qualification requirements must contact Pattye Downing, Contracts Analyst (916)263-3838 by 4:00 p.m., Monday, February 23, 2009 to advise SETA of its intent to respond to this RFP based upon the documentation already on file with the Contracts Unit.

Within 48 hours (two working days), SETA staff will review all documentation submitted and contact, via telephone, those respondents who have submitted pre-qualification documents but failed to meet the requirements. All respondents, whether SETA funded or non-SETA funded, will then have until 4:00 p.m., Monday, March 2, 2009, to submit any missing, incorrect, or incomplete pre-qualification documents.

Failure of a respondent to submit initial pre-qualification documents or to notify staff of its intent to rely on previously submitted documents by 4:00 p.m. on February 23, 2009 and/or the failure to provide complete and correct pre-qualification documents by 4:00 p.m. on March 2, 2009 will disqualify such respondent from any further funding consideration for the funding period covered by this RFP. Postmarks and other proofs of mailing will not be accepted.

C. DEADLINE AND SUBMITTAL PROCEDURE

All proposals must be received by SETA no later than 4:00 p.m., PST, on March 17, 2009. Proposals may mailed or delivered to:

Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
Attn: Christine Welsch

Proposals mailed to SETA must be received in the SETA office no later than 4:00 p.m., PST, March 17, 2009. In accordance with the policy of the SETA Governing Board, proposals received after 4:00 p.m., PST, will not be considered – **NO EXCEPTIONS.**

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

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

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

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

The following process will apply to all proposals:

- All timely submitted proposals will be received and placed in an envelope. No determination will be made on the responsiveness to the RFP at the time of submittal.
- No proposals will be accepted after the submittal deadline.
- Staff will inform the Governing Board of any non-responsive proposals and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.
- Testimony to the Governing Board will be given prior to funding hearings in order to allow for consideration of all eligible proposals at one time.

D. REQUIRED RESPONSE FORMAT

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

E. SELECTION CRITERIA

Final selection of service providers is the responsibility of Sacramento Works, Inc. with concurrence of the SETA Governing Board.

In order to assist the boards in making funding decisions, staff will evaluate each proposal and provide the boards 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. Applicants 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 criteria utilized in the selection of service providers shall be:

- a) The effectiveness of the agency or organization in delivering comparable or related services to youth based on demonstrated performance.
- b) The specific responses to the questions in the RFP Required Response section.

F. PUBLISH STAFF FUNDING RECOMMENDATIONS

Staff funding recommendations will be published on Wednesday, April 1, 2009 at 1:00 p.m.

G. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

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

Any proposer desiring to protest the funding determination of the SWI concerning this RFP must file a protest, in writing, with the SETA Governing Board no later than April 20, 2009 at 4:00 p.m. The SETA Governing Board shall resolve any protest based upon the written protest and any oral or written response thereto. Any resolution of the protest shall be made prior to any and Governing Board concurrence with the funding determination under this RFP and the resolution shall be contained in any concurrence with the funding determination of the SETA Governing Board.

Any resolution of a protest that results in non-concurrence on any funding determination shall be resolved by the SWI and the SETA Governing Board. The ultimate concurrence by the SWI and the SETA Governing Board in the funding determination shall be deemed to constitute final action on any protest not otherwise previously deemed final.

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

H. FORMAL SUBGRANT

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

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

I. TERM OF SUBGRANT

All subgrants will be awarded for a term beginning June 1, 2009 and ending October 31, 2009 for first year. Subject to fund availability, SETA shall have the exclusive option to extend any subgrants awarded for an additional period beginning June 1, 2010 and ending September 30, 2010 (see paragraph J, "Extension of Subgrants" for further details regarding possible subgrant extension). Proposals must include a first year budget and a summary of increases applicable for any ensuing year(s). Funds will be allocated on an annual basis and subgrant agreements will include a maximum dollar amount which cannot be exceeded in each year. Unspent funds of each fiscal year will be returned to SETA.

J. EXTENSION OF SUBGRANTS

Every subgrant will contain a provision permitting SETA the sole option to extend or renew the subgrant for additional periods of time commensurate with any subsequent

obligation of federal funds that authorizes the provision of youth activities, including summer jobs for youth, consistent with the WIA and the American Recovery and Reinvestment Act of 2009, up to the number of years obligated for funding by the subsequent federal obligation of funds. SETA may exercise such options prior to June 1 in any given year. The decision to exercise the option to extend or renew, and the length of time for any extension or renewal, shall be made by SETA in its sole discretion. If SETA exercises its discretion to extend the subgrant for an additional term(s), based upon subrecipient performance and the existing conditions, SETA may, in its sole discretion, condition extensions on program performance or budget modifications.

K. START-UP AND PROGRAM OPERATION

The anticipated starting date for participants will be June 1, 2009 contingent upon successful applicants meeting SETA's insurance requirements and board approvals.

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

SETA/SWI 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/SWI will deem this competition to have failed. In such an event, SETA/SWI may, in its sole discretion, proceed with sole source procurement, or cancel this RFP and proceed with a new competitive procurement.

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

L. MODIFICATION OF SUBGRANTS

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

- (a) Sub-recipient fails to timely meet its performance standards and reporting requirements as set forth in the subgrant, or
- (b) The Federal or State government increases, reduces, or withdraws funds allocated to SETA under the WIA, or
- (c) There is a change in Federal or State law or regulations or the policies and procedures of the Governor and/or the State Workforce Investment Board or SETA are amended, revised or modified.

M. SUBCONTRACTING

Subcontracting to another entity for the provision of training services is not allowable. All training services provided with SETA funding must be provided by the respondent's staff. Subcontracting for specialized, technical portions of training services, may be permitted. In such instances, proposers must clearly delineate in the proposal any plans to subcontract, identify with clarity the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts. The respondent's staff must either provide all services proposed, access services via the SETA's Vendor Services list or access in-kind services. An ongoing Request for Quotes for the Vendor Services list is available on the SETA website (www.seta.net) and applications are reviewed on an on-going basis.

N. PRICE/COST REASONABLENESS

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

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

O. COST JUSTIFICATION

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

P. PROGRAM AND REPORTING REQUIREMENTS

1. Management Information System/Fiscal Reporting Requirements

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

- 1) Management Information Systems (MIS) reports;
- 2) Monthly Fiscal Reports;
- 3) SMARTware Case management system;
- 4) Funded programs will also be accountable to provide information on the progress of the program in relation to other indicators of success identified by the Youth Council.

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

2. Nondiscrimination Requirements

All programs must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability,

political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity. Furthermore, the agency agrees to ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity.

3. Use of Education Grants and Loans for WIA Participants

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

WIA Youth Services
Request for Proposals
PY 2009-2011

RESPONSE SECTION

REQUIRED RFP RESPONSE (APPLICATION FORMAT)

LIST OF REQUESTED EXHIBITS

REFERENCES FORM

CURRENT FUNDING SOURCES FORM

OTHER PENDING APPLICATIONS FORM

WIA Youth Program RFP Checklist

Applications must contain the following:

:

- Required Response Format (cover sheet)
 - Assurances & Certification
 - Demographic charts

- Part I Program Introduction
 - Summary Statement
 - Need Statement
- Part II Target Group
- Part III Planned Approach
- Part IV Performance Goals
- Part V Statement of Capabilities
 - History
 - Internal Tracking / Evaluation / Monitoring system
 - References

- Part VI Financial Management
- Part VII Complete Budget and Cost Allocation Plan
- Exhibits A - G

WIA TITLE I YOUTH PROGRAM

REQUIRED RESPONSE FORMAT (cover sheet)

PY 2009-2011

This application is for:	<input type="checkbox"/> Summer Youth Employment Services
--------------------------	--

Name of Program/Organization:

Funding Request and Activity: Please place the total amount requested for the proposed activity in Column A, the total number of participants to be served in Column B and the cost per participant in Column C.

Activity	Total Requested	Total # Served	Cost per Participant	
Summer Employment Services for Youth				
TOTAL	\$0	\$0	\$0	\$0

Assurances and Certification:

Applicant Agency:

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, I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver services. The corporate resolution, or other valid instrument, is attached as Exhibit A that certifies authority expressed.

Signature

Date

Signature

Date

Demographic Charts

Zip Codes & Neighborhoods to be targeted:

Demographic make-up of eligible youth in the target neighborhood:

Ethnicity	Percent of Total	
American Indian / Alaskan Native		
Asian / Pacific Islander		
Black / African American		
Former Soviet Union / Eastern European		
Hispanic / Latino		
White / European American		
Multi-Ethnic		
Unknown / Decline to State		
Sex	Percent of Total	
Female		
Male		
Eligibility Criterion	Percent of Total	
Basic Skills Deficient (functioning below the ninth grade level)		
School Dropout		
Homeless or Runaway		
Foster Child		
Pregnant or Parenting		
Offender		
Disability (including learning disability)		
Criminal Justice/Court Involved		
One or more grade levels behind based on age		

Sacramento Works - Workforce Investment Act Youth Funds

Proposal Narrative Form

Part I – Summary Statement and Statement of Need

- A. **Summary Statement** – In 100 words or less, describe the overall purpose of the program and provide a brief description.
- B. Describe the geographical area the program will target (including zip codes and neighborhoods). Describe the economic and workforce conditions in the area. Provide statistical information that supports the need for this program and include data sources, for example number of youth on probation or parole, in foster care, homeless, parenting teens, or facing disability challenges, high school drop-out rates, high school academic performance index scores, poverty levels and total number of youth in service area.

Part II - Target Group

- A. Complete the Demographic Chart indicating the proposed percentages for the relevant demographic category.
- B. Describe the characteristics of the youth that will be served by this program including barriers and supportive service needs.
- C. Identify the outreach and recruitment methods that will be used to contact and recruit youth. Identify the Sacramento Works Career Center where the recruitment events will be located. Demonstrate how these methods will enable you to reach the targeted youth population.

Part III - Planned Approach

All youth must participate in the following activities:

- Pre-employment Skills
 - Academic Enrichment services (if appropriate) AND
 - Paid employment in the form of subsidized, unsubsidized or community service projects.
- A. **Assessment and Case Management** – Describe methodology used to assess and determine program eligibility and rationale used for selection and participation in activity/program services. Describe case management process and coordination of services.
 - B. **Support Services** - Describe the support services that will be available to youth to ensure that they successfully participate in the Summer Youth Employment program.

C. **Required Activities:** Applicant responders may propose to provide one or more of the following activities. For example, an applicant may propose providing Pre-employment skills training for all youth in their respective community and a different applicant/applicants may provide the paid employment/community service activities. In the funding recommendations, SETA will insure the required activities are available throughout the community.

1. **Pre-employment Skills services:** Describe Pre-employment Skills services to be provided. Include the purpose of these services and the expected outcomes, the length of the training, how, when, and where it will be provided, and your organization's experience in the provision of this service. Describe how these services will enhance the youth's work readiness skills. Describe how you will insure academic enrichment services are provided to the appropriate youth.

2. **Summer Youth Employment Services:** Identify and describe the Summer Youth Employment services to be provided (Subsidized employment, community service projects or both). Describe how the proposed services will engage youth in positive community alternatives, increase their vocational and job readiness skills, link them to career pathways and prepare them for adulthood. Include the length of the service, how, when, and where it will be provided, the anticipated outcomes of the services, and your organization's experience in the provision of this service.

- For **Paid or Subsidized Employment** identify/describe:

- a) Total number of youth to be served
- b) Number of worksite agreements to be developed
- c) Methods you will use to recruit summer youth worksites and the criteria used to select worksites, including a description of the program provisions which will assure:
 - Adequate supervision of each participant
 - Adequate accountability for participants and attendance
 - Adequate knowledge of Child Labor Laws
 - Documentation of participant progress.
- d) Process used to refer/match youth participants to worksites or projects
- e) Critical occupations toward which job development will be targeted and list public and private sector employers targeted for recruitment.

- For **Community Service Projects** identify/describe:

- f) Total number of youth to be served
- g) Number and scope of projects
- h) Methods you will use to develop community service projects and the criteria used to select projects, including a description of the program provisions which will assure:
 - Adequate supervision of each participant
 - Adequate accountability for participants and attendance
 - Adequate knowledge of Child Labor Laws
 - Documentation of participant progress.
- i) Process used to refer/match youth participants to community service projects and the total number of youth for each project
- j) If applicable, identify which critical occupational cluster is met by the community service project

- k) If using work crew concept: the number of work crews planned and how supervision will be provided including ratio of supervisor to participant
 - l) How project will benefit the community.
3. Demonstrate how your summer youth employment strategy is comprehensive and community focused and provides a holistic approach to serving the target population.
 4. Identify the staff (by classification and name, if possible) or organization providing each component (Pre-employment Skills, Subsidized Employment and Community Service Project) of the program.

Part IV – Performance Goals

1. Performance Goals Matrix—Complete the Performance Goals Matrix for the targeted youth population that the program will serve. SETA has established benchmarks for applicants in developing their program performance goals – refer to Section I for Sacramento Works, Inc. WIA Youth benchmarks. If the planned benchmarks are different than the Sacramento Works, Inc. benchmarks, provide an explanation in the section below the chart.

Performance (A)	Benchmarks	Total Planned Participants (B)	Benchmark Goals
1. Placement in Summer Youth Employment			%
a. Attended Pre-employment Skills Training			
b. Entered unsubsidized employment			
c. Entered subsidized employment			
d. Entered community service projects			
2. Attained Certificate of Completion of Summer Youth Employment activities			%
3. Other benchmarks (describe)			%

2. Describe how your service plan will address the barriers of the targeted youth and prepare them to enter an education or training program, obtain employment in a high wage/high growth industry or in an occupation with opportunity for future career advancement, attain a degree/certificate, achieve literacy/numeracy gains or return to/remain in secondary school.

Part V - Statement of Capabilities

1. Provide a brief history of the organization and years providing services to the community. Include the organization's history and experience in youth development and youth employment services.
2. Describe the organization's capability to conduct and administer a federally funded youth program including your ability to collect and report financial and participant participation and performance data as required. Funded providers will be required to use SETA's SMARTware client tracking and case management system which requires a dedicated IP address.
3. Describe your organization's infrastructure including proposed staffing for this program that demonstrates your ability to achieve the program goals. Demonstrate organization's staff has the experience in working with the targeted youth population. Include an organization chart of the entire organization and the proposed youth services (label Exhibit B) and complete the Staffing Summary form (Exhibit C).
4. Describe the internal program evaluation and monitoring system, describing the process to evaluate and monitor staff and program, and formally document the results, including:
 - Activities reviewed;
 - Frequency;
 - Corrective action; and,
 - Staff assigned to monitor/evaluate.
5. All respondents must provide at least two (2) complete references from organizations/agencies (other than the Sacramento Employment & Training Agency) that respondent has had direct involvement with or funding from for programs of similar size and scope. The following information for each reference shall be listed in the proposal:
 - Reference's organization name;
 - Reference's address and phone number;
 - Contact person; and
 - Description of services provided.
6. In addition, each of the respondent's references must complete and mail directly to SETA, under separate cover, the Reference Questionnaire (Exhibit D2) by the proposal due date. Reference Questionnaires received after the proposal due date will not be accepted.

References shall be advised to mail the questionnaire to:

Attn: Julie Davis-Jaffe
Employment Services Supervisor
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, California 95815

Part VI Financial Management Structure

1. Respondents are required to outline their financial management structure. This outline should include:
 - Description of the respondent's experience managing and accounting for state and federal funds;
 - Type of accounting system used by the organization;
 - Description of automated supports;
 - Staff person responsible for preparation of fiscal reports;
 - Internal controls or self-monitoring system used for financial performance and compliance, and
 - How the organization would repay any disallowed costs.

2. Describe your organization's procedures to handle the payroll process for the youth enrolled in your summer youth program including payroll schedule, collection of timesheets, payroll procedures and safeguards, and delivery of payroll.

Part VII – Subgrant Budget Plan and Narrative

1. Complete and attach the Subgrant Budget and Cost Allocation Plan.

2. Provide a Budget Narrative to include all line items contained in the Budget Plan. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

3. Please note: Anticipated funding for Year 1 begins June 1, 2009 through October 31, 2009 with participant services ending no later than September 15, 2009. Please submit budgets for this time period.

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

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

- | | |
|------------|---|
| EXHIBIT A | Corporate Resolution |
| EXHIBIT B | Organization Charts <ul style="list-style-type: none">• Applicant Organizational chart & Youth services |
| EXHIBIT C | Staffing Summary Form |
| EXHIBIT D1 | References |
| EXHIBIT D2 | Reference Questionnaire |
| EXHIBIT E | Leveraged Resources, Cash and In-Kind Match |
| EXHIBIT F | Current Funding Sources Form |
| EXHIBIT G | Other Pending Applications Form |

Sacramento Works WIA Youth Program

Staffing Summary Form

Instructions: List all staff positions dedicated to meeting the intent and outcomes as described in this RFP. Applicant must list all positions participating in the program regardless of funding, whether those positions are internal or procured through other agreements. Indicate position title, number, and function/responsibility. Include positions dedicated to management, MIS, fiscal, case management, and any other staffing function.

Applicant Name: _____

Position Title	# of Staff	Area(s) of Responsibility
Total Number of staff		

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

**REFERENCES QUESTIONNAIRE
Sacramento Employment and Training Agency**

Please complete this questionnaire and submit by March 17, 2009, to the address below.
Either typed or handwritten responses are acceptable.

Name of organization for which the questionnaire is being completed:

Name of company completing the questionnaire:
Information provided by:

Name of individual:

Title:

Signature: _____

Date:

Mailing Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

Contract Information

Contract Title: _____

Contract Value: _____

Period of Performance: _____

Description of Services Provided: _____

Mail completed questionnaires to:
 ATTN: Julie Davis-Jaffe
 Sacramento Employment and Training Agency
 925 Del Paso Blvd.
 Sacramento, Ca. 95815

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

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

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

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

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

Please provide narrative remarks and data, as appropriate, for each of the performance elements, particularly for ratings of Excellent or Unsatisfactory.

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

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

CURRENT FUNDING SOURCES FORM

Applicant Agency: _____ Date: _____

1. Funding Source	Grant Period	Amount
Area 4 Agency on Aging		
California Dept. of Education		
City Contribution (General Fund)		
Comm. Development Block Grant		
CSBG – SETA		
CSBG – Other		
County Alcohol & Other Drug		
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		
United Way		
Federal (Other)		
State (Other)		
Tuition/Fees		
Other:		
Other:		
Total		\$0

EXHIBIT G

OTHER PENDING APPLICATIONS FORM

Applicant Agency:

Program Or Project Title And Purpose (Brief Summary)	Funding Source	Amount

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)
- CSBG - Other
- County Alcohol & Other Drug
- Federal (Other)
- Federal – Dept. of Labor
- CalWORKs
- County of Sacramento
- Office of Criminal Justice
- TA/RESS
- TAD
- SETA Head Start
- Comm. Development Block Grant
- State Dept. of Health
- CSBG - SETA
- State DEO
- FEMA
- United Way
- WIA, Youth
- County Mental Health
- WIA, Adult
- WIA, Dislocated Worker
- State (Other)
- Federal – Health & Human Services
- Tuition/Fees
- Other

WORKFORCE INVESTMENT ACT (WIA)
TITLE I, YOUTH PROGRAMS
SUBGRANT BUDGET AND COST ALLOCATION PLAN

Subgrant #:
<input type="checkbox"/> Original or <input type="checkbox"/> Mod #
Activity:

Subgrantee Name:	
Street Address:	City: , CA Zip:
Program Contact:	Phone:
Fiscal Contact Person:	Phone:
E-Mail Address:	
BUDGET PERIOD: -	

BUDGET SUMMARY - COST REIMBURSEMENT			
TYPE OF COST	WIA	Non-WIA	TOTAL
A. Personnel			
B1. Fixed Asset Purchases			
B2. Other Equipment Costs			
C. Other Costs			
D1. Wages/Compensation/WEX			
D2. Participant FICA			
D3. OJT			
D4. Other Participant Costs			
D5. Supportive Services			
Subtotal Cost			

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 (administration and program) 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.

- 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.

- 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/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:

B. Equipment Costs					Costs For This Program		
1. Purchases of Fixed Assets*		Full Purchase Price	% WIA (ex: .25 = 25%)		WIA	Non-WIA	Total
Total Purchases of Fixed Assets							
2. Other Equipment Costs		Full Purchase Price X # of items X % WIA (Ex. 1,000 x 1 x .25) Or Full Cost/Month X # of Months X % WIA (Ex. 1,000 x 12 x .25)			WIA	Non-WIA	Total
Select One P = Purchase L = Lease R = Rent D = Depreciation U = Use Allowance	Equipment Description						
Total Other Equipment Costs							

* 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.

C. Other Costs Direct Cost	Full Cost Information			Costs For This Program		
	Monthly Cost	# of Months	% WIA (ex: .25 = 25%)	WIA	Non-WIA	Total
Facility: Address: Non-Owned: <input type="checkbox"/> Rent <input type="checkbox"/> Lease Owned: <input type="checkbox"/> Depreciation <input type="checkbox"/> Use Allowance						
Utilities						
Telephone						
Office Supplies						
Duplication/Printing						
Other:						
Insurance: Fidelity/Depositors' Forgery						
Property						
General Liability						
Vehicle Liability						
Other:						
Travel: Local Mileage						
Other:						
Other:						
Subcontracts: Contractual						
Other:						
Other:						
Total Direct Costs						
Indirect Costs - Approved Rate:	X	Costs:				
Total Costs						

*Attach copy of approval letter from cognizant agency

D. Direct Participant Costs				Costs For This Program		
Type/Cost Information				WIA	Non-WIA	Total
1. Wages/Compensation – <input type="checkbox"/> Work Experience						
(Slots)	\$ (Hourly Wage)	(Avg. Hrs. of Training)				
1a. In-kind Work Experience – <input type="checkbox"/> Work Experience						
(Slots)	\$ (Hourly Wage)	(Avg. Hrs. of Training)				
2. Participant FICA (Employer's Contribution only)						
2a. In-kind Participant FICA (Employer's Contribution only)						
3. OJT Employer Reimbursement						
(Slots)	\$ (Hourly Wage)	(Avg. Hrs. of Training)				
Total WEX/OJT Costs						
4. Other Participant Costs						
Worker's Compensation						
Training						
Training Materials						
Other: (Fieldtrips, etc.)						
Total Other Participant Costs						
5. Supportive Services						
Clothing, Safety Equipment, Boots and Tools						
Child Care/Transportation						
Youth Incentives/GED Fees						
Other:						
Total Supportive Services						
Total Direct Participant Costs						

WIA YOUTH DEVELOPMENT PROGRAM SERVICES

REQUEST FOR PROPOSALS

PY 2009-2011

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 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.

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

Supervisor Jimmie Yee

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

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

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 Kevin McCarty

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
Phone: 808-7006
Fax: 808-7680
e-mail: kmccarty@cityofsacramento.org

Current as of February 1, 2009

**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)

PRIVATE FOR-PROFIT CORPORATIONS
PRIVATE FOR-PROFIT PARTNERSHIP
PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP

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)

<u>Name</u>	<u>Mailing Address</u> (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.