SECTION III

**ALLOWABLE ACTIVITIES**

**REQUIRED RESPONSE FORMAT**

# REQUIRED EXHIBITS

**REQUIRED RESPONSE FORMAT**

**Project Slingshot – Capital Region**

1. Applicant Agency:

2. Address:

 City:       State:       Zip:

1. Contact Person(s):

 Phone:       Fax:

# E-Mail Address:

1. Amount Requested:

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

5. Agency Status:

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

Other (Specify):

6. Assurances and Certification:

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

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 Signature Signature

 Typed Name Typed Name

 Date Date

**I. EXECUTIVE SUMMARY/SYNOPSIS OF APPLICANT ENTITY’S SERVICES**

Please provide an executive summary of the proposed project.

**II. ALLOWABLE ACTIVITY**

For the purposes of this RFP, SETA is only seeking applications for an online entrepreneurial resource database/software system.

 Please note: SETA reserves the right to fund portions of OR specific components of the proposed application based on the needs of the project and/or demonstrated ability/experience to provide the proposed services.

All respondents to this RFP should address the following in their responses:

1. Overarching Goals and Values
* A description of the ability to engage underrepresented groups and/or underrepresented geographic areas, including disadvantaged neighborhoods and/or rural areas within the nine-county Capital Region;
* A description of the ability to sustain the resource database; and,
* A description of the ability to leverage other resources and relationships for the benefit of the project;
* A statement of commitment to participating in the region’s entrepreneurial ecosystem as a partner and peer of other organizations also so engaged, and the means by which that commitment will be met.
1. Online Entrepreneurial Resource Database/Software

Please include detailed descriptions of the ability to provide the following:

* A web-based, open source, secure and searchable entrepreneurial resource database with customizable data fields.
* Track online users, include dashboards and generate analytics, including the functionality to capture and track usage and report on performance outcomes.
* User friendly navigation with point/click, and drag/drop capabilities.
* Mapping function with the capability to map the State of California at a minimum.
* Incorporate design input gathered from a Design Team of industry experts and Workforce Development Boards’ advisors, in the course of regular meetings with these experts and advisors.
* Host, maintain and sustain the resource database. If applicable, include a statement describing any recurring fees for ongoing hosting, maintenance and sustainability.
* Any additional features, capabilities or functionality of the resource database.
1. Project Management and Capacity
* Organizational History - Provide a brief history of the applicant entity, including any relevant experience in providing the services solicited in this RFP. Include history, purpose, years of operation, number of staff and services provided;
* Provide a detailed description of the extent to which the resource database is already in use in other areas;
* Organizational Structure - Provide an organizational chart showing the size and structure of the organization. The applicant entity must also provide an organization chart for the services it is proposing to provide, including all staff related to services, and those funded through other sources (label Exhibit B);
* Technology Plan - Describe the applicant entity’s technology plan and capacity to support the services proposed. This information should include a description of computer hardware and software, printing capability, internet capacity and other relevant telecommunications technology;
* Provide a description of the technology requirements for operating the resource database;
* Performance Outcomes - Describe how the applicant agency will measure services and determine success;
* Provide a timeline reflecting the anticipated length of time to fully implement and integrate the resource database; include specific objectives and/or milestones on the timeline;
* Fiscal Controls - Describe the applicant entity’s fiscal accountability experience and internal fiscal system, including:
* A description of the applicant’s experience managing and accounting for grant funds;
* Type of accounting system used and a description of automated supports;
* The qualifications of the staff responsible for the preparation of the fiscal reports;
* The internal controls used in the applicant’s fiscal systems;
* How the applicant entity will repay any potential disallowed costs; and,
* A list of all credit and monitoring findings over the past three fiscal years;
* Internal Program Evaluation and Monitoring - Describe the process to be used to evaluate and monitor the proposed services, including:

a. Activities reviewed;

b. Frequency;

c. Corrective action; and,

d. Staff assigned to monitor/evaluate.

**III.** **BUDGET INFORMATION**

**A)** **Budget Form** - Complete and submit **Exhibit C**, Budget and Cost Allocation Plan. All personnel costs must identify the staff positions, annual salaries, and percentages of annual time spent on the project. Non-personnel costs should also be further outlined into specific line items (such as supplies, equipment, repairs, and mileage).

 Cost allocation plans must reflect the methodology used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.

**B) Budget Narrative –** Describe the justification for all costs built into the line-item detail of the Budget and Cost Allocation Plan (**Exhibit C**), and the methodology used to derive each cost.

**IV. REFERENCES**

Organizations not currently funded by SETA, and service providers who received funds prior to July 1, 2015, must complete **Exhibit D**, providing at least two (2) complete references from organizations/agencies (other than the Sacramento Employment and Training Agency) that the applicant has had direct involvement with or funding from for projects of similar size and scope. The following information for each reference shall be listed in the proposal:

* Reference organization’s name;
* Reference organization’s address and phone number;
* Contact person; and
* Description of services provided.

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

THE REQUIRED EXHIBITS ARE AS FOLLOWS:

EXHIBIT A Corporate Resolution **(supplied by respondent)**

EXHIBIT B Organizational Chart **(supplied by respondent)**

EXHIBIT C Budget and Cost Allocation Plan Form

EXHIBIT D References Questionnaire Form

EXHIBIT E Current Funding Sources Form

EXHIBIT F Pending Applications Form