

***SERVICES TO OLDER OPERATION ALLIES WELCOME (OAW) AFGHANS PROGRAM***

***REQUEST FOR PROPOSALS***

**Release: Friday, January 27, 2023**

**Application Deadline: Friday, February 24, 2023**



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

**925 Del Paso Blvd.**

**Sacramento, CA 95815**

**(916) 263-3800**

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**Request for Proposals (RFP)**

**SERVICES TO OLDER OPERATION ALLIES WELCOME (OAW) AFGHANS PROGRAM**

**SECTION 1: OVERVIEW**

***Introduction***

The Sacramento Employment and Training Agency (SETA) is pleased to announce the availability of up to $250,000 in Afghan Services to Older Refugees (ASOR) funding to secure an organization to provide services that address integration challenges faced by Afghans 60 years of age and older arriving in the United States between July 31, 2021 and September 30, 2023. This supplemental funding was received by SETA via formula funds under the Refugee Support Services (RSS) Services to Older Refugees (SOR) set-aside program from the California Department of Social Services—Refugee Programs Bureau (RPB), originating from the Office of Refugee Resettlement (ORR) under Afghanistan Supplemental Appropriations Act, 2022. Services and activities under the ASOR funding are aimed at increasing integration and independent, healthy living for older Afghan refugees.

***Purpose***

The purpose of this Request for Proposals (RFP) is to provide services that support the integration and wellness of Afghans 60 years of age and above, including gaining access to mainstream aging services so they may live independently for a longer period of time. The awardee of this funding will implement programs/activities that pursue the following three objectives:

* Create opportunities that enable older Afghans to live independently as long as possible
* Promote the physical and mental health and wellness of older Afghans
* Promote the long-term financial stability of older Afghans to prolong healthy, independent living

***Background***

Since August 2021, Sacramento has become home to well over 5,000 Afghans resettled under the Operation Allies Welcome (OAW) Afghan Placement Assistance (APA) program, which includes Afghans 60 years of age and above. Older refugees face similar challenges experienced by U.S. born individuals 60 and over. However, their challenges are usually exacerbated due to an often-traumatic departure from their home country and resettlement in a new country and culture. Many face the following challenges:

* Inability to advocate for themselves due to cultural and language barriers
* Chronic physical and mental health
* Depression, anxiety, isolation, loneliness, and the feeling of helplessness
* Lack of reliable support systems, such as relatives and networks
* Reluctance to participate in activities within the local community
* Inability to perform daily living activities
* Difficulty purchasing food and/or preparing meals
* Difficulty speaking and learning English
* Trouble obtaining or using transportation
* Lack of planning for both short- and long-term health care
* Lack of awareness of mainstream services that are available
* Limited access to entitlements and/or public benefits
* limited access to appropriate health and social service agencies
* little or no income

SETA will enter into a contract with one awardee to address the challenges listed above faced by Afghans 60 years of age and older resettling in the U.S. from July 31, 2021 to September 30, 2023.

***Eligible Applicants***

Eligible applicants include public and non-profit organizations, and private for-profit businesses that have the administrative capability, financial stability, and capacity to ensure the delivery of services to older eligible Afghans outlined in this RFP.

***Award Information***

SETA intends to award one contract in the amount of $250,000 for the anticipated contract period of April 7, 2023 through September 30, 2024. It is estimated that the older Afghan clients served will be a minimum of 120.

**SECTION 2: GENERAL INSTRUCTIONS, CONDITIONS, AND REQUIREMENTS**

***Significant Dates***

|  |  |
| --- | --- |
| **Event** | **Date\*** |
| RFP Release | Friday, January 27, 2023 |
| Q&As | Deadline for the submission of questions is Friday, February 10, 2023. Q&As will be posted on Wednesday, February 15, 2023, from all written questions submitted to [michelle.ocamb@seta.net](mailto:michelle.ocamb@seta.net) by the deadline. |
| Proposals Due | Friday, February 24, 2023 (4:00 p.m. PST) |
| Award Announcement | Thursday, April 6, 2023 |
| Contract Period | April 7, 2023 – September 30, 2024 |

**\***All dates after the final proposal submission deadline may be adjusted without addendum to this RFP. In addition, SETA may also modify the RFP, prior to the date and time fixed for submission of proposals, by issuance of a revision to the RFP posted at [www.seta.net](http://www.seta.net).

***Proposal Submittal Procedure***

All proposals must be received by SETA no later than 4:00 p.m., PST, Friday, February 24, 2023. In accordance with SETA’s procurement policies and procedures, proposals received after 4:00 p.m., PST, Friday, February 24, 2023 will not be considered**. Late proposals will not be accepted.**

To be considered for funding, applicants must submit ONE portable document format (PDF) copy of their proposal developed in response to this RFP. **Proposals must be emailed to:**

* Michelle O’Camb, Manager, Workforce Development Department, at [**michelle.ocamb@seta.net.**](mailto:michelle.ocamb@seta.net.)

Be advised that signatures reflected in the proposals submitted in response to this RFP are binding and may be treated as original signatures for all purposes. All executed counterparts together shall constitute one and the same document, and any signature pages, including facsimile or electronic copies thereof, may be assembled to form a single original document.

The proposal must be signed by a principal of the company (officer, director, manager, or owner) who is authorized to submit the proposal for the responding agency. The proposal must also include documentation indicating by what authority the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected.

A proposal submitted in response to the RFP shall be rejected and deemed non-responsive for any of the following reasons:

* it is received at any time after 4:00 p.m. PST on Friday, February 24, 2024;
* the proposal is incomplete or fails to meet the RFP specifications; or
* information on anticipated project costs is not enclosed.

***Limitation***

SETA shall not pay for any costs incurred by the applicant in the preparation of proposals or negotiation of a contract. This RFP does not, in any way, commit SETA to award a contract. SETA reserves the right to accept or reject any or all proposals received in response to this RFP, 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 response is received, SETA will deem this request to have failed. In such an event, SETA may, in its sole discretion, proceed with sole source procurement or cancel this RFP and proceed with a new competitive procurement.

***Litigation Status***

Each Applicant shall furnish any information on the nature and magnitude of any litigation whereby, during the past two years, a court has ruled against the applicant organization in any matter relating to the professional activities of the organization. In addition, please describe the nature, magnitude and status of any litigation currently pending against the organization in any manner related to the applicant’s professional activities.

Recognizing the need to maintain confidentiality in this matter, an applicant may provide this information in a separate email directly to [michelle.ocamb@seta.net](mailto:michelle.ocamb@seta.net).

If the applicant prefers to do so, information on litigation may be included as part of the proposal.

***General Information***

All materials submitted to SETA in response to this RFP shall be retained by SETA.

SETA reserves the right to reject any or all submitted proposals. SETA reserves the right to cancel or amend all or any portions of this RFP, or the selection process at any time and reserves the right to refrain from evaluating proposals and/or or awarding a contract or contracts.

SETA will reject all non-responsive proposals. A proposal will be deemed non-responsive if the response deviates, in any way, from the requirements described in this RFP.

SETA adheres to the provisions of 54954.2 and 54954.3 of the California Government Code, generally known as the Brown Act. Members of the public may address the SETA Governing Board on any matter under its jurisdiction.

***Evaluation and Selection Process***

**Evaluation Criteria**

Proposals will be evaluated by a team using the following criteria to determine which proposal best meets the needs of SETA for this program:

* the responsiveness of the proposal in clearly stating the understanding of the work to be performed and in providing all requested information related to program costs;
* the technical experience of the applicant’s team members that will provide services outlined in this RFP;
* the applicant’s and technical team’s experience managing similar programs;
* the size and organizational structure of the applicant’s agency, institution or business; and,
* the past performance of the applicant and technical team’s work previously completed for SETA, or a similar governmental agency.

In addition, SETA will consider and evaluate the following information to determine which applicant will be selected to perform the services:

* Applicant’s ability to meet the scheduled timeline.
* Applicant’s credentials and qualifications.
* Applicant’s reporting capability.
* Applicant’s ability to provide services promptly and efficiently, as needed.
* Cost reasonableness of applicant’s proposed services

SETA is not limited to the information listed. When determining the final award decision, SETA will also consider overall ASOR program factors involving service delivery, such as geographic reach, services and units proposed, cost per participant, agency collaboration, and total numbers of older refugees to be served.

***Contract Development***

SETA intends to enter into a contractual agreement that is substantially in accordance with SETA's standard Services Contract, a copy of which may be provided to applicants upon request. Contract negotiations, including the development of a work plan, timeline, and list of interim deliverables will occur following selection of the awardee. The contents of the RFP and the successful proposal are anticipated to become an integral part of the contract that SETA will negotiate with the successful applicant. Applicants must be amenable to inclusion, in a contract, of any information provided to SETA either in response to this RFP or subsequently during the selection process.

Subcontracting to other entities that possess the language and lived experience of community, as well as experience in the delivery of proposed services may be permitted. In such instances, applicants must clearly delineate within the proposal plans to subcontract, identify the nature and scope of the planned subcontracted activities, and demonstrate the subcontractor’s ability to perform the proposed activities. Applicants opting to subcontract program services will remain responsible for all program services, including ensuring SETA access to all client records for review.

***Contract Term***

SETA will award one contract for a term beginning no earlier than April 7, 2023, or the date compliance with SETA’s Insurance Requirements is met and ending September 30, 2024. The ASOR program funding is expected to be “one-time” funding to end September 30, 2024.

***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 required by SETA’s Insurance Requirements as they exist at the time of contract execution. A copy of SETA’s current requirements will be provided to the applicant upon request.

SETA has specific insurance requirements and will require necessary certificates and endorsements in compliance with those requirements in place at the time of contract execution. 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 applicants should plan accordingly.

***Resolution***

SETA has a standardized resolution that is 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.

Resolutions are not required for sole proprietorships, partnerships, or private-for-profit LLCs.

***Modification***

Any services contract funded pursuant to this RFQ may be unilaterally modified by SETA upon written notice to contractor under the following circumstances:

* Contractor fails to timely meet its performance standards as set forth in the contract
* The Federal Government increases, reduces, or withdraws funds allocated to SETA under the RSS Set-aside ASOR program
* There is a change in Federal law or regulations, or the policies and procedures of SETA are amended, revised or modified

***Billing for Payment***

Compensation for the work completed under the Services Contract will be paid monthly in arrears upon review and approval of claims by SETA. Claims must be substantiated by such detailed itemization as required by SETA.

***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.

1. 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, grandchild, aunt, uncle, niece, nephew, step-parent, and step-child.
2. 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.
3. The term "staff position" refers to all staff positions providing services through the award of any grant.

**SECTION 3: ASOR PROGRAM REQUIREMENTS**

The ASOR program will consist of the following:

* Outreach
* Eligibility/Intake/Assessment
* Case Management
* Allowable ASOR Services
* Tracking/Reporting

***Outreach***

The service provider will be responsible for conducting culturally and linguistically appropriate outreach and recruitment to eligible, older Afghans. Outreach and recruitment may include:

* Development and distribution of program flyers/brochures
* Public service announcements and press releases to local print and social/electronic media
* Individualized outreach to community centers and known community gather locations
* Networking with other community-based organization, particularly, those providing mainstream aging services

**Eligibility/Intake/Assessment**

As part of the intake process, the awarded service provider will be required to collect and maintain copies of immigration documents that validate the eligibility of all clients prior to enrollment into the ASOR program. Assessments must be conducted for all ASOR clients to determine service needs and to develop a light service plan. Enrollment into ASOR can take place once eligibility has been documented, and assessment complete.

***Case Management***

Following assessment and enrollment into the ASOR program, the service provider will be required to manage the progress of all clients in accessing the services identified in their plans. Under the ASOR program, case management can be a multi-step process to ensure access to and coordination of senior services that promote the health, wellness, and independence of older Afghans. This process may include the provision of services directly by the ASOR service, or referrals and facilitated engagement into programs and/or services from other mainstream service providers to meet identified service needs. Services provided must address the needs documented in client plans.

***Allowable ASOR Services***

Services delivered to older Afghans under the ASOR program must create opportunities enabling older Afghans to live independently, promote their physical and mental health and wellness, and promote their long-term financial stability.

The successful service provider must have the capacity to engage the older Afghans in the community most in need, and ensure that services are culturally and linguistically appropriate.

The ASOR provider will ensure access to the following allowable services either directly and/or through referral:

* Physical/Mental Health and Wellness
* Food and Nutrition Education
* Socialization and Community Engagement
* Public Transportation Education
* Legal Services
* Public Benefits Assistance
* Other identified service needs promoting program objectives

**Physical/Mental Health Care and Wellness** - Services that address physical and mental health concerns, provide education, and promote a healthy, independent lifestyle. Services may include routine physical health screenings, physical fitness programs, mental health screening and referral to licensed mental health counselors, or peer counseling/mentorship, whichever is deemed appropriate, increasing mental health literacy, and organizing wellness groups.

**Food and Nutrition Education** – Services may include information on food/nutrition assistance and how to apply to access benefits, educational workshops that provide information about food and nutrition and their ties to overall health and wellness, including how to prepare meals, and how to locate and navigate grocery stores, foodbanks, and farmers’ markets.

**Socialization and Community Engagement** – Services may include Bingo, performing arts, yoga, sporting events and lessons, opportunities to volunteer, card games, crafts, connection to community centers and local markets, museums and parks, and other opportunities for clients to participate in social activities while addressing social isolation and loneliness.

**Public Transportation Education** – Services that promote the independent and safe travel of clients by ensuring they are provided education on Sacramento’s public transit systems, including how to access and paying fares, education on Uber and Lift and how to set up accounts, pedestrian/street crossings, trip planning, and travel awareness and safety.

**Legal Services** – Services may include informational workshops and referral to legal services that can assist with estate planning, identifying a healthcare proxy, writing a living will, explaining personal rights, and in preventing identity theft and consumer fraud.

**Public Assistance Benefits** – Services may include providing information and assistance in accessing and applying for important public benefits, such as Supplemental Nutrition Assistance Program (SNAP), Supplement Security Income (SSI), and Cash Assistance Program for Immigrants (CAPI), the state-funded program designed to provide monthly cash benefits to aged, blind, and disabled non-citizens who are ineligible for SSI/State Supplementary Payment (SSP) solely due to their immigration status.

**Other Identified Service Needs** – Other allowable services could include, but are not limited to, linking clients to intergenerational activities, information and referral to home, adult day, and respite care, and education around elder abuse prevention.

***Client Service Documentation and Tracking***

The service provider will be required to record/document and track all services provided to clients in individual client case records.

***Reporting Requirements***

Required reporting under the ASOR program includes, but may not be limited to:

* Monthly Management Information System (MIS) reports on service provision
* Monthly Fiscal reports
* Other reports as required by the CDSS-RPB, or SETA

**SECTION 4: REQUIRED RESPONSE AND POSSIBLE POINTS**

The proposal should provide a clear, concise description of the applicant's ability to perform the requested service. The proposal must contain sufficient information to enable SETA to consider it, in relation to other proposals received, and determine which applicant is best suited to furnish the services needed by SETA.

**The proposal will consist of the following: *(110 Points Possible)***

* ***Cover Page and Resolution/Document Indicating Signing Authority -*** Complete the Cover Page and attach documentation indicating by what authority the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected. These two documents are to be the first two pages of the proposal submitted in response to this RFP, and must be included the PDF copy of the proposal submitted.
* ***Statement of Need (15 possible points)***
* ***Project Plan (45 possible points)***
* ***Statement of Capabilities (35 possible points)***
* ***Project Budget - Narrative and Cost Allocation Plan-Attachment 1 (15 possible points)***
* ***Qualification Certifications –***
* **Attachment #2** – Fair Political Practices Commission Disclosure Forms
* **Attachment #3** – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
* **Attachment #4** – Certification Regarding Lobbying
* **Attachment #5** – Certification Regarding Drug-free Workplace Requirements

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**SERVICES TO OLDER OPERATION ALLIES WELCOME (OAW) AFGHANS**

**PROGRAM PROPOSAL**

**COVER PAGE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant:** |  | | | | | |
| **Requested Amount:** | | | | | | **$** |
| **Address:** | |  | | | | |
| **City & Zip Code:** | |  | | | | |
| **County:** | |  | | | | |
| **Designated Contact Person and Title:** | |  | | | | |
| **Type of Organization:** | | Government Agency  Education Entity  Private Non-Profit  Private for Profit  Other (describe): | | | | |
| **Telephone:** |  | **Email:** | |  | | |
| **IRS Tax ID**  **Number:** |  | **CA Tax ID Number:** | |  | | |
| **Approval of Authorized Representative** | | | | | | |
| **Name:** |  | | **Title:** | |  | |
| **Signature:** |  | | **Date:** | |  | |

**SERVICES TO OLDER OPERATION ALLIES WELCOME (OAW) AFGHANS**

**Project Narrative**

|  |
| --- |
| **STATEMENT OF NEED** |
| **Target Region** |
| * Describe the target region, including estimated number of the target population. * Describe the unmet needs of the target population, including gaps in services. * Explain how the unmet need was determined and what factors contributed to the unmet need.   Provide supporting data and sources. |
|  |
| **Target Group Description** |
| * Describe the characteristics of eligible target population to be served. * Describe the common and significant barriers/challenges faced by the target population. * Provide a clear justification for the project and explain how existing gaps in service will be addressed. |
|  |

|  |
| --- |
| **PROJECT PLAN** |
| **Outreach/Recruitment** |
| * Identify the culturally relevant outreach methods specific to the target population that will be used to recruit clients. * Demonstrate how these methods will enable reach to the eligible target population in an effective and timely manner. |
|  |
| **Assessment** |
| Describe the assessment methods utilized by your organization to identify the language and service needs of project clients. |
|  |
| **Case Management** |
| * Describe in detail the case management process that will be used for client plan development, including setting goals, and documenting the provision of services and client achievements. * Describe where individual client records/files will be maintained and secured, including the physical address. |
|  |
| **Service Approach** |
| * Provide an outline of the program, goals and objectives, and a projected timeline for the delivery of program services. * Provide the proposed number of older Afghans to be served. |
|  |
| Describe, in detail, each proposed service to be provided from the following list to achieve the planned goals and objectives:   * Physical/Mental Health and Wellness * Food and Nutrition Education * Socialization and Community Engagement * Public Transportation Education * Legal Services * Public Benefits Assistance * Other identified service needs promoting program objectives   Indicate Not Applicable for any services not being proposed. |
|  |
| Describe how the service delivery plan will address the challenges faced by the target population. |
|  |
| Describe strategies to ensure the active engagement/participation of clients in proposed services. |
|  |
| Describe the outcomes to be achieved by older Afghans participating in the proposed services. |
|  |
| **Partnerships** |
| * Describe the proposed and existing partnerships of this project will assist in the delivery of services, and in reaching project goals and objectives * Describe how the project will create opportunities for collaboration with mainstream aging service providers, thereby expanding access and creating linkages to mainstream aging services and resources for project clients. |
|  |

|  |
| --- |
| **STATEMENT OF CAPABILITIES** |
| **Capability and Knowledge** |
| * Describe the proposed organization’s capabilities and knowledge in conducting and administering programs similar in nature/scope to the proposed project. * Describe the proposed organization’s ability to collect, document, track and submit program performance and financial reports, as required. |
|  |
| **Infrastructure/Staffing** |
| * Describe the organization’s infrastructure and capacity to provide services to the target population. Include proposed project team members and detail their experience working with the population, and any specialized expertise they may hold. * If the organization is intending to subcontract services, provide the name of the organization(s) and indicate what specific services would be subcontracted. * Describe your staff’s/project team’s language capacity and how the language needs of the clients will be met in both written and verbal communications. |
|  |
| **Financial Management Structure** |
| * Describe the organization’s experience in managing and accounting for state and federal funded programs. * Describe the organizations internal controls or self-monitoring system(s) used for financial performance and compliance. |
|  |
| **Internal Evaluation and Monitoring** |
| Describe how operational effectiveness and outcomes for the proposed project will be internally measured and evaluated, the frequency of review, and how correction of poor performance will be addressed, if deemed necessary. |
|  |
| **Past Performance** |
| Describe past or present organization/project team accomplishments in working with the target population, and how this funding will build upon those successes. Include examples of accomplished outcomes, such as plan versus actual numbers served. |
|  |

|  |
| --- |
| **PROJECT BUDGET** |
| **Budget Narrative and Cost Allocation Plan** |
| * Complete the **Budget and Cost Allocation Plan (Attachment 1)** * The Budget and Cost Allocation Plan must be completed for the period of April 7, 2023 through September 30, 2024. All personnel costs must reflect the staff position, annual salary, and percentage of time spent on the proposed project. The Budget Plan must also reflect prorated common operating costs the funding source. Examples of common operating costs are infrastructure (e.g., rent and copy machines), as well as personnel (e.g., administrative support, fiscal staff, and senior management) providing supports to multiple funding sources. * Provide a detailed **Budget Narrative** below that demonstrates reasonableness of costs for the scope of the proposed project by providing a justification for all costs reflected in the line-item detail of the Budget and Cost Allocation Plan, as well as the methodology used to derive each cost. |
|  |

**ATTACHMENT 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BUDGET AND COST ALLOCATION PLAN** | | | | |  | |
| **SERVICES TO OLDER AFGHAN REFUGEES** | | | | | **Agreement #:** | |
|  |  | | |  | **Activity: RSS Set-Aside (ASOR)** | |
| Agency Name: | | | | | | |
| Street Address: | | | City:      , CA Zip: | | | |
| Program Contact: | | | Phone: | | | |
| Fiscal Contact Person: | | | Phone: | | | |
| E-Mail Address: | | | | | | |
| BUDGET PERIOD: 4/7/2023 through 9/30/2024 | | | | | | |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
| **BUDGET SUMMARY - COST REIMBURSEMENT** | | | | | | |
| **TYPE OF COST** | | **SETA SHARE**  **TOTAL** | | | | |
| A. Personnel | |  | | | | |
| B1. Fixed Asset Purchases | |  | | | | |
| B2. Other Equipment Costs | |  | | | | |
| C. Other Costs | |  | | | | |
| D1. Other Participant Cost | |  | | | | |
| D2. Support Services | |  | | | | |
| **Total Cost:** | |  | | | | |

**ATTACHMENT 1**

**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 of 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:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **A. Personnel Costs** | | | | | | | | | | | | | | | | |
| **Job Title** | | | **Dates**  **From – To**  (mm/dd/yy – mm/dd/yy) | | | | **Full Salary Per Month** | | | **Number of Months** | | **% SETA**  (ex: .25 = 25%) | | | **Costs For This Program** | |
| **Total** | |
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| Total Salaries | | | | | | |  | | |  | | | | |  | |
| Total Fringe Benefits (Employer's Contribution Only)       (% of Salaries) | | | | | | |  | | |  | | | | |  | |
| **Total Personnel Costs (Salaries + Fringe Benefits)** | | | | | | |  | | | **Total Costs** | | | | |  | |
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| **B. Equipment Costs** | | | | | |  | | | | | | | | | **Costs For This Program** | | | |
| **1. Purchases of Fixed Assets\*** | | | | | | **Full Purchase Price** | | | | **% SETA**  (ex: .25 = 25%) | | | | | **Total** | | | |
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| **Total Purchases of Fixed Assets** | | | | | |  | | | |  | | | | |  | | | |
| **2. Other Equipment Costs** | | | | | | **Full Purchase Price X # of items X**  **% SETA**  (Ex. 1,000 x 1 x .25)  Or  **Full Cost/Month X # of Months X**  **% SETA**  (Ex. 1,000 x 12 x .25) | | | | | | | | | **Total** | | | |
| **Select One**    **P =** Purchase  **L =** Lease  **R =** Rent  **D =** Depreciation | | | **Equipment Description** | | |
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| **Total Other Equipment Costs** | | | | | | | | | | | | | | |  | | | |
| **C. Other Costs** | | | | | **Full Cost Information** | | | | | | | | | | **Costs for This Program** | | |
| **Direct Cost** | | | | |
| Facility:  Address:  Non-Owned:  Rent  Lease    Owned:  Depreciation | | | | | **Monthly Cost** | | **# of Months** | | | **% SETA**  (ex: .25 = 25%) | | | | | **Total** | | |
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| Utilities | | | | |  | |  | | |  | | | | |  | | |
| Telephone | | | | |  | |  | | |  | | | | |  | | |
| Office Supplies | | | | |  | |  | | |  | | | | |  | | |
| Duplication/Printing | | | | |  | |  | | |  | | | | |  | | |
| Other: | | | | |  | |  | | |  | | | | |  | | |
| Insurance: Fidelity/Depositors' Forgery | | | | |  | |  | | |  | | | | |  | | |
| Property | | | | |  | |  | | |  | | | | |  | | |
| General Liability | | | | |  | |  | | |  | | | | |  | | |
| Vehicle Liability | | | | |  | |  | | |  | | | | |  | | |
| Other: | | | | |  | |  | | |  | | | | |  | | |
| Travel: Local Mileage | | | | |  | |  | | |  | | | | |  | | |
| Other: | | | | |  | |  | | |  | | | | |  | | |
| Subcontracts: Contractual | | | | |  | |  | | |  | | | | |  | | |
| 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 |  |
| 1. Other Participant Costs |  |
| Training Materials |  |
| Total Other Participant Costs |  |
| 2. Support Services |  |
| Transportation: |  |
| Other: |  |
| Total Support Services |  |
| Total Direct Participant Costs (1+2) |  |
|  |  |

**ATTACHMENT #2**

**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."

**ATTACHMENT #2**

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

* 1. You are prohibited from making a campaign contribution of $250 or more to any Sacramento Works, Inc. (Local Workforce Development 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 Sacramento Works, Inc. or the Sacramento Employment and Training Agency, and continuing until 12 months after a final decision is rendered on the application or proceeding by Sacramento Works, Inc. or the Sacramento Employment and Training Agency.

No Sacramento Works, Inc. 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.

* 1. The attached disclosure form must be filed if you or your agent have contributed $250 or more to any Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate for the Sacramento Works, Inc. Board or the Sacramento Employment and Training Agency Governing Board 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.
  2. If you or your agent have made a contribution of $250 or more to any Sacramento Works, Inc. 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.

**ATTACHMENT 2**

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 board of either Sacramento Works, Inc. 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:
       1. 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 Sacramento Works, Inc. or Sacramento Employment and Training Agency.

AND

* + - 1. 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 board of Sacramento Works, Inc. 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 Sacramento Works, Inc. or the Sacramento Employment and Training Agency for the purpose of influencing a board member's vote on the application or proposal; or
         3. Testifies or makes an oral statement before the board of Sacramento Works, Inc. 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 board of Sacramento Works, Inc. or Sacramento Employment and Training Agency.
    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 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 Sacramento Works, Inc. or Sacramento Employment and Training Agency board members or candidates are not aggregated.

**ATTACHMENT #2**

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 Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 or [Corey.Lagbao@seta.net,](mailto:Corey.Lagbao@seta.net) or contact 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.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**ATTACHMENT #2**

**Participant Disclosure Form**

Participant:

(Street)

(City)

(State) (Zip) (Phone)

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

Sacramento Works, Inc. 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 Sacramento Works, Inc. or the Sacramento Employment and Training Agency.

**Important Notice**

Basic Provisions of Section 84308

1. You are prohibited from making a campaign contribution of $250 or more to any Sacramento Works, Inc. 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 12 months after a final decision is rendered by Sacramento Works, Inc. or the Sacramento Employment and Training Agency. In addition, no Sacramento Works, Inc. 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.

1. 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 Sacramento Works, Inc. 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.
2. If you or your agent have made a contribution of $250 or more to any Sacramento Works, Inc. 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.
   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 Sacramento Works, Inc. 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 Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 or [Corey.Lagbao@seta.net,](mailto:Corey.Lagbao@seta.net) 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.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**Party Disclosure Form**

Party's Name:

Party's Address:

(Street)

(City)

(State) (Zip) (Phone)

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

Sacramento Works, Inc. 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)

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY**

**Governing Board**

**Chair**

**Supervisor Patrick Kennedy**

County of Sacramento

700 "H" Street, Suite 2450

Sacramento, CA 95814

(916) 874-8610 (Rachael Mogavero)

FAX: (916) 874-7593

e-mail: [supervisorkennedy@saccounty.net](mailto:supervisorkennedy@saccounty.net)

**Vice Chair**

**Mai Vang**

City of Sacramento

915 “I” Street, 5th Floor

Sacramento, CA 95814

(916) 808-7008 (Jaime Cervantes)

FAX: (916) 808-7680

e-mail: [myvang@cityofsacramento.org](mailto:myvang@cityofsacramento.org)

**Vice Mayor Eric Guerra**

City of Sacramento

915 "I" Street, 5th Floor

Sacramento, CA 95814

(916) 808-5242 (Madeline Grigsby)

FAX: (916) 808-7680

e-mail: [eguerra@cityofsacramento.org](mailto:eguerra@cityofsacramento.org)

**Supervisor Rich Desmond**

County of Sacramento

700 "H" Street, Suite 2450

Sacramento, CA 95814

(916) 874-5471 (Renae McClain-White)

FAX: (916) 874-7593

e-mail: [richdesmond@saccounty.net](mailto:richdesmond@saccounty.net)

**Sophia Scherman**

Public Representative

8757 Rubystone Court

Elk Grove, CA 95624

(916) 685-3860

e-mail: [scherman@sophia‑elkgrove.com](mailto:scherman@sophiaelkgrove.com)

*Current as of January 2023*

**ATTACHMENT #3**

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.

**(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 or agency with which this transaction originated 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 department or agency with which this transaction originated.
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 proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated 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

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** **Type of Federal Action: Choice**   * 1. contract   2. grant   3. cooperative agreement   4. loan   5. loan guarantee   6. loan insurance | 1. **Status of Federal Action:**    1. bid/offer/application    2. initial award    3. post-award   **Choice** | | | | **Report Type: Choice**   * 1. initial filing   2. material change   **For Material Change Only:**  **Year** **Quarter**  **Date of last report:** | |
|  |
| **4. Name and Address of Reporting Entity:**  Prime Subawardee  Tier, *if known*:  Congressional District, *if known*: | | **5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime**:  Congressional District, *if known*: | | | |
| **6. Federal Department/Agency:** | | **7. Federal Program Name/Description:**  **CFDA Number,** *if applicable***:** | | | |
| **8. Federal Action Number,** *if known***:** | | **9. Award Amount,** *if known***: $** | | | |
| **10. a. Name and Address of Lobbying Entity** *(if individual, Last Name ,First Name, MI*): | | | **10. b. Individuals Performing Services** *(including address if different from No. 10a - Last Name, First Name, MI*): | | | |
| (attach Continuation Sheet(s) SF-LLL-A, if necessary) | | | | | |
| **11. Amount of Payment** (*check all that apply)*:  $ $  Planned Actual | | 1. **Type of Payment** *(check all that apply)*:    1. retainer    2. one-time fee    3. commission    4. contingent fee    5. deferred    6. other; specify: | | | |
| 1. **Form of Payment** (*check all that apply):*    1. cash    2. in-kind; specify: nature value $ | |
| **14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:**  *(attach Continuation Sheet(s) SF-LLL-A, if necessary)* | | | | | |
| **15. Continuation Sheet(s) SF-LLL-A attached:**  Yes No | | | | | |
| **16.** **Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.** | | Signature:  Print Name:  Title:  Telephone No.  Date: | | | |
| Federal Use Only: | | | | Authorized for Local Reproduction Standard Form - LLL | |

**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).

1. 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.
2. 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.
3. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
4. 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.
5. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
6. 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

(FR Doc. 90-10936 Filed 5-9-90; 8:45 am) Authorized for Local Production

BILLING CODE 4210-27-C (Standard Form-LLL-A)

**ATTACHMENT #5**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Certification Regarding Drug-Free Workplace

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

1. 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;
2. 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;
3. 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);
4. 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;
5. 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;
6. 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

**ATTACHMENT #5**

* 1. 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.

1. 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)

**ATTACHMENT #5**

**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;

**ATTACHMENT #5**

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:

1. All direct charge employees;
2. All indirect charge employees unless their impact or involvement is insignificant to the performance of the subgrant; and,
3. 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).