## **Sacramento Works**

## **Workforce Innovation and Opportunity Act Youth Funds**

## **Proposal Narrative Form**

**Part I – Summary Statement, Program Description and Statement of Need**

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| 1. Summary Statement – In 100 words or less, describe the overall purpose of the program and provide a brief description.
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| 1. Describe the geographic area the program will target (including zip codes and neighborhoods). Describe the economic and workforce conditions in the area. Provide the following statistical information that supports the need for this program and include data sources: poverty levels, unemployment rates, available resources, etc.
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## **Part II – Target Group**

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| 1. Describe the characteristics of the youth that will be served by this program including barriers and supportive service needs. Provide statistical data that justifies the need for services to the youth you are targeting. Examples include number of youth on probation or parole, number of homeless youth, number of youth subject to the justice system, number of pregnant or parenting youth, high school drop-out rates, high school academic performance index scores, etc.
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| 1. Describe the unmet need of the youth in the area that the proposed program will target. Include an explanation of how the unmet need was determined and what factors have contributed to the unmet need.
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| 1. Identify the outreach and recruitment methods that will be used to contact and recruit youth, particularly disadvantaged, hard-to-reach youth. Demonstrate how these methods will enable you to connect with the targeted youth population.
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## **Part III – Program Design**

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| * 1. **Local Collaboration**
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| 1. Identify which Sacramento Works AJCC(s) the organization will partner with to provide services to youth. Describe the organization’s history and experience working with the AJCC(s) identified.
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| 1. Describe how the proposer will establish linkages with local high schools and alternative schools, community colleges, universities, adult education institutions, the juvenile and adult justice system, public assistance programs and community groups that target at-risk or disadvantaged youth.
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| 1. Describe the neighborhood resources that the proposer will utilize to provide services to youth and how these resources benefit youth.
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| 1. In addition to the CalJOBS client tracking system, how will the proposer track and measure services and success?
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| * 1. **Individualized Services**
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| * + 1. Assessment and Case Management - Describe the methodology that will be used to assess youth for the proposed program and the criteria used to select youth for participation in activity/program elements. Describe the case management process and the process used to develop individual plans for each customer.
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| * + 1. From the WIOA Program Elements and Additional Innovative Youth Program Strategies listed in Section II, describe the specific program services and activities that will be provided to youth. This description should include:
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| * + - 1. How youth will engage in proposed activities, increase their vocational and job readiness skills, and prepare for a good job along a career pathway or enrollment in postsecondary education.
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| * + - 1. Identify the goals and objectives of the proposed program and how the intervention and/or prevention strategy will achieve the planned goals and objectives.
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| * + - 1. Identify the staff/organization providing each component of the program and the implementation process.
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| * + - 1. Identify the specific WIOA program elements that will be met through the development of the Individual Service Plan.
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| * + - 1. Identify Industry sector partnerships providing work experience and career pathway opportunities to high-wage, high-demand occupations, academic achievement and building connections between work and learning. Identify the specific innovative youth program strategies and the targeted occupational clusters.
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| * + - 1. Provide curriculum/outline of the WIOA Program Elements *[please include as an attachment]*
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| * + - 1. Complete the attached WIOA Youth Program Activities Work Plan – See Exhibit G.
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| * + 1. Demonstrate how the proposed program is comprehensive and community-focused providing access to a continuum of services to the target population.
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| * + 1. Describe how the planned services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measurable skill gains or return to/remain in secondary/alternative secondary school.
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**Note: SETA must expend at least 20% of WIOA youth funds on paid or unpaid work experiences that have academic and occupational education as a component of the work experience which may include the following: employment opportunities during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and On‑the-Job Training.**