

Request for Proposals

For
Workforce Innovation and Opportunity Act
(WIOA) Title I Youth Program Services
for the Galt Area

Fiscal Years 2017-2020

Release Date: December 2, 2016

Due Date: January 12, 2017



The terms and conditions of this Request for Proposals have been approved by the Sacramento Works Youth Committee, Sacramento Works, Inc., the local Workforce Board and the Governing Board of the Sacramento Employment and Training Agency

Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815
(916) 263-3800

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Sacramento Employment and Training Agency/ Sacramento Works, Inc.

**Workforce Innovation and Opportunity Act (WIOA) Title I, Youth Program Services
for the Galt Area**

PLANNING CALENDAR

(Dates and Times are subject to change)

DATE	EVENT
Wednesday, November 9, 2016 (8:30 a.m.)	Sacramento Works Youth Committee Approves Release of Request for Proposals for the Galt Area
Wednesday, November 16, 2016 (8:00 a.m.)	Sacramento Works, Inc. Approves Release of Request for Proposals for the Galt Area
Thursday, December 1, 2016 (10:00 a.m.)	Governing Board Approves Release of Request for Proposals for the Galt Area
Friday December 2, 2016 (1:00 p.m.)	Release of Request for Proposals
Thursday, December 15, 2016 (9:00 a.m.)	Bidders Conference, SETA Board Room
Thursday, January 5, 2017 (4:00 p.m.)	Pre-qualification Requirements Due at SETA
Thursday January 12, 2017 (4:00	Proposals Due at SETA
Tuesday, January 31, 2017 (5:00 p.m.)	Publish Staff Recommendations
Wednesday, February 1, 2017 (8:30 a.m.)	Sacramento Works Youth Committee reviews Staff recommendations and makes funding recommendations to the Sacramento Works Executive Committee.
Monday, February 27, 2017 (4:00 p.m.)	Sacramento Works Executive Committee makes funding recommendations to the SETA Governing Board.
Thursday, March 2, 2017 (10:00 a.m.)	Governing Board Funding Approval
March 6, 2017	Program Begins

All meetings will be held at the SETA offices, 925 Del Paso Blvd. Sacramento, CA

**Sacramento Employment and Training Agency /Sacramento Works, Inc.
REQUEST FOR PROPOSALS (RFP)**

**Workforce Innovation and Opportunity Act (WIOA) Title I, Youth Program Services
for the Galt Area**

Section I

1. BACKGROUND

This Request for Proposals (RFP) was developed on the basis of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and the Notice of Proposed Rulemaking for implementing WIOA legislation published in the Federal Register (April 16, 2015). The U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Development Board, pursuant to Title I of the Workforce Innovation and Opportunity Act provides funds for this RFP.

In Sacramento County, the Sacramento Works Youth Committee (Youth Committee) is responsible for the planning of WIOA Youth Services. The Youth Committee 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 into the America's Job Center of California (AJCC)/ Sacramento Works system. The Sacramento Employment and Training Agency (SETA) is the administrator of the WIOA funds and is responsible for the oversight of the AJCC network for Sacramento County.

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 WIOA, its regulations, potential reauthorization of WIOA, Federal or State legislation and their regulations, the Governor and/or the State Workforce Development Board, local Workforce Development Board policies and SETA policies and procedures.

The mission of the Youth Committee 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 Youth Committee 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 Committee 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 Committee and the Youth program include:

- Asset-based approach - Focus on **Youth Development** issues;
- Focus on the identified **critical occupational clusters** for training and employment;
- Focus on **work readiness skills** to attain and retain employment and academic achievement;
- Promote **academic achievement** and lifelong learning;
- Focus on service learning concepts;
- Promote career pathway opportunities; and
- Promote services to high-risk youth.

2. QUALIFIED APPLICANT AGENCIES

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

3. AVAILABLE FUNDS

The amount of funding estimated to be available in this RFP is \$95,640 per year. This amount is subject to change upon final receipt of WIOA Title I Youth funding allocations.

4. TERMS OF SUBGRANT

All subgrants will be awarded for an initial term beginning March 6, 2017 and ending June 30, 2018. SETA/Sacramento Works, Inc. has the exclusive option to extend any subgrant awarded for up to two additional terms. If extended, the terms would be as follows:

July 1, 2018 and ending June 30, 2019;
July 1, 2019 and ending June 30, 2020.

5. PRE-QUALIFICATION 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 Prequalification Requirements is included in Section III of this RFP. Please note that the deadline for submission of all prequalification documents to the SETA Contracts Unit is **4:00 p.m. Thursday, January 5, 2017.**

Any proposing organization that is a current provider for SETA or that has been a former contractor of SETA and has previously met pre-qualification requirements must contact Heather Luke, Workforce Development Analyst III, at (916) 263-4072 by 4:00 p.m.

Thursday, January 5, 2017, to advise SETA of its intent to respond to this RFP based upon documentation already on file with the Contracts Unit.

FAILURE OF A PROPOSING ORGANIZATION TO SUBMIT COMPLETE PREQUALIFICATION DOCUMENTS OR TO NOTIFY WORKFORCE DEVELOPMENT ANALYST III, HEATHER LUKE, OF ITS INTENT TO RELY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. THURSDAY, JANUARY 5, 2017, WILL DISQUALIFY SUCH PROPOSING ORGANIZATION FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP.

Within 48 hours (2 working days), SETA staff will review all documentation submitted or referenced by the pre-qualification deadline, 4:00 p.m. Thursday, January 5, 2017, and contact, via telephone, those proposing organizations who need to, at the discretion of the SETA Contracts Unit, submit clarifying information or documents.

Requested clarifying information or documents must be received by SETA in a format designated by the SETA Contracts Unit by 4:00 p.m. Thursday, January 5, 2017. Failure to provide the SETA Contracts Unit with the requested clarifying information or documents by the 4:00 p.m. Thursday, January 5, 2017 deadline will disqualify such proposing organization(s) from any further funding consideration for the period covered by this RFP. Postmarks and other proofs of mailing will not be accepted.

FAILURE TO MEET THESE REQUIREMENTS BY THE DEADLINES NOTED ABOVE WILL DISQUALIFY PROPOSING ORGANIZATIONS FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP.

6. REQUIRED RESPONSE FORMAT

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

7. RFP BIDDERS CONFERENCE

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

DATE: Thursday, December 15, 2016
TIME: 9:00 AM
PLACE: SETA Board Room, 925 Del Paso Blvd., Sacramento, CA 95815

The conference will include a review of the RFP with questions and answers. It is preferable that all questions be submitted in advance. Questions can be emailed to Terri.Carpenter@seta.net. PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE BIDDERS CONFERENCE.

8. PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE

All proposals must be received by the SETA office and time-stamped by the SETA Receptionist no later than 4:00 p.m., P.S.T., Thursday, January 12, 2017. Proposals mailed to SETA must be received in the SETA office and time-stamped by the SETA receptionist no later than 4:00 p.m., P.S.T., Thursday January 12, 2017. ***In accordance with the policy of the SETA Governing Board and the Sacramento Works, Inc., proposals and documents delivered after 4:00 p.m., P.S.T. deadline will not be accepted. NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS***

To be considered for funding, agencies must submit ONE (1) copy with original signature(s), and be identified as the original of their proposal developed in response to this RFP:

While not required, SETA strongly encourages One (1) complete copy of the proposal response document in electronic format. For convenience, electronic copies may be E-mailed to Terri.Carpenter@seta.net

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.
- A determination on the proposal's responsiveness will be made by the Governing Board prior to funding hearings in order to allow for consideration of all eligible proposals at one time.

9. SELECTION/EVALUATION PROCEDURE/CRITERIA

Oversight of the process for the selection of youth program operators is the responsibility of the Youth Committee. The recommendations made by the Youth Committee are submitted to the Sacramento Works, Inc. and the SETA Governing Board.

The Sacramento Works, Inc. and the SETA Governing Board must concur on the funding decisions.

In order to assist Sacramento Works, Inc. and the SETA Governing Board in making funding

decisions, a proposal evaluation committee comprised of staff, partners and Youth Committee members will evaluate each proposal and provide the results of their evaluation in the form of youth program funding recommendations.

Youth program funding recommendations will be based upon an evaluation of each proposal submitted and the applicant agency's past program performance.

All proposals will be evaluated based on the adequacy of the descriptions for all of the points outlined in the response section (Section IV) of this RFP:

- Cover Page
- Summary Statement
- Proposed Project Accomplishments
- Internal Tracking/Evaluation/Monitoring System
- Project Description
- Program Partnership
- Program Components
- Fiscal Management
- All requested attachments.

Demonstrated Performance

(a) SETA Funded Youth Program Operators

In addition to the evaluation criteria outlined above, all applicants who are either current or recent SETA funded program operators will be evaluated based upon their ability to meet contractual performance standards for up to the last three fiscal years. Evaluation of current performance will include the program operator's ability to manage the program. Examples of evaluation criteria include:

- 1) Achievement of quarterly planned enrollment goals.
- 2) Enrollment of target groups to planned levels in the contract.
- 3) Ability to serve "hard-to-serve" populations.
- 4) Submission of timely fiscal and MIS reports to SETA
- 5) Achievement of quarterly WIOA youth performance goals.

(b) Applicants with no past/current SETA program operation experience

Other organizations not currently or previously funded by SETA and service providers who received SETA funds prior to 2013 will be evaluated based on information obtained from references submitted in the "Reference" section of the RFP.

References will be asked to provide an overall assessment of program performance and capabilities, including:

- Actual performance vs. planned goals.
 - entered employment rate
 - positive termination rate
 - average wage at placement
- Type of program/service(s) funded.
- Participants' characteristics (i.e., number served, age, target groups, etc.).

- Geographic area served.
- Grant amount and duration (Including date(s) funded.
- Fiscal accountability
- Reporting and record keeping performance/capabilities
- Customer satisfaction.

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

10. PRICE/COST REASONABLENESS AND JUSTIFICATION

All proposals will be evaluated based on the reasonableness of cost. Budgets will be reviewed for the reasonableness of cost items in relation to the type and length of services, and the number of youth projected to be served in each component. Costs will be compared to the costs of other proposals with similar programs.

Applicants will be evaluated on the average cost per slot. The number of slots available refers to the number of participants that can be served at any one time by the program. The actual average cost per slot of training for all participants is the total amount requested per year divided by the number of slots available.

The proposed cost per slot must be justified in the narrative and budget. Merely stating that a program is serving a group with difficult barriers to overcome will not justify a high cost per hour. The proposal must include a description of the extra services that will be provided to overcome the barriers and identify the extra cost items in the budget needed to provide them. Avoid charging items to WIOA that can be easily paid for through other sources (i.e., Average Daily Attendance, vocational education and Career Technical Education program services).

11. 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 no later than five (5) calendar days prior to the date of any funding determination by the Governing Board. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

The SETA Governing Board will resolve any protest based upon the written protest and any oral or written response thereto provided by staff. Any SETA Governing Board resolution of the protest will be made prior to any funding determination under this RFP and such resolution by the SETA Governing Board will be deemed final.

12. START-UP AND PROGRAM OPERATION

The anticipated start date for participants will be March 6, 2017 contingent upon successful applicants meeting SETA's insurance requirements and board approvals.

13. LIMITATION

SETA 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.

The Youth Committee 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 the SWI Board to do so. If only one responsive proposal is received, the Youth Committee will deem this competition to have failed. In such an event, the Youth Committee may, in its sole discretion, proceed with sole source procurement, or cancel this RFP and proceed with a new competitive procurement.

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

14. FORMAL SUBGRANT

All successful applicants 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 the RFP will be in similar form, subject to modification required by recent amendments in the WIOA and its regulations.

Applicants are advised that the SETA Governing Board as the Chief Local Elected Official for the Sacramento Workforce Development Area has implemented a policy requiring that all recipients of funds from SETA publicize the fact that the program it operates is funded, in whole or in part, by SETA or Sacramento Works. All subgrants will contain a provision requiring the subrecipient to abide by this policy.

15. 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) Subrecipient 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 WIOA, 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 Development Board or SETA are amended, revised or modified.

16. PERFORMANCE MEASURES

The WIOA Common Measures for Sacramento are outlined below:

- 1. 65% Placement into Employment or Education – Q2*

2. 62.5% Placement into Employment or Education – Q4
3. 2016-2017 PY Baseline determination for Median Earnings from Employment – Q2
4. 42% Attainment of Diploma or Credential
5. TBD - Measureable Skill Gains
6. TBD - Employer Effectiveness

These performance measures are subject to change and implementation based on 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 Committee. Indicators of success will incorporate the values and standards identified in this application. At a minimum the local evaluations may include:

- The actual cost per person served
- Documentation of case management services in the Sacramento Works/CalJobs system
- Placement in work experience, attainment of employment or enrollment in post-secondary education, vocational training/apprenticeship programs.
- GED Preparation Course Completion Rate.
- The evaluation may also include, but is not limited to, the effectiveness of any component of the program, youth engagement, the effectiveness of collaboration and implementation of youth development principles.

17. 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.

18. PROGRAM AND REPORTING REQUIREMENTS

a. 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) Sacramento Works 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.

b. 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 WIOA 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 WIOA Title I – financially assisted program or activity.

INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION

- A. Read each Section of this Request for Proposals carefully.
- B. Section IV of the Request for Proposals must be utilized as the proposal format for those agencies/organizations responding to the RFP.
- C. Provide the information required of each section as concisely, yet completely, as possible. Be specific, and where appropriate or deemed necessary, provide examples that clarify descriptions.
- D. Provide information in the exact order as it is requested on the standard RFP response format provided. Include the title of each section.
- E. The number of slots available refers to the number of participants that can be served at any one time by the program, or the total number of youth being served when the program is running at full capacity.

SPECIAL INSTRUCTIONS WHEN SUBMITTING PROPOSALS

- 1. **NO STAPLES**
- 2. **STANDARD TYPE (12 point Arial or Times New Roman or larger)**
- 3. **8.5 X 11 PAPER ONLY**
- 4. **SINGLE SIDE ONLY**
- 5. **ORIGINAL MUST HAVE ORIGINAL SIGNATURE (S) AND BE IDENTIFIED AS THE ORIGINAL**
- 6. **BLACK INK ON WHITE PAPER**
- 7. **ONE ORIGINAL**
- 8. **DO NOT BIND COPIES OR USE SECTION DIVIDERS**
- 9. **ONE (1) INCH MARGINS OR GREATER**
- 10. **PROPOSAL PACKET MAY ALSO INCLUDE A COPY IN ELECTRONIC FORMAT, EXCLUSIVE OF ANY LETTERS OF COMMITMENT. FOR CONVENIENCE, ELECTRONIC COPIES MAY BE E-MAILED TO TERRI.CARPENTER@SETA.NET**

COMMON ERRORS TO BE AVOIDED WHEN RESPONDING TO THE RFP

In an effort to assist all agencies responding to SETA's Request for Proposals (RFP), we have identified a number of recurring errors commonly made by respondents in the preparation of proposals. We encourage respondents to review this listing of common errors in order to avoid repeating the mistakes of previous applicants. The listing is as follows:

1. Failure to prequalify by the Prequalification deadline (which is different from the RFP deadline).
2. Failure to attend the bidder's conference.
3. Failure to submit the proposal by the RFP deadline.
4. Failure to follow PROPOSAL FORMAT provided by, and required in, the Request for Proposals (RFP).
5. Failure to submit "unbound" copies of proposals.
6. Failure to number pages and label exhibits.
7. Failure to address or provide all items requested under References.
8. Failure to submit resolutions.
9. Failure to submit budget narrative.
10. Unclear Budget Summaries:
 - a. Discrepancies between line items and totals;
 - b. Blank categories with no explanation given;
 - c. Discrepancies between narrative and budgetary figures and/or totals.

SECTION II

WIOA IMPLEMENTATION STANDARDS

YOUTH SERVICES PROGRAM

DESIGN PERFORMANCE MEASURES

DEFINITIONS: WIOA PROGRAM ELEMENTS AND WIOA TERMS

INTRODUCTION

The intent of the Workforce Innovation and Opportunity Act youth program is to "Provide high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in high-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education."

The youth formula-funded program has changed under WIOA to focus more on out-of-school youth, work based learning opportunities coupled with academic and occupational learning, and additional program elements.

WIOA legislation calls for youth programs that focus on the following:

- Significantly increased services to out-of-school youth 18-24
- High school dropout recovery
- Achievement of recognized post-secondary credentials
- Career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies
- Closer linkages to the local labor markets
- Required connection between WIOA-funded youth programs and the one-stop system providing information on the full array of appropriate services that are available to youth

It is important to note two new requirements for the WIOA Youth programs:

1. At least 75% of WIOA youth funds must be expended on providing intensive services for out-of-school youth.
2. At least 20% of total allocated WIOA youth funds must be expended on paid or unpaid work based learning activities that have as a component academic and occupation education for both in-school and out-of-school youth which may include the following: employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training

I. YOUTH SERVICES

SERVICE DELIVERY:

The mission of the Sacramento Works Youth Committee is to provide activities to enable young adults to be work-ready and prepared for their future. Provided services will help young adults access opportunities for work-based learning, complete industry recognized credentials, and enter employment in demand occupations. Sacramento Works youth

services should be designed in a manner that integrates young adults into the job center in order to receive the full range of services.

The Sacramento Works Youth Committee is seeking a service provider to operate a WIOA Youth Program in the Galt area to serve youth. The Galt area is defined as follows:

- North, Twin Cities Road
- South, Liberty Road
- East, Marengo Road
- West, Christensen Road

The service provider will be responsible to provide access to services to youth in the targeted geographic area and through the Sacramento Works AJCC located in the targeted area. The WIOA service provider will be required to be located on-site at an AJCC on a frequent basis to provide access to the WIOA youth program for youth seeking services through the Sacramento Works system. With the focus of the WIOA youth program on serving older, out-of-school youth, it will be necessary for the WIOA youth program service provider to work closely with the Sacramento Works system since it is likely this population will be visiting the job center seeking career services.

The Sacramento Works WIOA youth program for the Galt area will provide services to Out-of-School youth aged 18-24.

ELIGIBILITY:

WIOA youth programs are intended to provide a rich array of age-appropriate services that target economically disadvantaged youth aged 18-24 who face barriers to staying in school or to finding stable employment. These services are available to out-of-school youth who 1) have dropped out of school and are interested in furthering their education and preparing for the workforce, or 2) have earned a high school diploma or GED, but are unemployed, underemployed or deficient in basic skills.

Please refer to the EDD Directive Number: WSD14-4 for additional information on eligibility.

OUT-OF-SCHOOL SERVICES FOR YOUTH:

For the Sacramento WIOA Youth program, Out-of-School youth must be aged 18 – 24, not attending any school, and meet one or more additional conditions which include:

- A school drop-out (youth enrolled in alternative schools are not school dropouts)
- Within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income youth (i.e., their household income is below the poverty line or 70% of the lower living standard income level) and is either basic skills deficient or an English language learner
- A youth who is subject to the juvenile or adult justice system

- Homeless
- Pregnant or parenting
- Individual with a disability
- A low-income youth who requires additional assistance to enter or complete an education program or to secure or hold employment. **(See Definitions Section of this RFP for examples of individuals who require additional assistance.)**

Five percent of the total enrollment for the WIOA Out-of-School youth program can be non-economically disadvantaged (i.e. their household income is greater than the amount described above). However, they must meet one of the barriers to employment described above.

II. PROGRAM DESIGN

Applicants must explain in their proposal how they will implement the following requirements of the Sacramento Works WIOA Youth Program.

A. Case management is required for all participants and comprised of three subparts: Objective Assessment, Service Plan Development and Coordination of Services. Case Management includes:

- 1. Objective Assessment of Goals, Needs and Resources.** The objective assessment can be a recent assessment of the participant, where appropriate, or can be developed as part of this youth program. A comprehensive assessment typically includes the following:
 - Academic level
 - Skill level
 - Service needs
 - Basic skills
 - Occupational skills
 - Prior work experience
 - Employability
 - Interests, including non-traditional
 - Aptitudes
 - Supportive service needs
 - Developmental needs
- 2. Service Plan based on the assessment.** The Individual Employment Plan can be based on a previously developed plan (i.e. Individual Education Plan), or developed as part of this youth program. The strategy must include:
 - An employment goal, traditional or non-traditional
 - Academic goal

- Achievement objectives
- Services based on the assessment
- Ongoing case management

3. Coordinate service delivery and quality assurance.

The case manager must work in partnership with the youth to implement the service plan. The case manager will connect the youth to program components, track the progress of each youth to insure the quality of the service provided, and ensure that each youth achieves the planned outcome goals. Services must be documented in the Sacramento Works case management system.

4. Provide preparation for continued education, links between academic and occupational learning, and preparation for unsubsidized employment or connections to intermediaries with links to the job market and employers.

Case managers must work collaboratively with partners, employers and community agencies to provide components that link youth to work as a positive youth development activity. This can include innovative connections with the private sector, opportunities for community services, and training in critical industries or opportunities to improve academic standing.

B. WIOA PROGRAM ELEMENTS

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

- 1. Secondary School Completion Services**
- 2. Alternative Secondary School Services**
- 3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:**
 - Summer employment opportunities and other employment opportunities available throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities

Work Experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time generally not to exceed 300 hours.

4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors **(See Definitions Section of this RFP for examples of leadership and community service activities.)**
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training. These activities are based on each participant's objective assessment and individual service strategy and could include:
 - Help participants prepare and submit post-secondary education applications and financial aid
 - Research and apply for scholarships
 - Develop portfolio that demonstrates accomplishments and competencies

Note: A detailed description of the WIOA program elements is provided in the Definitions Section of this RFP.

The following program elements are considered required activities for Out-of-School youth:

1. Alternative School Completion: All out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either a GED or high school diploma.
2. Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:
 - Summer employment opportunities and other employment opportunities available throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
3. Leadership development opportunities, including community service and peer-centered activities (Activities can include: Community and Service Learning projects, participating on community boards or committees, training in decision making and determining priorities.)
4. Follow-up services

(See Definitions Section of this RFP for examples of activities.)

C. ADDITIONAL INNOVATIVE YOUTH PROGRAM STRATEGIES

The Youth Committee is interested in program designs that incorporate the above WIOA youth program elements with other innovative strategies along with integration and partnerships to carry out the program.

Proposals should reflect “an age continuum of services” and age-appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period determined to successfully complete their service plan. A variety of workforce development activities should be available to help youth identify personal and vocational interests and begin to clarify long-term employment goals. Negotiating the transition from school to the workforce requires more than the acquisition of skills specific to an occupation. It is also necessary for youth to master the development tasks associated with cognitive, emotional, and social maturity that are critical to long-term employment success.

Proposals should include innovative service delivery strategies which provide support in the following areas:

- Child Care
- Housing
- Comprehensive Guidance and Counseling
- Mentoring

Proposals should demonstrate linkages with the public schools, alternative schools, and various training providers to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning. Respondents are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage, and sustain youth in

successful completion of WIOA activities.

DEFINITIONS: WIOA PROGRAM ELEMENTS

The WIOA program elements are grouped into three components and defined as follows:

- Improving Educational Achievement
- Preparing for and Succeeding in Employment
- Supporting Youth Development

A. IMPROVING EDUCATIONAL ACHIEVEMENT COMPONENTS

Alternative Secondary School Services include activities directed toward the completion of a high school diploma or its equivalent for out-of-school youth. GED attainment is not an end in itself; it is a benchmark on the way to employment or post-secondary education opportunities for youth. Research shows that the long-term earnings of GED holders are higher than earnings for dropouts without additional education credentials, but lower than earnings of high-school graduates.

B. PREPARING FOR AND SUCCEEDING IN EMPLOYMENT COMPONENTS

Paid or unpaid work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Work experiences must include academic and occupational education and provide the youth participant with opportunities for career exploration and skill development. Types of work experience include:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities

Note: Summer employment opportunities cannot be a stand-alone activity.

Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations include instruction in job specific and basic skills in a specific job or industry and must be related to local labor market demand. Internship and employment placement must be directly linked to the occupational skills training.

C. SUPPORTING YOUTH DEVELOPMENT COMPONENTS

Leadership Development Opportunities include developmentally appropriate activities to enhance youth responsibility, goal setting, perseverance and other leadership skills. Leadership development opportunities for youth may include the following:

1. Exposure to postsecondary educational opportunities
2. Community and service learning projects
3. Peer-centered activities, including peer mentoring and tutoring
4. Organizational and team leadership training
5. Training in decision making and determining priorities
6. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
7. Participating on community boards or committees
8. Positive social behaviors which may include but are not limited to:
 - Developing a positive attitude
 - Building self-esteem
 - Training in cultural diversity, and
 - Work simulation activities
 - Civic Behaviors

Supportive Services for Youth include the support necessary for participants to complete the program. Supportive services for youth as defined in WIOA Section

3(59) may include the following:

1. Linkage to community services
2. Assistance with transportation
3. Assistance with child care and dependent care costs
4. Assistance with housing
5. Needs related payments
6. Reasonable accommodations for youth with disabilities
7. Referrals to health care
8. Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear.

Adult Mentoring for youth must:

- a) Last at least 12 months and may take place both during the program and following exit from the program.
- b) Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee
- c) Include a mentor who is an adult other than the assigned youth case manager

- d) While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.
- e) Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Comprehensive Guidance and Counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. (WIOA sec. 129(c)(1)(C)(J) When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

Follow-up Services For Youth Regular and frequent interaction with participants for one year after exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training and may include::

- Leadership development and supportive service activities
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise
- Assistance in securing better paying jobs, career pathway development, further education and or training
- Work-related peer support groups
- Adult mentoring
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

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 263-4072.

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 applicant 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. An Approval to Operate issued to the Private Postsecondary Educational Institution by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education.

-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 that complies with the provisions of the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards (HHS Super Circular – 45 CFR Part 75).

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 required by SETA's Insurance Requirements as they exist at the time of contract execution. Current requirements are outlined in Attachment #10 consisting of 6 pages, but are presently being reviewed by SETA and those policies could be modified prior to contract execution.

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 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.

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, grandchild, 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 Sacramento Works, Inc. (Local 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 Sacramento Works, Inc. or the Sacramento Employment and Training Agency, and continuing until three 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.

- II. 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.
- III. 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.

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:
 - 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 Sacramento Works, Inc. 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 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.
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 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 HEATHER LUKE, Workforce Development Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Prepared based upon the forms recommended by the Legal Division of the Fair Political Practices Commission 8/85.

Participant Disclosure Form

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Participant's Name: _____

Participant's Address: _____

(Street)

(City)

(State)

(Zip)

(Phone)

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

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

- I. 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 three 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.

- 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 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.
- III. 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 HEATHER LUKE, Workforce Development Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Party Disclosure FormSACRAMENTO 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:

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 _____ 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

Councilmember Jay Schenirer

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
Phone: 808-7197 (Keilani)
Fax: 808-7680
e-mail: jschenirer@cityofsacramento.org

Vice Chair

Supervisor Patrick Kennedy

County of Sacramento
700 "H" Street, Suite 2450
Sacramento, CA 95814
Phone: 874-5481 (Maria)
Fax: 874-7593
e-mail: kennedy.supervisor@saccounty.net

Supervisor Don Nottoli

County of Sacramento
700 "H" Street
Sacramento, CA 95814
Phone: 874-5465 (Leticia)
Fax: 874-7593
e-mail: nottolid@saccounty.net

Sophia Scherman

Public Representative
Elk Grove, CA 95624
e-mail: scherman@sophia-elkgrove.com

Councilmember Allen Warren

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
Phone: 808-4752 (Alisa)
Fax: 808-7680
e-mail: awarren@cityofsacramento.org

Current as of November 4, 2016

**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 LOBBYINGCertification 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

ATTACHMENT 2

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> 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): <i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i>			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i>		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____			
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. 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: <i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i>					
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> 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).
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.

ATTACHMENT#3

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTSCertification Regarding Drug-Free Workplace

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

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (B) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The subrecipient's policy of maintaining a drug-free workplace;
 - (3) Any available counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (C) Making it a requirement that each employee to be engaged in the performance of any subgrant be given a copy of the statement required by paragraph (A);
- (D) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the subgrant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- (E) Notifying the Sacramento Employment and Training Agency (hereinafter referred to as the SETA), in writing, within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every subgrant officer or other designee on whose subgrant activity the convicted employee was working, unless the SETA has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected subgrant;
- (F) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (D)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E) and (F).

The subrecipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific subgrant:

Place of Performance (Street address, city, county, state, zip code)

☐

Check if there are workplaces on file that are not identified here.

(Name of Organization)

BY: _____
(Signature of Authorized Representative)

(Typed Name and Title)

(Date)

INSTRUCTIONS FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

1. By signing and/or submitting this application or subgrant agreement, the subrecipient is providing the certification required by 20 CFR §667.200(d) and 29 CFR Part 98.
2. The certification is a material representation of fact upon which reliance is placed when the Sacramento Employment and Training Agency (hereinafter referred to as the SETA) awards the subgrant. If it is later determined that the subrecipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the SETA, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under subgrants, for subrecipients other than individuals, need not be identified on the certification. If known, they may be identified in the subgrant application. If the subrecipient does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient must keep the identity of the workplace(s) on file in its office and make the information available for inspection. Failure to identify all known workplaces constitutes a violation of the subrecipient's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the subgrant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority while in operation, employees in each local office, etc.).
5. If the workplace identified to the agency changes during the performance of the subgrant, the subrecipient shall inform the SETA of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Subrecipient's attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a subrecipient directly engaged in the performance of work under a subgrant, including:

- (i) All *direct charge* employees;
- (ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the subgrant; and,
- (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the subgrant and who are on the subrecipient's payroll. This definition does not include workers not on the payroll of the subrecipient (e.g., volunteers, consultants or independent contractors not on the subrecipient's payroll).

INSURANCE PREQUALIFICATION

☐

We do not presently have a contract with SETA.
Our completed NEW APPLICANT INSURANCE QUESTIONNAIRE is attached.

IT IS ACKNOWLEDGED THAT IT IS OUR ORGANIZATION'S SOLE OBLIGATION TO PROCURE INSURANCE COVERAGE IN CONFORMANCE WITH SETA'S REQUIREMENTS.

AUTHORIZATION IS HEREBY GIVEN TO SETA TO CONTACT OUR ORGANIZATION'S INSURANCE AGENT(S) OR BROKER(S) AND/OR INSURANCE COMPANIES IN ORDER TO CONFIRM THAT OUR ORGANIZATION'S INSURANCE COVERAGE MEETS SETA'S REQUIREMENTS.

(Name of Corporation/Entity)

(Signature of Authorized Representative)

(Typed Name and Title)

(Date)

ALL NEW AGENCIES APPLYING FOR FUNDING MUST SUBMIT THIS DOCUMENT. IF THIS DOCUMENT IS NOT SUBMITTED, THE AGENCY WILL NOT BE CONSIDERED FOR FUNDING.

NEW APPLICANT INSURANCE QUESTIONNAIRE

Name _____ of _____ Corporation/Entity: _____
 Address: _____
 Phone Number: _____
 Contact Person: _____

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

- A. Insurance Company: _____
 B. Policy Number: _____
 C. Bond Limit: _____
 D. Deductible: _____
 E. Expiration Date: _____

2. PROPERTY COVERAGE

- A. Insurance Company: _____
 B. Policy Number: _____
 C. Property Limit: _____
 D. Deductible: _____
 E. Valuation: ☐ Replacement Cost ☐ Actual Cash Value
 F. Expiration Date: _____

3. GENERAL LIABILITY COVERAGE

- A. Insurance Company: _____
 B. Policy Number: _____
 C. Limit: _____
 D. Deductible: _____
 E. Coverage Form: ☐ Occurrence Type ☐ Claims Made Type
 F. Expiration Date: _____

4. VEHICLE LIABILITY COVERAGE

- A. Insurance Company: _____
 B. Policy Number: _____
 C. Limit: _____
 D. Deductible: _____
 E. Expiration Date: _____

5. PROFESSIONAL LIABILITY (IF ANY)

- A. Insurance Company: _____
 B. Policy Number: _____
 C. Limit: _____
 D. Expiration Date: _____

6. WORKERS' COMPENSATION

- A. Insurance Company: _____
 B. Policy Number: _____
 C. Expiration Date: _____

7. INSURANCE BROKER OR AGENT

- A. Name of Agency: _____
 B. Address: _____
 C. Phone Number: _____

Date: _____

Ms. Kathy Kossick
Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815-3608

Dear Ms. Kossick:

I am the Chief Financial Officer of _____
(name of applicant agency)
_____ and, in this capacity, I will be responsible for providing financial services adequate to
ensure the establishment and maintenance of an accounting system for _____
(name of applicant agency)
_____.

The accounting system and internal control procedures will be adequate to safeguard the assets of such
agency, check the accuracy and reliability of accounting data, promote operating efficiency, and provide
compliance with prescribed management policies of the agency.

(Signature of Financial Officer)

(Typed Name of Financial Officer)

(Title)

FOR USE BY: PRIVATE NON-PROFIT CORPORATIONS
PRIVATE FOR-PROFIT CORPORATIONS
PRIVATE FOR-PROFIT PARTNERSHIP
PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP

ATTACHMENT #8

Date: _____

Ms. Kathy Kossick
Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815-3608

Dear Ms. Kossick:

I am a duly licensed or Certified Public Accountant and have been engaged to examine and report on the adequacy of the financial accounting system of _____
(name of applicant agency)
_____ which is a private _____ organization located in
(non-profit/for-profit)
_____.
(name of city)

I have reviewed the accounting system that this organization has established and, in my opinion, it includes internal controls adequate to safeguard the assets of the organization, check the accuracy and reliability of accounting data, promote operating efficiency, and provide compliance with prescribed management policies of the agency.

(Signature of Accountant)

(Typed Name of Accountant)

(License Number and Expiration Date)

(Name of Firm)

(Typed Name)

ATTACHMENT #9

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)

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)

INSURANCEREQUIREMENTS

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

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

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

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 in a work activity are not covered under a state's workers' compensation law, they shall be provided with adequate accident medical 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.

**WIOA YOUTH PROGRAM
SERVICES
REQUEST FOR PROPOSALS
FOR THE GALT AREA
FY 2017 – 2020**

SECTION IV

REQUIRED RFP RESPONSE (APPLICATION FORMAT)

LIST OF REQUESTED EXHIBITS

BUDGET FORMS

REFERENCES QUESTIONNAIRE

WIOA Youth Program RFP Checklist

Applications must contain the following:

- ☐ Required Response Format (**cover sheet**)
 - Partnerships/Collaborating Organizations
 - Assurances & Certification
 - Demographic charts
- ☐ Part I Program Introduction (10 points)
 - Summary Statement
 - Target Area
- ☐ Part II Target Group (15 points)
- ☐ Part III Program Design (40 points)
- ☐ Part IV Performance Benchmarks (5 points)
- ☐ Part V Statement of Capabilities (15 points)
 - History & Infrastructure
 - Internal Tracking / Evaluation / Monitoring system
 - References
- ☐ Part VI Financial Management (5 points)
- ☐ Part VII Complete Budget, Budget Narrative and Cost Allocation Plan (15 points)
- ☐ Exhibits A - G

Total Points Available:
105

Sacramento WIOA TITLE I YOUTH PROGRAM

COVER PAGE

FY 2017-2020

Organization Name:

Address:

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

Total Requested	Total # Served	Cost per participant

Applicant Agency:		
Contact Person:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	E-Mail:

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: _____

In the chart below, please indicate the demographic make-up of targeted youth of the program.

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 Innovation and Opportunity Act Youth Program Services
for the Galt Area**

Proposal Narrative Form

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

1. Summary Statement – In 100 words or less, describe the overall purpose of the program and provide a brief description.
2. 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.

Part II - Target Group

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.
2. 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.
3. Identify the outreach and recruitment methods that will be used to contact and recruit youth. Demonstrate how these methods will enable you to reach the targeted youth population.

Part III - Program Design

A. Local Collaboration

1. Identify which Sacramento Works AJCC (s) the organization will partner with to provide services to youth. Indicate if the organization has worked with the Centers identified and the timeframe of this working relationship.
2. 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.
3. Describe the neighborhood resources that the proposer will utilize to provide services to youth and how do these resources benefit youth.

4. In addition to the SacramentoWorks.org client tracking system, how will the proposer track and measure services and success.

B. INDIVIDUALIZED SERVICES

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.
2. From the WIOA Required Youth Elements and Additional Innovative Youth Program Strategies listed in Section II, describe the specific program services and training that will be provided to youth. This description should include:
 - a. 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 post-secondary education.
 - b. Identify the goals and objectives of the proposed program and how the intervention and/or prevention strategy will achieve the planned goals and objectives.
 - c. Identify the staff/organization providing each component of the program and the implementation process.
 - d. Identify the process and strategy used to create leadership opportunities including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors. Identify the specific WIOA program elements that will be met through the development of leadership opportunities.
 - e. If providing Additional Innovative Youth Program Strategies, identify the process and program design to be used to improve employment outcomes, academic achievement and build connections between work and learning. Identify the specific WIOA program elements that will be met through the innovative youth program strategy and the targeted occupational clusters.
3. Demonstrate how the proposed program is comprehensive and community-focused providing an age continuum of services to the target population.
4. 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 measureable skill gains or return to/remain in secondary/alternative secondary school.

Part IV – Performance Benchmarks

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

Performance Benchmarks	Total Planned Participants	Out of School Youth
1. Placement into Employment or Education – Q2		%
2. Placement into Employment or Education – Q4		%
3. Attainment of Diploma or Credential		%

These performance measures are subject to change and implementation based on guidance received from the U.S. Department of Labor and the California Employment Development Department.

Part V - Statement of Capabilities

1. Provide a brief history of the applicant organization and years providing services to the community. Include the organization's history and experience in youth workforce development.
2. Describe the organization's capability to conduct and administer a federally funded youth program including:
 - a. Ability to collect and report financial and participant performance data as required
 - b. Meet programmatic and agency performance guidelines.
3. Describe your organization's infrastructure including proposed staffing for this program that demonstrates your ability to achieve the program goals. Demonstrate that organization's staff has experience in working with the targeted youth population. Include an organization chart of the entire organization including the proposed youth services. If funded, during the contracting process, providers will be required to submit names of program staff.
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:
 - Methods that will be used to measure outcomes
 - Data collection methods
 - Frequency of performance review
 - How will the provider address poor program performance
 - Verifiable level of benefit that denotes success (Both qualitative and quantitative outcomes)
 - How successful completion of the youth's service plan will be documented
 - Job title of staff assigned to monitor/evaluate.

5. Respondents who have not received SETA funding within the past two years (before 2014) 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, phone number and email address;
 - Contact person; and
 - Description of services provided.

Part VI Financial Management Structure

1. Provide an outline of the applicant's 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 monitoring system used for financial performance and compliance, and
 - How the organization would repay any disallowed costs.

Part VII – Budget, Budget Narrative and Cost Allocation Plan

1. Provide a detailed Budget Narrative and justification for all line items contained in the Budget. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
2. Complete and attach the Budget and Cost Allocation Plan.

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	Applicant Organization Chart
EXHIBIT C	References
EXHIBIT D	Leveraged Resources, Cash and In-Kind Match
EXHIBIT E	Current Funding Sources Form
EXHIBIT F	Other Pending Applications Form

REFERENCES

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

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

Leveraged Resources, Cash and In-Kind Match

Complete the chart below identifying the non-SETA WIOA cash and in-kind resources that will be used as match to support activities or enhance the program services. (If the respondent receives direct WIOA funds (non-SETA) please list those resources.)

<i>Name of Provider</i>	<i>Description of Fund Source</i>	<i>Type of resource (in-kind or cash)</i>	<i>Amount</i>

CURRENT FUNDING SOURCES FORM

Applicant Agency: _____

Date: _____

Funding Source	Grant Period	Amount
Area 4 Agency on Aging		
California Dept. of Education		
City Contribution (General Fund)		
Comm. Development Block Grant		
CSBG – SETA		
County Alcohol & Other Drug		
County Mental Health		
FEMA		
Fed. – DOL		
Fed. – HHS		
CalWORKs – DHA		
TA		
Office of Criminal Justice		
RESS		
WIOA Adult		
WIOA Dislocated Worker		
WIOA Youth		
WIOA Discretionary		
TAD		
SETA Head Start		
State Dept. of Health Services		
United Way		
Federal (Other)		
State (Other)		
Tuition/Fees		
Foundation Funding (Identify):		
Other:		
Total		\$

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
- TA
- Office of Criminal Justice
- 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 INNOVATION AND OPPORTUNITY ACT
(WIOA)****TITLE I, YOUTH PROGRAMS****SUBGRANT BUDGET AND COST ALLOCATION PLAN****Subgrant #:**☐ **Original or** **Mod #****Activity: Choose One**

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	WIOA	Non-WIOA	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			
Total 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").

Use abbreviation at bottom of page		
Cost Item	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:

A. Personnel Costs							
Job Title	Dates From – To (mm/dd/yy – mm/dd/yy)	Full Salary Per Month	Number of Months	% WIOA FTE (ex: .25 = 25%)	Costs For This Program		
					WIOA	NON- WIOA	Total
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
Total Salaries							
Total Fringe Benefits (Employer's Contribution Only) (% of Salaries)							
Total Personnel Costs (Salaries + Fringe Benefits)			Total Costs				

B. Equipment Costs					Costs For This Program		
1. Purchases of Fixed Assets*		Full Purchase Price	% WIOA (ex: .25 = 25%)		WIOA	Non-WIOA	Total
Total Purchases of Fixed Assets							
2. Other Equipment Costs		Full Purchase Price X # of items X % WIOA (Ex. 1,000 x 1 x .25) Or Full Cost/Month X # of Months X % WIOA (Ex. 1,000 x 12 x .25)			WIOA	NON-WIOA	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			Full Cost Information			Costs For This Program		
Direct Cost								
Facility:			Monthly Cost	# of Months	% WIOA (ex: .25 = 25%)	WIOA	Non-WIOA	Total
Address:								
Non-Owned:	Rent	Lease						
Owned:	Depreciation							
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				WIOA	Non-WIOA	Total
1. Wages/Compensation – Work Experience						
(Slots)	\$	(Hourly Wage)	(Avg. Hrs. of Training)			
1a. In-kind Work Experience – 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:						
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						