



Request For Proposals

Workforce Innovation and Opportunity Act (WIOA)
Youth Program Services
Funded by Title I

Sacramento Works provides employment and education programs for youth in Sacramento County, with special emphasis on programs serving high-risk youth.

PROGRAM YEARS 2023-2027

Release Date February 03, 2023

Due Date March 23, 2023

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.

SETA | Sacramento Employment and Training Agency

 925 Del Paso Boulevard, Sacramento, CA 95815

 (916) 263-3800  SacramentoWorks.org/Youth



SACRAMENTOWORKS
A SETA PROGRAM

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities, call 711.

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Sacramento Employment and Training Agency/ Sacramento Works, Inc.

Workforce Innovation and Opportunity Act (WIOA) Title I, Youth Program

Program Year 2023 - 2024

PLANNING CALENDAR

(Dates and Times are subject to change)

DATE	EVENT
Wednesday, November 16, 2022 3:00 pm – 4:00 pm	Sacramento Works Youth Committee & Public Input Meeting - WIOA Youth Services
Friday, December 16, 2022 1:00 pm – 2:00 pm	Sacramento Works Youth Committee Reviews/Approves draft WIOA Youth RFP
Thursday, January 19, 2023 3:30 pm – 4:30 pm	Sacramento Works Youth Committee Approves RFP for WIOA Youth Program
Wednesday, January 25, 2023	Sacramento Works Board Reviews/Approves the RFP
Thursday, February 2, 2023	Governing Board Reviews and Approves Release of RFP
Friday, February 3, 2023	Release of RFP
Thursday, February 9, 2023 (9:30 a.m.)	Proposers Conference
Thursday, March 9, 2023 (4:00 p.m.)	Pre-qualification Requirements Due at SETA
Thursday, March 23, 2023 (4:00 p.m.)	Proposals Due at SETA
Friday, April 28, 2023	Publish Staff Recommendations
Wednesday, May 3, 2023	Youth Committee Reviews the Staff Recommendations and Forwards Recommendations to Sacramento Works, Inc.
Wednesday, May 24, 2023	Sacramento Works, Inc. Reviews/Approves Youth Committee Recommendations
Thursday, June 1, 2023	Governing Board Reviews/Approves Sacramento Works, Inc. Recommendations
July 1, 2023	Program Year Begins

All meetings will be held at the SETA offices, 925 Del Paso Blvd., Sacramento, CA 95815, or via Zoom.

Section I

1. BACKGROUND

This Request for Proposals (RFP) was developed based on the Workforce Innovation and Opportunity Act (WIOA) of 2014 and the Final Rules implementing the WIOA legislation published in the Federal Register (August 19, 2016). 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. WIOA serves as the primary workforce development legislation intended to strengthen, bring strategic coordination, and align investments and innovative practices among workforce, education, and economic development providing customers with access to the highest quality of services that lead to in-demand career opportunities.

In Sacramento County, the Sacramento Works Youth Committee (Youth Committee) is responsible for the planning and oversight 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, and linkages between academic and occupational learning that is integrated and accessible within the America's Job Center of California (AJCC)/Sacramento Works system. The Sacramento Employment and Training Agency (SETA) is the administrator of the WIOA Title I 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 subrecipients or contractors, 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 Sacramento Works Youth Committee is to provide activities to enable young adults, including those with disabilities, 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 are designed in a manner that integrates young adults into the job center to receive the full range of services.

The goals of the Youth Committee include:

- Coordinates strategic planning process for youth employment programs.
- Develops the process to select youth providers and makes funding recommendations to the full board.
- Conducts oversight and evaluation of youth providers.
- Coordinates with youth education, workforce development, and related initiatives in the region.
- Ensures job centers and youth services are youth friendly.
- Provide 21st century skill development to attain and retain employment.
- Prepares youth for continued education in post-secondary, apprentice, or occupational skills training leading to industry recognized credentials and career pathways in high demand.
- Develops initiatives that connect and engage more youth in the workforce

system.

- Develop strategies to amplify the youth voice in all SETA-Sacramento Works activities and programs that serve youth.

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

- Focus on the identified critical occupational clusters for training and employment.
- Focus on 21st Century work readiness skills to attain and retain employment and academic achievement.
- Promote academic achievement and lifelong learning.
- Promote career pathway opportunities in critical industries.
- Promote demand industry sector partnerships.

Focus areas:

- Increased flexibility and innovation in service delivery/program design
- Increased access to services in high need areas
- Develop diverse work-based learning opportunities and industry sector partnerships
- Provide Earn & Learn opportunities including pre-apprenticeships and apprenticeships
- Alignment of Initiatives
- Provide leadership opportunities for youth to serve on the Youth Committee

2. QUALIFIED APPLICANT AGENCIES

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

3. AVAILABLE FUNDS

Currently, the PY2023-2024 Workforce Innovation and Opportunity Act Title I Youth program allocation is not available. The amount of funding estimated to be available for allocation in PY2023-2024 is \$2,600,000. This amount is subject to change upon receipt of final WIOA allocations.

4. TERMS OF SUBGRANT

All subgrants will be awarded for a twelve-month term beginning July 1, 2023, and ending June 30, 2024. SETA/Sacramento Works has the exclusive option to extend any subgrant awarded for up to three additional terms. If extended, the terms would be as follows:

July 1, 2024, and ending June 30, 2025.

July 1, 2025, and ending June 30, 2026.

July 1, 2026, and ending June 30, 2027.

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, March 9, 2023**

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 Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 by 4:00 p.m., Thursday, March 9, 2023, 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, COREY LAGBAO, OF ITS INTENT TO RELY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. THURSDAY, MARCH 9, 2023, 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, March 9, 2023, 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, March 16, 2023. Failure to provide the SETA Contracts Unit with the requested clarifying information or documents by the 4:00 P.M., Thursday, March 16, 2023 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 PROPOSERS CONFERENCE

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

DATE: Thursday, February 9, 2023

TIME: 9:30 AM

PLACE: Via Zoom

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 Lauren.Mechals@seta.net. PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE PROPOSERS CONFERENCE.

8. PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE

All proposals must be received by SETA no later than **4:00 p.m., P.D.T., Thursday, March 23, 2023**. Proposals may be e-mailed or delivered to:

Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
Attention: Lauren Mechals
Email: Lauren.Mechals@seta.net

In accordance with the policy of the SETA Governing Board, proposals and documents delivered after 4:00 p.m., P.D.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) complete reproducible copy of their proposal developed in response to this RFP. Proposals may be submitted electronically or as an original document. While not required, SETA strongly encourages responding agencies to submit proposals electronically.

The proposal must include the signature(s) of an appropriate official who is authorized to submit the proposal for the responding agency. Signatures provided in electronic format are binding and will be treated as original signatures for all purposes. 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:

- No determination will be made on the responsiveness to the RFP at the time of submittal.
- **No proposals will be accepted after the submittal deadline.**
- Staff will inform the Governing Board of any non-responsive proposals and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.
- Testimony on non-responsive proposals will be given to 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. Board, and the SETA Governing Board. The Sacramento Works, Inc. Board and the SETA Governing Board must agree on the funding decisions.

In order to assist the Sacramento Works, Inc. Board 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. Youth program funding recommendations shall be published and distributed to respondents and the Youth Committee.

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 opportunity and underserved youth 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 2020, 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:

- 1) Actual performance vs. planned goals.
 - entered employment rate
 - positive termination rate
 - average wage at placement
- 2) Type of program/service(s) funded.
- 3) Participants' characteristics (i.e., number served, age, target groups, etc.).
- 4) Geographic area served.
- 5) Grant amount and duration (Including date(s) funded).
- 6) Fiscal accountability.
- 7) Reporting and record keeping performance/capabilities.
- 8) 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).

To help guide respondents in developing a reasonable cost, the historical average cost per participant for delivering a comprehensive WIOA Youth Program is \$6,640.

11. FUNDING RECOMMENDATIONS PROCESS

The Youth Committee will adhere to the following process for developing its funding recommendations:

- Publish youth program staff funding recommendation – Friday, April 28, 2023
- Youth Committee reviews staff recommendation and makes funding recommendation to Sacramento Works, Inc. – Wednesday, May 3, 2023, at 8:30 a.m.

The Evaluation Committee will develop its funding recommendations and submit them to the Sacramento Works, Inc. Youth Committee for approval. Upon approval, the funding recommendations will be forwarded to the Sacramento Works, Inc. Board for approval on May 24, 2023, 8:00 a.m., then to the SETA Governing Board for agreement on Thursday, June 1, 2023, 10:00 a.m. If the Governing Board does not agree, a conference committee will be selected to negotiate and finalize recommendations.

SETA, Sacramento Works, Inc., and the Youth Committee adhere to the provisions of §54954.2 and §54954.3 of the California Government Code, generally known as the Brown Act. Members of the public may address the SETA Governing Board, Sacramento Works, Inc., and the Youth Committee on any matter under their jurisdiction.

12. 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.

13. START-UP AND PROGRAM OPERATION

The anticipated start date for participants will be July 1, 2023, contingent upon successful applicants meeting SETA's insurance requirements and board approvals.

14. 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.

SETA 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 SETA to do so. If only one responsive proposal is received, the SETA will deem this competition to have failed. In such an event, the SETA 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.

15. 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.

16. 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:

- Subrecipient fails to timely meet its performance standards and reporting requirements as set forth in the subgrant, or
- The Federal or State government increases, reduces, or withdraws funds allocated to SETA under the WIOA, or
- 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.

17. PERFORMANCE MEASURES

The current goals established under the Workforce Innovation and Opportunity Act for Sacramento are outlined below:

- 1) **73% - Placement into Employment or Education – Q2**
Percentage of youth who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
- 2) **70% - Placement into Employment or Education – Q4**

Percentage of youth who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

3) **Baseline - Median Earnings from Employment – Q2**

Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal or military employment records, or supplemental wage information.

4) **58% - Attainment of Diploma or Credential**

Percentage of those participants enrolled in an education or training program (excluding OJT and customized training) that attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent ONLY if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

5) **Baseline - Measurable Skill Gains**

Percentage of participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

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:

- Ability to meet enrollment goal.
- 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/High School Diploma 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.

18. 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, as well as subcontracting for non-training services, may be permitted, particularly when needed to engage persons or entities that possess specialized experience, skill sets, and community relationships necessary to connect and successfully serve Out-of-School Youth. 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. Responding agencies are responsible for all activities and services provided under the subgrant agreement with SETA, including all activities and services provided by subcontractors. **All approved subcontractors must be covered by appropriate insurance. SETA's Insurance Requirements are described in detail in Section III of this RFP.**

19. PROGRAM AND REPORTING REQUIREMENTS

- **Management Information System/Fiscal Reporting Requirements**

SETA has established specific reporting processes to administer its programs.

These include:

- (a) Monthly Fiscal Reports.
- (b) Sacramento Works/CalJOBS case management system.
- (c) 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.

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

- **Nondiscrimination Requirements**

All programs must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, creed, genetic information, sex (including pregnancy, childbirth and related medical conditions), marital status, sexual orientation, gender identity and gender expression, medical condition, national origin, ancestry, age, physical and/or mental disability, military and veterans status, 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, creed, genetic information, sex (including pregnancy, childbirth and related medical conditions), marital status, sexual orientation, gender identity and gender expression, medical condition, national origin, ancestry, age, physical and/or mental disability, military and veterans status, 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

1. Read each Section of this Request for Proposals carefully.
2. Section IV of the Request for Proposals must be utilized as the proposal format for those agencies/organizations responding to the RFP.
3. A separate proposal must be submitted for Out-of-School Youth and In-School Youth.
4. 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.
5. Provide information in the exact order as it is requested on the standard RFP response format provided. Include the title of each section.
6. 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.

ADDITIONAL INSTRUCTION FOR THE FORMS IN APPLICATION SECTION

1. On the **Cover Sheet**, list the collaborating agencies with a contact person from each organization. Start with the lead agency of the collaborative. You can add more pages listing the same information if you require more space.
2. On the **Assurances and Certification pages**, list the collaborative members in the same order as on the cover page and have representatives of each organization sign indicating their involvement in the program.

SPECIAL INSTRUCTIONS WHEN SUBMITTING PROPOSALS

1. NO STAPLES, BINDINGS OR SECTION DIVIDERS ON HARDCOPY SUBMISSIONS
2. STANDARD TYPE (12 point font or larger Arial or Times New Roman)
3. 8.5 X 11 INCH, WHITE BACKGROUND PAGES WITH 1-INCH MARGINS
4. MUST BE REPRODUCIBLE AND COMPLETE, INCLUDING ALL REQUIRED SIGNATURE(S), EXHIBITS AND FORMS

COMMON ERRORS TO BE AVOIDED WHEN RESPONDING TO THE RFP

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 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 Proposers Conference.
3. Failure to submit the proposal by the RFP deadline.
4. Failure to submit separate proposals for In-School Youth and Out-of-School Youth.
5. Failure to follow the PROPOSAL FORMAT provided by, and required in, the Request for Proposals (RFP).
6. Failure to submit "unbound" copies of proposals.
7. Failure to number pages and label exhibits.
8. Failure to address or provide all items requested under References.
9. Failure to submit resolutions.
10. Failure to submit a budget narrative.
11. 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.

**WIOA YOUTH PROGRAM SERVICES
REQUEST FOR PROPOSALS
PROGRAM YEARS 2023-2027**

SECTION II

**WIOA IMPLEMENTATION STANDARDS
YOUTH SERVICES
PROGRAM DESIGN
PERFORMANCE MEASURES**

SECTION II

INTRODUCTION

The intent of the Workforce Innovation and Opportunity Act (WIOA) Youth Program is to provide high quality services that prepare youth and young adults, with one or more barriers to employment, for postsecondary education and employment with career/promotional opportunities.

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

- Significantly increased services to out-of-school youth 16-24.
- High school dropout recovery.
- Achievement of recognized postsecondary credentials.
- Career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies.
- Closer linkages to local labor markets.
- Required connection between WIOA-funded youth programs and the America's Job Center of California (AJCC) system providing information on the full array of appropriate services that are available to youth.

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

- (a) At least 75% of WIOA youth funds must be expended on providing services for out-of-school youth.
- (b) At least 20% of WIOA youth funds must be expended on paid or unpaid work experiences that have academic and occupational education as a component of the work experience which may include the following: employment opportunities during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and On-the-Job Training.

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, enter employment in demand occupations and prepare for continued post-secondary education or apprenticeship programs. 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 service providers who can:

- Increase flexibility and innovation in service delivery/program design.
- Develop programs that align with other local/regional initiatives.
- Connect with industry sector partnerships that provide work experience and career pathway opportunities to high-wage, high-demand occupations.

- Enroll disadvantaged youth living in high-poverty, high-need areas of Sacramento County.

Service providers will be responsible for providing access to services to youth in their targeted geographic areas and through the Sacramento Works AJCC(s) located in their targeted areas. WIOA service providers will be required to make services available on-site at an AJCC on a frequent basis for youth (particularly Out-of-School Youth) seeking services through the AJCC system. **Priority will be given to proposals with demonstrated effectiveness in connecting and serving opportunity, hard-to-reach youth.**

Applicants must identify if they will serve In-School Youth or Out-of-School Youth and separate proposals must be submitted for In-School Youth and Out-of-School Youth.

ELIGIBILITY:

WIOA youth programs are intended to provide a rich array of services that target economically disadvantaged youth aged 16-24 who face barriers to staying in school or to finding stable and quality employment. These services are available not only to high school students (In-School Youth), but also 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 following for additional information on eligibility:

OUT-OF-SCHOOL SERVICES FOR YOUTH:

For the Sacramento Works WIOA Youth program, an Out-of-School Youth (OSY) is an individual who is:

- (a) Not attending any school;
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) Meet one or more of the following conditions:
 - 1) A school dropout;
 - 2) A youth who is within the age of compulsory school attendance, but has not attended school 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 quarters;
 - 3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner;
 - 4) An individual who is subject to the juvenile or adult justice system;
 - 5) A homeless individual which may include:

- Runaway youth;
 - Youth in foster care or has aged out of the foster care system;
 - Youth eligible for assistance under Sec. 477 of the Social Security Act; or
 - Youth in an out-of-home placement;
- 6) An individual in foster care or has aged out of the foster care system;
 - 7) An individual who is pregnant or parenting;
 - 8) An individual with a disability; or
 - 9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. **(See the WIOA Glossary of Terms and Definitions section of this RFP for the definition of Low-Income Individual and examples of individuals who require additional assistance to complete an educational program or to secure or hold employment.)**

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

IN-SCHOOL SERVICES FOR YOUTH:

For the Sacramento Works WIOA youth program, an In-School Youth is an individual who is:

- (a) Attending school, including secondary or post-secondary;
- (b) Is not less than age 16 and not more than age 21 at the time of enrollment;
- (c) A low-income individual; and has one or more of the following:
 - 1). Basic Skills deficient;
 - 2). An English Language Learner;
 - 3). An individual who is subject to the juvenile or adult justice system;
 - 4). A homeless individual which may include:
 - Runaway youth;
 - Youth in foster care or has aged out of the foster care system;
 - Youth eligible for assistance under Sec. 477 of the Social Security Act; or
 - Youth in an out-of-home placement;
 - 5). An Individual who is pregnant or parenting;
 - 6). An individual with a disability;
 - 7). An individual who requires additional assistance to enter or complete an educational program or to secure and hold employment. **(See the WIOA Glossary of Terms and Definitions section of this RFP for examples of individuals who require additional assistance to complete an educational program or to secure or hold employment.)**

II. PROGRAM DESIGN

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

A. REQUIRED PROGRAM ELEMENTS - 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:
 - Education 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 (Employment) Plan based on the assessment.** The Individual Service (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
 - Education 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 services provided, and ensure that each youth achieves the planned outcome goals. Services must be documented in the CalJOBS 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, industry partners, opportunities for community services, and training in critical industries or opportunities to improve academic standing.
5. **Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services for youth may include:**
 - The 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, and further education or training;
- Work-related peer support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months as appropriate or needed. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. **However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.**

B. AVAILABLE PROGRAM ELEMENTS

The WIOA identifies specific program elements that must be made available based on the **Individual Service Plan**. Respondents must describe how these program elements will be made available, either directly by respondents or through arrangements with others that have specialized experience in delivering one or more of these program elements.

1. Secondary School Completion Services;
2. Alternative Secondary School Services;
3. Paid and unpaid work experience that have academic and occupational 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 planned, structured learning experiences that take place in a workplace for a limited period of time generally not to exceed 300 hours and not limited to less than 100 hours;

4. Occupational Skills Training that leads to industry recognized postsecondary credentials that align with in-demand industry occupations;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
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; and
14. Activities that help youth prepare for and transition to postsecondary 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 postsecondary 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 WIOA Glossary of Terms and Definitions Section of this RFP.

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. Program design should focus on the following:

- Programs that align with other regional initiatives
- Programs that include Industry sector partnerships providing work experience and career pathway opportunities to high-wage, high-demand, high-quality occupations
- Program enrollment of young people living in high-poverty, high-need areas of Sacramento County
- Programs that offer leadership development opportunities for youth

Proposals should reflect age-appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period necessary 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 insecurities
- Comprehensive Guidance and Counseling

Proposals should demonstrate linkages with 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.

III. WIOA PROGRAM ELEMENTS

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

- A. Improving Educational Achievement
- B. Preparing for and Succeeding in Employment
- C. Supporting Youth Development

A. IMPROVING EDUCATIONAL ACHIEVEMENT COMPONENTS

Secondary School Completion Services include tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a high-school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

Alternative Secondary School Services assist youth who have struggled in traditional secondary education or who have dropped out of school and include:

- Basic education skills training
- Individualized academic instruction
- English-as-a-Second Language training

B. PREPARING FOR AND SUCCEEDING IN EMPLOYMENT COMPONENTS

Paid and unpaid work experiences are planned, structured learning experiences that take 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 provide youth 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 leads to industry recognized postsecondary credentials that align with in-demand industry occupations include instruction in basic skills and job specific vocational skills that lead to proficiency in performing actual tasks and technical functions 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, confidence, employability, self-determination, goal setting, perseverance and other leadership skills. Leadership development opportunities for youth may include the following:

- Exposure to postsecondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team leadership training
- Training in decision-making, determining priorities and problem solving
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
- Participating on community boards, committees and other civic engagement activities
- Positive social behaviors which may include:
 - ✓ 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 may include the following:

- Linkage to community services
- Assistance with transportation
- Assistance with child care and dependent care costs
- Assistance with housing
- Needs related payments
- Reasonable accommodations for youth with disabilities
- Referrals to health care
- 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 is 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. Adult Mentoring must:

- Last at least 12 months and may take place both during the program and following exit from the program.
- Include a mentor who is an adult other than the assigned youth case manager.

- 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.
- 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. 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 – The goal is to help ensure that youth are successful in employment and/or postsecondary education and training. Follow-up services include:

- Regular and frequent interaction with participants for one year after exit from the program
- 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

WIOA GLOSSARY OF TERMS AND DEFINITIONS

Achievement Objective – Describe measureable planned action (services and training) necessary to accomplish or assist in accomplishing a goal(s). Activities that help youth prepare for and transition to post-secondary education and training (*one of 14 Youth Elements*).

Adult Mentoring (*One of 14 Youth Elements*) – The purpose of mentoring is to provide a participant with the opportunity to develop a positive relationship with an adult. The adult mentor should provide a positive role model for educational, work skills, or personal or social development. Adult mentoring must:

- Last at least 12 months and may take place both during the program and following exit from the program;
- 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;
- Include a mentor who is an adult **other than** the assigned youth case manager; and
- 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;
- Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Alternative Secondary School – A public school or publicly contracted educational program that serves youth who have not been successful in mainstream “traditional” academic programs and provides instruction leading to a high school diploma.

Note: To be classified as an “alternative school” or “alternative course of study” for WIOA purposes, a specialized structured curriculum is required that is distinguishable from the regular curriculum offered to students in corresponding grades or classes. Although Alternative Education programs are often referred to as “schools” they are actually programs within a school. The term “alternative school” should not be confused with “magnet schools” for specialized or accelerated studies.

Alternative Secondary School Services, or Dropout Recovery Services (*One of 14 Youth Elements*) – Specialized, structured curriculum offered inside or outside of the school system which may provide work/study and/or high school equivalency diploma preparation for youth. Alternative secondary school offerings may:

- Lead to a diploma;
- Provide academically rigorous preparation for work and/or post-secondary education;
- Assist with the transition to work and/or post-secondary education;
- Be related to the career and/or educational goals of the youth; or

- Address the youth's barriers to work and/or education;
- Some examples of schools include:
 - Alternative high schools
 - specialty boarding schools
 - residential treatment centers for substance abuse
 - behavior modification centers
 - wilderness treatment schools
 - juvenile boot camp schools

Apprenticeship Training -- A program combining on-the-job training with related instruction that enables workers to master the practical and technical skills required for a skilled occupation. The worker or apprentice learns a trade. The training lasts a specific length of time.

Barriers to Employment - Conditions that may make employment difficult for certain individuals. Individuals with such barriers may include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, transportation or child care arrangements.

Career Development Assistance (*Youth Follow-up Service*) – Services provided during follow-up to assist a youth, which includes the provision of information, materials, suggestions, or advice which are intended to assist the youth in making occupational or career decisions.

Career Pathways Development – means a combination of rigorous and high-quality education, training, and other services that:

- aligns with the skill needs of industries in the economy of the State or regional economy involved;
- prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships;
- includes counseling to support an individual in achieving the individual's education and career goals;
- includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster;

- WIOA incorporates career pathways as part of both the objective assessment and development of ISS development.

Case Management - “The term ‘case management’ means the provision of a client centered approach in the delivery of services designed:

- To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- To provide job and career counseling during program participation and after job placement.

Comprehensive Guidance and Counseling (*One of 14 Youth Elements*) –

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. 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.

Education Offered Concurrently With And In The Same Context As Workforce Preparation Activities And Training For A Specific Occupation Or Occupational Cluster (*One of 14 Youth Elements*) – requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training.

Entrepreneurial Skills Training (*One of 14 Youth Elements*) - provides the basics of starting and operating a small business.

(a) Such training must develop the skills associated with entrepreneurship. Such skills include, but are not limited to, the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one’s ideas.

(b) Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by

providing more individualized attention to the development of viable business ideas.

- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

Financial Literacy Education (*One of the 14 Youth Elements*) - The financial literacy education program element includes activities which:

- Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information;
- Teach how to determine the accuracy of a credit report and how to correct inaccuracies; and
- Teach how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools and instruction.

Follow-Up Services (*One of 14 Youth Elements*) – Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services for youth may include:

- The leadership development and supportive service activities listed in §§ 681.520 and 681.570;
- 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, and further education or training;

- Work-related peer support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months as appropriate or needed. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. **However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.**

Individual Employment Plan (IEP) – Jointly developed by the participant and case manager that may be appropriate for an individual. Plan includes an ongoing strategy to identify employment goals, achievement objectives and an appropriate combination of services for the participant to obtain these goals and objectives.

Individual Service Strategy (ISS) – An agreement of skills and goals decided between a WIOA Youth participant and WIOA Youth staff counselor (usually a case manager), that sets out a plan for the participant to make progress towards his/her educational and employment goals. The ISS is an ongoing strategy jointly developed by the participant and the case manager, which identifies an age-appropriate employment/career goal, appropriate achievement objectives, and appropriate combination of services for the participant to reach these objectives. The ISS must be based on the objective assessment and should reflect the expressed interests and needs of the participant. The ISS should be reviewed and updated periodically to reflect the participant's progress in meeting the objective of the ISS including progress in acquiring basic, work readiness, and occupational skills and the adequacy of the support services provided. All youth must have an ISS.

Initial Assessment – To determine whether the program can benefit the individual (suitability) and identify activities and services that would be appropriate, an assessment of the participant is necessary. Initial assessment is part of the overall intake process and includes the initial determination of each participant's employability, aptitudes, abilities and interests, through interviews, testing and counseling.

In-School Youth

An in-school youth (ISY) is an individual who is:

- (a) Attending school, including secondary or post-secondary;
- (b) Not less than age 14 and not more than age 21 at the time of enrollment and has one or more of the following:
 - 1) Basic Skills deficient;
 - 2) An English Language Learner;
 - 3) An offender;

- 4) A homeless individual which may include:
 - Runaway youth
 - Youth in foster care or has aged out of the foster care system;
 - Youth eligible for assistance under Sec. 477 of the Social Security Act; or
 - Youth in an out-of-home placement;
- 5) Pregnant or parenting;
- 6) An individual with a disability;
- 7) An individual who requires additional assistance to enter or complete an educational program or to secure and hold employment.

Internships (*Work Experience Element*) – a period of time spent in business, industry, or other agency for the purpose of providing a student with opportunities to gain insight and direct experience related to one or more functions of the organization. Internships give a student paid or unpaid work experience in a career field of study.

Job Shadowing (*Work Experience Element*) – Job shadowing is typically a part of career exploration activities. A youth follows an employee at a firm for one or more days to learn about a particular occupation or industry. Youth spend time, one-on-one, with employees doing their job. Businesses and employees who host Job Shadowing go about their regular work while discussing it with the youth. A youth observes the daily routine of an employee and then “interviews” the employee about his/her work and education. Job shadowing can help youth explore a range of careers and specific career objectives in order to select a career pathway. Participating several times a year, youth gain first-hand experience in a variety of careers choices so they can:

- Understand the daily duties and activities involved with each job and career
- Ask questions about the job and workplace
- Identify their career interests
- Become aware of the technical and academic skills they would need to enter each career
- Develop communication skills
- Apply a connection between academic classroom work and their career goals

Note: This is a short-term, one or more days observation type activity. The program could include more than one profession to be shadowed to allow for participant choice. Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in enrollment notes.

Leadership Development Opportunities (*One of 14 Youth Elements*) – Opportunities that encourage participation in activities related to leadership, decision-making, citizenship, and community service. Engagement by youth in such activities should assist youth in gaining skills to become more responsible, employable, and to encourage other positive social behaviors. Leadership opportunities include some of the following activities:

- Exposure to post-secondary educational opportunities

- Community and service learning projects
- Peer-centered activities, including peer mentoring and peer tutoring
- Organizational and teamwork training, including team leadership training
- Training in decision-making, including determining priorities
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
- Civic engagement activities which promote the quality of life in a community
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee

Life Skills Training (*Leadership Development Opportunities Element*) – Activities and/or training that assist youth to develop marketable work habits. Life skills training may include modules/ training/ curriculum instruction in: (a) personal finance and budgeting, (b) computers, (c) parenting/pregnancy prevention, (d) self-leadership (e.g. conflict resolution, public speaking, and anger management), (e) work behavior training, (f) banking, and other training that develops independent living skills.

Low-income Individual – WIOA Section 3 (36) defines a **Low-Income** individual as an individual who:

(a) receives, or in the past six (6) months has received, or is a member of a family that is receiving or in the past six (6) months has received, assistance through SNAP, cash payments under a Federal, State, or local income-based public assistance program such as TANF (Temporary Assistance for Needy Families), SSI (Supplemental Security Income), General Assistance (GA) or Refugee Cash Assistance (RCA);

(b) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash public assistance, and old-age and survivors insurance benefits under the Social Security Act that, in relation to family size, does not exceed the higher of (I) the poverty line, for an equivalent period; or

(II) 70 percent of the lower living standard income level, for an equivalent period (**see Section 3.70 Income/Family Size Determination for guidance on how low-income status is determined**);

(c) Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;

(d) qualifies as a homeless child or youth individual as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))) the Steward B. McKinney Homeless Assistance Act;

(e) is an individual with a disability whose own income meets the requirements of a program described in subparagraph (a) or (b), but who is a member of a family whose income does not meet such requirements;

(f) is a youth in foster care on behalf of who State or local government payments are made.

Objective Assessment – A process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs, and measures

barriers and strengths. It includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. The result of an objective assessment is an individual service strategy.

Occupational Skills – Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with, and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

Occupational Skill Training (*One of 14 Youth Elements*) – an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that aligns with in-demand industry sectors or occupations in the local area. Such training must:

- (a) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
- (b) Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- (c) Result in attainment of a recognized post-secondary credential.

The chosen occupational skills training must meet the quality standards in **WIOA Law Sec. 123** in order to count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented, and focused on a long-term goal as specified in the Individual Service Strategy; (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate.

On-the-Job Training (*Work Experience Element*) – Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- (a) Provides knowledge or skills essential to the full and adequate performance of the job;
- (b) Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- (c) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Organizational & Teamwork Training (*Leadership Development Opportunities Element*) – Training that fosters the development of group or team interaction skills.

Outreach/Recruitment – Activities and strategies for identifying and contacting potential participants. Strategies include procedures that assure access throughout the service area and address appropriate access for participants with barriers.

Out-of-School Youth

An out of school youth (OSY) is an individual who is:

- (a) Not attending any school
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program
- (c) One or more of the following:
 - 1) A school dropout
 - 2) A youth who is within the age of compulsory school attendance, but has not attended school 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 quarters
 - 3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner
 - 4) An individual who is subject to the juvenile or adult justice system
 - 5) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), an runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - 6) An individual who is pregnant or parenting
 - 7) An individual with a disability
 - 8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

Organizational & Teamwork Training (*Leadership Development Opportunities Element*) – Training that fosters the development of group or team interaction skills.

Outreach/Recruitment – Activities and strategies for identifying and contacting potential participants. Strategies include procedures that assure access throughout the service area and address appropriate access for participants with barriers.

Pre-Employment Skills / Job Readiness – Includes but is not limited to creating a resume, job seeking and interviewing skills, understanding employer and workplace expectations, positive work habits (e.g. coming to work on time, getting along with coworkers, etc.), understanding behaviors and attitudes necessary to compete in the labor market, effective coping and problem-solving skills, and other skills as identified that will develop the individual's capacity to move toward employment.

Peer Centered Activities (*Leadership Development Opportunity Element*) – Peer-centered activities consist of activities such as peer mentoring or peer tutoring. Youth

learn leadership skills as peer mentors, assistant crew leaders, and receive additional training in leadership.

Positive Social and Civic Behaviors (*Leadership Development Element*) – are outcomes of leadership opportunities. Positive social and civic behaviors focus on areas that may include the following:

- (a) Positive attitudinal development;
- (b) Self-esteem building;
- (c) Openness to work with individuals from diverse backgrounds;
- (d) Maintaining healthy lifestyles, including being alcohol- and drug-free;
- (e) Maintaining positive social relationships with responsible adults and peers, and contributing to the wellbeing of one's community, including voting;
- (f) Maintaining a commitment to learning and academic success;
- (g) Avoiding delinquency;
- (h) Postponing parenting and responsible parenting, including child support education;
- (i) Positive job attitudes and work skills; and
- (j) Keeping informed in community affairs and current events.

Pre-Employment Skills / Job Readiness – Includes but is not limited to creating a resume, job seeking and interviewing skills, understanding employer and workplace expectations, positive work habits (e.g. coming to work on time, getting along with coworkers, etc.), understanding behaviors and attitudes necessary to compete in the labor market, effective coping and problem-solving skills, and other skills as identified that will develop the individual's capacity to move toward employment.

Pre-Apprenticeship Program (*Work Experience Element*) - A pre-apprenticeship is a Program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered Apprenticeship Program(s).

Pregnant or Parenting Youth (*Eligibility Barrier*) –

Pregnant Youth - An individual who is **under** 24 years of age (female) and pregnant;

Parenting Youth - A youth (male or female) who:

- (a) Is a biological or adoptive parent; or
- (b) Is a parent in behavioral terms.

The phrase “**parent in behavioral terms**” means providing **custodial** care for one or more dependents who are under 18 years of age. Youth do not qualify as a parenting youth until the child is born.

The term “**custodial care**” is defined as residing with and participating in the day-to-day care of a child; **or** if not in the same household being responsible for a child, custodial care includes but is not limited to providing: food, shelter, clothing, medical care, daycare expense, and/or other means of financial support.

Pre-Apprenticeship Program (*Work Experience Element*) - A pre-apprenticeship is a Program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered Apprenticeship Program(s).

Requires Additional Assistance to enter or complete an educational program or to secure and hold employment – An in-school or out-of- school youth, 14-24 years of age, who requires additional assistance to complete an educational program, or to secure and hold employment and meets the WIOA definition of youth who requires additional assistance.

Retention -- Continuing or keeping a job, usually for at least 90 days or more.

Secondary School – The term “secondary school” has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801). This is generally referred to as high school.

Summer Employment / Opportunities (*Work Experience Element*) - A program for youth operated during the summer months as part of a comprehensive strategy for addressing the youth’s employment and training needs. The summer youth employment opportunity element is not intended to be a stand-alone program. It provides summer employment opportunities that link academic and occupational learning as part of the youth program elements. Summer youth employment must provide direct linkages to academic and occupational learning, such as coordinating with school systems and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.

Supportive Services (*One of 14 Youth Elements*) – are services that are necessary to enable an individual to participate in activities authorized by WIOA. Supportive services include, but are not limited to, the following:

- (a) Linkages to community services;
- (b) Assistance with transportation;
- (c) Assistance with child care and dependent care;
- (d) Assistance with housing;
- (e) Needs-related payments;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for youth with disabilities;
- (h) Referrals to health care; and
- (i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

In addition to providing supportive services during a participant’s participation in WIOA activities, they may also be provided up to 12 months, or more depending on the needs of the participant, while participant is receiving follow-up services. Refer to Section 4.100 of the WIOA Policy Manual for supportive services.

Training in Decision Making (*Leadership Development Opportunity Element*) – Includes but is not limited to determining priorities and setting goals. Page 23 07/01/15

Tutoring Services (*One of 14 Youth Elements*) – include tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

Underemployed individual – means:

- (a) person who is are working part time but seeking full time work; or
- (b) person who is working full time but whose current annualized wage rate is not in excess of "for a family of one" the higher of either:
 - (i) the poverty level, or
 - (ii) 70% of the lower living standard income level.

Underemployment may also occur when an individual is working part time but desires full-time employment or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. For example, a college graduate in microbiology can find no work in his/her field and ends up as a clerk in a department store.

Unsubsidized Employment – A job for which wages are paid directly by the employer and that is not subsidized through any government program.

Work Experience (*One of 14 Youth Elements*) – are a planned, structured learning experience that takes place in a workplace to provide the youth participant with opportunities for career exploration and skill development. Work experiences and must include academic and occupational education.

Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. The types of work experiences include the following categories:

- (a) Summer employment opportunities and other employment opportunities available throughout the school year;
- (b) Pre-apprenticeship programs;
- (c) Internships and job shadowing; and
- (d) On-the-job training opportunities

Work Related Materials/Supplies (*Supportive Service Element*) – A supportive service that provides assistance with uniforms or other appropriate work attire and work-related tool cost, including such items as eyeglasses and protective eye gear that is necessary to enable a youth to participate in activities authorized by WIOA.

Youth Committee –

- Under the direction of the Local Board, a standing youth committee may:
 - a. Recommend policy direction to the Local Board for the design, development and implementation of programs that benefit all youth

- b. Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth
- c. Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth
- d. Recommend ways to coordinate youth services and recommend eligible youth service providers
- e. Provide on-going leadership and support for continuous improvement for local youth programs
- f. Assist with planning, operational, and other issues relating to the provisions of services to youth

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 can assist applicant agencies in meeting the prequalification requirements. Contact Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 or Corey.Lagbao@seta.net.

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 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 Applicants)

1. **Attachment #5 - Insurance Authorization.** All applicant agencies must submit an Insurance Authorization 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.

2. **FOR NON-PROFIT ENTITIES**

- (a) Articles of Incorporation or Organization (include all amendments)

Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.

- (l) 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) Current Statement of Information filed with Secretary of State

- (c) 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.

- (d) I.R.S. Employer Identification Number

Note: This is a nine-digit number beginning with 94 for most corporations.

- (e) 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.

- (f) Names and mailing addresses of current local Board of Directors.
- (g) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant.

3. **FOR PRIVATE FOR-PROFIT ENTITIES**

- (a) Articles of Incorporation or Organization (include all amendments)
Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.
 - (l) 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) Current Statement of Information filed with Secretary of State
- (c) I.R.S. Employer Identification Number
Note: This is a nine-digit number beginning with 94 for most corporations.
- (d) Names and mailing addresses of current Board of Directors.
- (e) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant.
- (f) 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.

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.

D. FOR ALL PRIVATE APPLICANTS PROPOSING POSTSECONDARY AND/OR VOCATIONAL EDUCATION CLASSROOM TRAINING

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 ADULT SECONDARY EDUCATION (ADULT BASIC SKILLS, HIGH SCHOOL COMPLETION OR EQUIVALENCY)

1. Documentation of authority to provide Adult Basic Education (ABE), high school completion or equivalency in instruction 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.

SETA is very exacting with regard to the insurance requirements and will require necessary certificates and endorsements in compliance with those requirements in place at the time of contract execution. If an agency's insurance is not in place prior to the start of the program, the agency will not be allowed to start. If an agency's insurance expires during the course of the program and new certificates/endorsements are not received prior to the expiration date, payment will be suspended immediately. Performance will be suspended shortly thereafter if the agency's new insurance certificate(s) is/are not filed with the SETA Contracts Unit.

Note: Insurance endorsements must be requested from the insurance underwriter by your insurance agent/broker. This process may take up to two months, so 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.

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

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 Development Board) or Sacramento Employment and Training Agency board member or any candidate for such a position. This prohibition starts on the date you begin to actively support or oppose an application of a license, permit, or other entitlement for use pending before Sacramento Works, Inc. or the Sacramento Employment and Training Agency, and continuing until 12 months after a final decision is rendered on the application or proceeding by Sacramento Works, Inc. or the Sacramento Employment and Training Agency.

No Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate may solicit or receive a campaign contribution of \$250 or more from you and/or your agent during this period if the board member or candidate knows or has reason to know that you are a participant.

- 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.

ATTACHMENT #1

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.

ATTACHMENT #1

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 Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 or Corey.Lagbao@seta.net, or contact the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

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

Participant Disclosure Form
AGENCY

SACRAMENTO EMPLOYMENT AND TRAINING

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 12 months after a final decision is rendered by Sacramento Works, Inc. or the Sacramento Employment and Training Agency. In addition, no Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholders, as well.

- 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.

ATTACHMENT #1

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Sacramento Works, Inc. or Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 or Corey.Lagbao@seta.net, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

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

Party Disclosure Form

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Party's Name: _____

Party's Address: _____

(Street) _____

(City) _____

(State) _____

(Zip) _____

(Phone) _____

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

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

Supervisor Patrick Kennedy

County of Sacramento
700 "H" Street, Suite 2450
Sacramento, CA 95814
(916) 874-5481 (Rachael Mogavero)
FAX: (916) 874-7593
e-mail: kennedyp@saccounty.net

Vice Chair

Mayor ProTem Mai Vang

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
(916) 808-7008 (Jaime Cervantes)
FAX: (916) 808-7680
e-mail: myvang@cityofsacramento.org

Vice Mayor Eric Guerra

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
(916) 808-7006 (Madeline Grigsby)
FAX: (916) 808-7680
e-mail: eguerra@cityofsacramento.org

Supervisor Rich Desmond

County of Sacramento
700 "H" Street, Suite 2450
Sacramento, CA 95814
(916) 874-5471 (Renae McClain-White)
FAX: (916) 874-7593
e-mail: richdesmond@saccounty.gov

Sophia Scherman

Public Representative
8757 Rubystone Court
Elk Grove, CA 95624
(916) 685-3860
e-mail: scherman@sophia-elkgrove.com

Current a/o February 2, 2023

**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

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

ATTACHMENT 2

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <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): (attach Continuation Sheet(s) SF-LLL-A, if necessary)			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> planned actual <input type="checkbox"/>			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: (attach Continuation Sheet(s) SF-LLL-A, if necessary)					
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.

**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 AUTHORIZATION

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

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)

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. Jennifer Hernandez
Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815-3608

Dear Ms. Hernandez:

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)

ATTACHMENT #8

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

Date: _____

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

Dear Ms. Hernandez:

I am a duly licensed or Certified Public Accountant and have been engaged to examine and report

on the adequacy of the financial accounting system of _____,
(name of applicant agency)
which is a private _____ organization located in _____.
(non-profit/for-profit) (name of city)

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

(Signature of Accountant)

(Typed Name of Accountant)

(License Number and Expiration Date)

(Name of Firm)

(Typed Name)

DECLARATION OF PARTNERSHIP OR JOINT VENTURE

The undersigned do hereby declare as follows:

1. The business organization known as _____

is a _____
 (General partnership or joint venture)

2. The following represents a complete list and disclosure of all the individual _____

 (General partners or joint ventures)

Name

Mailing Address (City, State, Zip)

Each of the undersigned does hereby declare under the penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____ at _____, _____
 (City) (State)

 (Signature)

 (Typed Name)

ATTACHMENT #9 (cont.)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

INSURANCE REQUIREMENTS

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**INSURANCE REQUIREMENTS****(Pursuant to SETA Governing Board Action on 7/06/2017)**

These requirements apply to all individuals and entities funded by SETA, including, but not limited to, program operators, sub-grantees, vendors and contractors (each an "Insured"). Prior to sub-grant or contract execution, commencement of program performance and/or disbursement of any funds, SETA shall receive from each Insured's insurer an original, computer-generated, or faxed policy declarations page, certificate of insurance and copies of required endorsements.

GENERAL REQUIREMENTS

1. POLICY DECLARATIONS PAGE MUST INCLUDE: All required insurance coverage in amounts not less than those specified in the required coverages provided herein.
2. CERTIFICATES OF INSURANCE MUST INCLUDE:
 - A. Insuring Company's Name;
 - B. Full Mailing Address of Insurance Company's Issuing Branch Office;
 - 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. For General Liability Coverage, confirmation 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, stated in the following way:

"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."

SHOULD ANY OF THESE ITEMS BE MISSING, THE CERTIFICATE IS UNACCEPTABLE

3. REQUIRED INSURANCE ENDORSEMENTS: The insurance policy number must appear on all endorsements and required endorsements applicable to the Insured shall provide the following:
 - A. Additional Insured Endorsements must be stated in one of the following two ways: 1) an individual endorsement naming "the Sacramento Employment and Training Agency and its officers, employees and volunteers as additional insureds;" or 2) a blanket endorsement stating that any entity required by a written contract or written agreement with the Named Insured is included as an additional insured.
 - B. Loss Payee Endorsements must be stated in the following way: "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear."

- C. Notice of Cancellation Endorsements must be stated in the following way: "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."
- D. Primary and Non-contributory Endorsements must be stated in the following way: "This insurance is primary and non-contributory as to any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency."

4. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the Insured, which will be incorporated into the contractual document as an Exhibit or Special Condition, stating that:

- A. It agrees to SETA's insurance requirements as stated herein and SETA will be indemnified as if standard insurance coverage was in place;
- 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 subgrant or contract.

A sample letter will be provided upon request.

5. 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 an Insured to reduce or eliminate such deductibles or self-insured retentions with respect to SETA, its officers, employees and volunteers.

NO SETA FUNDS MAY BE USED TO FUND OR OTHERWISE PAY FOR ANY DEDUCTIBLES, SELF-INSURED RETENTIONS AND/OR SELF-INSURANCE.

6. ADDITIONAL INSURANCE COVERAGE

SETA reserves the right to require an Insured to obtain additional insurance coverage should the funded activities or services provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include, but is not limited to, 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 or services.

7. COPIES OF POLICIES

SETA reserves the right to require an Insured to provide SETA with complete copies of all insurance policies.

8. INSURANCE CARRIER REQUIREMENTS

All coverages shall be procured through a carrier with an AM Best Rating of A-VIII or greater.* If any coverage is canceled, revoked, reduced, or in any manner questioned or compromised, SETA shall not make any further disbursements to an Insured 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.

*(Coverage provided by State Compensation Insurance Fund is excepted from this requirement)

9. EXPIRING INSURANCE REPLACEMENT COVERAGE

In the event insurance coverages expire at any time or times during the term of the subgrant, contract and/or program performance, the Insured shall provide, at least thirty (30) calendar days prior to said expiration date, new evidence of insurance coverage(s) and endorsements as provided for herein for not less than the remainder of the term of the subgrant, contract or program performance.

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

A. Required Limits:

Amount of grant or contract if less than \$25,000; or \$25,000 or twenty percent (20%) of the total amount of the grant or contract, whichever is greater.

B. Required Endorsements:

1. Loss Payee Endorsement
2. Notice of Cancellation Endorsement

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 Endorsement:

1. Notice of Cancellation Endorsement.

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

Insureds 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 Insured's Commercial General Liability Insurance.

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. Additional Insured Endorsement
2. Primary and Non-contributory Endorsement
3. Notice of Cancellation Endorsement

4. VEHICLE LIABILITY COVERAGE

A. Required of all Insureds

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 Insured 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. Additional Insured Endorsement
2. Primary and Non-contributory Endorsement
3. Notice of Cancellation

5. PROFESSIONAL LIABILITY COVERAGE

A. Required of all Insureds that 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

C. Required Endorsement:

1. Notice of Cancellation Endorsement

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:

1. Notice of Cancellation Endorsement

7. EMPLOYMENT PRACTICES LIABILITY

A. Required of all Insureds

B. Required Coverage:

Policy must include Third-Party Liability coverage
This policy may be written on a "claims-made" basis

C. Required Limits:

Not less than \$1,000,000 per claim.

D. Required Endorsement:

1. Notice of Cancellation Endorsement

DEVIATIONS FROM REQUIREMENTS

Any deviations from these requirements may be approved in advance by the Executive Director, or designee, provided that one or more of the following findings is made and documented in the contract file to which the deviation pertains:

- (1) The scope of work does not raise any risk that will be provided in certain coverages; or
- (2) The coverage or endorsement is not readily available in the marketplace.

For additional information, or assistance to determine what insurance coverages will be required by your organization to reach compliance for the services provided, please contact:

Linda Thao
Workforce Development Analyst III
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
Phone: 916-263-4072
Fax: 916-263-4618
Linda.Thao@scta.net

**WIOA YOUTH PROGRAM
SERVICES REQUEST FOR
PROPOSALS
PROGRAM YEARS 2023-2027**

SECTION IV

REQUIRED RFP RESPONSE (APPLICATION FORMAT)

LIST OF REQUESTED EXHIBITS

REFERENCES QUESTIONNAIRE

BUDGET FORMS

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(15 points)
 - Summary Statement
 - Target Area

- ☐ Part II Target Group (15 points)

- ☐ Part III Program Design (40 points)
 - Local Collaboration
 - Individualized Services
 - Industry Sector Partnerships
 - Demonstrated Effectiveness in Connecting and Serving Disadvantaged, Hard-to-Reach Youth

- ☐ Part IV Performance Benchmarks (5 points)

- ☐ Part V Statement of Capabilities (10 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 (10 points)

- ☐ Exhibits A – H

Total Points Available: 100

WIOA TITLE I YOUTH PROGRAM

COVER PAGE

This application is for:	<input type="checkbox"/> In-School Youth	<input type="checkbox"/> Out-of-School Youth
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FY 2023-2027

Organization Name: _____

Address: _____

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

Please Note: A separate application MUST be submitted for In-School Youth and Out-of-School Youth

Activity	Total Requested	Total # Served	Cost per Participant

Applicant Agency:

Contact Person:		
Address:		
City:	State:	Zip:

Phone:	Fax:	E-Mail:
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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		
White / European American		
Multi-Ethnic		
Other		
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		
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 Funds
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, particularly disadvantaged, hard-to-reach youth. Demonstrate how these methods will enable you to connect with 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. Describe the organization's history and experience working with the AJCC(s) identified.
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 these resources benefit youth.
4. In addition to the CalJOBS 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 Program Elements and Additional Innovative Youth Program Strategies listed in Section II, describe the specific program services and activities that will be provided to youth. This description should include:
 - 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 postsecondary 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 specific WIOA program elements that will be met through the development of the Individual Service Plan.
 - e. Identify Industry sector partnerships providing work experience and career pathway opportunities to high-wage, high-demand occupations, academic achievement and building connections between work and learning. Identify the specific innovative youth program strategies and the targeted occupational clusters.
 - f. Provide curriculum/outline of the WIOA Program Elements
 - g. Complete the attached WIOA Youth Program Activities Work Plan – See Exhibit G.
3. Demonstrate how the proposed program is comprehensive and community-focused providing access to a 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.

Note: SETA must expend at least 20% of WIOA youth funds must be expended on paid or unpaid work experiences that have academic and occupational education as a component of the work experience which may include the following: employment opportunities during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and On-the-Job Training.

Part IV – Performance Benchmarks

1. Complete the Performance Benchmarks Matrix for the targeted youth population that the proposer will serve. SETA has established benchmarks for applicants in developing their program performance goals – refer to Section II for Sacramento Works, Inc. WIOA 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	Benchmark Goals	
		In-School Youth	Out-of School Youth
1) Placement into Employment or Education – Q2		%	%
2) Placement into Employment or Education – Q4		%	%
3) Median Earnings from Employment – Q2		%	%
4) Attainment of Diploma or Credential		%	%
5) Measureable Skill Gains		%	%

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 providing workforce development services for youth, particularly disadvantaged, hard-to-reach youth.
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 (attached as Exhibit B) 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, the process to evaluate and monitor staff and program, and formally document the results, including:
 - a. Methods that will be used to measure outcomes
 - b. Data collection methods
 - c. Frequency of performance review
 - d. How will the provider address poor program performance
 - e. Verifiable level of benefit that denotes success (both qualitative and quantitative outcomes)
 - f. How successful completion of the youth’s service plan will be documented
 - g. Job title of staff assigned to monitor/evaluate.

5. Respondents who have not received SETA funding within the past two years (before 2017) must provide at least three (3) complete references (Exhibit C) from organizations/agencies (other than the Sacramento Employment and Training Agency) that respondent has had direct involvement with or funding for programs of similar size and scope. The following information for each reference shall be listed in the proposal:
 - a. Reference's organization name;
 - b. Reference's address, phone number and email address;
 - c. Contact person and Title; and
 - d. Description of services provided.
6. Respondents must include at least one (1) Commitment Letter from Industry Sector Partners/ Employers demonstrating the organization's effectiveness in engaging employers in its programs and activities.

Part VI – Financial Management Structure

1. Provide an outline of the applicant's financial management structure. This outline should include:
 - a. Description of the respondent's experience managing and accounting for state and federal funds;
 - b. Type of accounting system used by the organization;
 - c. Description of automated supports;
 - d. Staff person responsible for preparation of fiscal reports;
 - e. Internal controls or self-monitoring system used for financial performance and compliance, and
 - f. List disallowed costs that have occurred over the past five (5) years. Describe 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 why 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 RESPONSES, THE FOLLOWING EXHIBITS SHOULD BE LETTERED AS OUTLINED BELOW AND ATTACHED AT THE BACK OF EACH 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 |
| EXHIBIT G | WIOA Youth Program Activities Work Plan |
| EXHIBIT H | Budget Forms |
- Subgrant Budget and Cost Allocation Plan
 - Cost Allocation Plan
 - A. Personnel Costs
 - B. Equipment Costs
 - C. Other Costs
 - D. Direct Participant Costs

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.)

Name of Partner	Description of Fund Source	Type of Resource (In-Kind or Cash)	Amount

CURRENT FUNDING SOURCES FORM

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		
Office of Criminal Justice		
Refugee Social Services		
WIOA Adult		
WIOA Dislocated Worker		
WIOA Youth		
WIOA - Other		
TAD		
SETA Head Start		
State Dept. of Health Services		
United Way		
Federal (Other)		
State (Other)		
Tuition/Fees		
Foundation Funding (Identify):		
Other:		
Total		\$

Applicant Agency: _____

Date: _____

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
- Office of Criminal Justice
- Refugee Social Services
- TAD
- SETA Head Start
- Comm. Development Block Grant
- State Dept. of Health
- CSBG - SETA
- State DEO
- FEMA
- United Way
- WIOA, Youth
- County Mental Health
- WIOA, Adult
- WIOA, Dislocated Worker
- WIOA - Other
- Federal – Health & Human Services
- Tuition/Fees
- **Other**

WIOA Youth Program Activities Work Plan

[illegible]

Please add additional rows as needed.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)**

TITLE I, YOUTH PROGRAMS

SUBGRANT BUDGET AND COST ALLOCATION PLAN

Exhibit H
Subgrant #:
<input type="checkbox"/> Original or <input type="checkbox"/> 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. Worker's Compensation			
D3. OJT Employer Reimbursement			
D4. Other Participant Costs			
D5. Supportive Services			
Total Cost			

**Twenty percent (20%) of WIOA Youth Budget and Cost Allocation Plan must be allocated to Work Experience, including staff time, wages, FICA, and Worker's Compensation costs.*

COST ALLOCATION PLAN

ACTUAL METHODS (Do not give dollar amounts), which will be used to charge/allocate a FAIR SHARE of ACTUAL costs to this budget ("Budget" column) and to cost categories (administration and program) within the budget ("Cost Category").

Cost Item	Use abbreviation at bottom of page	
	Budget	Cost Category
A. Personnel Costs		
B. Equipment Costs		
C. Other Costs		
D. Direct Participant Costs		

ABBREVIATIONS: (Some commonly used methods. If a method you use is not listed, add it to the list)

DC Direct Charge: Not a share cost. ACTUAL costs charged to a budget or cost category will be directly identified with the budget or cost category.

SF Square Footage: Shared Cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of ACTUAL space used for the budget or cost category.

ST Staff Time: Shared Cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL staff time spent on the budget or cost category.

SF/ST Square Footage Combined with Time of Staff Using Space: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL space and the % of total ACTUAL staff time within the space used for the budget or cost category.

#S Number Served: Shared cost. ACTUAL costs will be allocated to a budget based upon the % of total ACTUAL participants served by the budget.

U Usage: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL usage for the budget or cost category. The backup documentation for ACTUAL usage will be:

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
<u>Select One</u> P = Purchase L = Lease R = Rent D = Depreciation	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: <input type="checkbox"/> Rent <input type="checkbox"/> Lease							
Owned: <input type="checkbox"/> Depreciation <input type="checkbox"/>							
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 – <input type="checkbox"/> Work Experience					
(Slots)	\$ (Hourly Wage)	(Avg. Hrs. of Training)			
1a. In-kind Work Experience – <input type="checkbox"/> Work Experience					
(Slots)	\$ (Hourly Wage)	(Avg. Hrs. of Training)			
2. Participant FICA (Employer's Contribution only)					
2a. In-kind Participant FICA (Employer's Contribution only)					
3. OJT Employer Reimbursement					
(Slots)	\$ (Hourly Wage)	(Avg. Hrs. of Training)			
Total WEX/OJT Costs					
4. Other Participant Costs					
Worker's Compensation					
Training					
Training Materials					
Other:					
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					