

Request for Proposals

**For
Refugee Social Services
Targeted Assistance**

Fiscal Years 2014-2015

Release Date: May 2, 2014

Due Date: June 13, 2014



**The terms and conditions of this Request for Proposals have
been approved by 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**

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REFUGEE SOCIAL SERVICES (RSS)
TARGETED ASSISTANCE (TA)
PROGRAM YEAR 2014 – 2015

PLANNING CALENDAR *
(Dates and times are subject to change)

Date	Event
Monday, March 10, 2014, 9:00 a.m.	Public Consultation Meeting
Friday, April 11, 2014	Draft Plan Available for Public Comment
Thursday, April 24, 2014, 10:00 a.m.	Governing Board Reviews/Approves RSS & TA Plan and RFP
Friday, May 2, 2014, 1:00 p.m.	Release of RFP for RSS and TA
Thursday, May 8, 2014, 9:00 a.m.	Offeror's Conference
Friday, May 30, 2014, 4:00 p.m.	Pre-qualification Requirements Due at SETA
Friday, June 13, 2014, 4:00 p.m.	Proposals Due at SETA
Friday, August 8, 2014, 1:00 p.m.	Publish SETA Staff Funding Recommendations
Tuesday, August 19, 2014, 5:00 p.m.	Deadline to File Protest of SETA Staff Funding Recommendations
Thursday, Sept. 4, 2014, 10:00 a.m.	Governing Board Funding Decisions
Wednesday, October 1, 2014	Program Start

***Note:** All meetings will be held at the Sacramento Employment and Training Agency (SETA) Board Room, 925 Del Paso Boulevard, Sacramento, CA 95815.

SECTION I

GENERAL INFORMATION/GUIDELINES

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REQUEST FOR PROPOSALS
Refugee Social Services/Targeted Assistance**

1. BACKGROUND

The Sacramento Employment and Training Agency (SETA) is a joint powers agency of the City and County of Sacramento. On May 10, 1983, the Sacramento County Board of Supervisors authorized SETA to act on behalf of the County for planning and administering the Targeted Assistance (TA) Grant. In 1988, AB 2635 transferred the management responsibility of the Refugee Social Services (RSS) grant from the State to the County, and SETA was designated by the Sacramento County Board of Supervisors to administer the funds. The purpose of Targeted Assistance and Refugee Social Services funds is to provide refugees direct services that result in economic self-sufficiency and reduced dependency on public assistance through employment. The plan for use of TA and RSS funds was developed by SETA with input from the County Department of Human Assistance (DHA), refugee community-based organizations, Mutual Assistance Associations (MAAs), and other local public and private entities involved in refugee resettlement services.

This Request for Proposals (RFP) was developed based on current Federal and State regulations. Respondents should be aware that SETA's activities, as well as those of any funded delegate agency, are subject to any modifications required by the California Department of Social Services (CDSS).

2. PURPOSE OF SOLICITATION

The purpose of this RFP is to solicit, from qualified applicant agencies, proposals designed to increase the employability of eligible refugees in Sacramento County by providing employment, training, and social adjustment and cultural orientation services, which, through job placement, will result in early economic self-sufficiency and reduced dependency on public assistance.

3. QUALIFIED APPLICANT AGENCIES

Established community-based organizations
Public agencies
Private for-profit entities
Private non-profit agencies/institutions
Educational institutions
MAAs

All agencies must be physically located in Sacramento County. This funding is not intended to support the infrastructure development and start-up of new organizations.

4. AVAILABLE FUNDS/PROGRAM YEAR

At this time, the amount of PY 2014-15 funds available for allocation is unknown. The amount of funding estimated to be available for allocation under this RFP is:

RESS:	\$460,833
TA:	\$318,283

These amounts are subject to change.

5. FORMAL SUBGRANT

All successful proposers will be required to enter into a standard form agreement with SETA. A copy of the most recent form of this delegate agreement is available for review at SETA. Subgrants entered into under this RFP will be in similar form, subject to modification required by amendments under RSS and/or TA and related regulations.

Proposers are advised that the SETA Governing Board has implemented a policy requiring that all recipients of funds from SETA acknowledge that relevant programs are funded, in whole or in part, by SETA in all public documents and media outreach or advertising. All delegate agreements will contain a provision requiring subrecipients to abide by this policy.

6. TERM OF SUBGRANTS

All delegate agreements will be awarded for a one-year term beginning October 1, 2014 and ending September 30, 2015. Subject to fund availability, SETA shall have the exclusive option to extend any subgrant(s) awarded for additional periods beginning October 1, 2015 and ending September 30, 2017 (see paragraph 7, "Extension of Subgrants" for further details regarding subgrant extension). Funds are allocated on an annual basis and delegate agreements will include a maximum dollar amount, which cannot be exceeded in each year. Unspent funds from each fiscal year will be returned to SETA.

7. EXTENSION OF SUBGRANTS

Every subgrant will contain a provision permitting SETA the sole option to extend or renew the subgrant for additional one year periods, up to a total of two additional years. The decision to exercise the option to extend or renew, and the length of time for any extension or renewal, shall be made by SETA in its sole discretion. If SETA exercises its discretion to extend the delegate agreement(s) for an additional term(s) based upon subrecipient performance and the existing conditions, SETA may, in its sole discretion, condition extension on program performance or budget modifications. In addition, extended delegate agreements may be modified as identified in Paragraph 18 of this section.

8. PRE-QUALIFICATION REQUIREMENTS/SUBMITTAL DEADLINE

This is a mandatory requirement that must be met by all respondents proposing RSS or TA services under this RFP.

A copy of SETA's Pre-qualification Requirements is included in Section III of this RFP. Please note that the deadline for submission of all pre-qualification documents to the SETA Contracts Unit is 4:00 p.m., Friday, May 30, 2014.

Any respondent who is a current provider for SETA, or who has been a recent contractor of SETA and who has previously met pre-qualification requirements, may, in lieu of submitting new pre-qualification documentation, contact Heather Luke, Contracts Analyst at (916) 263-4072 by 4:00 p.m., Friday, May 30, 2014, to advise SETA of its intent to respond to this RFP based upon the documentation already on file with the Contracts Unit.

Within 48 hours or two working days, SETA staff will review all documentation submitted and contact, via telephone and email, those respondents who have submitted pre-qualification documents but failed to meet these requirements.

All respondents, whether SETA funded or non-SETA funded, will then have until 4:00 p.m., Friday, June 6, 2014, to submit any missing, incorrect or incomplete pre-qualification documents.

FAILURE OF A RESPONDENT TO SUBMIT INITIAL PREQUALIFICATION DOCUMENTS OR TO NOTIFY STAFF OF ITS INTENT TO RELY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. ON FRIDAY, May 30, 2014, AND/OR THE FAILURE TO PROVIDE COMPLETE AND CORRECT PREQUALIFICATION DOCUMENTS BY 4:00 P.M. ON FRIDAY, JUNE 6, 2014, WILL DISQUALIFY SUCH RESPONDENT FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP. POSTMARKS AND OTHER PROOFS OF MAILING WILL NOT BE ACCEPTED.

9. REQUIRED RESPONSE FORMAT

Interested applicants must respond to this RFP using the proposal response format provided in Section V of this RFP. In responding, **no substitutions in format, design or activities will be considered. Proposals that do not follow the response format will be considered non-responsive.**

10. OFFEROR'S CONFERENCE

SETA will conduct one Offeror's Conference. This conference is provided so that proposers will have the opportunity to raise any questions they may have pertaining to the development of their proposals. For persons or agencies submitting TA or RSS proposals for the first time, it is recommended that the RSS/TA regulations be reviewed and understood prior to the development of a proposal. It is not the intent of this session to offer personalized technical assistance, but rather to provide examples,

clarify information or answer questions related to the RFP. All potential respondents to this RFP are encouraged to attend. The Offeror's Conference will be held on:

Date: Thursday, May 8, 2014
Time: 9:00 a.m.
Place: SETA Board Room
925 Del Paso Boulevard
Sacramento, California 95815

Questions and answers (Q & As) from the Offeror's Conference will be posted on SETA's website at www.seta.net under Public Information/Public Notices by Thursday, May 15, 2014 at 1:00 p.m.

PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE OFFEROR'S CONFERENCE.

11. PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE

All proposals must be in the SETA office and time stamped by the SETA receptionist no later than 4:00 p.m., PST, Friday, June 13, 2014. Proposals mailed to SETA must be received in the SETA office no later than 4:00 p.m., PST, Friday, June 13, 2014. In accordance with the policy of the SETA Governing Board, proposals time stamped after 4:00 p.m., PST, Friday, June 13, 2014 will not be considered – **NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS.**

To be considered for funding, agencies must submit NINE (9) separate copies of their proposal as follows:

- (a) ONE (1) copy with original signature(s) identified as the original;
- (b) SEVEN (7) copies may be reproductions of the original; and
- (c) ONE (1) electronic version of the proposal on a compact disk (CD) or flash drive. "Zip" files will not be accepted.

Do not bind copies or use section dividers. Use binder clips or rubber bands to keep copies separate.

The proposal must be signed by an appropriate official who is authorized to submit the proposal on behalf of the responding agency. The proposal must also include documentation indicating by what authority (resolution) the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected.

The following process will apply to all proposals submitted under all funding sources:

- All timely submitted responses will be received and placed in an envelope. No determination will be made on the responsiveness to the RFP at the time of submittal.
- No proposal will be accepted from any person after the submittal deadline.

- Staff will inform the Governing Board of any non-responsive proposals to the RFP, and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.
- Testimony to the Governing Board will be given prior to final funding decisions in order to allow for consideration of all eligible proposals.

12. SELECTION CRITERIA FOR SERVICE PROVIDERS

The following criteria shall be utilized in the selection of service providers:

- (a) The primary considerations in selecting agencies or organizations to deliver services within a service delivery area shall be the effectiveness of the agency or organization in delivering comparable or related services to refugees based on demonstrated performance, such as meeting performance goals, program costs, quality of service, job placements, and characteristics of participants.
- (b) Funds provided under RSS/TA shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the service delivery area's performance goals.
- (c) SETA will adhere to the following State-required assurances: The County's procurement process will be carried out in accordance with the provisions of the Management and Office Procedures, Purchase of Services, (Chapter 23-600) section of CDSS Manual.

13. EVALUATION PROCEDURE AND CRITERIA

Final selection of service providers is the responsibility of the SETA Governing Board. In order to assist the SETA Governing Board in making funding decisions, SETA staff will evaluate each proposal and provide the SETA Governing Board with the results of the evaluations in the form of staff recommendations. Staff recommendations will be based upon an evaluation of each proposal submitted, the applicant agency's demonstrated ability and past performance in delivering programmatic results, and the accountability objectives outlined in this RFP. Past program performance and experience in recruiting non-mandated CalWORKs participants are significant factors in the evaluation process. Applicant agency past performance will be evaluated. Agencies with no recent record of past performance with SETA will be required to supply references that will be contacted by SETA staff. Information provided by such references will be evaluated and considered by staff in the development of staff recommendations.

The following is a summary of the evaluation criteria:

I. Program Summary

The summary of the proposed program is linked to the participant outcomes

and is clearly written. It includes:

- Specific and concise statements regarding the purpose of the proposed program activities and services;
- A description of the proposed participant, the participant's needs, and proposed strategies to address the participant's needs;
- A description of the geographic area to be served;
- Specific outcome of goals and objectives to be achieved; and
- A description of how the outcome goals will benefit the community.

II. Program Management

- The history, purpose, staffing and language capacity, services provided and experience of the organization operating the proposed program is clearly described and indicates successful provision of refugee employment services.
- The organization's internal fiscal system and fiscal controls are clearly described and adequate to meet reporting and monitoring requirements.
- The process used to evaluate and monitor the organization's program is clearly described and is consistent with federal and state requirements.

III. Coordination/Collaboration

- The connection to and coordination with Sacramento Works America's Job Centers (SWJCs) System and DHA is clearly described.
- The coordination with current SETA refugee program providers and local resettlement agencies is clearly described.

IV. Service Delivery System

- Outreach, recruitment, and assessment of refugee participants are clearly described.
- Strategies ensuring services to non-exempt CalWORKs recipients are consistent with DHA Welfare-to-Work (WTW) plans, including meeting work participation requirements, are clearly described.
- Strategies ensuring work participation requirements are met for Refugee Cash Assistance (RCA) recipients are clearly described.

V. Activity Description/Program Design

- Adequately demonstrates experience and ability to provide the proposed activity.
- Effectively describes the provision of supportive services.
- Case management strategies, including the tracking and reporting of participant progress, and job placement assistance, are clearly described.

VI. Budget

- The proposed budget and budget narrative align with the proposed services, are accurate, and demonstrate cost reasonableness and appropriateness.

VII. Demonstrated Performance.

a. SETA-Funded Service Providers

In addition to the evaluation criteria outlined above, all proposers who are either current or recent SETA-funded service providers will be evaluated on overall past program performance and ability to meet contractual performance standards for up to three fiscal years.

Evaluation of current performance will include the provider's ability to manage its program. Examples of evaluation criteria include:

- Experience and demonstrated ability to recruit non-mandatory CalWORKs participants;
- Achievement of planned enrollment goals;
- Ability to serve the refugee population;
- Achievement of contractual, planned service levels; and
- Submission of timely fiscal and Management and Information System (MIS) reports and contract documents to SETA.

The data used to evaluate programs will be provided by SETA's Program Monitoring, Fiscal, Contracts, and MIS Units.

b. Proposers with no current/recent SETA-funded program operation experience

Organizations not currently or recently funded by SETA will be evaluated based on information obtained from references submitted in the "References" section of the RFP. This would include organizations funded by SETA prior to October 1, 2011. References will be asked to provide an overall assessment of program performance and capacities, including:

- Actual performance vs. planned goals
 - Entered Employment Rate
 - Employment Retention Rate
 - Average Wage at Placement;
- Type of program/service(s) funded;
- Participant characteristics (i.e., number served, age, target groups, etc.);
- Geographic area served;
- Experience and capability in recruiting non-mandatory CalWORKs participants;

- Grant amount and duration (include date(s) funded);
- Fiscal accountability; and,
- Reporting and record keeping performance/capabilities.

SETA reserves the right to directly contact all references.

14. PRICE/COST REASONABLENESS AND JUSTIFICATION

All proposals will be evaluated based on the reasonableness of costs. Budgets will be reviewed for the reasonableness of cost items in relation to the type and length of service and the number of participants projected to be served. Costs will be compared to the historical costs of similar programs, as well as the costs of other proposals submitted in response to this RFP.

Applicants will be evaluated on the average cost per participant. The average cost per participant is the total amount of funding requested divided by the number of participants to be served in a program year.

15. STAFF FUNDING RECOMMENDATIONS

SETA staff will follow the process outlined below:

- (a) On, Friday, August 8, 2014, 1:00 p.m., staff funding recommendations will be published on SETA's website at www.seta.net.
- (b) By Tuesday, August 19, 2014, 5:00 p.m., any/all protests of staff funding recommendations must be filed with SETA's Clerk of the Boards.
- (c) On Thursday, September 4, 2014, 10:00 a.m., the SETA Governing Board will make final funding decisions.

16. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFP shall be written, 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 within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

Any proposer desiring to protest a funding determination concerning this RFP or the recommendation of SETA staff must file a protest, in writing, with the SETA Governing Board by Tuesday, August 19, 2014, 5:00 p.m., PST. The SETA Governing Board shall 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 shall be made prior to any funding determination under this RFP. The SETA Governing Board's decision shall be deemed final.

SETA adheres to the provisions of Sections 54950.5 *et seq* of the California Government Code, generally known as the Brown Act. Pursuant to Sections 54954.2 and 54954.3, members of the public may address the SETA Governing Board on any matter under its jurisdiction.

17. **LIMITATION**

SETA shall not pay for any costs incurred by the responding agency in the preparation of proposals in response to this request. Completion of pre-qualification requirements or the RFP does not, in any way, obligate SETA to award a delegate agreement.

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

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

18. **MODIFICATION OF SUBGRANTS**

Any delegate agreement funded pursuant to this RFP may be unilaterally modified by SETA upon written notice to delegate under the following circumstances:

- a. Subrecipient fails to timely meet its performance standards as set forth in the delegate agreement, or
- b. The Federal or State Government increases, reduces, or withdraws funds allocated to SETA under RSS and TA, or
- c. There is a change in Federal or State law or regulations or the policies and procedures of SETA are amended, revised or modified.

19. **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 SETA-funded training services, may be permitted. In such instances, proposers must clearly delineate in the proposal any plans to subcontract, identify with clarity the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts. Additionally, prior to the provision of service, any/all training

subcontractors will be required to meet SETA's administrative requirements, including SETA's Governing Board adopted Insurance Requirements.

20. START-UP AND PROGRAM OPERATION

The anticipated start date of SETA's PY 2014-15 RSS and TA programs will be Wednesday, October 1, 2014, contingent upon successful proposers meeting SETA's insurance requirements and receipt of Governing Board approval.

SECTION II

ALLOCATIONS BY FUNDING SOURCE/ACTIVITY

ELIGIBILITY REQUIREMENTS

PRORAM REQUIREMENTS

ALLOWABLE ACTIVITIES AND SERVICES

DESCRIPTION OF ALLOWABLE ACTIVITIES

I. ALLOCATIONS BY FUNDING SOURCE/ACTIVITY

A. RSS Program Allocation by Activity

Projected amount for services: \$460,833*

ACTIVITY	PERCENTAGE	AMOUNT
Vocational English-as-a-Second Language in concurrence with Employment Services (VESL/ES)	89%	\$410,833
Social Adjustment & Cultural Orientation (SA&CO) for all refugees.	11%	\$50,000
Total	100%	\$460,833

Average Cost per Participant

Average Hours

VESL/ES \$2,500**

SA&CO \$200

VESL instruction within this component shall average 240 hours. Length of entire service shall be until an employed participant remains on a job on the 90th day or September 30 of the respective Program Year, whichever comes first

* If final allocation is different, the percentage factor will be used to calculate the dollar amount.

**A minimum of five percent (5%) must be budgeted for support services

B. TA Program Allocation by Activity

Projected amount for services: \$318,283*

ACTIVITY	PERCENTAGE	AMOUNT
Vocational English-as-a Second Language in concurrence with Employment Services (VESL/ES)	20%	\$63,283
Employment Services (ES) Stand Alone	80%	\$255,000
Total	100%	\$318,283

Average Cost Per Participant

VESL/ES \$2,500**

ES \$1,500**

Average Hours

VESL instruction within this component shall average 240 hours. Length of entire service shall be until an employed participant remains on a job on the 90th day or September 30 of the respective Program Year, whichever comes first. Length of service: until an employed participant remains on a job on the 90th day or September 30 of the respective Program Year, whichever comes first.

* If final allocation is different, the percentage factor will be used to calculate the dollar amount.

**A minimum of five percent (5%) must be budgeted for support services.

II. ELIGIBILITY REQUIREMENTS FOR RSS/TA PROGRAMS

The following individuals, who reside in Sacramento County, are eligible for services:

A. Refugees/Asylees/Entrants/Special Immigrant Visa Holders (SIVs)

- (a) Must be an eligible refugee/asylee/entrant/SIV as indicated on the I-94 or formerly had refugee status if currently a resident alien as indicated on the I-151 or I-551;

-OR-

B. U.S. Citizens

- (a) A child born in the United States where both parents are refugees, or if only one parent is present, that parent must be a refugee;
- (b) An Amerasian from Vietnam who entered the United States after October 1, 1988;

-AND-

1. Must be 16 years of age or older;
2. Cannot be a full-time student in primary or secondary school unless the refugee is a mandatory participant referred by the County DHA (not applicable for SA&CO);
3. Must be on public assistance (not applicable for SA&CO);
4. Must be in the country less than five years from the date of enrollment (not applicable for referral, citizenship/naturalization, and translation/interpretation).

C. Certified Victims of Human Trafficking

Individuals who have been recruited, harbored, transported, provided, or have been obtained by a person for labor or services through the use of force, fraud, or coercion for the purpose of involuntary servitude, peonage, debt bondage, or slavery; or sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age. An individual must hold an official certification letter from the Office of Refugee Resettlement (ORR).

III. PROGRAM REQUIREMENTS FOR ALL TA/RSS PROGRAMS

A. Eligibility Certification/Verification/Enrollment

All potential participants must be verified eligible for TA or RSS services. Verification of eligibility will be made by SETA. Service providers are responsible for obtaining official verification documents for each participant prior to enrollment. Enrollment takes place after an applicant has been assessed and certified.

B. Intake/Assessment/Tracking

Service providers must provide the following services to all participants:

- Collect official eligibility/verification documents for each participant;
- Assess language proficiency, work skills, and academic levels and place in appropriate activity;
- Assess supportive services needs, provide supports as applicable, or coordinate with DHA for the provision of supportive services for CalWORKs refugees; and
- Track and report participant progress, including non-participation/non-cooperation, if applicable.

C. Participation Requirements for CalWORKs and Refugee Cash Assistance (RCA)

Services provided to all non-exempt CalWORKs participants must be in compliance with individual Welfare-to-Work plans and all other DHA requirements, including meeting work participation requirements.

Services provided to RCA recipients must be in compliance with all DHA requirements, including meeting work participation requirements.

D. Case Management

Case management is required and essential in maximizing the probability a participant's success in obtaining employment. Effective case management utilizes a number of steps to assist customers in obtaining and retaining employment. These steps are as follows:

1) Assessment

Refugee service providers are required to assess each participant. Areas to be assessed include English language proficiency, work experience, skill levels, interests, academic levels, occupational skills, aptitude, financial resources and service needs. The assessment can be a recent assessment of a participant, with appropriate updates and re-assessments conducted as appropriate.

Assessment is ongoing through a refugee's participation and is essential in identifying any additional barriers that an individual may need to overcome in order to successfully complete employment and training services, enter and retain unsubsidized employment.

2) Family Self-sufficiency Plan (FSSP)

The developing of a FSSP is required and includes:

- a. An employment goal;
- b. Achievement objectives (long term and short term);
- c. Service(s) based on the assessment; and,
- d. Ongoing case management.

3) Supportive Services

All participants must be assessed for supportive service needs. The purpose of supportive services is to ensure that there is necessary support for the participant to successfully achieve his/her goals. This may include transportation assistance, childcare, and ancillary supports such as clothing, uniforms, work-related tools, etc. To the greatest extent possible, refugee providers should address supportive service needs through partnerships and the leveraging of resources.

Note: DHA will be responsible for the provision of supportive services to eligible CalWORKs recipients.

4) Participation Documentation

Refugee service providers will be required record/document participation information in an individual participant's file. This is solely the responsibility of the refugee service providers.

5) Job Development/Placement Assistance

All SETA-funded RSS/TA programs with the exception of SA&CO must adhere to the "Work First" philosophy and will be required to provide job development/placement assistance services as an integral part of the program. This assistance must include, at a minimum: job counseling; job bank information; job development; career orientation; and job information from local governmental agencies, private sector employers, and newspaper ads. Job development focuses on the identification, solicitation and development of unsubsidized employment opportunities in the public and private sector.

6) Follow-up/Retention Services

Follow-up for 90-days is required and a key component of the case management process. Regular and frequent interaction with a participant following the attainment of unsubsidized employment is necessary in ensuring a participant is successful on the job and, if not, determining what intervention can be provided to ensure continuation of employment.

E. Reporting Requirements

SETA has established specific reporting processes to administer its program. These include, but may not be limited to:

- a) Management Information System (MIS) reports on participation;
- b) Monthly Fiscal reports; and
- c) Other reports as mandated by the CDSS-RPB, DHA, or SETA.

IV. ALLOWABLE ACTIVITIES

The following is a listing of allowable activities and services which are permissible under the RSS and TA that will be considered in response to this RFP.

A. Refugee Social Services (RSS)

- **Vocational English-as-a-Second Language in concurrence with Employment Services (VESL/ES)** for cash assistance and non-cash participants.
- **Social Adjustment and Cultural Orientation (SA&CO)**, such as translation/interpretation, crisis intervention, individual/group counseling, information/access to existing services (CalWORKs/SSI, personal finance, housing, legal, human relations, health, housing, small business, citizenship/naturalization, public transportation system/drivers' education, SWJC and SWTC System, and local customs) for all refugees.

B. Targeted Assistance (TA)

- **VESL/ES** for cash assistance and non-cash assistance participants.
- **ES Stand Alone** for cash assistance and non-cash assistance participants.

V. DESCRIPTIONS OF ACTIVITIES

A. Vocational English-as-a-Second Language/Employment Services (VESL/ES)

This component is designed to provide VESL in concurrence with direct employment assistance. All participants must be pre-tested utilizing a standardized English language assessment. If a cash participant's Student Performance Level (SPL) is 3 or above, the participant may be enrolled directly into ES Stand Alone activity. If the SPL is 2 or below, the participant must be enrolled in VESL to improve English language proficiency to better attain necessary job search skills. VESL will be tied to employment objectives and will provide a participant the basic knowledge of vocational English that is necessary to obtain and retain an entry-level job. All VESL instructors are required to hold a current valid California Teaching Credential Certificate in academic subjects.

Types of VESL include the following:

General VESL instruction will focus on the linguistic and cultural competencies for getting a job, keeping a job, and advancing on a job. The competencies are cross-vocational, applying to several or all occupations. Topics include employment applications, employment interviews, transportation, want ads, and on-the-job communication (following directions, clarifying instructions).

Occupational-clusters VESL instruction will focus on the linguistic and cultural competencies common to a group of occupations. Occupations may be grouped by industry, common communication needs, or technical/basic skill needs. Public contact occupations and health occupations would be two examples of clusters.

Occupation-specific VESL instruction will focus on the linguistic and cultural competencies necessary in a specific occupation, such as auto mechanic or electronic technician. The competencies may include those necessary for succeeding in a training class, getting a job, and/or functioning on a job.

ES shall include the following:

- a) Employability assessment testing and counseling;
- b) Labor market information/occupational career and vocational exploration;
- c) Pre-employment Skills Training (PEST) program, which includes:
 - Job search assistance
 - Job seeking skills training
 - Upward mobility
 - Job interviewing/resume writing
 - Job retention skills training
 - Employer rights (layoff)
 - Employee rights
- d) Job development and job placement: The service provider will develop service strategy plans for refugee job search activities. In the development of these plans, all reported employable family members will be included. At a minimum, the service provider will require the participant to:
 - Take part in an assessment of skills, abilities and aptitudes and develop short and long term employment goals and a strategy to attain those goals;
 - Every two weeks, complete/submit employment applications with ten employers that have the type of job openings identified as appropriate for the participants in the plan and
 - Every two weeks, identify the names, addresses and phone numbers of three businesses (which the participant has not previously contacted) offering the type of job in which the participant is attempting to obtain. Documentation of those job search efforts must be brought to the on-site visit with the job developer or ES staff every two weeks.

In addition, each service provider will:

- Create a job bank in order to facilitate job search and familiarize participants with seeking employment without supervision;
- Develop unsubsidized jobs with private and public sector employers; and
- Introduce to and encourage the use of the SWJC system and its services, specifically for additional job development and placement assistance services.

Service time includes the length of the program from the participant's enrollment date up to employment. This continues through employment and ninety day retention, or the ending date of the program year, whichever comes first.

The length of training for the VESL component of this activity shall be an average of 240 hours.

B. Social Adjustment & Cultural Orientation (SA&CO)

These services are defined as activities directed at assisting refugees to understand and effectively utilize daily living skills and problem solving skills. Services may be provided on an individual basis or through workshops and may include any of the following.

1. Translation/Interpretation services
2. Crisis Intervention
3. Individual/Group Counseling
4. Information/Access to existing services:
 - a) CalWORKs/SSI – an understanding of public assistance programs and the participant's rights and responsibilities as an applicant/recipient;
 - b) Personal Finance – Financial literacy including, banking, taxes, interest, contract purchases (e.g., home mortgages), identity protection;
 - c) Housing – Landlord/tenant relations, leases, rental agreements, home mortgage issues (e.g. foreclosure avoidance), utilities and utility deposits, appliance usage, safety, maintenance and local housing standards;
 - d) Health – Mental health and health services needs and referral to the programs available to address those needs, provide information regarding program requirements and methods of accessing such programs;
 - e) Education – Provide information regarding organizations and the content of educational programs, their operations and availability, rights and responsibilities of administrators, teachers, parents and students in those programs;
 - f) Legal – Role of law enforcement agencies, local/state/federal laws structured to protect citizens and civil rights. Safe vehicle operation, consumer protection, and fish and game laws;
 - g) Human Relations – Appropriate interaction with employer and co-workers. How to avoid and/or deal with neighborhood conflicts, family conflicts, parent/child conflicts, generational conflicts, etc.;
 - h) Small Business – Information provided may include how to develop a business

- plan, marketing of a business, licensing and regulatory requirements, and how to apply for a small business loan from the Small Business Administration (SBA) or from other government assistance programs;
- i) Citizenship/Naturalization – Information on citizenship/immigration issues including an understanding of the application process, availability of classes, and rights and responsibilities as a citizen/resident;
 - j) Sacramento Works America's Job Center (SWJC) System – Services available through the SWJCs system;
 - k) Youth and Refugee School Impact Grant (RSIG) services to assist refugee youth;
 - l) Childcare resources that are culturally appropriate and will meet refugee parent needs;
 - m) Public Transportation System/Driver Education – Information and referrals to agencies that can assist with use of the public transportation system and educating individuals on driving/operating a vehicle in California; and
 - n) Local Customs.

Preference for funding SA&CO will be given to MAAs/CBOs with strong ties to refugee communities. In addition, service providers funded under SA&CO will not be considered for funding under the employment components of this RFP.

C. Employment Services (ES) Stand Alone

As reflected above, this component is designed to provide direct employment assistance services. Services include:

- a) Employability assessment testing and counseling;
- b) Labor market information/occupational career and vocational exploration;
- c) Pre-employment Skills Training (PEST) program, which includes:
 - Job search assistance
 - Job seeking skills training
 - Upward mobility
 - Job interviewing/resume writing
 - Job retention skills training
 - Employer rights (layoff)
 - Employee rights
- d) Job development and job placement: The service provider will develop service strategy plans for refugee job search activities. In the development of these plans, all reported employable family members will be included. At a minimum, the service provider will require the participant to:
 - Take part in an assessment of skills, abilities and aptitudes and develop short and long term employment goals and a strategy to attain those goals;
 - Every two weeks, complete/submit employment applications with ten employers that have the type of job openings identified as appropriate for the participants in the plan; and
 - Every two weeks, identify the names, addresses and phone numbers of three businesses (which the participant has not

previously contacted) offering the type of job in which the participant is attempting to obtain. Documentation of those job search efforts must be brought to the on-site visit with the job developer or ES staff every two weeks.

In addition, each service provider will:

- Create a job bank in order to facilitate job search and familiarize participants with seeking employment without supervision;
- Develop unsubsidized jobs with private and public sector employers; and
- Introduce to and encourage the use of the SWJC system and its services, specifically for additional job development and placement assistance services.

The length of the program is either from October 1, 2014 until an employed participant remains on a job on the ninetieth day following the first unsubsidized placement or September 30, 2015, whichever comes first.

D. Supportive Services

The purpose of supportive services is to ensure that there is necessary support for participants to successfully achieve his/her goals. Supportive services are essential in ensuring participation in training activities, job search and retention of employment. Specific supportive services to be provided may include:

1. **Transportation** – Payments (such as money for bus passes) when such assistance is related to participation in available training activities and/or employment (**cash-aid participants only**)
2. **Child Care** – Payments for care of the participant's children who are 13 years of age or younger if the participant needs such care to participate in the program (**only available to CalWORKs recipients and to be paid by DHA**).
3. **Ancillary Expenses** – Cash allowances for job-related expenses which are essential to job performance such as books, tools, uniforms, union fees, drivers licenses, VESL registration fees, etc. (**also available for non-cash participants**).
4. **Translation/Interpretation Services** – Services that assist participants in understanding communications in their own languages (**also available for non-cash participants**).
5. **Referral for Personal Counseling** – Activities that provide information and refer participants to the available resources for personal therapy/counseling (**also available for non-cash participants**).

Supportive services for RCA and GA participants are administered by the provider (some restrictions apply for GA recipients). Support services for CalWORKs participants will be paid by the County DHA. Non-cash participants are only entitled to ancillary supports and referral for personal

VI. PERFORMANCE STANDARDS

The following performance standards will be utilized as the basis for evaluation of performance of programs funded under the RSS and TA grants. It should be noted that these standards are subject to change by action(s) taken by ORR, or CDSS-RPB.

A. Enrollment

Performance Area	Performance Standard
This area will be assessed based upon the program's actual enrollments vs. planned enrollments.	Allowable deviation in this category will be + or - 15% of planned enrollment

B. Entered Employment Rate

This area will be assessed on the program's Entered Employment Rate as a percentage of total planned enrollments for the following activities:

Performance Area	Performance Standard
VESL/ES	Minimum 60% (at least 80% must be full-time placements)
ES	Minimum 60% (at least 80% must be full-time placements)

C. Public Assistance Reductions/Terminations

The number of cash aid participants who either received a reduction in public assistance or were terminated from public assistance as a percentage of the total planned participants entering employment.

Performance Area	Performance Standard
VESL/ES	Minimum 50%
ES	Minimum 50%

D. Wage at Employment (At no time can the placement wage be below the minimum wage.)

Performance Area	Performance Standard
VESL/ES	Minimum \$9.75
ES	Minimum \$9.75

E. Job Retention Rate

Performance Area	Performance Standard
Job retention rate will be computed 90 days after initial confirmation of unsubsidized employment.	65%

F. Full-Time Job with Health Benefits

Performance Area	Performance Standard
The number of participants entering full-time employment offering health benefits as a percentage of the total planned participants entering full-time employment.	50%

VII. COLLABORATION WITH OTHER PROGRAMS

The delivery of these services by successful proposers will support the SWJCs. Providers of refugee program employment and training services are required to work closely with SWJC staff and the respective partner staff housed within or outside of the SWJC to provide comprehensive case management service strategies to refugee participants. Additionally, providers of refugee program employment and training services are required to coordinate with other refugee program service providers in the community such as the providers of social adjustment and cultural orientation services, DHA case workers, and the local resettlement agencies.

SECTION III

APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS

INSURANCE REQUIREMENTS

APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS

Each applicant agency must submit one complete copy of each item outlined below that applies to the applicant agency. Should the applicant be a joint venture or consortium, each party to such joint venture or consortium shall comply with the appropriate section in addition to submitting a copy of the "Declaration of Partnership or Joint Venture" (Attachment #9). SETA contracts staff will assist applicant agencies in meeting the prequalification requirements, but it is the applicant's ultimate responsibility to verify with SETA that current documents are on file. Verification can be obtained by contacting the SETA Contracts Unit at 263-4072.

FAILURE TO SUBMIT AND/OR RESPOND TO THESE PREQUALIFICATION REQUIREMENTS NO LATER THAN THE DEADLINE NOTED IN SECTION I OF THE RFP WILL DISQUALIFY APPLICANT AGENCY FROM ANY FURTHER FUNDING CONSIDERATION.

A. DISCLOSURE/CERTIFICATION FORMS PREQUALIFICATION REQUIREMENTS (Applicable to all Applicants)

All applicant agencies must submit the following four (4) attachments (Attachments #1 through #4). Each attachment must be signed (**original signature**) by an authorized representative(s) of the respondent agency.

1. **Attachment #1 - Fair Political Practices Commission Disclosure Forms**
2. **Attachment #2 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
3. **Attachment #3 - Certification Regarding Lobbying**
4. **Attachment #4 - Certification Regarding Drug-free Workplace Requirements**

B. INSURANCE PREQUALIFICATION REQUIREMENTS (Applicable to all new Applicants)

Applicant agencies that are not currently funded must submit Insurance Prequalification Attachments #5 and #6.

1. **Attachment #5 - Insurance Prequalification.** All new applicant agencies must submit an Insurance Prequalification form (Attachment #5). The attachment must be signed by an authorized representative(s) of the applicant agency.
2. **Attachment #6 - New Applicant Insurance Questionnaire.** Applicant agencies that are not currently funded by SETA must complete and submit the New Applicant Insurance Questionnaire (Attachment #6) stating the type of insurance and name of company they will use if funded.

C. ADMINISTRATIVE PREQUALIFICATION REQUIREMENTS

1. **FOR PUBLIC AGENCIES**

- (a) I.R.S. Employer Identification Number
Note: This is a nine-digit number beginning with 94 for most agencies.
- (b) Names and mailing addresses of current Governing Body
- (c) Certification of Accounting System (Attachment #7). To be completed and signed by applicant agency's chief financial officer. **MUST HAVE ORIGINAL SIGNATURE.**

2. **FOR NON-PROFIT CORPORATIONS**

- (a) Articles of Incorporation (include all amendments)
Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.
 - (I) If incorporated in a state other than California, include State of California Certificate of Qualification allowing you to operate here or a current Certificate of Status.
- (b) Federal Tax Exempt Status Verification (to include final determination letter, if applicable)
Note: This is a letter granting tax exemption from the Internal Revenue Service. This exemption is separate from the State exemption and requires a separate filing with I.R.S. If newly incorporated, provide copy of application to include notice of I.R.S. receipt.
- (c) I.R.S. Employer Identification Number
Note: This is a nine-digit number beginning with 94 for most corporations.
- (d) State Tax Exempt Status Verification
Note: This is a letter granting tax exemption from the State of California Franchise Tax Board. This exemption requires a separate filing from the Federal since the state does not automatically recognize the Federal Determination.
- (e) Names and mailing addresses of current local Board of Directors.

- (f) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

3. **FOR PRIVATE FOR-PROFIT CORPORATIONS**

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

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

(I) If incorporated in a state other than California, include State of California Certificate of Qualification allowing you to operate here or a current Certificate of Status.

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

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

- (c) Names and mailing addresses of current Board of Directors.

- (d) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

- (e) If doing business in other than corporate name, provide a copy of current fictitious business name statement.

4. **FOR PRIVATE FOR-PROFIT PARTNERSHIP**

- (a) Declaration of Partnership or Joint Venture (Attachment #9).

- (b) If operating under a "doing business as" entity, provide a copy of current fictitious business name statement.

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

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

- (d) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

5. **FOR PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP**

- (a) If doing business in other than sole-proprietorship name, provide a copy of current fictitious business name statement.

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

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

- (c) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

D. FOR ALL PRIVATE APPLICANTS PROPOSING POSTSECONDARY AND/OR VOCATIONAL EDUCATION CLASSROOM TRAINING (OCCUPATIONAL SKILLS)

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

-OR-

2. Proof of accreditation issued by the Western Association of Schools and Colleges or other proof of accreditation deemed acceptable by SETA, such as accreditation by one of the following:
 - (a) A degree-granting institution accredited by a national or regional accreditation agency recognized by the U.S. Department of Education or by the Committee of Bar Examiners for the State of California;
 - (b) A degree-granting institution, unaccredited and unapproved, authorized by filing of public disclosure information (May not issue diplomas under this authority);
 - (c) A licensed hospital, issuing diplomas in connection with the operation of the hospital;
 - (d) An institution accredited, approved, or licensed as a school by a state board, department or agency; or
 - (e) An institution or program (non-degree) accredited by a national or regional accreditation agency recognized by the U.S. Department of Education.

-AND-

3. School Catalog approved by the appropriate certifying or accrediting agency or proof that such approval is not granted by such agency.

E. FOR ALL APPLICANTS PROPOSING GED

1. Documentation of Authority to grant GED in California.

CONTRACT POLICY

Should applicant's proposal be selected for funding, applicant agency must be able to comply with the following requirements:

A. Audit

Before any funds are issued under any subgrant/agreement, funded agency shall submit to SETA a copy of the reports generated in connection with the most recent audit of its financial systems. These reports shall be in a form which complies with requirements of Office of Management and Budget (OMB) Circular A-133.

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 outlined in Attachment #10 consisting of 6 pages.

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

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

C. Resolution

SETA has a standardized resolution that is required of all public agencies and incorporated entities. The applicant agency's Governing Body or Board of Directors will be required to adopt the appropriate resolution for the purpose of appointing specific individuals authorized to both sign and negotiate the contract. The resolution requires the original signature of the Governing Body's or Board of Director's secretary and the affixation of the corporate seal. Should incorporated entities not have a seal, it will be necessary to obtain one prior to contract execution.

D. Prohibitions

No member of the immediate family of any officer, director, executive or employee of funded agency or SETA shall receive favorable treatment for enrollment in services provided by, or employment with, funded agency, nor shall any individual be placed in a funded employment activity if a member of that individual's immediate family is directly supervised by or directly supervises that individual. In addition, neither funded agency nor any of funded agency's subcontractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or on-the-job training position funded through the award of any grant, if a member of that person's immediate family is employed in an administrative capacity for SETA, funded agency, or any employment contractor of funded agency. However, where an applicable federal, state or local statute regarding nepotism exists which is more restrictive than this provision, funded agency and funded agency's subcontractors shall follow the federal, state or local statute in lieu of this provision.

- (a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, step-parent, and step-child.
- (b) The term "administrative capacity" refers to positions involving overall administrative responsibility for a program, including members of SETA's Governing Board and any of its affiliated Boards or Councils and members of the governing body or board of directors of funded agency, or where that individual would be the supervisor of an individual paid with funds provided through the award of any grant or performing duties under the grant award.
- (c) The term "staff position" refers to all staff positions providing services through the award of any grant.

COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 84308

In order to comply with the provisions of California Government Code Section 84308 and the Regulations of the California Fair Political Practices Commission, each respondent must fully complete the "Party Disclosure Form." Additionally, all participants (as defined in the attached "Participant Disclosure Form") identified by the respondent in the proposal must file the "Participant Disclosure Form." If other individuals or entities become or are identified as parties or agents during the time the Workforce Investment Board or Sacramento Employment and Training Agency is considering a respondent's proposal, additional Party Disclosure Forms must be filed with the Sacramento Employment and Training Agency. Participants who are later identified will be requested to file a "Participant Disclosure Form."

Government Code Section 84308

PARTICIPANT DISCLOSURE FORM

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by participants in a proceeding involving a license, permit, or other entitlement for use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any Sacramento Works, Inc. (Local Workforce Investment Board) or Sacramento Employment and Training Agency board member or any candidate for such a position. This prohibition starts on the date you begin to actively support or oppose an application of a license, permit, or other entitlement for use pending before Sacramento Works, Inc. or the Sacramento Employment and Training Agency, and continuing until three months after a final decision is rendered on the application or proceeding by Sacramento Works, Inc. or the Sacramento Employment and Training Agency.

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

- II. The attached disclosure form must be filed if you or your agent have contributed \$250 or more to any Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate for the Sacramento Works, Inc. Board or the Sacramento Employment and Training Agency Governing Board during the 12 month period preceding the beginning of your active support or opposition. It will assist the board members in complying with the law.
- III. If you or your agent have made a contribution of \$250 or more to any Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision in the proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the fact that you are a participant to the proceeding.

This form should be completed and filed the first time that you lobby in person, testify in person before, or otherwise directly act to influence the vote of the members of the board of either Sacramento Works, Inc. or Sacramento Employment and Training Agency.

1. An individual or entity is a "participant" in a proceeding involving an application for a license, permit or other entitlement for use, including a subgrant or contract, if:
 - A. The individual or entity is not an actual party to the proceeding, but does have a significant financial interest in the decision of the proceeding before Sacramento Works, Inc. or Sacramento Employment and Training Agency.

AND

- B. The individual or entity, directly or through an agent, does any of the following:
 - (1) Communicates directly, either in person or in writing, with a member of the board of Sacramento Works, Inc. or Sacramento Employment and Training Agency for the purpose of influencing the member's vote on the application or proposal;
 - (2) Communicates with an employee of Sacramento Works, Inc. or the Sacramento Employment and Training Agency for the purpose of influencing a board member's vote on the application or proposal; or
 - (3) Testifies or makes an oral statement before the board of Sacramento Works, Inc. or Sacramento Employment and Training Agency during a proceeding on a license, permit or other entitlement for use for the purpose of influencing the decision of the board of Sacramento Works, Inc. or Sacramento Employment and Training Agency.
2. A proceeding involving "a license, permit or other entitlement for use" includes all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.
3. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.

4. To determine whether a campaign contribution of \$250 or more has been made by a participant or his or her agent, campaign contributions made by the participant within the preceding 12 months must be aggregated with those made by the agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Sacramento Works, Inc. or Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact HEATHER LUKE, Workforce Development Analyst III, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Participant Disclosure Form SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Participant's Name: _____

Participant's Address: _____

(Street)

(City)

(State)

(Zip)

(Phone)

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

Sacramento Works, Inc. or Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount: _____

Name of Board Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount: _____

Name of Board Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount: _____

(Use additional sheet, if necessary)

No contributions made.

DATE: _____

(Signature of Participant and/or Agent)

Government Code Section 84308

PARTY DISCLOSURE FORM

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement of use, including a subgrant or contract, pending before Sacramento Works, Inc. or the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or any candidate for such position. This prohibition begins on the date your proposal is filed or the proceeding is initiated, and the prohibition ends three months after a final decision is rendered by Sacramento Works, Inc. or the Sacramento Employment and Training Agency. In addition, no Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

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

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any Sacramento Works, Inc. or Sacramento Employment and Training Agency board member, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution of \$250 or more to any Sacramento Works, Inc. or Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision on the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

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

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

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

Councilmember Allen Warren

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

Vice Chair

Supervisor Don Nottoli

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

Councilmember Jay Schenirer

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

Supervisor Jimmie Yee

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

Sophia Scherman

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

Current as of December 5, 2013

**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, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(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 of Labor (DOL) 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 DOL.
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 suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signature

Typed Name and Title of Authorized Signatory

Organization

Date

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 PREQUALIFICATION

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

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

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

(Name of Corporation/Entity)

(Signature of Authorized Representative)

(Typed Name and Title)

(Date)

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

NEW APPLICANT INSURANCE QUESTIONNAIRE

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

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

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

2. PROPERTY COVERAGE

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

3. GENERAL LIABILITY COVERAGE

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

4. VEHICLE LIABILITY COVERAGE

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

5. PROFESSIONAL LIABILITY (IF ANY)

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

6. WORKERS' COMPENSATION

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

7. INSURANCE BROKER OR AGENT

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

Date: _____

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

Dear Ms. Kossick:

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

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

(Signature of Financial Officer)

(Typed Name of Financial Officer)

(Title)

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

ATTACHMENT #8

Date: _____

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

Dear Ms. Kossick:

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

(name of city)

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

(Signature of Accountant)

(Typed Name of Accountant)

(License Number and Expiration Date)

(Name of Firm)

(Typed Name)

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

(Applicable to all SETA-funded programs)

(Pursuant to SETA Governing Board Action on 4/21/88)

(Revised 5/3/2007)

Prior to contract execution, commencement of program performance and disbursement of any funds, SETA shall receive from each funded agency's insurer an ORIGINAL, computer-generated, or faxed certificate of insurance and copies of required endorsements.

GENERAL REQUIREMENTS:

1. CERTIFICATES OF INSURANCE MUST INCLUDE:

- A. Insuring Company's Name;
- B. Full Mailing Address of Insurance Company's Issuing Branch Office;
(this item may be added to certificate by SETA staff)
- C. Policy Number(s);
- D. Policy Effective and Expiration Date(s);
- E. Policy Limits;
- F. Deductible(s) or statement that "No deductible is applicable";
- G. As respects General Liability Coverage, statement that "occurrence type" coverage rather than "claims made type" coverage is provided;
- H. Certificates must include an original signature or an original stamp of the agent's signature.
- I. Notice of Cancellation:

When completing certificates of insurance, the following wording must be stricken from the standard statement:

"Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail ___ days written notice to the certificate holder named to the left, ~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~"

NOTE: Upon receipt of an acceptable certificate and endorsements, a cover letter will be sent to each insurance carrier indicating SETA's reliance on the certificate as evidence that insurance was indeed issued and is currently in force. A copy of the letter will be sent to both the broker/agent and the operator.

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

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Continued)

2. **REQUIRED INSURANCE ENDORSEMENTS: MUST HAVE POLICY NUMBER TYPED ON ENDORSEMENTS.**

3. Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by SETA. In the sole discretion of SETA, SETA may require a funded agency to reduce or eliminate such deductibles or self-insured retentions as respects SETA, its officers, employees and volunteers.

NOTE: No SETA funds may be used to fund or otherwise pay for any deductibles, self-insured retentions and/or self-insurance.

4. SETA reserves the right to require funded agencies to obtain additional insurance coverage should the program activities provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include increased policy limits or coverages for professional liability and/or incidental malpractice. Increased policy limits might be addressed by increasing the general aggregate limits, obtaining excess coverage, and/or procuring a policy solely to insure SETA-funded activities.

5. SETA reserves the right to require funded agencies to provide SETA with complete copies of all insurance policies including endorsements.

6. All coverages shall be procured through a carrier satisfactory to SETA. If any coverage is canceled, revoked, reduced, or in any manner questioned or compromised, SETA shall not make any further disbursements to funded agency until SETA is satisfied that the coverage initially approved by SETA has been reinstated. Failure to provide timely evidence of continuing coverage shall result in suspension of all payments or reimbursements and/or suspension of performance. Additionally, should there be inadequate coverage or any lapse(s) in coverage, SETA shall not reimburse for any costs incurred during any period for which the required insurance coverage was not in effect.

7. In the event insurance coverages expire at any time or times during the term of the subgrant, the program operator agrees to provide, at least thirty (30) calendar days prior to said expiration date, a new certificate(s) of insurance evidencing insurance coverage(s) as provided for herein for not less than the remainder of the term of the subgrant. New certificates of insurance are subject to review for content and form by SETA.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

A. Required Limits:

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

B. Required Endorsements:

1. "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear," and,
2. "This insurance shall not be canceled, limited, or non-renewed until after fifteen (15) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

2. PROPERTY COVERAGE

A. Required Coverage:

Insurance which is at least as broad as the current ISO Special Form Causes of Loss (CP 1030) policy, formerly known as "all risks," as well as insurance covering boiler and machinery and compliance with ordinances or laws, if appropriate, for the full 100% insurable replacement cost of the property.

Such insurance shall name SETA as an additional insured as its interests in the property may appear and shall include a waiver of subrogation in favor of SETA.

B. Required Endorsements:

1. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply," and,
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy."

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

3. GENERAL LIABILITY COVERAGE

A. Type of Policy/Coverage:

All policies must be written on an occurrence-type policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy, insuring liability arising from premises; operations; independent contractors; incidental medical malpractice and garage keepers liability as appropriate given the nature of the funded agency's business; personal injury and advertising injury; products-completed operations; and liability assumed under an insured contract.

SEXUAL ABUSE LIABILITY COVERAGE

Subcontractors whose operations involve interaction with youth (ages to 18 years) must include "Sexual Abuse liability coverage" at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the subcontractor's Commercial General Liability Insurance. SETA is to be named as an additional insured for this coverage.

Claims-made policies are not acceptable.

B. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

C. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured;";
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy;" and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

4. VEHICLE LIABILITY COVERAGE

A. Required of all Program Operators

B. Required Coverage:

Coverage must include all of the following:

- a. Non-Owned Auto Liability
- b. Hired Auto Liability
- c. Owned Auto Liability (If the program operator owns autos)

C. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

D. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured;"
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy;" and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

5. PROFESSIONAL LIABILITY COVERAGE

A. Required of all program operators who employ or retain professional staff (including, but not limited to, nurses, psychologists, health care professionals, accountants or attorneys) for SETA-funded operations.

B. Required Limits:

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

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

6. WORKERS' COMPENSATION

A. Must cover all employees and participants employed or enrolled under the grant who are currently eligible for coverage under existing workers' compensation laws and regulations. Where participants in a work activity are not covered under a state's workers' compensation law, they shall be provided with adequate accident medical insurance.

B. Required Endorsement:

"This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

7. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the funded agency stating that:

- A. It agrees to SETA's insurance requirements as stated above;
- B. It will maintain a minimum reserve of the amount of self-insured retention over and above all known incurred claims filed against the self-insurance fund;
- C. The reserve is fully funded; and,
- D. No federal or SETA funds will be called upon to fund any losses resulting from any SETA-funded contract.

A sample letter will be provided.

SECTION IV

**INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION
SPECIAL INSTRUCTIONS
COMMON ERRORS**

INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION

- A. Read each Section of this RFP carefully.
- B. Section V of the RFP must be utilized as the proposal format by agencies/organizations responding to the RFP.
- C. Provide the information required of each section as concisely and completely as possible. Be specific and, where appropriate or deemed necessary, provide examples that clarify descriptions.
- D. Provide information **in the exact order as it is requested** on the standard RFP response format provided. Include the title of each section.

SPECIAL INSTRUCTIONS WHEN SUBMITTING PROPOSALS

- 1. NO STAPLES
- 2. STANDARD TYPE (12 point Arial or Times New Roman or larger)
- 3. 8.5 X 11 PAPER ONLY
- 4. SINGLE SIDE ONLY
- 5. ORIGINAL MUST HAVE ORIGINAL SIGNATURE S AND BE IDENTIFIED AS THE "ORIGINAL"
- 6. BLACK INK ON WHITE PAPER
- 7. ONE ORIGINAL PLUS SEVEN (7) COPIES OF PROPOSAL AND ONE (1) ELECTRONIC COPY ON A COMPACT DISKETTE (CD) OR FLASHDRIVE. "ZIP" FILES WILL NOT BE ACCEPTED.
- 8. DO NOT BIND COPIES OR USE SECTION DIVIDERS
- 9. NUMBER THE PAGES AND LABEL THE EXHIBITS
- 10. DO NOT INCLUDE DOCUMENTS, ATTACHMENTS OR LETTERS THAT HAVE NOT BEEN SPECIFICALLY REQUESTED IN THIS RFP.

COMMON ERRORS TO AVOID WHEN RESPONDING TO THE RFP

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

1. Failure to prequalify by the Prequalification deadline (which is different from the RFP deadline);
2. Failure to submit the proposal by the RFP deadline;
3. Failure to submit the required number of copies;
4. Failure to follow the proposal format provided by, and required in, the RFP;
5. Failure to submit unbound copies of proposals;
6. Failure to number pages and label exhibits;
7. Failure to submit a complete copy of the document in electronic format;
8. Failure to address or provide all items requested under References;
9. Failure to submit the resolution Exhibit A;
10. Failure to submit the 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.