

Public Notice

WIOA Youth Program Services Request for Proposal

The Southeast Los Angeles County Workforce Development Board (SELACO WDB), Division of Contracts and Compliance has released the Request for Proposal (RFP) to solicit competitive proposals for the delivery of in-school-youth program services/elements under the Workforce Innovation Opportunity Act. Successful bidders will provide the required WIOA In-School-youth services in a customer-focused-framework designed to enhance participants' education and employability.

RFP Release: October 3, 2022

Bidder's Conference: October 17, 2022 @ 1:00pm

Proposal Due: November 4, 2022 @ 3:00 PM

The RFP package in its entirety is available online at www.selacowdb.com

This Workforce Innovation Opportunity Act In-School Youth Program is fully funded by a grant award to the SELACO WDB totaling \$2,872,593.00 (100%) from the US Department of Labor.

Long Beach Press-Telegram

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STATE OF CALIFORNIA County of Los Angeles

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of the Long Beach Press-Telegram, a newspaper of general circulation, printed and published daily in the City of Long Beach, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, on the date of March 21, 1934, Case Number 370512. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

10/04/2022

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Long Beach, LA Co. California,
this 4th day of October, 2022.



Signature

The Long Beach Press-Telegram, a newspaper of general circulation, is delivered to and available in but not limited to the following cities:
Long Beach, Lakewood, Bellflower, Cerritos, Downey, Norwalk, Artesia, Paramount, Wilmington, Compton, South Gate, Los Alamitos, Seal Beach, Cypress, La Palma, Lynwood, San Pedro, Hawaiian

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**SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD**

A proud partner of
America's JobCenter
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**SOUTHEAST LOS ANGELES COUNTY (SELACO)
WORKFORCE DEVELOPMENT BOARD (WDB)**

**10900 E. 183RD STREET, SUITE 350
CERRITOS, CA 90703
(562) 402-9336**

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

SERVICES FOR YOUTH AGES 17 - 21

**PY 2022-2023
REQUEST FOR PROPOSAL (RFP)**

RFP Release Date: October 3, 2022

**Proposal Submission Deadline:
November 4, 2022, 3:00 p.m.**

SELACO WDB
Services for Youth Ages 17 - 21
Request for Proposal
PY 2022-2023

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**SELACO WDB
Services for Youth 17-21
Request for Proposal
PY 2022-2023**

SECTION I	RFP Purpose and Requirements
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This section provides information on the overall intent and purpose of the WIOA Services for Youth Ages 17-21 RFP, along with a summary of program requirements.

I.A	Purpose of Request for Proposal
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The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has been granted authority by the State of California to administer Workforce Innovation and Opportunity Act (WIOA) programs for the service area comprised of the following eight cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount.

Each year, the State allocates WIOA Title I to the SELACO WDB to implement workforce development programs for local residents, including eligible youth.

In accordance with WDB regulations and priorities, SELACO WDB's Youth Programs strongly emphasize youth development in all areas of education and employment by promoting high school completion; career exploration and guidance; and development of leadership skills, strong work habits, and occupational skills.

Services provided to In-School Youth ages 17-21 offer them the necessary skills and opportunities to realize their full potential and successfully transition into adulthood, secure employment, and pursue further education and training. The ultimate goal of the SELACO WDB Youth Programs is to expose youth to opportunities that will prepare them for adulthood by providing them a comprehensive array of services which furnish them the tools necessary to make sound decisions regarding their future and career choices.

The purpose of SELACO WDB's PY 2022-2023 WDB Youth RFP is to solicit year-round services from experienced and qualified providers for In-School youth, who are generally high school students ages 17 through 21. Proposed programs must enable participants to access the fourteen (14) core Youth Program elements required by WIOA. However, a variety of other fund sources may be used to cover the costs of such activities. Therefore, under this funding opportunity, SELACO WDB requires that proposers describe how they will leverage non-WDB funds with those available under WIOA, either through their own agencies' resources or by way of partnerships with other organizations.

The RFP solicits services for an (18) eighteen month program. However, proposers should base their budgets on a single program year allocation. The period of performance for the first year is January 2, 2023 through June 30, 2024.

I.B	Basic Program Requirements
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Proposers must develop program/service strategies that reflect the WIOA Youth Program target group, required service components, and intended outcomes.

Target Group

Proposers must serve In-School Youth only. Out of School Youth are served through a separate system: America's Job Center of California (AJCC) at SELACO WDB. Individuals aged 18 - 21 may also be served through SELACO WDB's Adult Program. An "in-school youth" is defined as a youth who has not received a secondary school diploma or its equivalent and is attending high school, whether full- or part-time, or is between school terms and intends to return to school.

Youth Eligibility

WDB defines the term "eligible youth" as follows:

- A. Attending school, including secondary and postsecondary school.
- B. Age 17 - 21¹ years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an in-school youth;
- C. Low-income individual; and
- D. An individual who meets one or more of the following:
 - 1. Basic skills deficient.
 - 2. An English language learner
 - 3. An offender
 - 4. Homeless individual or runaway.
 - 5. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
 - 6. Pregnant or a parenting (custodial and non-custodial parent including non-custodial fathers).
 - 7. An individual with a disability
 - 8. An individual requiring additional assistance to complete an educational program, or to secure and hold employment.

Required Service Components and Leveraging of Non-WDB Funds

All proposers must develop strategies that address the service priorities and produce the outcomes that are identified below. In order to maximize on limited WDB In-School Youth Program funds available through this RFP, SELACO WDB is seeking proposals from providers that will make use of WIOA funds for work experience, including those that take place using virtual platforms. All other activities will be provided through the use of funds

¹ Programs implemented under this RFP will focus on youth ages 17 through 21.

leveraged from other resources, including those of public education agencies and their partners. Proposers must describe how they will make available and/or access the WIOA Youth Program elements 1-14 (described below) using non-WDB funding. Each participant must, at a minimum, receive:

1. Work experience (*element 3*), through WDB funds provided through this RFP.
2. One semester (or the equivalent) of occupational skills training (*element 4*), through leveraged non-WDB resources, such as Career Technical Education (CTE) programs operated by local school systems.
3. At least one additional service/element (through leveraged non-WIOA resources). This service must be element 1-2, 5-14. Element 9 (follow-up) will be conducted by SELACO WDB staff.

Successful proposals will include a design that includes a full menu of services, incorporating the following fourteen (14) elements required by WIOA:

1. Tutoring, study skills training, instruction, and dropout prevention
2. Alternative secondary school services or dropout recovery services.
3. Paid and unpaid work experiences. Under this RFP, it is anticipated that WIOA-funded "paid work experience" will include between 80-100 hours of participation. ***SELACO WDB is especially interested in program that make available virtual/on-line work experience activities, including those that teach skills used in "work from home" positions.***
4. Occupational skills training. Occupational training should teach skills associated with careers in one of the following priority industries targeted by SELACO WDB: 1) Business and Professional Services; 2) Healthcare; 3) Hospitality and Tourism; 4) Manufacturing; and 5) Trade, Transportation and Utilities. ***If training targets another industry such as construction, justification must be provided in the proposal narrative.***
5. Education offered concurrently with workforce preparation and training for a specific occupation.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.
7. Supportive services.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up services for not less than 12 months after the completion of participation. (These services will be provided by SELACO WDB staff).
10. Comprehensive guidance and counseling which may include drug and/or alcohol abuse counseling, mental health counseling and referral to partner programs, as appropriate.
11. Financial literacy education
12. Entrepreneurial Skills Training which includes education that provides an introduction to starting and running a business, helping youth access small loans or grant to help and incubate the development of their own businesses and

experiential programs that provide youth with experience in day-today operation of a business.

13. Services that provide labor market and employment information.
14. Postsecondary preparation and transition activities which include preparing youth for the SAT/ACT, assisting with college applications, searching and applying for scholarships and grants, filling out financial aid applications and connecting to postsecondary programs.

WIOA Youth Outcomes

Proposed services must be designed to achieve the following outcomes.

1. Employment or Education in the 2nd Quarter after Exit: Participants who exited during the reporting period who are found to be employed or found to be enrolled in secondary education, postsecondary education, or occupational skills training
2. Employment or Education in the 4th Quarter after Exit: Participants who exited during the reporting period who are found to be employed or found to be enrolled in secondary education, postsecondary education, or occupational skills training
3. Median Earnings in the 2nd Quarter after Exit: The median of earnings of program participants who are in unsubsidized employment during the second quarter after program exit.
4. Credential Attainment: Attained postsecondary credential or secondary school diploma or its equivalent.
5. Measurable Skills Gained, including: Educational Functioning Level; Secondary School Diploma; Transcript/Report card; Progress Towards Established Milestones; and Skills Progression.

I.C	Additional Requirements
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In addition to the preceding requirements concerning target group, service components and outcomes, proposers should be aware of the following additional requirements concerning SELACO's WDB Youth program.

1. To be considered for funding, activities shall be operated in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), and all applicable federal, state and local regulations.
2. Training facilities shall be accessible by public transportation and provide accessibility for persons with disabilities in accordance with 29 CFR Part 37, Section 502 of the Rehabilitation Act of 1973.
3. All enrollees must be assessed for basic skills levels (reading and math) and career interests.
4. Organizations responding to this RFP must capture, record and manage youth information and delivery of services on the State of California's CalJOBS system.
5. All participant enrollment activity must be completed by **January 30, 2024.**
6. All participant activity must be completed by **June 30, 2024**, excluding retention and follow-up, respectively.
7. All participants in paid work experience opportunities shall be paid in accordance

with the minimum wage requirement. In the event that there are different minimum wage standards required by the federal government and state, the higher minimum wage requirement will be used.

8. In addition to basic employment counseling/guidance activities such as resume writing, interviewing skills and techniques, maintaining employment and motivation; exposure to other life skills as personal development, family planning/parenting skills, financial planning/budgeting and transitional life skills are required.
9. Appropriate records to support training progress, counseling, and planned outcomes must be maintained in the client records, and captured on CalJOBS.

SELACO WDB
Services for Youth Ages 17 - 21
Request for Proposal
(PY 2022-2023)

SECTION II	Proposer Eligibility, Contracts and Contractor Accountability
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This section provides information on the proposer eligibility, contract type and terms, and contractor responsibilities.

II.A	Proposer Eligibility
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SELACO WDB is interested in attracting qualified proposers to provide quality services to youth residing within all cities of the SELACO region. Public, private non-profit, private-for profit entities or community-based organizations that possess a minimum of two (2) years of employment and training program operations or related program experience may compete for funds under this RFP. However, such organizations must be able to:

1. Offer occupational skills training (through in-person or virtual delivery) in one or more of the SELACO WDB's targeted priority sectors; and
2. Provide all services other than work experience through leveraged (non-WIOA) funds.

Organizations must be in compliance with all certifications and assurances of the: Workforce Innovation and Opportunity Act of 2014; Uniform Guidance; and all applicable federal, state and local regulations.

Proposals may be submitted by a single qualified organization. "Joint proposals" submitted by a "lead agency" and one or more "collaborators" (i.e. financial partners) may also be submitted.

Should the SELACO WDB receive only one responsive proposal as the result of this RFP, procurement options under a "failed competition" will be exercised (i.e., re-competition or sole source procurement).

II.B	Limitations
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The release of this RFP does not commit SELACO WDB to award a contract or to pay any costs incurred in the preparation of a proposal. SELACO WDB reserves the right to accept or reject any or all proposals received as a result of this request.

II.C	Type of Contract
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SELACO WDB reserves the right to negotiate a cost reimbursement contract with all

service providers awarded contracts through this RFP process. On the "Budget Details" form, proposers are asked to substantiate projected costs.

II.D	Term of Contract
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Contract funds will be awarded for the period of January **2, 2023** through **June 30, 2023**, subject to providers' meeting performance goals. However, based on acceptable performance and available funding, contracts will be extended by a one-year period (July 1, 2023 through June 30, 2024).

II.E	Fiscal Accountability and Audit Requirements
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A sound financial management system, based upon generally accepted accounting principles, must be maintained. An integral part of the required financial management system is internal accounting controls that will provide reasonable assurance that all program funds/assets are safeguarded against loss from unauthorized use or disposition, and that accounting transactions affecting accountability are properly recorded to permit the preparation of accurate and supportable financial reports which are required to be submitted in accordance with the terms of the contract.

All funds awarded must be audited in accordance with the Uniform Guidance. Audit reports must be submitted to the SELACO WDB no later than 6 months after the end of the audit period. These funds should be identified in the report by the Catalog of Federal Domestic Assistance (CFDA) number as passed through SELACO WDB.

If selected for funding, proposers will be required to obtain a fidelity bond in the amount of the contract award, and provide documentation of insurance, including, at minimum: general liability; automobile; medical and accident; and worker's compensation.

II.F	Record Keeping, Reporting Requirements and Monitoring
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Contractors are required to maintain participant activity and fiscal records. Contractors are required to use the CalJOBS system for participant intake, eligibility certification, and case management. Clients' information must be entered into CalJOBS as services and transactions occur. Service activities must be recorded within ten (10) working days of activity occurrence. Contractors must submit an expenditures invoice monthly. A final report of expenditures and invoice will be submitted no later than **30 days** after that program year has ended: **July 30th** of each program year.

Programs shall be monitored at least once during the program period by WDB staff to ensure compliance with applicable program/fiscal requirements and federal, state and local policies and regulations. Audits or reviews by the State of California and/or U.S. Department of Labor representatives may also occur.

Service providers shall establish procedures, which ensure that the SELACO WDB officials are notified within 24 hours of any suspected or proven fraud, abuse, or criminal acts involving WIOA-funded activities.

SELACO WDB
Services for Youth Ages 17 - 21
Request for Proposal
(PY 2022-2023)

SECTION III RFP Timeline, Submission and Evaluation Process

This section provides information on the proposal process, including requirements for submission, timelines, and proposal evaluation.

III. RFP Timeline

The planned timeline for RFP-related activities/actions is as follows:

RFP Released	October 4, 2022
Bidder's Conference	October 17 @ 1:00 p.m. via Zoom
Las Day to Submit Questions	October 24, 2022, by 3:00 p.m.
Questions Posted	October 25, 2022, by 3:00 p.m.
Proposal Deadline	November 4, 2022, by 3:00 p.m.
Proposal Review Process	November 8, 2022-November 16, 2022
Awards Recommendations by Review Committee	November 17, 2022
Intent to Award Public Notification	November 18, 2022
Appeals Process	November 21 through December 2, 2022
Board Approval	TBD
Contract negotiation	TBD
Program Implementation	January 2, 2023

Any changes to this schedule will be published on SELACO WDB's website. Organizations whose representatives sign in at the Bidder's Conference will also receive e-mail notification of any such changes.

III.B RFP Contact

Through October 24, 2022, questions regarding the RFP may be directed via e-mail to Ana Mercado at ana.mercado@selaco.com.

III.C Bidders' Conference

A virtual Bidders' Conference will be held on October 17, 2022, at 1:00 p.m. PST. The purpose of the Bidder's Conference is to review RFP contents and proposal requirements with prospective proposers and to answer questions regarding the RFP process. RSVP's for the Bidders' Conference may be directed via email to Ana Mercado at ana.mercado@selaco.com by October 16, 2022.

III.D	Proposal Submission Requirements
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The deadline for submission of proposals in response to this RFP is November 4, **2022, at 3:00 PM.** Any proposal received after the deadline will be rejected and returned without review to the proposer.

To be considered for funding, all responses to this RFP must be sent by email to the address below and include:

- *"Proposal in Response to Services for Youth Ages 17- 21 RFP"* in the subject line; and
- The entire content of the proposal attached as a single PDF file.

Proposals must be emailed to Ana Mercado at ana.mercado@selaco.com.

III.E	Proposal Format
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All responses should be typed with a font size no smaller than 12 point, with default margins no less than 1 inch (top, bottom, left and right).

Section IV.A provides a detailed summary of the required elements of the proposal and their sequence within the proposal package. In addition, please note:

- One executed copy of the Assurance of Regulatory Compliance, one copy of Verification of Signature Authority, one Vendor's EEO Certification, one Certificate of Drug Free Workplace, one Debarment/Suspension Certification, and one Certification Regarding Lobbying must be submitted with the original signature proposal.
- As evidenced by a motion, resolution or statement signed by an officer of your agency's governing board; provide the name, address and telephone number of the representative authorized to conduct contract negotiations.

III.F	Proposal Evaluation
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Proposals will be evaluated in compliance with the SELACO WDB RFP review process. The designated Proposal Review Committee will review all proposed programs. Award recommendations will be presented to the full WDB for final approval. The criteria used to evaluate each proposed program are indicated below and proposers are advised to note the points assigned to each program criteria before preparation of proposals.

Proposals may earn up to 100 points as follows:

Experience and Qualifications of Proposer/Lead Agency:	25 points
Proposed Services/Program Design:	25 points
Program Outcomes and Planned Performance:	25 points
Budget Justification/Leveraged Resources	25 points

III.G	Rejection of Proposals
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A proposal shall be rejected prior to scoring if it:

1. Is received at any time after the exact time and date set for receipt of proposals;
2. Is incomplete or fails to meet RFP specifications;
3. Does not include a Proposal Summary Form signed by the authorized representative;
4. Is not prepared in the manner described in this RFP; or
5. Contains misrepresentation(s) or lack of accurate and specific information.

III.H	Appeals Process
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After the entire RFP process is completed, a notice of funding will be issued to all proposers providing notification of agency funding or non-funding status. All proposers will have 10 working days after the post mark date to file an appeal. An appeal must be based on at least one of the following reasons:

1. The action of the Proposal Review Committee contradicts applicable laws and regulations.
2. It can be demonstrated that material was submitted in a timely and proper manner and information pertinent to the decision for award(s) was not presented to the Committee.

All appeals must be in writing and mailed or hand delivered to the address on the cover page of this RFP. SELACO WDB staff will review all submitted appeals and will present them to the SELACO WDB for final decision.

**SELACO WDB
Services for Youth Ages 17 - 21
Request for Proposal
(PY 2022-2023)**

SECTION IV	Proposal Content, Forms and Narrative Questions
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This section provides information and directions on the development and assembly of a proposal in response to the SELACO WDB Services for Youth Ages 17-21 RFP.

IV.A	Proposal Contents
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Proposals submitted in response to the RFP will consist of the following contents in the order listed below:

Proposal Form 1: Proposal Summary and Signature Form
Proposal Form 2: Proposal Table of Contents
Narrative Section 1: Summary of Proposed Services
Narrative Section 2: Experience and Qualifications of Proposer
Narrative Section 3: Proposed Program/Service Delivery
Narrative Section 4: Program Outcomes and Planned Performance
Narrative Section 5: Budget Justification and Leveraging
Proposal Form 3: Program Performance Plan
Proposal Form 4: Program Budget Details
Proposal Form 5: Assurance of Regulatory Compliance
Proposal Form 6: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
Proposal Form 7: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
Proposal Form 8: Certificate of Drug Free Work Place
Proposal Form 9: Vendor EEO Certification
Proposal Attachment 1: Verification of Signature Authority (cover sheet)
✓ Documentation of signature authority
Proposal Attachment 2: Program Flow Chart (cover sheet)
✓ Program Flow Chart

By utilizing the "Proposal Table of Contents" form, respondents can ensure that their proposals include all required contents and that these items are presented in the requisite sequence.

IV.B	Proposal Forms
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Required proposal forms include:

Proposal Form 1:	Proposal Summary and Signature Form: <i>Provide requested</i>
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	<i>information, obtain required signature(s) and include form in proposal in the order requested.</i>
Proposal Form 2:	<i><u>Proposal Table of Contents</u>: Once proposal is completed and assembled, type/print numbers in lower right corner, insert page numbers in Table of Contents and include form in proposal in the order requested.</i>
Proposal Form 3:	<i><u>Program Performance Plan</u>: Indicate the number of youth to be served and the number of youth planned to achieve outcomes in each of the indicated categories. Include form in proposal in the order requested.</i>
Proposal Form 4:	<i><u>Program Budget Details</u>: Indicate budgeted amounts in each applicable category. Include form in proposal in the order requested.</i>
Proposal Form 5:	<i><u>Assurance of Regulatory Compliance</u>: After reviewing the form, indicate the proposer's (applicant's) name and indicate the name of the authorized individual, the date and signature. Include form in proposal in the order requested.</i>
Proposal Form 6:	<i><u>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions</u> (including instructions): After reviewing the form and instructions, indicate the proposer's (applicant's) name and indicate the name of the authorized individual, the date and signature. Include form in proposal in the order requested.</i>
Proposal Form 7:	<i><u>Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements</u>: After reviewing the form, indicate the proposer's (applicant's) name and indicate the name of the authorized individual, the date and signature. Include form in proposal in the order requested.</i>
Proposal Form 8:	<i><u>Certificate of Drug Free Work Place</u>: After reviewing the form, indicate the proposer's (applicant's) name and indicate the name of the authorized individual, the date and signature. Include form in proposal in the order requested.</i>
Proposal Form 9:	<i><u>Vendor EEO Certification</u>: After reviewing the form, indicate the proposer's (applicant's) name and indicate the name of the authorized individual, the date and signature. Include form in proposal in the order requested.</i>

These forms can be found at the end of the RFP, beginning on page 19.

Please note the order and sequence of these forms within your proposal, along with other required documents, is indicated in Sub-Section IV.A "Proposal Contents."

IV.C	Required Proposal Attachments
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Required proposal attachments include:

Proposal Attachment 1:	<u>Verification of Signature Authority:</u> <i>Read instructions. Use form as "cover sheet" and attach acceptable documentation to verify signature authority. Include form and attachment in proposal package in the order requested.</i>
Proposal Attachment 2:	<u>Program Flow Chart:</u> <i>Develop a flowchart that illustrates how youth will move through the proposed program and indicates the staff or agency responsible for each service/activity. Use form as "cover sheet" and attach Program Flow Chart. Include form and Program Flow Chart in proposal package in the order requested.</i>

Cover sheets for these required attachments can be found at the end of the RFP, beginning on page 30. Please note the order and sequence of these attachments within your proposal, along with other required documents, is indicated in Sub-Section IV.A "Proposal Contents."

IV.D	Proposal Narrative Questions
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Proposal narratives must address sections listed below. RFP Respondents should address each narrative section, ensuring that:

1. Narrative sections are headed with the section number and title. For example:
"Narrative Section 1: Summary of Proposed Services"
2. All questions and/or prompts in each narrative section are addressed in the response.
3. All responses are stated as briefly as possible.
4. Responses do not exceed eight (8) pages.

The Narrative is divided into the five (5) following sections:

Narrative Section 1:	Summary of Proposed Services
Narrative Section 2:	Experience and Qualifications of Proposer
Narrative Section 3:	Proposed Program/Service Delivery
Narrative Section 4:	Program Outcomes/Planned Performance
Narrative Section 5:	Budget Justification and Leverage

As indicated in Sub-Section IV.A "Proposal Contents," please note that the narrative responses should immediately follow the "Table of Contents" in the proposal.

Instructions, including questions/prompts, for each narrative section follow.

Narrative Section 1: Summary of Proposed Services

- 1.A. Describe how your proposed program corresponds to the service needs of the target youth population. Indicate cities of residence for youth to be served.
- 1.B. Describe program services, goals, and expected outcomes of the program.

- **Points will not be assigned to this response.** However, the response may contribute to the overall rating of the proposal.

Narrative Section 2: Experience and Qualifications of Proposer

- 2.A. Describe proposer's experience in employment-related youth programs
- 2.B. Describe proposer's fiscal record keeping methods to facilitate audit reviews.
- 2.C. Describe proposer's participant record keeping methods to facilitate audit reviews.

- Responses to this section may earn up to **twenty-five (25) points**.

Narrative Section 3: Program Design and Service Delivery

- 3.A. Indicate if the response is a joint proposal and, if so, the lead agency's responsibilities in the delivery of services.
- 3.B. Describe any partnerships and the partners' roles in the delivery of services.
- 3.C. Provide the following information for each facility or "center" to be used to deliver services. Include:
 - Complete address
 - Telephone number(s)
 - Contact person(s)
 - Operating hours, including weekends, if applicable.
- 3.D. Briefly provide a description of each Youth Service Facility and summarize the services to be provided at each site. If applicable, describe the proposer's virtual service delivery methodology.
- 3.E. Describe the accessibility of the Youth Service Facility in terms of public transportation, parking, safety, handicapped accessibility, and youth friendliness. If applicable, describe the accessibility of virtual services.
- 3.F. Describe your recruiting methods. How will you ensure that eligible youth are being served?
- 3.G. Describe your intake/eligibility assessment process and identify who is responsible for providing these services?
- 3.H. Describe your case management strategies, i.e. methodology of case management to be provided, ratio of case managers to participants, frequency/level of contact between case manager and participant, etc. How will information on individual participants be shared to enhance the services provided to youth within the collaboration?
- 3.I. Describe the system(s) in place to ensure participants receive the services determined necessary by their individual assessment or ISS¹. Indicate how the system(s) in place will accurately track and monitor services provided and participant progress.
- 3.J. Describe how the fourteen (14) required WIOA youth components are integrated into the proposed project.
- 3.K. Describe the employment skills elements of your program and how the following services/activities will be provided through your service delivery system:

¹ A sample SELACO WDB In-School Youth Individual Service Strategy (ISS) is attached as Exhibit 1

- Pre-employment and work maturity skills
- Career counseling and career exploration
- Job-specific skills
- Work experience opportunities, including such opportunities that will be provided through virtual platforms
- Job development and job placement assistance

Because it is a **required service**, give special attention to your description of the delivery of **work experience, including virtual/on-line options**.

3.L. Describe the education elements of your program and how the following services/activities will be provided through your service delivery system:

- Occupational Skills Training
- Basic Skills (Reading and Math)
- English as a Second Language / English Language Learning
- Computer Literacy
- Job Readiness Skills
- Instruction Leading to Completion of a Secondary School
- Alternative School Services
- Preparation for Post-Secondary Educational Opportunities
- Life Skills

Because it is a **required service**, give special attention to your description of the delivery of **occupational skills training**. If training is outside the five SELACO WDB priority/target sectors, provide justification for demand by citing recent Labor Market Information (LMI) data.

3.M. What are your plans to provide contextual basic skills and/or activities that link academic and occupational training?

3.N. List employers and/or work sites that have already committed to hiring and providing employment opportunities and paid/unpaid work experiences, including internships and job shadowing. If you have not yet identified employers or work sites, describe your work plan for doing so.

3.O. Describe how participant follow-up will be conducted for no less than six month but no longer than 12 months for participants following completion of the program.

3.P. Include a flowchart that illustrates how youth will move through the proposed program and indicate the staff or agency responsible for each service/activity. The "Program Flow Chart" should be included in the proposal package as Proposal Attachment 2.

Narrative Section 4: Program Outcomes/Planned Performance

4.A. What are the program's specific goals/performance objectives (based on the proposed design)?

4.B. Describe how the program will meet the required performance goals required under WIOA.

4.C. For participants needing WIOA Title I Adult program services, describe how such individuals will be referred to the SELACO WDB AJCC.

- Responses to this section may earn up to **twenty-five (25) points**. In assigning these points, consideration is also given to the Program Performance Plan (Proposal Form 3).

Narrative Section 5: Budget Justification and Leveraging

- 5.A. For all budgeted items, please provide a brief narrative explanation and justification of planned expenditures.
 - 5.B. List the source(s) and amounts of leverage to be used to pay for services (other than work experience) that will be provided to participants under the WDB In-School Youth Program to be funded under this proposal.
 - 5.C. Provide detail regarding any items listed as "Other." For these items, provide a brief narrative explanation and justification of planned expenditures.
- Responses to this section may earn up to **twenty-five (25) points**. In assigning these points, consideration is also given to Program Budget Details (Proposal Form 4).

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Proposal Form 1

Proposal Summary and Signature Form

Part 1 – Proposer Information

A. Proposer Information (“Lead Agency,” if a Joint Proposal)

Proposer Agency Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact Name/Title: _____

E-mail: _____

Type of Organization:

- ☐ Government (specify): _____
- ☐ One-Stop Operator / Center
- ☐ Community Based Organization
- ☐ Faith Based Organization
- ☐ Labor Organization
- ☐ Business & Trade Association
- ☐ Education (specify): _____
- ☐ Other: _____

Proposed Budget: \$ _____

Proposed Enrollments: _____

Proposed Program Service(s):

___ Eligibility, Assessment, ISS
 Development, Supportive Services,
 Personal & Career Counseling, Follow-
 up –and–

___ Occupational Skills Training

___ Paid Work Experience

B. Collaborator Information (Only applicable to Joint Proposals)

Collaborator Agency Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact Name/Title: _____

E-mail: _____

Type of Organization:

- ☐ Government (specify): _____
- ☐ One-Stop Operator / Center
- ☐ Community Based Organization
- ☐ Faith Based Organization
- ☐ Labor Organization
- ☐ Business & Trade Association
- ☐ Education (specify): _____
- ☐ Other: _____

Proposed Budget: \$ _____

Proposed Enrollments: _____

Proposed Program Service(s):

___ Eligibility, Assessment, ISS
 Development, Supportive Services,
 Personal & Career Counseling, Follow-
 up –and–

___ Occupational Skills Training

___ Paid Work Experience

Part 2 – Proposer Signatures

A. Proposer Signature (for “Lead Agency” if a Joint Proposal)

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or Workforce Investment Board if awarded.

Typed Name of Authorized Representative:

Title:

Signature of Authorized Representative

Date:

B. Collaborator Signature (Only applicable to Joint Proposals)

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or Workforce Investment Board if awarded.

Typed Name of Authorized Representative:

Title:

Signature of Authorized Representative

Date:

If the proposal includes more than one (1) collaborator (i.e., financial partner), attach additional pages to include “Collaborator Information” and “Collaborator Signature” for this agency(ies).

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Proposal Form 2

Proposal Table of Contents

#	Item/Form	Page
1.	Proposal Form 1: Proposal Summary and Signature Form	
2.	Proposal Form 2: Proposal Table of Contents	
3.	Narrative Section 1: Summary of Proposed Services	
4.	Narrative Section 2: Experience and Qualifications of Proposer	
5.	Narrative Section 3: Proposed Program/Service Delivery	
6.	Narrative Section 4: Program Outcomes and Planned Performance	
7.	Narrative Section 5: Budget Justification and Leveraging	
12.	Proposal Form 3: Program Performance Plan	
13.	Proposal Form 4: Program Budget Details	
14.	Proposal Form 5: Assurance of Regulatory Compliance	
15.	Proposal Form 6: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	
16.	Proposal Form 7: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements	
17.	Proposal Form 8: Certificate of Drug Free Work Place	
18.	Proposal Form 9: Vendor EEO Certification	
19.	Proposal Attachment 1: Verification of Signature Authority	
23.	Proposal Attachment 2: Program Flow Chart	

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Proposal Form 3

Program Performance Plan

Complete the following table indicating the number of youth to be served and to achieve outcomes in each of the indicated categories.

Total In-School Youth Ages 17 to 21 to Be Served		
	Performance Goals	No. Youth
1.	Total Participants to be Served	
2.	Placement in Employment, Education or Training	
	a. Entered career technical training program	
	b. Entered postsecondary education program	
	c. Entered unsubsidized employment	
	d. Entered apprenticeship program	
	e. Entered customized employer-based training	
3.	Attained Recognized Certificate/Diploma/Degree	
	a. Attained high school diploma/GED	
	c. Other (describe)	

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Proposal Form 4

Program Budget Details

Complete the following table by indicating budgeted amount in each applicable category. All budgeted items must be explained in Narrative Section 5 "Budget Justification and Leveraging."

		Budget Item/Category	Budgeted Amount	
			WIOA	Non-WIOA/ Leverage
A.		Staff Salaries		
B.		Number of full-time equivalents: _____		
C.		Staff Benefits		
D.		Staff Benefit Rate (percent) _____ %		
E.		Participant Wages and Fringe Benefits		
F.		Participant Support Services		
G.		Indirect Costs approved by Federal guidelines		
H.		Other (specify): _____		
I.		Other (specify): _____		
J.		Other (specify): _____		
K.		Other (specify): _____		
L.		Other (specify): _____		
M.		Other (specify): _____		
N.		Total Funding (WIOA and Non-WIOA separately)	\$	\$
O.		Total Project Funding	\$	

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Proposal Form 5

Assurance of Regulatory Compliance

Name of Applicant: _____

(Hereinafter called the "**Applicant**" hereby agrees that it will comply with the following laws and regulations regarding nondiscrimination under the Workforce Investment Act of 1998):

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of race, color, national origin, or religion;

Title IX of the Education Amendments of 1972 (P.L. 92-318) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and all regulations issued pursuant to that title, prohibiting discrimination based on handicap;

The Age Discrimination Act of 1975 and all regulations issued pursuant to that title, prohibiting arbitrary discrimination against persons ages 40-70.

The rights of the State, the DOL, or any of their authorized representatives access to any books, records, papers or other pertinent documents (records retention for 3 years for the purpose of auditing or monitoring). (29 CFR Part 95, Section 95.48 (d).

For the performance of experimental developmental, or research work the DOL's requirements pertaining to patent rights, copyrights, and rights in data. (29 CFR Part 95, Section 95.36)

Compliance with EEO provisions in Executive Order 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60.

The applicant gives further assurance that no officers of this organization have been convicted of fraud or misappropriation of funds within the last two years.

This assurance is given in consideration of and for the purpose of obtaining Federal funds through the Southeast Los Angeles County Workforce Investment Area. The applicant recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees. The person whose signature appears below is authorized to sign on behalf of the Applicant.

Applicant's Name: _____	Applicant's Title: _____
Applicant's Signature: _____	Date: _____

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Proposal Form 6

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

Name of Applicant: _____

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 on following page.

1. The prospective recipient of Federal assistance funds certifies, by submission of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for 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 form.

Applicant's Name: _____	Applicant's Title: _____
Applicant's Signature: _____	Date: _____

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

1. The certification in this clause is 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.
2. 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 because of changed circumstances.
3. The terms "covered transaction", "debarred", "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 section 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.
4. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, 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.
5. 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.
6. 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.
7. 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.
8. 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
9. 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.

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Proposal Form 7

**Certification Regarding Lobbying, Certification for
Contracts and Cooperative Agreements**

Name of Applicant: _____

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 an 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 SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of 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.

Applicant's Name: _____		Applicant's Title: _____
Applicant's Signature: _____		Date: _____

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Proposal Form 8

Certificate of Drug Free Work Place

Name of Applicant: _____

Pursuant to the State of California, Government Code, Section 8355 ff., the Contractor hereby certifies that:

1. Contractor agrees to the incorporation of this Certification into the Contract and Certifies that the Contractor will provide all participants and employees a drug-free work place, pursuant to Government Code Section 8355 ff. of the State of California, by doing all of the following:
 - a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's of organization's work place and specifying the actions that will be taken against employees for violations of the prohibition.
 - b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.
2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if SELACO WDB determines that any of the following has occurred:
 - a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
 - b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.
3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

Applicant's Name: _____	Applicant's Title: _____
Applicant's Signature: _____	Date: _____

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Proposal Form 9

Vendor EEO Certification

Name of Applicant: _____

In accordance with Section 4.32.010 et.seq. of Los Angeles County Code, the supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California

Organization

Date

Name and Title

Signature

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Proposal Attachment 1

Verification of Signature Authority

The State of California requires the SELACO WDB to obtain verification of signature authority from the agencies that contract with SELACO. This signature verification is to remain on file at the WDB office.

Please utilize this page as a cover sheet behind which should be attached documentation that names the individuals authorized to negotiate and sign contracts on behalf of your agency. This verification should be in the form of a board resolution or other appropriate action.

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Proposal Attachment 2

Program Flow Chart

Please utilize this page as a cover sheet behind which should be attached a Program Flow Chart. The flowchart should illustrate how youth will move through the proposed program and indicate the staff or agency responsible for each service/activity

SELACO WDB - Services for Youth 17- 21 Request for Proposal (PY 2022-2023)	
Proposal Exhibit 1	Sample ISS

A sample In-School Youth Individual Service Strategy (ISS) Form is attached.

Company Name:	Point of contact:	Company Email:
Paramount High School	Elaine Ruiz	Ruiz_Elaine@laoe.edu
Bellflower High School	Danielle Scipio	Scipio_Danielle@laoe.edu
John Glenn High School	Frances Valdez	Valdez_Frances@laoe.edu
Norwalk La Mirada	Joanne Jung	jjung@nlmusd.org
Bayha Group	Carmen Tovar, June Bahya	june@bayhagroup.com, carmen@bayhagroup.c
Lakewood High School	Rob Bazer, Pathway Coordinator	rbazer@lbschools.net
Artesia High School	Stephanie Palutzke, Dean Special Programs	stefani.palutzke@abcusd.us
Downey High School		Website
Bellflower Unified School District	Precious Young	preciousyoung@busd.k12.ca.us
Whole Systems Learning		info@wholesystemslearning.org
OCAPICA	Josue Rodriguez	jrodriguez@ocapica.org
Opportunities for learning	Brandi Tyson, Principal	btyson@oflschools.org
Bridges from school to work	Joseph Naves	joseph.naves@bridgestowork.org
Job Vision Success JVS-SoCal	Jodi Doane, Director, Grants	jdoane@jvs-socal.org
Career TEAM	James Hugh, Regional Director of Operations	jameshughes@careerteam.com
Purple Reign Life Skills Center, LLC	Sharon Cruise	purplelady335@gmail.com
Managed Career Solutions INC	Alexis Altounian	aaltounian@mcslosangeles.com
ABC Adult School	Sasha Leonardo	sasha.leonardo@abcusd.us
City of Hawaiian Gardens	Linda Hollingsworth	<u>lindah@hgcity.org</u>
City of Hawaiian Gardens	Jesus Mendoza	<u>jmendoza@hgcity.org</u>
ABC ADULT SCHOOL	Nancy Amara	nancy.amara@abcusd.us
ABC ADULT SCHOOL	Ty Holloway	ty.holloway@abcusd.us
CERRITOS COLLEGE	Graciela Vasquez	<u>gvasquez@cerritos.edu</u>
CERRITOS COLLEGE	Tischel Diaz	<u>tdiaz@cerritos.edu</u>
DOWNEY ADULT SCHOOL	Blanca Rochin	<u>brochin@dsud.net</u>
NORWALK-LA MIRADA ADULT SCHOOL	Travis Crow	<u>tcrow@nlmusd.k12.ca.us</u>
NORWALK-LA MIRADA ADULT SCHOOL	Brian Randall	<u>brandall@nlmusd.k12.ca.us</u>
NORWALK-LA MIRADA ADULT SCHOOL	Mindy Chung	<u>mchung@nlmusd.k12.ca.us</u>
Paramount Adult School	Hector Lujan	<u>hlujan@paramount.k12.ca.us</u>
Paramount Adult School	Yvonne Rodriguez	<u>yrodriguez@paramount.k12.ca.us</u>
Bellflower Unified School District	Lisa Azevedo	<u>lazevedo@busd.k12.ca.us</u>
DPSS	Diana Giannone	<u>DianaGiannone@dpss.lacounty.gov</u>

DOR	Ashley Burrell	Ashley.Burrell@dor.ca.gov
DOR	Maria Turrubiarres	Maria.Turrubiarres@dor.ca.gov
EDD	Anthony Raygoza	anthony.raygoza@edd.ca.gov
EDD	Connie Chan	connie.chan@edd.ca.gov
EDD	Crystal Prendiz	crystal.prendiz@edd.ca.gov
Norwalk Housing Authority	Nida Watkins	nwatkins@norwalkca.gov
ProPath INC	David Baquerizo	davidpropath@me.com
MADE	Nancy Valdez	made@dusd.net , nvaldez@dusd.net
Sky-Rocket Ed	Andrea Giles	agiles@skyrocket-ed.com
Equus Workforce Solutions	Camille Padilla	camille.padilla@equusworks.com
Equus Workforce Solutions	Adrineh Terantonians	Adrineh.Terantonians@EquusWorks.com
ABC Adult School		georgia.grissom@abcusd.us
ABC Adult School		ana.segura@abcusd.us
New Life Community Church		info@nl-cc.org
Trinity Christian Reformed Church		office@trinitycrc.org
First Christian Reformed Church		office@firstartesia.org
Holy Family Catholic Church		info@holymfamilyartesia.org
First Baptist Artesia		info@fbcartesiaca.com
Calvary Bellflower Church		contact@calvarybellflower.org
Bellflower Brethren Church		bbsmail@bellflowerbrethren.org
Encounter Church		info@encountercrcb.org
The Door Church		tbueno714@gmail.com
Joey Fiktarz Lead Pastor		joseph.fiktarz@jofbellflower.com
Alan Miller		alan.miller@jofbellflower.com
Benjamin Vincent		benjamin.vincent@jofbellflower.com
Sandra Rodriguez		sandra.rodriguez@jofbellflower.com
Neighborhood Christian Church		office@ncfbellflower.com
Bethany Christian Reformed Church		office@bethanycrc.org
First Missionary Baptist Church		office@fmbcbellflower.org
Living Way		hello@livingwayfamily.com
Cerritos Baptist Church		info@cerritosbaptist.org
Cerritos Baptist Church		info@cerritosbaptist.org
Chris Fukunaga		chris@citybible.church
Admin email		info@citybible.church

Generations Church
Legacy Churc
Downey First Christian Church
Light and Life Church Downey
Abundant Hope Christian Centre
Desert Reign Church
Downey Memorial Christian Church
Redeemer Covenant Church
New Hope Church of Southern California
Downey Church of Christ
Trinity Baptist Church:
Mickey Crandall
Our Lady of Perpetual Help Church,
Church of Deliverance International
New Hope Community Churc
Praise Chapel Hawaiian Gardens,
The Way Out Ministries
Cityline Church
One Church
St Timothy Lutheran Church
Renovate Church
Lakewood Church of Christ
St Pancratius Catholic Church,
Lakewood Village Community Church
St John of God Catholic Church
Community Baptist Church
Revive Church
Village Baptist Church
New life Foursquare Church
Rock of the Nations Church
St Linus Catholic Church
Church of God,
Roman Catholic Parish Community of Our Lady of the Rosary
Admin- Jennifer Diaz, Administrative Assistant

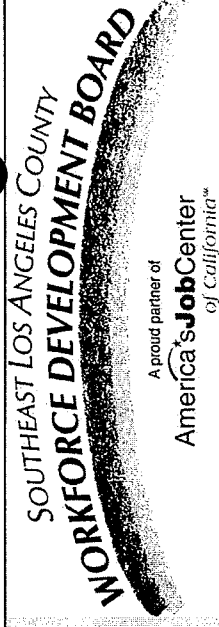
info@generations.email
office@legacychurch.live
info@downeyfirst.org
info@lightandlifechurch.org
abundanthope@sbcglobal.net
info@desertreign.org
office@downeymemorial.org
info@redeemercovchurch.org
somangsae@gmail.com
office@downeychurchofchrist.com

cleanstart4home@gmail.com
office@olpdowney.com
codinc@codii.org
wbasilio@earthlink.net
rburgos777@gmail.com
Rachel@thewayout.org
office@lakewoodfirstumchurch.org
onechurchlakewood@gmail.com
office@sttimothyakewood.com
info@renovatechurch.org
coclakewood@gmail.com
stpanrectory@gmail.com
office@thelvcc.org
frontoffice@sjogparish.org
info@cbchurchnorwalk.com
info@revivelachurch.org
contact@vbcministryonline.org
connect@newlifeoursquare.org
pastor@rockthenations.org
info@stlinus.org
wwcaministry@gmail.com
slanderos@myladyolr.com
ldiaz@myladyolr.com

Emmanuel Church
Lifegate,
Chapel of Change,
Emmanuel Reformed Churc
Clearwater Christian Center,

info@erc.la
contact@lifegate.la.org
admin@chapelofchange.org
info@erc.la
office3c@att.net

BIDDER'S CONFERENCE SIGN-IN SHEET



Project:	Services for Youth Ages 17-21 PY 22-23	Meeting Date:	10/17/2022
Facilitator:	SELACO WDB	Place/Room:	Zoom

Name	Title	Company	Phone	E-Mail	Signature
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Melissa Steele		Skyrocket Ed		melissasteel@skyrocket-ed.com	

SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD

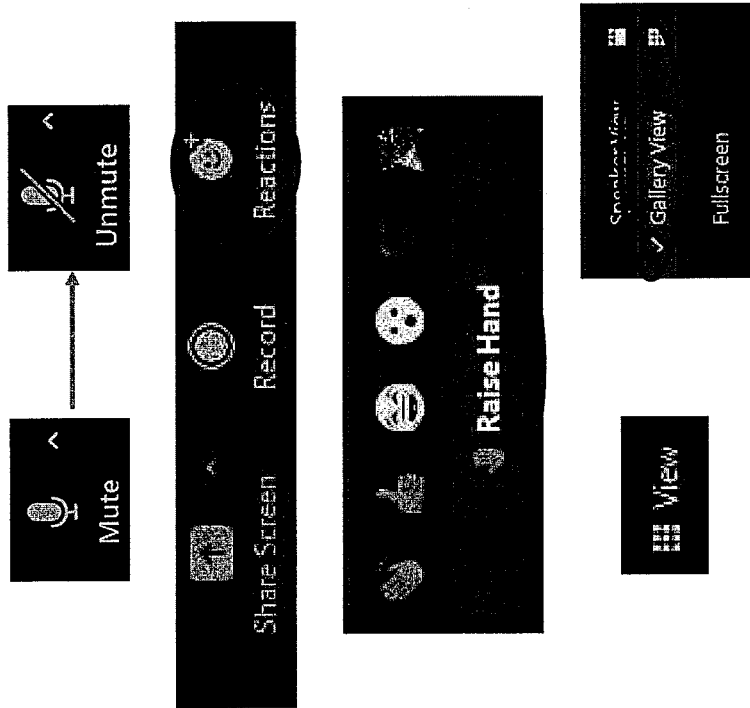
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Bidder's Conference
WIOA-In-school Youth Funding

WIOA IN-SCHOOL YOUTH FUNDING
BIDDER'S CONFERENCE
SOUTHEAST LOS ANGELES COUNTY WIOA BOARD

Housekeeping



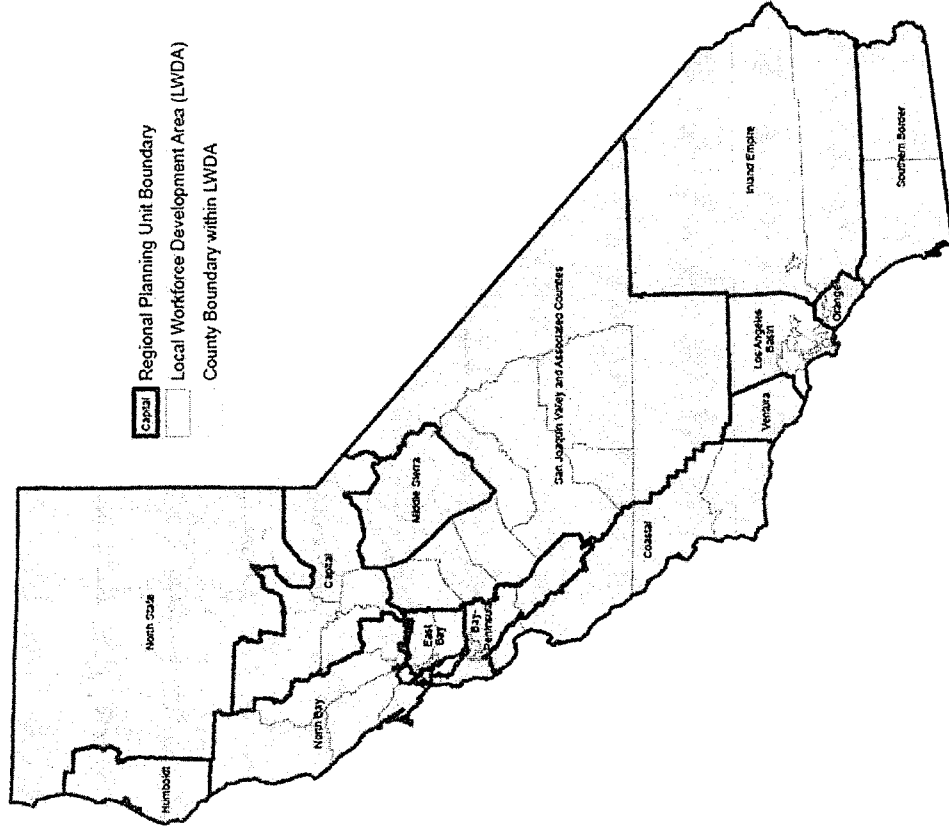
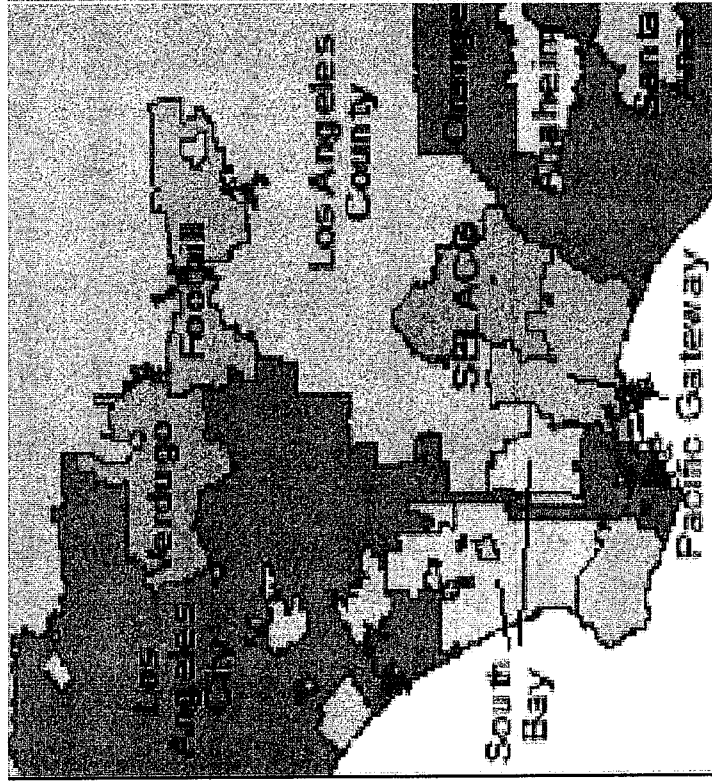
Agenda

- Welcome & Introductions
- SELACO Background
- Funding Stream & Objectives of the RFP
- RFP Overview
- RFP Timeline
- Posted Questions
- Q&A

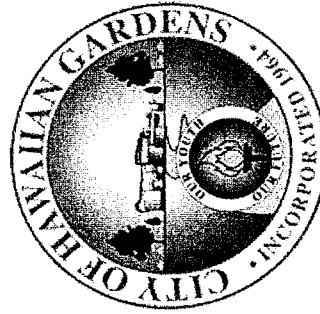
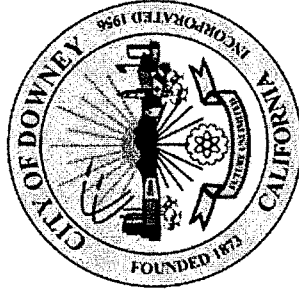
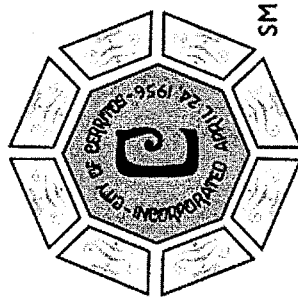
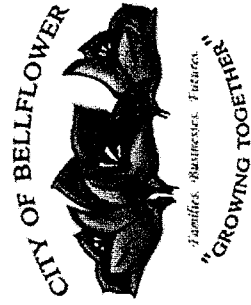
Welcome & Introductions



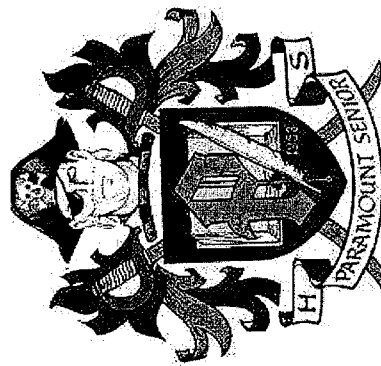
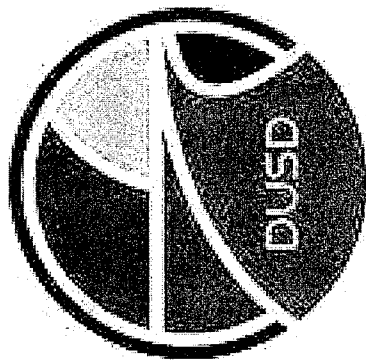
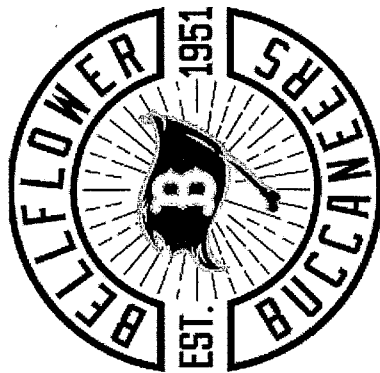
SELACO Background



SELACO Service Area



SELACO School Districts



Funding Stream & Objectives of the RFP



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RFP Overview

Section I

Purpose & Requirements

- A. Purpose of Request for Proposal
- B. Basic Program Requirements
- C. Additional Requirements

Section II

Proposers Eligibility, Contract, Contract Accountability

- A. Proposer Eligibility
- B. Limitations
- C. Type of Contract
- D. Term of Contract
- E. Fiscal Accountability and Audit Requirements
- F. Record Keeping, Reporting Requirements and Monitoring

Section III

RFP Timeline, Submission and Evaluation Process

- A. RFP Timeline
- B. RFP Contact
- C. Bidder's Conference
- D. Proposal Submission Requirements
- E. Proposal Format
- F. Proposal Evaluation
- G. Rejections of Proposals
- H. Appeals Process

RFP Released	October 4, 2022
Bidder's Conference	October 17 @ 1:00 p.m. via Zoom
Las Day to Submit Questions	October 24, 2022, by 3:00 p.m.
Questions Posted	October 25, 2022, by 3:00 p.m.
Proposal Deadline	November 4, 2022, by 3:00 p.m.
Proposal Review Process	November 8, 2022-November 16, 2022
Awards Recommendations by Review Committee	November 17, 2022
Intent to Award Public Notification	November 18, 2022
Appeals Process	November 21 through December 2, 2022
Board Approval	TBD
Contract negotiation	TBD
Program Implementation	January 2, 2023

Section IV

Proposal Content, Forms, & Narrative ?s

- A. Proposal Contents
- B. Proposal Forms
- C. Required Proposal Attachments
- D. Proposal Narrative Questions

Section IV (continued)

Proposal contents, Forms & Attachments

Proposal Form 1:	Proposal Summary and Signature Form
Proposal Form 2:	Proposal Table of Contents
Narrative Section 1:	Summary of Proposed Services
Narrative Section 2:	Experience and Qualifications of Proposer
Narrative Section 3:	Proposed Program/Service Delivery
Narrative Section 4:	Program Outcomes and Planned Performance
Narrative Section 5:	Budget Justification and Leveraging
Proposal Form 3:	Program Performance Plan
Proposal Form 4:	Program Budget Details
Proposal Form 5:	Assurance of Regulatory Compliance
Proposal Form 6:	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
Proposal Form 7:	Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
Proposal Form 8:	Certificate of Drug Free Work Place
Proposal Form 9:	Vendor EEO Certification
✓ Proposal Attachment 1:	Verification of Signature Authority (cover sheet)
✓ Proposal Attachment 2:	Documentation of signature authority Program Flow Chart (cover sheet) Program Flow Chart

Section IV (continued)

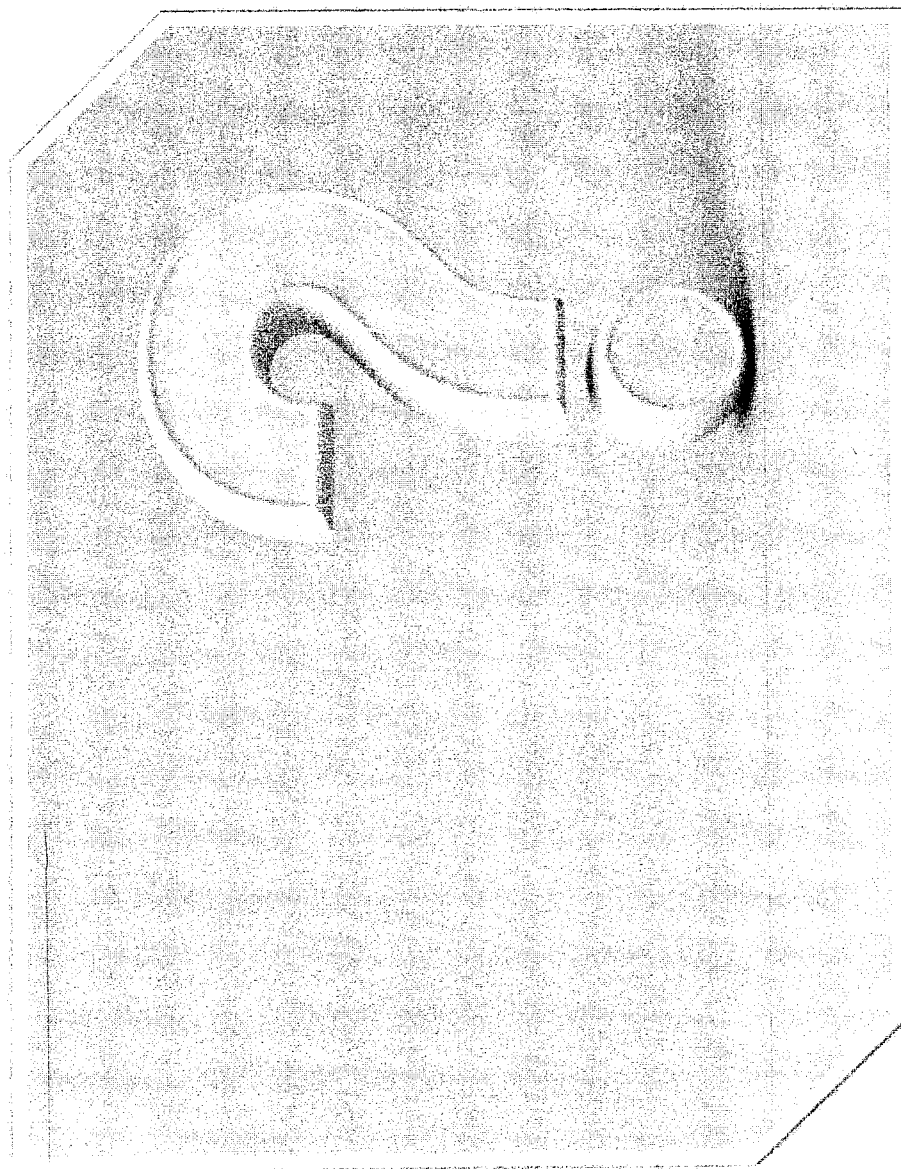
Narrative questions

- | | |
|----------------------|---|
| Narrative Section 1: | Summary of Proposed Services (introduction page) |
| Narrative Section 2: | Experience and Qualifications of Proposer (25 points) |
| Narrative Section 3: | Proposed Program/Service Delivery (25 points) |
| Narrative Section 4: | Program Outcomes/Planned Performance (25 points) |
| Narrative Section 5: | Budget Justification and Leverage (25 points) |

Posted Questions

At this time, the SELACO WDB has not received any questions.





Q&A



SELACO WDB In-School Youth Services RFP Questions PY 2022-2023

Questions received through 10/24/2022

Questions publicly posted on 10/25/2022

1. To best ensure compliance with the identified page limits, please confirm question prompts may be truncated or removed.

Yes, questions can be truncated. The reader needs to easily match a response to a question.

2. Please provide the total number of youth the board anticipates bidder will serve?

A minimum of 50 participants.

3. Please provide the total amount of available funding anticipated for this contract.

400K

4. Please provide the initial contract period and any extensions periods.

The initial contract period is 1/2/2023-6/30/2024, with the possibility of negotiating an additional 12-month follow-up component, depending on the performance outcome of the project. The follow-up component would be from 7/1/24 through 6/30/2025.

5. RFP page 15, *"Proposal narratives must address sections listed below. RFP Respondents should address each narrative section, ensuring that: 4. Responses do not exceed eight (8) pages."* Please clarify the page limit is 8 pages per section.

The allowability is 8 pages per section.

6. RFP page 3, *"The RFP solicits services for an (18) eighteen month program. However, proposers should base their budgets on a single program year allocation. The period of performance for the first year is January 2, 2023 through June 30, 2024."* Please clarify whether bidders are to provide budgets for 12 or 18 months?

Because we are providing funding from overlapping program years, we ask that you please provide a 1/1/23-6/30/23 budget and a 7/1/23-6/30/24 budget. The first budget covers the first six months, and the second covers the remaining 12.

7. Will supportive services be covered under WIOA funds for this RFP or will these be funded through other non-WIOA sources?

They can be included as part of the program design and thus included in the budget, but you can also leverage the supportive services from other funding streams as part of your design.

8. RFP page 8, Item 2, Section II.A. *"Provide all services other than work experience through leveraged (non-WIOA) funds."* Please provide additional information on what "all services" includes.

9. Is this where Direct services to participants are to be included?

Yes, from the 14 youth services listed under WIOA, which do you plan on providing as part of your program design.

10. Is it permissible for bidders to add additional lines on the budget form as needed?

SELACO WDB In-School Youth Services RFP Questions PY 2022-2023

Yes, the budget form is just a template; you can edit as needed.

11. Are there any other Bidder's Conference dates we should be looking out for either with Southeast Los Angeles or outside of Southeast Los Angeles?

Please reference page 10 of the RFP for timeline dates.

12. Besides the conference and proposal dates listed on RFP packet, are there any other important dates we should be looking out for?

Please reference page 10 of the RFP.

13. Other Bidder's Conference dates we should be looking out for either with Southeast Los Angeles or outside of Southeast Los Angeles?

Please reference page 10 of the RFP.

14. For what time period does the \$400k in funding cover? a. If the \$400k is for the first 6-month budget period, what amount should we budget for the remaining 12 months of the initial contract period?

One budget is requested for an 18-month program.

SELACO WDB - Services for Youth 17- 21
Request for Proposal
(PY 2023-2024)

Proposal Form 1

Proposal Summary and Signature Form

Part 1 – Proposer Information

A. Proposer Information (“Lead Agency,” if a Joint Proposal)

Proposer Agency Name: ABC Unified School District

Address:

11467 Aclare Street, Artesia CA 90701

Telephone: 562-926-5566 x 21197

Fax: 562-926-5566

Contact Name/Title: Sasha Leonardo/Coordinator of CTE

E-mail: sasha.leonardo@abcusd.us

Type of Organization:

☐ Government (specify): _____

☐ One-Stop Operator / Center

☐ Community Based Organization

☐ Faith Based Organization

☐ Labor Organization

☐ Business & Trade Association

☒ Education (specify): _____

☐ Other: _____

Proposed Budget: \$ 290,000.00

Proposed Enrollments: 110

Proposed Program Service(s):

☒ Eligibility, Assessment, ISS
Development, Supportive Services,
Personal & Career Counseling, Follow-
up –and–

☒ Occupational Skills Training

☒ Paid Work Experience

B. Collaborator Information (Only applicable to Joint Proposals)

Collaborator Agency Name:

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

☐ Government (specify): _____

☐ One-Stop Operator / Center

☐ Community Based Organization

☐ Faith Based Organization

☐ Labor Organization

☐ Business & Trade Association

☐ Education (specify): _____

☐ Other: _____

Proposed Budget: \$ _____

Proposed Enrollments: _____

Proposed Program Service(s):

— Eligibility, Assessment, ISS
Development, Supportive Services,
Personal & Career Counseling, Follow-
up –and–

— Occupational Skills Training

— Paid Work Experience

Part 2 – Proposer Signatures**A. Proposer Signature (for “Lead Agency” if a Joint Proposal)**

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or Workforce Investment Board if awarded.

Dr. Crechena Wise

Director - Secondary Curriculum
and Professional Learning

Typed Name of Authorized Representative:

Title:


Signature of Authorized Representative

3/13/2023

Date:

B. Collaborator Signature (Only applicable to Joint Proposals)

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or Workforce Investment Board if awarded.

Typed Name of Authorized Representative:

Title:

Signature of Authorized Representative

Date:

If the proposal includes more than one (1) collaborator (i.e., financial partner), attach additional pages to include “Collaborator Information” and “Collaborator Signature” for this agency(ies).

SELACO WDB - Services for Youth 17- 21
Request for Proposal
(PY 2023-2024)

Proposal Form 2

Proposal Table of Contents

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13.	Proposal Form 4: Program Budget Details	20
14.	Proposal Form 5: Assurance of Regulatory Compliance	21
15.	Proposal Form 6: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	22
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Narrative Section 1: Summary of Proposed Services

1.A. Describe how your proposed program corresponds to the service needs of the target youth population. Indicate cities of residence for youth to be served:

Located in Southeast Los Angeles County, ABC Unified School District (ABCUSD) ranks as one of the most diverse districts in California (17 of 704) and serves 22,687 students in the cities of Artesia, Cerritos, Hawaiian Gardens, Lakewood, Long Beach, and Norwalk as well as students representing out-of-district cities (16.4%). ABCUSD's minority enrollment is 95% and 50% of students receive free or reduced lunch. The service area has an average of 4.1% unemployment and is currently aligned with the California state unemployment rate which is also 4.1% based on December 2022 data. (Source: <https://labormarketinfo.edd.ca.gov/file/lfmonth/2212pwib.pdf>). Currently, 3,327 students are enrolled in Career Technical Education Pathways: 67% low SES; 14% English Learners; 14% Special Education; 0.6% Homeless/Foster. Research shows that high-achieving lower-income students dropout of high school or do not graduate on time at a rate twice that of their higher-income peers (8% vs. 4%) but still far below the national average - 30% (Wyner, Bridgeland, Dilulio Jr., 2009). Furthermore, 7 Out of 10 employers feel that recent college graduates are underprepared in the areas of applying knowledge in real-world settings, critical thinking, and oral communication. (Hart Research Associates, 2015). The data confirms that the majority of youth, especially WIOA-eligible youth (ages 14-22), are not adequately prepared with high-level sets of skills, both in academic instruction and technical training, to be successful in a challenging and demanding global workforce.

In response to the disparity gap and current data trends and needs of our youth, ABC Unified School District designed the *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program to support underserved youth in preparing for college and the workforce. Along with business/industry, secondary, and post secondary institutions, youth have the opportunity to enter Career Technical Education (CTE) pathways that integrate academic, career development and job preparation, such as: Health and Medical Technology, Education, Business, Arts, Media & Entertainment, Engineering, Transportation, Manufacturing and Information and Communication Technology. The innovative aspect of this comprehensive project corresponds to the needs of ABCUSD's community/city areas by providing youth with career pathways that align career-related education with academic courses and articulate courses between the program's secondary, post-secondary and business/industry components. This approach promotes career and college readiness for all youth via academic and career development (school-based learning and work-based learning aligned to a CTE pathway), mentoring, civic/community opportunities and support services. Please note, that throughout this proposal, the term "youth" will refer to in-school students.

1.B. Describe program services, goals, and expected outcomes of the program:

The purpose of the *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program is to establish and sustain a seamless integration of school-based learning, work-based learning and support services for all in-school youth. Through the ABCUSD *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program, youth will have access to a broad range of academic, college/career, employment/work experience, and or support services. An advantage of integrating school-based learning is the integration of the classroom with real-world work experiences that makes learning meaningful and leads to career exploration, college/post-secondary education, and/or career readiness. The heart of this project is the involvement of business/industry and secondary/post secondary partners engaged in a collaboration that focuses on "real-life" work experience outside of the classroom under the guidance of a professional mentor from the business/industry through the ABCUSD *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program. Work-based learning opportunities will consist of: paid/unpaid internships, work experience, employment, job shadowing, career speakers, and career field trips. Another advantage is that youth will have access to support services outlined in their Individual Service Strategy (ISS)/plan developed in collaboration with district staff. The staff will assist in-school youth with identifying needs and assessing their progress towards graduation, transitioning into post-secondary education and/or entering the workforce.

Goals & Outcome:

- 1) *Meet the needs of youth for transitioning to adulthood with literacy in math and reading.*
- 2) *Increase opportunities for youth in education and workplace with exposure to careers such as: Health and Medical Technology, Education, Business, Arts, Media & Entertainment, Engineering, Transportation, Manufacturing and Information and Communication Technology fields for college and career readiness.*
- 3) *Placement in demand occupations/employment, and/or college/Trade School/ or certificated program.*

Narrative Section 2: Experience and Qualifications of Proposer

2.A. Describe proposer's experience in employment-related youth programs:

ABCUSD administration has successfully provided more than 50 years of service in developing, coordinating, implementing and supervising highly effective and successful federal, state and local youth and adult employment-related programs. Exemplar programs include: Comprehensive Employment Training Act (CETA) and Public Service Employment (PSE), Job Training Partnership Act (UTPA), Summer Youth Employment Training Program (SYETP), California Work Opportunities and Responsibility to Kids (CalWORKS), Earn and Learn Youth at Work, Workability and Workforce Investment Opportunity Act (WIOA). ABCUSD's goal has been to capture youths' interest in learning, cultivate an awareness of a high skill, high wage, high demand careers and create college-bound scholars. Among our other programs, specifically in the last two years, district staff has successfully implemented and managed the WIOA Youth Program; Carl D. Perkins V Federal Program - 19 Career Technical Education Career Pathways, Project Lead the Way (PLTW), ABCUSD's Early College Program; WorkAbility I - State Program for special education youth and adults; K12 Strong Workforce (K12 SWP); and expansion of the District's State Work Experience and Work Permit Program.

Over the past 50+ years, ABCUSD has served as a primary partner in collaboration with business/industry partners, 2 and 4 year Colleges, ABCUSD Adult School, Cerritos Area Chamber of Commerce and the Southeast Los Angeles County Workforce Development Board. In recent years, for example, ABCUSD has partnered with LA Metro, and has provided opportunities for 45 students/youth in the summer of 2022 to participate in a virtual work experience program. Drawing on its 50-year track record of collaborating with academic and business/industry partners, ABCUSD will capitalize on its existing partnerships and work on strengthening and extending collaboration efforts with other partners. ABCUSD has been guided by the principles of collaborating and connecting youth and their families with information on school-based learning, work-based learning and support services that are available to them. ABCUSD's needs are comprehensive, as determined by both the diversity within the community and the youth population it proudly serves. Each partner plays a pivotal role in contributing, reinforcing and improving the district's program goals. ABCUSD and its partners will work closely and diligently to prepare youth for the high-level skills needed for today's global workforce.

2.B. Describe proposer's fiscal record keeping methods to facilitate audit reviews:

ABCUSD has over 50 years of experience in coordinating programs. Our sound fiscal records indicate our ability to accurately track and report on special programs we manage. The district is the fiscal agent to multiple federally, state and local funded grants working with multiple funding agencies. This has provided for a streamlined financial management system of internal accounting controls, based upon generally accepted accounting principles, that provide reasonable assurance that funds will be safeguarded against loss from unauthorized use of disposition, and that accounting transactions affecting accountability are properly recorded to permit the preparation of accurate contracts. The district is required to comply with applicable program/fiscal, federal, state and local policies and regulations, therefore, ensuring its ability to accept fiscal liability for grant funds and to track and report stated outcomes. Through both manual and computerized methods, all records will be easily attained and maintained by district staff and school sites. District policies and procedures are in place to ensure that SELACO WDB is notified of any suspected or proven fraud, abuse or criminal activity involving WIOA funds. The district will maintain accurate records, participant files, program information and reports for reimbursement. Appropriate training progress, counseling, and planned outcomes will be maintained in the clients' records. The district's experienced staff and computerized data systems will ensure our ability to track and report fiscal data to facilitate audit reviews. As required by law, staff will keep fiscal reports on hand for 5 years.

2.C. Describe proposer's participant record keeping methods to facilitate audit reviews:

ABCUSD has consistently demonstrated effective record keeping methods and best-practices that have been monitored and accepted by federal, state and local program auditors. As in the past, ABCUSD staff will continue to maintain accurate documentation and records as required by the WDB in participant files. The information kept in the participant files will include but is not limited to: program eligibility, certification, documentation, assessments, case notes, ISS/plan, documented supervisor evaluations, worksite agreements, training materials, district staff evaluations, timesheets, pay schedules, training progress, counseling and planned outcomes. District staff will work collaboratively with Southeast Los Angeles County Workforce Development Board (SELACO WDB) staff to coordinate participant record keeping monitoring reviews. As required by law, staff will keep participants' records securely on-site for 5 years.

Narrative Section 3: Program Design and Service Delivery

3.A. Indicate if the response is a joint proposal and, if so, the lead agency's responsibilities in the delivery of services: This is not a joint proposal.

3.B. Describe any partnerships and the partners' roles in the delivery of services: ABCUSD's *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program will assist by providing youth mentorship, in-person and virtual employment/work experiences, and tours of their businesses. Specific partners such as LA Metro and Boeing have committed to supporting ABCUSD students during their summer internship programs, which include virtual project based work experience, as well as career guest speakers, soft skill training, and opportunities to present to industry executives. Cerritos College will assist in providing information and assistance to youth who are interested in transferring to a career pathway program offered by the college. The program will provide assistance for youth to take field trips, enroll in college courses for early college credit opportunities, participate in sessions regarding career pathway options and education, financial aid/support services as well as access to guest speakers.

3.C. Provide the following information for each facility or "center" to be used to deliver services: All locations provide services 8:30 a.m. to 4:30 p.m.

- (1) Artesia High School Career Center: 12108 Del Amo Blvd. Lakewood, CA, 90715;
 - (2) Cerritos High School Career Center: 12500 E. 183rd St., Cerritos, CA, 90703;
 - (3) Gahr High School Career Center: 11111 Artesia Blvd, Cerritos, CA, 90703;
 - (4) Tracy High School Career Center: 12222 Cuesta Drive, Cerritos, CA, 90703;
 - (5) Whitney High School Career Center: 16800 Shoemaker Avenue, Cerritos CA 90703;
 - (6) Adult School: 12242 Cuesta Avenue, Cerritos, CA 90703;
 - (7) ABCUSD District Office: 16700 Norwalk Blvd, Cerritos, CA 90703
- Main contact person for all 7 centers: Jenny Chan - Phone: (562) 926-5566

3.D. Briefly provide a description of each Youth Service Facility and summarize the services to be provided at each site. If applicable, describe the proposer's virtual service delivery methodology: ABCUSD's school site-based Career Centers and District Office will serve as one-stop centers to provide recruitment, employment services, support services, and instructional materials. Youth will have access to mentors, tutors, employment/work experience and internships at convenient locations throughout their community. Services offered at all of the sites will be made available both in-person and via a virtual platform.

3.E. Describe the accessibility of the Youth Service Facility in terms of public transportation, parking, safety, handicapped accessibility, and youth friendliness. If applicable, describe the accessibility of virtual services: ABCUSD meets the requirement to have sites near or on the main thoroughfare of public transportation, handicap accessibility, and provides adequate and safe parking. All district and school-site based Career Centers are accessible by public transportation lines. All facilities have access to public transportation, parking, safety, and handicapped services. In terms of virtual support, ABCUSD will provide all students access to technology which includes Chromebooks, iPads, and hotspots to support internet service. These items will be provided for free, and lent to students throughout the duration of the program as needed.

3.F. Describe your recruiting methods. How will you ensure that eligible youth are being served: ABC Unified School District's recruitment and outreach efforts is a comprehensive system in which staff work closely with our schools and local agencies to increase awareness of WIOA services and the ABCUSD *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program. One of the most effective methods of recruitment for ABCUSD is providing classroom presentations in the Career Pathway courses at the high schools, as well as identifying students and providing presentations during lunch or after school in partnership with the career centers. Additionally, in-person and virtual family nights either independently or aligned with the school site Open House events have also yielded successful outcomes. To ensure all eligible youth are being served, ABCUSD staff provide experienced key personnel to assist in identifying the required target populations. District staff provide information and written materials to youth and family who are interested in applying and participating.

3.G. Describe your intake/eligibility assessment process and identify who is responsible for providing these services: ABCUSD will conduct the intake eligibility assessments for all youth to determine their special needs and appropriate educational and career pathway based on their interests. All intake eligibility/assessments will be carried out in accordance with SELACO WDB guidelines. Staff will conduct a preliminary review of the youth's application to determine their eligibility. To accommodate all youth, all intake/eligibility assessments will take place at the high schools and at the district office. Eligible youth will be scheduled for orientation and assessment on goals and commitments. All orientation and assessment results will be placed in the youths' ISS/Plan. ABCUSD district staff will review the ISS/Plan with youth participants to evaluate their progress before work-based learning starts. Lastly, upon completing the training, youth will participate in an exit interview and post-assessment.

3.H. Describe your case management strategies, i.e. methodology of case management to be provided, ratio of case managers to participants, frequency/level of contact between case manager and participant, etc. How will information on individual participants be shared to enhance the services provided to youth within the collaboration: Aligned with ABCUSD's *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program goal, case management will play a critical role in the success of the program. All case management will be overseen by trained ABCUSD district staff. Their primary responsibility will be to carry out all activities and needs as identified in youths' ISS/Plan. The project's case management methods include: (1) Conducting an intake process that consists of an assessment and setting an orientation date with youth (2) Conducting a program orientation and developing ISS/Plan with youth that addresses educational and career interests that determines youths' short and long term goals (3) Providing youth with specific educational and job requirements for a particular career pathway based on youths' interests and values; and (4) Encouraging youth and families to utilize support services by connecting them to careers. Other steps may be included to meet youths' additional needs. The youth to case manager/district staff ratio will be 55:1. During these sessions, ABCUSD staff will document services provided to youth such as: assessments, strategies/interventions for meeting benchmarks, and evaluation of existing ISS/Plan to determine if goals were accomplished or need to be redefined. ABCUSD staff will meet monthly to share information on youth, review ISS/Plan recommendations with families, teachers, and/or business/industry partners.

3.I. Describe the system(s) in place to ensure participants receive the services determined necessary by their individual assessment or ISS1. Indicate how the system(s) in place will accurately track and monitor services provided and participant progress: ABCUSD utilizes an online data system that tracks youths' activities, needs and progress that will be shared with youth. The tracking system is designed to display name, enrollment date, types of activities/services. To further ensure that youth receive the necessary services, case-notes specific to each student's needs, services and activities will be recorded. This will be reviewed every 20 days.

3.J. Describe how the fourteen (14) required WIOA youth components are integrated into the proposed project:

1. Tutoring, study skills training, instruction, and dropout prevention:

Tutoring and/or study skills training will be made available to all youth. Tutoring in the areas of math, reading and writing will be integrated into the project's curricula and supported by each students/youth high school site in order to address remediation, prevent youth from dropping out of school, prepare youth for post-secondary education, and/or prepare youth for employment.

2. Alternative Secondary School Services or Dropout Recovery Services: In alignment with the ISS/plan, youth will have the opportunity to use Adult School, and/or alternative secondary school services. Interested youth will work closely with staff on making this transition as a way to enhance youths' academics. Referrals, as needed, will be made to Adult School, Colleges, Trade Schools and/or SELACO WDB.

3. Paid and Unpaid Work Experience: ABCUSD will coordinate both summer and regular school year employment opportunities that are directly linked to academic and occupational learning. All eligible youth enrolled will be required to complete this job readiness training component. Specifically, the training will have an emphasis on academics and occupational skills in a work-based learning context. Work experience will include both paid and unpaid opportunities such as internships and job shadowing. Work-Based Learning is a crucial element of ABCUSD's program as it combines the interests gained through "real-life" work outside the classroom with the incentive of a paycheck that can support their goals, as well as themselves and possibly their families financially. ABCUSD staff will support the recruiting of work sites.

4. Occupational Skills Training: Occupational skills training will build upon a work-based learning component by focusing on mastering the set of skills for their interested career pathway. In other words, youth work experiences will be integrated into daily classroom lessons - namely Career Technical Education courses. Youth will also be encouraged to explore college and apprenticeship/trade certification programs relevant to their career and skill level interests.

5. Education Offered Concurrently with Workforce Preparation and Training for a Specific Occupation, is a key element of ABCUSD's *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program. Eligible students will have access to education while participating in the program. Education will include core academic classes (Math, Science, History and English), as well as Career Technical Education pathway courses aligned with their skills and interests. ABCUSD currently offers 19 CTE pathway programs in the following sectors: Engineering, Health/Medical Technology, Information and Communication Technology, Arts, Media and Entertainment, Transportation, Welding/Manufacturing, Education and Business. Students have access to CTE courses during the regular academic year as well as in the summer. Courses are offered in-person, virtual/hybrid and in partnership with Cerritos College. Many courses are articulated or dually enrolled, meaning students in the courses are receiving college credit.

6. Leadership Development Opportunities, may include community service and peer centered activities encouraging responsibility and other positive social behaviors during non school hours, as appropriate; As part of the ABCUSD *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program, youth will be provided with leadership skills workshops/training that include those areas mentioned above. Mentors, business/industry partners and support staff will participate in the training.

7. Supportive Services: ABCUSD staff and support services staff identified will assist youth in meeting their goals as identified in their ISS/Plan. Throughout the program, youth support services/needs will be reviewed regularly with district staff and business/industry partners. Examples of services may include but are not limited to childcare, transportation, healthcare assistance, books, materials, uniforms, and financial counseling.

8. Adult Mentoring: will be provided for the period of student participation. Mentors will be available throughout the WIOA program to help support youths' needs identified in the ISS/Plan. Mentors will also provide "hands on" support in-person and/or virtually during youths' work experience employment training and follow up with youth as they complete their training.

9. Follow-up Services: (no less than) 12 months after the completion of participation; Monitoring youth success beyond program completion will be a priority for ABCUSD. Therefore, as a component of this project, youth will be encouraged to continually keep district staff informed of any job or school changes, District staff will contact youth on a regular basis to follow up on their progress primarily through an account with CareerHUB, as well as email, Google surveys, facebook, twitter, phone, LinkedIn, Instagram, mail and special events.

10. Comprehensive Guidance and Counseling: ABCUSD will provide an array of services, such as personal/social, college/career and academic counseling. For example, social emotional support, school retention, job retention, and referrals. Youth will have access to a variety of personal and academic counseling services such as, mental health, academic/career counseling as well as family counseling.

11. Financial Literacy Education: will be coordinated for all participants. ABCUSD will partner with Schools First Federal Credit Union and LBS Financial Credit Union, to provide this education series to students and families. Schools First currently offers a simulation program that walks students through daily expenses, budgeting and projecting desired income to meet personal and professional life goals. Schools First also offers students an opportunity to set-up checking account services in order to process their paychecks, and start their path to financial literacy.

12. Entrepreneurial Skills Training: These skills are braided throughout the program and in the CTE and academic classrooms. Mentors and guest speakers also support this element in encouraging students to have an entrepreneurial mindset.

13. Services that provide labor market information (LMI) will be integrated throughout ABCUSD's program: Students will have direct access to self-service LMI tools to better understand projections for employment and in-demand industries and certifications. Students will also be provided with data related to their career pathways and occupational interests to ensure they are on a pathway that is aligned with the post-secondary goals (college and/or career).

14. Postsecondary Preparation and Transition Activities: ABCUSD will support students with services such as: college application preparation; enrollment in early college credit opportunities (articulations and dual enrollment); Test and Certification Preparation; College application writing workshops; mock college interviews; Scholarship support and financial aid workshops, as well as AP and SAT/ACT test prep. These services will be provided by both ABCUSD WIOA staff and high school counselors, and college/career specialists.

3.K. Describe the employment skills elements of your program and how the following services/activities will be provided through your service delivery system.

Pre-employment and work maturity skills: ABCUSD youth participants will attend workshops to learn about college and career readiness. Through this training youth will have access to workshops on: *Making Career Decisions, Labor Market Information, Completing a Job Application, Creating a Resume, Dress to Impress*, and other employment-related workshops.

Career counseling and career exploration: Youth participants will receive career development counseling with district staff and business/industry partners serving as mentors. Through their mentor, youth will be able to explore various career options within their selected career pathway and receive guidance from their mentor about online career resources.

Job-specific skills: Youth participants will receive job-specific skills training in various settings which include: CTE classes during the regular school day; In-person and virtual workshops supported by ABCUSD staff, support staff and industry partners and on-site or virtual with their work sites.

Work experience opportunities, including such opportunities that will be provided through virtual platforms: Building on the work-based learning component, ABCUSD will provide youth with both paid and unpaid work experience opportunities. Unpaid work opportunities will be in the form of internships, apprenticeships, job shadowing, and community service. Both paid and unpaid work experiences will be available in-person as well as virtually. ABCUSD will work with partners to ensure students participating in a virtual setting have access to the partners virtual work platform, email service and applications related to the work that is to be completed. ABCUSD will ensure participants working virtually have access to the necessary technology for success.

Job development and job placement assistance: The program combines classroom training with work experience. Its purpose is to acquaint youth with the range of career options, teaching them employment and educational requirements and career technical skills. Youth will have the opportunity to practice and master these skills while providing services to local businesses/industries and their community.

3.L. Describe the education elements of your program and how the following services/activities will be provided through your service delivery system.

Occupational Skills Training: The overarching goal of ABCUSD's program is to successfully link academic and occupational skills training through an interdisciplinary team approach. First, the team of partners will work to align curriculum with career development activities. Secondly, the project will use an integrated standards-based curriculum; diversified teaching strategies; work-based learning, and assessments.

Basic Skills (Reading and Math): Math and reading remediation, tutoring, and study skills training will be available to all youth, offered in a classroom setting. If youth is in need of more in-depth services, they will be referred to a specialist in the area of need.

English as a Second Language/English Language Learning: As part of our support services, youth identified as ELL learners at the intake will be referred to the District ELL department and provided the necessary services.

Computer Literacy: As part of the assessment and school-based learning component of the project, youth will be assessed in their computer literacy proficiency. Youth identified as needing assistance will be connected to a computer specialist.

Job Readiness Skills: Through a series of career development workshops, youth will achieve the following set of skills: (1) Proficiency in math and reading; (2) Successful completion of a job application, (3) Crafting a cover letter and job resume, (4) Successfully answer and complete a job interview, (5) Demonstrate clear and concise communication ability, and (6) Demonstrate positive employment etiquette.

Instruction Leading to Completion of a Secondary School: staff will review the academic status of all youth. Staff will provide a variety of options for youth requiring completion of secondary school such as referral to Adult School or Secondary School.

Alternative School Services: Youth in need of a high school diploma will be referred to Tracy High School Continuation/Alternative School (in school) or to the ABC Adult School. Youth seeking out of district support will be referred to SELACO.

Preparation for Post-Secondary Educational Opportunities: Youths' post-secondary goals and aspirations will be strengthened through our partnerships with ABC Adult School, Cerritos College, CSU's and UC's. Staff will arrange classroom presentations and field trips to Trade Schools, colleges and university campuses. ABCUSD and college staff will assist youth with scholarship applications and assist with the FAFSA.

Life Skills: Youth will have a variety of opportunities to participate in Life Skills Training Workshops, which will be conducted as part of their school-based learning component. Workshop topics may include but not limited to the following: leadership, cyber safety, knowledge about sexual harassment, conflict resolution, anger management, family planning and transitioning to the real-world.

3.M What are your plans to provide contextual basic skills and/or activities that link academic and occupational training? The overarching goal to successfully link

academic and occupational training is through an interdisciplinary team approach. First, the team of partners will work to align curriculum with career development activities. Secondly, the project will use an integrated standards-based curriculum; diversified teaching strategies; work-based learning, and multiple measure assessments. This will mean aligning academic and occupational training with business/industry standards. Finally, ABCUSD will incorporate experiential learning strategies consistent with youths' real-world experiences. ABCUSD will ensure that youth work experiences will be integrated into daily classroom/academic lessons.

3.N. List employers and/or work sites that have already committed to hiring and providing employment opportunities and paid/unpaid work experiences, including internships and job shadowing: The following is a list of sites that have committed to serving in some capacity to provide youth with work experience: Harbor Freight, Claire's, TJ MAXX, Old Navy, 99 cent Store, Cerritos Library, Artesia Children's Center, Sonshine Preschool Center, City of Hawaiian, Los Cerritos Center, CVS Pharmacy, Lakewood Regional Hospital, Dollar Tree, LA Metro, Boeing, East-West Ice Palace, AMP Staffing, Artesia Christian Home, Cerritos Area Chamber of Commerce, VM Pharmacy, Hand and Stone, Schoolsfirst Federal Credit Union, and ABC Unified School District (schools and district office). These are just a few of our sites - ABCUSD is continually job developing and looking for industry partners.

3.O. Describe how participant follow-up will be conducted for no less than six months but no longer than 12 months for participants following completion of the program: ABCUSD will design and test survey instruments to evaluate the effectiveness of the project, as well as identify themes that increase youth motivation and measure youth progress through the career and educational pathways. ABCUSD will design a multi-method evaluation that uses both quantitative methods to assess parental and industry engagement in the program. ABCUSD staff will assess the readiness and commitment of the education, industry, service and community stakeholders to move the funded project from the investigation to the implementation phase. Survey results will be shared to help shape future District college/career pathway programs and youth work experience programs. Participants will have the opportunity to complete the surveys in-person or virtually using a Google surveys platform to conduct the participant follow-up. ABCUSD will connect with participants primarily through the online platform, *CareerHub* as well as via email, phone, social media and mail to ensure the follow up work is completed with fidelity.

3.P. Include a flowchart that illustrates how youth will move through the proposed program and indicate the staff or agency responsible for each service/activity. See attachment 2.

Narrative Section 4: Program Outcomes/Planned Performance

4.A. What are the program's specific goals/performance objectives (based on the proposed design)?

The specific goals/performance objectives of the *Career Pathway Partnership Pipelines to Close the Opportunity Gap* program, are to offer in-school and out of school youth opportunities, strategies and support services needed to successfully transition to adulthood. To meet the required performance goals a collaborative effect will be made to provide youth with career and/or college readiness, career job preparation, and work experience/employment. The project will focus on two key areas. 1) School-based learning, in a specific Career Technical Education (CTE) pathway where youth will be exposed to opportunities of transitioning their in-class experiences, knowledge and skills to pursuing a post-secondary education and/or career after graduation. 2) Work-based learning, by preparing youth for employment through opportunities, such as work readiness, paid/unpaid work experience employment, internships, job shadowing, mentors, apprenticeship and/or occupational skills training. Youth will gain opportunities to transition into entry-level employment upon program completion.

4.B. Describe how the program will meet the required performance goals required under WIOA.

- **Participant enters Career Technical Training Program (CTE) or Post-Secondary Education:** Staff works closely with local public/private colleges/universities/Trade Schools to help provide information, opportunities and transition services. Youth will participate in workshops, field trips, college fairs, open houses and career days to learn about Career Technical Training Programs & post-secondary educational opportunities. At program completion, youth will have a personal career/college plan to assist them in transitioning into CTE or post-secondary Education choices.
- **Participant enters Unsubsidized Employment. Apprenticeship Program and customized employer-based training:** A goal is for youth to successfully complete the paid/unpaid work experience and obtain unsubsidized employment. Our District collaborates with colleges and apprenticeship programs such as: air conditioning & refrigeration, automotive technology, and electrician for youth. ABCUSD is committed to assisting and recruiting employment worksites, mentors, apprenticeship, and customized employer-based training.
- **Attained high school diploma, certificate/diploma/GED degree.** All youth will be encouraged to complete their high school diploma and/or GED. Our high schools, Adult School, Secondary Schools will offer youth the opportunity to participate in integrated learning activities to obtain their high school

diploma/certificate or GED. Youth will learn how education connects to employment, careers, and post secondary education.

- **Family Life skills:** Youth will have the opportunity to participate in various workshops on family/life skills, personal development and transitional skills that address, health awareness, mental health issues, sexual harassment, conflict resolution, anger management, family planning, and leadership development.
- **Literacy and Numeracy Gains:** Youth will be assessed in these areas and placed in appropriate skills level workshops. Tutoring will be available and offered to youth in a classroom setting through the School Lab and/or District lab. Staff will re-assess youth as needed until improvement is noted.

4.C. For participants needing WIOA Title I Adult program services, describe how such individuals will be referred to the SELACO WDB AJCC.

ABC Unified School District and its partners are committed to ensuring that youth and their families' needs are adequately addressed and supported. As such, ABCUSD and its partners have identified and organized a range of existing resources centered on a comprehensive approach to meeting and addressing the serious educational and social needs among our youth and their families. See attachment 2 (flow chart). This comprehensive framework applies to both eligible and ineligible youth. For youth who are ineligible, they will be provided the necessary information and guidance to SELACO programs as well as other local agencies in the area that may offer additional help beyond our capacity. For WIOA Title I Adult Program Services, the ABCUSD team will work collaboratively with SELACO to determine a streamlined referral process that ensures these individuals are aware of, and utilizing the services of SELACO WDB. ABCUSD currently meets with SELACO WDB on a monthly basis, and we would include new referrals as a part of our best practices when meeting. We will also create a shared file listing the names and contacts of these individuals. Furthermore, ABCUSD will support SELACO by ensuring our WDB partner has access to events such as career fairs and guest speaking opportunities to highlight the WIOA Title I Adult Program Services.

Narrative Section 5: Budget Justification and Leveraging

5.A. For all budgeted items, please provide a brief narrative explanation and justification of planned expenditures.

Staffing: (2) Grant Support Staff will work collaboratively with partners in preparing youth to meet their academic goals for college readiness and or the workplace. Staff will Interview youth for the WIOA program to determine financial qualification and eligibility, etc. They will also work with business/industry partners & college staff to set up interviews for youth to participate in paid/unpaid work experience, apprenticeship, internships and job shadowing. Collect and produce data outcomes on students, filling out required SELACO reports. All staff will work as a team, sharing responsibilities. All positions will have "hands on" responsibilities with youth.

Staff Benefits/Benefit Rate: PERS 22.91%, OASDI 6.2%, Medicare 1.45%, SUI .5%, WC 1.9%

Staff Travel: Mileage to visiting school sites, worksites, youth services meetings, possibly youths' homes, and to recruit new potential business worksites (\$.56/mile).

Operating Expenses: Consumable Supplies - paper, general office supplies (pens, paper clips, staples, etc.), Furniture and Equipment – Lease copy machine – required for volume of participant certification documentation, forms, SELACO monthly financial reporting, participant assessments, ISS/Plan and any other SELACO required documentation, Scanner for electronic document uploading, etc.

Participant Wages and Fringe Benefits: 110 students @ approx. 100 hours (\$15/hr + Workers Comp 1.90%)

Participant Supportive Services: Guest Speakers; Bus passes; Field trips to businesses and colleges; Attendance at workshops; Industry certifications; Participant consumable assessments/surveys; Participant documentation materials, forms, reporting. All items in the will be in compliance with County guidelines and in consultation with SELACO WDB).

Indirect Cost: As determined by the State of California - 5.5%

5.B. List the source(s) and amounts of leverage to be used to pay for services (other than work experience) that will be provided to participants under the WDB InSchool Youth Program to be funded under this proposal.

- K12 Strong Workforce Round 2: \$25,000; K12 Strong Workforce Round 3: \$25,000; K12 Strong Workforce Round 4: \$25,000; ABCUSD LCAP: \$175,000

5.C. Provided detail regarding any items listed as "Other." For these items, provide a brief narrative explanation and justification of planned expenditures. ABCUSD will not be using the line "Other."

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Proposal Form 3

Program Performance Plan

Complete the following table indicating the number of youth to be served and to achieve outcomes in each of the indicated categories.

Total In-School Youth Ages 17 to 21 to Be Served	110
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	Performance Goals	No. Youth
1.	Total Participants to be Served	110/100%
2.	Placement in Employment, Education or Training	110/100%
	a. Entered career technical training program	10
	b. Entered postsecondary education program	65
	c. Entered unsubsidized employment	10
	d. Entered apprenticeship program	5
	e. Entered customized employer-based training	5
3.	Attained Recognized Certificate/Diploma/Degree	110/100%
	a. Attained high school diploma/GED	110/100%
	c. Other (describe)	0

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Proposal Form 4

Program Budget Details

Complete the following table by indicating budgeted amount in each applicable category. All budgeted items must be explained in Narrative Section 5 "Budget Justification and Leveraging."

		Budget Item/Category	Budgeted Amount	
			WIOA	Non-WIOA/ Leverage
A.		Staff Salaries	\$52,055.26	\$200,000.00
B.		Number of full-time equivalents:		
C.		Staff Benefits	\$23,430.00	\$30,000.00
D.		Staff Benefit Rate (33%)		
E.		Participant Wages and Fringe Benefits (110 Participants @ 100 Hours/\$16.04 per Hour) Sal: \$176,440, Ben: \$3,352.36	\$179,792.36	
F.		Participant Support Services	\$18,172.38	\$70,000.00
G.		Indirect Costs approved by Federal guidelines (Est. 5.5%)	\$15,950.00	
H.		Other (specify): Mileage	\$600.00	
I.		Other (specify):		
J.		Other (specify):		
K.		Other (specify):		
L.		Other (specify):		
M.		Other (specify):		
N.		Total Funding (WIOA and Non-WIOA separately)	\$290,000.00	\$300,000.00
O.		Total Project Funding	\$590,000.00	

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Proposal Form 5

Assurance of Regulatory Compliance

Name of Applicant: ABC Unified School District

(Hereinafter called the "**Applicant**" hereby agrees that it will comply with the following laws and regulations regarding nondiscrimination under the Workforce Investment Act of 1998):

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of race, color, national origin, or religion;

Title IX of the Education Amendments of 1972 (P.L. 92-318) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and all regulations issued pursuant to that title, prohibiting discrimination based on handicap;

The Age Discrimination Act of 1975 and all regulations issued pursuant to that title, prohibiting arbitrary discrimination against persons ages 40-70.

The rights of the State, the DOL, or any of their authorized representatives access to any books, records, papers or other pertinent documents (records retention for 3 years for the purpose of auditing or monitoring). (29 CFR Part 95, Section 95.48 (d).

For the performance of experimental developmental, or research work the DOL's requirements pertaining to patent rights, copyrights, and rights in data. (29 CFR Part 95, Section 95.36)

Compliance with EEO provisions in Executive Order 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60.

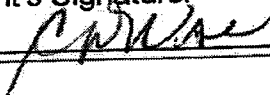
The applicant gives further assurance that no officers of this organization have been convicted of fraud or misappropriation of funds within the last two years.

This assurance is given in consideration of and for the purpose of obtaining Federal funds through the Southeast Los Angeles County Workforce Investment Area. The applicant recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees. The person whose signature appears below is authorized to sign on behalf of the Applicant.

Applicant's Name:

Dr. Crechena Wise

Applicant's Signature:



Applicant's Title:

Director - Secondary Curriculum and Professional Learning

Date:

3/13/2023

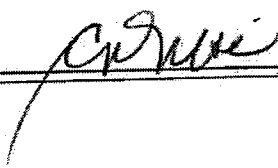
SELACO WDB - Services for Youth 17- 21 Request for Proposal (PY 2023-2024)	
Proposal Form 6	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Name of Applicant: ABC Unified School District

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 on following page.

1. The prospective recipient of Federal assistance funds certifies, by submission of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for 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 form.

Applicant's Name: <u>Dr. Crechena Wise</u>	Applicant's Title: <u>Director - Secondary Curriculum and Professional Learning</u>
Applicant's Signature: 	Date: <u>3/13/2023</u>

SELACO WDB - Services for Youth 17- 21
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Proposal Form 7


**Certification Regarding Lobbying, Certification for
Contracts and Cooperative Agreements**

Name of Applicant: ABC Unified School District

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 an 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 SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of 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.

Applicant's Name: <u>Dr. Crechena Wise</u>	Applicant's Title: <u>Director - Secondary Curriculum and Professional Learning</u>
Applicant's Signature: 	Date: <u>3/13/2023</u>

SELACO WDB - Services for Youth 17- 21
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Proposal Form 8

Certificate of Drug Free Work Place

Name of Applicant: ABC Unified School District

Pursuant to the State of California, Government Code, Section 8355 ff., the Contractor hereby certifies that:

1. Contractor agrees to the incorporation of this Certification into the Contract and Certifies that the Contractor will provide all participants and employees a drug-free work place, pursuant to Government Code Section 8355 ff. of the State of California, by doing all of the following:
 - a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's work place and specifying the actions that will be taken against employees for violations of the prohibition.
 - b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.
2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if SELACO WDB determines that any of the following has occurred:
 - a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
 - b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.
3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

Applicant's Name: <u>Dr. Crechena Wise</u>	Applicant's Title: <u>Director - Secondary Curriculum and Professional Learning</u>
Applicant's Signature: 	Date: <u>3/13/2023</u>

SELACO WDB - Services for Youth 17- 21
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Proposal Form 9

Vendor EEO Certification


Name of Applicant: ABC Unified School District

In accordance with Section 4.32.010 et.seq. of Los Angeles County Code, the supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California

ABC Unified School District
Organization

3/13/2023
Date

Dr. Crechena Wise
Director - Secondary Curriculum and
Professional Learning
Name and Title


Signature

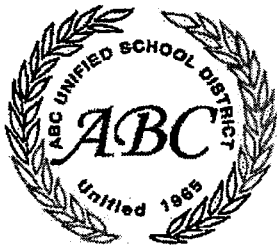
SELACO WDB - Services for Youth 17- 21
Request for Proposal
(PY 2023-2024)

Proposal Attachment 1

Verification of Signature Authority

The State of California requires the SELACO WDB to obtain verification of signature authority from the agencies that contract with SELACO. This signature verification is to remain on file at the WDB office.

Please utilize this page as a cover sheet behind which should be attached documentation that names the individuals authorized to negotiate and sign contracts on behalf of your agency. This verification should be in the form of a board resolution or other appropriate action.



ABC Unified School District

16700 Norwalk Boulevard, Cerritos, CA 90703 (562) 926-5566

BOARD OF EDUCATION

Dr. Chris Apodaca • Brad Beach • Dr. Michael Eugenio
Ernie Nishii • Dr. Olga Rios
Sophia Tse • Soo Yoo

Interim Superintendent
Mr. Toan Nguyen

RESOLUTION 22-38

AUTHORIZATION TO SIGN DISTRICT BUSINESS DOCUMENTS ON BEHALF OF THE BOARD OF EDUCATION

WHEREAS, Signature certifications for the ABC Unified School District, County of Los Angeles, must be filed with the Los Angeles Office of Education in accordance with the provisions of Education Code 42633; and

WHEREAS, The Board of Education of the ABC Unified School District must authorize designated District officials to sign business documents on behalf of the Board of Education;

THEREFORE BE IT RESOLVED that the Board of Education of the ABC Unified School District hereby authorizes the following District officials to sign documents on behalf of the Board effective January 1, 2023:

Toan Nguyen, Interim Superintendent, is authorized to sign the following documents:

- "A" and "B" Warrants
- Checks on the Cafeteria Account and the Clearing Account
- Temporary Transfer of Funds
- Consultant Services Agreements
- Use of Facilities Applications
- Architectural and/or Construction Contracts
- Contracts and Agreements
- Applications to and Reports for the Federal Department of Health, Education and Welfare, pursuant to Title I of Public Law 81-874 (identification of parents employed by the Federal Government on federally owned property)
- Applications for Disaster Assistance under Section 7 of Public Law 81-874
- Applications with State, County and local jurisdictions
- Revolving Fund Warrants
- Payrolls and Related Documents
- Applications to Office of Public School Construction and Division of State Architects, change orders, proposal requests and plan modifications
- Purchase Orders and Maintenance Agreements
- Solicitation of Bids and Invitations for Prequalifications;
- Solicitation/Invitations of Rate Quotes for Services and Products
- Contracts of Employment for Classified and Certificated Personnel
- Interdistrict Attendance Agreements
- Intradistrict Attendance Agreements
- Notices of Completion

Monika Arora, Director-Fiscal Services, is authorized to sign the following documents:

- "A" and "B" Warrants
- Checks on the Cafeteria Account and the Clearing Account
- Temporary Transfer of Funds
- Applications to and Reports for the Federal Department of Health, Education and Welfare, pursuant to Title I of Public Law 81-874 (identification of parents employed by the Federal Government on federally owned property)

Applications with State, County and local jurisdictions
Revolving Fund Warrants
Payrolls and Related Documents

Natalie Breidenthal, Supervisor-Payroll & Fringe Benefits, is authorized to sign the following documents:

"A" Warrants
"B" Warrants
Payroll and Related Documents
Revolving Fund Warrants
Clearing Account

Daisy Aguilar, Supervisor-Accounting, is authorized to sign the following documents:

"A" Warrants
"B" Warrants
Checks on the Cafeteria Account and the Clearing Account
Revolving Fund Warrants

Joshie Cox, Director-Purchasing/Risk Management, is authorized to sign the following documents:

Purchase Orders and Maintenance Agreements
Solicitation of Bids and Invitations for Prequalifications
Solicitation/Invitations of Rate Quotes for Services and Products
Authorization to approve claims under \$7,500
Credit applications
Contracts and Agreements
Notices of Completion
California Environmental Quality Act (CEQA)
Air Quality Management District (AQMD)
Use of facilities

Ryan Carter, Bond Program Manager

Applications to Office of Public School Construction and Division of State Architects, change orders, proposal requests and plan modifications
Division of State Architect (DSA)
Office of Public School Construction (OPSC)
Department of Toxic Substance Control (DTSC)
California Department of Education (CDE)
California Environmental Quality Act (CEQA)
Air Quality Management District (AQMD)

Angelica Diaz-Naranjo, Supervisor-Child Welfare and Attendance, is authorized to sign the following documents:

Interdistrict Attendance Agreements
Intradistrict Attendance Agreements

Dr. Ricardo Lois, Director-School Services, is authorized to sign the following documents:

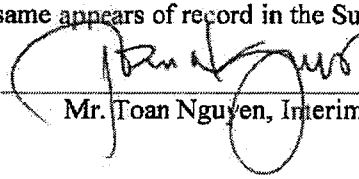
Interdistrict Attendance Agreements
Intradistrict Attendance Agreements

BE IT FURTHER RESOLVED that Mr. Toan Nguyen, Interim Superintendent; Mrs. Carol Castro, Assistant Superintendent-Academic Services; and Dr. Gina Zietlow, Assistant Superintendent-Human Resources are authorized to sign all of the above said documents on behalf of the Board of Education.

BE IT FURTHER RESOLVED that all documents listed above having a substantial impact on the programs and resources of the District shall be presented to the Board either for prior approval or for ratification by the designated signatories.

APPROVED AND ADOPTED this 13th day of December 2022 by the Board of Education of the ABC Unified School District.

I, Mr. Toan Nguyen, Interim Superintendent, of the ABC Unified School District, County of Los Angeles, State of California, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Board of Education of the aforesaid school district as a regular Board meeting held on the 13th day of December 2022 as the same appears of record in the Superintendent's Office.

A handwritten signature in black ink, appearing to read 'Toan Nguyen', is written over a horizontal line.

Mr. Toan Nguyen, Interim Superintendent

SELACO WDB - Services for Youth 17- 21
Request for Proposal
(PY 2023-2024)

Proposal Attachment 2

Program Flow Chart

Please utilize this page as a cover sheet behind which should be attached a Program Flow Chart. The flowchart should illustrate how youth will move through the proposed program and indicate the staff or agency responsible for each service/activity



ABCUSD WIOA Program Flowchart

All of the services indicated on the chart below will be carried out by ABCUSD district and program support staff.

RECRUITMENT

- In School Youth
- Must be enrolled in a CTE course
- Income Eligibility
- Barriers
- Serving students in five Los Angeles County cities: Artesia, Cerritos, Hawaiian Gardens, Lakewood, Norwalk

ELIGIBLE YOUTH PARTICIPATION

OBJECTIVE ASSESSMENT

- Basic & Occupational Skills
- Economic Factors
- Living Environment
- Prior Work Experience
- Employability
- Interests
- Supportive Services
- Aptitudes
- Development Needs

INDIVIDUAL SERVICE STRATEGY (ISS)

Tutoring, study skills training, instruction, and dropout prevention services	Education offered concurrently with workforce preparation and training	Adult mentoring	Entrepreneurial skills training
Alternative secondary school services and dropout recovery services	Leadership development opportunities	Comprehensive guidance and counseling	Services that provide labor market information
Occupational skills training	Supportive services	Employment guidance: Resume writing, interviewing skills & financial literacy education	Post-secondary preparation and transition activities

PAID/UNPAID WORK EXPERIENCE

- Connect youth with local business partners to gain paid work experience both in-person and virtually
- On-going follow up during work experience: Staff visitations to worksites & continued communications with both employer and youth

CREDENTIAL/DIPLOMA COMPLETED

WORK EXPERIENCE COMPLETED

EXIT PROGRAM

- All services identified in the ISS are completed
- 90 consecutive calendar days with no WIOA funded services

FOLLOW UP SERVICES

- Based on needs of individual youth
- Further employment/support services available through SELACO

***SELACO WDB - Services for Youth 17- 21
Request for Proposal
(PY 2023-2024)***

Proposal Exhibit 1

Sample ISS

A sample In-School Youth Individual Service Strategy (ISS) Form is attached.

Identifying Information

Identifying Information

Plan ID Number 609851
State ID 1004851298
User Name AMIRA_MUTHALIP
User ID 35221125
Name Muthalip, Amira
Created By Christy Chang (29964567)
Create On 3/7/2023
Last Edited By Christy Chang (29964567)
Edited On 3/7/2023

Currently Participating In

Currently Participating In

Currently
participating
in the
following
programs:

Workforce Innovation and Opportunity Act: Application Date: 02/14/2023
Participation Date: 02/14/2023

Plan Information

Plan Information

Plan Start Date 02/14/2023
LWDB/Region SELACO Workforce Investment Board
Plan started in office location SEL ABCUSD
Plan closed on
When printing plan do you want to print services? ☐
When printing plan do you want to print Goals? ☐

IEP/ISS Goals

IEP/ISS Goals

#	Goal	Date Established	Est. date for Completion	Actual Completion Date	Last Edit Date	Program	Staff	Status	Action
757384	Employment - Gain work experience	02/14/2023	06/30/2023		03/07/2023	WIOA	Chang, Christy	Open	Edit Delete

Add New Goal

Objective Information

Objective Information

Goal Description	Objective	Date Established	Actual Completion Date	Last Edit Date	Review Date	Program(s)	Staff	Status	action
Gain work experience	Worksite placement	02/14/2023		03/07/2023	02/14/2023	WIOA	Chang, Christy	Open	Edit Delete

Add new objective

Select pre-defined objectives

IEP/ISS Services

IEP/ISS Services

App # - program	Service/Activity	Begin Date	End Date	Provider	Staff
21758337 - WIOA	205 - Development of IEP/ISS/EDP	A - 02/14/2023	A - 02/14/2023	Employment Service	29964567
21758337 - WIOA	407 - Financial Literacy Education	A - 02/14/2023	A - 02/14/2023	ABCUSD	29964567
21758337 - WIOA	412 - Objective Assessment	A - 02/14/2023	A - 02/14/2023	ABCUSD	29964567
21758337 - WIOA	413 - Develop Service Strategies (IEP/ISS/EDP)	A - 02/14/2023	A - 02/14/2023	ABCUSD	29964567
21758337 - WIOA	435 - Career Counseling/Planning	A - 02/14/2023	A - 02/14/2023	ABCUSD	29964567
21758337 - WIOA	487 - Supportive Service: Tools/Clothing	A - 02/14/2023	A - 02/14/2023	ABCUSD	29964567
21758337 - WIOA	425 - Work Experience (Paid)	A - 02/27/2023	P - 06/30/2023	ABCUSD	29964567
21758337 - WIOA	203 - Objective Assessment	A - 03/07/2023	A - 03/07/2023	Employment Service	29964567

Remote Signature

Remote Signature

Applicant Signature:



Signature

Guardian Signature:



Signature

Staff Signature:



Signature

Select Signature Input Method

Manual

Using a pointer device

Message

Send signature request from the Message Center

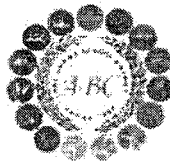
Topaz / e-Pad

Using an electronic signature pad

Cancel

Additional Information

The logo for CA, consisting of the letters 'CA' in a stylized, italicized font.The logo for Colloids, featuring the word 'Colloids' in a stylized, outlined font with a small 'SM' trademark symbol.



ABCUSD
Youth Individual Service Strategy (ISS)
for WIOA Youth Services

Youth Name:

Date:

DOB:

ID#s*:

Address:

Phone:

Email:

Staff:

*Do not use social security number for participant I.D.

Framework of an ISS:

- Directly linked to one or more indicators of performance
- Based on the objective assessment
- Identifies a career pathway that includes education and employment goals

Brief Assessment Overview

Identify personal, educational, occupational, financial, medical, childcare, transportation, housing, food/nutrition

Strengths

Challenges (Barriers)

Service/Resource/Partner Agency Referral

Goals

Identify personal, educational, and occupational short- and long-term goals

Goal Type

Short-Term Goal

Long-Term Goal

**Performance Indicator(s) Goal is
Linked To**

Educational Goal

**Occupational/Employment
Goal**

Personal/Social Goal

Program Elements Needed to Achieve Goal

Youth are required to have access to all fourteen WIOA Youth program elements. Please select elements based on needs identified on the participant's objective assessment.

Improving Educational Achievement

- ☐ Tutoring: study skills training, and instruction leading to secondary school completion, including dropout prevention strategies

Date Opened	Projected End Date	Actual End Date	Successful Completion
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Explain:

Action Steps/Referrals:

Comments:

- ☐ Alternative secondary school offerings

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

- ☐ Activities that help youth prepare for transition to postsecondary education and training

☐ Yes ☐ No

Explain:

Action Steps/Referrals:

Comments:

Preparing for and Succeeding in Employment

- ☐ Paid & unpaid work experience (summer employment, pre-apprenticeship programs, internships, job shadowing, OJT) with Academic & occupational education

Date Opened	Projected End Date	Actual End Date	Successful Completion
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Explain:

Action Steps/Referrals:

Comments:

- ☐ Labor market & employment information including career awareness, career counseling, and career exploration services

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

- ☐ Education offered concurrently with workforce preparation and training for a specific occupation

☐ Yes ☐ No

Explain:

Action Steps/Referrals:

Comments:

Preparing for and Succeeding in Employment

- ☐ Occupational skills training

Date Opened	Projected End Date	Actual End Date	Successful Completion
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Explain:

Action Steps/Referrals:

Comments:

☐ Entrepreneurial skills training

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

Supporting Youth

☐ Supportive services

**Date
Opened**

**Projected
End Date**

**Actual
End Date**

**Successful
Completion**

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

☐ Adult mentoring

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

☐ Comprehensive guidance & counseling (may include drug & alcohol abuse counseling & referral)

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

☐ Follow-up

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

Developing the Potential of Young People as Citizens & Leaders

☐ Leadership development opportunities/ Opportunities to develop social behaviors, other soft skills, and leadership opportunities

**Date
Opened**

**Projected
End Date**

**Actual
End Date**

**Successful
Completion**

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

Developing the Potential of Young People as Citizens & Leaders

☐ Financial literacy

**Date
Opened**

**Projected
End Date**

**Actual
End Date**

**Successful
Completion**

☐ Yes ☐ No

Action Steps/Referrals:

Explain:

Comments:

Potential Barriers to Goal Achievement:

Case Notes/ISS Review Updates:

Include any progress, such as but not limited to measurable skill gains, other goal completions

Individual Service Strategy Updates

Date

Case Note Update

**Youth and Case
Manager Initials**

ISS for WIOA Youth Services

Youth Name:

Date:

DOB:

ID*:

*Do not use social security number for participant ID.

Youth and Case Manager Agreements:

For Youth - I agree to:

- Contact my Case Manager monthly or as often as necessary to update my progress on this plan. I understand that my case can be closed if I go 90 days without participating in a service.
- Let my Case Manager know of any problems which would cause changes to any activities or interfere with completing the plan.
- Seek, accept and maintain employment that meets my planned goal(s) as stated above.
- Contact my Case Manager when I become employed, and provide all necessary information pertaining to the job.
- Stay in contact with my Case Manager for up to a year after exiting the program to maintain and support meeting my goals.

For the Case Manager – I agree to:

- Assist with the appropriate career guidance, training and supportive services.
- Coordinate with other agencies and programs to help you obtain needed services.
- Monitor your participation and progress in the activities above.
- Assist you in your search for employment.
- Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Youth Signature

Case Manager Signature

Date

Date



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

**SELACO WDB
10900 E 183rd Street, Suite 350
Cerritos, CA 90703**

**OFFSITE VIEWING LOCATIONS:
19250 Segal Street
Cerritos, CA 90703**

**1319 Tanqueray Avenue
Lake Havasu City, AZ 96404**

**May 25, 2023
Thursday
3:00 PM – 5:00 PM**

Members of the public wishing to address the board must complete and return a public comment speaker card prior to the start of the meeting. Please contact Carol Reyes-Davis at carol.reyes@selaco.com

AMENDED AGENDA

CALL TO ORDER	Wehage
PLEDGE OF ALLEGIANCE	Wehage
ROLL CALL	Dameron
2022-2023	
PUBLIC COMMENTS	Drake
CHAIR'S COMMENTS	Wehage
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CONSENT CALENDAR	Wehage

**1A. Approval of Minutes
March 23, 2023**

Page 1

3

Executive Committee and FULL WDB Board of Directors' Meeting

May 25, 2023

- 2 -

1B. Approval of Fiscal Reports 07/01/22 – 04/30/23	8
1C. Approval of Program Report for 07/01/22 – 04/30/23	21

ACTION ITEM (S):

2. Request on Spending Authority for Fiscal Year 2023-24	Castro	41
3. Remote Appearance for Board Meetings	Castro	42
4. WIOA Work Experience (WEX) Wage Increase	Castro	44
5. Transfer of Remaining Balance of PY 2022-2023 WIOA Dislocated Worker Program Funding Allocation to Adult Funding Allocation	Castro	45
6. WIOA Record Retention Policy	Castro	46
7. Approval of SELACO WDB-WIOA Partners <i>Updated Infrastructure Funding Agreement (IFA)</i>	Castro	50
8. Approval to Submit the SELACO WDB's Local Area Designation And Local Board Recertification Application	Castro	74
9. Youth at Work Anticipated Funding, Providers and Provider Contract Extension	Castro	87
10. Approval to Release a Request for Proposal (RFP) for One-Stop Operator	Castro	89
11. HR Policy Update: Personnel Policies and Procedures	Castro	91
12. Regional Equity and Recovery Partnership Funding	Castro	93
13. Elections	Castro	94

BUSINESS ADVISORY COMMITTEE REPORT

Derthick

Presentation / Information / Recommendations

ACTION ITEM (S):
NONE

INFORMATION ITEM (S):

Materials related to an item on this agenda submitted to the SELACO WDB after distribution of the agenda packet are available for public inspection in the SELACO WDB office at 10900 E. 183rd Street, Suite 350, Cerritos, CA 90703 during normal business hours.

Executive Committee and FULL WDB Board of Directors' Meeting
May 25, 2023
- 3 -

ONE STOP OPERATOR REPORT	Girdner	97
Presentation / Information / Recommendations		
ACTION ITEM (S):		
NONE		
INFORMATION ITEM (S):		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	98
2. Economic Summary	Castro	99
3. Regional Job Fair	Castro	101
INTERESTING CORRESPONDENCE		
1. Success Story	Castro	103
BOARD MEMBER COMMENTS	Wehage	
POLICY BOARD ITEMS/REQUESTS	Wehage	
AGENDA REQUESTS FOR NEXT MEETING	Wehage	
CHAIR'S CLOSE	Wehage	
ADJOURNMENT OF OPEN SESSION	Wehage	

Policy Board Meeting: June 20, 2023

Next Full WDB Meeting: July 27, 2023

*Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodations upon request. Requests should be received at least 72 hours prior to the meeting.
Please call (562) 402-9336 to request accommodations.*

Materials related to an item on this agenda submitted to the SELACO WDB after distribution of the agenda packet are available for public inspection in the SELACO WDB office at 10900 E. 183rd Street, Suite 350, Cerritos, CA 90703 during normal business hours.

**WORKFORCE DEVELOPMENT BOARD
OF THE SOUTHEAST LOS ANGELES COUNTY, INC.**

**Executive Committee and FULL WDB Board of Directors' Board
Meeting MINUTES**

March 23, 2023

3:00 PM

SELACO WDB
VIA Zoom

CALL TO ORDER

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Larry Wehage, Chair at 3:00 p.m.

PLEDGE OF ALLEGIANCE

Mark Dameron led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cueva, Sergio	Dameron, Mark
Drake, Aaron	Espitia, Ben
Levine, Barbara	Nam, Leila
Polley, Tracey	Ryder, Tim
Saucedo-Garcia, Cristina	Segura, Michael
Wehage, Larry	

WDB BOARD DIRECTORS ABSENT

Crespo, Leonard	Gomez, Belle
McGehee, Shannon	Patel, Vijay
Rochin, Blanca	Shah, Jawahar
Trivedi, Sanjay	

WDB BOARD DIRECTORS EXCUSED

Derthick, Joseph	Kucera, Kevin
Uttecht, Greg	

SELACO WDB STAFF PRESENT:

Castro, Yolanda	Cardona, Jefferson
Davis, Carol	Diep, Chau
Ferranti-Lansdown, Tammy	Ford, Kay
Gutierrez, Jeanette	Hernandez, Amber
Michel, Sandra	Sandoval, Ben

MEMBERS OF THE PUBLIC PRESENT:

Girdner, Stacey – SELACO One Stop Operator
Joseph, Jack – Policy Board Administrator

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

None

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

Regional Job Fair/Outreach event in Bellflower – June 3, 2023 from 9:00 – 1:00

- Great collaboration between hosting city, supporting cities, chamber, EDD and SELACO WDB.
- Please spread the word!

Activities in AJCC slowly picking up

- Slight drop in February activities and enrollments.
- "Boots on the Ground" Initiative
 - o Hawaiian Gardens 2 times a week.
 - o Paramount Adult School 1 time a month.
 - o Downey Adult 1 time a week.
 - o Whole Child-Downey planning 1 time a month.
 - o Norwalk/La Mirada 1 time a month.

Elimination of the 80% waiver for carry over of funds – potential risk of not spending all allocated funds. A few objectives to hit SELACO WDB spending target.

- Increasing staff development.
- IWT Training Initiative.
 - o Starting potential with Kaiser.
 - o Moving RN to specialty position in pediatric care.
 - o Staff are working on finalizing a process to begin offering to other businesses in are region.

Conference/Events

- Thank you, Barbara Levine, for joining the SELACO WDB team at the CWA sponsored event on Marth 8th.
- Staff had the opportunity to meet with:
 - o Assembly Member Calderon Office
 - o Assembly Member Carrillo Office
 - o Assembly Member Gabriel Office
 - o Assembly Member Pacheco Office
 - o Assembly Member Zbur Office
 - o Assembly Member Quirk-Silva Office
 - o Senator Smallwood-Cuevas Office
 - o Senator Mejivar Office
 - o Senator Durazo Office
- The focus was to educate the Assembly Members and Senators on a bill that enhances youth funding and the value of adding additional funds to the Breaking Barriers Initiative.
- Next conference with board engagement – National Association of Workforce Board (NAWB) Annual Conference in Washington, DC
 - o Ben Espitia and Mark Dameron will join SELACO WDB staff (Ben, Corina, and Yolanda).

- NAWB is a 3 day conference learning about the nation wide initiatives, opportunities and challenges facing workforce.
- March 28th those in attendance will be at the Hill with workforce colleagues visiting with the offices of Senator Alex Padilla, Representatives from Congress Woman Linda Sanchez' office and Senator Dianne Feinstein.

CONSENT CALENDAR

A motion was made by Joseph Derthick to approve the Consent Calendar as presented, seconded by Connie Chan. With no further discussion, motion carries to approve.

1A. Approval of Minutes: January 26, 2023

1B. Approval of Fiscal Reports for Periods: 07/01/22 – 02/28/23

1C. Approval of Program Report for: 07/01/22 – 02/28/23 (Receive and file)

ACTION ITEM(S)

2. Proposed Revision to the SELACO WDB Petty Cash Policy

A motion was made by Michael Segura to approve and adopt the revisions to the SELACO WDB Petty Cash Policy, seconded by Ben Espitia. With no further discussion, motion carries to approve.

3. Approval of SELACO WDB Budget Modification for Program Year 2022-23

A motion was made by Tracey Polley to approve budget modification for Program Year 2022-2023 as submitted, seconded by Tim Ryder. With no further discussion, motion carries to approve.

4. Single Audit Services Contract Extension-Moss Levy & Hartzheim

A motion was made by Mark Dameron to approve and authorize the SELACO WDB Executive Director to award a one-year contract extension to Moss, Levy and Hartzheim at the estimated cost of \$26,675, with an option to extend for two (2) additional years, upon a contract performance review, seconded by Tracy Polley. With no further discussion, motion carries to approve.

5. Request for Proposals (RFP): In-School Youth Services Results

A motion was made by Connie Chan to approve and authorize the SELACO WDB Executive Director to initiate negotiations for a twenty-four (24) month contract with the ABC Unified School District, anticipating an estimated cost of up to \$600,000 with an option to extend for two (2) additional years, upon a contract performance, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

6. Regional and Local Plan Modifications Program Year 2021-2024

A motion was made by Trace Polley to review and approve SELAO WDB's Regional and Local Plan Two Year Modifications for PY 2021-2024 as presented and secure signature of Board Chair, seconded by Tim Ryder. With no further discussion, motion carries to approve.

7. 40th Year Anniversary Celebration Board Special Committee

A motion was made by Connie Chan to eliminate the 40th Year Anniversary Celebration Board Special Committee, seconded by Cristina Saucedo-Garcia. With no further discussion, motion carries to approve.

8. Approval to Accept Department of Education Additional Funding Program Year 2019-2020

A motion was made by Barbara Levine to:

- 1) Adopt the resolution in order to certify the approval of the Board to enter into the transaction with the California Department of Education for the purpose of providing childcare and development services.
- 2) Authorize the Executive Director to sign contract documents for Fiscal Year 2023-24, the Continuing Funding Application, and all related contract documents.

Seconded by Sergio Cueva. With no further discussion, motion carries to approve.

9. HR Policy Update: Personnel Policies and Procedures

A motion was made by Mark Dameron to review and approve Policy #247 – performance evaluations as presented, seconded by Tracy Polley. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

No items to report out.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

Stacey Girdner reported out that the SMT has met twice since the last board meeting.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 64 of the agenda shows the most updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for direct link to online course or for any questions.

2. LMI Newsletter

Page 65 of the agenda provides a copy of the LMI newsletter.

INTERESTING CORRESPONDENCE

1. Success Stories

The board was referred to page 66 of the agenda.

BOARD MEMBER COMMENTS

Chairman Wehage shared with the Board that the Bellflower Chamber will have a mixer on Tuesday. Anyone wishing for more information may contact the Bellflower Chamber directly.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 4:25 p.m.



2021-2023

WIOA In-School youth Program

Cost Reimbursement
Contract# 300034

ABC Unified School District

Program Proclamation

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Signatures

**Workforce Development Board of Southeast Los Angeles County
ABC Unified School District Program**

COST REIMBURSEMENT CONTRACT

This Contract is made by and between the Workforce Development Board of Southeast Los Angeles County hereinafter referred to as the WDB; acting as authorized agency under by the Workforce Innovation opportunity Act (WIOA) **ABC Unified School District**, hereinafter referred to as the Contractor.

WITNESS:

WHEREAS, the eight Cities have been designated as a Local Workforce Investment Area (LWIA) by the Governor of the State of California in Accordance with a Joint Powers Agreement Duly Executed by the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount; and

WHEREAS, a Policy Board of elected officials from the member cities has appointed the WDB to exercise oversight of the Program; and

WHEREAS, the WDB and the Policy Board have designated the WDB, as the administrative entity/grant recipient for the WIOA; and

WHEREAS, the WDB has received funds through the State of California, under the Act, to increase the employment and training opportunities for unemployed, underemployed, and economically disadvantaged residents of the member cities; and

WHEREAS, the Contractor has proposed a program entitled **WIOA In-School Youth Program**, hereinafter referred to as the Program; and

WHEREAS, the WDB has determined that the Program is consistent with the purpose and goals of the Act and has deemed the Contractor capable of conducting the Program; and

WHEREAS, the WDB has determined that upon successful performance on said contract in accordance with local policy will enable the Contractor the opportunity for contract renewal; and

WHEREAS, the Program and Funding Parameters were approved by the WDB at its meeting on January 27, 2022; and

NOW THEREFORE, the WDB and the Contractor do hereby mutually agree as follows:

CONDUCT OF ACTIVITIES

1. **Program:** The Contractor agrees to establish and conduct all aspects of the Program entitled WIOA In School Youth Program in substantial accordance with the Program Narrative, Statement of Work, and Program Budget attached to, incorporated herein and designated "Attachment A, B, and C." It is understood that the Contractor is totally responsible for the execution of its program.
2. **Terms:** The parties agree that this Contract shall begin on February 14, 2022 and conclude on June 30, 2023, unless such dates are changed in accordance with the provisions of this Contract.

All other applicable program goals: excluding retention, training certifications, and follow-up must be concluded on or before June 30, 2023.

3. **Notice and Demands:** Any notice required to be given pursuant to the terms of this Contract must be in writing and shall be posted as first-class mail, postage prepaid and properly addressed, via the United States Mail or transmitted through electronic mail(email). A notice transmitted via first-class mail is deemed to be given according to postage stamp. A notice transmitted via email is deemed to be given at the time of transmittal. Until changed by the WDB or the Contractor by written notice the following shall be the addresses for the WDB and the Contractor, respectively:

WDB: Yolanda L. Castro, Executive Director
Workforce Development Board of Southeast Los Angeles County
10900 E. 183rd Street, Suite 350
Cerritos, CA 90703
(562) 402-9336 OFFICE
Yolanda.Castro@selaco.com

Copy:
Sandra P. Michel, Director, Policy, Compliance and Strategic Partnerships
Sandra.Michel@selaco.com

Contractor: Dr. Mary Sieu, ABC USD Superintendent
ABC Unified School District
16700 Norwalk Blvd.
Cerritos, CA 90703
(562) 926-5566 OFFICE
Mary.Sieu@abcusd.us

Copy:
Sasha Leonardo, Coordinator, Career Technical Education-School & Community Partnerships
Sasha.leonardo@abcusd.us

4. **Adherence to Federal, State and Local Law, Regulations, Rules Directives, and Ordinances:** The Contractor agrees to conduct any and all activities in accordance with all applicable Federal,

State and Local Laws, Regulations, Rules and Ordinances, including all requirements of the Act, to the extent permitted by Federal Law, rulings of the U.S. Department of Labor, the State Employment Development Department, and the policies and directives of the SELACO Workforce Development Board in effect or promulgated during the term of this Contract or extensions thereof.

5. **Payments, Fiscal Limitations and Requirements:** The WDB agrees to pay the Contractor an amount not to exceed \$290,000.00, for real, reasonable and allowable expenses incurred during the conduct of the Program, as delineated in the approved program budget, incorporated herein and designated "Attachment B". The contractor agrees to expend 30% of the total allocation by June 30, 2022.

The WDB will compensate the Contractor for services rendered in accordance with the following provisions:

(a) Reference Statement of Work (Attachment B)

(b) Final Expenditure Report: The final report of expenditures (budget and actual) must be submitted to the WDB respectively by July 18, 2022, and July 18, 2023.

6. **Progress Billing:** Monthly billings must be submitted no later than the 18th calendar day of the month following the month of service. In the event of the 18th calendar day, falls on a Saturday, Sunday or national holiday, Contractor shall submit the invoice by the following business day. Billings must be in the format supplied by the WDB. Each progress billing must include output from the official accounting records to substantiate the actual expenditures to date along with receipts and proof of purchase(s).

All necessary back-up documentation for completion verifications, placement verifications, post-secondary enrollments, WEX completions, and verifications of employment (as applicable), must also be included with each billing. The Contractor's accounting system must comply with WIOA and related standards and be responsible for the accuracy of invoices submitted to the WDB.

Contractor may not be paid for expenditures beyond the maximum contract sum, and contractor agrees that the WDB has no obligation, whatsoever, to pay for any expenditures by contractor that exceed the maximum contract sum.

7. **Restriction and Use of Funds:** Funds provided under this contract shall not be used to duplicate activities, services, equipment, facilities, or material provided for with other funds. The WDB reserves the right to discontinue funding and terminate this contract if the Contractor uses funds provided by the WDB to duplicate expenditures funded by the Contractor's other similar funds.
8. **Fiscal Obligations:** The WDB's fiscal obligations to the Contractor under this Contract are limited to the funds made available to the WDB by the Department of Labor, provided the WDB notifies the Contractor immediately of any reduction of funding affecting this Contract. All agreements are subject to available funding.

The Contractor understands that all payments will be contingent upon the submission of detailed, completed and correct documentation of cost incurred to the WDB's fiscal unit as required under Section 6 above. Contractor will be reimbursed for expenditures after receipt of said invoices, as long as costs are allowable and reasonable under this project.

Final payment for expenditures will be withheld by the WDB until the Contractor has cleared a fiscal review conducted by the Workforce Development Board, but in no case shall final payment be withheld longer than 90 days. Disallowed costs will be deducted from the amount otherwise due.

Payments to Participants: No payments to participants shall be made until youth are placed on jobs and shall only be paid for actual hours worked. Time spent in orientation and/or assessments will not be paid. CONTRACTOR shall provide all youth enrolled into the program with paid work experience.

9. **Disallowable Costs:** The Contractor will be liable for and will repay to the WDB, any amounts expended under this Contract found not to be in accordance with allowable project expenditures (i.e., WIOA) including, but not limited to, disallowed costs. Such repayment will be from funds other than those received under the contract.
10. **Unusual Circumstances Affecting Performance:** If the Contractor cannot meet any or all of the obligations placed upon it by the terms of this Contract, the Contractor shall immediately so notify the Executive Director of the WDB in writing. If within thirty (30) days the Contractor remains unable to comply with its obligation under this Contract, the Contractor shall seek modification in accordance with the procedures set forth in Section 11 of this Contract. Nothing in this Section shall be interpreted to require the WDB to modify the Contract or limit the right of either party to terminate the Contract in the manner set forth in Section 12 of this Contract.
11. **Amendments of Modifications:** Either party may at any time during the term of this Contract request amendments or modifications. Requests for amendments or modification of the Contract, shall be in writing, specifying the changes sought and the reason therefore. No oral conversation between any officer, employee or agent of the parties shall modify or otherwise amend this contract in any way. The WDB may make a unilateral modification to this contract at any time, if required by WDB, State, or Federal law or regulations, State law or policy, and/or WDB policy, within ten (10) working days after receipt or written modifications from the Federal, State, or WDB. The parties shall review the request for modification in terms of the Act, regulations, and program goals of the project. Should the parties consent to approve modification of the Contract, then an amendment or modification will be drawn, approved and executed in the same manner as the original Contract. The WDB has the right to unilaterally amend this Contract if required to do so by Federal or State regulations.
12. **Termination without Cause:** Either party may, at any time during the term of this Contract or any extension thereof and without any need to show cause, therefore, terminate this Contract by giving thirty (30) days written notice of its intention to terminate. During the thirty (30) days period, the parties agree to attempt to resolve the matter(s) which precipitated the request for termination. If the party giving the termination notice does not withdraw the notice, the Contract shall terminate upon expiration of the thirty (30) day notice. In the event the WDB elects to terminate this Contract, and at the time of such termination the Contractor is not in material breach of its obligation hereunder, the Contractor shall be entitled to reimbursement from the WDB for actual and allowable expenses which the Contractor has incurred up to such date.
13. **Termination for Cause:** Should Contractor breach any covenant or obligation of this Contract applicable to Contractor, the WDB may, without prejudice to any other remedy it may have, immediately terminate this Contract by giving written notice of termination to the Contractor specifying the effective date thereof. Such notice shall be given at least five (5) days before the effective date of termination and delivered by certified mail.
14. **Sanctions for Noncompliance:** The WDB reserves the right to impose the following sanctions for noncompliance with the provision of the contract, including but not limited to, failure to submit timely reports, failure to expend funds in accordance with the program budget, failure to resolve audit, monitoring, and oversight findings in a timely manner: termination of the contract, modification of the contract, deobligation of funds, collection of funds paid to the Contractor, denial of cash requests/billings and/or delay of cash requests/billings.

15. **Remedies:** Notwithstanding the right of the WDB to terminate this Contract, the Contractor shall not be relieved of liability to the WDB for losses sustained by the WDB, including without limitation liability for repayment of misspent funds due to Contractor's actions, whether or not the WDB terminates this Contract. In addition to all other remedies, the WDB may, at its sole discretion, withhold any payments, which may otherwise be due to the Contractor for the purpose of offsetting until such time as the amount of damages payable by the Contractor to the WDB is finally determined.
16. **Dispute and Resolution:** In case of any disagreement between the Contractor and the WDB as to the operation of the Program, the interpretation or application of any and all Federal, State, Local or departmental statutes, rules, regulations laws or ordinances, the matter must be resolved through the WDB's Grievance Procedure. The Contractor, however, retains any administrative and/or legal remedies including but not limited to termination of the Contract in accordance with the provisions of Section 12.
17. **Severability:** Failure by either party to enforce any provision of this Contract will be deemed a waiver of its right to enforce that or any other Contract provision. If a dispute occurs between the parties related to this Contract, the prevailing party in the dispute will be entitled to collect from the other party all costs of prosecuting or defending the matter, whether initially or on appeal, including without limitation all costs of suit and reasonable attorneys' fees actually incurred.
18. **Records-Retention and Maintenance:** The Contractor shall establish and maintain in a secure location and in good order for at least four (4) years from termination of this Contract, such records as are required by the WDB. These records include, but are not limited to, all program and fiscal records, including payroll and purchases and intake and placement information. The Contractor further agrees that records related in any manner to questioned costs, audit disallowances, litigation or dispute between the Contractor and any of the WDB or any regulatory agency shall be maintained for the time needed for resolution of said question. Failure to comply with any of the record keeping requirements in this Section will be grounds for the WDB to withhold payment against submitted invoices until such compliance is demonstrated.
19. **Rights to Data:** The WDB, the State Employment Development Department, the U.S. Department of Labor or other State or Federal regulatory agency, shall have unlimited rights to any data first produced or delivered under the Contract. This pertains to contracts which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data.
20. **Inspection of Records:** At any time during normal business hours and as often as the WDB may deem necessary and in such a manner as not to interfere with the normal business operations of the Contractor, the Contractor shall make available to the WDB, the State Employment Development Department, the U.S. Department of Labor or other State or Federal regulatory agency, for examination of all its records with respect to all matters covered by this Contract and shall permit any of them to audit, examine and make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract. This includes the physical inspection of training facilities and equipment, and fiscal and program monitoring by WDB representatives at the WDB's discretion or by State and Federal program auditors.
21. **Audits:** The Federal Office of Management and Budget, under the Uniform Guidance requires that all organizations receiving federal funding submit a current audit report to the granting agency (WDB). The scope of audit report(s) should include, at a minimum, financial statements and schedules of expenditures, internal control structure, and compliance with related laws and

regulations.

22. **Reporting:** The Contractor will comply and submit reports of activities, expenditures, status of cash, and closeout information by the dates specified by the WDB. A monthly performance report and monthly management report will be due to the WDB by the 5th working day of each month following the end of each reporting month (as applicable). A monthly billing must be submitted no later than the 18th calendar day of the month following the month of service.
23. **Grievance Procedure:** Contractor shall establish and maintain procedures for hearing and resolving grievances. Such procedures shall comply with all relevant policies of the WDB, and Contractor shall inform all employees, trainees, applicants and subcontractors of the existence of the Grievance Procedures. Any Grievance of an applicant for enrollment into training or of a trainee which is not resolved by the contractor's grievance procedure may, at the WDB's sole discretion, be received and processed under the WDB's grievance procedures. Contractor hereby agrees to abide by any final determination resulting from the WDB's grievance procedures.
25. **Incident Reporting:** Per WDB's Incident Reporting Policy, the Contractor as a WDB's subrecipient of WIOA funds must promptly report all allegations of WIOA related fraud, abuse, and other criminal activity to the CRO. The CRO must immediately report the allegations through the DOL's Incident Reporting System to the OIG with a copy simultaneously provided to the ETA. In addition to submitting allegations to the CRO, the SELACO WDB may also report allegations directly to the OIG, if deemed appropriate
24. **Non-Discrimination:** In carrying out the Program, the Contractor shall not unlawfully discriminate, harass, or allow harassment, against any participant, enrollee, employee or applicant because of race, color, national origin, religion, sex, age, disability (including HIV and AIDS), citizenship, ancestry, veteran status, marital status, political affiliation or belief. The nondiscrimination and Equal Opportunity provisions of Workforce Innovation and Opportunity Act (WIOA), **Section 188**, prohibit discrimination against applicants, beneficiaries, and employees on the basis of race, color, national origin, age, disability, sex, religion, and political affiliation or belief, as well as against beneficiaries on the basis of citizenship and participation in WIOA. The Contractor agrees to post and to provide to each and every participant a copy of EEO materials, the SELACO grievance procedure, and civil rights materials; as well as to retain in each participant's file a signed notification of receipt of these materials. Accordance with Title VI of the Civil Rights Act of 1964, and provisions of WIOA Section 188 and compliance with Equal Employment Opportunity provisions in Executive Order (E.O.), 11246, as amended by E.O., 11375 and supplemented by the requirements of 41 CFR Part 60.
26. **Copyright Provisions:** The WDB, and the Department of Labor (DOL) reserve all ownership rights, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use, for federal government purposes: 1) the copyright for any work or materials developed under this contract, and agreements made with grant support, or contractor as part of the development process, and 2) any right of copyright to which the contract purchases ownership with these funds.
27. **Subcontracting:** The Contractor agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Contract or any right, title, obligation or interest it may have herein, without prior written consent from the WDB which consent may be withheld at the WDB's sole discretion. Any action by Contractor in violation of this requirement shall be void at its inception and shall void all remaining obligations of the WDB to the Contractor under this Contract. Any of the work authorized under this Contract, will be evidenced by a written contract specifying the terms and conditions of such performance. The Contract will provide a copy of each of its subcontracts to the WDB.

28. **Contractor Staff:** All personnel hired by the Contractor to perform work under this Contract shall be within the employ of the Contractor only, which alone shall be responsible for their work, the direction thereof and any liability or duty which may attach as a result of acts, omissions, liabilities or obligations of the Contractor or its employees or agents. Further, neither the WDB nor the Contractor nor their agents or employees shall be considered as or represent themselves to be agents of employees or the other. Further, the Contractor shall notify the WDB Director immediately if changes are made in personnel named in the proposal. Further, Contractor shall provide all staff assigned to this contract with photo identification badge (WIOA) programs while on duty, at the Contractor's facility or when conducting related field work. Contractor will retrieve and immediately destroy the staff's photo identification badge at termination of contract or from working on this contract.

29. **Confidentiality:** The State of California (State) and the WDB will exchange various kinds of information pursuant to this agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or and employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment Development department, the California Department of Social Services, the California Department of Education, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs. The WDB and Contractor agree that:

- a. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
- b. Each party shall provide written instructions to all of its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in Section 1798.55 of the Civil Code, Section 502 of the Penal Code, Section 211 of the Unemployment Insurance Code, Section 10850 of the Welfare and Institutions Code and other applicable local, State and federal laws.
- c. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot retrieve the information by means of a computer.
- d. If the Contractor enters into an agreement with a third party to provide services, the Contractor agrees to include these data and security and confidentiality requirements in the general agreement with that third party.
- e. Each party shall cause its employees performing services covered by this contract to sign and adhere to "Non-Employee Acknowledgment and Confidentiality Contract."

30. **Child Support Compliance Act:** In accordance with the Child Support Compliance Act the Contractor recognizes and acknowledges that:

- 1 the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
- 2 to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD);
3. Staff working on this contract shall comply with California Penal Code (hereinafter "PC") Section 11164 et seq. and shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections. Child abuse reports

shall be made by telephone to the Department of Children and Family Services hotline at (800) 540-4000 within 24 hours and shall submit all required information, in accordance with the PC Sections 11166 and 11167.

31. **Insurance:** Prior to the execution of this Contract, the Contractor shall submit to the WDB evidence of compliance with the following policies of insurance, each of which shall name the WDB as an additional insured, and none of which may be canceled or changed until thirty (30) days after written notice is provided to the WDB by the insurance company.

A) *Fidelity Bond:* Contractor shall obtain a fidelity bond covering all its employees who receive or disburse funds under this Contract, which fidelity bond shall be in an amount no less than twenty-five percent (25%) of the amount of this Contract. The WDB may, as its sole discretion, withhold payment of any funds due or claimed to be due to Contractor whenever such fidelity bond is not in effect as required herein.

B) *Statutory Insurance:* Contractor shall provide worker's compensation insurance and such other insurance as may be required by applicable state law for its employees and for trainees enrolled in work experience programs under this Contract.

C) *Medical and Accident Insurance:* Medical, Accident and Disability Insurance shall be provided to all participants in those programs, i.e., classroom training, in which participants would not normally be covered by the Worker's Compensation Statute. Such coverage shall be comparable to the medical and accident insurance provided under that Statute.

D) *General Liability Insurance:* Contractor will provide general liability insurance. Regardless of the type of coverage secured, a minimum aggregate of \$1,000,000 for public liability and for property damage is required a general aggregate of \$2,000,000.

E) *Automobile Insurance:* Contractor will provide broad form automobile liability coverage with limits as set forth in (D) above, which applies to both owned/leased and non-owned automobiles used by the Contractor or its agents in performance of this agreement, or, in the event that the Contractor will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this agreement, Contractor will secure and maintain on file all such employee, trainees or agents a certification of automobile insurance coverage.

F) *Professional Liability:* Insurance covering liability arising from any error, omission, negligent or wrongful act of Contractor, its officers or employees with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. The coverage also shall provide an extended two-year reporting period commencing upon termination or cancellation of this contract.

G) *Crime Coverage:* A comprehensive crime policy in an amount not less than \$50,000 per occurrence against loss of money, securities, other property, as applicable to this contract, for employee dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, or burglary and robbery. Contract shall be required to provide WDB with certified copies of the current certificates of insurance and policy endorsement pages, both naming Workforce Development Board of Southeast Los Angeles County as the individual loss payee as its interests appear for all contractual obligations with Contractor (named insured) and include Contractor and County's name/address and the signature/date of the insurance representative.

32. **Indemnification:** The Contractor agrees to pay all debts for labor and/or materials contracted by it, if any for and on account of the services to be performed hereunder. The Contractor shall assume the defense of and hold the WDB and its officers, agents and employees harmless from all suits

and claims against any of them arising from any act or omission of the Contractor, any subcontractor or anyone directly or indirectly employed by them or anyone from whose acts any of them may be liable. The indemnification obligation of the Contractor shall not be limited in any way by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefits acts or other employee benefits acts.

33. **Maintenance of Effort:** Contractor certifies that funds received pursuant to this Contract shall be used to "supplement" and not to "supplant" any services provided or employees employed which would otherwise be provided or employed by Contractor in the absence of this Contract.
34. **Publicity:** The Contractor agree that whenever information related to the Program funded under this Contract appears in the media or in publication, such publicity will include the statement, "In Partnership with the Southeast Los Angeles County Workforce Development Board a member of America's Job Centers of California". The Contractor further agrees that all brochures and advertisements regarding this program shall carry the discrimination prohibition cited in Section 25 of this Contract.
35. **Lobbying:** Pursuant to Section 319 of Public Law 101-121, Contractor is prohibited from using Federally appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with this Contract. Section 319 also requires that each Contractor who requests or receives a Federally funded Contract or Cooperative Agreement totaling \$100,000 or more must file a disclosure report (Standard Form LLL) if lobbying activity, utilizing other than federally appropriated funds, has occurred for the covered Federal action.
36. **Drug-Free Workplace:** By Signing this Contract, the Contractor hereby certifies under penalty or perjury under the law of the State of California that the Contract will comply with the requirements of the Drug-Free Workplace Act of 1990 and the Contractor will provide drug-free workplace instructions to its employees.
37. **Clean Air/ Clean Water Act:** The Contractor shall comply with the Workforce Development Act (WIOA) Public Law 105-220, Title 20 Code of Federal Regulations part 652, WIOA Rules and Regulations; applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, E.O. 11738, Public Law 94-163 of the Energy Policy Conservation Act and Environmental Protection Agency requirements.
38. **Americans with Disabilities Act (ADA):** Contractor agrees to abide by all applicable Federal, State and local laws including the Americans with Disabilities Act (ADA) and its requirement to provide reasonable accommodations and auxiliary aids or services, unless compliance with the ADA would place an undue financial burden on, or would fundamentally alter the nature of, Contractor's program.
39. **Improper Activities:**
- A) **Conflict of Interest.** Contractor affirms that no affiliated person has cast any vote in conjunction with the WDB's award of the Contract if such affiliated person knew or should reasonably have known such vote would affect said award; that no affiliated person shall possess or obtain during the term of the Contract any financial interest in or financial benefit from the performance of this Contract other than is fully disclosed in writing to the WDB in advance; and that all affiliated persons shall refrain from acting or failing to act in such a way as to create a conflict of interest or any appearance of conflict of interest with regard to performance of this Contract.
 - B) **Fraud and Abuse.** Contractor shall conduct all activities authorized under this Contract pursuant to the policies and procedures designed to prevent waste, fraud and program abuse (as such terms may be defined by any authority entity), and shall maintain such records as are sufficient

to document the allowability and necessity of all expenditures and the actual achievement of objectives claimed by Contractor to have been achieved, which record shall be maintained in an organized and readily auditable condition as provided in Section 18 herein.

- C) Political Activities. Contractor shall not grant or withhold any benefit under this Contract to or from any person because of the political affiliation of that person, nor shall any funds provided or activities conducted under this Contract be used (a) to promote the approval or defeat of any legislation, initiative or referendum, or (b) for any partisan political purpose, or (c) to assist in electing or defeating any candidate for public office, or (d) for any lobbying activities.
 - D) Sectarian Activities. The Contractor certifies that this Contract does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state. These funds will not be used to employ or train clients in sectarian activities or to maintain facilities used for religious entities.
 - E) Employment Generating Activities. Contractor shall not utilize any funds provided under this Contract for employment generating activities, economic development activities, Development in revolving loan funds, capitalization of businesses, Developments in contract bidding resource centers, or similar activities.
 - F) Union and Anti-Union Activities. Contractor shall not utilize any funds provided under this Contract to assist or impede any union organizing or any anti-union activities, nor to subsidize the training or employment of any trainee in a position which is both covered by a collective bargaining agreement and normally filled by an individual who is then participating in any work stoppage.
 - G) Public Service Employment. The Contractor shall not utilize any funds provided under this Contract to provide wages for public service employment.
 - H) Fees. Contractor shall not charge or permit to be charged to any trainee a fee for placement into training or employment, nor any fee for supplies, counseling, special services and materials for the handicapped, childcare or educational materials.
 - I) Nepotism. Contractor shall not extend or permit to be extended to any relative of any affiliated person any advantage over non-relative of any affiliated person with regard to enrollment, training, placement or any other service provided under this Contract.
 - J) Displaced Worker. Contractor certifies that no currently employed worker shall be displaced by any participant (including partial displacement such as reduction in the hours of non-overtime work, wages, or employment benefits).
 - K) No participant shall be employed or job opening filled: 1) when any other individual is on layoff from the same or any substantially equivalent job, or 2) when the employer has terminated any regular employee without cause or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the Program.
40. **Procurement:** All equipment purchased under this Contract for the administration of the Program must be in accordance with the Program's approved budget and the rules and regulations under the Act and as established by the WDB's procurement policy. The Contractor agrees to provide the WDB with notification of all purchases of computer equipment (hardware and software) under this Contract. The WDB shall have rights and ownership to all equipment purchased under this

Contract and such equipment shall be documented in WDB inventory. Contractor shall assure that no funds provided under this contract are used for the purchase or improvement of land or for the purchase or construction of any improvement to any building or facility, unless specifically approved in writing by the WDB or her/his designee.

41. **Program Income:** All funds provided pursuant to this Contract and all activities of Contractor funded thereby are subject to controls and reporting requirements imposed by the WDB, State, and Federal Government. In accordance with rules and regulations regarding reporting and recapture of Program Income, such rules as maybe reasonably interpreted and applied by the WDB shall become a part of this Contract and shall be applicable to all Program Income realized during the entire Term herein. Contractor shall therefore maintain complete financial records of all its revenues earned as a result of the activities conducted hereunder, together with appropriate documentation that all costs incurred by the Contractor in connection with its activities hereunder are necessary, reasonable allowable and allocable pursuant to the Governing Law, such that the total amount of Program Income attributable to Contractor's activities hereunder can be accurately determined upon completion of the Term hereof. All such Program Income shall be reported to the WDB by Contractor in such a manner and at such times as the WDB shall specify.
42. **Elder Abuse and Fraud Prevention Reporting:** Contractor shall comply with California Welfare and Institutions Code (WIC), Section 15600 et seq. and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The Contractor working on this contract shall make the report on such abuse, and shall submit all required information, in accordance with WIC Sections 15630, 15633 and 15633.5.
43. **Union Concurrence:** If concurrence with the terms of this Contract by any of Contractor's Employee bargaining units is required pursuant to the terms of any collective bargaining agreement, Contractor hereby affirms that it has obtained such concurrence and acknowledges that the WDB is relying on Contractor's representation in entering into this Contract.
44. **General Assurances:** Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. The Contractor, its staff and employees, in administering this Contract, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
45. **Relationship of Parties:** For all intents and purposes related to this Contract, Contractor shall be an independent Contractor of the WDB, and shall in no circumstances be an agent, employee, or subsidiary of the WDB for any purpose.
46. **Entire Agreement:** This Contract constitutes the entire agreement between the Contractor and the WDB and shall supersede all other contemporaneous or prior oral and written agreements between the parties respecting the subject matter of this Contract.
47. **Authorization Warranty:** Contractor represents and warrants that the person executing this contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.
48. **Breach Waiver:** The WDB's waiver of any breach of this Contract or any provisions of this Contract shall not be deemed a waiver of any other breach nor excuse any other breach by Contractor of this Contract.


49. **Criminal Clearances:** Contractor agrees not to engage or continue to engage the services of any person convicted of any crime involving harm to children, or any crime involving conduct inimical to the health, morals, welfare or safety of others, including but not limited to the offenses specified in Health and Safety Code, Section 11590 (offenses requiring registration as a controlled substance offender) and those crimes listed in the Penal Code which involve murder, rape, kidnap, abduction, assault and lewd and lascivious acts. All background checks are kept on file and available for review upon WDB/County's request.
50. **Employee Benefits and Taxes:** Contract shall be solely responsible for providing to or on behalf of its employees, all legally required salaries, wages, benefits, or other compensation. WDB shall have no liability or responsibility for any taxes, including, without limitation, sales, income, employee withholding and/or property taxes, which may be imposed in connection with or resulting from this contract or Contractor's performance hereunder.
51. **Events of Default:** The WDB may terminate the whole or any part of this contract if either of the following circumstances exists: 1) Contractor has made a misrepresentation of any required element in the bid/proposal submitted in response to the invitation for Bids/Request for Proposals, if any; or 2) Contractor fails to comply with or perform any provision of this contract or fails to make progress so as to endanger performance of any term of this contract.
52. **Worksite:** A worksite is the physical location for the participant to have paid work experience. It can be a profit or non-profit agency, a public or a private entity. When selecting worksites, CONTRACTOR shall have an evaluation on file and documentation of the following for each worksite:
- Provided Supervisor Orientation - Orientation was provided by CONTRACTOR to all supervisors of the Youth Job participants concerning the objectives, regulations, policies and procedures of this Program.
 - Payroll and Worker's Compensation Costs - CONTRACTOR provided payroll services to their Subcontractors or ensured that the Subcontractors administered their own payroll services. In addition to any other insurance requirements outlined in Section 31 of this contract are obtained and maintained the required Liability and Worker's Compensation Insurance for Worksite activities. Ensured that Subcontractors maintain the required Liability and Worker's Compensation Insurance.
 - Provided Safe Work Sites - Ensure that each worksite provides a sanitary and non-hazardous work environment; each worksite must provide emergency instructions in case of fire or earthquake, etc.
 - Develop and maintain a signed agreement with each worksite agency which sets forth the operational specifics of the worksite agreement, the mutual responsibilities of the site supervisor and CONTRACTOR, and the program procedures to be followed. This agreement shall be signed by both parties and maintained on file by your agency with a copy at the worksite.

SIGNATURES

This Contract is agreed to and effected by the following parties, who have been designated as signature authorities by their respective organizations.

**Workforce Development Board of
Southeast Los Angeles County**

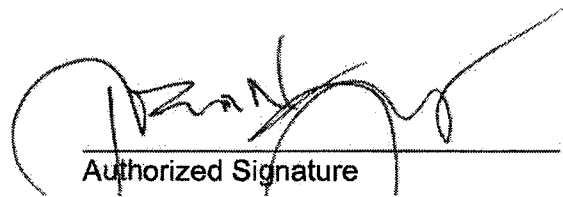
**ABC
Unified School District**


Authorized Signature

Yolanda Castro, Executive Director
Name/Title

2/17/2022

Date


Authorized Signature

**Toan Nguyen, Superintendent-
Business Services/CFO**
Name/Title

4/08/2022

Date

ATTACHMENTS:

- A. Proposal Program Narrative
- B. SOW/Performance Plan
- C. Program Budget
- D. Assurance Certifications

SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD

COPY

A proud partner of

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of CaliforniaSM

June 30, 2023

Ms. Sasha Leonardo
ABC Unified School District
16700 Norwalk Blvd.
Cerritos, CA 90703
RE: WIOA Incident Reporting-Contract No. 300034-Amendment 1

As a provider of WIOA youth services, per the Employment Development Department (EDD), Directive WSD 12-18, the Southeast Los Angeles County Workforce Development Board is required to provide you with the procedures for reporting criminal activity and non-criminal complaints to the Compliance Review Office (CRO) of the EDD and the Department of Labor's (DOL) Office of Inspector General (OIG).

This type of incident/complaint includes fraud, misapplication of funds, gross mismanagement of government resources, employee/participant misconduct, and standard of conduct violations.

Any allegations and complaints involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately to thereafter by a written incident report within one (1) day to:

The SELACO WDB:

Sandra P Michel
Director, Policy, Compliance & Strategic Partnerships
Southeast Los Angeles County Workforce Investment Board.
10900 183rd Street, Cerritos, CA 90703
(562) 402-9336
Sandra.michel@selaco.com

EDD: Attention: Compliance Resolution Unit
Compliance Review Division, MIC 22M
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

10900 E. 183rd Street • Suite 350 • Cerritos, CA 90703
(562) 402-9336 • Fax (562) 860-4701 • www.selaco.com
For information selaco@selaco.com

Serving our seven cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood and Norwalk

OIG: (choose one of the following methods)

Website: www.oig.dol.gov/hotlinecontact.htm

Telephone: 1-800-347-3756 FAX: (202) 693-7020

Mail: Office of Inspector General Complaints Analysis Office

200 Constitution Avenue, N.W., Room S-5506 Washington, D.C. 20210

Allegations considered to be of an emergency nature may be reported by telephone to the Compliance Manager at (562) 402-9336, and by calling the OIG hotline at 1-800-347-3756, and ***followed immediately thereafter by a written Incident Report.***

Respectfully,


Sandra Michel



COPY

June 30, 2023

Ms. Sasha Leonardo
ABC Unified School District
16700 Norwalk Blvd.
Cerritos, CA 90703
RE: WIOA In-School Youth Program

Dear Ms. Leonardo,

The Southeast Los Angeles County Workforce Investment Board (SELACO WDB) approved funding recommendations for the 2022-2023 WIOA In-School Youth Program at its meeting held Thursday, May 25, 2023.

ABC Unified School District has been awarded \$409,910 to serve 135 residents of your school district with the following conditions:

Programs implemented under this WIOA award will focus primarily on youth ages 17 and 18 and at a minimum will receive one or a combination of the following:

- **Work Readiness Experience:** It is anticipated that WIA-funded paid work experience will include between 80-100 hours of participation.
- **At least one additional WIOA youth program element:** Such as tutoring, leadership development opportunities, supportive services, adult mentoring, comprehensive guidance and counselling.

This letter authorizes your agency to incur Administration and Program related costs effective June 23, 2023 through June 30, 2024, and is subject to available funding. By incurring costs under these funding titles, your agency acknowledges agreement with the contract terms/conditions as specified.

If you need technical assistance or have any questions, please contact Sandra Michel (562) 402-9336.

Respectfully,

Sandra P. Michel
Director, Policy and Compliance

10900 E. 183rd Street • Suite 350 • Cerritos CA 90703
(562) 402-9336 • Fax (562) 860-4701 • www.selacowdb.com
For information selaco@selaco.com

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Amendment I, Contract NO. 300034

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ABC Unified School District

WIOA In School Youth Program

**AMENDMENT TO AGREEMENT NO. 300034
BETWEEN
SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD
AND
ABC UNIFIED SCHOOL DISTRICT**

THIS UNILATERAL AMENDMENT is made and entered this **23rd** day of **June 2023**, by and between the Southeast Los Angeles County Workforce Development Board (SELACO WDB) hereinafter referred to as the SELACO WDB, and the ABC Unified School District, hereinafter referred to as the DISTRICT.

WHEREAS, the parties hereto have previously entered into an Agreement, to provide Work Experience services and WIOA Youth Program elements under the Workforce Innovation Opportunity Act funding program regulations; and,

WHEREAS, the SELACO WDB Board of Directors approved a contract extension on May 25, 2023 to the DISTRICT for the implementation of a WIOA In School Youth Program for FY 2022-2024.

WHEREAS, the SELACO WDB Board of Directors approved an allocation on May 25, 2023 to the DISTRICT for a WIOA In School Youth program for fiscal year 2022-2024.

NOW, THEREFORE, in consideration of the recitals and the mutual obligations provided herein, the parties hereto agree as follows;

- 1. SECTION 2. Terms: is amended to read "The parties agree that this Contract shall begin on June 23, 2023 through June 30, 2024."**
- 2. SECTION 5. Payments Fiscal Limitations and Requirements: is amended in part to read " The WDB agrees to pay the Contractor an amount not to exceed \$409,910.00, for real, reasonable and allowable expenses incurred during the conduct of the Program as delineated in the approved program budget"**

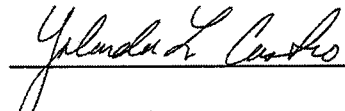
Except as otherwise specifically amended herein, all terms and conditions contained in the original Agreement as amended shall remain in full force and effect.

Amendment I, Contract NO. 300034

ABC Unified School District

WIOA In School Youth Program

Workforce Development Board of Southeast Los Angeles County



Authorized Signature

Yolanda L. Castro

Name/Title

6/23/2023

Date

SELACO WDM - Services for Youth 17-21 Request for Proposal (PY 2023-2024)	
Proposal Form 4	Program Budget Details

Complete the following table by indicating budgeted amount in each applicable category. All budgeted items must be explained in Narrative Section 5 "Budget Justification and Leveraging."

		Budget Item/Category	Budgeted Amount	
			WIOA	Non-WIOA/Leverage
A.		Staff Salaries	\$129,298.21	\$200,000.00
B.		Number of full-time equivalents:		
C.		Staff Benefits	\$42,668.41	\$30,000.00
D.		Staff Benefit Rate (33%)		
E.		Participant Wages and Fringe Benefits (110 Participants @ 100 Hours/\$16.90 per Hour) Sal: \$185,900, Ben: \$3,532.10	\$189,432.10	
F.		Participant Support Services	\$20,250.00	\$70,000.00
G.		Indirect Costs approved by Federal guidelines (Est. 5.5%)	\$22,545.05	
H.		Other (specify): Mileage	\$622.23	
I.		Other (specify): Career Hub	\$3,594.00	
J.		Other (specify): Office Equipment/Scanner	\$1,500.00	
K.		Other (specify):		
L.		Other (specify):		
M.		Other (specify):		
N.		Total Funding (WIOA and Non-WIOA separately)	\$409,910.00	\$300,000.00
O.		Total Project Funding	\$709,910.00	