

Statement of Work (SOW)

The RERP, Regional Equity and Recovery Plan, overall goal is to improve job quality and job access for individuals from underserved and underrepresented populations, meet the skills and profitability needs of employers and meet the economic, social and environmental needs of the community. The RERP is a collaboration between Pacific Gateway Workforce Development Board, Long Beach City College, Cerritos College and SELACO WDB. The project targets two (2) career pathways; Logistics and Culinary Arts. This grant has a target demographic: English Language Learners, Homeless and Housing Insecure, Immigrants, Justice Involved, People with Disabilities, Veterans, Youth, First Generation College Students, Residents of Disadvantage Communities, Low-income Communities, Low-income households, dislocated workers.

The Scope and Sequence below expands on the comprehensive mentoring program that **(YOUR AGENCY NAME HERE)** will deliver through its connections to community resources, coaching, and co-case management.

Planning, Development, and Implementation

Program Overview:

The project goals include:

- Enroll and serve 31 participants from the target populations (demographic descriptions) Prepare participants to successfully enter and complete training and attain industry-valued credentials and certificates for jobs in the target industry. 10 of those 31 paired with a mentor.
- Provide access to enrollment in one of the two listed target industries; logistics or culinary.
- Provide career counseling, development of an IEP, tracking and monitoring of vocational training, WEX, OJT, job referrals, and support services.
- Engage and develop employment and work-based training opportunities with industry employers.

In addition to the goals listed above, participants should be provided with access to mentorship programs that facilitate connections to community resources, coaching and co-case management.

Each partner will be responsible for the success of all 10 co-enrolled participants.

a. **SELACO WDB:** will support 31 candidates with work readiness, vocational and work experience opportunities. This includes co-enrollment into WIOA, career planning, development of employment goals, ongoing case management & follow-up services for 12 months.

b. **(Mentor Agency:)** will act as an advisor and coach: provide advice, guidance, and feedback; share their experience and expertise as deemed appropriate; act as a sounding board for career development and the individual’s employment plan. Offer encouragement and support. The Mentor agency will provide virtual coaches for 10 out of 31 candidates, who will work directly

“Mentor Agency Name”

“Program Name” (RERP)

PY 2023-2024

with their assigned Career Development Specialist (CDS). The Coach will communicate with the candidates weekly and provide positive feedback, resources & alert the CDS of any important information that will help/hinder the candidates' success in program goals.

(YOUR AGENCY NAME HERE)

The Mentor component in the RERP will provide support virtually* by;

*(*virtual mentoring/coaching can be conducted via a virtual platform, telephone, email, or in person.)*

- Coordinating virtual services and activities with SELACO WDB staff and partner staff;
- Maintaining regular contact with the assigned CDS and Candidates.
- Provide community resources, including but not limited to; remedial education, counseling, anger management, substance abuse programs.
- Coach and advise customers and ensure they are prepared to begin an assigned Work Experience, Training, or program activity goal.
- Communicate with CDS about any support services needed for the candidate's success.
- Communicate candidate engagement with CDS; this includes any job search, retention, or progress.
- Attend project meetings as needed, and;
- As necessary, track, prepare, and submit required agency data, reports, and other communication regarding the achievement of planned goals and objectives.

Coordination of activities and submission/completion of the above work shall be communicated to:

Corina Coronel

Deputy Director of Program Operations

SELACO Workforce Development Board

10900 183rd Street

Cerritos, CA 90703

562-402-9336

Corina.coronel@selaco.com