



**SOUTHEAST LOS ANGELES COUNTY (SELACO)
WORKFORCE DEVELOPMENT BOARD (WDB)**

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

SERVICES FOR YOUTH AGES 17 - 21

PY 2023-2024

REQUEST FOR PROPOSAL (RFP)

RFP Release Date: February 11, 2023

**Proposal Submission Deadline:
March 13, 2023, 3:00 p.m.**

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

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**SELACO WDB
Services for Youth 17-21
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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 2023-2024 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 (12) twelve-month program. However, proposers should base their budgets on a single program year allocation. The period of performance for the first year is July 1, 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.

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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 **July 1, 2023, through June 30, 2024**, subject to providers’ meeting performance goals. However, based on acceptable performance and available funding, contracts will be assessed for an additional one-year period (July 1, 2024 through June 30, 2025).

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.

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SECTION III	RFP Timeline, Submission and Evaluation Process
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This section provides information on the proposal process, including requirements for submission, timelines, and proposal evaluation.

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

RFP Released	February 11, 2023
Bidder's Conference	February 23 @ 3:00 p.m. via Zoom
Las Day to Submit Questions	March 3, 2023, by 3:00 p.m.
Questions Posted	March 6, 2023, by 3:00 p.m.
Proposal Deadline	March 13, 2023, by 3:00 p.m.
Proposal Review Process	March 14, 2022 - March 15, 2022
Awards Recommendations by Review Committee	March 16, 2023
Intent to Award Public Notification	March 24, 2023
Appeals Process	March 24, 2023 - April 7, 2023
Board Approval	March 23, 2023
Contract negotiation	April 7, 2023 – May 1, 2023
Program Implementation	July 1, 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
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Through March 3, 2023, questions regarding the RFP may be directed via e-mail to Ana Mercado at ana.mercado@selaco.com.

III.C	Bidders' Conference
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A virtual Bidders' Conference will be held on February 23, 2023, at 3:00 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 February 21, 2023.

III.D	Proposal Submission Requirements
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The deadline for submission of proposals in response to this RFP is **March 13, 2023, 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.

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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>Vendor EEO Certification: 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> : 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.
Proposal Attachment 2:	<u>Program Flow Chart</u> : 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.

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. Provided 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.

<hr/>	<hr/>
Typed Name of Authorized Representative:	Title:
<hr/>	<hr/>
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.

<hr/>	<hr/>
Typed Name of Authorized Representative:	Title:
<hr/>	<hr/>
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

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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	
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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

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Proposal Exhibit 1

Sample ISS

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