
EMPLOYERS' TRAINING RESOURCE

TO: Interested Training Providers

FROM: Kevin Whitaker
Analyst

SUBJECT: Request for applications for initial inclusion on the statewide Eligible Training Provider List

DATE: June 16, 2005

A. SOLICITATION

This Request for Application (RFA) collects information to assist the State in obtaining programs for the Eligible Training Provider List (ETPL). Since all programs of training services must be listed on the ETPL in order to receive WIA funds for training adults and dislocated workers, ETR encourages all eligible entities to apply for inclusion on the list. **It is important to note that inclusion on the ETPL does not guarantee referrals.**

B. APPLICATION PROCESS

Interested providers of training services in Kern, Inyo, and Mono Counties must submit an application to Employers' Training Resource who is responsible for reviewing the application, determining if the application meets State and local criteria for listing, and forwarding that information to the State. The State, in turn, is responsible for accepting the information, verifying the information, and compiling a single statewide list of providers, and disseminating this list to Employers' Training Resource for distribution to its one-stop centers located throughout Kern, Inyo and Mono Counties.

Additions, changes, and deletions may be made throughout the year. The State will update the list daily to incorporate changes that do not require verification. Other changes will be included on the list within 30 days of the transmission to the State.

C. LOCAL TECHNICAL ASSISTANCE

Requests for technical assistance may be made to Kevin Whitaker by phone at (661) 336-6979, by email at whitakerk@co.kern.ca.us or by fax at (661) 336-6858.

D. TRAINING PROVIDERS UNDER REIMBURSEMENT CONTRACT

Training providers offering training to WIA adults and dislocated workers under reimbursement contracts with Employers' Training Resource must also complete the ETPL application.

E. TRAINING COSTS

The cost for training on the application cannot be more than the price charged to the general public. A cost comparison with similar programs of training will be conducted to ensure the reasonableness of the skills training cost. On the Workforce Investment Act Training Program Application you will be filling in the Total Program Cost box. The three components in this box are:

1. Tuition - tuition price charged to the general public for all administrative, registration, and class fees, etc.,
2. Fees - fees such as memberships, special room rentals, entrances, etc.,
3. Expenses - essential expenses such as books, materials, and special transportation, parking passes, etc.

Please provide in addition to your application the enclosed Program Cost Description Form (Attachment 3) listing all of the items that are included in each program. Everything that is provided in the Total Program Cost needs to be itemized by component including but not limited to course tuition, books, class supplies, computer software, computer labs, student body cards, parking fees, safety equipment, uniforms and tools. Everything that is included in the cost of your program(s) needs to be listed.

F. APPLICATION INSTRUCTIONS

Section V. A. of the "WIA ETPL Policy and Procedures" (Attachment 1) provides a description of those providers who are eligible to apply and criteria for initial listing on the ETPL.

The application must be completed in full, signed by an agency officer authorized to bind the agency to all commitments made and accompanied by a copy of a Board Resolution or other corporate action authorizing the agency officer to submit the application. If a Board Resolution or other corporate action cannot be obtained prior to the application submission, the resolution can be submitted at a later date, if the application states the expected date of receipt of such resolution or action.

1. "WIA ETPL Policy and Procedures" contains forms to be filled out and returned. They are:

- a. Workforce *Investment Act Training Provider Application*
Complete one form for your agency.

b. Workforce *Investment Act Training Program Application*

One training program application must be filled out for each training program for each geographic area the program is being offered (i.e., if an organization holds training classes in two different Workforce Investment Areas, an application is required for each area and must be submitted to the LWIB in the area where they intend to provide training services).

2. Other required information to be included with your Kern County return packet is:

a. *Certificate or approval from applicable accrediting body.*

Attach a copy of your certification or approval from your applicable accrediting body (e.g. Bureau for Private Postsecondary and Vocational Education (BPPVE), California Department of Education):

b. *Narrative on required data collection and reporting for subsequent eligibility determination.*

Attach a narrative that explains how your agency will collect and report the data necessary for subsequent eligibility determination. All applications must include this narrative.

c. *Catalog and/or price listing.*

Include a copy of your agency's most recent catalog and/or price listing. A price listing is required if pricing information is not in your catalog.

d. *County Purchasing Information*

i. *Certificates of Insurance*

Attach applicable certificates of insurance. Insurance requirements are as follows:

- On your insurance carriers' CERTIFICATE OF LIABILITY INSURANCE, please use the following:
 - In the field for description of operations/locations/vehicles /exclusions added by endorsement/special provisions include "Kern County and County's Board members, officials, officers, agents, and employees" are named as additional insureds.
 - In the field for Certificate Holder please include:
Employers' Training Resource
Attn: ETPL Analyst
2001 28th Street
Bakersfield, CA 93301-1924
- Liability coverage of:

- Not less than one million dollars (\$1,000,000) combined single limit for bodily injury and property damage and two million dollars (\$2,000,000) aggregate or
 - (a) Not less than one million dollars (\$1,000,000) per person per occurrence for bodily injury and one million dollars (\$1,000,000) per each occurrence for property damage and two million dollars (\$2,000,000) aggregate.
- All insurance shall be issued by a company or companies listed in the current “Best’s Key Rating Guide” publication with a minimum of an “A-; VII” rating, or in special circumstances, be pre-approved by the County.
- Workers’ Compensation Insurance, or its equivalent, as required by the Labor Code of the State of California covering all employees of this agency and any participants enrolled in any work experience and/or internship programs to be provided by your agency and offered in conjunction with a specified course of study; and
- Automobile insurance which covers all automobiles or other vehicles, including all owned, hired and non-owned vehicles used by agency for those programs which require vehicle use during the course of the training program (e.g., commercial truck driving programs) in an amount not less than one million dollars (\$1,000,000);

- ii. Nondebarment Certification (Attachment 2-a),*
- iii. Drug-Free Workplace Certification (Attachment 2-b)*
- iv. Child Support Compliance Act Certification (Attachment 2-c)*
- v. Program Cost Description Form (Attachment 3)*

3. Your packet should be returned to:

Employers' Training Resource
 Attn: ETPL Analyst
 2001 28th Street
 Bakersfield, CA 93301-1924

Incomplete applications will be held until necessary information is received.

G. SUBMISSION INFORMATION

Applications will be reviewed by Employers’ Training Resource to determine if proposed entities and programs meet the eligibility requirements of WIA, the requirements of the State in relation to the ETPL, and the requirements of the Counties of Kern, Inyo or Mono, in relation to

local procurement policies and insurance requirements. All data elements will be verified based on the criteria set forth in this RFA, State and Federal policy and procedure, and WIA.

H. NOMINATIONS

Nominations for listing on the ETPL will be submitted to the California Employment Development Department (EDD). Upon acceptance by the State the provider and the provider's program/s will appear on the following State website: <http://etpl.edd.ca.gov/WiaEtplInd.htm>.

I. TERM OF ELIGIBILITY

All programs that are initially listed on the ETPL must be determined, within 18 months of initial listing, and annually thereafter, to be eligible to remain on the ETPL. This determination is called "Subsequent Eligibility." Subsequent eligibility criteria may be found in the Policy and Procedures form.

J. GENERAL RESERVATIONS

- Employers' Training Resource reserves the right to request additional information or documentation; to verify information in the application; and to reject any application when the applicant is not responsive to the specifications of this RFA.
- Applications will be reviewed as submitted.
- Submission of this application for inclusion on the statewide ETPL does not commit Employers' Training Resource to nominate the agency or issue any funds.
- Employers' Training Resource reserves the right to change information contained in this application packet based on clarifications in the regulations, State policy and legislation, local policy, or other guidance provided by the State.