Request for Proposals
For Kern County Workforce Innovation and Opportunity Act Programs

Issue Date: March 28, 2016

Deadline for Receipt: April 21, 2016
Before 11:00 a.m.
Pacific Daylight Time

Employers' Training Resource
America's Job Center of California
1600 East Belle Terrace
Bakersfield, CA 93307
(661) 635-2758
www.etronline.com
EMPLOYERS’ TRAINING RESOURCE
A Workforce Development Agency for the
COUNTY OF KERN

Request for Proposals to Provide Programs and Services to Serve Adults, Dislocated Workers and Other Job Seekers

SUMMARY

Employers’ Training Resource (ETR) is seeking qualified providers of Workforce Innovation and Opportunity Act (WIOA) programs and services for Program Year (PY) 2016-17 (July 1, 2016 through June 30, 2017) for the County of Kern in California. ETR is the grant recipient and administrative entity for the Kern, Inyo and Mono Counties Workforce Development Area (WDA). This Request for Proposals (RFP) is for Kern County only and is targeted to certain services. It is not for the solicitation of programs and services that target Youth and Farmworkers and Individual Training Account (ITA) providers.

Programs and Services Allowable Under the RFP

- One Service Provider for the Delano America’s Job Center of California (AJCC)
- Provider(s) of Subsidized Work Experience (WEX) Programs

This RFP will also consider:

- Contracted Training Classes which meet the exception criteria under WIOA.

Proposal Due Date

One original, signed copy of the proposal and five copies must be received before 11:00 a.m. on Thursday, April 21, 2016. Proposals may be mailed or hand-delivered to:

Bill Stevenson, Deputy Director of Administration
Employers’ Training Resource
1600 East Belle Terrace
Bakersfield, CA 93307

Postmark date will not constitute timely delivery. Responses received after the above date/time will not be considered. Applicants are solely responsible for ensuring timely receipt of their proposals. Envelopes containing the Proposals are to be marked: PROPOSAL: “Workforce Innovation and Opportunity Act Programs and Services for PY 2016-17”

Tentative Schedule of Events

The following dates are set forth for information and planning purposes only. These dates may be changed upon notice to prospective Applicants:
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<th>RFP Issuance Date</th>
<th>March 28, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Proposal Meeting</td>
<td>April 6, 2016 at 10:00 a.m.</td>
</tr>
<tr>
<td>Proposal Due</td>
<td>April 21, 2016 BEFORE 11:00 a.m. PDT</td>
</tr>
<tr>
<td>Notification of Results</td>
<td>May 6, 2016</td>
</tr>
<tr>
<td>Workforce Development Board Meeting</td>
<td>June 9, 2016</td>
</tr>
<tr>
<td>Appeal Deadline</td>
<td>June 16, 2016 at 5:00 p.m.</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>July 1, 2016</td>
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</table>

**RFP Contact**

RFP Contact Person for questions about the proposal process or technical issues is:

Bill Stevenson, Deputy Director of Administration  
Employers' Training Resource  
1600 East Belle Terrace  
Bakersfield, CA 93307  
Telephone (661) 635-2758

**Addenda to the Request for Proposals**

At the discretion of ETR, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on the ETR website. Any clarification will become an addendum to this RFP.

Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA regulations, changes to performance measures, and revisions to the timeline).

**Right to Cancel**

ETR reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and timeline as is deemed necessary.
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SECTION I: GENERAL INFORMATION

A. Introduction

Employers' Training Resource (ETR), located at 1600 East Belle Terrace in Bakersfield, California, is the administrative and fiscal agent for the Kern, Inyo and Mono Counties Workforce Development Area (WDA). ETR is requesting proposals from qualifying entities interested in operating certain programs and services for Adult and Dislocated Workers and other job seekers in Kern County, California. These programs and services must fulfill the purposes of the Workforce Innovation and Opportunity Act and the local Workforce Development Area's Five-Year Plan (2013-2017). Programs and services may be provided to single or multiple areas of the county. All programs must be responsive to local labor market demands, dedicated to improving the quality of the workforce and assisting individuals in their goal to obtain self-sufficiency through employment.

The Workforce Innovation and Opportunity Act (WIOA) supersedes the Workforce Investment Act of 1998 and retains and amends the Adult Education and Family Literacy Act of 1998, the Wagner-Peyser Act of 1933, and the Rehabilitation Act of 1973. WIOA preserves the nation's current program infrastructure allowing continuity in the delivery of federally funded employment services, workforce development, basic education for adults, and vocational rehabilitation activities for people with disabilities. The goal of WIOA is to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA final rules are expected to be published in July 2016; therefore, program requirements may be changed to meet WIOA compliance.

B. Request for Proposals (RFP) Overview

For programs selected and funded under this Request for Proposal (RFP), the award will be for Program Year 2016 (July 1, 2016 through June 30, 2017). Upon approval of the Workforce Development Board (WDB), funded programs may be eligible for refunding in subsequent years through Program Year 2018.

ETR reserves the right to issue subsequent RFPs to fill gaps in services, to ensure compliance with WIOA's final regulations, and to meet the needs of the America's Job Center of California (AJCC) system.

C. Programs Requested Under this RFP

This RFP is targeted for the following programs and services:

1. To select One (1) WIOA Service Provider for the Delano America's Job Center of California (AJCC).

The provider will administer and operate the full array of career services required under WIOA through the AJCC in Delano, California. These services are intended to serve job seekers,
job applicants, eligible participants, and employers primarily from the northern Kern County area including the communities of Delano, McFarland, Shafter, Wasco and their surrounding areas. The provider selected may also be required to provide other services through special grant funding if such funding becomes available. (Refer to Section III-A.)

2. **To select Provider(s) to Operate and Administer Subsidized Work Experience (WEX) Program(s).**

The provider(s) will offer time limited work experiences with public, private, or non-profit employers which align with training programs and client skills. The work-based learning will link with work readiness modules and encourage career pathways. Provider(s) will be the employer of record with all necessary insurances, administer worksite agreements, provide payrolling services, monitor client activities, and perform other required functions. (Refer to Section III-B.)

3. **Accepted under this RFP for consideration are proposals for reimbursement contracts for training,** as authorized under WIOA section 134(c)(3)(G), as long as the training is provided in a manner that maximizes consumer choice in the selection of a training provider and one of the following exceptions are met:

   (a) Such services are on-the-job training, customized training, incumbent worker training, or transitional employment;

   (b) The local WDB determines there are an insufficient number of eligible providers of training services in the local area involved to accomplish the purposes of a system of individual training accounts;

   (c) The local WDB determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment;

   (d) The local WDB determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations; or

   (e) The contract is a pay-for-performance contract.

**NOTE:** All providers of training must be listed on the California Employment Development Department’s Eligible Training Provider List (ETPL). Applicants wishing to be added to the ETPL should contact Kevin Whitaker, Departmental Analyst at (661) 336-6979 or access the website at www.caljobs.ca.gov to register.

Applications for training programs will be screened to determine if they meet the above exception criteria prior to the scoring review. **Only those training programs that meet**
one of the criteria above will be accepted for consideration under this procurement process for a reimbursement subgrant. (Refer to Section III-C).

Funding for training programs proposed under this category will be dependent on overall funds available for ALL training programs (which includes On-the-Job Training and Individual Training Accounts) and will only be recommended as needed.

D. Required Financial Statements

Applicants MUST provide a complete copy of their most recent audited financial statements with their proposal and, if applicable, the accompanying auditor’s report in compliance with Office of Management and Budget (OMB) Circular A-133 for fiscal years beginning before December 26, 2014 or OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter 1, Chapter II Part 200 et al for audits of fiscal years beginning on or after December 26, 2014. ETR will review the audit documents for audit findings and major issues and will take into consideration any audit findings and/or major issues in determining if the applicant is at high risk for monitor findings and disallowed costs. Serious financial issues may disqualify the applicant from competition.

Applicants are encouraged to share this information with appropriate fiscal staff to ensure that the audit report submission is correct and complete. New agencies which have not yet had an audit are permitted to submit current financial statements. Proposals that do not contain a complete audit report or financial statement submission will be considered incomplete.

E. Threshold Documents

Section II – Threshold Documents contain standard information that will be required of all applicants. This portion must be submitted with every proposal, but need only be submitted once if applications for more than one Program Title are submitted. An application not meeting the requirements of each threshold document may not receive any further review.

F. Deadline for Submission of Proposals

In order to be considered for funding, the applicant shall submit one original proposal and five complete copies and, if possible, one (1) copy on thumb drive. The thumb drive (virus free) must be a standard Microsoft Windows (Word, Excel, etc.) based compatible format readable by ETR. Applicant agrees to be fully responsible for any damage caused by any materials submitted to ETR.

Proposals must be received at Employers’ Training Resource, 1600 East Belle Terrace, Bakersfield, CA 93307 [second floor east wing administrative office] before 11:00 a.m. Pacific Daylight Time (PDT) on Thursday, April 21, 2016. Envelopes containing
the proposals are to be marked:

PROPOSAL: “Workforce Innovation and Opportunity Act Programs and Services for PY 2016-17”

All proposals submitted will be date and time stamped. Timely submission of proposals is the sole responsibility of the applicant. Late proposals will not be considered for grant award. ETR reserves the right to determine the timeliness of all proposal submissions.

G. Pre-Proposal Meeting

A pre-proposal meeting is scheduled for Wednesday, April 6, 2016 at 10:00 a.m. Pacific Daylight Time at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, CA 93307, in the second floor east wing large conference room.

At this session, ETR staff will review the RFP and respond to questions regarding the requirements of the RFP. While prospective applicants are encouraged to attend, attendance is not required. Staff may not provide assistance regarding an applicant's individual program design. Answers to bidder's questions will be posted on the ETR website (http://www.etronline.com) on Monday, April 11, 2016.

H. Eligible Agencies

Applicants must be eligible to operate programs under the WIOA, and comply with subgrantee requirements for the State of California and the County of Kern. Refer to the resource listing provided in Attachment 1-B.

I. Responsibilities of Contracting Agencies

1. Contracting with ETR and complying with all terms and conditions of agreements for the delivery of services;

2. Cooperating with ETR and the local WDB in the development and implementation of the local workforce development system;

3. Cooperating with other funded service providers;

4. Ensuring that the services provided are readily accessible to the individuals to be served;

5. Ensuring that the program is fully staffed with qualified individuals;

6. Administering all funds paid to the program;

7. Collaborating with agencies identified in the proposal and those mandated
by WIOA, ETR and/or the State, including (as applicable):

- AJCC partners;
- Local education agencies;
- Social service agencies, public housing agencies, Probation Department, CalWORKs, foster care, and other related programs;
- Business/Industry;
- AJCC One-stop centers and system; and
- Labor organizations.

8. Reviewing and submitting all requested reports to ETR, in a timely manner;

9. Providing services to individuals eligible for participation in the program;

10. Coordinating with partners in program design, implementation and capacity

11. Meeting all other terms and conditions set out in agreements.

J. **Funding Requests and Performance Measures**

**Funding Requests**

The WDB and ETR will determine funding amounts based upon the score and rank of proposals within each category of service and on the availability of funds. **Funding levels for requested programs are contingent upon the final allocation figures received from the United States Department of Labor (DOL) and the State of California.**

**Performance Measures**

Proposed WIOA performance goals for the WDA for Adult and Dislocated Worker programs for Program Year 2016 have not yet been announced. There are five WIOA Performance Measures for Adults and five WIOA Performance Measures for Dislocated Workers which are to be implemented beginning July 1, 2016. Two of these measures (Entry into Unsubsidized Employment and Retention in Unsubsidized Employment) will be similar to those under WIA, but will be measured in Quarter Two after exit for Employment and Quarter Four after exit for Retention. Earnings Change After Entry into Unsubsidized Employment measures median earnings in Quarter Two after exit. The two new measures relate to Credential Attainment Rate and In Program Skills Gain. More information about these will be provided when the State releases goals for our WDA.

Below are the Program Year 2015-16 Performance Goals for ETR (Kern/Inyo/Mono Consortium). For purposes of this RFP, we will be using these levels in evaluating
proposed program performance for Program Year 2016-17. Therefore, if the applicant's planned goals are lower than our goals, the applicant must provide an explanation in their proposal.

PROGRAM YEAR 2015-16 WIA PERFORMANCE GOALS
KERN/INYO/MONO CONSORTIUM

<table>
<thead>
<tr>
<th>Performance Goals</th>
<th>Adult</th>
<th>Dislocated Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered Employment Rate</td>
<td>68.0%</td>
<td>73.0%</td>
</tr>
<tr>
<td>Retention Rate</td>
<td>79.0%</td>
<td>82.0%</td>
</tr>
<tr>
<td>Average Earnings at Six Months</td>
<td>$12,700</td>
<td>$14,550</td>
</tr>
</tbody>
</table>

K. Selection of Service Providers

A primary consideration in selecting agencies will be an evaluation of the applicants' ability to provide the WIOA services proposed. Funds provided under WIOA shall not be used to duplicate services otherwise available from other funding sources. Recognizing the limitations of WIOA resources, applicants should develop a system-wide approach that maximizes the available resources and braids with other services through the AJCCs to meet the needs of the target populations.

Any occupational skills training programs considered under the exception criteria must be on the ETPL and must provide a level of skill in accordance with established guidelines (e.g., recognized skills credentials or diploma, standards recognized by employers, current labor market demand, and skills certification upon completion).

L. Proposal Review and Rating Process

The proposal review process will include the following activities to ensure that the procurement system meets required standards:

1. All proposals will be reviewed for compliance with WIOA, the implementing federal regulations, state policy, the local Five-Year Plan, and compliance with the specifications of this RFP.

2. Awards will be made to agencies with the demonstrated ability to perform successfully under the terms and conditions of a subgrant or contract.

3. Applicants may be asked to answer specific questions concerning their proposals. General presentations will not be permitted.

4. All proposals will be reviewed, scored, and ranked. The selection of proposals for contract award is to be made through a two-phase process.
• **Phase I:** Readers will initially evaluate each proposal for compliance with RFP threshold and Audit specifications described in Section II; and

• **Phase II:** Proposals passing the compliance review will then be evaluated on the applicant's ability to meet required elements of this RFP. Proposals will be scored on a percentage scale and must receive a competitive rating to be considered for funding. ETR reserves the right to utilize other objective criteria in judging the merit of proposals and need for services.

Funding recommendations will be presented for consideration to the Kern, Inyo and Mono Counties WDB and to the Kern County Board of Supervisors for final approval. ETR staff shall negotiate the terms and execute contracts after final funding approval. These discussions will clarify such items as budget, program design, service levels, service by geographic locations and/or target populations, and miscellaneous provisions.

**M. Evaluation Factors**

Proposals will be scored and ranked based on the criteria set forth in this RFP. The scoring value of each section of the RFP is as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Capabilities and Demonstrated Ability</td>
<td>35</td>
</tr>
<tr>
<td>Program Design and Planned Approach</td>
<td>30</td>
</tr>
<tr>
<td>Performance Goals and Outcomes</td>
<td>20</td>
</tr>
<tr>
<td>Budget and Budget Justification</td>
<td>15</td>
</tr>
<tr>
<td>Threshold Documents</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Financial Audit</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
</tr>
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**N. Appeals Process**

When a proposal is not recommended for funding during the review process, if the applicant can show that the proposal did not receive due consideration or that other irregularities existed, then that applicant may appeal the recommendation to the WDB. The appeal must be submitted to the WDB within five working days of the funding notification (normally at the WDB meeting). Appeals received after the established time frame will not be accepted. The decision made by the WDB Executive Committee will be final.

**O. Contract Term**

The contract period is July 1, 2016 through June 30, 2017. Funding may be negotiated for
additional periods through Program Year 2018 contingent on meeting performance, compliance, and reporting requirements; compliance with WIOA principals; and approval of a refunding process by the WDB. ETR reserves the right to modify the scope of the program to any extent necessary to ensure compliance with local, state or federal guidelines. The ability of a contractor to modify its program will be evaluated on federal, state, and local guidelines.

P. General Proposal Conditions

Formats in which proposals are to be submitted are included separately in this package. Proposals that do not conform to these formats may not be accepted by ETR.

Duplicate program activities from an agency will not be considered. The applicant understands that by submission of a proposal, all specifications required in the RFP and described in the proposal may become part of a contract for provision of services should a contract be awarded.

Applicants must be willing to function as part of the local one-stop delivery system and to agree to all program linkages, referral processes and data collection methods necessary to such a system.

Proposals submitted in response to this RFP are not legally binding; however, contracts based on the proposals become legally binding after all parties have signed them. All proposals submitted become the exclusive property of ETR. Proposals shall be considered public information and may be shared after awards are finalized, unless otherwise specified in the proposal.

Q. Oversight Requirements

ETR will conduct a financial monitoring review and program review of all contracts at least once a year. A service provider must agree that all records related to ETR-contracted programs will be made available to ETR and other oversight agencies for monitoring.

ETR requires that all service providers comply with audit requirements under the Federal Uniform Guidance, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the DOL’s exceptions to the Uniform Guidance at 2 CFR Subtitle B Chapter XXIX – Department of Labor.

If awarded a contract, applicant agrees that all program, applicant, participant, personnel and financial records will be available in Kern County for audit and monitoring purposes, and such records will be available for a period of three (3) years.

Reimbursement for Chief Executive Officer’s (or other such title) of non-profit agencies shall be no more than the amount stated in the GuideStar Nonprofit Compensation Report for California Organizations, median range, based on budget size or actual total compensation cost, whichever is lower. Cost shall include total compensation costs and
must be based on the lower of actual total compensation or the compensation limit set forth in GuideStar.

Effective June 15, 2006, all programs funded through the Department of Labor's Employment and Training Administration must comply with TEGL No. 05-06 which applies to agencies receiving funds from Kern County. This requirement sets a limitation on salary and bonus payments paid to individuals using WIOA funds, whether charged through direct or indirect cost systems. The limit is set at the equivalent of Executive Level II, which is $185,100 for Calendar Year 2016, and may increase in successive calendar years. Any agreement funded through this RFP will span Calendar Year 2017 also. The effective rate at any given time is posted at www.opm.gov.

R. **Negotiations Process**

ETR reserves the right to:

1. Fund all or portions of a proposal and/or require that one applicant collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the agreement;

2. Use sources of funds other than WIOA to fund all or portions of a proposal; and

3. Require all collaborators identified in the proposal to become co-signatories to any contract with ETR.

S. **Costs Incurred by Applicants**

All costs of proposal preparation shall be borne by the applicant. ETR shall not, in any event, be liable for any pre-contractual expenses incurred by applicant in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

T. **Accuracy and Completeness**

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation, or falsification of any information, may result in disqualification from the contract award.

U. **Withdrawal of Proposals**

Proposals may be withdrawn by written request of the authorized signatory on the applicant's letterhead at any time prior to the scheduled deadline for receipt of proposals.
V. **General Reservations**

1. Proposals shall be reviewed and rated as submitted. The applicant may not make changes or additions after the deadline for receipt of proposals.

2. ETR reserves the right to extend the submission deadline, if such action is in the best interest of ETR. In the event the deadline is extended, applicants have the right to revise their proposals.

3. ETR makes no representation that any contract will be awarded to any applicant responding to this RFP.

4. ETR reserves the right to request additional information or documentation.

5. ETR reserves the right to verify all information in the proposal.

6. ETR reserves the right to reject any or all proposals when they are not responsive to the specifications of this RFP.

7. If approved for funding, contracts may be negotiated, and contracts may contain additional terms or terms different from those set forth in this RFP.

8. Funding levels for requested programs are contingent upon the final allocation figures received from the United States Department of Labor (DOL) and State of California. If funding is reduced ETR reserves the right to renegotiate subgrants funded through this RFP process.

W. **Standing of Proposer**

Regardless of the merits of a proposal submitted, an applicant may not be recommended for funding if it has a history of contract non-compliance with ETR or any other funding source, poor past or current contract performance with ETR or any other funding source, or current disputed or disallowed costs with ETR or any other funding source.

X. **Failed Competition**

ETR reserves the right to reject any or all proposals that are not responsive to the specifications of this RFP. If a competition has been declared failed, ETR then has the option to re-compete the procurement or procure through another process.
ATTACHMENT I-A: CONTRACT POLICIES AND CONDITIONS

Applicants that are selected for funding will then engage in contract negotiations with Employers' Training Resource (ETR) staff. In order for contracts to be executed, certain requirements must be met by the Agency which include:

1. The contract resulting from this RFP will be a reimbursement contract. The Agency will be responsible for all expenses and will be reimbursed after billing ETR with an Operator's Expense Report. The Agency must have adequate resources to cover these costs.

2. The Agency shall accept persons into its program who have been referred by ETR's Client Services Division (or designee), and who meet program eligibility and additional entrance qualifications. The Agency may recruit eligible qualified participants to meet contractual objectives. ETR (or designee) will determine eligibility for all enrollees, as well as the appropriateness of the training for the applicant with input from the Agency.

3. The Agency will have 15 days to return final contract. If this is not possible, the Agency must provide their assigned ETR analyst with the date this will be accomplished.

4. The Agency must be able to commence operation within 30 days of the date the final contract is signed. If the Agency is non-responsive or does not meet time requirement proposed funding may be withdrawn.

5. The Agency must have current fiscal and compliance audits as required by law, and must have provided them to ETR for review. If findings have been identified, corrections must be made or an action plan must be approved by ETR prior to funding. For new service providers a pre-award survey may be conducted prior to funding.

6. The Agency is required to be an Equal Opportunity (EO) employer. If selected for funding, the Agency may be required to submit their EO Plans. Agencies without approved plans may adopt ETR's EO plan.

7. The Agency shall be required to provide documentation of required commercial general liability insurance coverage (general aggregate $2,000,000); automobile liability insurance, if applicable (generally $1,000,000); workers' compensation coverage for paid positions; professional liability errors and omissions (if appropriate), and fidelity bond coverage. Commercial general liability, automobile liability, and workers' compensation policies must be with insurers listed in the current "Best's Key Rating guide" publication with a rating of no less than A-, VII or comparable rating as approved by ETR. The Agency must obtain and submit all required certificates and endorsements to Kern County's authorized insurance representative before any work is performed under the contract agreement.

Section 1-12
8. The Agency providing training shall provide certification of their course approval by the Bureau of Private Post-Secondary Education, be registered on CalJOBS, and be listed on the Eligible Training Provider List (ETPL).

9. The Agency shall use their best efforts to meet the planned participant objectives and program goals. ETR reserves the right to review performance relative to contracted goals, and if the Agency is deemed to be non-compliant, then ETR may rescind or withhold funding from the Agency.

10. The Agency will be reimbursed for actual and necessary costs incurred while operating their programs, providing the Agency can justify that costs charged are reasonable and necessary.

11. The Agency shall receive prior approval from ETR before entering into any equipment leases, property leases or subcontracts; or before making any significant curriculum changes. Equipment costing $5,000 or more purchased with WIOA funds requires prior written approval by the State or the Department of Labor prior to purchase. Failure to receive prior approval for these expenses may result in disallowed costs.

12. The Agency's personnel policies shall be available in written form upon request. The Agency shall maintain written detailed job descriptions for each staff position funded under this subgrant to assist in substantiating claims for payment of staff salaries.

13. Payment to the Agency shall be made only upon the Agency performing their duties to ETR's satisfaction and upon the Agency submitting a properly documented claim. Such claim shall be submitted to ETR's finance department within ten calendar days from the end of each month.

14. The Agency will allow their programs and fiscal records to be monitored or audited by ETR staff, the WDB, County, State of California, and/or U.S. Department of Labor.

15. The Agency certifies that, under ETR's reimbursement contract policy, costs charged under the agreement are reasonable and necessary with respect to the cost of providing services/training and at no time will payments to the Agency exceed the actual costs of the program.

16. The Agency shall utilize established coordination procedures and contractual safeguards to ensure that WIOA funds are used in addition to funds otherwise available in the area. The Agency shall inform ETR of any public or private funds including, but not limited to, Average Daily Attendance (ADA), Full Time Equivalency (FTE), CalWORKs, etc., received by the Agency in support of programs funded under the subgrant. Use of such funds will be considered in negotiating budgets.
17. To avoid the possibility of duplication of federal funds, the Agency shall clearly identify available WIOA, CalWORKS, Pell Grants or other supplemental funds, and inform ETR of the amounts and disposition of those funds. The participant awarded a Pell Grant shall be party to an agreement with ETR and the Agency which indicates the portion of the grant to be applied to the cost of tuition, fees, and books. The Agency will not require participants to apply for a loan or incur personal debt.

18. The Agency shall inform ETR of any public funds received by the Agency or the participant. Offsets received by the Agency in excess of the total amount reimbursed by ETR shall be returned to ETR upon demand. ETR shall not be liable for increased costs if the participant enrolled in the Agency’s program fails to qualify for public funds. The Agency cannot terminate participants already enrolled in the Agency’s program due to the participant’s failure to qualify for the public funding source.

19. All placements shall be reported to ETR or its designee on the appropriate forms within 5 working days after placement.

20. A participant with prior experience and/or training in an occupation equivalent to the training the Agency intends to provide to the participant shall not receive priority for services without prior approval from ETR.

21. Information concerning participants is confidential. Confidential information is not available to the public, and the Agency must protect it from loss, unauthorized use, access, disclosure, modification, and destruction. The Agency shall not communicate confidential information to any third party without the express consent of ETR. Information in electronic format must be maintained in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal, or other means.

22. An authorized official of the Agency must sign the proposal. The Agency is required to submit resolutions or other corporate actions by their Board of Directors, designating the persons authorized to obligate the Agency and to execute contract documents, sign checks for the disbursement of funds received by ETR, and to sign requisitions for advances and/or reimbursements (monthly invoices).

23. The Agency ensures, by signing the contract, that the negotiated price or services provided in a contract cannot be changed without ETR approval and a modification to the contract. All requests for modification must be submitted to ETR with written justification.

24. No funds provided under WIOA shall be used to induce the relocation of an establishment, or part thereof that results in loss of employment for any employee of such establishment at the original location, until 120 days after the date on which such establishment commences operations at the new location.
ATTACHMENT I-B: APPLICABLE RESOURCES

Below is a list of websites with applicable resources available for reference purposes. For more information about a particular topic or agency, please access the websites provided.

Workforce Innovation and Opportunity Act (WIOA) – www.doleta.gov/wioa


County of Kern – www.co.kern.ca.us

Eligible Training Provider List (ETPL) – www.caljobs.ca.gov under “Job Seekers, Education Services”

ATTACHMENT I-C: FORMAT AND DOCUMENT ORDER

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete proposal package. Please submit one copy with original signatures and five copies of your proposal.

1. **THRESHOLD DOCUMENTS** (Not counted in page limit)
   - Organizations need only complete one set of Threshold Documents.
   - Organizational Summary/Signature Page
   - Certificate of Proposal Content By Authorized Representative
   - Nondebarment Certification
   - Certification Regarding Lobbying
   - Drug-Free Workplace Certification
   - Child Support Compliance Act Certification
   - Disallowed Costs Statement
   - Certificate of Good Standing
   - Certificate of Compliance

2. **REQUIRED WITH PROPOSAL**
   - Financial Statements (See Section I-5 for more information)

3. **PROPOSAL** (Limited to 10 pages)
   - The Proposal will include the following:
     a. Activity Summary
     b. Statement of Capability and Demonstrated Ability
     c. Program Design and Planned Approach
     e. Performance Goals and Outcomes
     f. Budget Summary and Justification
     g. WIOA Cumulative Participation and Exit Goals (Note: For Contracted Training ONLY)
SECTION II – THRESHOLD DOCUMENTS

These are threshold requirements for any proposal that will be funded under a contract. For all proposals, one set of the documents contained in this section must be completed and submitted. If the proposing agency submits more than one proposal, only one set of threshold documents is required to be submitted. If a complete set of these threshold documents is not submitted by a proposing agency, the proposal of that agency may not be given further consideration.

Forms may be downloaded from http://www.etronline.com, but final proposals must be submitted as a hard copy.

The set of required threshold documents are:

- Attachment II-A "Organizational Summary/Signature Page"
- Attachment II-B "Certification of Proposal Content by Authorized Representative"
- Attachment II-C "Nondebarment Certification" *
- Attachment II-D "Certification Regarding Lobbying"
- Attachment II-E "Drug-Free Workplace Certification"
- Attachment II-F "Child Support Compliance Act Certification"
- Attachment II-G "Disallowed Costs Statement"
- Attachment II-H "Certificate of Good Standing"
- Attachment II-I "Certificate of Compliance"

* Instructions do not have to be returned.
## ORGANIZATIONAL SUMMARY/SIGNATURE PAGE

<table>
<thead>
<tr>
<th>Name of organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name (if different):</td>
<td></td>
</tr>
<tr>
<td>Mailing address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td></td>
</tr>
<tr>
<td>Tax I.D. Number:</td>
<td></td>
</tr>
<tr>
<td>Contact person/title:</td>
<td></td>
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<tr>
<td>Phone number:</td>
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<td>Fax number:</td>
<td></td>
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<tr>
<td>E-mail address:</td>
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<tr>
<td>Physical address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td></td>
</tr>
<tr>
<td>Billing address if different:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td></td>
</tr>
</tbody>
</table>

### Type of organization:
- [ ] Public
- [ ] CBO
- [ ] FBO
- [ ] Education
- [ ] Other

### Certification:
- [ ] BPPE
- [ ] WASC
- [ ] N/A
- [ ] Other (specify)

### Are facilities accessible to the disabled or reasonable accommodations available?
- [ ] Yes
- [ ] No

### Is agency free from political activity?
- [ ] Yes
- [ ] No

### Is organization covered by a written grievance procedure?
- [ ] Yes
- [ ] No

### Is financial aid available to students?
- [ ] Yes
- [ ] No

### If yes, list types:
- Has this organization previously contracted with ETR?
  - [ ] Yes
  - [ ] No

### If yes, last year of funding and amount:
- Year
- Amount $

### Does this organization contract with other Workforce Development Areas?
- [ ] Yes
- [ ] No

### If yes, name of other local areas and programs:

#### Approval of Authorized Representative

| Name: |  |
| Title: | Signature | Date |
CERTIFICATION OF PROPOSAL CONTENT BY AUTHORIZED REPRESENTATIVE

The applicant hereby proposes to provide and deliver training programs under the Workforce Innovation and Opportunity Act of 2014 (WIOA). If this proposal is approved and funded, the organization agrees that provisions of the Workforce Innovation and Opportunity Act of 2014, which retains and amends the Adult Education and Family Literacy Act, the Wagener-Peyser Act and the Rehabilitation Act of 1973, and any legislation governing other funding sources available through ETR, and other assurances as required by governing regulations and the County of Kern, will be adhered to.

This proposal does not duplicate services available in the area that are provided by non-WIOA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of WIOA-funded subcontracts. The cost/pricing data submitted within this proposal is accurate, complete, and current as of the date below.

In addition, the contracting official certifies that he/she is a duly authorized representative of the applicant organization and is fully authorized to submit and sign proposals; that the data contained herein are accurate, complete and current; that any revisions to price or cost information will be submitted immediately; and that the organization is fully capable of fulfilling its obligations under this proposal as stated herein.

Organization

Name & Title of Authorized Representative

Signature  Date
NONDEBARMENT CERTIFICATION

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549 Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities and Executive Order 12689, 3 CFR 1989 Comp., p. 235. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211) and 54 FR 34131 August 18, 1989.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

A. The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

B. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization

Name & Title of Authorized Representative

Signature Date
INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

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

B. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

C. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

D. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. Contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

E. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

F. 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.

G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that 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 it is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.

H. 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.

I. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transactions knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies, including suspension and/or debarment.
CERTIFICATION REGARDING LOBBYING

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

A. No federal contracted 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.

B. If any funds other than federal contracted funds have been paid or will be paid to any person for influencing or attempting to influence an officer or an 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 the standard form, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. The undersigned shall require that the language of this certification be included in the documents for all subcontracts, and that all subcontractors shall certify and disclose accordingly.

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

Organization

Name & Title of Authorized Representative

Signature  Date

Section II-6
DRUG-FREE WORKPLACE CERTIFICATION

By signing this certification, the prospective contractor or recipient hereby certifies under penalty of perjury under the laws of the State of California that the contractor or recipient will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq) and will provide a drug free workplace by taking the following actions:

A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8350(a).

B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
   1. the dangers of drug abuse in the workplace;
   2. the person's or organization's policy of maintaining a drug-free workplace;
   3. any available counseling, rehabilitation, and employee assistance programs; and
   4. penalties that may be imposed upon employees for drug abuse violations.

C. Provide, as required by Government Code Section 8355 (c), that every employee who works with the proposed program/activity:
   1. will receive a copy of the company's drug-free policy statement; and
   2. will agree to abide by the terms of the company's drug-free workplace policies.

Failure to comply with these requirements may result in suspension of payments under the subgrant/contract or termination of the subgrant/contract, or cancellation of the purchase order, or all that may apply. In addition, the contractor or grantee may be ineligible for award of future subgrant/contracts or purchase orders if it is determined that any of the following has occurred: (1) the false certification, or (2) failing to carry out the requirements of the certification as noted above.

Organization

Name & Title of Authorized Representative

Signature Date

Section II-7
CHILD SUPPORT COMPLIANCE ACT CERTIFICATION

Agency shall comply with applicable federal and state laws relating to child and family support enforcement, including, but not limited to, 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

A. Agency, 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).

B. Failure to comply with the above requirements may result in suspension of payments under the agreement or termination of the agreement or both, and the agency may be ineligible for award of future subgrants with the County, if the County determines that any of the following has occurred:

1. the false certification; or
2. violation of the certification by failing to carry out the requirements as noted above.

Organization

Name & Title of Authorized Representative

Signature  Date
## DISALLOWED COSTS STATEMENT

The [Agency] will repay any disallowed expenditures with non-federal, non-grant funds.

List types and amounts of non-federal, non-grant funds available:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name &amp; Title of Authorized Representative</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
CERTIFICATE OF GOOD STANDING

CERTIFICATION REGARDING
AGENCY STATUS AND COMPLIANCE WITH
EMPLOYERS' TRAINING RESOURCE AND THE COUNTY OF KERN

Please provide complete answers to the following questions:

A. Does the prospective recipient of federal assistance funds owe any disallowed costs, including any known or potential cost reimbursements, to Employers' Training Resource?
   No [ ]  Yes [ ]
   If yes, please provide the nature and amount of disallowed costs or known or potential costs owed:

B. Does the prospective recipient of federal assistance funds owe any disallowed costs, including any known or potential cost reimbursements, to any Kern County department, other than Employers' Training Resource?
   No [ ]  Yes [ ]
   If yes, please provide Kern County department, nature and amount of disallowed costs or known or potential costs owed:

C. Does the prospective recipient of federal assistance funds owe any disallowed costs, including any known or potential cost reimbursements, to any other agencies or entities, other than Kern County and Employers' Training Resource?
   No [ ]  Yes [ ]
   If yes, please provide the agency name, nature and amount of disallowed costs or known or potential costs owed:
If a recipient owes Employers' Training Resource's any disallowed, known or potential cost reimbursements, it is Employers' Training Resource's policy to withhold payment of any current contract reimbursements until all such disallowed, known or potential cost reimbursements have been paid.

If a recipient owes any Kern County department any disallowed, known or potential cost reimbursements, Kern County's policy does not allow Employers' Training Resource to contract with said recipient until all such disallowed, known or potential cost reimbursements have been paid.

The prospective recipient of federal assistance funds certifies, by signature of this document, that the above is true and correct. In addition, the recipient may be ineligible for award of future subgrant/contracts or purchase orders if it is determined that a false certification has been filed with Employers' Training Resource.

__________________________________________________________________________

Organization

__________________________________________________________________________

Name & Title of Authorized Representative

__________________________________________________________________________

Signature                       Date
CERTIFICATE OF COMPLIANCE

CERTIFICATION REGARDING AGENCY’S ABILITY TO SUPPLY REQUIRED DOCUMENTATION AND COMMENCE PROGRAM OPERATIONS

By completing this certificate, an agency awarded a contract agrees to the following:

A. All documentation as required in the contract, including insurance certificates and endorsements and evidence of agency’s Board contract approval, will be provided to Employers’ Training Resource. Employers’ Training Resource will not commence reimbursement payments for any agency that does not have the required evidence of insurance coverage and evidence of agency’s Board contract approval.

B. Agency will return their contract to Employers’ Training Resource within 15 working days of receipt. If agency is unable to comply with this requirement, they must notify Employers’ Training Resource immediately and provide the circumstances for the delay and an estimate of the delivery date of the signed contract to Employers’ Training Resource.

C. Within 30 days of agency receipt of the fully signed and executed contract, agency must show to Employers’ Training Resource’s satisfaction that the contracted program has commenced operations. In addition, agency assumes all risk for any expenses or activities that are commenced by the agency before the date the contract is executed.

If any of the above requirements are not met by the agency, Employers’ Training Resource reserves the right to take action as necessary, up to and including termination of the contract with agency.

The agency certifies, by signature of this document, that they agree with the above provisions.

Organization

Name & Title of Authorized Representative

Signature Date

Section II-12
SECTION III – APPLICATION

Please complete your proposal for services to Adults, Dislocated Workers and other job seekers for Program Year 2016-2017 by filling out and submitting the following application form.

1. You may complete the form(s) manually or electronically (available at http://www.etronline.com), in Microsoft Word format. Please limit the narrative section of your application to 10 pages. Proposals in excess of this length may not be considered for funding.

2. Separate applications must be submitted for each Program Title:
   - WIOA Service Provider for the Delano AJCC
   - Provider(s) of Subsidized Work Experience (WEX) Programs
   - Proposals for Reimbursement Contracts for Training under the exceptions listed in Section I

Each Program Title will be reviewed and ranked separately.

3. This form was designed to lead applicants through question areas in the same order in which the issues appear on the evaluation forms. Deviating from the prescribed format may result in points being subtracted from the proposal evaluation score. Please do not change the format in any way other than to add additional room for your responses, as noted above. An area has been provided for you to present an overview of your program. Other narrative should include only information directly related to the question being asked.

4. Except where noted in the instructions, all responses should be provided directly on the form.

5. Please be aware that for currently funded programs, evaluators will have access to performance data on ETR’s CalJobs and I-TRAIN systems in order to verify claimed enrollments, exits and attainment numbers. Evaluators will also have access to information on any unresolved monitoring issues.

6. ETR reserves the right to request additional backup documentation regarding enrollments, exits, attainments and monitoring issues from applicants.

7. In addition to one set of Threshold Documents (Section II) per agency, a complete set of the following documents must be submitted for each Program Title or activity that is being proposed:
   - Activity Summary
   - Program Narrative (limited to 10 pages)
   - Budget Summary and Justification
   - WIOA Cumulative Participation and Exit Goals (for contracted training only)
Section III-A

WIOA Service Provider for the Delano AJCC

The provider must be familiar with WIOA legislation to administer and operate the full array of career services required under WIOA. Additional services may be required as transition to WIOA is completed. These services are intended to serve job seekers, job applicants, eligible participants, and employers primarily from the northern Kern County area including the communities of Delano, McFarland, Shafter, Wasco and their surrounding areas. The provider will work in collaboration with AJCC partners, community based organizations, and other organizations to provide programs, services and other resources to job seekers, applicants and eligible providers.

The provider will deliver programs and services that provide job seekers, applicants and participants the opportunity to secure and retain permanent unsubsidized employment and become economically self-sufficient. Under WIOA there are basic career services, individualized career services, training services and follow-up services. These services can be provided in any order; there is no sequence requirement for these services. Career services under this approach provide local areas and service providers with flexibility to target services to the needs of the customers. For more information about services provided under WIOA see EDD Training and Guidance Letter WIOA No. 3-15: Operating Guidance for the Workforce Innovation and Opportunity Act.

The provider will work with area employers and offer On-the-Job training (OJT) for Kern County residents through the Delano AJCC. The provider must understand the requirements of issuing an OJT agreement, monitor the agreement, ensure that hours are documented on timesheets, and comply with all OJT policies.

The provider will be responsible for maintaining records and providing reports on AJCC traffic and services offered, enrolled participant data, types and amounts of leveraged resources and other data collection and reporting that may be required under WIOA.

It is expected that the provider will contribute to meeting ETR’s levels of Performance under WIOA. See Section I-7 for more information about performance measures.

Program requirements are subject to change in order to comply with subsequent direction issued by the State of California and the Department of Labor under WIOA. The provider selected may also be required to provide other services through special grant funding if such funding becomes available.

Typically, the Delano AJCC serves about 300 clients per month with a variety of services and enrolls about 10 per month in WIOA Adult and Dislocated Worker programs. The provider also refers clients to training opportunities available on the Eligible Training Provider List (ETPL), or other available WIOA opportunities. The Delano AJCC issues approximately 16 OJT agreements annually. These numbers may change as WIOA moves towards full implementation.
Proposal
WIOA Service Provider for the Delano AJCC

Complete if you are submitting a proposal for Service Provider for the Delano AJCC

ACTIVITY SUMMARY

<table>
<thead>
<tr>
<th>Agency Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Program:</td>
</tr>
<tr>
<td>Proposed Cost:</td>
</tr>
<tr>
<td>Number of On-the-Job Training Participants:</td>
</tr>
</tbody>
</table>

PROGRAM NARRATIVE – Limited to 10 pages

1. Please provide an overview of this activity. Please limit to one paragraph.

2. **Statement of Capabilities and Demonstrated Ability (35 points maximum):**

   This category will evaluate your agency’s previously demonstrated capability and experience in providing services similar to those being proposed. This may include provision of services under WIA/WIOA, either in the Kern, Inyo and Mono Counties local workforce development area or in another local area, or non-WIA/WIOA services that have similar client, goals and activities.

   - Provide a brief history of your organization. Describe your organization’s capacity and plan to effectively manage the proposed program. Include a description of your organization’s infrastructure and capacity that demonstrates your ability to provide services to participants and to collect and report financial and participant data as required.

   - Describe past or present accomplishments in working with the target population. Note: If you have previously operated a program funded by Employers’ Training Resource (ETR), that information may be reviewed to determine your ability to operate a successful program. Include objective documentation that shows how actual performance compared to performance goals (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.

   - Show how previous programs have resulted in outcomes similar to the outcomes required under WIOA (i.e., the performance measures defined in this RFP, or other objectives appropriate to the contracted activity). Include objective documentation that shows how actual outcomes compared to outcome goals (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.

   - Demonstrate the efficiency of your agency in operating other WIA/WIOA programs or programs like those proposed. This section should include evidence of expenditures compared to budgeted amounts to provide these activities. Provide objective evaluations of fiscal accountability in the form of financial reviews, monitoring reports, audits, Comprehensive Annual Financial Report (CAFR) reviews, etc. (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.

   - Provide any other information which explains your capabilities and demonstrated ability.
3. **Program Design and Planned Approach** (30 points maximum):

This category will evaluate your proposed program components.

- Identify the types of career and other services including Job Search Assistance that you will offer and a description of these activities, including key components. Describe how proposed services will facilitate the employability needs of the target population and meet the requirements of WIOA at the Delano AJCC.

- Describe client flow proposed for the Delano AJCC, including efforts to coordinate services with partner agencies.

- Describe how you will coordinate outreach efforts with partner agencies at the Delano AJCC.

- Describe your experience with WIOA eligibility requirements, CalJOBS system, WIOA Case Management requirements, and client file/records requirements.

- Provide documentation, including the source, which supports your understanding of the labor market and employment needs for Northern Kern County.

- Specify how you will obtain feedback from clients, employers, and partner agencies to best serve those who will frequent the Delano AJCC.

- Provide a list of all staff associated with proposed activities, their job titles, previous experience, duties and responsibilities.

- Describe how you will administer the On-the-Job Training (OJT) program in terms of serving both clients and employers. Explain how you will administer and monitor the OJT agreement and work with ETR staff to ensure that all required elements are in compliance. Explain how you will track client hours, wages, and progress.

- Describe the job seeking, job retention, follow-up or other employment strategies that will be conducted and/or coordinated with partners at the Delano AJCC.

- Provide any other information which explains your program design and planned approach.

4. **Performance Goals and Outcomes** (20 points maximum):

This category will evaluate your agency’s plan to meet or exceed the performance measures described in the RFP, and that the outcomes are consistent with the goals of ETR and the WIOA.

- Discuss how your agency will track clients who access services at the Delano AJCC.

- Describe how activities, such as Job Search Assistance and employer recruitments, will be coordinated with partner agencies and result in the preparation and/or placements of WIOA clients into unsubsidized employment.

- Discuss what steps your agency would take to help ensure that WIOA clients are working in the follow up period after exit, and describe other follow-up strategies.

- Provide any other information which explains how you will contribute to the Workforce Development Area’s performance goals and outcomes.

5. **Budget Summary and Justification** (15 points maximum):
On the budget form following this section, list the amounts requested for cost categories for your proposed program, and on a separate page justify why they are necessary and reasonable to achieve the program objectives. (Make additional copies, if necessary, for separate budgets of each program being proposed.) Include any equipment you plan to purchase/lease because equipment purchases will be negotiated in contract budgets based on this proposal and if not included in the contract are subject to approval during the contract year.

- If applicable, calculate the costs per unit of service or activity.

- If there are any, provide an explanation of any unusual costs or equipment needs (for example, those necessary to meet special population needs or to serve outlying locations), and discuss why they are necessary.

- Identify any costs that will be borne by your agency or another agency and not reimbursed by this proposed contract, which will leverage funds for this program (for example, contributions of staff, facilities, equipment or supplies for which this contract would not be charged). Highlight collaborations or partnerships with non-WIOA agencies including community-based or faith-based organizations.

- Provide any other information to justify the proposed budget.
### BUDGET SUMMARY

**Complete this budget page for each program proposed, itemizing specific costs proposed for each category listed (make copies if necessary)**

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01</strong> Staff Salaries and Wages</td>
<td></td>
</tr>
<tr>
<td><strong>01</strong> Staff Fringe Benefits - List Benefits and Benefit Rate (%)</td>
<td></td>
</tr>
<tr>
<td><strong>02</strong> Participant Salaries and Wages (Work Experience)</td>
<td></td>
</tr>
<tr>
<td><strong>02</strong> Participant Fringe Benefits (Work Experience) - List Benefits and Benefit Rate (%)</td>
<td></td>
</tr>
<tr>
<td><strong>03</strong> Facility Expense</td>
<td></td>
</tr>
<tr>
<td><strong>04</strong> Supplies &amp; Equipment under $5000</td>
<td></td>
</tr>
<tr>
<td><strong>05</strong> Supplies &amp; Equipment $5000 and over</td>
<td></td>
</tr>
<tr>
<td><strong>06</strong> Travel &amp; Training Expense</td>
<td></td>
</tr>
</tbody>
</table>

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**Section III-A-5**
<table>
<thead>
<tr>
<th>07</th>
<th><strong>Insurance/Bonding/Professional and Special Services:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>a)</strong> Cost of insurance &amp; bonding, including all liability, but excluding worker’s compensation. All non-salaried services required, such as accounting, legal, security guard, etc. Indirect costs, including agency fees and profit.</td>
</tr>
<tr>
<td></td>
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Employer reimbursements under On-the-Job Training and income control for programs producing revenue. |
| 09 | **Supportive Services**  
Payments used to aid or assist participants while attending program, such as: rent, mileage, etc. |

**TOTAL REQUESTED**

**Indirect Cost Rate** - If your agency has an Indirect Cost Rate, complete the following: Indirect Cost Rate____

Cognizant Agency ____________

ETR reserves the right to cap the indirect cost rate that a subrecipient may charge.

Budget transfers must be approved before charging any expense to a category not listed in a contract budget. The subgrant agreement requires obtaining approval from ETR prior to incurring the following expenses: out-of-county travel, equipment & supplies over $5,000, computer equipment, consultants, any line item not in the contract budget.
Section III -B

Provider(s) of Subsidized Work Experience Programs

The provider will offer time limited Work Experiences (WEX) with public, private, or non-profit employers which align with training programs and client skills. The work-based learning will link with work readiness modules and encourage career pathways. Paid WEX will give participants the opportunity to attain skills and develop appropriate work habits that will enable them to secure and retain unsubsidized employment and become self-sufficient.

The provider will develop meaningful WEX sites with an emphasis on sites which align with locally selected industry clusters (Energy/Natural Resources, Healthcare, Logistics, Manufacturing and Public Sector Infrastructure [Construction]) and other growth industries to meet the current and future needs of area employers. For those participants attending WEX after training, the WEX site must be in the field for which the individual was trained. For those participants that have not attended training, the WEX site must align with clients' skills and experience.

ETR will fund one or more providers for services up to 50 total participants. These participants will receive paid WEX of up to eight (8) hours per day, up to 350 hours and up to $12 per hour. (Note: length of work experience and wage rate will be negotiated at time of contract and may be subject to change during the contract term.) For the purposes of this proposal use $3,500 per participant for wages (350 hours at $10 hour). Participants will be provided with job search and work readiness instruction. Provider will be the employer of record with all necessary insurances, administer worksite agreements, provide payrolling services, monitor client activities, and perform other functions.
Proposal
Provider(s) of Subsidized Work Experience Programs

Complete if you are submitting a proposal for Work Experience Program Provider

ACTIVITY SUMMARY

<table>
<thead>
<tr>
<th>Applicant Name:</th>
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<tbody>
<tr>
<td>Proposed Program:</td>
</tr>
<tr>
<td>Proposed Cost:</td>
</tr>
<tr>
<td>Participant Direct Cost (use $3,500 per participant wages for purposes of the RFP):</td>
</tr>
</tbody>
</table>

PROGRAM NARRATIVE – Limited to 10 pages

1. Please provide an overview of this activity. Please limit to one paragraph.

2. **Statement of Capabilities and Demonstrated Ability (35 points maximum):**

   This category will evaluate your agency's previously demonstrated capability and experience in providing services similar to those being proposed. This may include provision of services under WIA/WIOA, either in the Kern, Inyo and Mono Counties local workforce development area or in another local area, or non-WIA/WIOA services that have similar client, goals and activities.

   - Provide a brief history of your organization. Describe your organization's capacity and plan to effectively manage the proposed program. Include a description of your organization's infrastructure and capacity that demonstrates your ability to provide services to participants and to collect and report financial and participant data as required.

   - Describe past or present accomplishments in working with the target population. Note: If you have previously operated a program funded by Employers' Training Resource (ETR), that information may be reviewed to determine your ability to operate a successful program. Include objective documentation that shows how actual enrollments compared to enrollment goals (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.

   - Show how previous programs have resulted in outcomes similar to the outcomes required under WIOA (i.e., the performance measures defined in this RFP, or other objectives appropriate to the contracted activity). Include objective documentation that shows how actual outcomes compared to outcome goals (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.

   - Demonstrate the efficiency of your agency in operating other WIA/WIOA programs or programs like those proposed. This section should include evidence of expenditures compared to budgeted amounts to provide these activities. Provide objective evaluations of fiscal accountability in the form of financial reviews, monitoring reports, audits, Comprehensive Annual Financial Report (CAFR) reviews, etc. (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.
Provide any other information which explains your capabilities and demonstrated ability.

3. **Program Design and Planned Approach (30 points maximum):**

   This category will evaluate your proposed program components.

   - Provide a description of the Work Experience program you will administer and operate, including key program components. For those participants attending WEX after training, the WEX site must be in the field for which the individual was trained. For those participants that have not attended training, the WEX site must align with clients' skills and experience. Describe how you will coordinate with ETR to ensure that they meet these requirements.
   - Describe the value of this program to both clients and employers. Explain how you will document skills attainment and progress toward both client and employer goals. Describe your work readiness module or how you will coordinate with a partner agency to ensure that clients are ready to work prior to being placed on a worksite.
   - Identify steps to outreach employers in the selected industry clusters and growth industries, in developing worksite agreements. Explain how client and employer feedback are considered for continuous improvement efforts.
   - Describe how you will case manage clients, track hours/wages and monitor worksites. Describe job seeking, job retention, or other employment strategies that will be provided to clients before, during or after the Work Experience activity.
   - Describe how your agency is the employer of record, how you will perform payrolling functions, and the types of insurance you will maintain to cover clients during the work experience.
   - Provide a list of all staff associated with this program, their job titles, duties and responsibilities.
   - Provide any other information which explains your program design and planned approach.

4. **Performance Goals and Outcomes (20 points maximum):**

   This category will evaluate your agency’s plan to meet or exceed the performance measures described in the RFP, and that the outcomes are consistent with the goals of ETR and WIOA.

   - Cite how many clients you plan to enroll in the Work Experience activity.
   - Discuss how your agency’s activity will meet or exceed the given WIA performance measures and new WIOA performance measures.
   - Describe how this program will result in preparation and/or placements of the targeted population into unsubsidized employment with potential for improved employment and earnings.
   - Discuss what steps your agency would take to help ensure that clients who are offered employment following Work Experience are working in the follow-up period.
   - Provide other information which explains how you will contribute to the Workforce Development Area’s performance goals and outcomes.

5. **Budget Summary and Justification (15 points maximum):**
On the budget form following this section, list the amounts requested for cost categories for your proposed program, and on a separate page justify why they are necessary and reasonable to achieve the program objectives. (Make additional copies, if necessary, for separate budgets of each program being proposed.) Include any equipment you plan to purchase/lease because equipment purchases will be negotiated in contract budgets based on this proposal and if not included in the contract are subject to approval during the contract year.

- Calculate the total cost per participant (funds requested divided by total planned participants to be served).
- If there are any, provide an explanation of any unusual costs or equipment needs (for example, those necessary to meet special population needs or to serve outlying locations), and discuss why they are necessary.
- Identify any costs that will be borne by your agency or another agency and not reimbursed by this proposed contract, which will leverage funds for this program (for example, contributions of staff, facilities, equipment or supplies for which this contract would not be charged). Highlight collaborations or partnerships with non-WIOA agencies including community-based or faith-based organizations.
## BUDGET SUMMARY

COMPLETE THIS BUDGET PAGE FOR EACH PROGRAM PROPOSED, ITEMIZING SPECIFIC COSTS PROPOSED FOR EACH CATEGORY LISTED (MAKE COPIES IF NECESSARY)

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Funds Requested</th>
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</thead>
<tbody>
<tr>
<td><strong>01</strong> Staff Salaries and Wages</td>
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<tr>
<td><strong>01</strong> Staff Fringe Benefits - List Benefits and Benefit Rate (%)</td>
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</tr>
<tr>
<td><strong>02</strong> Participant Salaries and Wages (Work Experience)</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td><strong>03</strong> Facility Expense</td>
<td></td>
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<tr>
<td>Cost of renting or leasing offices, storage rooms, facilities, classrooms, etc.</td>
<td></td>
</tr>
<tr>
<td>Use allowance or depreciation for space is charged here. Include any building utilities (telephones, electricity, water, trash collection, alarm/security systems, Internet, etc.) not included in rental agreement.</td>
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</tr>
<tr>
<td><strong>04</strong> Supplies &amp; Equipment under $5000</td>
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<tr>
<td>Cost of supplies necessary for the operation of the activity – Includes participant testing supplies and all equipment under $5,000. Lease or rental of equipment. Use allowance or depreciation. Repair and/or maintenance costs of all items purchased or leased. The cost of maintenance agreements as well as janitorial services.</td>
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</tr>
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<td>Cost of equipment and supplies (including tax and freight charges) necessary for the operation of the program – based on cost per item. Subgrant agreements require approval from ETR prior to incurring expenses.</td>
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</tr>
<tr>
<td><strong>06</strong> Travel &amp; Training Expense</td>
<td></td>
</tr>
<tr>
<td>Costs for staff travel necessary for normal program operations. Agency costs associated with travel for participants. Approval from ETR must be obtained prior to incurring out-of-county expense. Staff training costs, as well as participant training/tuition costs are to be charged under this line item.</td>
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<tr>
<td><strong>07</strong> Insurance/Bonding/Professional and Special Services:</td>
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|---|---|---
| a) | **Cost of insurance & bonding**, including all liability, but excluding worker's compensation. All non-salaried services required, such as accounting, legal, security guard, etc. Indirect costs, including agency fees and profit. |
| b) | **Outreach and recruiting costs other than Staff Salaries/Fringe.**  
Include advertising costs here. |
| 08 | **Employer Reimbursement and Income**  
Employer reimbursements under On-the-Job Training and income control for programs producing revenue. |
| 09 | **Supportive Services**  
Payments used to aid or assist participants while attending program, such as: rent, mileage, etc. |
|   | **TOTAL REQUESTED** |   |

**Indirect Cost Rate** - If your agency has an Indirect Cost Rate, complete the following: Indirect Cost Rate

_____________________________

Cognizant Agency ____________________________

ETR reserves the right to cap the indirect cost rate that a subrecipient may charge.

Budget transfers must be approved before charging any expense to a category not listed in a contract budget. The subgrant agreement requires obtaining approval from ETR prior to incurring the following expenses: out-of-county travel, equipment & supplies over $5,000, computer equipment, consultants, any line item not in the contract budget.
Section III - C

**Contracted Training Classes Which Meet WIOA Exceptions**

Accepted under this RFP for consideration are proposals for reimbursement contracts for training, as authorized under WIOA section 134(c)(3)(G), as long as the training is provided in a manner that maximizes consumer choice in the selection of a training provider and one of the following exceptions are met:

(a) Such services are on-the-job training, customized training, incumbent worker training, or transitional employment;

(b) The local Workforce Development Board (WDB) determines there are an insufficient number of eligible providers of training services in the local area involved to accomplish the purposes of a system of individual training accounts;

(c) The local WDB determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment;

(d) The local WDB determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations; or

(e) The contract is a pay-for-performance contract.
Contracted Training Classes Which Meet WIOA Exceptions

Complete if you are submitting proposals for Contracted Training Programs which meet the WIOA Exception

Activity Summary

<table>
<thead>
<tr>
<th>Applicant Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Program:</td>
</tr>
<tr>
<td>Proposed Target Population(s):</td>
</tr>
<tr>
<td>Proposed Cost:</td>
</tr>
<tr>
<td>Number of Participants Served:</td>
</tr>
</tbody>
</table>

Program Narrative

1. Provide an overview of your program. If more than one training is proposed provide a separate application for each program.

2. Identify exception claimed from list on previous page and describe your organization's eligibility to provide training services under a reimbursement contract:

3. List in-demand occupations that the proposed training will prepare participants for:

4. Cite average entry employment wage expected:

5. Is program open entry/open exit? ___ Yes ___ No
   If No, provide approximate start and end dates:

   +-----------------+-----------------+
   | Start of Term   | End of Term     |
   +-----------------+-----------------+
   |                  |                 |
   +-----------------+-----------------+
   |                  |                 |
   +-----------------+-----------------+

6. Length of program in total hours and # hours/week:

   _____________________________

7. Is a license or certificate listing skills attained by completing this program? ___ Yes ___ No If Yes, specify:

   _____________________________

Section III-C-2
8. Do you have certification of this activity by accrediting agency?  
   ____ Yes  ____ No  
   List Agency: ________________________________

9. Describe entry requirements to qualify for this program other than WIOA eligibility, if applicable:
   ____________________________________________

   Note: If funded for this program, ETR reserves the right to require additional entry requirements if needed for employability.

<table>
<thead>
<tr>
<th>PROGAM NARRATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please provide an overview of this activity:</td>
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<td>2. <strong>Statement of Capabilities and Demonstrated Ability</strong> (35 points maximum): This category will evaluate your agency's previously demonstrated capability and experience in providing services similar to those being proposed. This may include provision of services under WIA/WIOA, either in the Kern, Inyo and Mono Counties local workforce development area, another local area, or non-WIA/WIOA services that have similar clients, goals and activities.</td>
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<td>c) Show how previous programs have resulted in outcomes similar to the outcomes required under WIOA (i.e., the performance measures defined in this RFP, or other objectives appropriate to the contracted activity). Include objective documentation that shows how actual outcomes compared to outcome goals (will not count against the page limit). If program improvement was necessary, please describe changes implemented for improvement.</td>
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<td>e) Please list the valid State of California license(s) your agency has to operate the proposed training classes (if applicable). If proposing a training program is your Agency listed on the ETPL?</td>
</tr>
<tr>
<td>3. <strong>Program Design and Planned Approach</strong> (30 points maximum): This category will evaluate your proposed program components.</td>
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</table>
a) Identify the type of program that you are proposing, and provide a description of the activities, including program components and the class length. Describe how this program will facilitate the employability of the target population and meet the requirements of WIOA.

b) Describe need for this activity. Explain how this training conforms to the exceptions for reimbursement contracts authorized under WIOA section 134 (c)(3)(G) and how the training would maximize consumer choice. Provide documentation, including the source, which supports a current and on-going demand for training in this occupation.

c) Specify how skills proficiencies resulting from this program will meet industry standards for employment. Explain how industry standards were determined, and if there is a mechanism for obtaining feedback from employers in the primary industries that will be supported through this activity. Explain how program design is reviewed and/or updated to reflect changes in the job market. Describe any input received from employers during the development of curricula for training-related occupations.

d) Provide a list of all staff associated with this program, their job titles, duties and responsibilities.

e) Describe the entry requirements for this program and why they are justified.

f) Describe the job seeking, job retention, or other employment strategies included with the training or activity.

4. **Performance Goals and Outcomes (20 points maximum):** This category will evaluate your agency's plan to meet or exceed the performance measures described in the RFP, and that the outcomes are consistent with the goals of our Workforce Development Area.

   a) Discuss how your agency's training program or activity will meet or exceed the given WIA performance measures.

   b) Describe how this program will result in preparation and/or placements of the targeted population into unsubsidized employment with potential for improved employment and earnings.

   c) Discuss what steps your agency would take to help ensure that clients are working in the first, second, and third quarters after exit and other follow-up strategies. Describe how your agency will assist ETR in meeting the performance goals under WIOA.

5. **Budget Summary and Justification (15 points maximum):** On the budget form following this section, describe the amounts requested for cost categories for each proposed program and justify why they are necessary to achieve the program objectives. (Make additional copies, if necessary, for separate budgets of each program being proposed.) Include any equipment you plan to purchase/lease because equipment purchases will be negotiated in contract budgets based on this proposal and if not included in the contract are subject to approval during the contract year.

   a) Calculate the total cost per enrollment (funds requested divided by total planned enrollments), cost per placement (funds requested divided by total planned placements), and/or cost per unit of service.

   b) If there are any, provide an explanation of any unusual costs or equipment needs (for example, those necessary to meet special population needs or to serve outlying locations), and discuss why they are necessary.
Identify any costs that will be borne by your agency or another agency and not reimbursed by this proposed contract, which will leverage funds for this program (for example, contributions of staff, facilities, equipment or supplies for which this contract would not be charged). Highlight collaborations or partnerships with non-WIOA agencies including community-based or faith-based organizations.
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</table>
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<tbody>
<tr>
<td><strong>a)</strong></td>
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</tr>
<tr>
<td><strong>b)</strong></td>
<td>Outreach and recruiting costs other than Staff Salaries/Fringe. Include advertising costs here.</td>
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</table>

### Employer Reimbursement and Income

Employer reimbursements under On-the-Job Training and income control for programs producing revenue.

### Supportive Services

Payments used to aid or assist participants while attending program, such as: rent, mileage, etc.

### TOTAL REQUESTED

**Indirect Cost Rate** - If your agency has an Indirect Cost Rate, complete the following: Indirect Cost Rate ____

Cognizant Agency __________________________

ETR reserves the right to cap the indirect cost rate that a subrecipient may charge.

Budget transfers must be approved before charging any expense to a category not listed in a contract budget. The subgrant agreement requires obtaining approval from ETR prior to incurring the following expenses: out-of-county travel, equipment & supplies over $5,000, computer equipment, consultants, any line item not in the contract budget.
### CUMULATIVE PARTICIPATION AND EXIT GOALS

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**[PROGRAM NAME]**

**JULY 1, 2016 TO JUNE 30, 2017**

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<td><strong>I. Enrollments</strong></td>
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<td>A. Enrollments</td>
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<td>1. New Participants</td>
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<td>2. Carry-Overs</td>
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<td>B. Leavers</td>
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<td>2. Transfer Out</td>
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<td>3. ICM / Inactive Participants</td>
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<tr>
<td>C. Net End-of-Month Enrollments (A-B=C)</td>
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| **II. Outcomes**              |           |          |           |          |          |          |          |          |            |            |          |           |
| A. Placement in Employment, Military or Apprenticeship* |           |          |           |          |          |          |          |          |            |            |          |           |
| 1. Training Related           |           |          |           |          |          |          |          |          |            |            |          |           |
| 2. Non-Training Related       |           |          |           |          |          |          |          |          |            |            |          |           |

Section III-C-8