



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

AMENDED STEPS GRANT AGREEMENT

between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

and

RICHMOND WORKFORCE DEVELOPMENT BOARD

Agreement No. 00003408

Amendment #1

Effective May 22, 2020, the Foundation for California Community Colleges (“Foundation”), a 501 (c)(3) nonprofit organization, and Richmond Workforce Development Board (“Contractor”) entered into a STEPS Grant Agreement (“Agreement”).

WHEREAS, the parties now wish to extend the term of the Agreement, add \$375,000 of new funding for Fiscal Year 2022, add additional terms, and incorporate the STEPS Solicitation for Proposal.

THEREFORE, the parties hereby amend the Agreement as follows:

1. **Amendment to the Term of the Agreement (Page 1).** The Term of the Agreement is hereby amended by replacing “April 30, 2021” with “June 30, 2022”.

2. **Amendment to the Amount of the Agreement (Page 1).** The Amount of the Agreement is hereby amended by replacing “\$250,000” with “\$625,000.”

Note: The original amount hereby expires as of June 30, 2021 and the new funding will be made available as early as July 1, 2021.

3. **Amendment to Exhibit A, Section 1 (Scope of Work).** Exhibit A, Section 1, of the Agreement is hereby amended by replacing “April 30, 2021” with “June 30, 2022”.

4. **Amendment to Exhibit B, Section 1 (Cost Reimbursement Agreement).** The total amount not to exceed of STEPS Grant Funds is hereby amended by replacing “\$250,000” with “\$625,000.”

5. **Amendment to Exhibit B, Section 4 (Project Budget).** Exhibit B, Section 4 of the Agreement is hereby amended by adding the following Project Budget Table for FY22:

Personnel	
<i>Salaries</i>	<i>\$111,750</i>
<i>Fringe Benefits</i>	<i>\$50,232</i>
Workplace Readiness Training Stipend	
<i>Stipends</i>	<i>\$3,750</i>
Work Experience Wages & Taxes	
<i>Total Wages</i>	<i>\$136,890</i>
<i>Total Taxes</i>	<i>\$27,378</i>
Career Catalyst Flat Fee	
<i>Flat Fee</i>	<i>\$45,000</i>
TOTAL	\$375,000

6. **Amendment to Exhibit C, Section 3 (Contractor Responsibilities).** Exhibit C, Section 3, of the Agreement is hereby amended by adding Section 3.9 and 3.10, as follows:

“3.9 CONTRACTOR shall immediately notify FOUNDATION if a case of COVID-19 is detected at the CONTRACTOR’s worksite, which includes but is not limited to an instance where a SWD or CONTRACTOR staff tests positive for COVID-19, or a third-party that closely interacts with SWD or CONTRACTOR staff tests positive for COVID-19.”

“3.10 “CONTRACTOR is required to provide proof of SWD’s DOR enrollment to the FOUNDATION in order to onboard a SWD as an employee of the FOUNDATION.”

7. **Amendment to Exhibit C, Section 4 (Compliance with Federal, State, and Local Laws).** Exhibit C, Section 4, of the Agreement is hereby amended by adding section 4.5, as follows:

“4.5 CONTRACTOR shall comply with all applicable federal, state, and local orders, advisories, and guidelines on COVID-19 related workplace restrictions and notification obligations, including but not limited to those from the Center for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), California Division of Occupational Safety and Health of California, local county, or any other applicable government entity.”

8. **Addition of Exhibit E.** The Agreement is hereby amended by adding Exhibit E (“Summer Training and Employment Program for Students (STEPS) Solicitation for Proposals (SFP)), which is attached hereto as Attachment 1.

9. **Amendment to Exhibit A, (Scope of Work).** Exhibit A, Section 1, of the Agreement is hereby amended by incorporating reference to Exhibit E in the first sentence of the first paragraph, as follows:

1. *"This Agreement is entered into by and between the Foundation for California Community Colleges, hereinafter referred to as the FOUNDATION, and Richmond Workforce Development Board, hereinafter referred to as the CONTRACTOR, for the purpose of providing prevocational training and work experience services to students with disabilities in accordance with the Solicitation for Proposals (SFP) for the 2020 STEPS (Summer Training and Employment Program for Students) Grant. which is attached hereto as Exhibit E."*

All other terms of the Agreement shall remain unchanged and in full force and effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

CONTRACTOR

By: James Nantell
Digitally signed by James Nantell
DN: cn=James Nantell, o=City of Richmond, ou=Library and
Community Services Department,
email=jnantell@richmondworks.org, c=US
Date: 2021.06.01 20:48:57 -0700

Print Name: James Nantell

Title: Interim Division Head
Date: 6-1-2021

CONTRACTOR

By: _____

Print Name: _____

Title: _____
Date: _____

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: 

Print Name: Joseph Quintana

Title: Chief Operating Officer
Date: Jun 3, 2021

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: 
Julian Roberts (Jun 3, 2021 20:04 PST)

Print Name: Julian Roberts

Title: Chief Financial Officer
Date: Jun 3, 2021

Exhibit E

Summer Training and Employment Program for Students (STEPS)
Solicitation for Proposals (SFP)

Attachment 1

**CALIFORNIA DEPARTMENT OF REHABILITATION
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
EMPLOYMENT TRAINING PANEL
*SUMMER TRAINING & EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) 2020***

NOTICE OF AVAILABILITY OF FUNDS

by the Department of Rehabilitation in coordination with the
Foundation for California Community Colleges and the Employment
Training Panel

***Summer Training and Employment Program for Students
(STEPS)***

SOLICITATION FOR PROPOSALS (SFP)



March 2020

The DOR is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 916-654-7799 (voice). TTY users, please call through the California Relay Service at 711.

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Proposal Package Instructions and Forms

The following contains the Summer Training & Education Program for Students (STEPS) Solicitation for Proposals (SFP) required forms. Respondents should carefully read the SFP for the required elements and follow the proposal instructions (included on the Project Proposal Narrative) in order to meet proposal application requirements.

- [SFP Form SIG – Signature Page](#)
- [SFP Form PN – Project Proposal Narrative](#)

Additional Forms for use during contract period, provided here for reference

- DR203 DOR Student Services Request
- DR260 Consent to Release and Obtain Information
- Participating Partner Form
- Final Grant Evaluation Form
- Local DOR District Administrator List
- Sample Foundation contract
- Monthly Invoice Reporting Template

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Section 1 – Overview

A. Purpose

The California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges (FOUNDATION) announces the availability of up to \$5,000,000 in federal *Workforce Innovation and Opportunity Act* (WIOA) Title IV Vocational Rehabilitation funds, with a possibility to increase funding in the future if there are sufficient qualified respondents, to design, develop, and implement projects that provide work experience and job preparation training for students with disabilities. Additional partners include The Employment Training Panel (ETP) and the California Labor and Workforce Development Agency (LWDA).

The Workforce Opportunity and Innovation Act (WIOA), signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 and retains and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The WIOA established a broad vision of workforce programs. This vision:

- reaffirms the ongoing role of American Job Centers;
- requires coordination and alignment of key employment, education, and training programs;
- promotes program alignment at the Federal, State, local, and regional levels;
- builds on proven practices such as sector strategies, career pathways, regional economic approaches, work-based training, and;
- for Title IV, the vocational rehabilitation program, it establishes clear priorities in serving individuals with disabilities toward obtaining competitive integrated employment, reaffirms that business is a customer of the VR system, and;
- establishes that a priority of the VR system is serving youth with disabilities, particularly students.

In order to align with the vision of the WIOA and provide meaningful support to students with disabilities in California, the California Department of Rehabilitation (DOR) and the Foundation for California Community Colleges (FOUNDATION), in partnership with the Employment Training Panel (ETP) as an advisory partner are committed to working collaboratively to support local and regional initiatives that support the transition to employment of secondary school students with disabilities.

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The FOUNDATION has a long-standing effective working relationship with local and state workforce partners, including local boards and the State Workforce Investment Board, and its Labor Agency partners, including the Employment Development Department. The DOR, as a mandatory partner in the Workforce Development System, provides services and supports to eligible individuals with disabilities and businesses requesting services at or referred from the America's Job Centers of California. As the Title IV representative, the DOR provides vocational rehabilitation services and knowledge and expertise on the employment and accommodation of job seekers and employees with disabilities. The DOR proposes to fund services to students with disabilities through the America's Job Centers of California (AJCC) system for prevocational skills training and paid work experience through a partnership with the Employment Training Panel and the California Workforce Development Board.

ETP in their advisory role will assist with the distribution, scoring and associated documentation for the Solicitation For Proposal (SFP) as an in-kind partner contribution. ETP has a long history with the Local Workforce Development Boards (LWDB) and Employer Communities and is well versed in this process as they assisted in previous STEPS proposals as well.

The funds will be available for Local Workforce Development Boards and America's Job Centers of California seeking to increase services provided to students with disabilities. Individuals are not eligible to apply.

The STEPS project will provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences, as well as summer work experience (and, if funds allow, part-time work experience during the school year), to students with disabilities.

Successful applicants will be awarded a one (1) year contract with the option to renew for two (2), one (1) year extensions under the same terms and conditions based on funding availability.

The FOUNDATION will oversee the contracting process for the SFP by managing and distributing contract funds, and will serve as the official employer of record for all paid work experience through Career Catalyst, a service established in 1998.

Awardees will have access to all Career Catalyst **service offerings** which include:

- All-in-one web-based Human Resources Information Service (HRIS): Paycom
 - Paperless employee acquisition
 - Online timekeeping
 - Payroll processing
 - Employee access to paystubs and W-2's

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- Money Network Paycards for participants
- Year-end tax reporting
- Leave management
- Unemployment claims management
- Workers' compensation management
- Ongoing operational support and customer service

B. Eligibility

Respondents:

Proposals will be accepted from Local Workforce Boards and from individual America's Job Centers of California. Individuals are not eligible to apply.

Participants:

Must be a student with a disability, defined as an individual with a disability in a secondary, postsecondary, or other recognized education program who:

- a. Is not younger than 16;
- b. Is not older than 21 years;
- c. Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq); or
- d. Is an individual with a disability, for purposes of section 504*.

*The Federal Ed Section 504 regulation defines a person with a disability as "any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

Applicant Requirements

Only one proposal will be accepted from each Local Workforce Board or AJCC.

Strong business partnerships are an essential element of the STEPS' goal to expand employment training and work experience for students with disabilities.

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Each respondent must identify a minimum of businesses that are committed to engaging with students with disabilities and provide a clear strategy to partner with these employers to provide work experience for students with disabilities.

Respondents must also demonstrate that a workplace readiness training program is ready to be implemented at their location. Workplace readiness training may include the following:

- Job Exploration
 - Understanding the local labor market
 - work-site tours to learn about necessary job skills,
 - job shadowing
 - informational interviews to research employers
- Workplace Readiness Skills Training
 - understanding employer expectations;
 - learn how to search and apply for jobs;
 - learning about ways to get to work
 - training on “soft” skills necessary for employment
- Work-Based Learning Experience
 - Paid work experience
 - On-the-job work trials/work simulations

Respondents must also indicate the number of students with disabilities that they expect to serve under this SFP. Each student will receive direct services, which must include a combination of:

- a. Paid work experience; and
- b. Up to 40 hours of job exploration and/or workplace readiness skills training.

The Local Workforce Board and AJCC will ensure compliance with all labor laws, including ensuring at least minimum wages (**must follow state, county, and city minimum wage requirements, based on each students’ worksite placement**) are paid to the student, and that the conditions of employment are appropriate and that any required consent forms are signed and work permits, if required, are obtained and on file. If minimum wage is above \$13/hour in the county or city where the participating student is logging paid work experience hours, then the work experience total hours can be adjusted accordingly. Participating students are permitted to work at either a full time (30 hrs. or more) or part time (less than 30 hrs.) capacity as necessary or appropriate.

Respondents are encouraged to address in the Local or Regional Plan ways to engage and work with partners to align with the State’s Competitive Integrated Employment (CIE) strategy, also called, “the Blueprint.” Partnering with the

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Regional Centers could assist with this requirement but also support increased participation by students with Intellectual/Developmental Disabilities. Additional funds for the wages might also be available thru the California Department of Developmental Services' Paid Internship Program as administered through the Regional Center system in each area.

For more information on the paid internship program you can go to: <https://www.dds.ca.gov/WorkServices/index.cfm> and review the "Guidelines for Implementation of Competitive Integrated Employment Incentive Payments" document available on that page. Funding for students ages 18-22 of up to \$10,400 may be available for those eligible for Regional Center Services.

Local Workforce Boards/AJCC operators will provide the following information at the time of a student's enrollment and prior to the provision of any STEPS services to either the local DOR district contract administrator or to the FOUNDATION:

- a. Student's name
- b. Birthdate
- c. School of attendance
- d. Type of proof of disability
- e. Start date of service
- f. End date of service (if applicable)
- g. Name and address of employer/ work experience placement
- h. Social Security Number
- i. Home and mailing address as appropriate
- j. Contact number and email if available

Local Workforce Boards/AJCCC operators will provide the following information for all enrolled students participating in STEPS monthly and upon conclusion of the STEPS to the local DOR contract administrator or the FOUNDATION:

- a. Student's name
- b. Services provided
- c. Cost of Services provided (STEPS)
- d. Type and cost of other services provided (e.g., Title I funds)
- e. Outcome/results of services
 - a. Student returned to school
 - b. Student enrolled in post-secondary education/training
 - c. Student obtained employment as a result of service (e.g., with STEPS work experience employer)
 - d. Student obtained employment separate from STEPS
 - e. Other (provide explanation)

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C. Funding Availability

Through this SFP, \$5 million with sufficient qualified respondents, is available from the federal WIOA Title IV Vocational Rehabilitation funds, with the potential for an increase in funds available in the future, depending on fund availability. The contracts may be extended for two (2) additional one (1) year periods under the same terms and conditions if funding becomes available.

In general, award amounts for each SFP will be either \$100,000, \$250,000, \$500,000 or a maximum of \$750,000, with most awards expected to be between \$250,000-\$500,000. Amounts will be determined by taking the factor of the number of students anticipated to participate and the average cost of \$5,000 per student. Thus, a \$100,000 award will serve 20 students, a \$250,000 award will serve 50 students, and a \$500,000 award will serve 100 students.

The FOUNDATION will manage funds for all paid work experience. The additional awarded amount will be distributed to awardees as the funds become necessary to complete the remainder of the contract activities. Awardees will need to provide monthly reports on the progress of their planned grant activities.

Please note: *If, for any reason, the funds either do not become available or are reduced due to budgeting/fiscal/administrative reasons, the State shall have no liability to pay any funds or to furnish any other considerations under this SFP, and no awardee will be obligated to perform any provisions of this SFP.*

D. Allowable Uses of Funds

All funds shall be expended to provide direct services to students. Direct services include staff time spent working directly with students or businesses for purposes of developing work experience sites for students being served by the entity awarded funds under this agreement. Unallowable supportive services may include, but are not limited to the following items: bus passes, equipment, and clothing.

Should a student require supportive services to access the paid work experience, please refer the student to their DOR Vocational Rehabilitation Counselor. Subcontractors may be used to support direct services only. Workplace Readiness Training stipends may be issued to SWDs by awardees (wages, stipends, gift cards for these activities will not be issued by the Foundation).

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F. Length of Project

The performance period for projects awarded under this SFP may be up to 36 months. No obligation or commitment of funds will be allowed prior to or beyond the contract period of performance. Any contract funds not expended during the contract period shall be returned to the state.

It is expected that the first two months of the project will be used for STEPS organization and start-up including identifying additional businesses and students with disabilities to participate in the project.

Workplace readiness training may begin as soon as student participants are identified and enrolled in the project. In most cases, work experience will begin at the conclusion of the 2019-2020 school year and will end at the start of the 2020-2021 school year. If awarded funds allow, work experience and training components may continue into the start of the 2020-2021 and or the 2021-2022 school year as applicable.

Section 2 – Significant Dates

Event	Date *
SFP release	March 12 or 13, 2020
Last date to email questions	March 25, 2020
Last date to respond to questions	March 27, 2020
Proposals due	April 3, 2020 by 5:00 p.m. PT
Proposal review and evaluation	April 6-8, 2020
Award announcements	April 9, 2020
Mandatory Grant Kick Off, Sacramento, CA (For Grant/Program Managers and Work Experience Lead Coordinator)	April 16, 2020

***Note** – All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

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Section 3 – Questions and Answers

Any questions regarding completion of this SFP should be directed via email to Workforce.Development@dor.ca.gov. Questions must be received by 5:00 pm March 25, 2020. Email responses will be sent by 5:00 pm March 27, 2020.

Section 4 – Proposal Submission Instructions

Proposal Deadline

The deadline for the receipt of proposals is April 3, 2020 by 5:00 p.m. PT – late proposals will not be accepted. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

All proposals, whether mailed, delivered by email, courier service, or delivered in person by the applicant, must be received on or before 5:00 p.m. PT, April 3, 2020. The ETP will accept in-person or courier-delivered proposals between 8:00 a.m. and 3:00 p.m. daily, excluding Saturdays, Sundays, and State holidays, through April 3, 2020. Documents required in the proposal submission are listed in Section 5.B., Format and Document Order.

Proposal Delivery Method and Addresses

Proposals may be submitted by email, mail, courier service, or delivered in person by the applicant.

Submission Address:

ATTN: STEPS 2020 SFP –
Elisabeth Testa
MIC 64
Employment Training Panel
1100 J St, 4th Floor
Sacramento, CA 95814
Elisabeth.testa@etp.ca.gov

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Section 5 – Required Proposal Content

All proposals must adhere to the required format in order to be competitive and must include all the requested information, completed forms and attachments. The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to the minimum requirements will not be scored or considered for funding.** Respondents must follow the specific instructions and complete all requested forms included with this SFP.

A. Minimum Requirements

1. Respondents must demonstrate their knowledge, experience and capacity or provide a detailed approach regarding the development and implementation of strategies for serving SWD. Respondents must complete the accompanying **Project Proposal Narrative (SFP Form PN)**. Respondents must also complete the **Signature Page (SFP Form SIG)**.
2. Respondents must submit, along with the **Signature Page** and **Project Proposal Narrative**, a **Letter of Support** from their local DOR District Administrator. A full list of statewide DOR District Administrators is included with this SFP. **Proposals that do not attach the Letter of Support from the local DOR District Administrator will be deemed non-responsive and not considered for funding.** Additionally, if the respondent is an AJCC, they must also submit a **Letter of Support** from their local Workforce Board.
3. Awardees will **be required to contract with the FOUNDATION to utilize Career Catalyst as the employer of record service** for all paid work experience placements. There is an associated flat fee of \$600 per every \$5,000 awarded.

Awardee must commit to the responsibilities in coordination with Career Catalyst, including:

- Identifying Program Manager and Timekeeping Supervisor(s) that will oversee paid work experience placements and be responsible for digital onboarding, timekeeping, and off-boarding
- Timely communication of SWD work experience start and end dates, in alignment with Career Catalyst Onboarding/Off-boarding Policies
- Collection of work permits for minors, using the Foundation's work permit intent form
- Collection of Worksite Agreements from each external business partner, prior to start of paid work experience
- Ensuring all SWDs complete an online application that will serve as their employee intake form

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- Electronic completion of Sections 1 & 2 of the I-9 through Paycom within three days following the SWD's first day logging hours to be paid
- Bi-weekly electronic input, approval, and submission of SWD timesheets, using Foundation's HRIS platform, Paycom

4. Respondents can submit a proposal for up to \$750,000. Final awards may be adjusted depending on the number of successful respondents. Please consider the following when determining the amount requested:

Amount Requested	Minimum Number of Participants (SWDs) Enrolled in STEPS
\$750, 000	150
\$500, 000	100
\$250,000	50

Match – While there is no matching funds requirement, this may be necessary. The funds from this SFP can only be used for direct services such as direct service/training staff, training materials, and wages/work expenses. Any 'match' as such may include, for example, in-kind/co-enrollment expenses.

5. Respondents should also consider the requirements listed below. Proposals that do not adhere to these requirements will be scored; however, **for each requirement not met, a penalty will be assessed as detailed below.**

Other Requirements	Penalty
1. Proposal narrative (SFP Form PN) is limited to five (5) pages double spaced (additional pages will be removed and not included in the review and scoring).	3 points deducted
<i>Required Signature Page (SFP Form SIG), required DOR District Administrator Letter of Support and optional letters of support are not included in the page limit – please limit optional letters of support to 2.</i>	
2. Proposal narrative font must be Calibri and no smaller than 12 point.	2 points deducted

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B. Format and Document Order

Respondents must use the specific instructions and complete all requested forms included in the SFP announcement. If you have any questions regarding the proposal package, please email at Workforce.Development@dor.ca.gov

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 grant package.

1. Signature Page (SFP Form SIG)	<input type="checkbox"/>
2. Proposal Narrative (SFP Form PN limited to 5 pages) The SFP Form PN includes the following sections:	<input type="checkbox"/>
I. Statement of Need	<input type="checkbox"/>
II. Targeted Group	<input type="checkbox"/>
III. Project Work Plan	<input type="checkbox"/>
IV. Partnerships and Leveraged Resources	<input type="checkbox"/>
V. Outputs and Outcomes	<input type="checkbox"/>
VI. Budget Worksheet	<input type="checkbox"/>
4. DOR District Administrator Letter of Support, and Local Workforce Board Letter of Support for AJCC Respondents	<input type="checkbox"/>
5. Optional Letters of Support – Limit 2	<input type="checkbox"/>

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Section 6 – Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

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

Criterion	Maximum Points
PN Section I – Statement of Need	5
PN Section II – Targeted Group	5
PN Section III – Project Work Plan	30
PN Section IV – Partnerships	20
PN Section V – Outputs and Outcomes	30
PN Section VI – Budget Worksheet	10
Minimum and Other Requirements Total Maximum	100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors, such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the state will be recommended for funding. Awardees will be encouraged to present the outcomes of their contracts to the Employment Training Panel at a monthly meeting.

B. Notification of Recommendation for Funding

The state expects award decisions to be announced by April 9, 2020.

C. Appeal Process

A proposal may be disqualified for not meeting the proposal requirements under Section 5.A of this SFP. An appeal of the disqualification decision may be filed.

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There is no appeal process for not meeting the proposal submission deadline.

Final funding decisions cannot be appealed.

The proposal requirements, which are listed in Section 5.A of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals that do not meet the minimum requirements will be disqualified.

The Foundation will send disqualification emails/letters to respondents no later than April 15, 2020. Appeals must be received at the Foundation office by April 22, 2020, no later than 3 p.m. PT. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the appeal deadline.

The appellant must submit the facts in writing. The review will be limited to the information provided in writing. **To be considered for review, the appeal must contain the following information:**

- Appealing organization's full name, address, contact name and title, contact's email address, and telephone number.
- A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal email/letter and the supporting documents to the Foundation. Appeals received after 3:00 p.m. PT on April 22, 2020, will not be considered. The Foundation will respond in writing to appeals by April 29, 2020. The review and response will be limited to determining whether the proposal met the application requirements of the SFP. The Foundation will accept appeals by email, mail, courier, or in person at:

ATTN: STEPS SFP APPEALS
Leti Shafer
Foundation for California Community Colleges
1102 Q Street, Suite 4800
Sacramento, CA 95811
lshafer@foundationccc.org

**CALIFORNIA DEPARTMENT OF REHABILITATION
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
EMPLOYMENT TRAINING PANEL
*SUMMER TRAINING & EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) 2020***

D. Contracting

The Foundation will contact the awardees to finalize contract details. In some cases, Foundation may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, the Foundation will mail the contract to the awardees for signature. The state expects contract negotiations to begin upon selection of awardees with a project start date estimated as early as April 27, 2020. Awardees must be able to fully execute a contract agreement with the FOUNDATION (using Foundation's template) no later than **June 15, 2020** to ensure timely implementation of contract activities.

Section 7 – Administrative Requirements

- A. Awardees must commit to participating in the Mandatory Awardee Kick-Off to be hosted by the Foundation. Grant/Program Manager (person with oversight of grant implementation and reporting) and Work Experience Lead Coordinator (person responsible for facilitation, timekeeping oversight, and document collection for paid work placements) are expected to attend (See Section 2 for date and location).
- B. Awardees will be required to collaborate with a minimum of three businesses that will commit to providing work experience for SWD, creating a career pathway to self-sufficiency.
- C. Awardees will also be required to provide a list of partners that will participate in the STEPS project. Participating Partners include your local DOR District Administrator, schools that your SWDs attend, and the businesses that are providing the work experience for your SWDs. Awardees are required to complete the **Participating Partners Form**.
- D. For each SWD served, awardees will need to complete two (2) forms; the **DR203 DOR Student Services Request Form**, and the **DR260 Consent to Release and Obtain Information**. Services cannot be rendered until verification of receipt of these forms by DOR. These forms are included with this SFP.
- E. During the contract period, awardees will need to provide, track, and report on the type and amount of training provided to each SWD. Similarly, Awardees will need to track their SWDs work experience placements and number of hours worked. This information will be reported monthly during the grant period. See **Section 7C. Reporting** of this SFP for more information on this requirement.
- F. At the conclusion of the contract period, Awardees will need to complete the **Final Contract Evaluation Form**, which will provide a summary of outcomes, grant activities, and SWD demographics, and will provide Awardees with a place to write a narrative summarizing their grant activities. The **Final Contract Evaluation Form** is due no later than 60 days post conclusion of contract activities.

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G. Monitoring and Audits

Awardees will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government or non-profit entities must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are awardees under WIOA Title I and that expend more than the minimum level specified in OMB [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards or a program specific financial and compliance audit.

H. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

I. Reporting

Awardees must have the capability to report expenditures, participant, and outcome data to the state, in a manner that is timely, thorough, and accurate through a provided reporting template. Details regarding grant codes and specific data elements that need to be reported will be provided to all awardees.

Awardees will be required to submit monthly financial and participant reports, data elements including participant information, project activities, and expenditures. Within 60 days of the project term date, a project closeout report is required. Further guidance regarding reporting and closeout requirements can be found in *Monthly and Quarterly Financial Reporting Requirements* ([WSD16-13](#)) and *WIOA Closeout Requirements* ([WSD16-05](#)) on the [EDD Website](#).

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J. Performance Goals

The overall Performance Goals provided are a point of reference for respondents when reviewing their local Goals. The state recognizes that the local goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining goals. Planned goals must be described by respondents. Respondents must provide an explanation as indicated in the Proposal Package Instructions for Section V – Outputs and Outcomes of the Proposal Narrative. As a general guideline, performance goals should be to serve as many students as indicated, with a potential of co-enrolling these students into other DOR/WIOA programs.

K. Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars and Title 29 of the *Code of Federal Regulations*.

L. Evaluation

The WIOA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce development activities. Evaluation of statewide activities allows the state to determine the effectiveness of the Governor’s Discretionary funds in addressing the identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the awardee will be required to participate in that evaluation by providing requested data and information. Therefore, all award recipients are expected to document lessons learned, and effective/promising practices ascertained through this project.

Additionally, each awardee will be expected to submit a two (2) page summary of all activities that occurred during the contract period, including the number of students served, services provided, statistical data, etc.