

File No. 230316

Committee Item No. 9

Board Item No. 16

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date April 12, 2023

Board of Supervisors Meeting Date April 18, 2023

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Grant Workplan
- RERP Request for Applications
- RERP Notice of Funding Availability 8/2/2022
- OEWD Letter on Retroactivity 3/15/2023
- OEWD Presentation 4/12/2023
- _____
- _____
- _____
- _____
- _____

Completed by: Brent Jalipa Date April 6, 2023

Completed by: Brent Jalipa Date April 13, 2023

1 [Accept and Expend Grant - Retroactive - The North Valley Workforce Development Board -
2 Regional Equity and Recovery Partnerships with Bay Area Equity Collaborative - \$350,000]

3 **Resolution retroactively authorizing the Office of Economic and Workforce**
4 **Development to accept and expend a grant in the amount of \$350,000 from the North**
5 **Valley Workforce Development Board, a lead applicant of the grant award from the**
6 **California Workforce Development Board for Regional Equity and Recovery**
7 **Partnerships with the Bay Area Equity Collaborative during the grant period of**
8 **December 1, 2022, through September 30, 2025.**

9
10 WHEREAS, The Administrative Code requires City departments to obtain Board of
11 Supervisors' approval to accept or expend any grant funds (Section 10.170 et seq.); and

12 WHEREAS, The California Workforce Development Board released Regional Equity
13 and Recovery Partnerships funding for partnership building among workforce development
14 boards and community college districts in target industries for equity populations; and

15 WHEREAS, The North Valley Workforce Development Board, as lead applicant for the
16 Bay-Peninsula Regional Planning Unit, proposed a regional advancement of equity through
17 tech occupations training programs for equity populations in partnership with the Office of
18 Economic and Workforce Development and City College of San Francisco to the California
19 Workforce Development Board; and

20 WHEREAS, The nonprofit and government partners may receive federal grant funds
21 under this award from OEWD as the passthrough entity without going through a competitive
22 solicitation process; and

23 WHEREAS, Matching funds were required by the Grantor in the amount of \$200,000;
24 and

25 WHEREAS, The grant does not require an Annual Salary Ordinance amendment; and

1 WHEREAS, The Grantor did not allow indirect costs in the grant budget; now,
2 therefore, be it

3 RESOLVED, That North Valley Workforce Development Board may fund the Office of
4 Economic and Workforce Development; and, be it

5 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
6 indirect costs in the grant budget; and, be it

7 FURTHER RESOLVED, That the Office of Economic and Workforce Development is
8 responsible for oversight of funding from North Valley Workforce Development Board as pass-
9 through for the California Workforce Development Board; and, be it

10 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Office of
11 Economic and Workforce Development to accept and expend, on behalf of the City and
12 County of San Francisco, a grant from North Valley Workforce Development Board for
13 Regional Equity and Recovery Partnerships with Bay Area Equity Collaborative; and, be it

14 FURTHER RESOLVED, That the Director of the Office of Economic and Workforce
15 Development is authorized to enter into the Agreement on behalf of the City.

16
17
18
19
20
21
22
23
24
25

1 Recommended:

2

3

4 _____ /s/

5 Kate Sofis, Director

6

7

8 Approved:

9

10

11 _____ /s/

12 London N. Breed, Mayor

13

14

15

16

17

18

19

20

21

22

23

24

25

_____ /s/

Ben Rosenfield, Controller



Regional Equity and Recovery Partnerships Accept and Expend Presentation

April, 2023
Orrian Willis, TechSF Manager

Introduction and Background on the Grant

- ❖ This Regional Equity and Recovery Partnerships (RERP) grant is an award that supports our Regional Planning Unit and Community College partners and is funded by the California Workforce Development Board.
- ❖ The North Valley Workforce Development Board, as lead applicant for the Bay-Peninsula Regional Planning Unit (RPU), proposed a regional advancement of equity through tech occupations training programs for equity populations in partnership with the Office of Economic and Workforce Development (SFOEWD) and City College of San Francisco (CCSF) to the California Workforce Development Board.

RERP Grant Project Goals

- ❖ The Bay Peninsula Regional Planning Unit (RPU) and four college partners have formed the Bay Area Equity Collaborative (BAEC) to build bridges to accessible training and career opportunities in industry sectors that will drive the global economy for years to come.
- ❖ Where possible, SFOEWD will leverage existing WIOA investments and co-enroll RERP with WIOA to serve 40 clients over the three-year life of the grant.
- ❖ The program will fund credit-for-prior-learning assessments, employer engagement strategies, and supportive services for students enrolled in CCSF's Network Security programs.

Need for Retroactive Approval

- ❖ *The approval for retroaction prevents a gap in service. The Bay Area Equity Collaborative, which is our Regional Planning Unit (RPU) applied for a California Workforce Development Board Regional Equity and Recovery Partnerships (RERP) grant on May 6, 2022. Our RPU received notice of the award on August 1, 2022. The RERP grant is set to be funded for the period of 12/01/2022 - 09/30/2025, which brings us 3-months behind schedule without ability to invoice for the grant's activities. NOVA, a member of our RPU, is the lead recipient for this grant and serves as a "pass through" entity for the other local workforce development boards within the local regional planning unit. Within each workforce board there will be further sub-granting to community colleges which is a requirement of the funding. For SFOEWD, our community college partner is the City College of San Francisco.*

12. Any other significant grant requirements or comments: N/A

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor’s Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor’s Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor’s Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor’s Office of Disability Reviewer:

Mark Hogains
(Name)

Operations Manager
(Title)

Date Reviewed: 2/7/2023 | 3:46 PM PST

DocuSigned by:
Mark Hogains
2E4AC2E2D11A4E4
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Kate Sofis
(Name)

Executive Director, Office of Economic and Workforce Development
(Title)

Date Reviewed: 2/8/2023 | 10:45 AM PST

DocuSigned by:
Kate Sofis
F98E00C52682407...
(Signature Required)



**Regional Equity and Recovery Partnerships
Form 1: Project Narrative**

RPUs with fewer than five (5) Local Boards, complete this section:	
Lead Fiscal Agent (Applicant) Name	NOVA Workforce Development Board
Regional Planning Unit (RPU)	Bay Peninsula
Project Name	Bay Area Equity Collaborative
Which Local Board will staff the Regional Organizer?	NOVA
Number of Projects Included in the Application – If there is only one community college partnership, list as Site 1. If there are more than one, list each separately. These site numbers will be used throughout the application and need to be consistent.	
Site 1 – include WDB and community college	San Francisco Office of Economic and Workforce Development & City College of San Francisco
Site 2 – include WDB and community college	NOVA & College of San Mateo
Site 3 – include WDB and community college	NOVA, work2future & Mission College
Site 4 – include WDB and community college	Work2future & Gavilan College

RPUs with five (5) or more Local Boards, complete this section:	
Will the RPU have multiple Fiscal Agents	Enter Yes or No
How many Local Boards will be directly funded (maximum of 3) Outline Local Boards who make up a sub-region and the Fiscal Agent for each	Enter number of Local Boards acting as a sub-regional Fiscal Agent. Include which Local Boards fall under which Fiscal Agent
Regional Planning Unit (RPU)	Enter RPU Name
Regional Project Name	Enter Regional Project Name
Which Local Board will staff the Regional Organizer?	Enter Local Board
Identify each Local Board within the RPU that will act as a sub-regional Fiscal Agent and be directly funded (maximum of 3). List how many projects are under each Fiscal Agent as Site 1, Site 2, Site 3, etc., and include the community college (and partner WDB as part of the sub-region) if applicable.	

Local Board within the RPU to be directly funded as a sub-regional Fiscal Agent	Enter Local Board here
How many project sites will this Board have?	Enter each by Site 1, Site 2, etc... and include the community college name per site
Local Board within the RPU to be directly funded as a Sub-Regional Fiscal Agent	Enter Local Board here
How many project sites will this Board have?	Enter each by Site 1, Site 2, etc... and include the community college name per site
Local Board within the RPU to be directly funded – Sub-Regional Fiscal Agent	Enter Local Board here
How many project sites will this Board have?	Enter each by Site 1, Site 2, etc... and include the community college name per site

PROJECT NARRATIVE
Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.
Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.
Overview
Describe the regional problem to be addressed and the vision for success. <ul style="list-style-type: none"> • Define the regional geographic scope of the effort. • Describe High Road approaches that will be supported in this effort.
<p>The San Francisco-Silicon Valley region is a global leader in tech-driven innovation. But, due to the legacy of systematic racial segregation, systemic discrimination, and other barriers to opportunity, many in the region are not able to enjoy the fruits of this booming economy. Despite proximity to Apple, Google, Salesforce, Cisco and other name brand tech giants, residents in many regional pockets of poverty have little awareness of growth opportunities and limited access to quality training, professional networks, and well-paying careers.</p> <p>In response, the Bay Peninsula Regional Planning Unit (RPU) and four college partners have formed the Bay Area Equity Collaborative (BAEC) to build bridges to accessible training and career opportunities in industry sectors that will drive the global economy for years to come. BAEC will focus its activities in Santa Clara, San Francisco and San Mateo counties. The RPU workforce boards are NOVA Workforce Development Board (NOVA), work2future, and the San Francisco Office of Economic and Workforce Development (SFOEWD). NOVA is the BAEC</p>

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

lead fiscal agent. The BAEC college partners are City College of San Francisco, College of San Mateo, Mission College and Gavilan College.

BAEC will meet its outcomes through a full array of interventions from the high road arsenal. They include intensive outreach to residents of historically excluded communities and underrepresented populations, rigorous career assessments to understand individual experiences and aspirations, and strategic engagements with colleges and employers developing just-in-time training for in-demand careers that fuel regional economic growth. Other approaches will include the integration of community college priorities including credit for prior learning, utilization of industry-valued credentials, as well as academic and career support.

Describe project goals and provide evidence that the proposed initiative impacts regional employment and income mobility.

- List target industries and their employment trends.
- Describe employment and jobs pipeline gaps that will be addressed.

BAEC will build transparent and sustainable regional workforce systems that efficiently connect individuals from grant target populations to training and career opportunities in industry sectors with strong growth potential and accessible career ladders. The BAEC target industry sectors and sub-sectors are:

- Cybersecurity. Key occupations include computer systems analysts (SOC 15-1211) and information security analysts (15-1212). In the five years from 2019 to 2024, the number of jobs in these occupations is forecast to grow by 14 percent in the broader San Francisco Bay Region and 13 percent in the Silicon Valley sub-region (Santa Clara County) according to March 2021 analysis by the San Francisco Bay Center of Excellence for Labor Market Research (COE). The COE further said that there is an “undersupply” of cybersecurity workers compared to the demand for these occupations in the broader San Francisco Bay region and the Silicon Valley sub-region (Santa Clara County). There is a projected annual gap of 3,447 students in the Bay region and 1,359 students in the Silicon Valley sub-region.
- Mechatronics (industrial automation) - The key occupation in this sector is electro-mechanical and mechatronics technologists and technicians (17-3024). In the five

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

years from 2020 to 2025, the number of jobs in this occupation is forecast to grow by 4 percent, according to an April 2022 analysis by the COE. The COE is projecting an undersupply of workers compared to the demand for these jobs in the Bay region and in Santa Clara County. The project annual gap is 62 students in the Bay region and 28 students in Santa Clara County. In addition, employer members of the Mission College mechatronics advisory board are projecting strong future demand. Advisory board members include Tesla and Applied Materials.

- Cloud Computing - Key occupations include sales representative manager (41-4012) and computer network support specialists (15-1152). For the San Francisco metro area including San Mateo County, the number of sales representatives jobs are expected to grow by 5 percent between 2018 and 2028 with a total of 8,110 annual average job openings, according to EDD occupational projections. The number of computer network support specialists is expected to increase 14.5 percent over the ten-year period with 1,830 annual average job openings. Labor market intelligence from Amazon Web Services and its customer companies suggests continued strong demand for cloud-related occupations and a shortage of talent, according to the College of San Mateo.

Describe the following for the Target Populations:

- Which populations will be served?
- What geographical areas will be covered?
- Number of participants your project intends to serve.
- Why these populations are being prioritized.

Note: These must align with **Form 2** Participant Plan and **Form 3** Target Populations.

The BAEC will serve 160 participants in San Francisco, San Mateo, and Santa Clara counties from the following target populations: English Language Learners, Justice-Involved Individuals, Veterans, Low-Income Households and Dislocated Workers.

English Language Learners are a priority because of the extraordinary linguistic diversity in the RPU and the importance of English proficiency in enabling job seekers to compete for careers with ongoing access to career ladders. In San Francisco, for example, almost 300,000 of 840,000 residents were born outside of the United States and 160,759 residents “speak English less than very well,” according to the U. S. Census Bureau (2020).

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

Low-Income Households are a priority because the high cost of living in the RPU puts dislocated workers and those from historically excluded communities at peril during economic downturns. According to a compilation of data by AdvisorSmith, the San Francisco and San Jose metro areas are the nation's two most expensive. San Francisco and San Jose have cost of living indexes at 178.6 and 173.5 respectively. The index national average is 100.

The BAEC's focus on Justice-Involved Individuals provides the region with an opportunity to build on the best practices from the RPU's recently concluded prison to employment (P2E) grant through the California Department of Corrections and Rehabilitation. It also builds on the SFOEWD's successful partnership with The Last Mile and other non-profits to prepare citizens returning from incarceration for tech and other high-demand occupations.

Mission College, a BAEC partner, will focus its outreach on veterans and will leverage the institutional resources of its VALOR Veteran Center in engaging this population. Demographically, 35 percent of Mission's student-veterans are Hispanic, 17 percent are Filipino, and 14 percent are White. More than 60 percent are first generation college students.

Dislocated workers are a BAEC priority because of the continued challenges they face finding sustainable careers in the wake of the COVID-19 pandemic. While tech and other high-skill occupations have recovered from the pandemic, employment for leisure and hospitality workers remains well below 2019 levels. BAEC's focus is to help these workers transition into growth industry sectors with opportunities for sustained career mobility.

Describe the training curricula that will result in industry-recognized credentials. Include outline of curricula, duration of training, and credential to be attained. If more than one community college/workforce development board is proposed in the application, complete one **Form 4** and include information for each project site.

This is an overview of the training curricula to be employed in the BAEC initiative, which has identified four sites in which to test four different service strategies in the tech sector.

Site 1: City College of San Francisco (CCSF) and SFOEWD - with RPU support - will engage participants in the college's ongoing network security programs. This track can lead to a certificate - Certified Information Systems Security Professional - and an associate degree. The certificate class includes instruction in security risks and protection techniques for mobile

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

devices, web applications and telephone networks, and how to manage information security programs. Students completing this certificate program will be qualified for employment as incident response specialists, Chief Security Officers, or malware analysts.

Site 2: The College of San Mateo, with RPU support, will prepare students for careers in cloud computing through Amazon Web Services (AWS) Cloud Foundations and AWS Solutions Architect training. These 10-week, 60 hour virtual not-for-credit trainings are delivered using the AWS platform. Students will be prepared to sit for the AWS Cloud Practitioner exam, the foundation in a series of certificates that align with employer skill demands.

Site 3: Mission College, with RPU support, will prepare students for both a mechatronic technology associate degree and a college Certificate of Achievement. Mechatronic technology is an interdisciplinary field combining the study of mechanics, electronics, automation, and computers. The program learning outcomes include integrating electrical, electronic, and mechanical systems and devices, demonstrating written and verbal communication skills through technical documentation and oral presentations, and troubleshooting and repairing systems and devices.

Site 4: Gavilan College, with RPU support, will prepare students for cybersecurity careers through courses in firewalls and network security - preparing students for the CompTIA CySA+ certification exam and the sub-disciplines of ethical hacking and computer forensics.

In addition, the BAEC workforce boards will provide participants with career navigation training, including support in enhancing social capital as well as gaining access to professional networks, sources of real-time labor market intelligence, mentors, and employment contacts.

Describe the outreach, retention, and service strategies that will be implemented to assure successful completion of training, attainment, and retention of quality jobs.

BAEC partners will leverage this grant to share and enhance regional best practices regarding participant outreach and retention as well as service strategies. In San Mateo County, for example, the College of San Mateo's outreach will include targeted online and print advertising focused on engaging historically underserved communities and ongoing in-person and/or virtual information sessions hosted in partnership with local adult school and community-based organizations and government agencies. Retention strategies will include support provided by the college's Program Services Coordinator, who will work to follow up

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

with students throughout the training to provide support as needed on a one-on-one basis via regular virtual office hours. RPU workforce boards will leverage existing networks of community-based organizations to enhance the college outreach and retention efforts.

Promoting greater regional equity is the primary objective of the BAEC collaborative. That means acknowledging and addressing intentional and enduring barriers to opportunity, including residential racial segregation. Associated service strategies will include credit for prior learning, supportive services, project-based mentoring (work-based learning), academic and career supports, and providing onramps to credit pathways that lead to industry-valued credentials and degrees.

Where possible, SFOEWD will leverage existing WIOA investments and co-enroll RERP with WIOA to serve 40 clients over the three-year life of the grant (10, 15, 15). Investments will also support non-WIOA clients for the Computer Networking and Information Technology and Cybersecurity programs to support CCSF towards meeting existing goals. The program will fund credit-for-prior-learning assessments, employer engagement strategies, and supportive services. Students enrolled in this program will work with an employment specialist at CCSF and receive an assessment for credit for prior learning to shorten in-class requirements and pipeline to direct hire or to apprenticeship. SFOEWD will support with student outreach, employer engagement, and apprenticeship opportunities.

To facilitate connections to jobs, College of San Mateo students will be granted access to the college's job board to track the number of applications submitted and confirmed job placements. The program services coordinator and director of workforce development will play critical roles in ensuring the placement of students.

Mission College will explore credit for prior learning opportunities for its veterans target population. The careeronestop Veteran and Military Transition Center resource sponsored by the U. S. Department of Labor is one of many tools available to help veterans translate their military skills and meet the needs of mechatronic and other Silicon Valley employers. Mission will also convene employers to develop project-based work opportunities for students. Support for books, transportation and childcare are also priority service strategies.

Gavilan College will use the grant to enhance its existing suite of service strategies. That includes engaging regional companies with the goals of developing internship programs for students and advising the college on the qualifications and attitudes employers seek in job

<p>PROJECT NARRATIVE</p>
<p>Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.</p>
<p>Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.</p>
<p>candidates. The college’s supportive service system includes an employment platform for students and employers, mock interview practice, resume workshops and the services of a dedicated CTE counselor. </p>
<p>Describe the outcomes achieved (for list below) resulting from the partnership investment. These must also be entered in the Training and Placement sections of Form 2, Participant Plan.</p> <ul style="list-style-type: none"> • Targeted Industries and Occupations • Total number of individuals to be served and target populations • Total number of individuals served that enroll in higher education • Credentials/certificates awarded – Percent of individuals enrolled in higher education that attain credentials or certificates • Employment – Percent of individuals served that will enter employment • Training Related Employment – Percent of individuals served that will attain employment related to training • Wages of individuals that enter employment
<ul style="list-style-type: none"> • Target Industries and Occupations: Cybersecurity (computer systems analysts and information security analysts), Mechatronics (electro-mechanical and mechatronics technologists and technicians) and Cloud Computing (sales representative manager and computer network support specialists) • Total served and target populations: 160 served - English Language Learners, Justice-involved individuals, Veterans, Low-income households, Dislocated Workers • Total number of individuals that enroll in higher education: 152 • Credentials/certificates awarded: 75 percent • Employment: 60 percent • Training Related Employment: 55 percent • Wages of individuals that enter employment: Cloud computing (\$33 per hour), Mechatronics (\$25), Cybersecurity (\$44.24)
<p>Partners</p>
<p>Describe the regional partnerships involved in the effort and the role of each partner, including:</p> <ul style="list-style-type: none"> • Community colleges

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

- Employers
- AJCCs, workforce system partners and/or community-based organizations
- Other partners

The BAEC partnership will feature a coordinated and integrated effort including a diverse array of essential institutions in the region. They include NOVA as lead fiscal agent for the collaborative. NOVA currently serves as fiscal agent of the Bay Peninsula Regional Planning Unit. NOVA, San Francisco Office of Economic and Workforce Development, and work2future will coordinate grant activities with college partners and the California Workforce Development Board. Specific activities will include participant outreach and engagement, career navigation training and engaging community-based organizations and other workforce system partners.

The community college partners are City College of San Francisco, College of San Mateo, Mission College and Gavilan College. These institutions are members of the Bay Area Community College Consortium (BACCC). They will provide job training, counseling, mentoring and job placement activities.

Employer partners include two industry associations--Biocom California Institute and California Life Sciences—and employers who have been engaged in previous initiatives, including Amazon Web Services, Applied Materials, Tesla, LinkedIn and Twilio. Employers will provide real-time labor market intelligence, inform the training curricula, and participate in hiring activities.

Partner community-based organizers will include the Bay Area Video Coalition, providing subject matter expertise and data administration, and Goodwill of Silicon Valley and Samaritan House, both providing access to diverse talent.

ACCEL, the San Mateo County adult education and community college consortium, will work with the College of San Mateo and NOVA to engage students in the grant and connect them with training and job placement opportunities available through BAEC.

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

Describe the role of the Regional Organizer in coordination, communication and reporting for regional effort. Include how the RO will ensure that regional communication and strategies will occur for the duration of the grant program.

NOVA managers Chandler Florence and Luther Jackson serve as co-regional organizers (RO) for the Bay Peninsula Regional Planning Unit (RPU). They will incorporate established RPU communication and convening conventions to support BAEC activities in this grant. The RO engagement approach includes regularly scheduled meetings with line managers and staff. Meeting activities include addressing local and regional tactical needs and making strategic recommendations to the RPU workforce board directors. The ROs also support director meetings relating to RPU strategic goals. In addition, ROs liaise with the RO for the East Bay RPU to address Bay Area wide workforce issues.

For the RERP grant, the ROs will convene weekly meetings with core staff from the RPU and community college partners. Additional partners, including employers, will be invited as needed. The ROs will also convene quarterly “all hands” meetings with project staff, RPU directors and college deans to review grant progress and recommend mid-course corrections. The ROs will provide agendas, facilitate meeting discussions, record meeting decisions, and follow up with participants. The ROs will also coordinate the execution of industry-led sector strategies and will report to CWDB on grant activities.

In addition to working with RERP grant partners, the ROs will engage regional networks and initiatives engaged in workforce activities focused on career mobility and other high road principles. One example is the ApprenticeSIP meetup group, connecting regional and national apprenticeship thought leaders. Another is the national movement building resources to improve education and mobility opportunities for the millions of employed Americans without college degrees. NOVA is participating in a regional “working learners” initiative anchored by Stanford University.

Aside from the Lead Fiscal Agent, list the entity/entities responsible for ensuring all program data is captured in CalJOBS in a timely manner. If there are multiple projects within the application, identify the responsible entity for each project.

Regarding the recording of program data in CalJOBS, NOVA will be assisted by the work2future MIS unit and the San Francisco Office of Economic and Workforce Development’s Tech SF Academy. The three RPU partners will work collaboratively to collect data from college partners in a timely manner.

PROJECT NARRATIVE

Less than five (5) Local Boards - if there are multiple projects within the application include details for each by Site number, as identified above, if applicable.

Five (5) or more Local Boards - identify individual projects by including the Sub-Regional Fiscal Agent WDB and then Site numbers as listed for each above. For example, XXX WDB, Site 1.

ReadMe

All application exhibits for the Regional Equity and Recovery Partnerships (RERP) grant are in this excel workbook with the exception of Form 1, Project Narrative. This document provides guidance for applicants as they complete the applications exhibits. If further clarification is needed, send an email to the RERP inbox at RERPinfo@CWDB.CA.GOV and use "RERP Q&A" in subject line.

Important:

For RPUS that have less than five Local Boards, only one exhibit workbook can be submitted by the Lead Fiscal Agent as part of the application. If the project has multiple sites (as identified in Form 1, Project Narrative), use those Site numbers as appropriate in the exhibits.

For RPUs that have more than five Local Boards, there is an option to include up to three sub-regional Fiscal Agents as co-applicants and each will be directly funded. Each Fiscal Agent needs to complete an exhibit workbook (in its entirety) and the information needs to be specific to that agency's portion of the project. If each Fiscal Agent has multiple projects sites (as identified in Form 1, Project Narrative), use those Site numbers as appropriate in the exhibits.

Prior to starting your application, note that some exhibits and/or cells within the exhibits have been locked for the purpose of protecting the information being entered. **Please do not alter the form templates or their content.**

Additionally, please note that most exhibits will ask for the Fiscal Agent (name), and Project Name at the top of each form:

Fiscal Agent - is either the entity applying on behalf of the RPU (less than five Local Boards) or an entity co-applying on within the RPU (more than five Local Boards)

Regional Planning Unit - is the RPU that the entity is applying to serve

Project Name - is the name of the project.

This information should be consistent throughout the application.

Cover Page (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

To be completed by Fiscal Agent applying for grant funds or co-applicant Fiscal Agents

Cover page requires wet signature from Authorized Representative and must be submitted in PDF form. Electronic signatures will not be accepted. Ensure that the break down of "Grant Request Total Amount" (Line 6) and "Match/Leverage Amount" (Line 7) reflect the totals in your Form 7- Budget Summary (Line 24).

Form 1: Project Narrative *(Not Included in Workbook and only one Project Narrative will be accepted each RPU)*

Submit a narrative describing project. A separate workset is available on the webpage and must be submitted with the application.

Exhibit 2: Participant Plan (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

The participant numbers and associated breakdown for all of the participant measures on this exhibit must be unique and broken down cumulatively.

Unique means that the quarterly breakdown does not account for duplicative numbers/participants.

A Cumulative breakdown means amounts increase by successive additions. For example: If total enrollments for Quarter 1 are 5, total enrollments for Quarter 2 include an additional 10, and total enrollments for Quarter 3 include an additional 15; then the cumulative total enrollments that should be listed for Quarter 3 is 30- accounting for enrollments to date.

The instruction above should be adhered to when providing a breakdown for all of the participant measures on this form (e.g. Total Enrollments, Training and Placement Outcomes).

The participant plan should support and correlate with all project exhibits including and not limited to Exhibit 1: Project Narrative, Exhibit 4: Project Site Matrix, Exhibit 5: Workplan and Exhibit 9: Contracts. This will require applicants to review all of the forms submitted during the solicitation process to ensure consistency.

Note that all enrollments and associated participant measures must be entered into CalJOBS. This includes data entry to capture all services provided to participants and associated case management activities.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 3: Target Populations (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

The RERP has established a target population of workers from disadvantaged communities and/or communities impacted by COVID 19. These populations include English Language Learners, Homeless and Housing Insecure, Immigrants and Refugees, Justice-involved Individuals, People with Disabilities, Veterans, Youth, First Generation College Students, Residents of Disadvantaged Communities, Low-income Communities, Individuals in Low Income Households, and Dislocated Workers.

Select all populations that will be served and include details for all other prompts on this exhibit.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 4: Project Site Matrix (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

This exhibit is only required for projects with more than one community college/workforce board partnership within the region serving participants under this grant. If there is more than one partnership proposed, complete this exhibit and include each partnership within the region.

The exhibit currently has space for five sites so if there are more than five add more sections.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 5: Workplan (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

This exhibit is a tool to help projects plan the various components and milestones leading to achievement of project deliverables and assist CWDB staff supporting your project to better understand associated objectives. Provide details on the activities to occur on a quarterly basis throughout the grant term along with their estimated completion dates. This should align with scope of work and goals and deliverables outlined in the project narrative and throughout the application. Activities can carry-over between quarters but this must be clearly outlined. Each activity should include a completion date so if there are recurring activities, the final one needs to show the completion date.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 6: Partner Roles and Responsibilities (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

Form is meant to identify **all partners (including the Fiscal Agents)** and their specific involvement in your project's outcomes and deliverables. Identify partners involved and list them under the appropriate category. Detail their roles and responsibilities and provide the total Match/Leverage contribution as well as the type of contribution (Cash or In-Kind) if partner is providing match contribution. The total Match/Leverage total should be consistent with the amount notated on the cover page, budget summary (Form 7), and throughout the application where Match/In-Kind total is mentioned. This form should include all partners even those that are not receiving funds or providing in-kind match.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 7: Budget Summary (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

Provide clear accounting of all costs associated with the project activities and include the leveraged/match amount, source of leveraged match fund, and type of leveraged fund. For each line item of the project, indicate Admin, In-House, or Contracted with the appropriate requested amount. For reference:

Admin (and Indirect): costs associated with administrative and general functions of the fiscal agent. This includes indirect costs and cannot exceed 10% of the total project amount (not including in-kind).

Program Costs: This should include all expenses for the fiscal agent portion of running program and include contracted funds going to other organizations. All funds going to other organizations should be included in line 12 and align with amounts on Exhibit 9, Contracts.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 8: Budget Narrative (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

Every line item on Exhibit 7: Budget Summary in which you provide a **cost allocation paid directly with grant funds** must be reflected on this exhibit (do not include leverage funding). Enough detail should be provided to justify each allocation. Ensure to include a breakdown for all costs encompassing many items under "Narrative Details" as appropriate. For example, if your total Supportive Service allocation on Exhibit 7 is \$200,000, a break down must be provided on this exhibit detailing what specific supports are being covered by the \$200,000 along with an estimate cost for each (e.g. transportation services-\$50,000, work attire-\$70,000, tools-\$90,000, etc.).

Staff Salaries and Benefits: Enter the job title and a brief description of the roles and responsibilities for each staff working on your project that is being **paid directly with grant funds**. For example: "Case Manager; coordinates services and supports for RERP participants linking them to training and appropriate placement".

For the salaries cost breakdown, include (FTE), fringe benefits, and benefits percentage. Example provided below:

FTE x Monthly Salary x Time ("X" months) = Total Salary

Total Salary x Benefit Percentage (0.00) = Total Benefits

Total Salary + Total Fringe Benefits = Grand Total

***See Case Manager Salaries example provided on exhibit

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Exhibit 9: Contracts (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

If funds are allocated in the Contractual Services line item 12 of the Exhibit 7: **Budget Summary**, complete **Exhibit 9: Contracts**. List all the contracts for the project. Identify the name of contractor, type of contractor, services to provide, number to serve, and fund allocated for each contract. Add more rows if needed. The total amount must match the total in line 12 of **Exhibit 7: Budget Summary**.

If there are multiple projects within the application, provide a breakdown of contractors per Site number aligned with the **Form 1 Project Narrative**.

For RPUs with more than five Local Boards, each Fiscal Agent should complete this form for their portion of the projects.

Forms 10-13 (only one for RPUs with less than five Local Boards and one for each Fiscal Agent identified in RPUs with more than five Local Boards)

Form 10 - Required. Read and sign. Submit back with wet signature.

Form 11 - Required. Read and sign. Submit back with wet signature.

Form 12 - If applicable. Read and sign. Submit back with wet signature.

Form 13 - If applicable (subcontracting funds out). Ready and sign. Submit back with wet signature.

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

RPUs with more than five Local Boards - if your agency is acting as a su-regional Fiscal Agent, complete this form

Project Cost	
Grant Request Total Amount:	\$1,600,000.00
Leverage Total Amount:	\$641,000.00
Lead Fiscal Agent Location	
Address:	505 West Olive Avenue, Suite 550
City & Zip Code:	Sunnyvale, CA 94086
County:	Santa Clara
DUNS Number:	O47897863
Lead Fiscal Agent Point of Contact	
Designated Contact Person:	Luther Jackson
Title:	Program Manager
Email:	ljackson@novaworks.org
Telephone Number:	408-730-7832
Fax Number:	408-730-7643
Fiscal Agent	
IRS Tax ID Number	94-6000438
CA Tax ID Number	800-3876-3
Approval of Authorized Representative	
Name:	Marlena Sessions
Title:	Director
Signature:	SIGNED COVER PAGE INCLUDED SEPARATELY
Date:	6-May-22

Email:

msessions@novaworks.org

**Regional Equity and
Recovery Partnerships
Exhibit 2: Participant Plan**

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

For RPUs with less than five Local Boards - include the totals for entire project. Breakdowns will be captured on other exhibits.

For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, then the amounts should only include your totals (not the whole project for the RPU).

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	TOTALS
	12/2022 (1 month)	1/1/23 - 3/31/23	4/1/23 - 6/30/23	7/1/23 - 9/30/23	10/1/23 - 12/31/23	1/1/24 - 3/31/24	4/1/24 - 6/30/24	7/1/24 - 9/30/24	10/1/24 - 12/31/24	1/1/25 - 3/31/25	4/1/25 - 6/30/25	7/1/25 - 9/30/25	

Participants to be Served													
Individuals Enrolled		5	15	25	40	60	85	110	135	150	160		160
Training													
Enrolled in Training		1	7	17	32	52	77	102	127	142	152		152
Completed Training				8	20	36	58	80	102	114		122	122
Attained Industry-Identified Certificate or Credential								17	34	51	81	92	92
Placement													
Postsecondary Education								3	6	8	12		12
State-Approved Apprenticeship													
Career Advancement - Promotion in Employment (Incumbent Workers)				6		1		3		7		12	12
Employment (New Employees)							9	18	29	44	63	84	84
Add breakdown below													
Industry/Sector New Employment (placed in industry trained for)							9	18	29	41	57	77	77
Non-Industry/Sector New Employment (Other)										3	6	7	7

Regional Equity and Recovery Partnerships

Exhibit 3: Target Populations

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include information for your portion of project

TARGET POPULATION

Refer to the "Target Populations" section of the RFA for guidance, examples, and resources on how to complete this form.

Select all that apply for the target population(s).

Project must serve at least one of the target population listed below.

<input checked="" type="checkbox"/> English Language Learners <input type="checkbox"/> Homeless and Housing Insecure <input type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Justice-Involved Individuals <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Veterans <input type="checkbox"/> Out-Of-School Youth <input type="checkbox"/> First Generation College Students	<input type="checkbox"/> Residents of Disadvantaged Communities (DACs) <input type="checkbox"/> Low-income communities (LICs) <input checked="" type="checkbox"/> Low-income households (LIHs) <input checked="" type="checkbox"/> Dislocated Workers
Total # of individuals to be served:	160

Participant Outcome Goals

Refer to the "RERP Outcomes" section of the RFA for guidance, examples, and resources.

Identify at least one direct, meaningful and assured benefit that your proposed project provides to the target population(s) being targetted.

Select all that apply, but at least one must be selected.

<input checked="" type="checkbox"/> Total # of individuals that will enroll in higher education	152
<input checked="" type="checkbox"/> Total # of individuals that will enter employment	84
<input checked="" type="checkbox"/> Total # of individuals that will attain employment related to training	77
<input checked="" type="checkbox"/> Total # of individuals that will attain credentials or certificates	92
<input checked="" type="checkbox"/> Total # of individuals that will enroll in higher education after attaining credentials or certificates	12

Regional Equity and Recovery Partnerships

RFA #62330

Exhibit 4 : Project Site Matrix

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include information for your portion of project

This form is only required for applications with more than one Community College partnership within the region serving participants under this grant. If there is more than one project site, complete this form and include details for each project site operating within the region. Site numbers should align with **Form 1, Project Narrative**, and be consistent in all forms.

For RPUS with more than five Local Boards - If your agency is acting as a Fiscal Agent, include the projects under your portion of project only.

Note: Number of participants must add up to the same total on **Exhibit 2 Participant Plan**.

Site 1 - Service Delivery	
Areas/Counties Covered Include Local Board and Community College	City and County of San Francisco
Partners Delivering Services	City College of San Francisco & SF Office of Economic and Workforce Development
Participants to be Served	
Individuals Enrolled	40
Individuals Trained	37
Individuals Completing Training	30
Attained Industry Recognized certificate or credential	23
Career Advancement - Promotion in Employment (Incumbent Workers)	

Regional Equity and Recovery Partnerships

Exhibit 4 : Project Site Matrix

RFA #62330

Employment (New Employees)	23
Industry/Sector Employment	22
State Approved Apprenticeship	

Site 2 - Service Delivery	
Areas/Counties Covered Include Local Board and Community College	San Mateo County
Partners Delivering Services	College of San Mateo & NOVA
Participants to be Served	
Individuals Enrolled	40
Individuals Trained	37
Individuals Completing Training	30
Attained Industry Recognized certificate or credential	23
Career Advancement - Promotion in Employment (Incumbent Workers)	
Employment (New Employees)	23
Industry/Sector Employment	23
State Approved Apprenticeship	

Site 3 - Service Delivery	
Areas/Counties Covered Include Local Board and Community College	Santa Clara County
Partners Delivering Services	Mission College, NOVA & work2future
Participants to be Served	
Individuals Enrolled	40
Individuals Trained	37

Regional Equity and Recovery Partnerships

Exhibit 4 : Project Site Matrix

RFA #62330

Individuals Completing Training	30
Attained Industry Recognized certificate or credential	22
Career Advancement - Promotion in Employment (Incumbent Workers)	
Employment (New Employees)	22
Industry/Sector Employment	22
State Approved Apprenticeship	

Site 4 - Service Delivery

Areas/Counties Covered Include Local Board and Community College	Santa Clara County
Partners Delivering Services	Gavilan College & work2future

Participants to be Served

Individuals Enrolled	40
Individuals Trained	32
Individuals Completing Training	32
Attained Industry Recognized certificate or credential	24
Career Advancement - Promotion in Employment (Incumbent Workers)	12
Employment (New Employees)	16
Industry/Sector Employment	10
State Approved Apprenticeship	

Site 5 - Service Delivery

Areas/Counties Covered Include Local Board and Community College	
Partners Delivering Services	
Participants to be Served	
Individuals Enrolled	
Individuals Trained	

Regional Equity and Recovery Partnerships
Exhibit 4 : Project Site Matrix

Individuals Completing Training	
Attained Industry Recognized certificate or credential	
Career Advancement - Promotion in Employment (Incumbent Workers)	
Employment (New Employees)	
Industry/Sector Employment	
State Approved Apprenticeship	

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

Grant Workplan (Activities & Outcomes) If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc... For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	Estimated Completion Dates
Quarter 1: December 2022 (1 month only)	
Project team orientation and organization, contract development and execution, establish weekly meeting for core project team (Sites 1-4) Estimated completion date: February 15, 2023 (ESTIMATED COMPLETION DATES IN COLUMN C IS MALFUNCTIONING)	
Quarter 2: January 1, 2023 - March 31, 2023	
Contract development and execution, weekly team meetings, commence quarterly all hands meetings with project team, RPU directors and college deans to review progress and recommend mid-course corrections. Participant outreach and enrollment. Training commences (Sites 1-4) Fiscal lead reports to CWDB as requested. Activities ongoing throughout grant period.	
Quarter 3: April 1, 2023 - June 30, 2023	
Technical and career navigation training at colleges and RPU boards. Targeted employer outreach and engagement commences. Participant outreach and enrollment. Weekly team meetings. Quarterly all hands meeting. (Sites 1-4)	
Quarter 4: July 1, 2023 - September 30, 2023	

<p>Grant Workplan (Activities & Outcomes) If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc... For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p>Estimated Completion Dates</p>
<p>Training. Participant outreach and enrollment. Employer outreach. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 5: October 1, 2023 - December 31, 2023</p>	
<p>Training. Participant outreach and enrollment. Employer outreach and engagement. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 6: January 1, 2024 - March 31, 2024</p>	
<p>Commence job placement activities. Training. Participant outreach and enrollment. Employer outreach and engagement. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 7: April 1, 2024 - June 30, 2024</p>	

<p>Grant Workplan (Activities & Outcomes) If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc... For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p>Estimated Completion Dates</p>
<p>Job placement. Training. Participant outreach and enrollment. Employer outreach and engagement. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 8: July 1, 2024 - September 30, 2024</p>	
<p>Commence credential exams. Job placement. Training. Participant outreach and enrollment. Employer outreach and engagement. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 9: October 1, 2024 - December 31, 2024</p>	
<p>Credential exams. Job placement. Training. Participant outreach and enrollment. Employer outreach and engagement. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 10: January 1, 2025 - March 31, 2025</p>	
<p>Credential exams. Job placement. Training. Participant outreach and enrollment. Employer outreach and engagement. Weekly team meetings. Quarterly all hands meeting. (sites 1-4)</p>	
<p>Quarter 11: April 1, 2025 - June 30, 2025</p>	

<p>Grant Workplan (Activities & Outcomes) If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc... For RPU's with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p>Estimated Completion Dates</p>
<p>Participant outreach and enrollment early in quarter and then completed on April 30. Training. Credential exams. Job placement. Employment outreach and engagement. Post-grant sustainability planning commences with all partners including employers. Weekly team meetings. Quarterly all hands</p>	
<p>Quarter 12: July 1, 2025 - September 30, 2025</p>	
<p>Program evaluation completed on September 20. Final quarterly all hands meeting on September 15. All training completed on August 1. Weekly team meetings end on September 26. Post-grant sustainability plans implemented on September 26.</p>	

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative (BAEC)

Organization <i>(List entities on your team)</i>	Individuals with Expertise <i>(Provide Name and Title)</i>	Roles <i>(Role within the Partnership)</i>	Responsibilities <i>(Specific tasks/duties expected to complete as a function of the role)</i>	Leverage Amount <i>(In-kind and/or Cash)</i>
INCLUDE ALL PARTNERS (INCLUDING FISCAL AGENT)				
If there are multiple projects then identify partners by Site 1, Site 2, Site 3, etc..				
RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include information for your portion of project				
Local Workforce Development Boards				
NOVA WDB	Luther Jackson, Project Mgr.	fiscal lead, RPU partner oversight and reporting, college coordination	Coordination with colleges and leveraging relationships with CBOs and other community partners. Influencing college curriculum. Facilitating employer relationships. ALL AMOUNTS IN COLUMN E ARE LEVERAGE.	\$25,000.00
SF OEWD	Orrian Willis	RPU partner, oversight and reporting, college coordination	Coordination with colleges and leveraging relationships with CBOs and other community partners. Influencing college curriculum. Facilitating employer relationships.	\$200,000.00
work2future	Lawrence Thoo	RPU partner, oversight and reporting, college coordination	Coordination with colleges and leveraging relationships with CBOs and other community partners. Influencing college curriculum. Facilitating employer relationships.	\$55,000.00
				\$0.00
				\$0.00

				\$0.00
				\$0.00
Community Colleges and Adult Education Schools				
Gavilan College	Susan Sweeney, Interim Dean	College partner	Curriculum development, training, student outreach, employer engagement	\$200,000.00
City College of San Francisco	John Halpin, Associate Dean	College partner	Curriculum development, training, student outreach, employer engagement	\$36,000.00
College of San Mateo	Alex Kramer, Workforce Director	College partner	Curriculum development, training, student outreach, employer engagement	\$100,000.00
Mission College	Clement Lam, Dean	College partner	Curriculum development, training, student outreach, employer engagement	\$25,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Employers				
California Life Sciences	TBD	Industry association/Employer partner	Provision of labor market intelligence, informing college curriculum, hiring participants	\$0.00
Applied Materials	TBD	Employer partner	Provision of labor market intelligence, informing college curriculum, hiring participants	\$0.00
Twilio	TBD	Employer partner	Provision of labor market intelligence, informing college curriculum, hiring participants	\$0.00
LinkedIn	TBD	Employer partner	Provision of labor market intelligence, informing college curriculum, hiring participants	\$0.00

TEKSystems	TBD	Employer partner	Provision of labor market intelligence, informing college curriculum, hiring participants	\$0.00
				\$0.00
Worker Representatives				
				\$0.00
				\$0.00
				\$0.00
Environmental and Environmental Justice Organizations				
				\$0.00
				\$0.00
				\$0.00
Non-Profit and Community Based Organizations				
Samaritan House	Bart Charlow, CEO	CBO partner	Providing access to diverse talent	\$0.00
Bay Area Video Coalition	TBD	CBO partner	Subject matter expertise and data administration	\$0.00
Goodwill of Silicon Valley	Trish Dorsey, Vice President	CBO partner	Providing access to diverse talent	\$0.00
				\$0.00
				\$0.00
Other				
ACCEL adult school consortium	K'Ryn Holder-Jackson	Educational partner	Providing access to diverse talent and building talent pipelines to BAEC initiative	\$0.00
				\$0.00
				\$0.00
				\$0.00
			Total	\$641,000.00

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include expenditures for your portion of project

Budget Line Item	Admin* (10% Cap)	Program	Grant Request Total	Leveraged Amount	Total Funds	Source of Leverage Fund	Type of Leverage Fund
1 Staff Salaries and Fringe Benefits	\$87,793.00	\$512,188.00	\$599,981.00	\$25,000.00	\$624,981.00	WIOA	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind
2 Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
3 Operating Expenses							
Facilities Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
Other	\$21,948.00	\$128,048.00	\$149,996.00	\$0.00	\$149,996.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
4 Equipment Purchases & Furniture							
Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
5 Instructional Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
6 Tuition Payments/Vouchers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
7 Training Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
8 Work Experience Wages - WEX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
9 Supportive Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
10 Indirect Costs*	\$50,023.00		\$50,023.00	\$0.00	\$50,023.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
11 Other Program Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
12 Contractual Services	\$0.00	\$800,000.00	\$800,000.00	\$616,000.00	\$1,416,000.00	Various	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind
Budget Total	\$159,764.00	\$1,440,236.00	\$1,600,000.00	\$641,000.00	\$2,241,000.00		

	Total Cost
Admin & Indirect Costs Total*	\$159,764.00
Program Total	\$1,440,236.00
Grant Budget Total	\$1,600,000.00

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include information for your portion of project

1. Staff Salaries and Benefits				
Job Titles of Staff; Roles and Responsibilities	Salaries (FTE x Monthly Salary x Months Allocated to Project)	Benefit %	Total Benefits (Salaries x Benefit %)	Total Salaries (Salaries + Benefits)
EXAMPLE-DO NOT INCLUDE IN CALCULATIONS				
Case Manager- Coordinates services and supports for RERP participants linking them to training and appropriate placement	\$32,400.00	24%	\$7,776.00	\$40,176.00
Regional Organizer - Convenes grant project teams, reporting to CWDB, engaging regional partners in grant, supporting participant outreach activities	\$189,196.00	58.7%	\$ 111,058.00	\$300,254.00
Career Advisor - coordinates services and supports for RERP participants linking them to training and appropriate placement	\$82,380.00	58.7%	\$ 48,357.00	\$130,737.00
Program Supervisor - Supervision and support for Career Advisor and community partners	\$29,498.00	58.7%	\$ 17,315.00	\$46,813.00
Eligibility Specialist - Performs eligibility functions, participant data entry & tracking	\$14,986.00	58.7%	\$ 8,797.00	\$23,783.00
MIS Administrator - CalJOBS data uploads, Participant reporting	\$6,680.00	58.7%	\$ 3,921.00	\$10,601.00
Contracts Analyst - Contract administration/analysis, performance review, budget vs actual reconciliation	\$25,497.00	58.7%	\$ 14,967.00	\$40,464.00
Accountant - Contractor Invoice review & payment, financial reporting	\$29,823.00	58.7%	\$ 17,506.00	\$47,329.00
				\$0.00
Subtotal				\$599,981.00
Budget Line Item	Narrative Details			Budget Amount
2. Staff Travel				\$0.00
3. Operating Expenses				
Facilities Rent				\$0.00
Office Supplies				\$0.00
Communications				\$0.00
Other	Cost Allocation for direct department Operating Expense. Expense includes facilities, maintenance, security, computer/copier usage phones, internet, supplies, etc. Estimated at 25% of total			\$149,996.00
4. Equipment Purchases & Furniture				
Purchases				\$0.00
Leases				\$0.00
5. Instructional Materials and Supplies				\$0.00
6. Tuition Payments/Vouchers				\$0.00
7. Training Costs				\$0.00
8. Work Experience Wages - WEX				\$0.00
9. Supportive Services				\$0.00

10. Indirect Costs	City of Sunnyvale Indirect Cost rate of 6.67% applied to non-contractual services. Base = Salaries \$599,981 + OpEx 149,996 = \$749,977. base. Base of \$800,000*6.67% = \$50.023		\$50,023.00
11. Other Program Services			\$0.00
12. Contractual Services	Contracts for services provided by partners workforce boards and community colleges. See exhibit 9		\$800,000.00
Total Budget Amount of Awarded Fund:			#####

Fiscal Agent:	NOVA Workforce Development Board			
Project Name:	Bay Area Equity Collaborative			
If there are multiple projects provide a breakdown per Site number				
RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include information for your portion of project				
Name of Contractor	Organization Type	Services Provided	Participants Served (If applicable)	Funds Allocated
SF OEWD	local workforce board	Coordination with colleges and leveraging relationships with	forty individuals	\$350,000.00
work2future	local workforce board	Coordination with colleges and leveraging relationships with		\$300,000.00
Gavilan College	community college	Curriculum development, training, student outreach,	forty	\$50,000.00
College of San Mateo	community college	Curriculum development, training, student outreach,	forty	\$50,000.00
Mission College	community college	Curriculum development, training, student outreach,	forty	\$50,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total				\$800,000.00

The undersigned in submitting this document hereby certifies the following:

I am aware of the provisions of section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provision before commencing the performance of the work of this Agreement.

Signature:

Name and Title (Print of Type):

Date:

Firm Name:

Street Address:

City, State, Zip:

Certification

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Print):

Federal ID Number:

Authorized by (Signature):

Printed Name and Title (of Authorized Individual):

Date Executed:

Executed in County of:

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 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.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 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. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website (<https://www.dir.ca.gov/>) and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. **DOMESTIC PARTNERS:** For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. **GENDER IDENTITY:** For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

Public Contract Code, Sections 10475-10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do not need to complete this form.

OPTION #1 – CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Print):

Federal ID Number:

Authorized by (Signature):

Print Name and Title of Person Singning:

Date Executed:

Executed in County of:

OPTION #2 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code, Section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is the best interest of the state. If you are a scrutinized company that has obtained written permission from DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code, Section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code, Section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.



Contractor/Bidder Firm Name (Print):

Federal ID Number:

Authorized by (Signature):

Print Name and Title of Person Signing:

A completed copy of the Bidder Declaration form must be included with your response for each grant. The form can be found on the Department of General Services website at the following address:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

CWDB Regional Equity and Recovery Partnerships - Bay Area Equity Collaborative (December 1, 2022 - September 30, 2025)

Budget Item	Total
<u>OEWD</u>	
Personnel & Fringe - 9774 Senior Community Development Specialist	\$ 115,000
Total OEWD Cost	\$ 115,000
<u>Contractual</u>	
Marketing	\$ 40,000
Workforce Development Services	\$ 195,000
Total Contract Cost	\$ 235,000
Total Budget	\$ 350,000
OEWD Leverage	\$ 200,000

Budget Item	WIOA Fund Leverage	JIF Fund Leverage	Total Leverage
OEWD			
Personnel & Fringe - 9774 Senior Community Development Specialist	20,000.00	40,000.00	\$ 60,000.00
Total OEWD Cost	\$ 20,000.00	\$ 40,000.00	\$ 60,000.00
Contractual			
CCSF TechSF OST	25,000.00	25,000.00	\$ 50,000.00
JVS TechSF OST	25,000.00	25,000.00	\$ 50,000.00
BAVC TechSF Apprenticeship Coordinator		40,000.00	\$ 40,000.00
Total Contract Cost	\$ 50,000.00	\$ 90,000.00	\$ 140,000.00
Total Budget	\$ 70,000.00	\$ 130,000.00	\$ 200,000.00

PeopleSoft Chartfields:	WIOA Fund Leverage	JIF Fund Leverage
Department	207766	207766
Fund	10770	10690
Authority	10001	10001
Project	10039121/10039123	10039654
Activity	0001	0001


Department Group: ECN									
Department Code: 207766									
Fund Code: 10770									
Authority Code: 10001									
Project Code: 10039123									
Activity Code: 1									
Account Lvl 2 Name	Account Lvl 5 Code	Account Lvl 3 Desc	Sum of Revised Budget	Sum of GL Actuals	Sum of Encumbrance	Sum of Pre-Encumbrance	Sum of Surplus/Savings(Shortfall/Overspending)	Sum of Reserved Budget	Sum of Available Balance
Revenue	4400	Intergovernmental: Federal	1,599,935.00	-	-	-	(1,599,935.00)	-	(1,599,935.00)
Revenue Total			1,599,935.00				(1,599,935.00)		(1,599,935.00)
Expenditures	5010	Salaries	549,117.00	-	-	-	549,117.00	-	549,117.00
	5130	Mandatory Fringe Benefits	224,887.00	-	-	-	224,887.00	-	224,887.00
	5200	Overhead and Allocations	159,993.00	-	-	-	159,993.00	-	159,993.00
	5380	City Grant Program	665,938.00	14,716.84	697,875.64	-	(46,654.48)	-	(46,654.48)
Expenditures Total			1,599,935.00	14,716.84	697,875.64		887,342.52		887,342.52
Grand Total			3,199,870.00	14,716.84	697,875.64		(712,592.48)		(712,592.48)

Department Group: ECN									
Department Code: 207766									
Fund Code: 10770									
Authority Code: 10001									
Project Code: 10039121									
Activity Code: 1									
Account Lvl 2 Name	Account Lvl 5 Code	Account Lvl 3 Desc	Sum of Revised Budget	Sum of GL Actuals	Sum of Encumbrance	Sum of Pre-Encumbrance	Sum of Surplus/Savings(Shortfall/Overspending)	Sum of Reserved Budget	Sum of Available Balance
Revenue	4400	Intergovernmental: Federal	1,154,481.00	-	-	-	(1,154,481.00)	-	(1,154,481.00)
Revenue Total			1,154,481.00				(1,154,481.00)		(1,154,481.00)
Expenditures	5010	Salaries	325,831.43	-	-	-	325,831.43	-	325,831.43
	5130	Mandatory Fringe Benefits	125,964.60	-	-	-	125,964.60	-	125,964.60
	5200	Overhead and Allocations	115,447.91	-	-	-	115,447.91	-	115,447.91
	5380	City Grant Program	586,143.31	4,358.80	1,112,887.13	-	(531,102.62)	-	(531,102.62)
	5400	Materials & Supplies	1,093.75	-	-	-	1,093.75	-	1,093.75
Expenditures Total			1,154,481.00	4,358.80	1,112,887.13		37,235.07		37,235.07
Grand Total			2,308,962.00	4,358.80	1,112,887.13		(1,117,245.93)		(1,117,245.93)

**Regional Equity and Recovery
Partnerships
Cover Page**

Fiscal Agent:	NOVA Workforce Development Board
Regional Planning Unit:	Bay Peninsula
Project Name:	Bay Area Equity Collaborative

RPUs with more than five Local Boards - if your agency is acting as a su-regional Fiscal Agent, complete this form

Project Cost	
Grant Request Total Amount:	\$1,600,000.00
Leverage/Match Total Amount:	\$641,000.00
Lead Fiscal Agent Location	
Address:	505 West Olive Avenue, Suite 550
City & Zip Code:	Sunnyvale, CA 94086
County:	Santa Clara
DUNS Number:	O47897863
Lead Fiscal Agent Point of Contact	
Designated Contact Person:	Luther Jackson
Title:	Program Manager
Email:	ljackson@novaworks.org
Telephone Number:	408-730-7832
Fax Number:	408-730-7643
Fiscal Agent	
IRS Tax ID Number	94-6000438
CA Tax ID Number	800-3876-3
Approval of Authorized Representative	
Name:	Marlena Sessions
Title:	Director
Signature:	
Date:	6-May-22
Email:	msessions@novaworks.org



Regional Equity and Recovery Partnerships

Supporting Regional Workforce Development Board and
Community College Consortia Partnerships

Request for Applications
#76054

February 2022

The California Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests meant for services, aids, and special formats may be available by calling the California` Workforce Development Board at (916) 657-1440. TTY users, please call the California Relay Service at 711.

Table of Contents

Regional Equity and Recovery Partnerships	i
Section One: Overview	1
Introduction	1
Background	2
RERP Objectives and Activities:	3
Target Populations.....	4
RERP Outcomes	6
Eligible Applicants.....	7
Section Two: Reporting to the State	8
Quarterly Narrative & Supplemental Reporting	8
CalJOBS	8
Periodic Review and Information Requests	8
Grant Oversight	8
CWDB Regional Support	8
Invoicing.....	9
Section Three: Funding, Awards and Number of Participants Served Requirements	10
Funding	10
Grant Award and Number of Participant Served Requirement	10
Section Four: Significant Dates.....	12
Application & Award Timeline.....	12
Application Workshops.....	12
Workshop Logistics	12
Weekly Q&A	12
Section Five: Application Submission Instructions.....	14
Application Deadline	14
Submitting an Application	14
Exhibit Format	14
Section Six: Application Requirements	15
Required Exhibits and Form	15
Rubric Tables & Scoring Criteria	16
Scoring Criteria	16
RERP Project Scoring.....	16
Recommendation for Funding.....	19
Requests for Additional Information.....	19

Rejection of Application	19
Appeal.....	20
Disposition of Application	20
Section Seven: Appendices	21
Appendix A – Sample Standard Agreement	21
Appendix B & C – Intentionally Omitted	31
Appendix D – Allowable Expenditures Guidance	32
Appendix E – Service Cash Invoice	33

Section One: Overview

Introduction

The Labor and Workforce Development Agency (LWDA) and the California Workforce Development Board (CWDB) are pleased to announce \$24,050,000 in competitive grants to fund Regional Equity and Recovery Partnerships (RERP) between Local Workforce Development Boards and Community College Regional Consortia.

RERP represents an acceleration and deepening of the existing Regional Plan Implementation efforts and will support and invest in partnerships attempting to add high road approaches to existing sector strategies and career pathway programs. “High Road” is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include, but are not limited to interventions that:

- Improve job quality and job access, including for women and people from underserved and underrepresented populations.
- Meet the skill and profitability needs of employers.
- Meet the economic, social, and environmental needs of the community.

The RERP seeks to enhance and expand existing cross-system planning of regionally organized workforce development boards in the [15 Regional Planning Units \(RPU\)](#) established in the [California 2020-2023 Unified Strategic Workforce Development Plan](#) and the [7 Regional Consortia](#) of Career Education faculty and administrators representing California’s 10 Community College regions. It builds on the regional planning identified in the Governor’s 2020-2023 Unified Strategic Workforce Development Plan, the regional plans developed by California’s 15 RPUs, and [Strong Workforce](#) Program Career and Technical Education plans developed by the [Community College Regional Consortia](#) and will provide funding to implement partnerships to serve 2,500 individuals statewide over three years.

Building upon existing regional and industry planning efforts, successful RERP projects will identify quality jobs in the region and build pathways to those jobs in close partnership with community colleges, multiple employers, and other stakeholders in the target industries. Service strategies will include strategies that prepare individuals from disadvantaged communities and those most impacted by the economic shock of COVID to successfully enter and complete training and enter good quality jobs in target industry sectors. Service strategies include:

- Regional organizing and coordination of partnerships between workforce boards, community colleges, employers, and the workforce system to build pathways to jobs in target industries described in the regional plans.
- Short-term targeted education interventions to increase workforce preparation, including English language, basic adult education skills, digital literacy, or certifications leading to successful entry into or participation in training.

- Opportunities for earn and learn training strategies, including apprenticeship, on-the-job training, paid internships, and/or work experience.
- Attainment of Industry-valued credentials and certificates for jobs in targeted industry sectors.
- Counseling and mentoring, supportive services, and/or income supports.
- Job placement activities.

Projects should focus on successfully leveraging and integrating community college priorities such as industry-valued credentials, digital literacy, dual enrollment, credit for prior learning, and work-based learning, with workforce development priorities of economic recovery, racial justice, and equity, and digital access and literacy.

Background

Since 2014 the CWDB and local Workforce Development Boards (LWDB) have championed efforts to accelerate income mobility through regional collaboration. Starting with Slingshot funding, Local Workforce Development Boards (LWDB) have developed regions to work with industry, education, labor, workforce development, and economic development leaders to identify and solve regional employment challenges and have continued under Regional Plan Implementation funding to support system alignment, partnership building, employer engagement, sector strategies, and development of service strategies focusing serving individuals with barriers to employment.

The RERP funds will provide funding to expand and implement the partnerships and service strategies designed in the Slingshot and Regional Plan Implementation efforts to train 2,500 individuals with barriers to employment over the three-year grant term and incorporate the following elements of California's High Road approach:

- **Industry Led Problem Solving** - Industry leadership changes training from something that increases a participant's chances of getting a job to training that is designed explicitly to help participants get and keep identified and available jobs. Successful partnerships start with the jobs and have a plan to fill actual jobs needed by actual employers in their region.
- **Partnership** – Industry leaders (employers and workers and, where relevant, their unions) jointly and explicitly agree to collaborate in a sustained and formal way, providing the backbone for ongoing problem solving and coordination with workforce and economic development entities, education, community-based groups, and other stakeholders.
- **Worker Wisdom is incorporated throughout Partnership Efforts** – Partnerships include innovative ways of incorporating worker voice into training strategies and tactics to fully understand industry workforce needs, develop and implement job training, and evaluate and celebrate success.

RERP Objectives and Activities:

The objectives for the RERP application focus on:

- Strengthening and expanding regional industry partnerships between Workforce Boards, community colleges, industry, America’s Job Centers of California (AJCC), workforce system partners, and organized labor (including in regions/industry sectors where workers are represented by unions).
- Equity, job quality, income mobility, and industry-led regional partnerships focused on a skills infrastructure that builds more robust and resilient regional economies.
- Training for target populations that achieve higher rates of employment in jobs with career and income mobility.
- Integration of community college priorities, per AB 132 section 87(c), shall focus on integrating community college priorities into programs identified and developed by regional equity and recovery partnerships, including, but not limited to, awarding credit for prior learning, creating work-based learning opportunities, providing academic and career supports, and providing an on-ramp to credit pathways that lead to industry-valued credentials or degrees, industry-valued credentials, digital literacy, with workforce development priorities of economic recovery, racial justice and equity.

RERP activities include:

- Regional organizing and coordination of partnership between workforce boards, community colleges, employers, labor, and other stakeholders to build pathways for jobs in target industries described in regional plans, and may include funding intermediary(ies) to grow RERP projects into high road training partnerships.
- Service strategies that prepare target populations to successfully enter and complete training and retain good quality jobs in the target industry sectors, including:
 - short-term targeted education interventions to increase workforce preparation,
 - English language instruction,
 - Adult basic education,
 - Digital literacy, or
 - Certifications leading to successful entry into, or participation in, training.
- Attainment of Industry-valued credentials and certificates for jobs in targeted industry sectors and/or high road training partnerships.
- Earn and learn training strategies, including apprenticeship, on-the-job training, paid internships, and/or work experience.
- Counseling, case management, mentoring, and follow-up.
- Supportive services and/or income supports.
- Job placement activities in quality jobs.

Regional Organizers

Applicants must include the staffing costs for one Regional Organizer (RO) in their application

and identify which Local Board will staff the RO. The RO will assist Local Board Directors within the RPU in identifying and enhancing partnerships with industry, education, and workforce development. The ROs will be responsible to gather all information for the quarterly narrative reports (including CalJOBS reports) and submit one regional quarter report on behalf of the RPU to the CWDB. ROs maintain ongoing collaborations to accomplish regional plan goals and enhance communication between LWDBs, colleges, regional consortia, and the state. The CWDB Statewide Partnerships Team will work with ROs to provide support and engage in problem-solving and capacity building.

Leveraged Costs

RERP Partnerships are expected to leverage funds from a variety of sources (California Community College Strong Workforce Program, California Adult Education Program, WIOA, and/ or foundation funding). Successful applicants will leverage and integrate community college priorities such as industry-valued credentials, digital literacy, credit for prior learning, or work-based learning with workforce development priorities of economic recovery, racial justice and equity, and digital literacy.

Workbook Exhibit 6, Partners Roles and Responsibilities should include descriptions of leveraged funding and activities provided by all partners.

Target Populations

Applications must include a description of the target populations to be served (Workbook Exhibit 3: Target Populations). RERP RPI applicants should prioritize at least one of the following Target Populations to be served:

- **English Language Learners¹:** An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language and (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.
- **Homeless and Housing Insecure²:** A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual's current housing situation.
- **Immigrants³:** An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant

¹ WIOA Public Law 113-128, Section 203(7)(a) and (b)

² 42 U.S.C. Section 11302 103(a) and (b)

³ WIOA Public Law 113-128, Sections 167(1) and 188(a)5

or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.

- **Justice-involved Individuals**⁴: A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process, and for whom services may be beneficial, or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- **People with Disabilities**⁵: People with Disabilities (PWD) is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.
- **Veterans**⁶: A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. The eligible participants in this program are veterans in at least one of the following priority groups. Each group is different and has characteristics; however, individual veteran participants can belong to more than one group.
- **Youth**⁷: For the purposes of this RFA, a youth is an individual that meets the criteria for WIOA eligible out-of-school youth ages 18-24.
- **First-generation college students**: a first-generation college student as one for whom no parent or guardian has earned more than a high school diploma or ever attended college.⁸
- **Residents of disadvantaged communities (DACs)**: Disadvantaged communities are identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in [CalEnviroScreen 3.0](#): a screening tool used to help identify communities. The map of SB 535 disadvantaged communities can be found on the CalEPA's [Office of Environmental Health Hazard Assessment \(OEHHA\)](#) website.
- **Low-income communities (LICs)**: are census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to [California Health and Safety Code, Section 50093](#).
- **Low-income households (LIHs)**: are those with household incomes at or below 80 percent of the statewide median income or with household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to Section 50093.
- **Dislocated Workers**: are individuals who have been terminated or laid off, or has received a notice of termination or layoff; is eligible for or has exhausted entitlement to unemployment compensation; were self-employed (including employment as a farmer, a rancher, or a fisherman) but unemployed as a result of general economic conditions in the

⁴ WIOA Public Law 113-128, Section 3(38)(a) and (b)

⁵ 42 U.S.C. Section 12102 1(a)(b)(c)

⁶ 38 U.S.C. Section 101

⁷ WIOA Public Law 113-128, Section 129(a)(1)(B)

⁸ https://datamart.cccco.edu/App_Doc/Scorecard_Data_Mart_Specs.pdf

community in which the individual resides or because of natural disasters, or is long term unemployed and unlikely to return to a previous industry or occupation;

Projects must serve at least one of the target populations listed above. Individuals may fall in more than one target population (Example: someone can be both homeless/housing insecure and a veteran and would be tracked as both). It is the responsibility of the Awardee/Contractor to thoroughly screen and determine that an individual meets the selected target population definition. The Awardee/Contractor should be able to provide documentation showing how the individual was vetted and meets the criteria.

RERP Outcomes

Each region must set a goal and report on:

- Targeted Industries and Occupations
- Total number of individuals to be served and demographics of target population
- Total number of individuals served that enroll in higher education
- Employment – Percent of individuals served that will enter employment
- Training Related Employment – Percent of individuals served that will attain employment related to training
- Wages of individuals that enter employment
- Credentials/ certificates awarded – Percent of individuals enrolled in higher education that attain credentials or certificates

The CWDB wishes to ensure that individuals, employers, educators, and training providers have access to the most complete, current, and beneficial information about providers, programs credentials, and competencies supported with these public funds. As such, in addition to the data reporting requirements listed above all information related to the credentials awarded must be made publicly available using linked open data formats that support full transparency. The information required to be reported includes but is not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types) and competencies (knowledge, skills, and abilities). Examples include course listings on Community College or Local Board websites or use of products like Credential Engine.

- A third-party evaluator will be funded to conduct an evaluation of the RERP, and all grantees will be expected to work with the evaluation team to identify promising practices, successful strategies and lessons learned.
- RERP Evaluator will work with regions to assess and report on progress made on the following Regional Indicators of Coordination and Alignment:
 - Region has a process to communicate industry (demand-side) workforce needs to workforce system (supply-side) partners
 - Region has policies supporting equity, job quality, and the improvement of job quality
 - Region has a shared target populations of emphasis

- Region shares/pools resources to provide services, supports, training, and education to meet target population needs
- As a part this RFA, CWDB is running a pilot to allow multiple sub-regional fiscal agents in RPUs that have five or more Local Boards. The RERP Evaluator will evaluate administrative efficiencies of this funding model to determine if allowing direct funding will alleviate administrative burden and increase focus on regional cooperation and high road principles.

Eligible Applicants

- Eligible applicant must be a local workforce development board that represents the workforce boards and other workforce stakeholders collaborating within an RPU. The Applicant will also act as the fiscal agent for the partnership.
- The application must identify the collaborating community colleges in a CCCCCO region.
- There are two options for applying:
 - RPUs with less than five Local Boards must submit only one application, on behalf of the partnership, and identify a single Lead Fiscal Agent (the Applicant), who will receive the funds for the RPU. The Lead Fiscal Agent will be responsible to distribute funds to partner Local Boards.
 - RPUS with more than five Local Boards must submit only one application, on behalf of the partnership, but has the option to include up to three (3) sub-regional Fiscal Agents in the application, and each Fiscal Agent will be directly funded.
 - Fiscal Agents can only be Local Boards.
 - This will be a joint application by the Fiscal Agent(s) but each Fiscal Agent will enter into a contract with the CWDB with their own set of exhibits.
 - The application must identify which Local Board is staffing the Regional Organizer.
 - An exhibit workbook will be required from each Fiscal Agent identified in **Form 1, Project Narrative**.
 - This application option will be a pilot and will be evaluated to assess the value of removing administrative burdens at the regional level resulting in an increase in instituting high road principles in projects.
- The application can include multiple projects within the RPU. If there are multiple projects, then the project narrative and exhibits must clearly explain each project and include partner roles and responsibilities. Each project needs to be listed on **Form 1, Project Narrative** of the application by site number and those site numbers need to be used throughout the application. For RPUs with sub-regional Fiscal Agents, site numbers should be accompanied by the Fiscal Agent Board. For example, XXX WDB, Site 1.

Section Two: Reporting to the State

Quarterly Narrative & Supplemental Reporting

The CWDB will provide customized templates that include all required reporting fields. Grantees will be required to track and report out on all elements outlined in the RERP Outcomes section of this RFA on a quarterly basis. Required reporting on project partnership, and participant data along with reporting dates will be determined prior to grant implementation. They will be shared with grantees prior to the start of the grant term.

For RPU's that have more than five Local Boards – the RO will be responsible to gather all needed information and data to submit one regional quarterly report packet to the CWDB.

CalJOBS

Grantees will be required to track and enter all relevant participant data into CalJOBS – including but not limited to all services provided and relevant case management activities. The Lead Fiscal Agent or sub-regional Fiscal Agents, applying on behalf of the partnership can contract out all of the responsibilities pertaining to the use of CalJOBS, including and not limited to data entry coordination and collection. Nonetheless, it will be the Fiscal Agent's responsibility to ensure that data is to every extent feasible, complete, and accurate.

The entity/entities responsible for ensuring all program data is captured in CalJOBS in a timely manner shall be clearly identified in the narrative proposal and corresponding application exhibits. The CWDB Policy Team will issue follow-up guidance providing specific information on the required data collection and reporting procedures. This guidance will be shared with awarded applicants prior to the start of the grant term.

Periodic Review and Information Requests

The CWDB may conduct periodic reviews or request information from selected projects as needed throughout the grant term.

If a funding recipient is not performing in accordance with program requirements, the recipient will be subject to the remedies for non-performance.

Grant Oversight

The CWDB Program Branch will provide day-to-day grant oversight, administrative assistance, and project management – this includes contract, fiscal, reporting, and grant technical assistance.

CWDB Regional Support

The CWDB Statewide Partnerships Team will work with RERP projects and Technical Assistance (TA) providers to provide support and engage in problem solving and capacity building.

Invoicing

Under no circumstances can the State pay for services provided prior to the start date or the final contract approval of the State, whichever is later. Final approval occurs when all parties have signed the Standard Agreement, with the latest signature date being the date of final approval.

The CWDB will compensate the Contractor for services satisfactorily rendered and upon receipt and approval of the invoices, in accordance with the approved Budget Summary. The total invoiced amount shall not exceed the award amount. The Grantee shall maintain thorough accounting ledgers to support all charges and year-to-date expenditures of grant funds.

This grant operates on a reimbursement structure. Fiscal Agents are required to invoice monthly to receive payment. Invoices are due by the 20th of the month each month. If the 20th falls on a weekend or holiday, the report will be due the following business day. Under the [California Prompt Payment Act](#), payment should be received within 45 calendar days from the date the invoice is received from the Fiscal Agent.

Section Three: Funding, Awards and Number of Participants Served Requirements

Funding

Funding under this RFA will be provided through the California General Funds RERP allocation. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The CWDB reserves the right to adjust the total number, duration, and amount of each grant award, including allocating additional funds above the requested amounts.

Funding amount requests should be clearly justified and outlined within the Narrative, Budget Summary, and Budget Detail – including breakdown of all costs within a line item and thorough descriptions captured under “Narrative Details”. If this level of detail is not provided, the application may be disqualified due to inability to review scope of work, activities, outcomes, and deliverables due to unclear budget and use of grant funds. If additional information is needed to justify funding requests, the CWDB reserves the right to request additional information.

Two options to apply:

For RPUs with less than five Local Boards - Only one budget may be submitted with the application on behalf of the partnership. The Applicant, also referred to as the Fiscal Agent, is responsible for releasing and distributing funds to partnering organizations once awarded. Each partnering contractor receiving money must be identified, with services provided and funds allocated clearly outlined on Exhibit 9: Contracts.

For RPUs with more than five Local Boards – If a decision is made to have multiple sub-regional Fiscal Agents who are directly funded by the CWDB, then an exhibit workbook must be submitted by each Fiscal Agent, as part of the application packet. All forms in the exhibit workbook must be entirely filled out by each Fiscal Agent with signatures. Each Fiscal Agent will enter into a contract with the CWDB. While funds will be allocated to each Fiscal Agent, the project must remain regional.

Grant Award and Number of Participant Served Requirement

The chart below outlines the amounts being allocated to each RPU and the minimum number participants that must be served. Projected award amounts are based on the number of Local Workforce Development Boards in an RPU and range from \$600,000 to \$4,900,000, and the project duration is intended to be 34 months. A total of 2,500 must be served with the RERP funds, so CWDB has based the number to be served by an average cost of \$9,500 per participant. The RPU has the option to serve more and adjust the cost per participant but must serve the minimum amount in the chart below.

The CWDB retains authority to increase or decrease the final award based on the evaluation of the application response and scores. The application needs to provide a sufficient response on all criteria being requested.

RPU	Projected Award	Participants to be served
Bay Peninsula	\$ 1,500,000	158
Capital	\$ 1,500,000	158
East Bay	\$ 1,500,000	158
Inland Empire	\$ 1,150,000	121
LA Basin	\$ 4,900,000	516
Middle Sierra	\$ 600,000	63
North Bay	\$ 1,300,000	137
North Coast	\$ 600,000	63
North State	\$ 600,000	63
Northern Central Coast	\$ 1,300,000	137
Orange	\$ 1,300,000	137
San Joaquin	\$ 4,900,000	516
Southern Border	\$ 1,150,000	121
Southern Central Coast	\$ 1,150,000	121
Ventura	\$ 600,000	63

No obligation or commitment of funds will be allowed prior to or beyond the grant term end date. Any grant funds not expended during the grant period will be returned to the State.

Section Four: Significant Dates

Application & Award Timeline

Event	Date*
RFA Release Date	February 15, 2022
Application Workshop / Live Q&A	Application Workshop February 16, 2022
Weekly Q&A Postings	Weekly starting February 18, 2022 Final Q&A posting will be April 15, 2022 Final questions must be submitted by April 12, 2022
Applications Due	April 22, 2022
Award Announcement*	June 1, 2022
Estimated Grant Term*	December 1, 2022 through September 30, 2025

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

Application Workshops

This workshop will provide an overview of the purpose of RERP and the intent and goals outlined within this RFA. This workshop will be followed by a virtual Q&A.

If questions related to the RERP requirements come up at any point during the application period and after this workshop, please utilize the Weekly Q&A process.

Workshop Logistics

[Register for the Application Webinar here.](#)

Application Workshop details, including the webinar link and conference call information, will be sent to registered participants. Failure to attend the Application Workshops will not preclude the submission of an application.

Questions will be taken during the Application Workshop and posted on the [CWDB'S Regional Collaboration/Regional Plan Implementation webpage](#). Emailed questions must be sent to RERPInfo@cwdb.ca.gov.

Any verbal communication with the CWDB concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.

Weekly Q&A

To adhere to the legality and transparency requirements of the solicitation process, individual CWDB staff cannot respond directly to inquiries or engage with potential applicants during the solicitation period.

All questions regarding this RFA shall be sent via email to RERPInfo@cwdb.ca.gov. Cumulative

questions and answers will be posted on the [CWDB'S Regional Collaboration/Regional Plan Implementation webpage](#) on a weekly basis (posted each Friday) until March 25, 2022 (questions must be submitted by March 22, 2022, 12:00PM Pacific Time).

Please use "RERP Q&A" in subject line for all application/RFA related questions.

Section Five: Application Submission Instructions

This RFA contains the requirements that applicants must meet in order to submit a responsive application. This RFA provides information regarding the format in which applications must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicant's responsibilities.

The following are incorporated by reference as part of this RFA:

- GTC - 04/2017- General Terms and Conditions for all contracts except Interagency Agreements
- CCC - 04/2017- Contractor Certification Clauses effective

These documents can be found on the [Department of General Services website](#).

Application Deadline

The deadline for applications is Friday, April 22, 2022 at 3:00 PM Pacific Time. Late applications will not be accepted.

Submitting an Application

Applications must be submitted electronically to RERInfo@cwdb.ca.gov.

Application documents must be submitted in one .ZIP file using the naming convention:

“RERP_[Enter RPU]”

Exhibit Format

Application exhibits and forms must be submitted in their original format unless they require a wet signature.

Wet Signature

A wet signature refers to the Authorized Representative for the project placing a physical signature on a hard copy of a document as part of the application requirement and submitting electronically (e.g. email) making it legally binding.

Documents requiring wet signature must be submitted in PDF form and include:

- Cover Page
- Form 10: Worker's Compensation Certification
- Form 11: Contractor Certification Clause
- Form 12: Darfur Contracting Act Certification
- Form 13: Bidder Declaration

Section Six: Application Requirements

All applications must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. **Applications that do not adhere to these requirements may be determined non-responsive and will not be considered for funding.**

All applications must use 12-point font and provide responses in Form 1 Project Narrative. The CWDB does not require single or double-spacing in the Narrative, it is up to the applicant's discretion.

For RPUs with more than five Local Boards only - If an RPU with more than five Local Boards chooses to have multiple sub-regional Fiscal Agents, the project is still considered regional and should be outlined in one Form 1, Project Narrative. Only one Form 1, Project Narrative, will be accepted per RPU. Each Fiscal Agent should be identified on Form 1 and each is required to complete an exhibit workbook in its entirety and each needs to be included in the application.

Required Exhibits and Form

The completed application exhibits and forms above must be included with your response and can be downloaded on the CWDB's website.

The Application Documents Guide is included in the Exhibit Workbook, on the Read Me tab, and provides directions on how to complete each document. For questions on the exhibits and forms, contact RERPInfo@cwdb.ca.gov.

When applying:

- For RPUs with less than five Local Boards – one exhibit workbook must be submitted.
- For RPUs with more than five Local Boards – an exhibit workbook must be submitted for each Fiscal Agent that is identified on Form 1, Project Narrative.
- Only one Form 1, Project Narrative, will be accepted per RPU.

Exhibits and Forms	Required	Template	Format
Cover Page	Yes	Yes	PDF – Wet Signature
Form 1: Project Narrative – only one per RPU	Yes	Yes	Word
Exhibit 2: Participant Plan	Yes	Yes	Excel
Exhibit 3: Target Populations	Yes	Yes	Excel
Exhibit 4: Project Site Matrix	Yes	Yes	Excel
Exhibit 5: Work Plan	Yes	Yes	Excel
Exhibit 6: Partner Roles & Responsibilities	Yes	Yes	Excel

Exhibit 7: Budget Summary	Yes	Yes	Excel
Exhibit 8: Budget Narrative	Yes	Yes	Excel
Exhibit 9: Contracts	Yes	Yes	Excel
Form 10: Worker's Compensation Certificate	Yes	Yes	PDF – Wet Signature
Form 11: Contractor Certification Clause CCC042017	Yes	Yes	PDF – Wet Signature
Form 12: Darfur Contracting Act Certification	If Applicable	Yes	PDF – Wet Signature
Form 13: Bidder Declaration	Yes	Yes	PDF – Wet Signature
Letter identifying the Lead Fiscal Agent (for less than five Local Boards) for the RPU OR identifying sub-regional Fiscal Agents (for more than five Local Boards) for the RPU and signatures from partner Local Boards	Yes	No	PDF with signatures
Proof of Registration with the California Secretary of State's Office	If Applicable	No	PDF

Rubric Tables & Scoring Criteria

Applications will go through a two-part review process. The initial Technical Review ensures that applications adhere to the requirements outlined above. Incomplete or unresponsive applications will be disqualified. Those that pass the Technical Review will continue to the next step to be scored.

Scoring Criteria

Mandatory Criteria		
1. Eligible Applicants: <input type="checkbox"/> Local Workforce Board/s acting on behalf of RPU		<input type="checkbox"/>
2. Required exhibits and forms are included in application and in required format.		<input type="checkbox"/>
3. Application content is complete, responsive, and not missing information and submitted by deadline.		<input type="checkbox"/>

RERP Project Scoring

Section	Description	Points
Form 1: Project		

Section	Description	Points
<p>Narrative</p> <p>Overview Section</p>	<ol style="list-style-type: none"> 1. Describe the regional problem to be addressed and the vision for success <ul style="list-style-type: none"> • Define the regional geographic scope of the effort. • Describe high road approaches that will be supported in this effort. 2. Describe project goals and provide evidence that the proposed initiative impacts regional employment and income mobility. <ul style="list-style-type: none"> • List target industries and their employment trends • Describe employment and jobs pipeline gaps that will be addressed. 3. Describe the following for the Target Populations: <ul style="list-style-type: none"> • Which populations will be served? • What geographical areas will be covered? • Number of participants your project intends to serve? • Why these populations are being prioritized? 4. Describe the training curricula that will result in industry - recognized credentials. Include outline of curricula, duration of training, and credential to be attained. If more than one (1) community college/workforce development board is proposed in the application, complete one Exhibit 4 and include information for each project site. 5. Describe the outreach, retention and service strategies that will be implemented to assure successful completion of training and attainment/retention of quality jobs. 6. Describe the outcomes achieved (for list below) resulting from the partnership investment. These must also be entered in the Training and Placement sections of Exhibit 2, Participant Plan. <ul style="list-style-type: none"> • Targeted Industries and Occupations. • Total number of individuals to be served and target populations. • Total number of individuals served that enroll in higher education. • Credentials/ certificates awarded – Percent of individuals enrolled in higher education that attain credentials or certificates, 	<p>50 points available</p>

Section	Description	Points
	<ul style="list-style-type: none"> • Employment – Percent of individuals served that will enter employment. • Training Related Employment – Percent of individuals served that will attain employment related to training. • Wages of individuals that enter employment. <p>Exhibits scored/required for this section:</p> <ul style="list-style-type: none"> • Exhibit 2 Participant Plan • Exhibit 3 Target Populations • Exhibit 5 Workplan 	
Partner Roles and Responsibilities Section	<ol style="list-style-type: none"> 1. Describe the regional partnerships involved in the effort and the role of each partner, including: <ul style="list-style-type: none"> • Fiscal Agent (s) • Community colleges • Employers • Organized Labor • AJCCs, Workforce system partners and/or community-based organizations • Other partners 2. Describe the role of the Regional Organizer (RO) in coordination, communication and reporting for the regional effort. Include how the RO will ensure that regional communication and strategies will occur for the duration of the grant program. 3. Aside from the Fiscal Agent, share the entity/entities responsible for ensuring all program data is captured in CalJOBS in a timely manner. If there are multiple projects within the application, explain for each. <p>Exhibits scored/required for this section:</p> <ul style="list-style-type: none"> • Exhibit 4 Project Site Matrix (required if more than one community college partnership) • Exhibit 6 Partners Roles & Responsibilities • Letter identifying the Local Board(s) to act as Fiscal Agent on behalf of the RPU. Signatures from partner boards must be included. 	35 points available
Budget Section	Complete Budget Exhibits 7, 8, and 9. Applicants must provide detailed budget information and include requested amount.	15 points available

Recommendation for Funding

The final scores will be ranked highest to lowest and will serve as the primary basis for making recommendations for funding. The CWDB may also consider other factors such as geographical size, population size, regional demand, reasonableness of funding request, etc. to determine funding award. Only one award will be given to each of the 15 RPU's in California.

Applications deemed to be meritorious and in the best interests of the CWDB will be recommended for funding. The CWDB reserves the right to make additional awards to applications not initially funded through this RFA, should additional funding become available.

The CWDB reserves the right to adjust the total number, duration, and amount of each grant award, including allocating additional funds above the requested amounts.

Requests for Additional Information

The CWDB may request additional information during the review process (prior to award announcements). Requests for additional information occur in situations where mandatory criteria and requirements have been met, but further clarification or elaboration is needed before making an official award. The CWDB will do this based on availability of remaining funds and will be determined based on highest to lowest scores. Projects that submit complete and thorough applications where additional information and clarification is not needed will be given priority in the award process.

Rejection of Application

The CWDB reserves the right to waive any immaterial deviation in an application; however, the waiver of an immaterial deviation in an application shall in no way modify the document or excuse the successful applicant from full compliance with the application requirements after the contract is awarded.

An application shall be rejected and deemed non-responsive for any of the followings:

- Received any time after Friday, April 22, 2022 at 3:00 PM;
- Incomplete or fails to meet the RFA specifications and/or basic application requirements;
- The application contains false or misleading statements or references which do not support an attribute or condition contended by the Applicant. The application shall be rejected if, in the opinion of the CWDB, such information was intended to erroneously mislead the state in its evaluation of the application;
- The Applicant has received a substantive negative contract evaluation from the State of California;
- The Applicant has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990;

- It is found that the Applicant is not responsible (e.g., has not paid taxes, has no business license, has submitted an application when license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the agreement, submitted an application without an authorized signature, falsified any information in the application package, or has provided poor performance on a previous contract with the CWDB, etc.); or,
- It is found, upon license verification with the Contractor's State Licensing Board that an Applicant's license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the agreement.

Appeal

If the Applicant disputes an action of the CWDB, the Applicant may appeal to the State Board's Executive Director or designee. Such appeals shall be filed within 7 calendar days of the notification from Applicant of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Executive Director, and 3) include any documentation relating to the dispute.

The State Board's Executive Director will review the correspondence and related documentation, and render a decision of the appeal within calendar days, except in those cases where the Applicant withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Applicant and the Executive Director.

Disposition of Application

1. All materials submitted in response to this RFA will become the property of the CWDB, and as such, are subject to the Public Records Act (Gov. Code, § 6250, et seq.). The CWDB will disregard any language purporting to render all or portions of any application confidential.
2. After applications are evaluated and the notices of intent to award have been posted, all applications shall be available for public inspection. However, the contents of all applications, draft RFAs, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of an Applicant's application shall be held in the strictest confidence until the award is made. The CWDB shall hold the content of all working papers and discussions relating to an application confidential indefinitely unless the public's interest is best served by disclosure because of pertinence to a decision, agreement, or the evaluation of an application. An Applicant's disclosure of this subject is a basis for rejecting an application and ruling the Applicant ineligible to participate further in the process.
3. The CWDB may return an application to an Applicant upon written request after the conclusion of the bid process

Section Seven: Appendices

The Appendices in this section contain examples, explanations, and concepts of standard contracting language and templates that will be included in the contract if awarded.

Appendix A – Sample Standard Agreement

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES STANDARD AGREEMENT STD 213 (Rev. 03/2019)		AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (if Applicable)	
1. This Agreement is entered into between the Contracting Agency and the Contractor named below:				
CONTRACTING AGENCY NAME The California Workforce Development Board (CWDB)				
CONTRACTOR NAME (Successful Respondent)				
2. The term of this Agreement is:				
START DATE 9/1/2020				
THROUGH END DATE 8/31/2022				
3. The maximum amount of this Agreement is:				
4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.				
Exhibits	Title			Pages
Exhibit A	Scope of Work			
Exhibit B	Budget Detail and Payment Provisions			
Exhibit C *	General Terms and Conditions			
+				
-				
<i>Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources</i>				
IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.				
CONTRACTOR				
CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)				
CONTRACTOR BUSINESS ADDRESS		CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING		TITLE		
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED		
STATE OF CALIFORNIA				
CONTRACTING AGENCY NAME California Workforce Development Board				
CONTRACTING AGENCY ADDRESS 800 Capitol Mall, Suite 1022		CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING Laura Caputo		TITLE		
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL		EXEMPTION (if Applicable)		

Sample Standard Agreement (Continued)

Exhibit A - Scope of Work

Scope of Work

1. This Agreement is entered into by and between the California Workforce Development Board, hereinafter referred to as CWDB, and XXXXXXXXXXXX, hereinafter referred to as the Contractor, for the purpose of providing workforce training services in accordance with Request for Applications (RFA) No. 76054.
2. The project representatives during the term of this agreement will be:

State Agency

California Workforce Development Board
ATTN: Clemente Vizcarra
800 Capitol Mall, Suite 1022
Sacramento, CA 95814
Clemente.Vizarra@cwdb.ca.gov

Contractor

Exhibit B – Budget Details and Payment Provisions

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval.

A. Invoicing and Payment

1. For services satisfactorily rendered and upon receipt and approval of the invoices, CWDB agrees to compensate the Contractor in accordance with Workbook Exhibit 7, Budget Summary. The total amount of this Agreement shall not exceed XXXX Dollars and XXXX Cents.
2. Invoices shall be submitted monthly in triplicate, in arrears, and must reference the following:
 - The CWDB Contract Number
 - Identifies services provided, service period, unit price (i.e., hourly, monthly), and quantity applicable to the service
 - Accurate billing address as stated on the purchase order or contract
 - Supplier invoice date
 - Company name and remittance address

Invoices shall be remitted to:

California Workforce Development Board
Attn: RERP Program Team
800 Capitol Mall, Suite 1022, MIC 45
Sacramento, CA 95814

3. The Grantee is responsible for ensuring that invoices submitted to CWDB claim actual expenditures for eligible project costs under Workbook Exhibit 7: Budget Summary and Workbook Exhibit 8: Budget Narrative. The Grantee shall, upon demand, remit to CWDB any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions, or commitments of this Grant Agreement.

B. Budget Contingency Clause

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government or by the State of California for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

The parties mutually agree that if the Congress and/or Legislature do not appropriate sufficient funds for the program, this agreement shall be amended to reflect any reduction in funds.

The CWDB has the option to terminate the agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

C. California Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code § 927, et seq.

D. Withholding of Grant Disbursements

1. The CWDB and EDD may withhold all or any portion of the grant funds provided for by this Grant Agreement in the event that that the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement, including submission of

required reports and data.

2. The CWDB will not reimburse the Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the CWDB may either withhold an equal amount from subsequent payments to the Grantee or require repayment of an equal amount to the state by the Grantee.
3. In the event that grant funds are withheld from the Grantee, the CWDB's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the situation leading to the withholding.

Workbook Exhibit 7: Budget Summary of Sample Standard Agreement

Refer to Exhibit 7: Budget Summary in exhibit workbook for template of what will appear in contract. Screenshot below:

**Regional Equity and Recovery Partnerships
Exhibit 7: Budget Summary**

FFA #62330

Fiscal Agent:															
Regional Planning Unit:															
Project Name:															
Budget Line Item	Admin* (10% Cap)	Program	Grant Request Total	Leveraged/ Match Amount	Total Funds	Source of Leverage/Match Fund	Type of Leverage/ Match Fund								
1	Staff Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
2	Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
3	Operating Expenses														
	Facilities Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
	Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
4	Equipment Purchases & Furniture														
	Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
	Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
5	Instructional Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
6	Tuition Payments/Vouchers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
7	Training Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
8	Work Experience Wages - WEX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
9	Supportive Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
10	Indirect Costs*	\$0.00		\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
11	Other Program Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
12	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind								
Budget Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									
		<table border="1"> <tr> <td></td> <td align="right">Total Cost</td> </tr> <tr> <td>Admin & Indirect Costs Total*</td> <td align="right">\$0.00</td> </tr> <tr> <td>Program Total</td> <td align="right">\$0.00</td> </tr> <tr> <td>Grant Budget Total</td> <td align="right">\$0.00</td> </tr> </table>							Total Cost	Admin & Indirect Costs Total*	\$0.00	Program Total	\$0.00	Grant Budget Total	\$0.00
	Total Cost														
Admin & Indirect Costs Total*	\$0.00														
Program Total	\$0.00														
Grant Budget Total	\$0.00														

Workbook Exhibit 8: Budget Narrative of Sample Standard Agreement

**Regional Equity and Recovery
Partnerships
Exhibit 8: Budget Narrative**

FFA #62330

Fiscal Agent:	
Regional Planning Unit:	
Project Name:	

1. Staff Salaries and Benefits				
Job Titles of Staff; Roles and Responsibilities	Salaries (FTE x Monthly Salary x Months Allocated to Project)	Benefit %	Total Benefits (Salaries x Benefit %)	Total Salaries (Salaries + Benefits)
EXAMPLE-DO NOT INCLUDE IN CALCULATIONS				
Case Manager- coordinates services and supports for H RTP participants linking them to training and appropriate placement	\$32,400.00	24%	\$7,776.00	\$40,176.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal				\$0.00
Budget Line Item	Narrative Details			Budget Amount
2. Staff Travel				\$0.00
3. Operating Expenses				
Facilities Rent				\$0.00
Office Supplies				\$0.00
Communications				\$0.00
Other				\$0.00
4. Equipment Purchases & Furniture				
Purchases				\$0.00
Leases				\$0.00
5. Instructional Materials and Supplies				\$0.00
6. Tuition Payments/Vouchers				\$0.00
7. Training Costs				\$0.00
8. Work Experience Wages - WEX				\$0.00
9. Supportive Services				\$0.00
10. Indirect Costs				\$0.00
11. Other Program Services				\$0.00
12. Contractual Services				\$0.00
Total Budget Amount of Awarded Fund:				\$0.00

Exhibit C – General Terms and Conditions

General Terms and Conditions are incorporated by reference and made part of the agreement as if attached. The documents can be viewed at:

www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx

Exhibit D – Special Terms and Conditions

1. Subcontractors or Subgrantees

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the CWDB and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to CWDB for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Contractor. The Contractor's obligation to pay its subcontractors or subgrantees is an independent obligation from the CWDB's obligation to make payments to the Contractor. As a result, CWDB shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

2. Termination Clause

This Agreement may be terminated by the CWDB for any reason by giving written notice 30 days prior to the effective date of such termination.

3. Advance Work

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval. Should the Contractor begin work before receiving a copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Contractor's own risk and as a volunteer.

4. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitutes default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods and other natural disasters such that performance is impossible.

5. Disputes

If the Grantee disputes an action of the CWDB in the administration of this Grant Agreement, the Grantee may appeal to the CWDB's Executive Director or designee. Such appeals shall be filed within 7 calendar days of the notification from Grantee of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Executive Director, and 3) include any documentation relating to the dispute.

The CWDB's Executive Director will review the correspondence and related documentation and render a decision of the appeal within 7 calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Grantee and the Executive Director.

7. Duty to Cooperate

Contractor shall cooperate with the CWDB with regard to the performance of this agreement.

8. Date Requests

Contractor shall cooperate with the CWDB to provide timely responses to any requests for data and/or reports the Legislature and/or CWDB deems necessary for the evaluation of the grant program. Such data may include individual program participant data. Contractor further understands and agrees that this data will be shared with the Legislature and other stakeholders. The Legislature may request data and/or reports at any time.

- A. Contractor is responsible for the project activities identified in the original Grant Application submitted to the CWDB, which is attached to and made a part of this Agreement. Review and approval by the CWDB is solely for the purpose of proper administration of grant funds by the CWDB and shall not be deemed to relieve or restrict the Contractor's responsibility.
- B. Contractor shall fulfill all assurances, declarations, representations, and statements made by the Contractor in the Grant Application, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Contractor agrees to procure all permits, resolutions, and/or licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of project work.

9. Travel Clause

The travel and per diem shall be set in accordance with California Department of Human Resources for comparable classes and that no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the CWDB.

10. Grantee shall cooperate with the CWDB with regard to the performance of this agreement.

11. Consultant/Staff Expenses

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have contractual relationship with any governmental entity.

12. Avoidance of Conflicts of Interest by Contractor

- A. Consultants are advised that that Political Reform Act prohibits public officials, which include consultants, from making, participating in making, or in any way attempting to

use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest. (Gov. Code, § 87100; see Gov. Code, § 81000 and Gov. Code, § 1090 et seq.). For purposes of this contract, consultants are defined as any individual performing work under this contract.

- B. The Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, agents, employees, consultants or members of its governing body.
- C. The Contractor shall prevent its officers, agents, employees, consultants or members of its governing body from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.
- D. During the performance of this contract, should the Contractor become aware of a financial conflict of interest that may foreseeably allow an individual or organization involved in this Contract to materially benefit from the State's adoption of an action(s) recommended as a result of this contract, the Contractor must inform the State in writing within 10 working days.
- E. Failure to disclose a relevant financial interest on the part of the consultant will be deemed grounds for termination of the Contract with all associated costs to be borne by the Contractor and, in addition, the Contractor may be excluded from participating in the State's bid processes for a period of up to 360 calendar days in accordance with the Public Contract Code section 12102(j).
- F. The CWDB may request additional information regarding a consultant's economic interests. If the additional information is not provided to the satisfaction of the CWDB, then the Contractor must provide a substitute consultant with similar credentials to resolve the potential conflict as provided in paragraph (d).
- G. Consultants are advised that the Fair Political Practices Commission has jurisdiction to enforce the Political Reform Act and may seek civil and criminal prosecution for violations of the act, including failure to disclose financial interests. Other penalties for violating the Political Reform Act could include fines, conviction of a misdemeanor, disqualification from serving in public office or as a lobbyist, and being responsible for the costs of the litigation, including attorney's fees.
- H. Consultants are advised that they may amend their Form 700 at any time and that amending an incorrect or incomplete report may be considered evidence of good faith by the Fair Political Practices Commission.

All consultants providing work under this agreement shall include a completed Statement of Economic Interests, [Form 700](#) at the time of the award.

For purposes of this contract, consultants are defined as any individual performing work under this Contract. In addition, consultants shall file a Form 700 annually by April 1, thereafter during the life of the contract. Each new and/or substitute

consultant shall file a Form 700 prior to performing any work on the contract.

13. Change in Contractor Staff

Should a Contractor's team member(s) become unavailable prior to a start date agreed upon with CWDB, the Contractor will propose an equally well-qualified replacement consultant after consultation with CWDB. All replacements are subject to CWDB approval. Switching staff that were identified in the Contractor's proposal with alternates immediately, or soon thereafter, after execution of this Agreement, are grounds for termination of this contract. CWDB has the right to request removal and/or replacement of Contractor resources.

Appendix B & C – Intentionally Omitted

Appendix D – Allowable Expenditures Guidance

Allowable Activities

Allowable costs must meet four primary criteria:

1. Substantiate that the cost was necessary and reasonable for proper and effective administration of all allocations;
2. The cost must be justifiable;
3. The cost must be allocable to the funding sources activities; and
4. The cost must not be a general expense required to carry out the grantee's overall responsibilities (not supplanting).

However, even if the costs meet the prior four criteria, the costs must be approved within the application work plan and budget of the grantee otherwise the costs are not allowable. Also, the State has the discretion to impose special conditions above and beyond the funding source which would also determine allowability of cost.

While the proposed cost is allowable under the funding source, is it also reasonable?

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are: necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

What are the guidelines of Allocable?

Allocable is defined by the dictionary as: capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. Grantee can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Above and beyond this definition allocable also means that the cost must be related to the activities identified in the approved work plan.

When do I need to submit a Purchase Justification Form?

It is not necessary to include a Purchase Justification Form with the grant application. During the review process if CWDB staff find that there is a purchase of a single item or a group of items to serve the same purpose that exceeds \$2,500, the grantee will be asked to submit a Purchase Justification Form for review and approval. This applies to any future contract amendments where purchases fall under this description.

Supplanting

General funds may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Allowability of General Costs

The intent of the RFA must be followed, the cost must be necessary, reasonable, allocable, justifiable and not supplanting, and any additional cost restrictions identified in the RFA would supersede allowable costs within this document. For specific guidance on allowable costs during the solicitation process contact RERPIInfo@cwdb.ca.gov.

Appendix E – Service Cash Invoice

The Service Cash Invoice (SCI) template (Appendix E, Workbook Exhibit C) is to be used by the contractor to request reimbursement from the CWDB through the EDD for allowable costs incurred while providing contract services to CWDB’s grantees/consumers. The SCI form must be prepared and submitted **monthly** as designated in the Sample Standard Agreement, Appendix A. SCIs in any fiscal year (July 1 to June 30) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than June 30, in order to make payment for that performance prior to the close of the State fiscal year to prevent reversion of appropriated funds.

SCIs will be reviewed by the CWDB project management team to ensure current and Cash/In-Kind (leveraged) expenditures are being reported appropriately. The contractor must report on the SCI form their leveraged funds as advised in their executed contract. If leveraged funds are not being utilized, the CWDB will contact the contractor to assist in resolving any issues.

A sample SCI is located in Workbook Exhibit C of this RFA. An electronic version of the SCI form will be provided prior to the start of the grant term.

A. Date of Request

Fill in the date that the SCI form is being submitted for reimbursement.

B. Invoice #

Provide the current invoice # appropriate for the SCI. *(Example: If the contractor is submitting their first invoice, the invoice # is: 1. If the contractor is submitting their fifth invoice, the invoice number is: 5).*

C. Invoice Period: From : To:

Provide the date range of which the SCI form is requesting reimbursement for from

CWDB. List the month, day, and year for which reimbursement is being requested. (Example: From: June 1, 2016 To: June 30, 2016 should auto-populate to state From: 6/1/16 To: 6/30/16).

D. Contract #

Provide the contract #/Agreement Number as listed on the executed contract that was assigned by the EDD. This number is the seven-digit number with a leading alpha character found in the upper right-hand corner of the signed copy of the Standard Agreement (STD 213). A new contract number is assigned each year for a single-year contract. If the current contract is amended, the same contract number will be used for the duration of the amended contract. For a three-year contract, the same contract number will be used for all three years. The correct number is required for the SCI to be processed/paid.

E. Awardee Name, Full Address, and Contact Information

Include the Awardee name and address on the SCI. The contractor name and billing address must agree with the name and billing address as listed on the STD 213. Payments will only be sent to the contractor billing address identified on the STD 213. Please identify the invoice contact (person completing the invoice) name including phone number and email address. The identified invoice contact person will be contacted if the CWDB has any questions/concerns regarding a specific invoice.

Note: If the contractor billing address is incorrect or has changed, the contractor must submit a change of address request in writing to the EDD Contract Administrator. Copies will be forwarded to the EDD Central Office Accounting – Contracts and Procurement Section, as well as the CWDB Services Section.

F. Line Item Expenditure Reporting

Each line item is exactly titled as in your contract Workbook Exhibit 7 Budget Summary. It is also in the same sequence as listed on the Workbook Exhibit 7 Budget Summary. Do not combine or separate budget line items. Here is a list of things to consider when reporting expenditures:

- Use your Workbook Exhibit 7 Budget Summary to assist you in aligning your expenditures with your approved budget.
- Only report expenditures on line items that have been budgeted for. Where there is not an allocated budget amount listed for an applicable line item, please ensure that program “does not” request reimbursement for that applicable line.
- Do not exceed expenditures over the amount of budget in any particular line item.
- Report current expenditures (Monthly) in the column entitled “Monthly Expenditures”. If this is the first report, then input the same current expenditure amounts into “Cumulative Expenditures” column. If this is a second report or any thereafter, report current expenditures (Monthly) in the column entitled “Monthly Expenditures”. For “Cumulative Expenditures”, refer back to the prior month report and add Cumulative Expenditures from the prior month

with the current expenditures (monthly). This total should reflect the total funds expended in the Cumulative Expenditures column.

- Repeat the same procedures listed A through D to report your Leveraged Expenditures. In addition, check the appropriate box to identify if the leveraged funds are Cash or In-Kind.
- Grand Totals are calculated by formula in the Total Expenditures row.

G. Authorized Contractor Signature

The authorized contractor representative prints their name, provides their title, signs, dates the SCI and submits the original via mail or via email in PDF format to the CWDB Program Analyst and Program Manager assigned to the program. The authorized contractor representative is the person(s) designated on the Grant/Contract Signature Authorization form in the approved contract. If more than one page is necessary, the signature block is only required on the last page of the SCI.

H. CWDB Contract Administrator Review and Approval

The CWDB Program Analyst reviews the SCI to determine whether costs billed appear reasonable and are submitted in compliance with the contract. When the SCI is approved, the CWDB Program Analyst will print, sign and date the SCI signifying that the costs billed appears reasonable and forwards the invoice to the CWDB Program Manager for further review/authorization. The CWDB Program Manager makes a final review of the SCI and once approved forwards to the EDD Accounting Services Section for payment.

I. Invoice Dispute

If the CWDB Program Analyst has questions or concerns regarding the allowability or appropriateness of any amounts claimed, an attempt will be made to make contact with the Contractor and/or return the invoice in question to the contractor. The Contractor will have to rectify any/all issues brought upon by the CWDB Program Analyst and resubmit the corrected SCI.

Common Contract Invoice Errors

Below is a listing of the most common SCI errors that cause delay in processing payment of contract invoices.

- Grantee not having a sufficient invoice/Year-To-Date (YTD) tracking system therefore computation errors or YTD totals submitted on invoice are incorrect.
- Grantee not inputting correct invoice number for applicable month. (Example: Reference to letter B.)
- Incorrect contract number. Always use the current contract number located in the top right corner of the Standard Agreement (STD 213) corresponding to the period billed.
- The Contractor name does not agree with the Contractor name on the Standard Agreement (STD 213).

- Invoice totals, address, and authorized signatures not on page 2 or the final page for multiple page invoices.
- Invoice not signed by the Contractor.
- SCI cannot be processed if changes are made with correction fluid/tape or if any other alterations are made which make it impossible to read the original dollar amount or signatures. Corrections made in writing versus electronically therefore figures are not readable/legible. Recommend that all revisions to invoice be completed electronically for clarity.
- Contract/budget modifications not authorized, therefore resulting in program invoice being submitted with multiple errors.
- Contract/budget modifications being authorized but the program invoice contact and the CWDB project manager not being made aware. Therefore program invoice contact submitting invoices with multiple errors.
- Date of Request not corrected to reflect the date a corrected invoice is sent to the CWDB Program Analyst.
- Knowledge of invoice guidelines and requirements not being transferred/provided to a new invoice contact/accountant. Results in incorrect/correct invoice being submitted.
- Grantee listing the incorrect *To: From:* dates to reflect monthly versus quarterly invoice.

Workbook Exhibit C – Sample Service Cash Invoice

Date of Request								For State Use	
Invoice Number									
Invoice Period									
Contract Number									
Grantee Name									
Full Address								Phone Number	
Invoice Contact								Email Address	
Line Items	Admin*	In-House	Contracted	Monthly Expenditures	Cumulative Expenditures	Monthly Leveraged Expenditures	Type of Leverage Funding	Cumulative Leveraged Expenditures	
1	Staff Salaries & Fringe Benefits			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
2	Staff Travel			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
3 Operating Expenses									
	- Facilities Rent			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
	- Office Supplies			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
	Communication			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
	- Other (Describe)			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
4 Equipment Purchases & Furniture									
	- Purchases			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
	- Leases			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
5	Instructional Materials and Supplies			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
6	Tuition Payments/ Vouchers			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
7	Training Costs			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
8	Work Experience Waives (WEX)			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
9	Supportive Services			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
10	Indirect Costs			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
11	Other Program Services			\$0.00			<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
TOTAL EXPENDITURES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
		Total Cost	Percentage						
Total Admin*			#DIV/0!						
Total Program			#DIV/0!						
Total Budget Amount			#DIV/0!						
*Administrative Costs not to exceed 10% of total budget									

Fwd: Congratulations Bay Peninsula RPU - RERP Award Announcement

Luther Jackson <ljackson@novaworks.org>

Tue 8/2/2022 5:31 AM

To: Arce, Joshua (ECN) <joshua.arce@sfgov.org>; Clement Lam <clement.lam@missioncollege.edu>; Hand, Jennifer (ECN) <jennifer.hand@sfgov.org>; Jeffrey Pallin <Jeffrey.Pallin@missioncollege.edu>; John Halpin <jhalpin@ccsf.edu>; Kramer, Alexander <kramera@smccd.edu>; Lawrence Thoo <lawrence.thoo@sanjoseca.gov>; Marlana Sessions <msessions@novaworks.org>; Melchor, Monique <monique.melchor@sanjoseca.gov>; Susan L. Sweeney (ssweeney@gavilan.edu) <ssweeney@gavilan.edu>

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi: Just wanted to spread the good news re our RERP grant application. Will be back in touch with more details. Thanks for your help throughout the application process. Luther

----- Forwarded message -----

From: **Mendibles, Angela@CWDB** <Angela.Mendibles@cwdb.ca.gov>

Date: Mon, Aug 1, 2022 at 1:56 PM

Subject: Congratulations Bay Peninsula RPU - RERP Award Announcement

To: ljackson@novaworks.org <ljackson@novaworks.org>

CC: Sessions, Marlana@novaworks <msessions@novaworks.org>, Glenn, Jamie@CWDB <Jamie.Glenn@cwdb.ca.gov>, Ball, Joelle@CWDB <Joelle.Ball@cwdb.ca.gov>, Notsinneh, Curtis@CWDB <Curtis.Notsinneh@cwdb.ca.gov>, Rainey, Tim@CWDB <Tim.Rainey@cwdb.ca.gov>, Chang, Kerry@CWDB <Kerry.Chang@cwdb.ca.gov>, Robin Purdy <Robin.Purdy@seta.net>, Griseta, Myke@CWDB <Myke.Griseta@cwdb.ca.gov>

Congratulations! We are pleased to inform you that the Bay Peninsula RPU has been awarded \$1,600,000.00 under the Regional Equity and Recovery Partnership (RERP) initiative. The estimated grant term will be December 1, 2022 through September 30, 2025.

To authorize funding and to begin your project, you must first enter into a contract with the State. The CWDB's RERP team will be reaching out in the coming weeks to schedule an award orientation which will cover this process and what is required from you at this time, along with what to expect prior to grant term start. It will also give you an opportunity to ask any questions you may have in terms of the grant or your project.

We will be in contact soon with next steps for revising exhibits and completing your contract package.

The RERP grant is a collaboration with the Community Colleges Chancellor's Office Workforce and Economic Development Division, and the Chancellor's Office will be announcing AB132 RERP awards pending the Board of Governors approval. Please direct any inquiries for the Chancellor's Office to WEDD@ccccc.edu.

Please feel free to reach out to RERPInfo@cwdb.ca.gov with any questions.

The RERP Team.

Kind Regards,

Angela Mendibles

Branch Manager

Program Implementation & Regional Support Branch

California Workforce Development Board

[800 Capitol Mall, Suite 1022](#)

[Sacramento, CA 95814](#)

Cell: (916) 809-5685

Angela.Mendibles@cwdb.ca.gov

--

Luther Jackson, Program Manager (Pronouns: he/him/his)

505 W. Olive Ave, Ste 550 • Sunnyvale, CA 94086

408-730-7832 • novaworks.org



NOVA is an equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Please contact us at (408) 730-7232 or TTY: 711 (CA Relay Service).

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

Orrian Willis
TechSF Manager

March 15, 2023

Office of Economic and Workforce Development
1 South Van Ness, Floor 5
San Francisco, CA 94103

Dear Budget & Finance Committee,

The following is the retroactivity statement in regards to the Office of Economic and Workforce Development's grant from the North Valley Workforce Development Board (NOVA):

The approval for retroaction prevents a gap in service. The Bay Area Equity Collaborative, which is our Regional Planning Unit (RPU) applied for a California Workforce Development Board Regional Equity and Recovery Partnerships (RERP) grant on May 6, 2022. Our RPU received notice of the award on August 1, 2022. The RERP grant is set to be funded for the period of 12/01/2022 - 09/30/2025, which brings us 3-months behind schedule without ability to invoice for the grant's activities. NOVA, a member of our RPU, is the lead recipient for this grant and serves as a "pass through" entity for the other local workforce development boards within the local regional planning unit. Within each workforce board there will be further sub-granting to community colleges which is a requirement of the funding. For SFOEWD, our community college partner is the City College of San Francisco.

Please consider approving this grant for retroactive spending to avoid a delay in services for local job seekers.

Sincerely,

Orrian Willis
TechSF Manager
Office of Economic and Workforce Development

CONTACT

 Orrian.willis@sfgov.org

 (415) 701-4851 direct

 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

 (415) 554-6969 main

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Alesandra Lozano, Government Affairs Manager,
Office of Economic and Workforce Development

DATE: February 07, 2023

SUBJECT: Accept and Expend Resolution

GRANT TITLE: Bay Area Equity Collaborative

Attached please find the original* and one copy of each of the following:

X Proposed grant resolution; original* signed by Department, Mayor, Controller

X Grant information form, including disability checklist

X Grant budget

X Grant application

N/A Letter of Intent or grant award letter from funding agency

N/A Ethics Form 126 (if applicable)

N/A Contracts, Leases/Agreements (if applicable)

X Other (Explain): Notice of Funds Availability

Special Timeline Requirements:

N/A

Departmental representative to receive a copy of the adopted ordinance:

Name: Alesandra Lozano Phone/Email: alesandra.lozano@sfgov.org

Interoffice Mail Address: 1 Dr. Carlton B. Goodlett Pl., City Hall, Room 448, San Francisco, CA 94102

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).