

Recently Separated Veterans Solicitation for Proposal (SFP) Proposal Package Instructions

Funds available under this SFP may only be used to provide employment and training services to recently separated Veterans. Because this SFP requires that the project funding must be a combination of WIA 15 Percent and 25 Percent funding, applicants will be asked to clearly explain how these funds can be integrated to create a viable program.

To compete, all proposals must respond to each section below. Forms can be downloaded by clicking on the available links below.

1. Cover/Signature Page (Includes Proposal Summary)

The purpose of the [Cover/Signature page](#) is to provide applicant contact information and amount of funding requested, a proposal summary and an authorized representative signature. All sections of the Cover/Signature Page must be completed. The proposal summary must be limited to 100 words.

2. Proposal Narrative (Maximum 100 points plus possible 5 bonus points)

The [Proposal Narrative](#) Form contains nine sections as detailed below. Each section will be reviewed and scored individually. The Proposal Narrative is limited to 20 pages.

Section I - Statement of Need (Maximum 10 points)

Describe the geographical area the Veterans project will serve, the economic and workforce conditions in the area, and provide an estimate of the number of recently separated Veterans and their needs. Describe the poverty and unemployment rates in the area and the gaps in the local community infrastructure that contribute to employment barriers faced by the recently separated Veterans. Explain how the project will respond to these needs. Provide supporting data with sources. Explain the outlook for job opportunities in the service area.

Section II - Target Group (Maximum 10 points)

Describe the characteristics of the recently separated Veterans target population that will be served by this project including barriers and basic and occupational skill needs. Explain how the recently separated Veterans population will be able to transition or upgrade to demand occupations in the area.

Identify the outreach and recruitment methods that will be used to contact and recruit recently separated Veterans. Demonstrate how these methods will enable you to reach the targeted recently separated Veterans population.

Section III - Planned Approach (Maximum 20 points)

Describe the service process that will be used to achieve the planned goals and objectives and include a service process flowchart. Describe the specific types of services and training that will enable recently separated Veterans to attain, retain, or advance in demand occupations. Identify who will be providing the services/training.

Describe how your service plan will address the barriers of the recently separated Veterans population and transition them into employment and/or help them attain ongoing career advancement. Describe how transferable skills that the Veteran obtained while serving in the military will be evaluated and used to enhance their employment opportunities in the area.

Describe the occupations that will be used for entry-level jobs and/or skills upgrade training. Demonstrate how these selected occupations will assist the recently separated Veterans target group in progressing into higher skill, higher wage occupations. Provide data and sources that demonstrate the demand for these occupations in the area.

Describe how your service plan will be able to achieve the goals and objectives of the project in a timely manner. Complete and attach the [Proposal Work Plan](#) (SFP Form 2) that includes project objectives/activities and timelines.

Section IV. - Integration of 15 and 25 Percent Funds (Maximum 10 Points)

Describe in detail how your program will integrate both WIA 15 and 25 Percent funds for a viable Veterans' program. Explain what steps will be taken to ensure equal use of both funding sources. WIA Directive [WIAD05-8](#) provides direction on the 25 Percent funds. In accordance with this directive, if your organization is a non-LWIA, a letter of support is required from the LWIA for the use of the 25 Percent funds.

Section V - Goal and Objectives (Maximum 10 points)

Complete the Return on Investment Matrix (ROI) as follows:

- Part 1 - Participant Information. Enter the total number of planned enrollments and entered employments. Enter the number of participants that are planned to retain unsubsidized employment for 6 months after placement and how many participants will receive training.
- Part 2 - Cost Information. Enter cost information in column (B) using only the amount of funds requested in this proposal. In column (C) provide the costs using all resources available to the project, including the grant funds requested. Enter the cost per participant, per entered employment, per retained employment and per trainee for each column.

Complete the Performance Goals Matrix for the applicable recently separated Veterans population that the proposal will serve. If the planned proposal goals are different than the

State performance goals, provide an explanation. The State performance goals are listed in Section 8D of this SFP.

Complete Section A of the [Target Group Planning Chart](#), (SFP Form 1), identifying the estimated number of recently separated Veterans to be served. Complete Section B, summarizing your planned outcomes/benefits for the recently separated Veterans target group. Provide a brief description on the chart of the expected outcomes/benefits that are relevant to the success or impact of the project. The target group may have more than one outcome. Outcomes/benefits can be described in terms of skills attained; degrees, licenses or certificates attained; wage gains; entered employments, etc. Outcomes/benefits must be clearly described, relevant to the project, reasonable and measurable. In Section V of the Narrative, describe how the outcomes/benefits will be measured and provide any further clarification to demonstrate their effectiveness.

Section VI - Local Collaboration (Maximum 10 points)

Creating effective partnerships is a key element of any workforce development system and is an essential component of this SFP. The criteria in this section are divided into two parts depending on who is applying. If the Local Workforce Investment Area Administrative entity (LWIA) is the applicant, they must address criteria in part A. If the applicant is not a LWIA, they must address criteria in part B.

Part A - LWIAs only:

Describe how the LWIA has successfully formed effective partnerships with local community based organizations, employers, education and others. Specifically identify any relationships you have or will establish with the military representatives in your area. Demonstrate how these organizations will complement the recently separated Veterans services provided by the LWIA under this proposal. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the local partnerships that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

Part B - Non-LWIAs only:

Describe how your organization has successfully established linkages with the LWIA. A listing of the LWIAs is available on the EDD Web site at www.edd.ca.gov/wiarep/wialoc.htm. Describe any actions you have taken to partner with the LWIA and the roles and responsibilities that the LWIA will perform in conjunction with this proposal. This SFP requires that a letter of support be obtained from the LWIA and attached to the proposal. Specifically identify any relationships you have or will establish with the military representatives in your area. Describe each partner's roles and responsibilities. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the other local partnerships (excluding the LWIA described above) including local community based organizations, employers, education and others that will be used to coordinate and provide services under this proposal.

Section VII - Resource Utilization (Maximum 10 points plus up to 5 bonus points)

A 20 percent match from non-WIA cash and/or in-kind resources is required. Applicants that do not meet this requirement will lose 5 points from their total score. Complete the Resource Utilization chart in the Proposal Narrative identifying the Non-WIA cash and in-kind resources that will be used as match to support activities or expand and sustain the proposed project. Include the name of the provider, the type of resource (cash or in-kind), a description of the fund source, and the amount. Provide any further explanation in the space provided in the narrative.

Projects that can demonstrate a non-WIA cash match and/or in-kind contribution that is greater than 20 percent of the funds requested will be rewarded with 5 bonus points.

To qualify for bonus points, a letter of commitment must verify the cash match and/ or in-kind contribution and be included as an attachment to the proposal. A non-WIA cash/in-kind resource must be dedicated specifically to this project and in effect increases the budgeted amount available to the project. For purposes of this SFP, the following are the definitions of cash and in-kind contributions:

- Cash match — A non-WIA contribution of money made available to the applicant to be used specifically for project activities. The applicant has control and disburses the funds. Examples include funds provided by private entities, foundations, local governments, etc.
- In-kind contribution — A non-WIA third party contribution of non-cash resources to be used specifically for project activities. Examples include donated personnel, services, or use of equipment or space.

It is the intent of this SFP to fund projects that ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases. Describe how each provider identified in the Resource Utilization Chart will contribute to the goals of the project, ensure non-duplication of services and provide future sustainability.

Section VIII - Statement of Capabilities (Maximum 10 points)

Describe your organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. Provide examples of past or present experience in managing projects similar to this proposal. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.

Section IX. - Budget Summary Narrative and Plan (Maximum 10 Points)

Complete and attach the [Budget Summary Plan](#) (SFP Form 4) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Column A must contain the requested WIA 15 Percent funds. Column B must contain the requested WIA

25 Percent funds. Under Column C, enter the non-WIA cash/In-kind resources identified in Section V. 3, of the Proposal Narrative. Column D is the sum of Columns A through C.

In Section IX of the narrative, describe how the proposed costs are necessary and reasonable in terms of benefits to participants.

If your organization plans to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 5), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by EDD and will be negotiated in conjunction with contract completion with successful applicants. EDD has defined the equipment purchase procedures in WIA Directive [WIAD03-9](#). Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If your organization plans to budget contractual services, you must complete the [Supplemental Budget Form](#) (SFP Form 5) Section II. Contractual Services.

3. Expenditure and Participant Plan

Applicants must complete and attach the [Expenditure and Participant Plan](#) (SFP Form 6). Enter planned cumulative expenditures for each period ending date specified in Section I Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required.

Enter the total planned enrollments for each period end date specified in Section II. A of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B1 through 4. Since participants can receive multiple services, lines B1 through B4 will not be equal to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations.

Section II. C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C1. On lines C1.a, enter the total participants that will be placed in unsubsidized employment. On line C1.a (1), enter the number of participants placed in unsubsidized employment that received training. Line C1.b, Employability Enhancements, is defined as those participants that entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED or returned to secondary school (youth only). On Line C1.c, enter the number of participants that exited for reasons other than entered unsubsidized employment and employability enhancements.