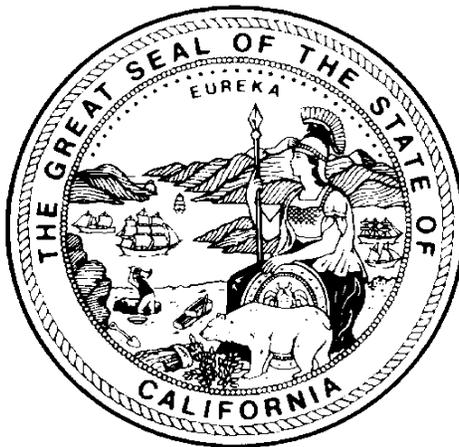


# NOTICE OF AVAILABILITY OF FUNDS

by the  
Employment Development Department  
Workforce Services Branch

## Wagner-Peyser Funds DEAF AND HARD OF HEARING SERVICES

### Solicitation For Proposals



**April 2015**

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
DEAF AND HARD OF HEARING SERVICES  
SOLICITATION FOR PROPOSALS**

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**EMPLOYMENT DEVELOPMENT DEPARTMENT  
DEAF AND HARD OF HEARING SERVICES  
SOLICITATION FOR PROPOSALS**

## **SECTION 1 OVERVIEW**

### **A. Purpose**

The Employment Development Department (EDD) Workforce Services Branch (WSB) announces the availability of Wagner-Peyser (WP) 10 Percent Governor's Discretionary Funds of \$2,250,000. The purpose of these funds is to provide employment and training services to individuals that are deaf or hard of hearing (DHH). These funds will also ensure that services provided to DHH individuals are at least equal to services received by non-deaf and non-hard of hearing persons.

This program provides DHH individuals with enhanced services and training in select America's Job Center of California<sup>SM</sup> (AJCC) locations throughout California. The program will ensure effective communication and increased service opportunities for DHH individuals by providing specialized counseling, interpretive services, job placement, follow-up services, advocacy and specialized training to assist them in becoming job-ready. The program is also designed to assist job-ready DHH individuals in obtaining and retaining unsubsidized employment. The program also intends that interpretive services be provided to enable these individuals to receive other EDD related services.

### **B. Target Population**

Proposals must target DHH individuals that are available for and seeking employment. These jobseekers may also need additional skill enhancement training to become job-ready individuals.

### **C. Eligible Applicants**

Proposals will be accepted from public agencies or private non-profit corporations. Individuals are not eligible to apply. Applicants must clearly demonstrate their ability to provide services to the targeted population. Applicants may submit proposals to provide services for one or multiple sites. Applicants may also submit one proposal to provide services at multiple sites within a targeted geographical area.

### **D. Program Location(s)**

Pursuant to the California Unemployment Insurance Code (CUIC), Section 11004, the EDD must determine the number and location of its offices within the state providing employment services to the deaf and hearing impaired and shall decide which offices shall be served by grantees. The CUIC also states that the EDD shall give priority to offices where subgrants (contracts) are necessary in order to prevent or minimize the disruption or the discontinuance of employment services to the deaf and hearing impaired that have been provided in conjunction with the EDD prior to July 1, 1984. In keeping with this requirement, the EDD has identified geographical areas where high concentrations of deaf and hearing impaired

individuals reside. The EDD currently funds services in the geographical areas listed below and will give priority to programs and services in these locales to prevent and/or minimize disruption in services.

- San Francisco /Bay Area
- Los Angeles
- Santa Ana/Anaheim
- Riverside/Rancho Cucamonga
- San Diego/Oceanside
- Sacramento/Roseville

For this solicitation, the grantee will be required to work among other EDD staff located in a designated AJCC network. It is recommended that a minimum of two staff persons be assigned for the specified contracted hours. Grantees providing a reduced staffing level must provide written justification for the reduction. Refer to Appendix C for a listing of current sites and their locations.

If an applicant proposes to serve a geographical area not listed above, the proposal must clearly identify the DHH population and the need for services in that locale and demonstrate why those needs are not currently being met.

#### **E. Funding**

Applicants may submit one proposal for one geographical area or for multiple areas in California. The application must follow the proposal instructions. The total program funding available, for the period July 1, 2015 through June 30, 2016, will be \$2,250,000.

#### **F. Allowable Use of Funds**

- A. The use of funds awarded in this SFP is governed by WP 10 Percent Governor's Discretionary Fund guidelines, State and federal directives, and the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).
- B. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

#### **G. Administrative Cost Limits**

A maximum of ten percent of the total project budget will be allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix A. Administrative Cost Definitions.

#### **H. Length of Project**

The grant period for this award is 12 months, from July 1, 2015 through June 30, 2016. No obligation or commitment of funds will be allowed prior to or beyond the grant period. At the end of the grant period, the EDD may renegotiate the terms of

each grant in accordance with allowable increases or decreases in the grantee's costs and grantee's demonstrated ability to provide the specified services. Any grant funds not expended during a grant period must be returned to the state.

## **SECTION 2 GRANTEE REQUIREMENTS**

### **A. Grantee Criteria**

As required under Section 11003 of the CUIIC, the criteria for choosing grantees shall include, but not be limited to the following:

- The ability to provide services in a deaf and hearing impaired individual's preferred mode of communication.
- The ability to secure community support, including written endorsements of local officials, employers, Local Workforce Investment Areas and organizations of and for the deaf and hearing impaired.
- The existence of funding from one or more public or private sources.
- Participation of deaf and hearing impaired persons on the potential grantee's employment services staff, and in the case of a private nonprofit corporation, on the board of directors.
- A commitment to the development and maintenance of self-determination for deaf and hearing impaired persons.

### **B. Staffing Qualifications**

The grantee should provide a minimum of two staff in designated AJCC's for the specified contracted hours. Grantees providing a reduced staffing level must provide written justification for the reduction. One staff must be a qualified sign language interpreter for the deaf. A copy of the staff's valid and current Comprehensive Skills Certification issued by the National Registry of Interpreters for the Deaf (RID), or equivalent California Association of the Deaf (CAD) certification or other certification approved by the EDD, must be provided to the AJCC site manager. Other staff members must have a demonstrable ability to communicate in sign language.

The grantee must provide services during normal office hours of 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and state holidays. Hours and days of service must be on a consistent schedule approved by the AJCC site manager. Services beyond the approved hours must be approved before being provided. Overtime pay for salaries will not be approved. On occasion, however, it may be necessary for staff to provide community services outside of the office. In the event of a planned absence from the office, the AJCC site manager or designee must receive advance notification and render approval. In the event of unplanned absences, the grantee must notify the AJCC site manager within one hour of the scheduled work time. Scheduled hours of work and absences from the designated office are subject to the AJCC site manager's approval.

### C. Required Services

As required under Section 11002 of the CUIIC, employment services for the deaf and hearing impaired shall include, but are not limited to, the following:

- Complete communication services for all preparatory, job placement, and follow-up activities. The communication services shall include interpreter services by a professional interpreter for the deaf and hard of hearing possessing the comprehensive skills certification of the National Registry of Interpreters for the Deaf, or the equivalent, telecommunications, and, when necessary, training in communication skills.
- Advocacy to assure that DHH individuals receive equal access to public and private employment services.
- Job development and job placement.
- Employment counseling, including peer counseling by deaf or hearing impaired individuals.
- Follow-up counseling and problem solving after placement.

### SECTION 3 SIGNIFICANT DATES

Event	Date*
Solicitation release	April 15, 2015
Last date to submit written questions to the EDD (via e-mail)	April 22, 2015
Last date for the EDD to post responses to written questions on Web site	April 28, 2015
<b>Proposals due (by 3:00 p.m.)</b>	<b>May 12, 2015</b>
Award announcements	June 2015
Last day to submit an appeal by 4:00 PM	June 18, 2015
Written response to appeal(s) by the EDD	June 25, 2015

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



Employment Development Department  
722 Capitol Mall, Room 1100  
Building Agents Office  
Sacramento, CA 95814

Since an original signature is required, proposals may not be e-mailed or faxed.

## Section 6 Required Proposal Content

### A. Minimum Requirements

In order to be competitive, all proposals must adhere to the format and include all of the requested information, completed forms, and attachments. Applicants must use the specific instructions and complete all requested forms available on the Internet at: [Solicitations for Proposals](#)

### B. Required Documents

The following chart lists the order of documents that must be included in the proposal package. This chart may also be used as a checklist to ensure submission of a complete grant package.

1.	Cover Letter (optional)	
2.	Cover/Signature Page (proposal summary limited to 100 words or less)	
3.	Proposal Narrative Form - Exhibit A (limited to 20 pages)	
4.	Budget Summary Plan – Exhibit B	
5.	Schedule for Salaries and Wages – Exhibit C	
6.	Minimum Requirements – Exhibit D	
7.	Letters of Support/Endorsement	

### C. Additional Requirements

Applicants must also meet the additional requirements listed below. For each requirement not met, a penalty will be assessed as detailed.

Requirement	Penalty
<ul style="list-style-type: none"> <li>Applicant must submit four complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with EDD's policy, the organization's contract/agreement signatory authority or authorized designee as designated by the organization's Board of Director's Resolution must sign proposals.</li> </ul>	3 points deducted
<ul style="list-style-type: none"> <li>Proposal narrative must be in MS-Word format and in a font no less than 12 point.</li> </ul>	3 points deducted
<ul style="list-style-type: none"> <li>Proposal narrative may not exceed 20 pages.</li> </ul>	3 points deducted
<ul style="list-style-type: none"> <li>Each copy of the proposal package must be stapled in the upper left hand corner. Special bindings, report covers, or tabbed separators will result in reducing the proposal score.</li> </ul>	3 points deducted
<ul style="list-style-type: none"> <li>The proposal package must be submitted in electronic form in MS-Word format and on a compact disk, exclusive of the letters of commitment.</li> </ul>	3 points deducted

## Section 7 Award and Contracting Process

### A. Proposal Evaluation and Recommendation for Funding

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

Criteria	<i>Points</i>
Statement of Need	10
Target Group	10
Planned Approach	15
Goals and Objectives	10
Local Collaboration	15
Resource Utilization	10
Statement of Capabilities	20
Budget Summary Plan	10
<b>Total Possible Points</b>	<b>100</b>

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the EDD will be recommended for funding. The EDD reserves the right to conduct on-site reviews of awardees' business facility prior to making final funding recommendations.

## **B. Notification of Funding**

Following the selection of proposals to be funded, notification will be placed on the EDD Web site. Only selected awardees will be notified of the funding decisions. The EDD expects that the funding awards will be announced no later than June 9, 2015.

## **C. Contracting**

The EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contract incorporate changes to the original project proposals. After the negotiations, if any, the EDD will mail the subgrant agreement (contract) to the awardees for signature. The EDD expects the contract negotiations to begin immediately following awards announcement in time to allow for a project start date of July 1, 2015.

Awardees are advised to consider whether official action by a county board of supervisors, city council, or other similar decision making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the grantees' ability to meet the project start date.

All awardees or grantees must comply with the subgrant General Provisions and Standards of Conduct.

## **SECTION 8 APPEAL PROCESS**

A proposal will be disqualified for not meeting the minimum requirements and an appeal of that disqualification decision may be filed. There is no appeal process for not meeting the proposal submission deadline. Final funding decisions cannot be appealed. The minimum requirements, which are listed in Section 6, Part A of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. (Please refer to Section 6, Required Proposal Content)

Any appeals must be received by the EDD no later than 4:00 p.m. on June 18, 2015. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to the EDD. The EDD will respond in writing to each appeal by June 25, 2015. The review will be limited to determining whether the proposal met the minimum criteria of the SFP.

Appeals must be submitted as follows:

By Mail:                   ATTN: DHH SFP Award Appeals/Gil Barkley  
Workforce Services Division, MIC 50  
Statewide Service Unit  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

By Courier:               ATTN: DHH SFP Award Appeals/Gil Barkley  
Workforce Services Division, MIC 50  
Statewide Services Unit  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

By Hand Delivery:      ATTN: DHH SFP Award Appeals/Gil Barkley  
Workforce Services Division, MIC 50  
Employment Development Department  
722 Capitol Mall, Room 1100  
Building Agent's Office  
Sacramento, CA 95814

## **SECTION 9 ADMINISTRATIVE REQUIREMENTS**

### **A. Monitoring and Audits**

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

Grantees that are units of local government, or non-profit entities must ensure that audits required under OMB guidelines are performed and submitted when due.

### **B. Record Keeping**

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

## **C. Reporting**

Grantees must have the capability to report expenditures and outcome data to the EDD, in a manner that is timely, thorough, and accurate. Grantees will be required to submit one original and three (3) copies of the monthly expenditure reports (invoice) and one monthly activity report for reimbursement. These reports must be submitted by the 15<sup>th</sup> of the following month in which expenditures and activities occurred.

- EXPENDITURE REPORT (INVOICE)

Grantees must submit one original and three (3) copies of the monthly expenditure report which details all expenses related to operating the DHH Program, along with source documentation for these expenditures. This will include a Schedule For Salary and Wages (Exhibit C), detailed time records and receipts. The original expenditure report must be signed in blue ink and include three (3) additional copies.

- MONTHLY ACTIVITY REPORT

Grantees must submit one monthly activity report which details the outcome data and performance related to operating the DHH Program. (Please refer to Appendix D)

The reports and supporting documents must be mailed and cannot be faxed or electronically transmitted. Additionally, grantees will be required to provide an end of project report upon closeout of the project. These reports and all correspondence related to expenditures, allocations or activities should be addressed to:

Employment Development Department  
Deaf and Hard of Hearing Program  
Statewide Services Unit  
Attention: Program Manager  
800 Capitol Mall, MIC 50  
Sacramento, CA 95814

All funds provided under this SFP are subject to revocation by the State of California in the event of failure to meet the performance criteria, reporting requirements as described in the grantee's subgrant agreement. This also includes failure to comply with procedures for amending and/or modifying the subgrant agreement.

## **D. Performance**

Each proposal must describe specific program goals and objectives to enable EDD and the grantee to measure performance.

## **E. Closeout**

Grantees must submit closeout reports 45 days after the end of the subgrant agreement. Closeout of the project occurs when the operational date of the project

expires. The closeout report includes a Closeout Status of Cash Report, Closeout Summary of Expenditures Report, and Final Participant Report. These templates will be forwarded to each grantee at the end of the program's fiscal year.

An audit by an independent Certified Public Accountant is also required as part of the closeout. The cost of this audit may be considered in planning the budget for this project.

## **F. Compliance**

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, Title 22 and its associated federal regulations, including Title 29 of the Code of Federal Regulations (CFR), and OMB Circulars.

## **G. Evaluation**

Evaluation of activities allows the State of California to determine the effectiveness of the Governor's 10 Percent funds in addressing the identified needs and the level of continued funding. As a result, the EDD may pursue an evaluation of the projects awarded through this SFP. In the event that an evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information. All award recipients are expected to document lessons learned, and effective and promising practices ascertained through this project.

## **APPENDICES**

## **APPENDIX A**

### **Administrative Cost Definitions**

There is an administrative cost limit of ten percent of the total funds awarded under this contract.

All local grant recipients and lower tier subrecipients must follow the federal allowable cost principles that apply to their type of organization. The Department of Labor (DOL) regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology computer hardware and software needed for tracking and monitoring of the WP program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- A.** The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, local grant recipients, local grant subrecipients and local fiscal agents, and which are not related to the direct provision of WP services, (including services to participants and employers). These costs can be both personnel and non-personnel, and both direct and indirect.
- B.** The costs of administration are the costs associated with performing the following functions:
- Accounting, budgeting, financial and cash management functions.
  - Procurement and purchasing functions.
  - Property management functions.
  - Personnel management functions.
  - Payroll functions.
  - Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports.
  - Audit functions.
  - General legal services functions.
  - Developing systems and procedures, including information systems, required for these administrative functions.
- C.** Performing oversight and monitoring responsibilities related to WP administrative functions.
- D.** Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.

- E.** Travel costs incurred for official business in carrying out administrative activities or the overall management of the WP systems.
- F.** Costs of information systems related to administrative functions (e.g. personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
- G.** Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- H.** Personnel and related non-personnel costs of staff that perform both administrative functions specified in part B of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
- I.** Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
- J.** All costs incurred for functions and activities of sub-recipients and vendors are program costs except as provided in part A of this section.
- K.** Costs of the following information systems including the purchase, systems development and operating (e.g. data entry) costs are charged to the program category:
  - Tracking of performance information
  - Information relating to supportive services and unemployment insurance claims for program participants
- L.** Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

## **APPENDIX B**

### **Confidentiality Requirements**

#### **PROTECTION OF CONFIDENTIALITY**

Information maintained by the EDD is classified confidential or sensitive. Confidential information is information that identifies an individual or an employing unit. Sensitive information may be financial or operational information that requires the maintenance of its integrity and assurance of its accuracy and completeness. Confidential and sensitive information are not open to the public and require special precautions to protect it from loss and unauthorized use, disclosure, modification, or destruction. The confidential information obtained under this agreement remains the property of the EDD. Subgrantee agrees to the following security and confidentiality requirements:

#### **ADMINISTRATIVE SAFEGUARDS**

- A. Adopt policies and procedures to ensure that information obtained from the EDD is used solely as provided for in this agreement.
- B. Warrant by execution of this agreement, that no person or selling agency has been employed or retained to solicit or secure this agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the EDD shall, in addition to other remedies provided by law, have the right to annul this agreement without liability.
- C. Warrant and certify that in the performance of this agreement, subgrantee will comply with all applicable statutes, rules, and/or regulations. Agree to indemnify the EDD against any loss, cost, damage or liability resulting from subgrantee violations of this provision, including but not limited to confidentiality requirements outlined in the California Unemployment Insurance Code (CUIC) §1094 and the California Civil Code §1798 et. seq.
- D. Protect the EDD's information against unauthorized access, at all times, in all forms of media. The information obtained under this agreement will be used exclusively under provisions set forth in this agreement and provided by the CUIC.
- E. Keep all the EDD confidential information completely confidential. Make this information available to authorized staff on a "need-to-know" basis and only for the purposes authorized under this agreement. "Need to know" refers to those authorized employees who need information to perform their official duties in connection with the uses of the information authorized by this agreement.
- F. Notify the EDD immediately upon discovery that there may have been a breach in security which has or may have compromised the confidential information. For purposes of this section, immediately is defined within 24 hours of discovery. The notification must describe the incident in detail and identify responsible staff (name, title and contact information).
- G. Assign security and confidentiality responsibilities for the EDD's information to the assigned staff. Immediately notify EDD in writing of any designee changes.

#### **USAGE, DUPLICATION, AND REDISCLOSURE SAFEGUARDS**

- A. Use the confidential information only for purposes specifically authorized under this agreement. Pursuant to CUIC §1094(b), use of EDD's confidential information as evidence in any legal court proceeding, for taxation, or enforcement purposes is

prohibited. Pursuant to CUIC, §1095(t), use of EDD's confidential information by private collection agencies is strictly prohibited.

- B. Use and/or extraction of the EDD information for any purpose outside the purposes stated in this agreement is strictly prohibited. The information obtained under this agreement shall not be reproduced, published, sold or released in original or any other form. Making paper or electronic copies of the information provided by the EDD is limited to uses within the EDD office specifically related to the purposes of this agreement.
- C. A disclosure of any individually identifiable EDD information to any person outside the subgrantee's staff is strictly prohibited. Except as authorized or required by law, subgrantee shall not reveal or divulge to any person or entity any of the confidential information provided by the EDD during the term of this agreement.

## **PHYSICAL SAFEGUARDS**

- A. Store EDD information in a place physically secure from access by unauthorized persons. Information in electronic format, such as magnetic tapes or discs, shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal or other means.
- B. Secure and maintain any computer systems (hardware and software applications) that will be used in the performance of this agreement. This includes ensuring that all security patches, upgrades, and anti-virus updates are applied as appropriate to secure data that may be used, transmitted or stored on such systems in the performance of this agreement.
- C. Avoid saving the EDD's data to a shared computer hard drive or any other shared information system. If the data is saved to a local server it must be encrypted, and should be stored in a separate directory from other data maintained by subgrantee.
- D. Access to this directory must be restricted to authorized staff assigned to work with the EDD data. If recorded on magnetic media with other data, it should be protected as if it were in its entirety EDD data. However, such commingling of data resources should be avoided, if practicable.
- E. At no time will the EDD confidential data be placed on an individual desktop or laptop or storage media of any kind unless the data is fully encrypted.
- F. Maintain a record of authorized users and authorization level of access granted to EDD's data, based on job function.
- G. Direct all personnel permitted to use the EDD's data to avoid leaving the data displayed on their computer screens where unauthorized users may view it. Users should retrieve computer printouts as soon as they are generated so that the EDD data is not left unattended in printers where unauthorized users may access them.
- H. Destroy all individually identifiable EDD information when its use ends utilizing an approved method of confidential destruction, which includes electronic deletion (following Department of Defense specifications) shredding, burning, or certified or witnessed destruction.

## MANAGEMENT SAFEGUARDS

- A. Instruct all employees with access to the information furnished by the EDD regarding the following:
  - Confidential nature of the information;
  - Sanctions against unauthorized use or disclosures found in the California Penal Code, §502, CUIA, §1094 and §2111, and the California Civil Code, §1798.53.
- B. Obtain a signed EDD Confidentiality Agreement and Indemnity Agreement from each employee assigned to work with the EDD's confidential information data, attesting to being made aware of the confidential nature of the information and of the penalties for unauthorized use or disclosure thereof.
- C. Require completion of Confidentiality and Indemnity Agreements of all new personnel assigned to work with the information provided by the EDD during the term of this agreement.
- D. Make copies of the completed forms available to the EDD staff on request and during on-site reviews. The completed Confidentiality and Indemnity Agreements are hereby made a part of this agreement.
- E. Permit the EDD to make on-site inspections to ensure that the terms of this agreement are being met.

## APPENDIX C

### Deaf and Hard of Hearing America's Job Center Of California(AJCC) Sites

#### **Sacramento/Roseville**

Roseville Workforce Services  
115 Ascot Drive, Ste. #180  
Roseville, CA 95661

Sacramento WORKS Job Center  
Mark Sanders Complex  
2901 50<sup>th</sup> Street  
Sacramento, CA 95817

#### **Santa Ana/Anaheim**

Santa Ana WORK Center  
1000 E. Santa Ana Blvd., Suite 220  
Santa Ana, CA 92701

Anaheim Workforce Services Office  
2450 E. Lincoln Ave, Suite 200  
Anaheim, CA 92806

#### **Los Angeles**

Los Angeles Workforce Services  
(Crenshaw)  
5401 S. Crenshaw Blvd.  
Los Angeles, CA 90043

NSFV WorkSource Center  
11623 Glenoaks Blvd.  
Pacoima, CA 91331

West Covina Workforce Services  
933 S. Glendale Avenue  
West Covina, CA 91790

SELACO WIB/Norwalk EDD Career  
Center  
12715 S. Pioneer Blvd.  
Norwalk, CA 90650-2888

#### **San Diego/Oceanside**

San Diego South Metro Career Center  
4389 Imperial Avenue  
San Diego, CA 92113

North Coastal Career Center  
1949 Avenida del Oro, Suite 106  
Oceanside, CA 92056

#### **Riverside/Rancho Cucamonga**

Workforce Development Center- Riverside  
1325 Spruce Street, Suite 110  
Riverside, CA 92507

Rancho Cucamonga Employment Resource  
Center  
9650 Ninth Street, Suite A  
Rancho Cucamonga, CA 91730

#### **San Francisco/Bay Area**

Career Link Center San Francisco –  
Civic Center  
801 Turk Street  
San Francisco, CA 94102

Tri-Cities One Stop Career Center-Fremont  
39155 Liberty Street, Suite B-200  
Fremont, CA 94538

North San Jose AJCC  
1901 Zanker Road  
San Jose , CA 95112

Oakland Career Center  
1212 Broadway Suite #100  
Oakland, CA 94612

Eastbay Works One Stop Business  
and Career Center – Concord  
4071 Port Chicago Highway, Suite #250  
Concord, CA 94520

## APPENDIX D

### Definitions

**Enrollments:** Clients enrolled into the program.

**Placements:** The hiring by a public or private employer of a Deaf and Hard of Hearing enrolled client referred by the grantee's staff for a job, providing the grantee had completed all of the following steps:

- Prepared a job order prior to referral, except in the case of a job development contact on behalf of a specific applicant.
- Made prior arrangements with the employer for the referral of an individual or individuals.
- Referred an individual who has not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker.
- Verified from a reliable source, preferably the employer, that the individual had entered a job.
- Appropriately recorded the placement in EDD's automated system.

The placement may be for the specific job to which the applicant was referred or for a different job with the same employer.

**Full-time Placement:** A minimum of 32 hours in any five-day workweek.

**Part-time Placement:** 20 to 31 hours in any five-day workweek.

**Temporary Placement:** A job, which the employer expects to last from four to 150 days.

**Job Retention 30 Days:** Employed for a period of thirty calendar days in a full-time, part-time or temporary job.

**Obtained Employment:** A reporting term used to describe the entry of a job seeker into full-time or part-time employment (not self-employment) resulting within 90 calendar days from an activity listed below:

- Participation in a long or short Job Search Training Workshop
- Participation in a Job Finding Club
- Completion of an Employability Development Plan
- Receipt of bonding assistance
- Successful completion of federal, state, or local training programs
- Participation in a Résumé Preparation Workshop
- Receipt of specific labor market information
- Participation in an Initial Assistance Workshop (IAW)

**Interpreting Services (Employment Related):** Interpreting for activities such as employer interviews, orientation or client follow-up, or other employment related activity outside of the America's Job Center of California<sup>SM</sup> (AJCC) network.

**Interpreting Services (Other):** Interpreting for activities such as Unemployment Insurance purposes (e.g., filing a new claim, an additional claim, re-opening an established claim), other counter functions or providing services for AJCC's partners.

**Desk Counseling:** One-on-one interview with a client to identify and address a work habit, attitude, or other impediment to the client's employability.

**Job Development Contact:** Contacting (either in person by telephone or through a mail inquiry) an employer for the purpose of securing a job opening or job interview for a specific client.

**Job Search Workshop Training:** A workshop that addresses, but is not limited to, orientation to work, current labor market information, job search techniques, resume preparation, interviewing skills, appropriate dress and personal hygiene.

**Deaf Awareness Presentations:** Presentations to employers, schools, community groups and others in order to increase awareness of the deaf and hard of hearing, particularly in regards to employment.

## APPENDIX E

### State Reporting System Hardware and Software Requirements

The State's minimum computer hardware and software requirements are imposed for compatibility with the State's Reporting System.

The following products meet the new CalJOBS<sup>SM</sup> system information security requirements and will be supported by the CalJOBS<sup>SM</sup> Operations Unit:

### Workstation and Software Requirements

#### Workstation Requirements

System	Hardware Required	Software Required	Connectivity
<b>Client Workstation</b>	<p><b>Processor:</b> PIII or higher</p> <p><b>Memory:</b> 1 GB of RAM or higher</p> <p><b>Display:</b> Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p><b>Operating System:</b></p> <p>Microsoft Windows 2000 /</p> <p>Microsoft Windows 7</p> <p>Macintosh OS X v10. 4.8 (Panther) or higher</p> <p><b>Browser:</b></p> <p>Microsoft Internet Explorer 8 or higher;</p> <p>Mozilla Firefox 1.5 or higher;</p> <p>Safari 2.04 or higher;</p> <p>Opera 11 or higher;</p> <p>Google Chrome 20 or higher</p> <p><b>3rd-Party Software (described after table):</b></p> <p>Meadco ScriptX ActiveX 6.4/ Object<sup>1</sup>/ Microsoft Silverlight 3<sup>2</sup></p>	<p><b>Minimum:</b> 56 Kbps</p> <p><b>Recommended:</b></p> <p>Dedicated broadband or high speed access, 380k or higher</p>
<b>Staff/ Administrator Workstation</b>	<p><b>Processor:</b> PIII or higher</p> <p><b>Memory:</b></p> <p>2GB of RAM or higher</p> <p><b>Display:</b></p> <p>Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p><b>Operating System:</b></p> <p>Microsoft Windows 2000</p> <p>Microsoft Windows Vista</p> <p>Microsoft Windows 7</p> <p>Macintosh OS X v10. 4.8 (Panther) or higher.</p> <p><b>Browser:</b></p> <p>Microsoft Internet Explorer 8 or</p>	<p><b>Minimum:</b></p> <p>Dedicated broadband or high speed access, 380Kbps or higher</p>

System	Hardware Required	Software Required	Connectivity
		<p>higher;</p> <p>Mozilla Firefox 1.5 or higher;</p> <p>Safari 2.04 or higher;</p> <p>Opera 11 or higher;</p> <p>Google Chrome 20 or higher</p> <p>JAWS for Windows software for visually impaired access (optional)</p> <p><b>3rd-Party Software (described after table):</b></p> <p>Meadco ScriptX ActiveX 6.4/ Object</p> <p>Microsoft Silverlight 3</p>	

### Client Workstations (Third-Party Software)

As indicated in the preceding table certain freely available third-party software is required on client workstations to maximize all of the features in the Virtual OneStop suite.

VOS	v12.x	v14.0	
Silverlight	v4	v5+	See below
Adobe Acrobat Reader	v6.0	v8.0+	<a href="http://get.adobe.com/reader/otherversions/">http://get.adobe.com/reader/otherversions/</a>
Adobe Flash	v10.1	v11+	
Meadco ScriptX	v6.5	v7.4+	<a href="http://scriptx.meadroid.com/home.aspx">http://scriptx.meadroid.com/home.aspx</a>
Microsoft RSClientPrint for SSRS reports			<p><a href="http://technet.microsoft.com/en-us/library/dd283109.aspx">http://technet.microsoft.com/en-us/library/dd283109.aspx</a></p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.</p> <p>A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>

**Meadco ScriptX 7.4:** ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed

content; all settings are automatically restored to default settings and no permanent changes are saved. ScriptX v6.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

**Microsoft Silverlight v5:** Silverlight is a cross-browser, cross-platform, and cross-device browser plug-in that helps companies design, develop, and deliver applications and experiences on the web. It usually installs in less than 10 seconds as a free browser plug-in that is approximately 4 MB in size. Silverlight enables rich, safe, secure, and scalable cross-platform experiences. In Virtual OneStop, it is used to enable the graphs and maps options that are part of the LMI profiles and other graphic LMI displays of information.

The MSIE min version depends on the OS:

SL v4

Win XP SP2/3 – MSIE 6

Win 7 – MSIE 8

<http://www.microsoft.com/getsilverlight/locale/en-us/html/installation-win-SL4.html>

SL v5

Win XP SP3 - MSIE 7

Win 7 – MSIE 8

Win 8 – MSIE 10

Win 8.1 – MSIE 11

<http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx>

**Adobe Acrobat Reader 11:** Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

**Adobe Flash 11:** The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

**RSCientPrint** is a Microsoft ActiveX control that enables client-side printing of Microsoft SQL Server Reporting Services reports. The ActiveX control displays a custom print dialog box that shares common features with other print dialog boxes. The client-side print dialog box includes a printer list for selection, print preview option, page margin settings, orientation, etc.

Downloading and installing the ActiveX control RSCClientPrint.cab requires administrator permissions on the client machine.

### **VOS uses CKEditor version 4.3.1**

The version 14.0 Virtual One Stop (VOS) is currently using version 4.3.1 of CKEditor. CKEditor is used within the VOS system to allow you to use common word processing features in the system with such things as job descriptions, resumes and cover letters.

CKEditor supports all popular browsers including Chrome, Firefox, Internet Explorer, Opera and Safari. However, Internet Explorer 7 (or lower) and Firefox 3.6 are no longer supported (CKEditor 4.1.3 was the last version to support Internet Explorer 7 and Firefox 3.6).

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.

If you are using these unsupported browsers versions, your browser should be updated to avoid compatibility issues.

### COVER/SIGNATURE PAGE

<b>EDD Use Only</b>
<b>Proposal No.</b>

<b>Amount of Funding Requested</b>	\$
Amount of non-federal cash and/or in-kind match	\$

<b>Organization (applicant) Name:</b>			
Address:			
City & Zip Code			
County:			
Designated Contact Person and Title:			
Telephone:		Fax:	
		E-mail:	
Type of Organization	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Other (Describe)
IRS Tax ID Number:		California Tax ID Number:	

Proposal Title:	
-----------------	--

Proposal Summary (in 100 words or less):

<b>Approval of Authorized Representative</b> (Submit two original signature copies)	
Name:	Title:
Signature:	Date:

STATE USE ONLY	EXHIBIT B
Subgrant Number	
Project Number	
Initial Plan	
Modification Date	

## BUDGET SUMMARY PLAN

**Applicant Name:** \_\_\_\_\_

Budget Detail (*)	Planned Budget		
	Wagner-Peyser Funds	Match/ In-Kind	Total
A. Staff Salaries (complete Exhibit 'C')			
B. Staff Benefits (percent _____%)			
C. Staff Travel			
D. Interpreting Services			
E. Miscellaneous (List below)			
1.			
2.			
3.			
4.			
5.			
6.			
F. Audit Costs			
<b>Total Funding</b>			

*(\*) Grantee staff will be provided a reasonable amount of work space, furniture, equipment, postage, communication cost, and office supplies needed to perform the services under the grant agreement. Grantee staff will also be provided authorities for accessing EDD's data base/automated systems to the degree and level required to perform under the grant agreement and must adhere to strict confidentiality requirements (refer to Appendix C in the Solicitation for Proposal package).*

STATE USE ONLY	EXHIBIT C
Subgrant Number	
Project Number	
Initial Plan	
Modification Date	

### SCHEDULE FOR SALARIES AND WAGES

**Applicant Name:** \_\_\_\_\_

Position Titles	Percent of Time	Annual Salary
<b>Total</b>		

STATE USE ONLY	EXHIBIT D
Subgrant Number	
Project Number	
Initial Plan	
Modification Date	

## MINIMUM REQUIREMENTS

**Applicant Name:** \_\_\_\_\_

*Applicants must clearly demonstrate that their services meet the following criteria:*

- *Provide comprehensive job development and placement services for deaf and hard of hearing.*
- *Provide interpreter assistance and communication services to program participants for all activities, including Unemployment Insurance claim filing functions.*
- *Provide outreach, recruitment and community education activities through the use of flyers, brochures, announcements, and Deaf Awareness presentations and workshops.*

*Provide information and data below that demonstrate that the services meet the criteria as defined above. Include data sources.*

STATE USE ONLY	EXHIBIT A
Subgrant Number	
Project Number	
Initial Plan	
Modification Date	

## PROPOSAL NARRATIVE

**Applicant Name:** \_\_\_\_\_

### ***Section I - Statement of Need***

*1. Describe the need(s) in the area as it relates to providing employment related services to Deaf and Hard of Hearing individuals.*

*2. Explain why the need(s) cannot be addressed with existing resources through the local or regional educational, employment and training service delivery systems.*

### ***Section II - Target Group***

*1. Describe the characteristics of the Deaf and Hard of Hearing population that will be served by this project, including barriers and basic and occupational skill needs.*

*2. Describe the outreach and recruitment methods that will be used to identify and contact the Deaf and Hard of Hearing population and demonstrate how these methods will enable you to reach this segment of the population.*

### ***Section III - Planned Approach***

*1. Describe the service process that will be used to assist job-ready Deaf and Hard of Hearing individuals in searching for, and obtaining/retaining employment. Identify who will be providing the services/training.*

*2. Describe how your service delivery plan will address the barriers of the Deaf and Hard of Hearing population. Describe the effective/promising practices used as a resource in the design and planning of this project.*

**Section IV - Goal and Objectives**

Complete the Participant and Activity Matrix below for those applicable to this proposal.

	<b>July 2015-June 2016</b>
<b>I. PARTICIPANT INFORMATION</b>	
<i>Total Planned Enrollments</i>	
<i>Cost per Planned Enrollment</i>	
<b>II. PLANNED PLACEMENTS</b>	
<i>a. Full-Time</i>	
<i>b. Part-Time</i>	
<i>c. Temporary</i>	
<i>Total Placed (total from a, b, &amp; c)</i>	
<b>III. JOB RETENTION</b>	
<i>Total Planned Retained Employment for 30 Days</i>	
<b>IV. OBTAINED EMPLOYMENT</b>	
<i>Total Planned Obtained Employment</i>	
<b>V. PLANNED SERVICES</b>	
<i>Interpreting (Employment Related)</i>	
<i>Interpreting (Other )</i>	
<i>Desk Counseling Sessions</i>	
<i>Job Development Contacts</i>	
<i>Job Search Workshop Training (one per client)</i>	
<i>Deaf Awareness Presentations</i>	

**Section V - Local Collaboration**

1. Describe how your organization has secured community support and successfully established linkages with other agencies (identify each agency) in order to provide services to this population. Describe the roles and responsibilities that the agencies will perform in conjunction with this proposal, and any formal or informal agreements that are in place.

2. Describe how your organization will coordinate with the State Department of Social Services and the Department of Rehabilitation, when appropriate, to ensure that specialized employment services are a supplement or alternative to those services provided and/or funded by those State Agencies.

**Section VI – Resource Utilization**

1. Complete the Resource Utilization Chart below Identifying the non-federal cash and in-kind resources that will be used as match to support activities or expand and sustain the proposed project. Provide any further explanation in the space provided below the chart.

<b><u>Resource Utilization Chart</u></b> Name of Provider	Description of Fund Source	Type of resource (in-kind or cash)	Amount
<b>Total Match</b>			
Percent of match to total requested amount			

2. Describe how each provider identified in the Chart above will contribute to the goals of the project, ensure non-duplication of services and provide future sustainability.

3. Describe any direct grants you have received within the past four years for providing services to the Deaf and Hard of Hearing population. Describe any connection those grants will have with this proposal.

**Section VII - Statement of Capabilities**

1. Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data. Provide examples of past or present experience in managing projects similar to this proposal.

2. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals. Complete and attach Minimum Requirements (Exhibit D).

**Section VIII – Budget Summary**

Complete and attach the Budget Summary Plan (Exhibit B) and Schedule for Salaries and Wages (Exhibit C). Provide a detailed justification for all line items contained in the Budget Summary Plan. Explanations should include how the proposed costs are necessary and reasonable in terms of benefit to clients.