

Applicant Workforce Development Board of Ventura County					
Total Project Budget					\$ 710,197.00
Requested Amount					\$ 710,197.00
Match					\$ 0
Address:			855 Partridge Drive		
City & Zip Code:			Ventura, 93003		
County:			County of Ventura		
Designated Contact Person and Title:			Patrick Newburn		
Telephone:	805-477-5470	Fax:	805-477-5380	eMail:	Patrick.Newburn@ventura.org
DUNS Number:	176041101				
Proposed Region:		Ventura Regional Planning Unit			
Proposed Occupations/Trades:		Manufacturing, Construction, Trade-Transportation, Business Services			
List Partners:		Workforce Development Board of Ventura County, Ventura County Public Defender's Office County Legal Service Provider, Ventura County Veterans Services Department, Ventura County Sheriff's Office, Ventura County Probation Agency, CDCR Adult Department of Parole Operations, Goodwill Industries of Ventura and Santa Barbara Counties, Interface Children and Family Services, Arc of Ventura County, Boys and Girls Club of Greater Oxnard and Port Hueneme, Ventura Adult and Continuing Education, Genesis Sober Living, Inc., Ventura County Sober Living			
<b>Approval of Authorized Representative</b>					
Name:	Barry L. Zimmerman		Title:	Director, Human Services Agency Administrative entity for WDB of Ventura County	
Signature:			Date:	5/31/2019	E-mail: Barry.Zimmerman@ventura.org



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY**  
**Prison to Employment Implementation Grant February 2019**  
**- PROPOSAL NARRATIVE -**  
**Revised May 31, 2019**

**INTRODUCTION**

Respected for working in the best interests of the region, the Workforce Development Board of Ventura County (WDB) is a neutral convener and coordinator of regional partners, who helped shape the WDB Regional Plan for 2017-2020 by implementing a results-oriented combination of committee, sector, cross-sector and work group activities. WDB has a twenty-year history of working together with partners to serve at-risk populations with barriers to employment, including but not limited to, formerly incarcerated and justice involved individuals, as well as out-of-school youth, by aligning training, education and services to supply the skills, service support, and training needs of Ventura County's employers. The Ventura County Board of Supervisors (BOS) is the governing body that oversees the County's Human Services Agency, in which WDB's activities are embedded. WDB has a separate independent board appointed by the BOS, and is the Regional Planning Unit (RPU) for Ventura County.

Moreover, WDB has established four Industry Sector Committees (Manufacturing, Healthcare, Clean-Green and, Business Services) that have provided regional leadership to work with industry to analyze regional job data, identify regional employment needs, determine credentials and skills in high demand, and work with educators on the committees to implement programs to address industry needs. Additionally, twenty AJCC System Partners are working to align existing workforce programs, reduce duplication, identify gaps in services, and collaborate to provide career services to those with barriers to employment. Our Human Services Agency, Adult and Family Services (AFS) Department also collaborated with the Ventura County Probation Agency and the Sheriff's Office which funded several initiatives targeted to address the reintegration of ex-offender populations including incarcerated adults, youth and those released on probation.

The Prison to Employment (P2E) strategic planning process has uncovered a variety of additional strategies and goals that can align the workforce and corrections systems in the county. This revised application dated May 3, 2019 for the *Prison to Employment (P2E) Implementation Direct Services and Supportive Services Earn and Learn Grant* requests **\$710,197**. We intend to enroll 100 participants, provide 30 OJTs, develop a pre-release Resources Toolkit for reentry individuals, and create a registry of 100 employers friendly to hiring returning community members. Subject to approval as per local procurement policies, WDB intends to issue two contracts to community based organizations and partners, Goodwill Industries of Ventura and Santa Barbara Counties (Goodwill), as well as Ventura Adult and Continuing Education (VACE). This award will help the WDB support community based organizations (CBOs) and agency leadership structures to: improve staff capacity, strengthen sector initiatives, more fully integrate career services, create employment opportunities, and provide additional supportive services offered by AJCC partners, CBOs, and Labor Organizations. The principal plan is to build sustainable investments by all stakeholders serving formerly incarcerated and justice involved individuals. This narrative describes four interconnected projects/services that will increase positive outcomes for formerly incarcerated and justice involved individuals the regional P2E vision includes:

1. Create a Regional Employer Outreach and Training Program
2. Contract with CBO's that perform direct employment and placement services to facilitate a Continuum of Care into the community and enhance gainful employment opportunities
3. Pilot a program at Main Jail and Todd Road jail to develop mandatory pre-release resources and toolkit
4. Expand a food handler credential program model at Todd Road Jail to include grounds-keeping work crew and expanded employer partnerships

## **I. STATEMENT OF NEED**

The purpose of this P2E implementation application is to seek funding that will provide implementation of regional partnerships and direct services and supportive services using Earn and Learn models to serve formerly incarcerated and other justice involved individuals in Ventura County. WDB has a history of successful programs serving ex-offenders, and seeks additional funding to sustain, support, and expand regional partnerships. This implementation grant will enable WDB to develop new and strengthen previous regional partnerships, and will provide a foundation for the implementation of the newly drafted Ventura County Regional P2E Plan.

Successful implementation of a regional workforce system serving formerly incarcerated and justice involved individuals requires informed and efficient outreach and communication with local business, labor organizations and CBOs. Currently, several organizations conduct independent business outreach and engagement with ex-offenders through partners in the local workforce system. While not wholly fragmented, these independent systems are not effective in assuring lateral partner-to-partner communication and employment outcomes.

Demographic Data (see attachment 1, Figures 1-5): Ventura County, like other California counties, has at-risk populations who need to develop marketable skills. There are approximately 15,500 adult offenders and 2,500 minors being supervised by the Ventura County Probation Agency (Ventura County Probation Agency Data, 2018). Two of these at-risk populations are the clients served by the Temporary Assistance for Needy Families (TANF, aka CalWORKs Welfare-to-Work) program, and the non-AB 109 ex-offender population. Hispanic men and White men of Prime Working Age (25-50 years old) comprise most of the justice-involved population.

### Adult and Juvenile Population:

- The Ventura County Probation Agency (Ventura Field Services, Oxnard Field Services, and East County Field Services) supervised 6,820 clients. There are 33,900 justice involved individuals in Ventura County. When combined with an estimated 42,000 individuals with past felony convictions, the total population who could benefit from P2E services is approximately 75,900.
- According to a recent (June 2018) outcomes report from an independent research firm (EvalCorp), Ventura's first three AB 109 cohorts (FY 11/12 and 13/14) were analyzed using the Board of State and Community Corrections (BSCC) definition (arrests within

3 years of release from custody) of recidivism. One key finding from this report was that 1170 jail-only clients recidivated at a rate of 61%.

- Post-Release Community Supervision clients returning from prison and supervised by Probation recidivated at a rate of 54%, and 1170(h) Mandatory Supervision clients released from local custody and supervised by Probation recidivated at a rate of 45%. That is a 16% difference between those clients who are supervised by Probation and receiving community services versus those who do not. The research also stated that with each cohort studied, the reduction in recidivism continued to decrease. *What does this indicate?* That what we do and how we do it matters; that supervision and evidence-based treatment matters.
- Juvenile arrests have dropped substantially since the 2008 Ventura County Juvenile Justice Plan. Overall, juvenile arrests declined from a total of 7,329 in 2008 to 3,058 in 2014 (CA Attorney General's Office), reflecting an overall decrease of 58%. Of the 3,058 total juvenile arrests in 2014, there were 656 felony arrests, 1,749 misdemeanor arrests, and 653 status offense arrests. Between 2008 and 2014, juvenile arrests for felonies, misdemeanors, and status offenses all experienced an overall downward trend. Felony arrests decreased by 46%, misdemeanor arrests decreased by 59%, and status offense arrests decreased by 64%.

Individuals Served (see Attachment 2): Many leading public agencies and CBOs in Ventura County have already recognized the need for high-quality reentry workforce development programs aimed at serving justice-involved individuals. The Human Services Agency, Goodwill, VACE, and Interface Children and Family Services have provided services with successful outcomes to over 1,000 formerly incarcerated individuals in 2018.

Types of Services Needed (see Attachment 1, Figure 6): The P2E Partner Coalition has been meeting since August 2010. During these meetings and resulting stakeholder outreach, multiple challenges and needs have been identified including a need for more CBOs that perform direct employment placement and connections to employers and additional sober living housing and drug treatment. There are many programs that provide social services and career training, but very few organizations that provide actual job placement, earn and learn opportunities and on the job training. Ventura County has a growing need for housing, and certain policies make it especially difficult for formerly-incarcerated populations to find a home. Employment and housing-related services are needed to help the supervised population achieve long-term employment outcomes in occupations that pay a family-sustaining, livable wage.

## **II. Partnerships** (see Form 3A in P2E Workbook)

Ventura County's workforce system includes many committed entities that have a successful track record of working together. The WDB, in collaboration with CausalIMPACTS, a California Workforce Association consultant procured to facilitate research and partner outreach in the P2E Planning Phase, is in the process of hosting six meetings from August 2018 through March 2019. WDB compiled a list of over 170 people representing more than 40 unique organizations serving formerly incarcerated and justice-involved populations to participate in the regional planning process. Several

Memorandum of Understanding have been executed and included with our application and we will submit additional MOU's with our strategic plan.

A variety of methods were employed to conduct stakeholder outreach to ensure that multiple perspectives were heard across sectors. These methods included: Stakeholder Survey, Employer Survey, P2E Stakeholder Meetings, Justice Involved Individual Focus Groups, and 1-1 Interviews with over 25 individuals.

Many of the P2E Partner Coalition members have been members of The Ventura County Reentry Council for years. The Ventura County Reentry Council was created to help county agencies coordinate AB 109 implementation, but has since expanded to include service providers, corrections partners, and agencies serving the entire reentry population. Formalizing this entity by providing funding for staffing resources and better coordination will increase networking opportunities, training, and collaboration. There are a variety of existing collaborations and meetings seeking to bring multiple service providers together. For example, the monthly Parole and Community Team (PACT) meetings invite service providers to present to newly released parolees. These meetings are helpful, and serve a need for the involved entities, but they do not create a forum for everyone serving the justice-involved to collaborate and share resources. However, a formalized reentry council needs support and standing to facilitate long term client benefits.

Ventura's P2E Partner coalition will serve as a test-zone for collaborative efforts, cross-agency referrals, and provide a known centralized location that assesses the state of the reentry and services system in Ventura County. Furthermore, the region's workforce professionals will coordinate services through existing and new partnerships within the Reentry Council. Funding will be utilized to ensure that the Ventura County Reentry Council meets every two months; provides high-quality quarterly trainings to Council members on relevant topics, to be decided annually by the Council (*i.e.* training on how to access and utilize existing employer incentives); conducts bi-annual SWOT assessment of countywide resources and services to identify challenges, needs, and gaps in services; reports quarterly to the Ventura County Board of Supervisors on the Council's activities; provides a public database of Reentry Council members; provides a forum for members to share resources and make announcements; manages meeting logistics, invitations, and training scheduling; and identifies joint member grant opportunities.

#### Referral Process for Supportive Services and Direct Services:

- The existing Reentry Council will facilitate information sharing among partners to evaluate and share evolving service needs, best practices, and lessons learned, with regards to programs and service models that serve the region's justice-involved population. This council, though not currently funded other than in-kind support, is an excellent existing forum for discussing "What Works" in evidenced-based practices and principles of hiring, supervising and coaching the justice-involved population. If funded to conduct regular monthly meetings, the council will enhance opportunity for replication and expansion of successful programs.

- The Council will strive to reduce duplication of efforts and increase collaboration with other existing service networks. Some of these related working groups and initiatives include: WDB (Clean/Green committee, Child Support task force, etc.); Ventura County Adult Education Consortium (VCAEC); Tri-Counties Regional Center Employment Collaborative and Employment Task Force; Ventura County Family Justice Center Foundation; Ventura County Reentry Council; Ventura County Continuum of Care; Ventura County Civic Alliance; Veterans Treatment Court; WIOA services providers; Women United; Ventura County Whole Person Care; Ventura Project to Support Reentry; and Economic Development Collaborative.

Over 75% of the P2E Partner Coalition members reported that they partner with other organizations to provide job placement, workforce development, and other justice-involved community initiatives and services. The top three public agencies suggested were the Ventura County Probation Agency, Human Services Agency, and Ventura County Behavioral Health. Among the community-based organizations listed, the three most recommended were Goodwill Industries, Interface Children and Family Services, and Salvation Army. Education and research institutions will also be necessary for this initiative, and the four most suggested partners for this were the Ventura County Community College District, California Adult Literacy Professional Development Project (CALPRO), Ventura County Adult Education Consortium, and Center for Employment Training. Upward mobility, employment, and increased training opportunities are an important component of P2E, so identifying how to bridge that gap between agencies wanting to participate and provide direct services needs to be addressed. P2E Implementation funding will provide the ability to fill the gaps and challenges in serving these individuals.

Employer Partnerships: (see Attachment 1, figure 7)

In the Ventura County region, the WDB has had a long history of working together with business partners to serve at-risk populations with barriers to employment in Ventura County. WDB has four business led sector committees focused in pathways in manufacturing, clean/green, healthcare, and business services to meet employment outcomes. Business engagement is offered through the American Job Center of California (AJCC) system, Economic Development Collaborative (EDC) business consultants and networks, Ventura County Economic Development Roundtable, Small Business Development Center, Service Corps of Retired Executives, Women's Economic Ventures, Workforce Education Coalition, and the Ventura County Economic Development Association (VCEDA).

A significant challenge is that of almost 48,000 businesses in the county, the clear majority are diverse and small businesses. Most employers have 50 or fewer employees. There is no dominant industry and job requirements vary widely. This reality justifies the need for funding support to strengthen employer partnerships with small business as well as larger employers. Based on analysis of labor market data from the California Employment and Development Department (EDD), over 115,850 current jobs in Ventura County are in Opportunity Occupations (37.3% of total jobs). The highest number of jobs are in: Education and Health Services; Trade, Transportation, and Utilities; and Manufacturing.

These three industries, along with Construction are also expected to add the highest number of new jobs in Opportunity Occupations per year. It is estimated that Ventura County will add close to 4,700 new job openings in Opportunity Occupations per year through 2024.

Based on evaluation of the five key criteria outlined in the previous section, it is believed that the following major industry groups present the greatest level of opportunity for justice-involved/formerly incarcerated populations in Ventura County:

1. Education and Health Services
2. Trade, Transportation, and Utilities
3. Manufacturing
4. Construction

### **III. Regional Implementation and Direct Service Plan (IDS)**

P2E partners have drafted recommendations that will meet the needs of this population. The Regional P2E Plan included recommendations that will provide direct services and provide supportive services. The attached P2E plan details rationale, outcomes, and challenges addressed. The IDS plan in this application will serve and enroll 30 participants, including providing up to 15 OJTs with connected supportive services, over three years of proposed funding; Create a registry of 100 employers friendly to hiring returning community members, Highlights of these priority recommendations include:

The Big Ideas! (See Attachment 3)

1. **CONTRACT WITH CBOs WORKING ON DIRECT EMPLOYMENT AND PLACEMENT.** WDB will offer new contracts with (Goodwill) that will do direct employment and placement to facilitate a Continuum of Care into the Community for 30 participants. They will arrange a minimum of 12 OJTs for enrolled participants including providing connecting supportive services. Placement would not be based on AB 109 status. Employer outreach will benefit by coordination with AFS/Reentry team for regional information and unified messaging.
2. **CREATE A REGIONAL EMPLOYER OUTREACH AND TRAINING PROGRAM.** The Specialized Training and Employment Services (STEPS) program provided through AFS, will lead the collaboration with partners to create a registry of 100 employers willing to do “First Opportunity” hiring and employ those with felonies. The creation of regional employer outreach, cultivating partnerships, and bolstering employment prospects, will streamline outreach and establish a comprehensive outreach plan that all CBOs and agencies can utilize.

Connection to Career Pathways: Using current economic and labor market data, the Local Board focuses on four industry sector clusters which provide opportunities for Ventura County workers to make gains in jobs and income: Business Services, Clean/Green/Construction, Healthcare, and Manufacturing. The Local Board conducts bi-monthly sector meetings and an annual joint regional sector forum to identify cross-sector workforce challenges, essential job qualifications for workers in priority occupations and

steps to address career pathways priorities. Additionally, it is envisioned that the WDB will include oversight of P2E programs within the existing WDB programs committee and provide periodic reports to the four WDB sector committees.

Connection to State and Other Linkages: WDB will continue to provide connection and collaboration with California Workforce Development Board (CWDB) and its grantees through our Regional Organizer. Additionally, WDB, as a member of the California Workforce Association and National Association of Workforce Boards, will stay connected at state and national levels. The WDB, which is embedded in the Human Services Agency, will serve as CWDB and P2E grantee linkage to the existing Reentry Council partnership and the Community Corrections Partnership. The connection with organized labor will also ensure linkage to apprenticeships through the mandated P2E partnerships as well as existing members in our local workforce board.

Connection to Education: To expand access to employment, training, education and supportive services for the target population, the Local Board and the Reentry Council will continue to work with appropriate partners from K-12, adult education, community college, and university programs; workforce-related community programs; and government service agencies. Collaboration will facilitate referrals that provide access to regional sector pathway programs for those with barriers to employment, including the disabled.

Employer Outreach: A variety of methods will be employed to conduct stakeholder outreach. Having started this process already, we have some lessons learned and will use these takeaways as guidance in future engagement: 1) Employers that are part of a large chain do not know their headquarters' policies on hiring formerly incarcerated, 2) Many employers from large corporations seemingly assume that they cannot hire those who are formerly incarcerated even when they are not sure of a formal policy in place, 3) Many employers were very uncomfortable even talking about this population, 4) Trying to track down these employers' HR policies on hiring this population was extremely difficult and led to many switchboard operators and accidentally cancelled calls, 5) Smaller employers prefer to speak in person (For example, one employer asked if the caller could come into the restaurant so they could answer the questions in person), and 6) Having an on-the-ground presence would improve the survey response rate as well as build relationships.

Training Needs of Staff and Partners: P2E partners may be required to participate in technical assistance activities, including, but not limited to, the convening of communities of practice to identify and help replicate evidence-based practices and to help facilitate an assessment and evaluation of grant performance and initiative success. Cross training of partners will enable improved client referrals based upon participants needs. Reporting systems and tracking methods agreed upon will require partner training.

Participant Training and Education Assessment: The P2E program will provide individuals intensive employment services through existing AJCC models and partner collaboration, including: 1) a pre- and post- vocational assessment, 2) the development of an Individual



Employment Plan (IEP), 3) Job Readiness Workshops and or Career Academy Workshops, and 4) supportive services and an Individual Training Account voucher to access training for in-demand occupations in priority industry sectors (Manufacturing, Healthcare, Business Services and Clean-Green-Construction occupations). All services will be provided through a strong partnership with the individual's probation or parole officer. Additional services to be provided by the P2E program include job search assistance, training, in-demand industry information for the local area and with industry recognized certificates, supportive services (e.g. tools, clothing, test materials), and access to public assistance services and other community-based services. This service delivery strategy has been proven effective for ensuring offenders remain engaged and have access to comprehensive resources.

#### **IV. Regional Supportive Service / Earn & Learn Plan (SSEL)**

The P2E Regional Plan will provide supportive services that will model services provided through the Local Board, AJCC partners, and WIOA workforce and education programs. P2E funding will be provided for a wide range of supportive resources including: academic and career counseling; subsidized childcare and dependent care; transportation vouchers; payments for books, uniforms and course equipment; substance abuse treatment; and the use of assistive technology for individuals in California who are disabled. On the Job Training and connected supportive services will be provided to minimum 15 enrolled participants by AFS through the STEPS service model. Additionally, the successful in-jail vocational training will be expanded for through Ventura Adult and Continuing Education (VACE). The SSEL plan in this application will enroll 70 participants, including 15 OJTs with connecting supportive services, over three years of proposed funding.

#### **The Big Ideas!** (See Attachment 3)

1. **PROVIDE EARN AND LEARN OPPORTUNITY WITH ON THE JOB TRAINING.** The Specialized Training and Employment Services (STEPS) program has a successful history of providing career service and placement. Provide OJTs for 15 participants with connecting supportive services provided through AFS to facilitate a Continuum of Care into the Community. AFS will provide career services for 45 participants. Placement would not be based on AB 109 status. Additionally, VACE will serve and additional 25 participants in Jail and provide expanded employer outreach and placement post release.
2. **DEVELOP A MANDATORY PRE-RELEASE RESOURCES FILE AND TOOLKIT.** Pre-Release Opportunities: create integrated reentry planning by a team that includes the Probation or Parole Officer on record, CBO or agency, Behavioral Health, and others who develop comprehensive reentry plans. If every inmate was provided with the necessary documents and program enrollments prior to release, they would save time and effort and more seamlessly reintegrate into society. The desired outcome is to develop database infrastructure and identify an ideal system for easy document sharing with clients post release and when documents need replacement.
3. **EXPAND EXISTING FOOD HANDLER CREDENTIAL PROGRAM MODEL** Expand existing in-jail training programs for 25 new participants to include other in-jail work crews and expand new employer partnerships, provide food handler credentials,

provide landscaping credentials, and provide jail-to-employment placement. Employer outreach will benefit by coordination with AFS/Reentry team for regional information and unified messaging.

Supportive Services to be provided:

1. Provide a wide range of supportive resources including: academic and career counseling; subsidized childcare and dependent care; transportation vouchers; payments for books, uniforms and course equipment; substance abuse treatment; and the use of assistive technology for individuals in California who are disabled.
2. Provide appropriate referrals to a behavioral health provider for behavioral health needs.
3. Provide referral for eligibility and application assistance for all government assistance (e.g., Cal FRESH, General Relief, Medi-Cal).
4. Increase funding and resources to CBOs for On the Job training participant placements.
5. Help with locating existing education records, certifications, and assessment scores. Provide assistance in securing other government records such as driver's license, social security, child support and court documents.

**V. Data Collection and Evaluation**

HSA, Adult and Family Services Department (AFS), as the lead AJCC program operator, will use efficient strategies to link, track and report outcomes and outputs. Utilizing the EDD Labor Exchange CalJOBS system will allow this program to track clients with consistency and allow for follow-up services along with HSA's continuum of client assistance. HSA, AFS and EDD are the operators of the American Job Centers in Ventura County, and AFS also provides WIOA-funded Adult and Dislocated Worker programs.

The P2E Regional Plan will provide services including job search assistance, training, in-demand industry information for the local area and industry recognized certificates, supportive services (e.g. tools, clothing, test materials), and access to public assistance services and other community-based services. HSA will deliver services through the State's labor exchange system. The online features allow staff the ability to effectively track P2E program activities and coordinate and deliver services through an integrated program model. Services will be measured, and the projected outcomes of the P2E programs will be tracked with CalJOBS. As the County's primary provider of Medi-Cal, Cal Fresh and General Relief Programs, HSA, AFS brings access to these services to the in-jail and post release population. The P2E service delivery strategy is expected to be effective with ensuring offenders remain engaged and have access to comprehensive resources such as medical, behavioral/mental health, housing, support services, and other community-based services.

Outcomes monitored will include those performance reporting requirements outlined in AB 1111 and the Prison to Employment Initiative Trailer Bill. Highlights include:

- Ability of individuals to successfully complete relevant programming funded under the grant as demonstrated by relevant measures directly related to the purpose of the program.

- Ability of individuals to transition into or be integrated into the broader workforce and education system as evidenced by enrollment in relevant programs.
- Ability of individuals to succeed in both the broader workforce and education system and labor market once they transition into the broader system. This shall be measured by tracking these individuals utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes once they transitioned into the broader system.

## **VI. Innovation & Sustainability**

Formalizing the Ventura County Reentry Council will create a singular entity through which sustained collaboration, meeting, training, and sharing can occur. This Council should include all mandated P2E partners, as well as all entities that serve the justice-involved population. Desired outcomes include: increased coordination among service providers; six Reentry Council meetings per year; four trainings per year; increased knowledge of the countywide reentry system among the Ventura County Board of Supervisors; identification of joint grant opportunities; and conducting a bi-annual SWOT assessment of countywide resources and services to identify challenges, needs, and gaps in services.

Additionally, the Reentry Council will strive to work in partnership with the Board of State and Community Corrections (BSCC) to apply for and secure other grants serving formerly incarcerated individuals. Example of recently announced grant opportunities include the Adult Reentry Grant Program established by California's Budget Act of 2018 (Senate Bill 840, Chapter 29, Statute of 2018) and appropriated \$50,000,000 in funding for competitive awards to community-based organizations. Another example is potential collaboration with the County of Ventura to apply and leverage Proposition 47 grants, which requires that these funds be awarded to public agencies to provide mental health services, substance use disorder treatment and/or diversion programs for those in the criminal justice system.

**SUMMARY:** Having clearly identified our P2E Regional Plan approach towards priority goals that align with the goals of the California Strategic Workforce Development Plan, the Ventura County Economic Vitality Strategic Plan, and the WDB Regional Plan 2017-2020, funding our request for **\$710,197** is needed to support the costs to attain priority goals. This will help the WDB support CBOs, agency leadership structures, improve staff capacity and training, strengthen sector initiatives, integrate career services, employment opportunities, and supportive services offered by AJCC partners, CBOs, Labor Organizations, and help to build sustainable investments by all stakeholders serving formerly incarcerated and justice involved individuals.

## **VII. Budget & Participant Plans**

Please see the submitted required budget and participant plans workbook.

Applicant Workforce Development Board of Ventura County					
Total Project Budget					\$ 710,197.00
Requested Amount					\$ 710,197.00
Match					\$ 0
Address:		855 Partridge Drive			
City & Zip Code:		Ventura, 93003			
County:		County of Ventura			
Designated Contact Person and Title:		Patrick Newburn			
Telephone:	805-477-5470	Fax:	805-477-5380	eMail:	<a href="mailto:Patrick.Newburn@ventura.org">Patrick.Newburn@ventura.org</a>
DUNS Number:	176041101				
Proposed Region:		Ventura Regional Planning Unit			
Proposed Occupations/Trades:		Manufacturing, Construction, Trade-Transportation, Business Services			
List Partners:		Workforce Development Board of Ventura County, Ventura County Public Defender's Office County Legal Service Provider, Ventura County Veterans Services Department, Ventura County Sheriff's Office, Ventura County Probation Agency, CDCR Adult Department of Parole Operations, Goodwill Industries of Ventura and Santa Barbara Counties, Interface Children and Family Services, Arc of Ventura County, Boys and Girls Club of Greater Oxnard and Port Hueneme, Ventura Adult and Continuing Education, Genesis Sober Living, Inc., Ventura County			
<b>Approval of Authorized Representative</b>					
Name:	Barry L. Zimmerman		Title:	Director, Human Services Agency Administrative entity for WDB of Ventura County	
Signature:		Date:		E-mail:	<a href="mailto:Barry.Zimmerman@ventura.org">Barry.Zimmerman@ventura.org</a>

**Prison to Employment Implementation Direct Services Grant**

**Form 1: Budget Summary**

EDD RFA #84049

Grantee		Workforce Development Board of Ventura County			
Budget Line Item		Admin*	In House Program	Contracted Program	Total
1	Staff Salaries and Fringe Benefits	\$22,185.00	\$64,179.00	\$0.00	\$86,364.00
2	Staff Travel	\$0.00	\$3,059.00	\$0.00	\$3,059.00
3	Operating Expenses				
	- Facilities Rent	\$0.00	\$0.00	\$0.00	\$0.00
	- Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
	- Communications	\$0.00	\$0.00	\$0.00	\$0.00
	- Other (Describe)	\$6,000.00	\$0.00	\$0.00	\$6,000.00
4	Equipment Purchases & Furniture				
	- Purchases	\$0.00	\$0.00	\$0.00	\$0.00
	- Leases	\$0.00	\$0.00	\$0.00	\$0.00
5	Testing/Instructional Materials	\$0.00	\$0.00	\$0.00	\$0.00
6	Tuition Payments/Vouchers	\$0.00	\$0.00	\$0.00	\$0.00
7	Training Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	Supportive Services	\$0.00	\$0.00	\$0.00	\$0.00
9	Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
10	Other Program Services	\$0.00	\$0.00	\$0.00	\$0.00
11	Contracts	\$0.00	\$0.00	\$200,000.00	\$200,000.00
Total Budget Amount		\$28,185.00	\$67,238.00	\$200,000.00	\$295,423.00

	Total Cost	Percentage
Total Admin*	\$28,185.00	10%
Total Program	\$267,238.00	90%
Total Budget Amount	\$295,423.00	100%

\*Administrative Costs not to exceed 10% of total budget

# Prison to Employment Supportive Services Earn and Learn Grant

## Form 1: Budget Summary

EDD RFA #84049

Grantee		Workforce Development Board of Ventura County			
Budget Line Item		Admin*	In House Program	Contracted Program	Total
1	Staff Salaries and Fringe Benefits	\$22,185.00	\$159,022.00		\$181,207.00
2	Staff Travel		\$2,175.00		\$2,175.00
3	Operating Expenses				
	- Facilities Rent				\$0.00
	- Office Supplies		\$1,200.00		\$1,200.00
	- Communications				\$0.00
	- Other (Administrative Overhead, IT, Payroll fees, Insurance,)	\$14,192.00			\$14,192.00
4	Equipment Purchases & Furniture				
	- Purchases				\$0.00
	- Leases				\$0.00
5	Testing/Instructional Materials				\$0.00
6	Tuition Payments/Vouchers				\$0.00
7	Training Costs		\$101,000.00		\$101,000.00
8	Supportive Services		\$15,000.00		\$15,000.00
9	Indirect Costs				\$0.00
10	Other Program Services				\$0.00
11	Contracts			\$100,000.00	\$100,000.00
Total Budget Amount		\$36,377.00	\$278,397.00	\$100,000.00	\$414,774.00

	Total Cost	Percentage
Total Admin*	\$36,377.00	9%
Total Program	\$378,397.00	91%
Total Budget Amount	\$414,774.00	100%

**Prison to Employment Supportive Services Earn and Learn Grant**

**Form 1: Budget Summary**

EDD RFA #84049

\*Administrative Costs not to exceed 10% of total budget

# Prison to Employment Implementation Direct Services

## Form 2: Budget Narrative

EDD RFA #84049

<b>Grantee</b>	Workforce Development Board of Ventura County			
<b>Budget Line Item 1 - Staff Salary and Fringe Benefits Charged to Project</b>				
<b>List job titles of staff working on project (FTE)</b>	<b>Salaries</b>	<b>Fringe Benefits</b>	<b>Benefits %</b>	<b>Total</b>
Senior Administrative Specialist /WDB Admin Manager (0.05 FTE x 3 years)	\$14,790	\$7,395	50%	\$22,185.00
Administrative Specialist III (.07 FTE x 3 years)	\$21,460.00	\$10,730	50%	\$32,190.00
Account Executive II (0.11 FTE x 3 years)	\$21,326.00	\$10,663	50%	\$31,989.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>	<b>\$57,576.00</b>	<b>\$28,788.00</b>		<b>\$86,364.00</b>
<b>Budget Line Item</b>		<b>Narrative Detail</b>		<b>Budget Amount</b>
2	<b>Staff Travel</b>	Staff travel to regional employers, partners collaboration, P2E conferences, (\$1,019.66 per year x 3 years)		<b>\$3,059.00</b>
3	<b>Operating Expenses</b>			
	- Facilities Rent			
	- Office Supplies			
	- Communications			
	- Other (Describe)	H.S.A.Fiscal, HR, IT, Insurance, administrative overhead		<b>\$6,000.00</b>
4	<b>Equipment Purchases &amp; Furniture</b>			
	- Purchases			
	- Leases			
5	<b>Testing/Instructional Materials</b>			
6	<b>Tuition Payments/Vouchers</b>			
7	<b>Training Costs</b>			
8	<b>Supportive Services</b>			
9	<b>Indirect Costs</b>			
10	<b>Other Program Services</b>			



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11	<b>Contracts</b>	Contract to <b>Goodwill Industries of Ventura and Santa Barbara Counties</b> (Second Chance Program): Goodwill is a Community Based Organization to provide services to re-entry and other justice involved clients. Contractor to be determined through sole source County of Ventura process. Client training in Occupational Skills/ITA and or OJT Approved ETPL Provider. 4 participants x \$4,500/participant x 3 years= <b>\$54,000</b> ); Supportive Services:9 examples may include: Books, Client transportation, PPE clothes, tools, etc.) (4x\$1000x 3 years= <b>\$12,000</b> )(Estimated <b>staffing and program costs</b> at <b>\$44,666</b> per year x 3 years = <b>\$134,000</b> )	<b>\$200,000.00</b>
<b>Total Budget Amount of Awarded Fund</b>			<b>\$295,423.00</b>

	<b>Amount</b>	<b>Percentage</b>
<b>Total Admin</b>	\$28,185.00	10%
<b>Total Program</b>	\$267,238.00	90%

# Prison to Employment Supportive Services Earn and Learn Grant

## Form 2: Budget Narrative

EDD RFA #84049

Grantee	Workforce Development Board of Ventura County				
Budget Line Item 1 - Staff Salary and Fringe Benefits Charged to Project					
List job titles of staff working on project (FTE)		Salaries	Fringe Benefits	Benefits %	Total
Senior Administrative Specialist /WDB Admin Manager (0.05 FTE x 3 years)		\$14,790.00	\$7,395.00	50%	\$22,185.00
Administrative Specialist III (.05 FTE x 3 years)		\$15,328.00	\$7,664.00	50%	\$22,992.00
Employment Specialist IV (0.2 FTE x 3 years)		\$44,157.00	\$22,079.00	50%	\$66,236.00
Account Executive III (0.24 FTE x 3 years)		\$46,529.00	\$23,265.00	50%	\$69,794.00
Subtotal		\$120,804.00	\$60,403.00		\$181,207.00
Budget Line Item		Narrative Detail			Budget Amount
2	Staff Travel	AE Travel, staff travel (\$725 per year x 3 years)			\$2,175.00
3	Operating Expenses				
	- Facilities Rent				
	- Office Supplies	Resources Toolkit: Copier, toner, paper, notebooks, (400 x 3 years)			\$1,200.00
	- Communications				
	- Other (Describe)	Administrative Overhead, IT, Payroll fees, Insurance, etc.			\$14,192.00
4	Equipment Purchases & Furniture				
	- Purchases				
	- Leases				
5	Testing/Instructional Materials				
6	Tuition Payments/Vouchers				
7	Training Costs	On the Job Training (OJT) for participants (5 participants/year x \$6,733 per participant x 3 years)			\$101,000.00
8	Supportive Services	Allowable CalJOBS codes: Examples may include: Transportation, tools, PPE, clothes 5x\$1000x 3 years)			\$15,000.00
9	Indirect Costs				
10	Other Program Services				
11	Contracts	Contract to Ventura Adult and Continuing Education (VACE) to Expand In-Jail Food Handler Vocational Training; specific intent to expand Employer Outreach and placement. Goal to train 25 participants with completion certificates and provide assistance with post release employer outreach and placement.			\$100,000.00
Total Budget Amount of Awarded Fund					\$414,774.00

	Amount	Percentage
<b>Total Admin</b>	\$36,377.00	9%
<b>Total Program</b>	\$378,397.00	91%

**Prison to Employment Implementation Direct Services Grant  
Form 3: Work Plan**

EDD RFA #84049



**Region Name: Ventura Regional Planning Unit**

**Lead Applicant: Workforce Development Board of Ventura County**

Objectives/Activities	Estimated Dates
<b>Quarter 1 (July - Sept 2019)</b>	
Secure Sole Source contracts through County of Ventura for CBO Contractor (Goodwill Industries VSB) to provide IDS	September
WDB to Provide Update to Reentry Council	August
Conduct Training for all AFS & Goodwill VSB Providers: Invoice, Reports, Program Guidance, and CalJOBS Technical Assistance	September
<b>Quarter 2 (Oct - Dec 2019)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 3 to date participants and provide Career Services)	October-December
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 1 to date)	October - December
AFS/STEPS in house provider begin to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message. (Goal 5 employers to date)	November-December
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	December
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	December
WDB to Provide Update to Reentry Council	December
<b>Quarter 3 (Jan - March 2020)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 6 to date participants and provide Career Services)	January - March
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 2 to date)	January - March
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	January - March
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	March
WDB to Provide Update to Reentry Council	Jan-March
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 10 employers to date)	January-March
<b>Quarter 4 (April - June 2020)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 9 to date participants and provide Career Services)	Apr-June
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 3 to date)	Apr-June
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	June
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	June
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 20 employers to date)	April-June
Attend/Update Monthly Reentry Council Meetings	Apr-June
<b>Quarter 5 (July - Sept 2020)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 12 to date participants and provide Career Services)	July-September

# Prison to Employment Implementation Direct Services Grant

## Form 3: Work Plan

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Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 4 to date)	July-September
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	September
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	September
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 30 employers to date)	July-September
WDB to Provide Update to Reentry Council	July-September
<b>Quarter 6 (Oct - Dec 2020)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 15 to date participants and provide Career Services)	October-December
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 6 to date)	October-December
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	December
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	December
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 45 employers to date)	October-December
WDB to Provide Update to Reentry Council	October-December
<b>Quarter 7 (Jan - March 2021)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 18 to date participants and provide Career Services)	January-March
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 8 to date)	January-March
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	March
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 60 employers to date)	January - March
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	March
WDB to Provide Update to Reentry Council	January-March
<b>Quarter 8 (April - June 2021)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 22 to date participants and provide Career Services)	April-June
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 10 to date)	April-June
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	June
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	June
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 75 employers to date)	April-June
WDB to Provide Update to Reentry Council	April-June
<b>Quarter 9 (July - Sept 2021)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 26 to date participants and provide Career Services)	July-September
Goodwill to Conduct Employer Outreach and Engagement for OJT opportunities (goal 12 to date)	July-September
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	September
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	September
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 90 employers to date)	July-September
WDB to Provide Update to Reentry Council	July-September
<b>Quarter 10 (Oct - Dec 2021)</b>	

# Prison to Employment Implementation Direct Services Grant

## Form 3: Work Plan

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Goodwill to Conduct Outreach and enrollment of Participants (Enroll 30 to date participants and provide Career Services)	October-December
Conduct Employer / Participant OJT Follow-up	October-December
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	December
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 100 employers to date)	October-December
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	December
WDB to Provide Update to Reentry Council	December
<b>Quarter 11 (Jan - March 2022)</b>	
Goodwill to Conduct Outreach and enrollment of Participants (Enroll 30 to date participants and provide Career Services)	January-March
Conduct Employer / Participant OJT Follow-up	January-March
Conduct Provider Quarterly Training and CalJOBS Technical Assistance	February
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	March
AFS/STEPS in house provider continues to Create A Regional Employer Outreach And Training Program, collaborate with contractors and reentry council for unified message (Goal 100 employers to date)	January- March
WDB to Provide Update to Reentry Council	January-March
Conduct Wrap up Reports, Invoicing, Outcomes Reports	March

**Prison to Employment Supportive Services Earn and Learn Grant  
Form 3: Workplan**

EDD RFA #84049



**Region Name: Ventura Regional Planning Unit**

**Lead Applicant: Workforce Development Board of Ventura County**

Objectives/Activities	Estimated Dates
<b>Quarter 1 (July - Sept 2019)</b>	
Secure Sole Source contracts through County of Ventura for CBO Contractor (Ventura Adult and Continuing Education (VACE)) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach	September
WDB to Provide Update to Reentry Council	September
Conduct Training for AFS & VACE Staff: Invoice, Reports, Program Guidance, and CalJOBS Technical assistance	September
<b>Quarter 2 (Oct - Dec 2019)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 5 participants)	October-December
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 1 OJT to date)	October-December
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 2)	October-December
Develop Quarterly CalJOBS Reports and Monitor for Outcomes	December
WDB to Provide Update to Reentry Council	December
<b>Quarter 3 (Jan - March 2020)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 10 participants)	January-March
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 3 OJT to date)	January-March
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 5)	January-March
WDB to Provide Update to Reentry Council	March
<b>Quarter 4 (April - June 2020)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 15 participants)	April-June
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 4 OJT to date)	April-June
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 10)	April-June
WDB to Provide Update to Reentry Council	June
	June
<b>Quarter 5 (July - Sept 2020)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 20 participants)	July-September
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 6 OJT to date)	July-September
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal 12 to date )	July-September

# Prison to Employment Supportive Services Earn and Learn Grant

## Form 3: Workplan

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WDB to Provide Update to Reentry Council	September
<b>Quarter 6 (Oct - Dec 2020)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 25 participants)	October-December
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 8 OJT to date)	October-December
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 15)	October-December
WDB to Provide Update to Reentry Council	December
<b>Quarter 7 (Jan - March 2021)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 30 participants)	January - March
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 10 OJT to date)	January - March
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 18)	January - March
WDB to Provide Update to Reentry Council	March
<b>Quarter 8 (April - June 2021)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 35 participants)	April-June
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 12 OJT to date)	April-June
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 20)	April-June
WDB to Provide Update to Reentry Council	June
<b>Quarter 9 (July - Sept 2021)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 40 participants)	July-September
AFS/STEPS Conduct Employer Outreach and Engagement for OJT opportunities (Goal 15 OJT to date)	July-September
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 25)	July-September
WDB to Provide Update to Reentry Council	September
<b>Quarter 10 (Oct - Dec 2021)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 45 participants)	October-December
AFS/STEPS Conduct Employer OJT follow-up (Goal 15 OJT to date)	October-December
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 25)	October-December
WDB to Provide Update to Reentry Council	December
<b>Quarter 11 (Jan - March 2022)</b>	
AFS/STEPS to Conduct Outreach and enrollment of Participants and provide Career Services (Enroll 45 participants)	January - March
AFS/STEPS Conduct Employer OJT follow-up (Goal 15 OJT to date)	January - March
Ventura Adult and Continuing Education (VACE) to provide SSEL Expansion of in-Jail Vocational Services and Employer Outreach (Participant goal to date 25)	January - March
Wrap-up Quarterly CalJOBS Reports and Monitor for Outcomes	March

**Prison to Employment Supportive Services Earn and Learn Grant**  
**Form 3: Workplan**

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WDB to Provide Update to Reentry Council	March
Conduct Wrap up Reports, Invoicing, Outcomes Reports	March



**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

EDD RFA #84049

Applicant Name: Workforce Development Board of Ventura County					
Organization Type	Name of Partner	Role and Responsibilities	Cash/In-Kind Match Amt (If Applicable)	Description of Fund Source (Cash (or) In-Kind)	Sustainability Partner (Y/N)
<b>Required Partners</b>					
<b>Local Workforce Investment Boards in Region</b>	Workforce Development Board of Ventura County	Convening stakeholder participation and priority setting for the region. Completing the application for funds available for the P2E initiative for the Ventura Region.	N/A	N/A	Y - Lead Operator
<b>Department of Corrections</b>	CDCR Adult Department of Parole Operations (DAPO) Brian Mendoza	Provide information and referral of the individuals under supervision who can benefit from employment, training and supportive services.	N/A	N/A	Y
	Goodwill Industries of Ventura and Santa Barbara Counties	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an employment services provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization. Sub-recipient by Sole Source: Regional Implementation and Direct Service Plan (IDS) component. Provide Basic career Services and outreach to employers post release. Provide On The Job Training to 12 participants	None	\$200,000 Cash: received from P2E Award for IDS component as contractor for career Services, Job Placement, and On the Job Training	Y- if contracted through a non-competitive bid Waiver (sole-source) process to implement P2E
	Interface Children and Family Services	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	None	N/A	Y- Referrals and partnership only

**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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<b>Community Based Organizations / Faith Based Org / Other Non-Profits</b>	Arc of Ventura County	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y - Referrals and partnership only
	Boys and Girls Club of Greater Oxnard and Port Hueneme	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y- if contracted through a competitive bid process to implement P2E
	National Alliance on Mental Illness	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region.	N/A	N/A	Referrals and partnership only
	Genesis Sober Living, Inc.	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
	Ventura County Sober Living Coalition	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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	Khepera House	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A		Referrals and partnership only
	Prototypes for Women Center	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
	New Life Community Church	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region.	N/A	N/A	Referrals and partnership only
	Tri-Counties Regional Center	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
<b>Other Partners</b>					
<b>State Agency Partners</b>	Department of Rehabilitation	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an employment services provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y - Referrals and partnership only
	Employment Development Department, L.A. & Coastal Region	Regional Partnership and best practice sharing	N/A	N/A	Y

**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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	California Workforce Development Board (CWDB)	Funding and organizational support and oversight	N/A	N/A	Y
<b>Employers / Industry Champions</b>	Milgard Manufacturing, Inc.	A representative from Milgard Manufacturing, Inc. is a member and past chair of the WDB Ventura County. Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	WDB Board Member & Employer
	United Staffing Associates	A representative from United Staffing Associates is Vice President of the WDB Ventura County. Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	WDB Board Member & Employer
	Jaxx Manufacturing, Inc.	A representative of Jaxx Manufacturing, Inc. is the president of the WDB Ventura County. Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	WDB Board Member & Employer
	Small Manufacturers Association	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	WDB Manufacturing Committee Member (non Board Member)
<b>Education – Universities, Community Colleges</b>	Ventura County Community College District (VCCCD)	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an education partner, work together to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y - Providing education opportunities through multiple programs to the justice-involved population

**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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	California State University, Channel Islands	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an education partner, work together to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
	California Lutheran University	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an education partner, work together to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
<b>Education K-12</b>	Ventura County Office of Education	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an education partner, work together to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y -Providing education opportunities through multiple programs to the justice-involved population
	Gateway Community School & Providence		N/A	N/A	Referrals and partnership only
<b>Other Educational Institutions (e.g. ROP, CTE)</b>	Center For Employment Training	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an employment services provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
	Ventura Unified School District / Ventura Adult and Continuing Education (VACE)	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an employment services provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	None	\$100,000 Cash- received from P2E Grant, VACE sub recipient for SSEL Component in-jail Vocational Training and employer outreach	Y- if contracted through a non-competitive bid Waiver (sole-source) process to implement P2E

**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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	Aspire3	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an employment services provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
<b>Additional</b>	County of Ventura Human Service Agency	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As an employment services provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	None	Cash-received from P2E Award to provide partial IDS and SSEL Components Career Services, Supportive Services, Job Placement, and On the Job Training Services	Y- WIOA Career Services Provider; Reentry job Placement and OJT; Pre-Release Resources Toolkit; Employer Registry
	Ventura County Behavioral Health	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only
	Ventura County District Attorney's Office	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only at this time
	Ventura County Child Support Services Department	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referrals and partnership only at this time

**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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<b>County Office(s)</b>	Ventura County Public Defender's Office	County Legal Service Provider. Key Stakeholder in P2E	N/A	N/A	Y - Referrals and partnership only at this time
	Ventura County Veterans Services Department	Convening stakeholder participation and priority setting for the region. Completing the application for funds available for the P2E initiative for the Ventura Region.	N/A	N/A	Y - Referrals and partnership only at this time
	Ventura County Office of the Sheriff	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y- Referrals and partnership at this time; potential for increased in-jail services
	Ventura County Probation Agency	The Ventura County Probation Agency currently works in partnership with the Ventura Regional Career Services Provider to operate the STEPS employment and training program providing a direct linkage for justice involved adults and youth with WIOA services and employers. The agency has participated in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Y -Current partner in the STEPS employment and training program that provides a proven model for the P2E initiative implementation in our region.
<b>Training Providers not already mentioned</b>					
<b>Economic Development Agencies</b>	Economic Development Collaborative	Partner to reach out to employers in order to serve the justice-involved population.	N/A	N/A	Y- if contracted through a competitive bid process to implement P2E

**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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<b>Others: (list)</b>	Laborers International Union of North America	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	Y - A source for hiring of justice-involved
	Tri-Counties Building & Construction Trades Council	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	Y - A source for hiring and training for justice-involved
	Workforce Education Coalition	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. Provide insight into local employer needs.	N/A	N/A	Referral and partnership only at this time.
	Segue Career Mentors	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referral and partnership only at this time.
	Community Solutions, Inc.	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referral and partnership only at this time.
	Telecare Corp.	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referral and partnership only at this time.



**Prision to Employment Implementation Direct Services Grant and Supportive Services Earn and Learn Grant**  
**Partner Roles Responsibilities**

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	Aegis Treatment Centers, LLC.	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referral and partnership only at this time.
	Housing Authority of the City of San Buenaventura	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	Referral and partnership only at this time.
	GEO Reentry Services	Participation in a stakeholder engagement process to identify best practices, needs and priorities for the Ventura Region. As a service provider, partner to serve the justice-involved population by sharing referrals and services within the capacity of the organization.	N/A	N/A	A partner in the STEPS employment and training program for the formerly incarcerated/ Probation clients
		<b>Total Cash/In-Kind Match</b>		<b>0</b>	

**Prison to Employment Implementation Direct Services Grant**  
**Form 4: Participant Plan**

EDD RFA #84049

**Applicant:** Workforce Development Board of Ventura County

	Q1 Jul - Sep 2019	Q2 Oct - Dec 2019	Q3 Jan - Mar 2020	Q4 Apr - Jun 2020	Q5 Jul - Sep 2020	Q6 Oct - Dec 2020	Q7 Jan - Mar 2021	Q8 Apr - June 2021	Q9 Jul - Sep 2021
1. Participants to be Served	0	3	3	3	3	3	3	4	4
2. Enrollment in Training	0	1	1	1	1	2	2	2	2
3. Completion of Training	0	0	0	1	1	1	1	2	2
4. Attained Industry-Valued Certificate, Credential or Degree	0	0	0	0	0	0	0	0	0
5. Placement in Postsecondary Education	0	0	0	0	0	0	0	0	0
6. Placement in State-Approved Apprenticeship	0	0	0	0	0	0	0	0	0
7. Placement in Industry Sector Employment									
Manufacturing	0	0	0	0	0	0	0	0	0
Clean/Green/Construction	0	0	0	0	0	0	0	0	0
Business Services	0	0	0	0	0	0	0	0	0
Trade-Transportation	0	0	0	0	0	0	0	0	0
8. Placement in Temporary/Other Employment	0	0	0	1	1	1	1	2	2
9. Retention in Employment	0	0	0	1	1	1	1	2	2

**Prison to Employment Implementation Direct Services Grant  
Form 4: Participant Plan**

EDD RFA #84049

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Q10 Oct - Dec 2021	Q11 Jan - Mar 2022	<b>Total</b>
4	0	30
0	0	12
2	2	12
0	0	0
0	0	0
0	0	0
		0
0	0	0
0	0	0
0	0	0
0	0	0
2	20	30
2	2	12

**Prison to Employment Supportive Services Earn and Learn Grant**  
**Form 4: Participant Plan**

EDD RFA #84049

**Applicant:** Workforce Development Board of Ventura County

	Q1 Jul - Sep 2019	Q2 Oct - Dec 2019	Q3 Jan - Mar 2020	Q4 Apr - Jun 2020	Q5 Jul - Sep 2020	Q6 Oct - Dec 2020	Q7 Jan - Mar 2021
1. Participants to be Serve	0	7	7	8	8	8	8
2. Enrollment in Training	0	1	3	4	5	5	5
3. Completion of Training	0	0	1	4	5	5	5
4. Attained Industry-Valued Certificate, Credential or Degree	0	0	1	3	3	3	3
5. Placement in Postsecondary Education	0	0	0	0	0	0	0
6. Placement in State-Approved Apprenticeship	0	0	0	0	0	0	0
7. Placement in Industry Sector Employment							
Manufacturing	0	0	0	0	0	0	0
Clean/Green/Construction	0	0	0	0	0	0	0
Business Services	0	0	0	0	0	0	0
Trade-Transportation	0	0	0	0	0	0	0
8. Placement in Temporary/Other Employment	0	0	0	1	2	2	2
9. Retention in Employment	0	0	0	1	2	2	2

**Prison to Employment Supportive Services Earn and Learn Grant  
Form 4: Participant Plan**

EDD RFA #84049

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Q8 Apr - June 2021	Q19 Jul - Sep 2021	Q10 Oct - Dec 2021	Q11 Jan - Mar 2022	<b>Total</b>
8	8	8	0	70
5	6	3	3	40
5	6	6	3	40
3	3	3	3	25
0	0	0	0	0
0	0	0	0	0
				0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
2	3	3	55	70
2	3	3	0	15

### Exhibit 9 - Agency Funding Form

P2E Agency/Funding Form					
RPU Partner Breakdown	Agency	Type of Agency	Services	Participants Served	Funds Allocated
Fiscal Agent	County of Ventura, Human Services Agency	County	Administrative oversight,fiscal, payroll,contracts & monitoring	0	6,000
WDB	Workforce Development Board of Ventura County	County	Administrative salaries & Fringe for oversight, grant mgmt., data reporting and performance	0	22,185
Agency	Human Services Agency/ Adult & Family Services Dept./Career Services/ Reentry Team	County	IDS Plan: AFS, will lead the collaboration with partners to create a registry of 100 employers willing to do "First Opportunity" hiring and employ those with felonies. The creation of regional employer outreach, cultivating partnerships, and bolstering employment prospects, will streamline outreach and establish a comprehensive outreach plan that all CBOs and agencies can utilize.	100 employers	67,238
Agency	Goodwill Industries of Ventura and Santa Barbara Counties (Oxnard, Ca.)	CBO	intake, assessments, case mgmt, supportive services, resume prep, job search, On the Job Training. 30 participants receiving Career Services ;(12 OJT job placement agreements with supportive services provided)	30 participants	200,000

Totals

30 Participants; 100 employers

295,423

### Exhibit 9 - Agency Funding Form- SSEL

P2E Agency/Funding Form					
RPU Partner Breakdown	Agency	Type of Agency	Services	Participants Served	Funds Allocated
Fiscal Agent	County of Ventura, Human Services Agency	County	Administrative oversight,fiscal, payroll,contracts & monitoring	0	14,192
WDB	Workforce Development Board of Ventura County	County	Administrative salaries & Fringe for oversight, grant mgmt., data reporting and performance	0	22,185
Agency	Human Services Agency/ Adult & Family Services Dept./Career Services/ Reentry Team	County	SSEL PLAN: intake, assessements, case mgmt, supportive services, resume prep, job search, On the Job Training, Pre-release resources toolkit development, countywide, Employer outreach, CalJOBS technical assistance to CBO providers. 45 participants receiving career services; (15 OJT/ITA job/training placement agreements with supportive services provided); Additionally, The desired outcome is to develop Resource Toolkit/database infrastructure and identify an ideal system for easy document sharing with clients post release and when documents need replacement.	45 Participants	278,397
AGENCY	Ventura Unified School District / Ventura Adult and Continuing Education (VACE)	Adult Education	SSEL PLAN: In-Jail vocational certificate preparation, post release employer outreach & placement. 25 participants receiving Certificated Vocational Training in-jail; Post-release Employer outreach.	25 participants	100,000
Totals				70 Participants	414,774

**BIDDER DECLARATION**

**1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):**

- a. Identify current California certification(s) (MB, SB, NVSA, DVBE):** \_\_\_\_\_ **or None** \_\_\_\_ (If “None,” go to Item #2)
- b. Will subcontractors be used for this contract? Yes** \_\_\_\_ **No** \_\_\_\_ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.
- \_\_\_\_\_
- \_\_\_\_\_
- c. If you are a California certified DVBE:** (1) Are you a broker or agent? **Yes** \_\_\_\_ **No** \_\_\_\_  
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):**

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

**CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.**



## BIDDER DECLARATION Instructions

### All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

- 1.a.** Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled “None” and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Nonprofit Veteran Service Agency (NVSA)
- Disabled Veteran Business Enterprise (DVBE)

- 1.b.** Mark either “Yes” or “No” to identify whether subcontractors will be used for the contract. If the response is “No”, proceed to Item #1.c. If “Yes”, enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses.

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

**Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime’s contract.**

- 1.c.** This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either “Yes” or “No”. The Military and Veterans Code Section 999.2 (b) defines “broker” or “agent” as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

(2) If bidding rental equipment, mark either “Yes” or “No” to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If **not** bidding rental equipment, mark “N/A” for “not applicable.”

- 2.** If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete “Page \_\_\_\_ of \_\_\_\_” on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the “Page \_\_\_\_ of \_\_\_\_” accordingly.

### 2. (continued) Column Labels

**Subcontractor Name, Contact Person, Phone Number & Fax Number**—List each element for all subcontractors.

**Subcontractor Address & Email Address**—Enter the address and if available, an Email address.

**CA Certification (MB, SB, NVSA, DVBE or None)**—If the subcontractor possesses a current State of California certification(s), verify on this website ([www.eprocure.pd.dgs.ca.gov](http://www.eprocure.pd.dgs.ca.gov)).

**Work performed or goods provided for this contract**—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

**Corresponding % of bid price**—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

**Good Standing?**—Provide a response for each subcontractor listed. Enter either “Yes” or “No” to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

**51% Rental?**—This pertains to the applicability of rental equipment. Based on the following parameters, enter either “N/A” (not applicable), “Yes” or “No” for each subcontractor listed.

Enter “N/A” if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter “Yes” if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter “No” if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

**Read the certification at the bottom of the page and complete the “Page \_\_\_\_ of \_\_\_\_” accordingly.**

**BIDDER DECLARATION**

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- \_\_\_\_\_
- \_\_\_\_\_
- c. If you are a California certified DVBE:** (1) Are you a broker or agent? **Yes** \_\_\_\_ **No** \_\_\_\_  
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):**

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

**CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.**

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**Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime’s contract.**

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(2) If bidding rental equipment, mark either “Yes” or “No” to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If **not** bidding rental equipment, mark “N/A” for “not applicable.”

- 2.** If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete “Page \_\_\_\_ of \_\_\_\_” on the form.

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### 2. (continued) Column Labels

**Subcontractor Name, Contact Person, Phone Number & Fax Number**—List each element for all subcontractors.

**Subcontractor Address & Email Address**—Enter the address and if available, an Email address.

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- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

**51% Rental?**—This pertains to the applicability of rental equipment. Based on the following parameters, enter either “N/A” (not applicable), “Yes” or “No” for each subcontractor listed.

Enter “N/A” if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter “Yes” if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter “No” if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

**Read the certification at the bottom of the page and complete the “Page \_\_\_\_ of \_\_\_\_” accordingly.**