



**Workforce Development Board of Solano County's  
Proposal Application And Cover Sheet**

**Legal Name of Agency/Firm:** \_\_\_\_\_

**Agency DBA (if applicable):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Location of Services:** \_\_\_\_\_

**Federal ID No.** \_\_\_\_\_

**State No.** \_\_\_\_\_

**Agency Status (please check one):**

- Public
- Government
- Private-Non-Profit
- Private for Profit
- Faith Based Organization
- Other:

**Years in Operation:** \_\_\_\_\_

In compliance with the RFP # FY-22-001, and subject to the conditions thereof, the undersigned verifies the information provided in this proposal is complete and accurate; proposes to furnish the services stipulated; certifies s/he has read, understands and agrees to all terms and conditions as well as requirements of this RFP; and is authorized to contract on behalf of the firm/agency.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Workforce Development Board of Solano County's  
Program Budget Summary**

Agency/Firm Name \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

**Overall Proposed Budget Summary**

PROPOSED BUDGET SUMMARY	PROGRAM	WORK EXPERIENCE ("WEX")	TOTAL
<b>PERSONNEL</b> <i>(Includes Salary + Benefits)</i>			
<i>EXAMPLES:</i>			
Youth Program Advisor			\$0
WEX Advisor <i>(WEX only)</i>			\$0
WEX Mentor <i>(WEX only)</i>			\$0
Program Support			\$0
			\$0
<b>YOUTH PARTICIPANT COSTS</b>			
<i>EXAMPLES:</i>			
Supportive Services			\$0
Testing Fees			\$0
Supplies			\$0
<b>OPERATING COSTS</b>			
<i>EXAMPLES:</i>			
Operating Expenses: Utilities; Communication; Printing; Office Supplies			\$0
Rent			
Staff Travel			\$0
Indirect Cost Rate/Administrative Cost (if any) %: _____			\$0
<b>TOTAL</b>	\$0	\$0	\$0

**Workforce Development Board of Solano County's  
Certification of Compliance**

Name of Firm/Agency: \_\_\_\_\_

By indication of the authorized signature below, the Respondent does hereby make certification and assurance of the Respondent's compliance with the following:

1. The laws of the County of Solano; <http://www.solanocounty.com/countycode.asp>
2. Title VI of the federal Civil Rights Act of 1964; <http://www.usdoj.gov/crt/cor/coord/titlevi.html>
3. Title IX of the federal Education Amendments Act of 1972; <http://www.usdoj.gov/crt/cor/coord/eix.html>
4. The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government; <http://www.usdoj.gov/jmd/ps/4-1.html>
5. The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government; <http://www.ada.gov/pubs/ada.html>
6. All contract employees performing services and/or working as a result of this solicitation have documented legal authority to work in the United States of America;
7. The condition that the submitted proposal was independently arrived at, without collusion under penalty of perjury; and,
8. The condition that no amount shall be paid directly or indirectly to an employee or official of the Workforce Development Board as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with the Procurement under this RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



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**YOUTH RESPONDENT ACKNOWLEDGEMENT OF RECEIPT AND  
UNDERSTANDING OF GENERAL TERMS & CONDITIONS**  
(Issued March 2022)

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The Workforce Development Board (WDB) of Solano County's General Terms & Conditions is a required contract clause and contains important information and requirements for applicants subcontracting with the WDB.

As a Respondent, I am submitting a proposal and understand and agree that the proposal shall constitute acknowledgement, acceptance of, and intent to comply with all terms and conditions contained in this RFP. The determination of compliance with the terms and conditions of this RFP shall be in the WDB's sole judgment and its judgment shall be final and conclusive.

A copy of the General Terms & Conditions has been provided to the Respondent to retain for future reference. Since the information and requirements described in the RFP are necessarily subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing terms and conditions.

I understand that I should contact Chainey Brown at [cbrown@solanowdb.org](mailto:cbrown@solanowdb.org) if I have any questions about the information contained in the RFP's General Terms & Conditions. I understand that any proposal that does not comply or meet the General Terms & Conditions will be rejected.

Respondent's Name (printed): \_\_\_\_\_

Respondent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WIOA Youth Program Elements**

- 1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention**
  - <https://youth.workforcegps.org/resources/2017/03/14/11/17/Tutoring-Study-Skills-Training-Instruction-and-Dropout-Prevention>
  - Reference: TEGL 21-16
- 2. Alternative Secondary School and Dropout Recovery Services**
  - <https://youth.workforcegps.org/resources/2017/03/14/10/14/Alternative-Secondary-School-and-Dropout-Recovery-Services>
  - Reference: TEGL 21-16
- 3. Paid and Unpaid Work Experience**
  - <https://youth.workforcegps.org/resources/2017/01/19/14/27/Paid-and-Unpaid-Work-Experience>
  - Reference: Title 20 CFR Sections 681.600, 681.590, 681.480 and TEGL 21-16
- 4. Occupational Skills Training**
  - <https://youth.workforcegps.org/resources/2017/03/20/09/15/Occupational-Skills-Training>
  - Reference: Title 20 CFR Sections 681.540, 681.550 and TEGL 21-16
- 5. Education Offered Concurrently with Workforce Preparation and Training**
  - <https://youth.workforcegps.org/resources/2017/03/20/09/14/Education-Offered-Concurrently-with-Workforce-Preparation-and-Training>
  - Reference: Title 20 CFR Section 681.630 and TEGL 21-16
- 6. Leadership Development Opportunities**
  - <https://youth.workforcegps.org/resources/2017/03/02/11/13/Leadership-Development-Opportunities>
  - Reference: Title 20 CFR Sections 681.520, 681530 and TEGL 21-16
- 7. Supportive Services**
  - <https://youth.workforcegps.org/resources/2017/01/24/16/00/Supportive-Services>
  - Reference: Title 20 CFR Section 681.570 and TEGL 21-16
- 8. Adult Mentoring**
  - <https://youth.workforcegps.org/resources/2017/01/27/12/39/Adult-Mentoring>
  - Title 20 CFR Sections 681.490 and TEGL 21-16
- 9. Follow-Up Services**
  - <https://youth.workforcegps.org/resources/2017/03/20/09/12/Follow-up-Services>
  - Reference: Title 20 CFR Section 681.580 and TEGL 21-16
- 10. Comprehensive Guidance and Counseling**
  - <https://youth.workforcegps.org/resources/2017/03/20/09/13/Comprehensive-Guidance-and-Counseling>
  - Reference: Title 20 CFR Section 681.510 and TEGL 21-16

**11. Financial Literacy Education**

- <https://youth.workforcegps.org/resources/2017/01/27/12/40/Financial-Literacy-Education>
- Reference: Title 20 CFR Section 681.500 and TEGL 21-16

**12. Entrepreneurial Skills Training for Youth**

- <https://youth.workforcegps.org/resources/2017/03/02/10/51/Entrepreneurial-Skills-Training>
- Reference: Title 20 CFR Section 681.560 and TEGL 21-16

**13. Services That Provide Labor Market Information**

- <https://youth.workforcegps.org/resources/2017/01/27/12/41/Services-that-Provide-Labor-Market-Information>
- Reference: Title 20 CFR Section 651.10 and TEGL 21-16

**14. Postsecondary Preparation And Transition Activities**

- <https://youth.workforcegps.org/resources/2017/03/14/14/25/Postsecondary-Preparation-and-Transition-Activities>
- Reference: TEGL 21-16