



# Prison to Employment: Earn and Learn

Bidders' Conference

October 4, 2023

# WELCOME



Introductions



Share your name, organization and email address  
in chat box



Utilize the chat to ask any questions during the  
conference or email [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org)

# Today's Topics

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Overview of Earn and Learn Grants

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Programmatic Details

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Proposal Submission

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Proposal Evaluation Process

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Post-Award Information

# P2E Earn and Learn Grants

- Funded through California Workforce Development Board and SB866
- Goal: to provide Earn and Learn training services to justice-involved individuals in Solano County
- Anticipated one award of \$51,000
- Intended grant period: 1.1.24 – 12.31.25
- Responding entities must be based in Solano County or have a clear history of service delivery within Solano County



# RFP TIMELINE

Found on page 3 of RFP

Event	Dates
Request for Proposal issued	September 22, 2023
Virtual Bidder's Conference	October 4, 2023 at 2:30pm PT
Deadline to submit questions for Q&A	October 16, 2023 by 5:00pm PT
Final Responses for Email Q&A posted	October 18, 2023 by 5:00pm PT
<b>Proposals Due</b>	<b>October 20, 2023 by 4:00pm PT</b>
Anticipated Award Announcement	November 3, 2023
Contract Negotiations	November 5 – November 22, 2023
Final Contract Approval	By December 12, 2023
Intended Contract Start Date	January 1, 2024

# Scope of Work

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- Seeking...
  - Projects that provide earn and learn training to justice-involved and/or formerly incarcerated individuals in Solano County
  - Opportunities that provide the necessary resources and supports for success in attaining permanent employment
  - Partnership with WDB staff to coordinate services as appropriate to allow for connections to the larger workforce system
  - Respondents who can utilize collaborative partnerships to support participant success
  - Respondents who can document progress through CalJOBS and monthly reporting to WDB, as well as maintain case files
  - Respondent who can meet ADA and Equal Opportunity requirements



# Eligible Participants

## Justice-involved individuals

- Defined as adults or juveniles on parole, probation, mandatory supervision, post-release community supervision, or otherwise supervised by CA Dept. of Corrections and Rehabilitation or the County of Solano
- Includes county informal probation, county deferred entry of judgement, or other county diversion programs

## Formerly-incarcerated individuals

- Defined as an individual who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility, or in any alternative custody program such as home detention

# Earn and Learn Definition

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Combines applied learning in a workplace setting with compensation allowing participants to gain work experience and secure a wage as they develop skills and competencies directly relevant to the occupation or career for which they are preparing; **and/or**



Brings together classroom instruction with on-the-job training to combine both formal instruction and actual paid work experience



# Performance Measures

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## Required

- Number of individuals enrolled
- Number of participants enrolled in earn and learn training
- Number of participants completing earn and learn training
- Number of participants employed

Awardee must enroll **at least 10 participants**

Additional Measures may be proposed by respondents based on their program model

# Proposal Narratives



## Description of Targeted Population

ID target population  
Description of population and barriers to be addressed



## Project Plan

Describe activities and services  
Include anticipate timing of activities



## Proposed Outcomes



## Related Qualifications and Experience



## Budget

Description of costs in narrative  
Budget form

# Budget

- Four major categories of cost:
  - Staffing Costs
  - Participant-Related Costs
  - Program Operating Costs
  - Administrative Costs (up to 10%)
- Budget for 2 years of funding
- Budget documents do not count towards narrative page limit

Name of Organization  
Project Name  
FORM B - BUDGET

Expense Item	Grant Amount		Total Grant Budget
	Year One	Year Two	
<b>Staff Salaries</b>	\$ -	\$ -	\$0.00
Title or staff function			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Participant Costs</b>	\$0.00	\$0.00	\$0.00
Examples: training tuition, participant wages, supportive services			\$0.00
			\$0.00
			\$0.00
<b>Program Operating Costs</b>	\$0.00	\$0.00	\$0.00
Examples: rent, office supplies, communications, outreach, staff travel			\$0.00
			\$0.00
			\$0.00
Administrative Costs ( <i>no more than 10%</i> )	\$0.00	\$0.00	\$0.00
<b>TOTAL FUNDING</b>	\$ -	\$ -	\$ -

# Proposal Evaluation

Section	Points
Description of Targeted Population	15
Project Plan	40
Proposed Outcomes	15
Related Qualifications and Experience	20
Budget	15

# Proposal Submission: Things to Remember

- Proposals should be
  - 12-point font, numbered pages
  - Documents should be in .pdf, .xls, or .doc
- Proposal should be based on two years of funding
- Recommended proposals will become public record
- Gratuities or solicitation of review members not allowable



# Contract Phase Documentation

- System for Award Management (SAM) verification
- W-9 Form
- Signed Certifications and Assurances Form
- County Direct Deposit Form, if applicable
- Proof of Insurance



# Post-Award WDB will...

- Evaluate and monitor the management and operations of the selected subrecipient per federal guidelines, including annual fiscal, programmatic, and administrative monitoring;
- Provide technical assistance to sub-recipient;
- Ensure sub-recipient compliance with all applicable rules, regulations, and policies;
- Process payments for services;
- Ensure services align with community and industry needs; and
- Provide a standardized data system (CalJOBS) that can track and report participant outcomes.

# QUESTIONS

email: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org)

