



**Pima County Community Services, Employment and Training (CSET)**

**REQUEST FOR PROPOSAL (RFP)**

**RFP NUMBER:** RFP-CSET-WFS-2016-06

**TITLE:** Workforce Investment Board (WIB) Workforce Staffing

**PROGRAM YEAR:** 2016-2017

**RELEASE:** Friday, February 26, 2016, 10 a.m., Mountain Standard Time (MST)

**DEADLINE:** Tuesday, March 22, 2016, 3 p.m., MST  
No submissions, modifications, or revisions will be accepted after the deadline.

**SUBMIT TO:** Pima County CSET  
Kino Service Center/Pima County Arizona@Work Kino Career Center  
(formerly Pima County One-Stop Career Center)  
3<sup>rd</sup> Floor Reception Desk  
2797 E. Ajo Way  
Tucson, AZ 85713

**Technical Assistance Session:** Friday, March 4, 2016, 3 p.m., MST  
Kino Service Center/Pima County Arizona@Work Kino Career Center  
2<sup>nd</sup> Floor, Classroom 221  
2797 E. Ajo Way  
Tucson, AZ 85713

**SOLICITATION:** Pima County is soliciting proposals from respondents qualified, responsible and willing to provide services in compliance with all specifications and requirements contained in the RFP for agencies with staff qualified to help achieve the Pima County WIB's goals by establishing a roster of contractors who can provide the Pima County Arizona@Work system (formerly the Pima County One-Stop system) with community based staff who will work at Pima County Arizona@Work Career Centers, at community agencies, and in rural areas.

The RFP may be picked up between 8 a.m. and 5 p.m., Monday through Friday, at the Arizona@Work Kino Career Center, 3<sup>rd</sup> Floor Reception Desk, 2797 E. Ajo Way, Tucson, Arizona, starting at 10 a.m., Friday, February 26, 2016.

You may download a full copy of this RFP at <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

Proposals must be submitted in accordance with the RFP. Failure to do so may be cause for proposal to be rejected as non-responsive.

The Pima County Arizona@Work system is a local workforce system that connects program eligible job seekers to local growth industry occupations in career pathways in industries identified by the WIB's Planning Committee.

A **TECHNICAL ASSISTANCE SESSION** will be held for the purpose of clarifying requirements, answering prospective respondent questions and to provide any updated information. Any changes to the RFP, as well as all questions and answers, will be posted on the CSET website referenced above. It is the responsibility of prospective respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the Session. Attendance is optional, but encouraged.

**CONTACT PERSON:** [Anna.Cunes@pima.gov](mailto:Anna.Cunes@pima.gov) or 520.724.6766

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## I. Introduction

Pima County Community Services, Employment and Training Department (CSET) is requesting proposals from any private for-profit business entity, private non-profit corporation, public entity, or individual who has not been debarred or suspended to provide services under this Request for Proposal (RFP). The contract period shall be July 1, 2016 to June 30, 2017. County reserves the right to extend contracts for up to four (4) one-year periods.

This solicitation is based on the Workforce Innovation and Opportunity Act (WIOA) Title I. Under WIOA, local areas are required to subcontract for Youth services but are not required to do so for Adult or Dislocated Worker Services. This RFP is one of several being released in support of the County's Arizona@Work system (formerly the Pima County One-Stop system). While this RFP is based on funding from the WIOA, which is the basic local workforce system, the County intends to use responses to award workforce related contracts that may include funding from Health and Human Services, Housing and Urban Development, Pima County's

General fund, other Department of Labor grants, and other workforce program grants obtained by the County.

This RFP is one of several being released in support of the Pima County Arizona@Work system, which is a partner of the American Job Center (AJC) network. WIOA serves employers and job seekers. This RFP will help County to staff its two Comprehensive Arizona@Work Career Centers/AJCs, its Youth Employment Center, Veterans' Employment Center, and Sullivan Jackson Employment Center and will provide staff at WIOA Title II Department of Economic Security (DES) offices, and may be used to provide staff at other sites if the WIB recommends and County determines it is in the best interest to do so.

Proposers should understand WIOA and the customers it serves, and they should understand that the customer mix changes as the economy changes. At all times the service mix includes many people who face barriers that may include transportation, child care, and legal issues, as well as behavioral, educational, and training challenges. At times, the economy weakens and there are few jobs and many people who have been recently separated from jobs. At this writing the economy is relatively strong and many of the people being served are long term unemployed.

WIOA requires that Title I Youth programming be subcontracted, and Pima County elects to subcontract parts of the Title I Adult and Dislocated Worker programming as well.

## II. The Workforce Investment Board (WIB)

The Pima County WIB, whose composition is established under WIOA, is made up of public and private sector representatives who provide general oversight for the Pima County Arizona@Work workforce system. The WIB's vision is *Quality Jobs; Qualified Workers*.

Employers are a major customer under WIOA, and local areas are expected to identify industry sectors that will benefit local economic development efforts. The WIB's current defined sectors, which are periodically reviewed and modified, are Aerospace and Defense, Logistics, Health and Bioscience, Emerging Technologies, Infrastructure, and Natural and Renewable Resources.

The WIB expects that all activities throughout the Pima County Arizona@Work workforce system emphasize basic work etiquette, often referred to as work ethic or soft skills. For example, workshop participants are expected to treat the workshop like a job - they should be punctual and call in if they are late or need to miss a session.

### III. Workforce Innovation and Opportunity Act (WIOA)

WIOA consists of four Titles. County WIOA funds available under this RFP are from Title I and are used for WIOA eligible Youth, Adults, and Dislocated Workers. Under each category or subcategory of eligibility Veterans are given a preference. Eligibility is determined by a Pima County Arizona@Work Career Center. If a subcontractor enrolls a person without County approval and the person is later found to be ineligible for services, the subcontractor may not be reimbursed for serving that person.

Dislocated Workers are those who have lost a job through no fault of their own. In many cases they have not had to look for a job in many years. They are often anxious, angry, and stressed. They often have a good work ethic, but find that their job seeking skills and resume are not up-to-date and they may need retraining.

WIOA identifies two types of Youth; In-School and Out-of-School.

In-School Youth (ISY) are ages 14-21 and will have been determined eligible by Pima County based on their income and other factors required under WIOA.

Out-of-School Youth (OSY) are ages 16-24 and will have been determined eligible by Pima County based on specified characteristics under WIOA.

WIOA sets the priority for Adults (ages 18 and older).

- The first priority is public assistance recipients;
- The second are those who are low income; and
- The third are those who are basic skills deficient.

Non-Pima County administered Title I programs are Job Corps, Native American Programs, and Migrant and Seasonal Farmworkers. They are partners in the Pima County Arizona@Work system but operate their own programs. WIOA designates additional partners including the U.S. Housing of Urban Development (HUD) Employment and Training programs, Community Service Block Grant Employment and Training programs, TANF, SNAP, Community Colleges, and several others.

WIOA Titles II, III, and IV are partners to the Pima County Arizona@Work system. Title II is the Adult Education System, Title III is the State Employment Service, and Title IV is the Vocational Rehabilitation System. Each of these partners operate their own programs, but each has staff located at Pima County's two Comprehensive Career Centers. Under WIOA all four titles will use the same performance measure formulas and develop a unified plan.

The State Employment Service (Title III) operates Arizona Job Connection (AJC), which is a statewide database for employers to post job orders and is used by WIOA Title III State Employment Service and WIOA Title I Youth, Adult, and Dislocated Worker programs to track job seekers. This database is used by the

state to generate performance measure reports. All job seekers are expected to have an electronic resume in AJC. State Employment Center staff housed at the two Comprehensive Career Centers work with job seekers before they apply for the Adult or Dislocated Worker program.

#### IV. The Local Workforce System

The Pima County Community Services, Employment and Training Department (CSET) operates the local Pima County Arizona@Work Career Center system (formerly the Pima County One-Stop), which is a partner of the American Job Center network, and is funded through various federal, state and local sources to provide workforce services to residents of Pima County.

This system provides employment and training services through a number of programs to clients who range in skill from first-time job seekers, those with significant barriers to employment, to advance-degreed professionals who are seeking career changes.

County requires that contractors send urban job seekers to the Career Centers for WIOA intake and assessment, unless these services are arranged at employer sites for large-scale dislocations. Urban workshops and career case management services are also largely housed at Career Center sites.

The use of contractors allows the County workforce system to provide better outreach into neighborhoods. However, County expects WIOA-funded subcontractors to have a presence in a County operated facility. As a result, about two-thirds of the staff in County Career Centers are non-County employees.

Proposers should understand that we are here to put people in work, preferably in good career pathways.

This RFP will help the County to staff three facilities that house its WIOA Adult, Dislocated Worker and Youth activities, its Veterans' Center, staff at Pima County Arizona@Work Career Center Affiliate State Employment Service Offices, its Sullivan Jackson Employment Center for the Homeless, and other facilities and programs that may have a need. County provides computer, desk, etc. for these contractors. County requires that contractors send urban job seekers to a Pima County Arizona@Work Career Center for WIOA intake and assessment, unless these services are arranged at employer sites for large-scale dislocations. Urban workshops and career case management services are also largely housed at Pima County Arizona@Work Career Center sites.

Under WIOA, local areas are required to subcontract for youth services but are not required to do so for Adult or Dislocated Worker Services. However, Pima County has chosen to subcontract some Adult and Dislocated Worker funds for intake (Program Support Specialists) and case management (Workforce Development

Specialists), as well as Reception staff (Career Center Greeter). The use of contractors allows the County workforce system to provide better outreach into neighborhoods. Proposers may define a general geographic area that their organization traditionally draws from for proposed activities.

Pima County targets half of its WIOA Adult and Dislocated Worker funds on training and training support. Training is limited to programs and providers on the Eligible Training Provider List (ETPL). Payment is done by Pima County through a voucher system. Training leads to a credential. Workshops are not training. Stand alone Basic Education is not training.

## V. What Is New

WIOA introduces “Transitional Jobs” as an activity for Adults and Dislocated Workers. It is similar to the “Work Experience” activity traditionally used for youth.

Basic Skills Deficient was added to the WIOA Adult Priority of Service.

Proposals for Workforce Development Specialists may request Work Experience funds for Youth and Transitional Jobs funds for Adult and Dislocated Workers. Our expectation is that there will be more a need for this activity with Adults than with Dislocated Workers.

County is including a request for Mentor Coordinators to help link and maintain engagement with enrolled, disconnect youth to employers and resources.

Office of Management and Budget Circular (OMBC) 200 allows agencies that do not have an indirect cost rate to request a 10% de minimus indirect rate. Agencies who request the de minimus indirect rate or who have an existing indirect cost rate and request to use it will need to clearly explain in their Budget Narrative the cost items the rate is based on and the overall percent of the requested budget that is indirect.

## VI. Uncertainties

County does not expect to have funding allocations until late May or June.

- For planning purposes, we are using \$2M in WIOA funds.
- For planning purposes, we are using \$120k in WIOA Dislocated Workers funds to work with Veteran job seekers.
- For planning purposes we are using \$400k in HUD funds to serve Homeless job seekers.
- For planning purposes we are using \$150k in (HHS) funds to work with low income WIOA eligible participants who are interested in health careers.
- For planning purposes we are using \$100k in Youth CareerConnect funds.

These planning estimates are for staffing only. In some cases, such as WIOA Youth and Adult funds, contracts may include additional funds for Youth Work Experience, Adult Transitional Jobs, or On-the-Job-Training (OJT) reimbursements.

The issuance of final WIOA Regulations have been delayed from January to June of 2016.

It is not known if the new Transitional Jobs category will be considered Training for Adult and Dislocated Workers.

## VII. Considerations

Target populations change and at times Pima County will have large numbers of Dislocated Workers. At the Release Time of this RFP, economists consider our economy to be at full employment, and many of the people served through the Pima County Arizona@Work Career Centers have significant barriers to employment.

WIOA has significantly changed the Youth program from an In-School emphasis to serving Out-of-School Youth.

WIOA requires an enhanced partnership and collaboration with the State Employment System, Vocational Rehabilitation and Adult Education.

Proposers for Workforce Development Specialists (WDS) may include requests for Transitional Jobs for Adults, and Work Experience for Youth.

If you have negotiated a cost with another County agency or a state agency for the service you have proposed through another competitive process you may not state a higher cost here.

If you receive federal, state, or other grant funds for workforce staff you may not use staff funded under those grants here unless agreement with the funder is provided in advance.

A contract may be extended for up to four years and proposers should state a proposed operating cost for each subsequent year (second, third, fourth, and fifth), should the contract be renewed.

## VIII. Proposals

A. In Youth funding, County is seeking the following to work with Out-of-School Youth (OSY) as defined in the WIOA.

Two (2) - Mentor Coordinators (MC) to work with WIOA Young Adults referred to the MC.

Six (6) - WDS to work with system-assigned job seekers to help them overcome challenges and find a practical career path. WDS' will have access to training funds and support service funds through CSET. WDS may also request Work Experience funds for Youth assigned to them and may also request funds for support services administered by their agency. At least one WDS should serve Rural areas.

Two (2) - Recruitment, Intake and Assessment Specialists to recruit OSY Youth, conduct eligibility, and administer Department of Labor authorized basic skills assessment tests unless the job seeker received an authorized test in the past six months. The test is waived for job seekers who show proof of an associate's or higher degree.

One (1) – Career Center Greeter who welcomes prospective job seekers and routes them to the appropriate person to help them in their job search.

B. Pima County is also seeking:

One (1) – Veterans' Employment Services Coordinator to work with veterans, WDSs, agencies providing veterans' services, the Davis-Monthan Transitional Assistance Program, and other military bases to identify veterans and active military preparing to separate who need assistance in preparing for civilian careers.

Twenty (20) WDSs to work with Adults and/or Dislocated Workers, including those specializing in employment for homeless, veterans, violent and/or sex offenders, basic skills deficient, and public assistance recipients. A WDS works with system assigned job seekers to help them overcome challenges and find a practical career path. WDSs will have access to training funds and support service funds through CSET, and may also request Transitional Jobs funds for Adults assigned to them, and may also request funds for support services administered by their agency.

Seven (7) - Intake, Resource, and Assessment Specialists to conduct eligibility, and administer Department of Labor authorized basic skills assessment tests unless the job seeker received an authorized test in the past six months. The test is waived for job seekers who show proof of an associate's or higher degree.

Eight (8) – Career Center Greeters who welcome prospective job seekers and route them to the appropriate person to help them in their job search.

One (1) - Homeless Outreach Specialist who will go to homeless encampments and help them find housing, and reach out to shelters to find potential candidates for employment, and link them to the Sullivan Jackson Employment Center, job placement specialists, and training opportunities.

One (1) Homeless Job Seeker Case Manager.

One (1) or Two (2) OJT Contractors who will work as part of the Business Services Team to identify employers interested in using the OJT contract process to hire Pima County Arizona@Work system job seekers, fill jobs that these employers post by reaching out to the CSET system for referrals, write contracts including training plans, monitor job seeker progress, collect invoices from employers, and insure that employers are promptly reimbursed. Traditionally CSET has used a 50% reimbursement level but, after reviewing WIOA proposed regulations, proposers may make recommendations regarding payment scales. The OJT Contractor may be asked to write contracts for Transitional Jobs candidates who are case managed by County WDSs.

One (1) or Two (2) Incumbent Worker WDS who works as part of the Employer Outreach Team for situations where County has access for funds for Incumbent Workers that can be used for layoff aversions, improving worker skills that lead to promotions, stabilization funds for new hires, and who will interface with Employer Resource Networks (ERN).

For its Employer Outreach system, Pima County usually contracts for an Employer Outreach Specialist. Pima County also contracts with a provider to operate the OJT Training activity for the system, and will expect that contractor to also offer Transitional Jobs for adults referred by County WDSs.

## Position Category Form

- Submit one (1) Proposal for each Position.
- If an (x) is shown; there are no additional options.

Position	Subcategory/Client(s)	Work Location
Mentor Coordinator	Youth ___	Arizona@Work <u>  x  </u>
WDS	Youth ___ Adults ___ DW ___ Veterans ___ Homeless ___  <i>(Indicate (x) for all that apply)</i>	Rural ___  Agency ___  Arizona@Work ___  <i>(Indicate (x) for all that apply)</i>
Career Center Greeters	Youth ___ Adults ___ DW ___ Veterans ___ Homeless ___  <i>(Indicate (x) for all that apply)</i>	Arizona@Work <u>  x  </u>
Veterans' Employment Services Coordinator	Veterans <u>  x  </u>	Arizona@Work <u>  x  </u>

**Position Category Form (continued)**

- Submit one (1) Proposal for each Position.
- If an (x) is shown; there are no additional options.

<b>Position</b>	<b>Subcategory/Client(s)</b>	<b>Work Location</b>
Intake, Resource, and Assessment Specialists	Youth ___ Adults ___ DW ___ Veterans ___ Homeless ___ <i>(Indicate (x) for all that apply)</i>	Arizona@Work <u>  x  </u>
Homeless Outreach Specialist	Homeless <u>  x  </u>	Arizona@Work <u>  x  </u>
Homeless Job Seeker Case Manager	Homeless <u>  x  </u>	Arizona@Work <u>  x  </u>
OJT Contractors for Business Services Team		Arizona@Work <u>  x  </u>
Incumbent WDS for Employer Outreach Team		Arizona@Work <u>  x  </u>



*A partner of the American Job Center (AJC) network.*

## IX. Timeline

**RELEASE:** Friday, February 26, 2016, 10 a.m., Mountain Standard Time (MST)

**DEADLINE:** Tuesday, March 22, 2016, 3 p.m., MST  
No submissions, modifications, or revisions will be accepted after the deadline.

**SUBMIT TO:** Pima County CSET  
Kino Service Center/Pima County Arizona@Work Career Center  
(formerly Pima County One-Stop Career Center)  
3<sup>rd</sup> Floor Reception Desk  
2797 E. Ajo Way, Tucson, AZ 85713

**Technical Assistance Session:** Friday, March 4, 2016, 3 p.m., MST  
Kino Service Center/Pima County Arizona@Work Career Center  
2797 E. Ajo Way  
Tucson, AZ 85713

### Questions

**Deadline:** Friday, March 18, 2016, 3 p.m., MST

## X. General Instructions

- Double-space with 12 point font.
- Do not bind your proposal(s); please use paper or binder clips.
- Three-hole punch each proposal on the left hand side with all holes lined up.
- Clip the originals on top of each set of copies.
- Place the proposal in a sealed envelope or box.
- The envelope or box should be clearly labeled with the RFP Number on it.

A. Complete the Proposer Summary Form and Submit One (1) Original.

B. Prepare a Narrative that addresses:

1) Experience and Credentials (10 page max)

In addition to a Narrative you should attach a one (1) page job description or one (1) page resume for any person who is currently part of the Pima County Arizona@Work system whom you are requesting funding.

2) Understanding Employer Needs (4 page max)

- C. For each Position and Subcategory/Clients you are proposing to provide, submit one (1) original with seven (7) copies of the following:
- 1) Position Category Form
  - 2) Position Category Narrative (no more than 5 pages)
  - 3) Project Budget Detail and Budget Narrative (1-2 pages)

## XI. Evaluation Criteria and Selection Process

Proposals may be evaluated by more than one Review Committee that may include WIB members, community members, and CSET staff based on the following scoring system.

The Committee(s) will make recommendations to the WIB, and approved recommendations will be forwarded to the Pima County Board of Supervisors for approval.

### Experience and Credentials (50 points)

Areas to be addressed include credentials of delivery staff; experience with workforce programs; experience with these types of activities; charts showing performance; working with challenged job-seeking populations. A job description or résumé of service delivery staff may be placed in Attachment A.

### Understanding Employer Needs (15 points)

Areas to be evaluated include preparation for work; career pathways; WIB priorities; issues faced by employers; skill gaps.

### Position Category Narrative (15 points)

Areas to be addressed can include relevance of offerings to targeted population; how the position fits into the County's workforce system; reasonableness of activity; outcomes; ability to engage participants; schedules; application of laws, rules and regulations; ability to administer payment systems; relevance of activity to career pathways. For WIOA Adult and Youth WDS proposals provide an estimated number of transitional jobs or work experience slots, and how they fit in the flow of services for job seekers.

### Cost (20 points)

Areas to be evaluated include reasonableness of cost.

## Proposer Summary Form



**Program Year: 2016-2017**

**Legal name of the entity submitting this proposal:**

**Address:** (street, city, state, zip code)

**Incorporated?** Yes  Year \_\_\_\_\_ No

**Contact Name:**

**Contact Email:**

**Contact Phone:**

**Fax:**

**Mission Statement:**

**Please attach the following:**

- Conflict of Interest Policy
- Auditor's Opinion and Management Letter from your last audit
- Fingerprint Clearance (card) and Federal Central Registry background check procedure.
- Drug-free Workplace Policy
- Lobbying Statement

**Please answer the following:**

Has your organization had prior contracts with Pima County?  Yes  No

If yes, when was the last one? \_\_\_\_\_

Has your organization provided services for federally-funded grant programs in the past?  Yes  No

If yes, have you had fiscal or program monitoring findings?  Yes  No

**If yes, what was the resolution?**

**Who was the monitor?**

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**If you answer yes to any of the following, please provide a brief description:**

- **Has your organization obtained a new procurement system in the last three years?** Yes No
  
- **Has your organization obtained a new accounting system in the last three years?** Yes No
  
- **Has your organization obtained a new management information system in the last three years?** Yes No
  
- **Has your organization had key personnel changes in the last three years?** Yes No

**Pima County invoice payment policy is a net-30 days after receipt. Will you be able to provide uninterrupted delivery of services under this payment schedule?**  
Yes No

**On no more than one page, please respond to the following:**

- 1. What safeguards do you have in place to protect confidential client data?**
- 2. What safeguards do you have in place to guard against unauthorized access of email communications with One-Stop?**
- 3. What safeguards do you have in place to guard against unauthorized access to One-Stop information that is processed and/or stored on your computers?**

**For Pima County staff use only – If the proposer is a corporation is it:**

**In Good Standing with the AZ Corporation Commission**

**Been Suspended or Debarred**

**To the best of my knowledge and belief, all of the information in this proposal is true and correct. The document has been authorized by the governing body of the proposer and the proposer will comply with the attached assurances if funding is awarded.**

**Printed name of President  
or Chief Executive Officer:**

**Signature of President  
or Chief Executive Officer:**

**Date:**

XII. Prepare a Narrative that Addresses:

A. Experience and Credentials (50 points) (10 page max)

Areas to be addressed include credentials of delivery staff; experience with workforce programs; experience with these types of activities; charts showing performance; working with challenged job-seeking populations. A job description or résumé of service delivery staff may be placed in Attachment A.

B. Understanding Employer Needs (15 points) (4 page max)

Areas to be evaluated include preparation for work; career pathways; WIB priorities; issues faced by employers; skill gaps.

## Position Category Summary Form

<b>Legal name of the entity submitting this proposal:</b>	
<b>Contact Name and Title:</b>	
<b>Contact Email:</b>	
<b>Contact Phone:</b>	<b>Fax:</b>
<b>Position Category:</b>	
<b>Subcategory/Clients:</b>	
<b>Number of job seekers to be served during the year:</b>	
<b>Number of job seekers who will complete in the year (for applicable categories):</b>	
<b>Number of job seekers placed on a job in a year (for applicable categories):</b>	
<b>How many people does your organization currently have who work in this capacity?</b>	
<b>How many people does your organization have who work in this capacity with workforce programs?</b>	
<b>How many, if any, people does your organization have who work in this capacity at a County Arizona@Work system facility?</b>	
<b>Total Cost for one staff person in this position: \$</b>	
<b>Total position(s) you are proposing to provide to the Pima County Arizona@Work system:</b>	
<b>Total cost for the total number of staff you are proposing for this position: \$</b>	

XIII. Prepare a Narrative that Addresses:

A. Position Category Narrative (15 points) (10 pages max)

Areas to be addressed can include relevance of offerings to targeted population; how the position fits into the County's workforce system; reasonableness of activity; outcomes; ability to engage participants; schedules; application of laws, rules and regulations; ability to administer payment systems; relevance of activity to career pathways. For WIOA Adult and Youth WDS proposals provide an estimated number of transitional jobs or work experience slots, and how they fit in the flow of services for job seekers.

B. Cost (20 points)

For each Position Category show a Budget Detail and Budget Narrative for one staff person. Areas to be evaluated include reasonableness of cost.

XIV. The following may be used as detail for each different position:

**Indicate Cost for One (1) Youth Mentor Coordinator**

\_\_\_\_\_ Personnel  
\_\_\_\_\_ Travel  
\_\_\_\_\_ Equipment  
\_\_\_\_\_ Supplies  
\_\_\_\_\_ Communications  
\_\_\_\_\_ Contractual  
\_\_\_\_\_ Other Operating costs  
  
\$ \_\_\_\_\_ Total Cost for 2016-17  
  
\_\_\_\_\_ 2017-18  
  
\_\_\_\_\_ 2018-19  
  
\_\_\_\_\_ 2019-20  
  
\_\_\_\_\_ 2020-21

**Cost for One (1) Career Center Greeter/Reception Staff Person**

\_\_\_\_\_ Personnel  
\_\_\_\_\_ Travel  
\_\_\_\_\_ Equipment  
\_\_\_\_\_ Supplies  
\_\_\_\_\_ Communications  
\_\_\_\_\_ Contractual  
\_\_\_\_\_ Other Operating costs  
  
\_\_\_\_\_ Total Cost for 2016-17  
  
\_\_\_\_\_ 2017-18  
  
\_\_\_\_\_ 2018-19  
  
\_\_\_\_\_ 2019-20  
  
\_\_\_\_\_ 2020-21

**Cost for One (1) Veterans' Employment Services Coordinator**

\_\_\_\_\_ Personnel  
\_\_\_\_\_ Travel  
\_\_\_\_\_ Equipment  
\_\_\_\_\_ Supplies  
\_\_\_\_\_ Communications  
\_\_\_\_\_ Contractual  
\_\_\_\_\_ Other Operating costs  
  
\_\_\_\_\_ Total Cost for 2016-17  
  
\_\_\_\_\_ 2017-18  
  
\_\_\_\_\_ 2018-19  
  
\_\_\_\_\_ 2019-20  
  
\_\_\_\_\_ 2020-21

**Cost for One (1) Recruiter, Intake and Assessment Specialist for OSY Youth**

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Travel
- \_\_\_\_\_ Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Contractual
- \_\_\_\_\_ Other Operating costs
  
- \_\_\_\_\_ Total for 2016-17
  
- \_\_\_\_\_ 2017-18
  
- \_\_\_\_\_ 2018-19
  
- \_\_\_\_\_ 2019-20
  
- \_\_\_\_\_ 2020-21

**Cost for One (1) Workforce Development Specialist in a Rural Area (Youth/Adult)**

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Travel
- \_\_\_\_\_ Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Space
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Contractual
- \_\_\_\_\_ Other Operating costs
  
- \_\_\_\_\_ Total Cost 2016-17
  
- \_\_\_\_\_ 2017-18
  
- \_\_\_\_\_ 2018-19
  
- \_\_\_\_\_ 2019-20
  
- \_\_\_\_\_ 2020-21

\_\_\_\_\_ Additional Proposed Cost for Transitional Jobs for Adults (if applicable)

\_\_\_\_\_ Additional Proposed Cost for Work Experience for Youth (if applicable)

**Cost for One (1) WDS at Your Site (Youth Adult)**

- Personnel
- Travel
- Equipment
- Supplies
- Space
- Communications
- Contractual
- Other Operating costs

Total Cost 2016-17

2017-18

2018-19

2019-20

2020-21

Additional Proposed Cost for Transitional Jobs for Adults (if applicable)

Additional Proposed Cost for Work Experience for Youth (if applicable)

**Indicate the Subcategory(s) for One (1) WDS at a County Arizona@Work Career Center Site or an Affiliate DES Site**

- Youth
- General Adult
- Veterans
- Homeless
- Seniors
- Reentry
- Basic Skills Deficient
- Public Assistance Recipients
- Limited English

**Indicate Cost for One (1) WDS at a County Arizona@Work Career Center Site or Affiliate DES Site**

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Travel
- \_\_\_\_\_ Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Contractual
- \_\_\_\_\_ Other Operating costs

\_\_\_\_\_ Total Cost 2016-17

\_\_\_\_\_ 2017-18

\_\_\_\_\_ 2018-19

\_\_\_\_\_ 2019-20

\_\_\_\_\_ 2020-21

\_\_\_\_\_ Additional Proposed Cost for Transitional Jobs for Adults (if applicable)

\_\_\_\_\_ Additional Proposed Cost for Work Experience for Youth (if applicable)

**Indicate Cost for One (1) Employer Outreach Specialist**

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Travel
- \_\_\_\_\_ Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Contractual
- \_\_\_\_\_ Other Operating costs

\_\_\_\_\_ Total Cost 2016-17

\_\_\_\_\_ 2017-18

\_\_\_\_\_ 2018-19

\_\_\_\_\_ 2019-20

\_\_\_\_\_ 2020-21

\_\_\_\_\_ Additional Proposed Cost for On-the Job Training

**Indicate Subcategory(s) for Employer Outreach Specialist**

- Incumbent Worker Specialist
- On-the-Job Training Specialist

**Indicate Cost for One (1) Intake, Resource, Assessment Specialist**

- Personnel
- Travel
- Equipment
- Supplies
- Communications
- Contractual
- Other Operating costs

Total Cost 2016-17

2017-18

2018-19

2019-20

2020-21

**Indicate Subcategory(s) for Intake, Resource, Assessment Specialist**

- Youth
- Adult
- DW
- Veterans
- Homeless

**Indicate Cost for One (1) Homeless Outreach Specialist**

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Travel
- \_\_\_\_\_ Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Contractual
- \_\_\_\_\_ Other Operating costs
  
- \_\_\_\_\_ Total Cost 2016-17
- \_\_\_\_\_ 2017-18
- \_\_\_\_\_ 2018-19
- \_\_\_\_\_ 2019-20
- \_\_\_\_\_ 2020-21

**Indicate Cost for One (1) Homeless Job Seeker Case Manager**

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Travel
- \_\_\_\_\_ Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Contractual
- \_\_\_\_\_ Other Operating costs
  
- \_\_\_\_\_ Total Cost 2016-17
- \_\_\_\_\_ 2017-18
- \_\_\_\_\_ 2018-19
- \_\_\_\_\_ 2019-20
- \_\_\_\_\_ 2020-21

**Indicate Cost for One (1) OJT Contractor for Business Services Team**

\_\_\_\_\_ Personnel  
\_\_\_\_\_ Travel  
\_\_\_\_\_ Equipment  
\_\_\_\_\_ Supplies  
\_\_\_\_\_ Communications  
\_\_\_\_\_ Contractual  
\_\_\_\_\_ Other Operating costs

\_\_\_\_\_ Total Cost 2016-17  
\_\_\_\_\_ 2017-18  
\_\_\_\_\_ 2018-19  
\_\_\_\_\_ 2019-20  
\_\_\_\_\_ 2020-21

XV. Budget Narrative

*Briefly discuss any of the following listed in your Budget.*

**Personnel:** Show salary and fringe benefits to be paid for one sample full-time equivalent staff who will deliver services. Include programmatic supervision and/or staff support costs, if any, by detailing the cost and FTE portion of supervision and staff support. For fringe benefits indicate the rate and amount of fringe benefits. Explain what expenses make up employee benefit costs.

**Travel-mileage:** Indicate the amount requested for staff travel. Pima County will not reimburse mileage costs in excess of the County-approved rate (as of 02/26/16 \$0.445/mile).

**Equipment:** Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$1,000 or more. Include a detailed description of equipment to be purchased with price information. Explain the purpose of the equipment as it relates to the proposed program.

**Supplies:** Include the cost of consumable supplies and materials to be used during the program period. Describe types of supply items to be purchased and justify the need for the items. All purchases should be made through competitive bid, state or local award or established purchasing procedures.

Communications: Budgeted costs of phone use by the staff person.

Contractual: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes evaluation services and should include who will be performing the evaluation, the type of work to be performed and how the rates are determined.

Space: Break down the rates and percentages for this project for rent, utilities, security, janitorial.

Operating Costs: Operating costs may include direct charges for financial, accounting, auditing, contracting or general legal services; internal evaluation, including overall organization's management improvement costs; and general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. If you request an indirect cost discuss the costs the indirect rate is based on and show the percent and attach your letter.

The following are not part of the costs of the Proposed staff person:

Participant Costs (Work Experience, Transitional Jobs, On-the Job Training): show calculations and assumptions.

Supportive Services: If you are interested in providing supportive services for clients through a WDS add a line to your budget below the WEX and Transitional Jobs line and add a narrative line. We do not plan to have agencies do this at the present time but want to have the flexibility if future needs arise.



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