



**JOB
TRAINING
AGENCY**

*Employment and training services for Alpine,
El Dorado and Placer counties.*

Administrative Office:
11549 F Avenue – Auburn, CA 95603-2715
(530) 823-4631 Fax: (530) 885-5579
www.goldensierra.com

April 29, 2009

Sheila Silan
El Dorado County Office of Education
6767 Green Valley Road
Placerville, CA 95667

Dear Sheila;

The purpose of this letter is to confirm that your agency has been awarded a one-time summer youth project for 2009 from Golden Sierra Job Training Agency. The award is in the amount of \$23,600 for the project(s) outlined below:

Foster Youth Go To Work	\$23,600
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We are in the process of developing the contract and will be contacting you in the near future to review and finalize budgeting, invoicing, and other contractual obligations.

As stated in the Request for Bid, funds must be expended by September 30, 2009. As a reminder, your agency, at a minimum, will be required to:

- Recruit and identify eligible youth
- Assist with the collection of required documents, i.e. income information, right to work verification and/or work permits as required
- Assist with attendance and hours of work verification
- Provide instruction and supervision. Daily supervision is absolutely required by your agency.
- Provide the instruction at appropriate site as identified in the bid and comply with all applicable Child Labor Laws.

Golden Sierra Job Training Agency will be responsible for:

- Establishing and verifying WIA eligibility
- Providing assistance with counseling, work readiness, timesheet collection, paycheck distribution, clarification of labor laws and supervisorial assistance
- Providing wages to participants

Your agency will be responsible for procuring all necessary materials, tools, etc. which have been identified in your budget. However, non-consumable materials, i.e. safety gear, tools, etc. may need to be forfeited after completion of the project. Individual items will be discussed in more detail during contract negotiations.

Please contact us immediately if you have any concerns with the content of this letter. In addition, please notify us at info@goldensierra.com with your organizations point of contact to arrange contract negotiations. The meeting must include the person who will be responsible for the day-to-day fiscal duties of this contract.

Sincerely,


Jason Buckingham
Executive Director



El Dorado County
Bid Information Form

**Email to rscham@comcast.net by
6pm, Monday, April 30, 2009**

1. Basic Info

a. District Name (and school/department)	El Dorado County Office of Education
b. Authorizing Agent (who will sign the bid)/Title	El Dorado County Superintendent of Schools Vicki Barber
c. Contact Person/Title	Sheila Silan/Foster Youth Services Coordinator
d. Contact Person Email	ssilan@edcoe.org
e. Contact Person Phone	530.295-1273

2. Description of Project (Max 3 sentences per answer.)

a. Problem Statement (You could address workforce need, workforce readiness of youth, poverty among youth, and/or academic achievement.)	Foster youth (FY) are almost twice as likely as other youth to drop out of high school and thus experience extremely high rates of unemployment, homelessness and incarceration as young adults. FY have also experienced significant trauma and have often had little role modeling of either soft skills or the work world. In addition, the after school hours of FY are often filled with court ordered visitation and intervention, and in EDC, FY have the additional barrier of lack of public transportation. Consequently, most FY cannot find jobs or work experience opportunities.
b. How will you address the problem?	This project would enable our collaboration of foster youth serving agencies to provide work readiness and work experience opportunities for FY in El Dorado County. We will utilize the PRO-Teens program model that offers a well developed and successful work readiness program culminating in a soft skills certificate and placement into local businesses for the work experience. Due to the needs of this population we will need to minimize the number of youth in a work group and will also provide increased coordination and supervision to ensure project success.
c. Where will the project take place?	Academic enrichment and soft skills training will

	occur in a classroom on our community college site. Work experience will occur in multiple area businesses, in that it is believed that smaller numbers of FY will be more successful in a work setting.
d. How does this project benefit or tie into the work of your district and department?	All of our collaborative partners work to improve the outcomes for FY that were described above. FY who have training in soft skills and work experience on their resumes are more likely to gain full employment in the future.
e. Logistics: How will participants get from the academic enrichment facility to the worksite? (i.e. walking if it is on site.)	Transportation between classroom and worksites, and to and from the program as needed, will be provided for FY by a driver and van arranged by a local foster family agency.
f. What is the target population and how many students will you serve?	FY ages 16-19 and still attending school. It is estimated that we will have 12 FY in the program.

3. The Project (One paragraph maximum.)

How will this project provide academic enrichment, work readiness skills and valuable real world work experience coupled one or more of the 5 high growth, high demand industry clusters defined above?	Academic enrichment and work readiness training will utilize the PRO-Teens curriculum and will be provided by a certificated teacher in a classroom setting. Local businesses that have already participated in the PRO-Teens program will provide some of the work experience within their business. These include The El Dorado Irrigation District, The Forest Service, DST (print, postal and electronic communications), and Blue Ribbon. We will be working with these businesses to create meaningful real world work experiences for FY able to work more independently in the community and in keeping with the five identified target areas. Due to the special needs of the population and the multiple work sites, supervision and coordination will be provided by a coordinator who is experienced with FY. Additionally, transportation and food will be provided as needed by the program to minimize the barriers often preventing FY employment.
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4. Budget Narrative:

Describe the work of the staff you have placed in the budget. What will they do? Hours per day?	<u>Coordinator (6 hours/day)</u> : Coordinates all aspects of the program, including providing administrative oversight of daily operation, ensuring compliance with project goals and budget, providing behavior support, interfacing
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with WIA staff, teacher and 'employers' as well as the caregivers and social workers for the FY participating.

Teacher (4 hours/day): Provide academic enrichment and the classroom component of the soft skills curriculum.

Work Site supervisors (4 hours/day): Supervise student's work.

Driver (8 hours/day): Transport FY to all activities.