1. Designate/propose one or more targeted populations to be served (See Appendix A), and include a discussion regarding your expertise in working with the identified population.

Targeted population(s) (10 points):

Expertise/Experience (10 points):

1. Designate a desired service area, which may include one or more counties, or sub regions within the Golden Sierra service area (Placer, El Dorado, and Alpine County), and include a discussion about the organizations history in working in the identified area(s).

Proposed service area(s) (10 points):

Experience serving area(s) (10 points):

1. Provide a narrative and quote/budget for providing the following services annually:

It is our desire to institute, and fund, Service Navigators whose main role will be to assist the workforce development community identify and recruit individuals from the identified target population(s) for enrollment into appropriate education, support service, or training programs (See Appendix A & B).

The Service Navigators will be expected to collaborate with the workforce development partners by providing up to 20 service hours/week. These service hours will include office hours in various partner locations such as America’s Job Centers of California (AJCCs), Adult Schools, Health and Human Service Agencies, County Probation Offices, Child Support Agencies, and others.

Additionally, the Service Navigator will participate in staff development efforts by providing training or participating in the receipt of training relevant to serving the population.

Service hours will also include the development of strategies to assist the target population succeed in education, training, or in the workforce.

Service Navigators will participate in this partnership by sharing their expertise while gaining insights on the use of labor market information/demand industries and occupations, workforce development assessments, and training practices. Service Navigators will also learn about the workforce partner programs in the region therefore, enhancing the ability of their organization to serve their respective community while building relationships within the workforce development system.

1:1 Cash or in-kind match will be required

**Narrative:** Describe how the Service navigator will collaborate with workforce development partners:

**Quote/Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contract | Match | Total |
| Staff |  |  |  |
| * Wages
 |       |       |       |
| * Benefit
 |       |       |       |
| Mileage |       |       |       |

1. Fiscal Controls:

Describe your organization’s internal fiscal system, including:

* 1. Type of accounting system used:
	2. The internal controls used in your fiscal systems:
	3. Describe your agency’s ability to manage grant funds: