

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
Title I Budget Summary**

Proteus, Inc.  
Name of Agency

7/1/18-6/30/19  
Program Year

243  
Agreement Number

- OSCC
- Adult Programs
- Dislocated Workers Programs

	A	B	C	D	E
Service Provider Operational Budget:	*Admin	Basic Career Services	Individualized Career Services	Follow-up Career Services	Total Agreement Amount
1. Salaries	0	72,345	89,971	20,589	182,905
2. Payroll Taxes	0	7,729	9,542	2,150	19,421
3. Fringe Benefits	0	16,256	20,216	4,627	41,099
4. Operational Expenses	19,676	5,987	8,517	3,487	37,667
4a. Equipment Purchase	0	0	0	0	0
5. Workshop Supplies	0	0	0	0	0
<b>Total Agreement Budget</b>	<b>19,676</b>	<b>102,317</b>	<b>128,246</b>	<b>30,853</b>	<b>281,092</b>

**Note: Rounding errors cannot exceed \$5.00**

**\* OSCC only**

Prepared By: Francisco Aguayo  
Title: Budget Analyst  
Date: 6/20/2018

- Computer Spreadsheet
- Manually Prepared

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<b>Service Provider Operational Budget:</b>	<b>*Admin</b>	<b>Basic Career Services</b>	<b>Individualized Career Services</b>	<b>Follow-up Career Services</b>	<b>Total Agreement Amount</b>
1. Salaries	0	62,803	78,106	17,873	158,782
2. Payroll Taxes	0	6,711	8,283	1,866	16,860
3. Fringe Benefits	0	14,112	17,550	4,016	35,678
4. Operational Expenses	17,081	5,222	7,397	2,999	32,699
4a. Equipment Purchase	0	0	0	0	0
5. Workshop Supplies	0	0	0	0	0
<b>Total Agreement Budget</b>	<b>17,081</b>	<b>88,848</b>	<b>111,336</b>	<b>26,754</b>	<b>244,019</b>

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***Title I WIOA One-Stop Contract Coordinator  
(Reedley One-Stop Satellite)  
One-Stop Operator Roles***

**2018-2019 Work Statement**

**1. What will be done?**

Proteus Inc. will provide WIOA One-Stop Operator services at the **Reedley Workforce Connection** in **East Fresno County**. The ultimate goal of the program is for job seekers to gain employment in high wage, high demand occupations. Proteus will offer the following services:

- Issue Passport Cards to all job seekers entering the One-Stop Center;
- Provide a general orientation to One-Stop Center/America's Job Center of California (AJCC) services and separate orientations for the FRWDB targeted industry sectors;
- Provide CASAS/basic skills assessment; initial assessment;
- Provide referrals to partner agencies;
- Provide additional information covering services offered by other agencies and organizations and explain the benefits of utilizing these additional resources.
- Provide labor market and employment statistics information
- Provide employment information including job listings, skills needed and in-demand occupations;
- Provide performance information on local training providers, performance information on the One-Stop System;
- Provide information on supportive services and referral to such services.
- Provide information regarding filing for unemployment compensation;
- Provide Resource Room services (including Internet access to search for job information and training programs);
- Assist job seekers with CalJOBS registration and internet job search;
- Evaluate eligibility for job training and educational programs (student financial aid assistance);
- Provide employer outreach; through the one-stop, employers will have a single-point of contact to list job openings and provide information about current and future skills needed for their workers. Employers will benefit from a system for finding job-ready workers who meet their needs;
- Facilitate partner collaboration within the One-Stop location as well as other services.



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**Basic Career Services:** Initial assessment, resume writing, interview skills, orientation, and others.

2. Who will do it?

Proteus OSCC staff will provide all program activities out of the **Reedley Workforce Connection**.

One-Stop Operator program staffing includes:

- **One (1) WIOA One-Stop Career Center Coordinator:**  
Coordinator will supervise One-Stop staff and work with staff to ensure that all jobseeker needs are met either through direct assistance from the Program Support Specialists and/or referral, and work to address any one-stop issues. Serve as the main contact for all One-Stop inquiries, attend required WIOA meetings and schedule regular staff meetings to provide updates on operational directives and performance review.
- **Two (2) Program Support Specialist:**  
Serves as the initial point of contact for any job seekers, employers, etc. that enter the resource room. Responsible to post and update the job boards on a daily basis. PSS will provide basic career services to participants and/or referrals to partnering agencies, schools, or other social service agencies depending on need. Serves as the initial point of contact and works with any employers seeking to recruit for potential jobs at the One-Stop. PSS will conduct general and sector based orientations in which an overview of services is first introduced to all One-Stop visitors. PSS will maintain contact with all providers to ensure they are all at SRT meetings. PSS will provide Basic Career Services as needed.

Proteus will provide a **Workforce Connection Resource Room** at our Selma Service Center located at **3706 McCall Ave., Ste. 107, Selma, CA 93662**. In addition, **Customer Profiles** will be completed at the Selma Service Center and referred to East Side Adult staff housed at the **Reedley Workforce Connection** for intake appointments and services.

As the current One-Stop Operator in East Fresno (Reedley One-Stop), we have developed strong partnerships with the local community. We plan to continue those relationships and work together to provide program services. Some of these partners include: Department of Rehabilitation, Fresno County Department of Employment and Temporary Assistance, local adult schools, vocational training facilities, Rapid Response Team, local government and city officials, Fresno County Health and Human



Services, community colleges, local chambers, Employment Development Department, local employers and others.

3. Who will receive services?

**Adults:** Fresno County residents or employed by a Fresno County employer who are 18 years of age or older. Employed adults must meet Fresno County's Self-Sufficiency Guidelines per OD 09-12 (rev B); and

**Dislocated Workers:** Fresno County residents dislocated from employment within Fresno County and are 18 years of age or older.

4. Where will it be done?

Services will be provided in East Fresno County including the communities of Reedley, Selma, Sanger, Parlier, Orange Cove, Del Rey, and Kingsburg from the following locations:

- **Reedley Workforce Connection:** 1680 E. Manning Ave., Reedley, CA 93654
- **Proteus's Mobile Employment Centers (MEC):** At community events



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***Title I WIOA Adult Program & Dislocated Worker Program – East Fresno County***

**2018-2019 Work Statement**

What will be done?

Proteus is proposing to continue to provide WIOA employment and training services to **185** adults (**103**) and dislocated workers (**82**) in **East Fresno County** through the **Reedley Workforce Connection** including the communities of Reedley, Selma, Sanger, Parlier, Orange Cove, Del Rey, and Kingsburg. The ultimate goal is for job seekers to gain meaningful employment in high-wage, high demand occupations.

Proteus will provide individualized career services, training, and case management services. Specific services will be offered, but are not limited to the following:

- Access to counseling (individual and group);
- Career Coaching;
- Short-term pre-vocational services;
- Job search assistance including resume writing, interviewing workshops, job search workshops, referrals to employment opportunities and Job Readiness Workshops.
- On-the-Job training;
- Financial Literacy Services;
- Out-of-area Job Search;
- English Language acquisition;
- Refer to partner agencies to assist with customer's barriers;
- Aptitudes, abilities, and supportive service needs utilizing CASAS, Work Keys, ONET and other assessment tools;
- Provide a thorough review of each job seeker's completed Career Track to ensure they make the most appropriate career choice;
- Work with customer and develop an Individual Employment Plan based on their assessments and their career/educational goals;
- For those deemed not job ready, Proteus will refer to WIOA Training Services;
- Job search and placement assistance; career counseling;
- Perform employer outreach, cold call employers, or conduct in-person visits to employers;
- Assistance with unemployment claims and evaluating eligibility for job training and educational programs (student financial aid assistance);

**Individualized Career Services:** Job search, job development/referrals.



**Case management Services:** Group and individual counseling, case management, comprehensive assessment and others.

**Training Services:** Short-term pre-vocational training services, on-the-job training opportunities, occupational skills training, entrepreneurial training, skills upgrade, and adult education and literacy activities.

2. Who will do it?

Proteus staff will provide all program activities out of the **Reedley Workforce Connection**. Through special arrangements, Proteus' Mobile Employment Centers (MEC) will be available to deliver services at local community events.

Adult & Dislocated Worker program staffing includes:

- **One (1) WIOA Services Program Coordinator:**  
Coordinator will supervise Adult/DW staff and work with staff to ensure that all participant needs are met, assist to address any programmatic issues, and ensure that the program is meeting all required goals. Attend required WIOA meetings and schedule regular staff meetings to provide updates on operational directives and performance review.
- **Employment Readiness Specialist :**  
ERS will work with all enrolled participants in developing the individual employment plan, linking WIOA job seekers to the resources that will help them to become job ready, self-sufficient and able to effectively compete in the labor market. The ERS will monitor the job seeker progress and work with them to address any issues through the Customer Flow Process, interprets assessment results, and assists the jobseeker in overcoming employment barriers through WIOA partners as well as referral to other partner agencies and/or community programs.
- **One (1) Business Account Specialist:**  
BAS will work with the local businesses by linking them to the resources that will assist them to effectively recruit, retain, and retrain staff. The BAS will advise businesses on basic career resources offered through WIOA employer programs including those offered locally at the Reedley Workforce Connection and other partnering agencies. In addition, BAS will assist job seekers to become job ready and refer job seekers to employment opportunities.
- **One (1) Employment Readiness Specialist/Business Account Specialist:**  
Will complete both duties as an ERS/BAS depending on need.



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- **One (1) Employment Development Associate:** Will assist interested program applicants with gathering of documents for eligibility and registration, submit file for review and approval to the Program Coordinator and assist with conducting assessments.

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