

Statement of Work (SOW)

The HIRE (Helping Individuals Reenter Employment) Grant seeks to partner with a qualified organization that specializes in providing tailored services to justice-involved individuals, helping them successfully reintegrate into the workforce. This partnership will support the grant's overall goal of enhancing employment opportunities and economic self-sufficiency for special populations with barriers to employment.

The Scope and Sequence below expands on the comprehensive program services that the **SERVICE AGENCY** will deliver through its connections to community resources, experience and skills in mentoring and coaching, and demonstrated ability to facilitate and deliver specialized workshops.

The **SELECTED AGENCY** will primarily focus on serving **justice-involved individuals with the key objective of addressing the job search and employment needs of:**

- Individuals on parole or probation
- Individuals with prior convictions who face barriers to employment
- Individuals recently released from correctional facilities
- Individuals with arrest records seeking support in reentering the workforce

The **SELECTED AGENCY** will address two specific service needs:

1. **Staff Capacity Building:** Based on demonstrated experience and skills in supporting justice-involved individuals the **SELECTED AGENCY** will provide training to SELACO WDB staff assigned to work with justice-involved customers. Training will be designed to cover topics such as cultural sensitivity, trauma-informed care, effective communication strategies, and de-escalation techniques. Additionally, training will teach staff how to recognize and address the unique challenges faced by justice-involved individuals, including mental health concerns, substance abuse issues, and legal barriers to employment.
2. **Job Readiness Training:** Participants will engage in customized workshops that address the unique challenges faced by justice-involved individuals. These workshops will focus on strategies for overcoming the specific hurdles related to their background. Key topics will include:
 - **Community Reintegration:** Focused on helping individuals reestablish their place within the community, this workshop will cover key aspects of reintegration, including rebuilding relationships with family and friends, managing stigma, and contributing positively to the community. It will also address topics like civic engagement, accessing social services, and establishing routines that promote a stable and successful transition back into society.
 - **Resume Building:** Crafting resumes that highlight skills and experience while addressing employment gaps due to incarceration.

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- **Interview Skills:** Preparing for interviews with a focus on answering questions about background and legal history confidently and positively.
- **Soft Skills Development:** Enhancing communication, teamwork, problem-solving, and emotional intelligence to improve workplace interactions.
- **Disclosing Criminal Background:** Offering guidance on how and when to disclose criminal history during the job search process.
- **Overcoming Barriers to Employment:** Addressing issues like legal restrictions, securing references, and rebuilding trust with employers.
- **Job Search Strategies:** Identifying second-chance employers, networking techniques, and using community resources.
- **Accessing Supportive Services:** This workshop will inform participants about available services specifically designed for justice-involved individuals, such as tattoo removal programs, legal aid, mental health and substance abuse counseling, housing assistance, and transportation support. Participants will learn how to navigate these resources, apply for services, and use community-based organizations to address their personal and professional needs during reentry.

These workshops will provide participants with practical tools and confidence to navigate the job market successfully, even with the additional barriers they may face.

Project Goals, Expected Outcomes, and Project Timeline

With a grant completion date of March 31, 2026 all Selected Agency services must be completed and delivered no later than **November 1, 2025**.

Selected Agency and the SELACO WDB will serve a total of 60 HIRE participants.

SELACO WDB: will support the 60 HIRE participants with enrollment and assessment services, development of individual employment plans, assistance with support services to address barriers to training and/or employment, assistance with job search, vocational and work experience opportunities that may lead to permanent placement. This includes co-enrollment into WIOA, which also included career planning, development of employment goals, ongoing case management & follow-up services for 12 months.

SELECTED AGENCY The organization will be responsible for delivering services designed to address the unique needs of justice-involved individuals through the use of specialized workshops and building the capacity of SELACO staff to enhance their capacity in addressing the needs of our justice involved populations.

SELECTED AGENCY will meet with SELACO WDB lead staff at minimum monthly, or as needed and submit progress reports as requested.

Coordination of activities and submission/completion of the above work shall be communicated to:

HIRE Grant Scope of Work (SOW)

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