

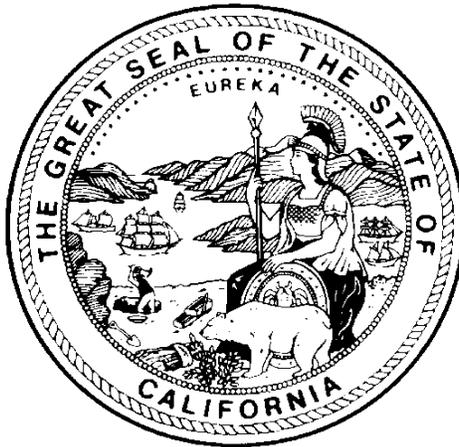
NOTICE OF AVAILABILITY OF FUNDS

by the
*Employment Development Department
In Coordination with the
California Workforce Investment Board*

on behalf of the
California Labor and Workforce Development Agency

Workforce Investment Act Funds

Recently Separated Veterans Solicitation For Proposals



February 2006

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**EMPLOYMENT DEVELOPMENT DEPARTMENT
RECENTLY SEPARATED VETERANS
SOLICITATION FOR PROPOSAL**

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Proposal Package Instructions and Forms

- Cover/Signature Page
- Proposal Narrative
- SFP Form 1 – Target Group Planning Chart
- SFP Form 2 – Proposal Work Plan
- SFP Form 3 – Partner Roles and Responsibilities Chart
- SFP Form 4 – Budget Summary Plan
- SFP Form 5 – Supplemental Budget Information
- SFP Form 6 – Expenditure and Participant Plan

**EMPLOYMENT DEVELOPMENT DEPARTMENT
WORKFORCE INVESTMENT ACT
RECENTLY SEPARATED VETERANS
SOLICITATION FOR PROPOSALS**

Section 1 Overview

A. Purpose

The Employment Development Department (EDD) announces the availability of up to \$2 million of Workforce Investment Act (WIA) funds to provide employment and training services to recently separated Veterans. This funding includes up to \$1 million of WIA Governor's Discretionary 15 Percent funds and up to \$1 million of WIA Dislocated Worker 25 Percent Additional Assistance funds.

The California Workforce Investment Board (CWIB) is responsible for developing the State Plan for WIA. California's Strategic Two Year State Plan, approved by the Governor, provides the framework for implementing the State's vision for California workforce development system. One of the State Plan priorities for statewide activities is to target resources to ensure full services are available to Veterans. Also included in the State Plan is the requirement to conduct WIA programs in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans Act," Public Law (PL) 107-288.

According to statistics ascertained through the EDD Job Service Transitional Assistance program and the California Department of Veterans Affairs, approximately 30,000 Veterans will be separating from the U.S. Armed Forces in California during 2006. Included in the estimated 30,000 are active duty National Guard and Reservist that will be returning to their homes.

Given the priority to target resources to Veterans and the significant number of separating Veterans, this SFP is specifically designed to target recently separated Veterans of the U.S. Armed Forces, National Guard and Reservist. Eligible applicants selected through this competitive process will use the funds to increase employment, retention, earnings and occupational skill attainment for recently separated Veterans.

B. Eligible Applicants

Proposals will be accepted from public, private non-profit and private for-profit organizations. Individuals are not eligible to apply. The applicant must clearly describe its capability to conduct and administer a federally funded project including the ability to collect and report financial and participant data as required. Applicants must also be aware of the state and federal disability laws and procedures for ensuring universal access. Please see WIA Directive [WIAD02-14](#).

C. Funding

Applicants may only submit one proposal for funding. Funds available under this SFP include up to \$1 million of WIA Governor's Discretionary 15 Percent funds and up to \$1 million of WIA Dislocated Worker 25 Percent Additional Assistance funds. Applicants must request both WIA

15 Percent and 25 Percent funds up to a combined maximum amount of \$400,000. For each dollar of WIA 15 Percent funds, applicants must also request a dollar of 25 Percent funds. For example, if the total request is for \$400,000, there must be a request for \$200,000 from each of the fund sources.

A 20 percent match from non-WIA cash and/or in-kind resources is required. Applicants that do not meet this requirement will lose 5 points from their total score. Bonus points will be available for applicants that demonstrate a cash match and/or in-kind contribution from a non-WIA resource greater than 20 percent of the total amount requested. Specific instructions and definitions for the cash match/in-kind bonus points are contained in the proposal package instructions, Section VII Resource Utilization.

D. Allowable Uses of Funds

The use of funds awarded in this SFP is governed by the WIA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Circulars. Appendices A and B describe the general requirements pertaining to these funds. The WIA 15 Percent Project Requirements are contained in WIA Directive [WIAD02-14](#). For information on the use of WIA 25 Percent Dislocated Worker Additional Assistance funds see WIA Directive [WIAD04-9](#).

Funds available under this SFP may only be used to provide training and services to recently separated Veterans. Because it is a requirement of this SFP that the project funding must be a combination of WIA 15 Percent and 25 Percent funding, applicants will be asked to clearly explain how these funds can be integrated to create a viable program. An example of how to integrate the two funds would be to co-enroll participants in both funds sources. Individuals would need to meet the eligibility requirements of both fund sources and project expenditures could be divided between the two fund sources.

Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

E. Eligible Veterans

For the purpose of this SFP, the term “Veteran”, as defined in the USC, Title 38, Part I, Chapter 1, Section 101, refers to a person who served in the active military, naval, or air service, and who was discharged or released from service under conditions other than dishonorable. National Guard and Reservist that have served on active duty are also included as eligible Veterans under this SFP.

Veterans served by this grant must be recently separated from the military within the last 48 months prior to application and received a DD214 for conditions other than dishonorable. These recently separated Veterans can be served using either the WIA 15 Percent or 25 Percent funds or can be co-enrolled using both sources. For each fund source, applicants must follow the participant eligibility guidelines outlined in the WIA Eligibility Technical Assistance Guide issued in WIA Directive [WIAD04-18](#). The eligibility for the 15 Percent is less restrictive than the 25 Percent funds. The 25 Percent eligibility guidelines that are most applicable to the recently separated Veterans are as follows:

- Has been terminated/discharged from their military service **AND**
- Is eligible for or has exhausted entitlement to unemployment compensation **AND**
- Is unlikely to return to previous industry or occupation

For clarification, an individual does not necessarily have to file a claim for unemployment compensation to be eligible. However, they must be eligible for unemployment compensation if they choose to file a claim.

F. Administrative Cost Limits

A maximum of ten percent of the total project budget will be allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix B, Administrative Cost Definitions.

G. Length of Project

The State expects that the performance period for projects awarded under this solicitation will be between 18 and 24 months. Grant funds will not be available for longer than the 24-month expenditure period. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the State.

H. Priority of Service to Participants

All projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans Act," Public Law (PL) 107-288. Please refer to Training and Guidance Letter (TEGL) 5-03 on the Internet at wdr.doleta.gov/directives/attach/TEGL5-03.pdf. The TEGL provides you with general guidance regarding the implementation of the Veterans' priority and how this priority will affect current business practices.

Section 2 Significant Dates

Date *	Event
February 6, 2006	Release of Solicitation for Proposal (SFP)
February 17, 2006	Last date to submit written questions to EDD (via e-mail)
February 24, 2006, 5:00 p.m. Pacific Daylight Savings Time	Last date for EDD to post response to written questions on Web site
March 6, 2006, - before 3:00 p.m. Pacific Daylight Savings Time	Proposals Due
March 13, 2006 through March 17, 2006	Evaluation team review of proposals and final recommendations made
Early April, 2006	Award announcements
April 1, 2006	Earliest date for project start-up

*Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Section 3 Questions/Answers Web site

In order to allow for timely and consistent responses to questions that potential bidders may have, we are implementing an electronic Question and Answer process. This process will be implemented in lieu of on-site bidders conferences. Questions must be submitted by e-mail to WIASFP@edd.ca.gov and received no later than February 17, 2006. All answers will be posted, on a flow basis, on the following Web site, www.edd.ca.gov/wiarep/wiaspind.htm by 5:00 p.m. Pacific Daylight Savings Time February 24, 2006. For information regarding this Web site you may contact, Polly Forehand, at (916) 654-8697.

Section 4 Proposal Submission Instructions

Proposal Deadline

The deadline for the **receipt** of proposals is **Monday, March 6, 2006, at 3 p.m. Pacific Daylight Savings Time. Late proposals will not be accepted.**

Section 5 Required Proposal Content

A. Minimum Requirements

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments.

The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to these requirements will not be scored or considered for funding.**

- Applicant must request an equal funding amount for both WIA 15 and 25 Percent funds.
- Applicants may submit only one proposal for funding and must submit six complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with State policy, the organization's contract/agreement signatory authority or authorized designee as designated by the organizations' Board of Directors' Resolution must sign proposals.
- Applicants must use the instructions and forms available on the Internet at: www.edd.ca.gov/wiarep/wiasprsv.htm.
- All requested forms must be completed.
- The proposal narrative is limited to 20 pages. Applicants should write concise, focused responses.

B. Other Requirements

Applicants must meet the other requirements listed below. Proposals that do not adhere to these requirements will be scored. However, for each requirement not met, points will be deducted from the total proposal score as detailed below.

Requirement	Points deducted
• 20 percent match from non-WIA cash and/or in-kind resources is required	5
• Each copy of the proposal package must be stapled in the upper left hand corner. Special bindings, report covers, or tabbed separators will result in reducing the proposal score.	3
• Proposal narrative must be in a font no less than 12 point.	3
• The proposal package must be submitted in electronic form on a diskette or compact disk, exclusive of the letters of commitment.	3

C. Proposal Package Instructions

Proposal package instructions are available on the Internet at: www.edd.ca.gov/wiarep/rwiasfp05-2.pdf.

D. Format and Document Order

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

1. Cover letter (Optional)	<input type="checkbox"/>
2. Cover/Signature page (proposal summary limited to 100 words or less)	<input type="checkbox"/>
3. Proposal Narrative Form (limited to 20 pages). Form includes the following sections:	<input type="checkbox"/>
I. Statement of Need	<input type="checkbox"/>
II. Target Group	<input type="checkbox"/>
III. Planned Approach	<input type="checkbox"/>
IV. Integration of 15 and 25 Percent Funds	<input type="checkbox"/>
V. Goals and Objectives	<input type="checkbox"/>
VI. Local Collaboration	<input type="checkbox"/>
VII. Resource Utilization	<input type="checkbox"/>
VIII. Statement of Capabilities	<input type="checkbox"/>
IX. Budget Summary Narrative	<input type="checkbox"/>
4. SFP Forms	
Target Group Planning Chart - SFP Form 1	<input type="checkbox"/>
Proposal Work Plan - SFP Form 2	<input type="checkbox"/>
Partner Roles and Responsibilities Chart - SFP Form 3	<input type="checkbox"/>
Budget Summary Plan - SFP Form 4	<input type="checkbox"/>
Supplemental Budget Information - SFP Form 5 (if applicable)	<input type="checkbox"/>
Expenditure and Participant Plan - SFP Form 6	<input type="checkbox"/>
5. Copy of non-profit certification [501 (c) (3)] from the federal Internal Revenue Service (if applicable)	<input type="checkbox"/>
6. Copy of non-profit certification [23701 (d)] from the California Franchise Tax Board (if applicable)	<input type="checkbox"/>
7. Letters of commitment for cash/in kind match bonus points.	<input type="checkbox"/>
8. Letters of commitment for use of 25 Percent funds	<input type="checkbox"/>

Section 6 Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	Points
Narrative Section I. Statement of Need	10
Narrative Section II. Target Group	10
Narrative Section III. Planned Approach	20
Narrative Section IV. Integration of 15 and 25 Percent Funds	10
Narrative Section V. Goals and Objectives	10
Narrative Section VI. Local Collaboration	10
Narrative Section VII Resource Utilization	10
Narrative Section VIII. Statement of Capabilities	10
Narrative Section IX. Budget Summary Narrative and Plan	10
Bonus Points: Non-WIA cash and/or in-kind match greater than 20 percent	5 bonus
Total Possible Points	105

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the State will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, the EDD Director in consultation with Labor and Workforce Development Agency and the CWIB Executive Director will make recommendations for final funding decisions.

B. Notification of Recommendation for Funding

Following the selection of proposals to be funded, notification will be placed on the EDD Web site and applicants will be notified of the funding decisions. The State expects that the award decision notices will be sent in April 2006.

C. Contracting

The EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, EDD will mail the subgrant agreement (contract) to the awardees for signature. The State expects the contract negotiations to begin early April 2006, with a project start date as early as April 1, 2006.

Grantees will compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. Grantees will be required to submit monthly participant and expenditure reports using the JTA system.

All funds awarded under this SFP will follow the WIA reporting requirements available in a series of Information Bulletins and Directives on the EDD's Internet site: www.edd.ca.gov/emptran.htm. All funds provided under this SFP are subject to revocation by the State in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the grantee's subgrant agreement.

D. State Performance Goals

The applicable State's WIA Performance Goals for 2005/06 are as follows:

Performance Goal		Performance Level
Enter Employment Rate	Adults	74%
	Dislocated Workers	82%
Retention Rate	Adults	80%
	Dislocated Workers	86%
Earnings Change/ Earnings Replacement in Six Months	Adults	\$3,500
	Dislocated Workers	(\$3,000)
Credential/Diploma Rate	Adults	58%
	Dislocated Workers	67%

For more information regarding performance measures, refer to Training and Employment Guidance Letter (TEGL) 7-99 and TEGL 28-04 at wdr.doleta.gov/directives.

These overall State goals are provided as a point of reference for applicants when reviewing their local goals. The State recognizes that local performance goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining performance goals. If the planned performance goals are different than the State performance goals, applicants must provide an explanation in Section IV. Goals and Objectives of the proposal narrative.

E. Closeout

A subgrant/line item closeout will be required 60 days after the completion of the grant period. WIA Directive [WIAD04-16](#) provides specific instructions for closeout. Applicants should include costs associated with closeout activities into the budget plan.

F. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIA and its associated federal regulations, including Title 29 of the Code of Federal Regulations, State and federal WIA directives, and OMB Circulars. Refer to Appendix C, *Internet Resources*, for a list of useful Web sites.

G. Evaluation

WIA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce investment activities. Evaluation of statewide activities allows the State to determine the effectiveness of the Governor's 15 Percent funds in addressing the identified statewide needs. As a result, the State may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information.

APPENDIX A

WIA Allowable Activities

Core Services

1. Determinations of whether the individuals are eligible to receive assistance.
2. Outreach, intake (which may include worker profiling), and orientation to the information and other available services.
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
4. Job search and placement assistance, and where appropriate, career counseling.
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
 - a. Job vacancy listings in such labor market areas
 - b. Information on job skills necessary to obtain the jobs described in clause 5.a.
 - c. Information relating to local occupations in demand and the earnings and skill requirements for such occupations
6. Provision of performance information and program cost information on training services, youth activities, adult education, post-secondary vocational activities, and vocational rehabilitation program activities.
7. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate.
8. Provision of information regarding filing claims for unemployment compensation.
9. Assistance in establishing eligibility for Programs of financial aid assistance for training and education programs that are available in the local area.
10. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Intensive Services

1. Comprehensive and specialized assessments of the skill levels and service needs which may include:
 - a. Diagnostic testing and use of other assessment tools
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals
3. Group counseling
4. Individual counseling and career planning
5. Case management for participants seeking training services
6. Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training

Training Services

1. Occupational skills training, including training for nontraditional employment
2. On-the-job training
3. Programs that combine workplace training with related instruction, which may include cooperative education programs
4. Training programs operated by the private sector
5. Skill upgrading and retraining
6. Entrepreneurial training
7. Job readiness training
8. Adult education and literacy activities provided in combination with services described in any of clauses 1 through 7
9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Follow-up Services

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Follow-up services could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; and referral to supportive services available in the community.

APPENDIX B

Administrative Cost Definitions

There is an administrative cost limit of ten percent of the total funds awarded under this contract. This includes both WIA 15 Percent and 25 Percent funds.

All local grant recipients and lower tier subrecipients must follow the Federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the Federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- (a) The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant subrecipients, local fiscal agent, and which are not related to the direct provision of WIA services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- (b) The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
 - (i) Accounting, budgeting, financial and cash management functions
 - (ii) Procurement and purchasing functions
 - (iii) Property management functions
 - (iv) Personnel management functions
 - (v) Payroll functions
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
 - (vii) Audit functions
 - (viii) General legal services functions
 - (ix) Developing systems and procedures, including information systems, required for these administrative functions
 - (2) Performing oversight and monitoring responsibilities related to WIA administrative functions

- (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space
 - (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA systems
 - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems
- (c)
- (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
 - (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.
 - (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - (i) Tracking or monitoring of participant and performance information
 - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information
 - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities
 - (iv) Local area performance information
 - (v) Information relating to supportive services and unemployment insurance claims for program participants
 - (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

APPENDIX C

Internet Resources

The following Internet addresses are a valuable source of information that may be needed in developing project plans, building partnerships, and responding to questions in the Solicitation For Proposals (SFP).

www.edd.ca.gov/wiarep/wiaspind.htm The WIA SFP and related information can be accessed from the EDD's Workforce Development SFP page.

www.edd.ca.gov

Employment Development Department

The EDD is the administrative entity for the WIA SFP. This site contains or links to a wide range of employment and training resources, including labor market information.

www.labormarketinfo.edd.ca.gov/cgi/dataanalysis/?PAGEID=94

The Labor Market Information Web site contains data by industry/business that can be useful in preparing your proposal.

www.dhs.ca.gov

California Department of Health Services

Serves the people of California by working to protect and improve public health.

www.dmh.ca.gov

California Department of Mental Health

Provides leadership to the California mental health system.

www.dor.ca.gov

California Department of Rehabilitation

Provides information and services to rehabilitation professionals and consumers.

www.dss.cahwnet.gov

California Department of Social Services

California Department of Social Services Home Page

www.cdva.ca.gov

California Department of Veterans Affairs

California Department of Veterans Affairs Home Page

www.etp.ca.gov

California Employment Training Panel (ETP)

The ETP is a statewide economic development program that supports retraining of incumbent workers. The ETP also funds the training of unemployed workers for high-skill, high-wage, secure jobs.

www.chhs.ca.gov

California Health and Human Services Agency (CHHS)

The CHHS has the lead responsibility for State agency collaboration in implementing the NWI.

www.labor.ca.gov

California Labor and Workforce Development Agency (LWDA)

The LWDA oversees seven major departments, boards, and panels that serve California businesses and workers.

www.edd.ca.gov/one-stop

California One-Stop Career Center System (WorkNet)

A central location for information about One-Stop Career Centers and related links.

www.calwia.org

California Workforce Investment Act Board

The Board establishes policy for, and provides guidance to, local Workforce Investment Boards, which provide services under the WIA.

www.doleta.gov

Department of Labor

The U.S. Employment and Training Administration's Department of Labor (DOL) home page. The DOL is the federal agent for the WIA program.

www.edd.ca.gov/wiarep/wialoc.htm

Local Workforce Investment Areas Administrative (LWIA) Entity

Listing of the LWIAs with addresses and contact information.

www.whitehouse.gov/omb/circulars/index.html

Office of Management and Budget (OMB)

OMB oversees and coordinates the Federal Administration's procurement, financial management, information, and regulatory policies. The OMB Circulars may be downloaded from this website.

www.shrm.org

Society of Human Resource Management

Information on the human resource profession; representing the interests of more than 85,000 members from around the world.

www.sba.gov

U.S. Small Business Administration

Provides guidance and resource information to owners and operators of small businesses.

APPENDIX D

Job Training Automation System Hardware and Software Requirements

The States minimum computer hardware and software requirements are imposed for compatibility with the State Job Training Automation (JTA) system. In general, any computer capable of doing some type of UNIX-compatible terminal emulation can communicate with the JTA system. A microcomputer with software that does vt220 emulation and a vt220 terminal is recommended. However, JTA project staff will provide assistance only for the two types mentioned below. A minimum of 32 megabytes of memory (RAM) is required to run the JTA system software.

A. Personal Computers

Personal computers with terminal emulation capability must fall within two general categories:

1. Industry Standards Architecture (ISA) or Enhanced ISA (EISA)
2. BM Micro-channel Architecture

B. Printers

Printers must meet one of the following two requirements:

1. Must be a laser printer that recognizes the Hewlett-Packard Printer Command Language and has both letter and legal size paper handling capability.

OR

2. Must be wide-carriage dot matrix printer which has the capability of printing at 10 pitch, 12 pitch and in condensed (minimum 16.66) pitch and which recognizes Epson or IBM Pro-printer command sets and provides a serial interface.