

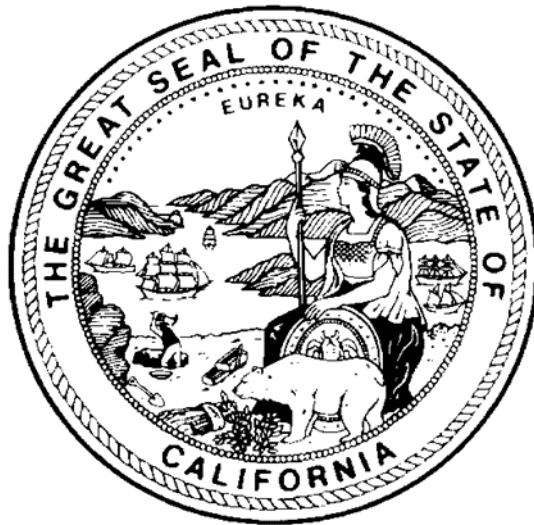
## **NOTICE OF AVAILABILITY OF FUNDS**

California Workforce Development Board  
In Coordination with the  
Employment Development Department

On behalf of the  
California Labor and Workforce Development Agency

### **Workforce Innovation and Opportunity Act English Language Learner Workforce Navigator Pilot Program PY 2016/17**

Request for Applications (RFA)



**February 2017**

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**Workforce Innovation and Opportunity Act  
English Language Learner Workforce Navigator Pilot Program PY 2016/17  
Request for Applications (RFA)**

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## Section 1 Overview

### A. Introduction

The Labor and Workforce Development Agency (LWDA), the California Workforce Development Board (State Board), and the Employment Development Department (EDD) are pleased to announce up to \$1.5 million<sup>1</sup> in Workforce Innovation and Opportunity Act (WIOA) Governor's discretionary funds for Local Workforce Development Boards to support grants to develop and implement projects that increase access, create/enhance program structure and availability, and provide supportive services within the workforce system for California's English Language Learner (ELL) population. Entities selected are expected to work in collaboration with community-based organizations and other workforce partners, including adult education entities (WIOA Title II and the Adult Education Block Grantees). Project duration will be up to 18 months, with the goal of providing additional funding contingent upon future Congressional appropriation. The CWDB will also fund coordinated technical assistance to help plan and launch these ELL pilot projects along with a mandatory third party programmatic evaluation.

Successful collaborations in this effort will include those that build workforce capacity in the following areas:

- Enhancing or establishing collaboration with community-based organizations (CBOs) and other partners that can help provide supportive wrap around services for targeted populations.
- Successfully create a stronger collaboration and infrastructure to support dual enrollment or co-enrollment in Title I and Title II programs.
- Systems change that uses these seed resources to begin to adapt the workforce system and make it more accessible, with no wrong door to access services for ELL individuals.
- Successfully implement a navigator<sup>2</sup> model that can help recruit, enroll, and effectively support participants through program completion, serving as a liaison in referring and connecting participants to support services.

WIOA requires greater alignment and connectivity among Title I and II programs. In considering the needs of ELL individuals, this award poses an opportunity for enhancing partnerships with

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<sup>1</sup> The LWDA, State Board and EDD estimate awarding three grants of \$500,000 each. The LWDA, State Board and EDD reserve the right to award more or fewer grants contingent upon the availability of funds at the time the grants are awarded.

<sup>2</sup> Workforce Navigator refers to an individual(s) that help to conduct an assessment of a program participants' needs, helps enroll the individual in the proper programs and helps to identify and address barriers that may prevent the individual from successfully meeting agreed upon benchmarks and ultimately completing training and educational goals. This includes case management and connecting individual to wrap around services.

Title II programs, given Adult Education is likely one of the first entry points into the education and workforce development system for the ELL population. WIOA also requires special attention in addressing the needs of special populations, including those with barriers, low income and ELL individuals. In January 2017, the U.S. Department of Labor issued [TEN 28-16](#) *Best Practices, Partnership Models, and Resources Available for Serving English Language Learners, Immigrants, Refugees, and New Americans*. The TEN provides workforce system examples, best practices, partnership models, and information on how to align resources available under the Workforce Innovation and Opportunity Act (WIOA) to increase services to ELLs with substantial cultural and language barriers to employment. It further provides information to the workforce system, including partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs, about how to align their efforts to provide basic career services, individualized career services, and training services. This project aligns with the recommendations in the TEN.

As described in the TEN, and as described in this RFA, the intent of this project is to target the ELL population, which may include immigrants as a sub-population. Similarly, it can include basic skills deficient individuals, and those with less than a high school education.

It is our intent that by investing locally in the Workforce Navigator Pilot Program, local workforce partners will help to reshape and enhance the workforce infrastructure to better address and serve the needs of these individuals. This pilot program is an opportunity to address workforce needs of populations with barriers by creating more access, and helping to strengthen our workforce delivery system, while helping to better train workers for the changing demands and need for more education and training in the labor market.

## **B. Background and Vision**

The current workforce system is largely underserving foreign born and ELL individuals. While one-third of California's workforce is foreign-born, in Program Year (PY) 2014, only 3.7% of exiters of Title I programs were ELLs; compared to the 60% foreign-born ELL population (5.7 million) age 19 and older who reside in the state.

The problem is further complicated by the reality that among those exiting Title I services in PY 2014, only 10.3% had less than a high school diploma or equivalent, compared to the 36% of ELLs (3.4 million) age 19 and older who lack a high school diploma or equivalent.

There is a clear disconnect in the number of ELL individuals and those with limited education that are enrolling and receiving services in Title I programs, relative to the workforce needs of

California's immigrant and ELL population. The State is looking to enhance its focus on the ELL and immigrant population, and ensure that it supports strategies to outreach these target populations, successfully enrolls them, and once enrolled, ensures that they have the support to complete workforce training programs. The immigrant population is a large segment of California's workforce; by investing in this population California can better assist them towards upward economic mobility, while also helping to tackle the changing needs of the labor market and demand for a more highly trained workforce.

While the intent of this RFA is to encourage local workforce development boards to increase their capacity to serve ELL populations, should current capacity and infrastructure not exist to launch this effort at the board, we encourage local boards to partner with community based organizations (CBOs) and submit a joint proposal and work plan.

### **C. Pilot Program Goals**

- Conduct targeted outreach and increase access to workforce services for ELL populations. Currently, outreach is a funded career service under WIOA; a targeted outreach plan for ELL populations will be required for participation in this pilot.
- Successfully increase enrollments of ELL individuals into workforce programs.
- Increase alignment/integration of Title I and II programs, resulting in increased co-enrollment and referrals between Title I and Title II programs.
- Test the impact that a navigator structure (local coordination and wrap around services) has on target population customers.
  - Culturally relevant approach.
  - Appropriate for language needs (ELL-friendly).
  - Outreach by trusted messengers: staff with a cultural understanding of the population targeted, can include CBO or other partner that is trusted in the ELL community.
- Build or enhance the existing collaborations and partnerships with CBOs or other local/regional entities that can assist participants with services such as childcare, transportation assistance and other wrap around services that will enable participant to remain in education and training programs.
  - Must identify partners, what their current capacity is, and what their function would be to address project goals and provide services.
- Improve labor market and skills outcomes for target populations through the development of strategies that fill gaps, align systems, enhance customer services to ensure greater access to workforce services and support through the process.

- Utilize a shared case management system to ensure ELL participants are successfully meeting their program goals and moving towards program completion.
- Leverage local partnerships to build a system that leverage resources and programs to better serve targeted populations.
  - Include a description of partners, current networks and how resources/programs will be leveraged to better serve the ELL population.
- Partner with existing or help create partnerships and linkages to other training and education programs that target ELL populations, including SNAP Employment & Training Program, Adult Education (including Adult Education Block Grant Consortia) and others.

#### **D. Workforce Navigator Initiative Activities**

The Workforce Navigator Pilot Program Grant recipients will create partnerships and strategies that bridge education and workforce system gaps for ELL and immigrant populations. These programs will implement promising models and practices in the workforce system service delivery infrastructure to better serve ELL populations. The State Board and the LWDA have developed a memo of promising practices to serve ELLs that can provide guidance.

Those awarded funding will be expected to coordinate closely with the State Board and other program partners to achieve outcomes that will benefit targeted populations. Grant recipients will be required to use a portion of their funds to support CBOs partnering to enhance the infrastructure to support ELL population. CBOs should have an established relationship with targeted populations, experience with outreach, bilingual staff, offices accessible to the immigrant/ELL community and a track record of serving ELLs/Immigrants. If an applicant seeks to subcontract services to CBOs, the applicant must include detailed information on the partner's role, capacity, and experience in their proposal for the State Board's approval.

#### **E. Program Objectives**

- Program cost and per person cost (Budget)
- Number of people served
- Number of co-enrollments (Title II, Section 167, America's Job Center of California<sup>SM</sup>)
- Number enrolled into WIOA-funded programs
- Number that enter training
- Number that exit training
- Number that entered employment and wage increases. Wage increases will be based on pre and post placement.
- Other objectives as identified by local grant recipients that can measure the impact of the program on participants

Success will be measured with the understanding that there will be gradual increases in outcomes. Consideration will be given to the following:

- Increase of dual enrollments/co-enrollments/referrals
- Increase enrollments of ELL population
- Increase of participants possessing a high school degree
- Increase number of training enrollees
- Entered employment with increase in earnings

**F. Allowable Use of Funds**

The use of funds awarded in the RFA is governed by the WIOA and its associated federal regulations, state and federal directives, and the federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Appendices A through E describe the general requirements pertaining to these funds. Funds awarded under this RFA cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs. The definition of administrative costs is provided in Appendix B.

**Section 2 Significant Dates**

Event	Date*
RFA Release	February 24, 2017
Application Workshop	March 6, 2017
Q&A	Accepted and posted weekly to the State Board’s website. Final Q&A posting date – March 17, 2017. All questions must be submitted prior to the final posting date.
All Applications Due	March 24, 2017 (by 3:00pm)
Award Announcement	By May 1, 2017

*\*All dates after the final application submission deadline may be adjusted, without addendum to this RFA.*

**Section 3 Application Submission Instructions**

This RFA contains the requirements that applicants must meet in order to submit a responsive

application. The RFA provides information regarding the format in which applications must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicants' responsibilities.

#### Application Deadline

The deadline for applications is **March 24, 2017 at 3 p.m. Pacific Daylight Savings Time**

**Late applications will not be accepted.**

#### Application Delivery Method and Addresses

Applications must be submitted electronically to:

[CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov)

All applications must be submitted in one .ZIP File containing all required forms and using the following naming convention:

**ELL Navigator Pilot\_ApplicantOrganization\_ProjectName**

Questions regarding the instructions for this RFA may be sent to:

[CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov)

Note "ELL Navigator Pilot Question" in the subject line. Cumulative questions and answers will be posted to the State Board's website under the Initiatives tab on a weekly basis until **March 17, 2017.**

### **Section 4 Application Requirements, Award and Contracting Process**

#### **Required Application Content**

Applicants are required to submit a 5-10 page application narrative, work plan and budget. The 5-10 page application narrative must include the Applicant's experience in the following:

- Explain the pilot concept and structure to develop and implement a model workforce navigator program.
- Discuss recruitment and retention strategy for project participants.
- Strategy to partner with entities to provide wrap around services, including transportation assistance, childcare, and other services as needed.



- Description of existing partnerships with CBOs, immigrants’ rights organizations, and other social service organizations that help serve immigrant and ELL populations.
  - CBO Partnerships can include partners that are currently funded by the [One California Program](#); Adult Education; Adult Education Block Grant (AEBG); Existing partners within the local Job Centers & other WIOA Partners.
  - Examples of partnerships, collaboration and outcomes should be provided.
  - If CBOs currently have existing navigator structures, how will you leverage their experience, to assist in program design and implementation, and coordination of efforts?
- Active collaboration and partnerships with Adult Education and local AEBG consortia efforts.
  - What are the current partnerships and how will they be enhanced to better serve the target population through the funding of this project?
  - If your consortium has a navigator program, how do you intend to coordinate and connect to those efforts?
- Description of current projects or strategy to develop career pathway training opportunities aligned with growing industry sectors that provide on-ramps for ELL participants.
- History of innovative approaches to serving special populations, and the staffing and infrastructure to implement new programs.
- Experience engaging CBOs, in particular dealing with organizations that represent immigrants and ELL populations.
- Experience working with the State Board to coordinate, strategize and implement new initiatives.
- Experience in convening partners, working collectively to develop common plans and outcomes.
- Ability to work across the workforce system and experience leveraging multiple funding sources to implement programs.
- Outreach, recruitment and retention strategies for target population.

To be competitive, all applications must adhere to the required format and must include all of the requested information, completed forms, and attachments. **Applications that do not adhere to these requirements will be determined non-responsive and will not be considered for funding.**

All applications must adhere to the page limits indicated in the chart below, one-inch margins, single-spaced, in a font no less than 12 point. Forms and cover page are not included in the page limits.

**All applicants must submit the required forms and attachments. These include:**

<b>Document Name/Description</b>	<b>Form Provided</b>
<b>Cover Page</b>	YES
<b>Form A: Application Narrative</b>	YES
<b>Form B: Budget Detail</b>	YES
<b>Form C: Workplan</b>	YES
<b>Form F: Budget Summary</b>	YES
<b>Form G: Supplemental Budget</b>	YES

**Application Narrative, Evaluation and Recommendation for Funding**

The application narrative for each project should address each of the bullets outlined in the Project Narrative Tables. All applications must include the required forms and cover page. The scoring value of each section of this RFA is included in the Project Narrative Tables. 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 application. Only those applications deemed to be meritorious and in the best interests of the State will be recommended for funding.

<b>ELL Pilot Project Narrative Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
Project Narrative	<ul style="list-style-type: none"> <li>▪ Describes how project will enhance or create greater collaboration with community organizations and those partners that can help provide supportive wrap around services for targeted populations.</li> <li>▪ Describes how project will successfully create a stronger collaboration and infrastructure to support dual enrollment or co-enrollment between Title I and Title II programs.</li> <li>▪ Describes systems change that will use these seed resources to begin to adapt the workforce system and make it more accessible, with no wrong door to access services for ELL individuals.</li> <li>▪ Describes how project will implement a navigator model that can help recruit, enroll, and successfully support participants through program completion, serving as a liaison in referring and connecting participants to support services.</li> </ul>	45

<p>Project Partnership</p>	<ul style="list-style-type: none"> <li>▪ Describes existing partnerships with community based organizations, immigrants’ rights organizations, and other social service organizations that help serve immigrant and ELL populations.</li> <li>▪ Describes active collaboration and partnerships with Adult Education and local AEBG consortia efforts.</li> <li>▪ Experience engaging CBOs, in particular dealing with organizations that represent immigrants and ELL populations.</li> <li>▪ Experience in convening partners, working collectively to develop common plans and outcomes.</li> <li>▪ Existing partnership s or strategy to recruit and implement network of partners to provide wrap around services.</li> <li>▪ Describes how the Applicant’s location, capacity infrastructure, and partnerships will maximize the potential for the success of the project.</li> </ul>	<p>45</p>
<p>Budget</p>	<ul style="list-style-type: none"> <li>▪ Complete and attach the Project Budget (Forms B, F, and G). Applicants must provide detailed budget information.</li> </ul>	<p>10</p>

**Application Forms (Required)**

Cover Page

Form A: Application Narrative

Form C: Work Plan

Form F: Budget Summary

Form G: Supplemental Budget

Form B: Budget Detail

## APPENDIX A

### WIOA Allowable Activities

The Workforce Innovation and Opportunity Act (WIOA) permits three types of career services: basic career services, individualized career services, and follow-up services.

#### Basic Career Services

1. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
2. Outreach, intake, and orientation to information and other services available through the one-stop delivery system.
3. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
4. Job search and placement assistance, and, when needed by an individual, career counseling, including:
  - a. Information on in-demand industry sectors and occupations.
  - b. Information on nontraditional employment.
  - c. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.
5. Provision of referrals to and coordination of activities with other programs and services including: programs and services within the one-stop delivery system and, when appropriate, other workforce development programs, including adult education programs.
6. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
  - a. Job vacancy listings in labor market areas.
  - b. Information on job skills necessary to obtain the vacant jobs listed.
  - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.

8. Provision of understandable and accurate information about how the Local Workforce Development Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Provision of understandable and accurate information relating to the availability of supportive services or assistance including: child care, child support, medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program, benefits under the CalFRESH Program (federally known as the Supplemental Nutrition Assistance Program), assistance through the earned income tax credit, and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program.
10. Provision of information and assistance regarding filing claims for unemployment insurance (UI), by which the America's Job Center of California<sup>SM</sup> must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means:
  - a. Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants; or
  - b. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
  - c. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

### **Individualized Career Services**

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, 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 their employment goals, including the list of, and information about, the eligible training providers.
3. Group counseling.
4. Individual counseling.
5. Career planning.
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.

7. Internships and work experiences that are linked to careers.
8. Workforce preparation activities.
9. Financial literacy services.
10. Out-of-area job search assistance and relocation assistance.
11. English language acquisition and integrated education and training programs.

### **Follow-up Services**

Follow-up services, such as counseling regarding the workplace, must be made available, if determined appropriate, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for a minimum of 12 months after the first day of employment.

Each application 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.

## APPENDIX B

### Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of ten percent. The following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

- a. The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant sub recipients, local fiscal agents, and which are not related to the direct provision of WIOA 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 WIOA 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; and
    - x. Fiscal agent responsibilities
  - (2) Performing oversight and monitoring responsibilities related to WIOA 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 WIOA system.
  - (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 sub recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.



- (2) Personnel and related nonpersonnel costs of staff that 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 benefitting 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) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
  - (5) 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.
  - (6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) 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 Workforce Development Area performance information.
    - v. Information relating to supportive services and unemployment insurance claims for program participants.
- d. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

## APPENDIX C

### Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) ([2 CFR Part 200](#)) and Department of Labor (DOL) exceptions ([2 CFR Part 2900](#)). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

- a. Be necessary and reasonable for the performance of the award.
- b. Be allocable to the award.
- c. Conform to any limitations or exclusions set forth in the award.
- d. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
- e. Be accorded consistent treatment.
- f. Be determined in accordance with generally accepted accounting principles.
- g. Not be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the State).
- h. Be adequately documented.

Below is a high level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide, rather than a final authority for making a determination of whether or not a cost would be considered allowable.

The legend key below along with the definitions is intended to help the user understand whether a cost item is allowable or not.

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable
NS	Not Specified in the Uniform Guidance

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

### Cost Items Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	<a href="#">200.421</a>	
2	Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3	Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4	Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5	Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6	Bad debts	U	U	U	<a href="#">200.426</a>	
7	Bonding costs	A	A	A	<a href="#">200.427</a>	
8	Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9	Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10	Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11	Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12	Conferences	A	A	A	<a href="#">200.432</a>	
13	Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14	Contributions and donations	U	U	U	<a href="#">200.434</a>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	

	<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local and Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	
24	General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
28	Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
29	Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
30	Lobbying	U	U	U	<a href="#">200.450</a>	
31	Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
32	Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	<a href="#">200.454</a>	
35	Organization costs	U/AP	U/AP	U/AP	<a href="#">200.455</a>	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
36	Participant support costs	AP	AP	AP	<a href="#">200.456</a>	
37	Plant and security costs	A	A	A	<a href="#">200.457</a>	
38	Pre-award costs	AP	AP	AP	<a href="#">200.458</a>	
39	Professional services costs	A	A	A	<a href="#">200.459</a>	
40	Application costs	A	A	A	<a href="#">200.460</a>	
41	Publication and printing costs	A	A	A	<a href="#">200.461</a>	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<a href="#">200.462</a>	
43	Recruiting costs	A/U	A/U	A/U	<a href="#">200.463</a>	
44	Relocations costs of employees	AC/U	AC/U	AC/U	<a href="#">200.464</a>	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	<a href="#">200.465</a>	
46	Scholarships and student aid costs	AC	NS	NS	<a href="#">200.466</a>	
47	Selling and marketing	U/AP	U/AP	U/AP	<a href="#">200.467</a>	
48	Specialized service facilities	AC	AC	AC	<a href="#">200.468</a>	
49	Student activity costs	U/AP	U/AP	U/AP	<a href="#">200.469</a>	<a href="#">2900.19</a>
50	Taxes	AC	AC	AC	<a href="#">200.470</a>	
51	Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
52	Training and education costs	A	A	A	<a href="#">200.472</a>	
53	Transportation costs	A	A	A	<a href="#">200.473</a>	
54	Travel costs	AC	AC	AP	<a href="#">200.474</a>	
55	Trustees	A	A	NS	<a href="#">200.475</a>	

## APPENDIX D

### Administrative Requirements

Awardees must adhere to the WIOA Title I requirements, the Office of Management and Budget's (OMB) Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [Uniform Guidance](#) and OMB's Title 2 CFR Part 2900 (DOL Exceptions).

#### A. Monitoring and Audits

Awardees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

If performance is insufficient, or program is not performing and making progress towards deliverables, the state will consider redirecting resources.

#### B. Record Retention

Awardees will be required to maintain project and fiscal records sufficient to allow federal, State, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment on this contract [Uniform Guidance](#).

#### C. Reporting

Awardees must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate through the State's required reporting system: (CalJOBS<sup>SM</sup>). The State will provide training on how to use CalJOBS<sup>SM</sup>. See Appendix E for the State Reporting System Hardware and Software Requirements.

Awardees will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBS<sup>SM</sup>. In addition, awardees will be required to submit monthly progress reports which include narrative on the status of the projects. Upon closeout of the project an "End of Project" report will be required.

#### D. Evaluation

Awardees must agree to work with the identified third party evaluator and may be required to modify submitted pilot program plans to meet evaluation standards and metrics. The third party evaluator will conduct an impact analysis of the navigator pilot. Conducting an impact analysis will involve random assignment (which involves random assignment of eligible participants into a treatment group that would

receive navigator services, or into control group(s) that would receive normal program services that are not enhanced).

## APPENDIX E

### State Reporting System Hardware and Software Requirements




VOS v16.x

#### Workstation Requirements



System	Hardware Required	Software Required	Connectivity
<b>Client Workstation</b>	<p><b>Processor:</b> PIII or higher</p> <p><b>Memory:</b> 2 GB of RAM or higher</p> <p><b>Display:</b> Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p><b>Operating System:</b> Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher</p> <p><b>3rd-Party Software (described after table):</b> Meadco ScriptX ActiveX 7.4/ Object<sup>1</sup>/ Microsoft Silverlight 3<sup>2</sup> DynamSoft HTML5 Document Scanning</p>	<p><b>Minimum:</b> Dedicated broadband or high speed access, 380k or higher</p>
<b>Staff/ Administrator Workstation</b>	<p><b>Processor:</b> PIII or higher</p> <p><b>Memory:</b> 2GB of RAM or higher</p> <p><b>Display:</b> Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p><b>Operating System:</b> Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional)</p> <p><b>3rd-Party Software (described after table):</b> Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning</p>	<p><b>Minimum:</b> Dedicated broadband or high speed access, 380Kbps or higher</p>

#### Supported Browsers:

For best results, use a current version of one of the following supported browsers:

- 
[Microsoft Internet Explorer 11 or higher | Download Latest Version](#)
- 
[Mozilla Firefox 30 or higher | Download Latest Version](#)
- 
[Apple Safari 5 or higher | Download Latest Version](#)



- 
[Google Chrome 36 or higher | Download Latest Version](#)
- 
[Opera 22 or higher | Download Latest Version](#)

### Client Workstations (Third-Party Software)

As indicated in the preceding table certain freely available third-party software is required on client workstations to maximize all of the features in the Virtual OneStop suite.

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<a href="http://get.adobe.com/reader/otherversions/">http://get.adobe.com/reader/otherversions/</a>
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	<a href="http://scriptx.meadroid.com/home.aspx">http://scriptx.meadroid.com/home.aspx</a>
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p><a href="http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-aspix/comment-page-1/">http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-aspix/comment-page-1/</a></p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p><a href="http://www.dynamsoft.com">http://www.dynamsoft.com</a></p> <p>Download DynamicWebTWINHTML5Edition.exe</p>

**Meadco ScriptX 7.4:** ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed content; all settings are automatically restored to default settings and no permanent changes are saved. ScriptX v7.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

**Adobe Acrobat Reader 11:** Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

**Adobe Flash 11:** The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

**RSClientPrint** is a Microsoft ActiveX control that enables client-side printing of Microsoft SQL Server Reporting Services reports. The ActiveX control displays a custom print dialog box that shares common features with other print dialog boxes. The client-side print dialog box includes a printer list for selection, print preview option, page margin settings, orientation, etc. Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.

### **VOS uses CKEditor version 4.3.1**

The version 14.0 Virtual One Stop (VOS) is currently using version 4.3.1 of CKEditor. CKEditor is used within the VOS system to allow you to use common word processing features in the system with such things as job descriptions, resumes and cover letters.

CKEditor supports all popular browsers including Chrome, Firefox, Internet Explorer, Opera and Safari. However, Internet Explorer 7 (or lower) and Firefox 3.6 are no longer supported (CKEditor 4.1.3 was the last version to support Internet Explorer 7 and Firefox 3.6).

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.

If you are using these unsupported browsers versions, your browser should be updated to avoid compatibility issues.