# Notice of Availability of Funds

By the Employment Development Department

***Wagner-Peyser Funds***

# Deaf and Hard of Hearing Services Program Year 2025-26

**Solicitation for Proposals**



**April 2025**

The Employment Development Department is an equal opportunity employer/program. Auxiliary aids and Services are available upon request to individuals with disabilities. Request for services, aids, and alternate formats may be made by calling (916) 654-8434. TTY users please call the California Relay Services at 711.

This Deaf and Hard of Hearing SFP is funded by a grant award totaling $2.7 million (100%) from the U.S. Department of Labor, with $0 (0%) financed from non-federal sources.

## **Proposal Package Instructions and Exhibits**

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2025-26 Deaf and Hard of Hearing (DHH) Services funding opportunity. Select each exhibit link individually and download each before saving the SFP to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

**Required Exhibits:**

* [Cover Signature Page (DOCX)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wssfp24-09att1.docx)
* [Exhibit A – Project Narrative (DOCX)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wssfp24-09att2.docx)
* [Exhibit F – Budget Summary (DOCX)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wssfp24-09att3.docx)
* [Exhibit F2 – Budget Narrative (DOCX)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wssfp24-09att4.docx)
* [Exhibit G – Supplemental Budget (if applicable) (DOCX)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wssfp24-09att5.docx)
* [Executive Summary (DOCX)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wssfp24-09att6.docx)

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## Overview

The Employment Development Department (EDD) announces the availability of up to $2.7 million in Wagner-Peyser 10 percent Governor's Discretionary funds for the Deaf and Hard of Hearing (DHH) Program Year 2025-26 (PY 25-26) grant. The DHH PY 25-26 grant is awarded to provide employment services to individuals who are deaf and hard of hearing. These funds will also ensure that services provided to deaf and hard of hearing individuals are at least equal to services received by non-deaf and non-hard of hearing individuals.

### Purpose

This program provides deaf and hard of hearing individuals with enhanced employment services in select America's Job Center of CaliforniaSM (AJCC) locations throughout California. The program will ensure effective communication and increased service opportunities for deaf and hard of hearing individuals by providing specialized counseling, interpretation services, job placement, follow-up services, and advocacy that ensures deaf and hard of hearing individuals receive equal access to public and private employment services, and specialized employment services to assist them in becoming job ready. The program is also designed to assist job-ready deaf and hard of hearing individuals in obtaining and retaining unsubsidized employment. The program includes provisions for interpreting services to enable these individuals to access other EDD services.

### Availability

The total program funding available is $2.7 million for the period of July 1, 2025, through June 30, 2026. The total funding is contingent upon federal funding being awarded to California and the EDD Director's approval.

Determination of program funding requested should consider factors specific to the service area, such as cost of living in the service area, prevailing wages for staff roles, and reasonable costs for proposed services to the target population.

### Target Populations

Proposals must target deaf and hard of hearing individuals who are available for and seeking employment. These jobseekers may also need additional skill development to become job ready.

### Eligibility

Proposals will be accepted from public agencies or private non-profits. Individuals are not eligible to apply. Applicants must clearly demonstrate their ability to provide services to the targeted population. Applicants may submit proposals to provide services for one or multiple sites. Applicants may submit one proposal to provide services at multiple sites within a targeted geographical area.

### Program Locations

Pursuant to the California Unemployment Insurance Code (CUIC), Section 11004, the EDD must determine the number and location of its offices within the state providing employment services to the deaf and hard of hearing and shall decide which offices shall be served by grantees. The CUIC also states that the EDD shall give priority to offices where subgrants (contracts) are necessary to prevent or minimize the disruption or discontinuance of employment services to the deaf and hard of hearing in conjunction with the EDD prior to July 1, 1984. The EDD currently funds services in the geographical areas listed below and will give priority to programs and services in these areas to prevent and/or minimize disruption in services:

* Fresno
* Los Angeles
* Riverside/Rancho Cucamonga
* Sacramento
* San Diego/Oceanside
* San Francisco/Bay Area
* Santa Ana/Garden Grove

If an applicant proposes to serve a geographical area not listed above, the proposal must clearly identify the deaf and hard of hearing population and the need for services in that locale and demonstrate why those needs are not currently being met. The EDD will review the request and determine the suitability and availability of space for co-location to determine if another area not listed can be approved.

For this solicitation, the grantee will be required to work among EDD staff located in designated AJCC sites. It is required that a minimum of one staff person be assigned for the specified contracted hours. On-demand communication services must also be made available, including interpreter services by a professional interpreter who possesses a comprehensive skills certification from the National Registry of Interpreters for the Deaf or the equivalent. Applicants must clearly identify how they will fill the interpreter services requirements. Hybrid teleworking schedules will be allowed for this solicitation, but staff must work a minimum of three days per week at their designated AJCC sites. Grantees providing a reduced staffing level must provide written justification for the reduction.

### Allowable Use of Funds

The use of funds awarded in this SFP is governed by Wagner-Peyser 10 percent Governor's Discretionary fund guidelines, state and federal directives, and the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Grantees will be responsible for any charges related to the secure operation of videophones required for program operations. This includes, but is not limited to, Internet Service Provider, installing upgraded equipment for expansion, and related functions. Services related to the videophones must be coordinated with the EDD Information Technology Branch staff.

On occasions, deaf and hard of hearing staff may be called on to provide interpreting services for deaf and hard of hearing individuals seeking assistance with matters related to Unemployment Insurance (UI), Disability Insurance (DI), and other services that are available, or being provided by the EDD and other partner agencies located in the AJCC. These clients are not required to be enrolled or have active status in the DHH program. Grant funds may be used to cover these activities.

In the event of an interpreting scheduling conflict or the temporary vacancy of an available deaf and hard of hearing interpreter, grantees may sub-contract with a local reputable interpreting agency. These services will be reimbursed through the grantee's monthly expenditure (invoice) reports. Grantees should allocate a portion of their grant funds to interpreting services. Grantees are encouraged to negotiate with the interpreting agency to obtain a discounted fee for exclusive and repeat business.

Travel and associated expenses incurred to carry out allowable grant services are allowable. The purpose of the travel and itemized travel costs must be clearly identified within invoice materials upon requesting reimbursement. If personal vehicle mileage, other private transit, or public transit costs are requested to be reimbursed, the address of the starting and ending locations must be provided. Mileage is reimbursable if it meets all federal rules and definitions for reimbursement as a business expense. Mileage reimbursement may not exceed the federal maximum for the period during which the costs were incurred.

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

### Administrative Cost Limits

A maximum of 10 percent of the total project budget will be allowed for administrative costs.

### Collaboration with the EDD

The EDD Project Manager (PM) is responsible for grant administration and oversight. Key project staff will be required to work closely with the PM for technical assistance, CalJOBSSM training, and guidance during start-up, implementation, and throughout the grant term. At the start of the grant term, grant staff will be required to participate in a project launch webinar and may be required to participate in CalJOBS training.

### Length of Project

The grant period for this award is 12 months, from July 1, 2025, through June 30, 2026. This period of performance includes all necessary implementation and start-up activities. No obligation of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant period must be returned to the EDD.

## Grantee Requirements

### Grantee Criteria

As required under Section 11003 of the CUIC, the criteria for choosing grantees shall include, but not be limited to, the following:

* The ability to provide services in a deaf and hard of hearing individual's preferred mode of communication.
* The ability to secure community support, including written endorsements of local officials, employers, the Workforce Development Board(s) within the applicant's service region, and organizations of and for persons who are deaf and hard of hearing.
* The existence of funding from one or more public or private sources.
* Participation of deaf and hard of hearing individuals on the potential grantee's employment services staff and, in the case of a private nonprofit corporation, on the Board of Directors.
* A commitment to the development and maintenance of self-determination for deaf and hard of hearing individuals, including supporting and fostering independence and decision-making.

### Staffing Qualifications

The grantee shall provide at least one staff person in designated AJCC sites for the specified contracted hours. On-demand communication services must also be made available, including interpreter services by a professional interpreter who possesses a comprehensive skills certification from the National Registry of Interpreters for the Deaf or the equivalent. Applicants must clearly identify how they will fulfill the interpreter services requirements.

To address the challenges directly related to the requirement of certified interpreters through a national registry, the EDD has expanded the option to include additional types of sign language interpreters (other than ASL) and certifications that may also be considered. The qualification and professionalism standards for staff delivering sign language interpretation will be established by the grantee responsible for administering the DHH grant, including the discretion to incorporate additional types of sign language interpreters and relevant certifications. Grantees awarded funding for the DHH Program shall determine if these interpreters will qualify and perform to their satisfaction for the EDD's DHH Program.

A copy of the interpreting staff's valid and current Comprehensive Skills Certification issued by the national Registry of Interpreters for the Deaf (RID), or equivalent California Association of the Deaf (CAD) certification or other certification approved by the EDD or supporting documents to determine the skill level of the interpreter by the grantee, must be provided to the EDD Central Office Workforce Services Division PM or the AJCC site manager on request.

The grantee must provide services during normal office hours, excluding Saturdays, Sundays, and state holidays. Hours and days of service must be on a consistent schedule approved by the AJCC site manager. Services beyond the approved hours must be approved by EDD before being provided. On occasion, it may be necessary for staff to provide community services outside of the office. In the event of a planned absence from the office during normal office hours, the DHH staff should inform the AJCC site manager, or their designee, in advance. In the event of unplanned absences, the grantee must notify the AJCC site manager within one hour of the scheduled work time. The DHH subgrantee staff are not expected to request approval of staff absences, however, it is required that DHH subgrantees report staff absences to the co-located AJCC management to meet the office protocols, safety/evacuation protocols, and keep all parties informed of when and where DHH staff are available in-office or on hybrid days.

The grantee must develop dialogue with the EDD site manager at each AJCC location where deaf and hard of hearing staff will be co-located with EDD staff. The purpose is to foster relationships and determine how best to meet the standards set forth for EDD and/or partnering staff.

### Required Services

As required under Section 11002 of the CUIC, employment services for the deaf and hard of hearing shall include, but are not limited to the following:

* Complete communication services for all preparatory, job placement, and follow-up activities. The communication services shall include interpreter services by a professional interpreter for the deaf and hard of hearing, possess the comprehensive skills certification of the national Registry of Interpreters for the Deaf (or the equivalent), telecommunications, and, when necessary, training in communication skills.
* Advocacy to ensure that deaf and hard of hearing individuals receive equal access to public and private employment services.
* Job development and job placement.
* Employment counseling, including peer counseling by deaf and hard of hearing individuals.
* Follow-up counseling and problem-solving after placement.

As required under Section 11003 of the CUIC, services to a person who is deaf or hard of hearing should be provided in the person's preferred mode of communication.

### Allowable and Unallowable Activities

Services provided through the DHH Program must align with those allowable under WIOA, CUIC § 11000, and the terms of this SFP. EDD may approve additional activities that align with funding guidelines and grant goals. Grantees should seek prior approval for activities that are not expressly allowable and/or required within the SFP.

DHH staff may assist with the translation of Unemployment Insurance (UI), Disability Insurance (DI), or other EDD materials and facilitate communication with state merit staff qualified to provide direct UI, DI, or other EDD services. Staff delivering employment services under the DHH grant must not provide direct assistance with UI, DI, or other EDD services required by statute to be provided by state merit staff.

Staff funded through the DHH grant may charge time to the grant for activities related to outreach to individuals eligible to enroll in grant services. Eligible participants include deaf or hard of hearing individuals who are available to work and are actively seeking work.

Direct charges in support of organization-wide activities or events cannot be allocated to the grant unless incurred while performing allowable activities or services. Examples of such exceptions include, but are not limited to, staffing an informational table about grant services, presenting to a group of individuals about grant services, or producing printed outreach materials about grant services.

DHH staff shall make job-readiness services available to eligible participants, including helping deaf and hard of hearing job seekers to prepare resumes, applications, cover letters, and other related materials. Job preparation activities may also include interview preparation, such as mock interviews.

Grant funds may not be used to provide services or subsidize costs otherwise required of employers by the Americans with Disabilities Act of 1990 (ADA). The ADA requires that employers provide reasonable accommodations for the purpose of applying, interviewing, onboarding, and accommodations necessary for performing a job once hired. Grantees choosing to assist employers with offsetting the cost of such accommodations must not bill the grant for these services.

Staff training and professional development activities are allowable, provided they are directly related to the grant's objectives and support the enhancement of skills or knowledge necessary to achieve program outcomes. Such activities must align with the approved budget, comply with applicable grant regulations, and demonstrate a clear connection to the program's goals and priorities.

Use of logos, branding, and other trademarks of the EDD are only permitted with prior approval. Grantees must avoid intentionally or unintentionally giving the appearance of being staff or representatives of the EDD while performing allowable grant activities.

##  Application and Program Requirements

All proposals must adhere to proposal requirements, utilize the required format, and include all requested information and attachments. Incomplete submissions will be deemed non-responsive. Proposals that do not meet the minimum requirements will not be scoredor considered for funding. Refer to Appendix A for guidance on how to properly complete, format, and submit all elements of the proposal package.

### Required Exhibits and Attachments

* Cover/Signature Page
* Executive Summary
* Exhibit A Project Narrative
* Exhibit F Budget Summary
* Exhibit F2 Budget Narrative
* Exhibit G Supplemental Budget (if applicable)

### Registration with the System for Award Management

Applicants must register with the System for Award Management (SAM) in order to apply for and receive funding for this initiative.

**Note** – SAM registration must be reviewed and updated every 12 months in order to keep accounts current, accurate, and complete in the SAM database. To remain eligible for funding, applicants must maintain an active registration in the SAM database. Applicants must ensure that this information is updated before submitting an application for funding. The process of registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. It is the applicant's responsibility to have all information up to date and accessible through the SAM prior to submitting the application. Visit the [SAM website](https://sam.gov/content/entity-registration) for more information about registration requirements.

### Performance

Each proposal must describe specific program goals and objectives to enable EDD and the grantee to measure performance.

### Funding Request

Funding timing and decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change. A total of $2.7 million in WIOA Governor's Discretionary Funds are available through this SFP. The total funding is contingent upon federal funding being awarded to California and the EDD Director's approval.

Determination of program funding requested should consider factors specific to the service area, target population, and reasonable costs for proposed services. For reference, when considering a proposed budget and number of participants, the average cost per participant in previous DHH SFPs was $4000.

Final awards and participant counts may be adjusted depending on the number of successfully submitted proposals. The state expects that the performance period for participating projects funded under this SFP will be 12 months. Grant funds will not be available for longer than 12 months. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

### Leveraging Resources

There is no leverage resource requirement; therefore, Commitment Letters are only required if applicants are providing leveraged resources. Please refer to Appendix A for further information on submitting Commitment Letters.

Leverage is not defined in regulation or any related administrative requirements. For EDD-funded programs, the term means all resources the recipient uses to support grant activity and outcomes, regardless of whether those resources meet the standards required for match.

There are no required leveraged resources for this project. However, applicants are encouraged to leverage human capital and utilize other resources to maximize the project's success. Leveraged resources can come from various sources, including but not limited to businesses, industry associations, labor organizations, community-based organizations, education and training providers, and/or federal, state, and local government programs.

Leveraged resources can include non-cash or third-party in-kind contributions to share in infrastructure costs. The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. Examples include but are not limited to donated personnel, services, and use of equipment or space. See Appendix A for more information on adequately documenting pledge contribution agreements.

All leveraged resources will be subject to the reporting requirements contained in Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* ([WSD19-05](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives)) (December 4, 2019) and Title 2 *Code of Federal Regulations* (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), Section [200.306](https://www.ecfr.gov/cgi-bin/text-idx?SID=daf3e637185a2e94363243de8662115f&mc=true&node=se2.1.200_1306&rgn=div8) Cost sharing or leveraging.[[1]](#footnote-2)

### Allowable Uses of Funds

The use of funds awarded in this SFP is governed by Wagner-Peyser 10 percent Governor's Discretionary fund guidelines, state and federal directives, and the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Grantees will be responsible for any charges related to the secure operation of videophones. This includes, but is not limited to, Internet Service Provider, installing upgraded equipment for expansion, and related functions. Services related to the videophones must be coordinated with the EDD Information Technology Branch staff.

On occasions, deaf and hard of hearing staff may be called on to provide interpreting services for deaf and hard of hearing individuals seeking assistance with matters related to Unemployment Insurance, Disability Insurance, and other services that are available, or being provided by the EDD and partner agencies located in the AJCC. These clients are not required to be enrolled or have active status in the DHH program. Grant funds may be used to cover these activities.

In the event of an interpreting scheduling conflict or the temporary vacancy of an available deaf and hard of hearing interpreter, grantees may sub-contract with a local reputable interpreting agency. These services will be reimbursed through the grantee's monthly expenditure (invoice) reports. Grantees should allocate a portion of their grant funds to interpreting services. Funds allocated for these expenses should not be used to cover long-term or extended DHH interpreting staff vacancies. Grantees are encouraged to negotiate with the interpreting agency to obtain a discounted fee for exclusive and repeat business.

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

For Title I and III service category definitions and a comprehensive list of CalJOBS activity codes, see Workforce Services Directives *CalJOBS Activity Codes* (October 10, 2024) ([WSD24-05](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives)).

### Administrative Cost Limits

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Refer to Appendix D for the definition of administrative costs.

## Submission

Only one proposal will be accepted from each applicant. If the EDD receives more than one application from a single applicant, the first application received will be the only one accepted. Any subsequent submissions will be disqualified. **The entire proposal must be submitted electronically by the deadline**.

### Submission Format

Each applicant must submit their proposal package via email as a compressed (or "Zipped") file. Emails must be sent to WSBSFP2@edd.ca.gov. The subject line of each application submission email must include: "[Applicant's Three Digit Initialism] [Grant Initialism Program Year Initialism] Proposal". Example: "Subject: ABC DHH PY 25-26 Proposal". The proposal package is due by 3 p.m. on May 27, 2025. Documents must adhere to the following naming convention: [Applicant's Three Digit Initialism] [Grant Initialism Program Year Initialism] [Abbreviated Name of Document]. Example: "ABC DHH PY 25-26 ExA" for Exhibit A.

* Applicants may utilize an initialism for their organization's name if desired. Please use the organization's CalJOBS initialism, if available. File names must not exceed 40 characters.
* The Cover/Signature page (CovSign) and any Commitment Letters (ComLtr) must be submitted in PDF form. All other exhibits and exhibit attachments must be submitted in Word format.
* The Cover/Signature page must include the signature of the signatory authority on the form.
* Commitment Letters should be submitted as one continuous PDF and saved per the following naming convention: "ABC DHH PY 25-26 ComLtr".
* Submit any additional non-required documentation, such as data analysis, as an Adobe PDF file.

### Submission Guidelines

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention: "[Applicant's Three Digit Initialism] [Grant Initialism PY XX-XX] [Exhibit or Attachment Initialism]." For example, "ABC DHH PY 25-26 ExF" for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. The following chart lists the documents that must be included in the proposal file submission, with the suggested naming convention for each file. Applications that do not include all the required documents listed and/or submitted after 3 p.m. PT on May 27, 2025, will be deemed non-responsive and automatically disqualified from being considered for funding.

**Disclaimer** – The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

**Figure 4.1: Document Submission Guidelines**

| **Required Documents** | **Naming Convention Suggestions** |
| --- | --- |
| **Exhibit A Project Narrative - ExA** | ABC DHH PY 25-26 ExA |
| **Exhibit F Budget Summary - ExF** | ABC DHH PY 25-26 ExF |
| **Exhibit F2 Budget Narrative - ExF2** | ABC DHH PY 25-26 ExF2 |
| **Exhibit G Supplemental Budget - ExG** | ABC DHH PY 25-26 ExG |
| **Cover/Signature Page - CovSign** | ABC DHH PY 25-26 CovSign |
| **Executive Summary - ExecSum** | ABC DHH PY 25-26 ExecSum |
| **Commitment Letters (if applicable) - ComLtr** | ABC DHH PY 25-26 ComLtr |

**Figure 4.2: Application Timeline**

|  |  |
| --- | --- |
| **Event** | **Date** |
| SFP release   | April 23, 2025 |
| Last date to submit questions for the webinar | May 2, 2025 |
| Deadline to preregister for the webinar | May 5, 2025, at 9 a.m. PT |
| Informational Webinar   | May 5, 2025, at 10 a.m. PT |
| Notice of Intent to Apply   | May 9, 2025, by noon PT |
| Proposals due   | May 27, 2025, by 3 p.m. PT |
| Estimated proposal review and evaluation   | June 2, 2025 – June 6, 2025 |
| Estimated deadline to appeal   | June 5, 2025 |
| Estimated award announcements   | July 2025 |
| Estimated project start date   | July 2025 |

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

### Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled for May 5, 2025, at 10 a.m. PT. This webinar will be the final opportunity for applicants to ask specific questions regarding the SFP and the application process. Pre-registration is required for all participants. Refer to the [EDD's Workforce Development Solicitation for Proposals](https://edd.ca.gov/en/jobs_and_training/wdsfp_workforce_development_solicitations_for_proposals) website for the [pre-registration link](https://us02web.zoom.us/webinar/register/WN_loGsA4GBSmG_ujg9xQdc8Q). To complete the process and access the webinar, applicants must fill out their information as prompted by the pre-registration link. A system-generated email will be sent upon completion, including a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP Proposal Package Instructions in Appendix A: Proposal Package Instructions. Email inquiries for the webinar to WSBSFP2@edd.ca.gov with the subject line: [Applicant's Three Digit Initialism] DHH PY 25-26 SFP Inquiry. All inquiries must be received by Friday, May 2, 2025.

**Please note this webinar will not be recorded.**

All registered attendees will receive a summary of the content covered during the webinar. The webinar summary should be distributed via email a few days after the webinar. In addition, a comprehensive list of all questions and answers received during the solicitation process will be posted to the EDD website approximately one week after the informational webinar.

### Delivery

Applicants must submit a complete proposal package with all required elements to WSBSFP2@edd.ca.gov by no later than 3 p.m. PT on May 27, 2025. The Cov/Sign Page must be signed by the signatory authority as stated in the resolution for signatory authority.

Refer to *Appendix A: Proposal Package Instructions* for further guidelines on electronic submission and *Section 5. D: Agreement and Contracting* for the signatory authority requirements for the Subgrant Agreement.

##  Award and Contracting Process

After the deadline, the EDD will: (i) vet the proposals based on the minimum qualifications established in this SFP; and (ii) administer a competitive evaluation for all proposals that meet the minimum qualifications. Funding decisions are based on scoring criteria, performance history, and regional and target population needs. The EDD will notify all applicants regarding the status of submitted proposals. A summary of projects funded under this SFP will be publicly posted on the EDD website.

### Proposal Review, Scoring, and Evaluation

Teams of reviewers will score and rank proposals based on the criteria outlined in this SFP. For those organizations that have participated in past grant programs administered by the EDD's Workforce Services Branch (WSB), past and present performance will be considered when making funding decisions. An example of the scoring value of each section of the SFP is as follows:

**Figure 5.1: Scoring Rubric**

| **Narrative Criteria**  | **Maximum Points** |
| --- | --- |
| Section 1 – Statement of Need | 10 |
| Section 2 – Target Group | 10 |
| Section 3 – Planned Approach | 15 |
| Section 4 – Performance Goals | 10 |
| Section 5 – Local Collaboration | 15 |
| Section 6 – Resource Utilization | 10 |
| Section 7 – Statement of Capabilities | 20 |
| Section 8 – Budget Summary and Narrative | 10 |
| **Total Points Available** | **100** |

Only proposals that score in the top tier, are deemed meritorious, and are in the state's best interest will be recommended for funding. The EDD reserves the right to conduct on-site reviews before making final funding recommendations. After completion of the evaluation process, the EDD Director will receive the funding recommendations.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with federal and state mandates during the approval and contract negotiation process. The EDD will provide guidance with finalizing the exhibits to be incorporated into the official Subgrant Agreement (contract). The EDD reserves the right to rescind any funding offer if a subrecipient does not comply with the revision process and the terms of the Subgrant Agreement.

### Appeals Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult *Appendix A: Proposal Package Instructions* for detailed instructions on adequately completing and submitting all application elements to ensure all applicable requirements have been met.

Disqualification decisions can be appealed, but disqualifications can only be overturned in specific instances. Please take into consideration the following:

* There is no appeal process for not meeting the proposal submission deadline.
* Final funding decisions cannot be appealed.
* The application requirements are those conditions that must be met for the proposal to be forwarded for evaluation and scoring. See *Section 4: Submission, Section 5: Award and Contracting Process,* and *Appendix A: Proposal Package Instructions* for more information on application and submission requirements.

The EDD will distribute disqualification letters to applicants by email. Applicants have seven calendar days from the date their disqualification email is emailed in which to appeal. Please send all appeals to WSBSFP2@edd.ca.gov by the close of business on the seventh calendar day.

Each appellant must submit all the facts related to their appeal **in writing**. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

* Appealing organization's full name, address, and telephone number.
* A brief statement of the reasons for the appeal, including citations from the SFP and other pertinent documents.
* A statement of the relief sought.
* All corrective documentation.
* A scanned copy of the statement with the original wet signature of the authorized signatory authority for the applicant organization.
* Appeals must be submitted in PDF form to WSBSFP2@edd.ca.gov. The WSB/DDO will respond to all appeals via email. The review of each appeal will be limited to determining whether the applicant's corrective actions successfully addressed the non-responsiveness indicated in their disqualification letter and whether the proposal now meets the minimum application requirements relayed by the SFP to be evaluated.

### Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be made in July 2025. An award offer does not constitute approval of the application as submitted. The applicant is required to negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

### Agreement and Contracting

The EDD will contact the subrecipients to finalize the Subgrant Agreement details. The EDD may request that the agreements incorporate changes to the original project proposals. After all exhibits are finalized, the awardee will officially enter into a contract with EDD to provide the services and serve the number of participants listed in the contract for the amount awarded. Any unauthorized deviation or non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization to accomplish and that your infrastructure supports the administrative and operational requirements. The state expects contract negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the subrecipient to funding. The EDD reserves the right to terminate any funding offer if a subrecipient does not negotiate in good faith. Subrecipients are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before accepting funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions and the projected work plan.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with federal and state mandates during the approval and contract negotiation process. The Special Initiatives Support Group will guide finalizing the exhibits and verify that all requirements are met to be incorporated into the official Subgrant Agreement (contract). The subrecipients must submit a resolution for signatory authority designating the position having the authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a subrecipient does not comply with the revision process and the terms of the Subgrant Agreement.

## Administrative Requirements

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### Monitoring and Audits

Grantees may be monitored and/or audited by the EDD, in accordance with existing policies, procedures, and requirements governing the use of Wagner-Peyser funds. Grantees 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.

Grantees that are units of local government and non-profit entities must ensure that audits required under OMB guidelines are performed and submitted when due.

### Record Retention

Grantees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Grantees will retain all records pertinent to this subgrant (contract) for a period of five years from the date of final payment on the subgrant.

### Reporting

Grantees must have the capability to report expenditures and outcome data to the EDD, in a manner that is timely, thorough, and accurate. Grantees will be required to submit by email a signed copy of the monthly expenditure reports (invoice) and supporting documentation for reimbursement, and a monthly narrative report. These reports must be submitted by the 20th of the following month in which expenditures and activities occurred.

All subrecipients will be provided access to the CalJOBS website to report participant information and outcome data to the state promptly and accurately. Refer to Appendix F: CalJOBS Workstation and Software Requirements for more information. The state will provide training on how to use the CalJOBS reporting system. Review *CalJOBS Activity Codes* ([WSD24-05](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) for guidance on entering grant activity codes. See *CalJOBS Participant Reporting* ([WSD20-10](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) for more information regarding participant reporting requirements.

The expenditure invoice and supporting documents must be transmitted through email to WSBSpecialPopulations@edd.ca.gov. In the case that the expenditure invoice and supporting documents are required to be mailed, EDD will promptly notify grantees, and all correspondence related to expenditures, allocations, or activities should be addressed to the following:

Employment Development Department

Deaf and Hard of Hearing Program

Special Populations Support Unit

Attention: Project Manager

722 Capitol Mall, MIC 50

Sacramento, CA 95814

All funds provided under this SFP are subject to revocation by the State of California in the event of failure to meet the performance criteria and reporting requirements as described in the grantee's subgrant agreement. This also includes failure to comply with procedures for amending and/or modifying the subgrant agreement. Additionally, grantees will be required to provide an end-of-project report at the end of the program year. A template will be provided to grantees after the award is announced. The end-of-project report will be due by July 20 after the end of the subgrant agreement and must be submitted to the PM.

### Performance

Each proposal must describe specific program goals and objectives to enable EDD and the grantee to measure performance.

### Closeout

Grantees must closeout grant codes or subgrant agreements within 60 calendar days of the term end date or when the funding has been fully utilized, whichever comes first. Grantees should refer to *WIOA Closeout Requirements* ([WSD16-05](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives)), for additional closeout requirements.

### 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, Title 22 and its associated federal regulations, including Title 29 of the Code of Federal Regulations (CFR), and Office of Management and Budget (OMB) Circulars.

### Intellectual Property Rights/Creative Commons Attribution License

Subrecipients of a federal award obtain the title to intangible property once acquired. The subrecipient must use the property for the originally authorized purpose and must not encumber the property without approval from the EDD. Further, the DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes (Uniform Guidance Section 200.315[a],[d]). In addition, the DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work as specified by the recipient (DOL Exceptions 2 CFR Section 2900.13). Refer to *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) (November 10, 2016) for more information.

### Public Communications – Certain Information Requirement

Pursuant to P.L. 117-103, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all non-federal entities receiving federal funds shall clearly state:

* The percentage of the total costs of the program or project which will be financed with federal money.
* The dollar amount of federal funds for the project or program.
* The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this term are separate from those in 2 CFR Part 200, and, when applicable, both must be complied with.

### Evaluation

Evaluation of activities allows the State of California to determine the effectiveness of the Wagner-Peyser Governor's 10 percent funds in addressing the identified needs and the level of continued funding. As a result, the EDD may pursue an evaluation of the projects awarded through this SFP. If an evaluation is implemented, the applicant will be required to participate in that evaluation by providing any requested data and information. All award recipients are expected to document lessons learned, and effective and promising practices ascertained through this project.

## Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, and required exhibits are not included in the 15-page limit, which applies only to the Project Narrative. After carefully reviewing the SFP and Appendices, questions regarding the proposal package can be emailed to WSBSFP2@edd.ca.gov.

### Required Documents and Format

Figure A.1 below lists the SFP Exhibits and Exhibit Attachments the applicant is required to download and complete according to the instructions in this SFP. Applicants should submit documents according to the naming convention guidelines by the deadline stated in the SFP. Applications that fail to do this may be deemed non-responsive and disqualified from being forwarded for funding consideration. The list may also be used as a checklist to help ensure a complete SFP application package submission.

**Figure A.1: Required Document Format Checklist**

|  |  |
| --- | --- |
| **Required SFP Exhibits** |  |
| **1. Exhibit A: Project Narrative - ExA** (must complete the Word version including all required sections and sub-sections) |  |
| **2. Exhibit F: Budget Summary - ExF** (must complete the Word version provided in the SFP) |  |
| **3. Exhibit F2: Budget Narrative - ExF** (must complete the Word version provided in the SFP) |  |
| **4. Exhibit G: Supplemental Budget - ExG** (if applicable) (must complete the Word version provided in the SFP) |  |
| **Required SFP Exhibit Attachments**  |  |
| **7. Cover/Signature Page - CovSign** (must complete the Word version provided in the SFP and provide an e-signed by the authorized signatory)-PDF |  |
| **8. Executive Summary - ExecSum** (must complete the Word version provided in the SFP) |  |
| **9. Commitment Letters - ComLtr (If applicable)** (Provide a PDF version if the applicant or any partner(s) are providing leveraged funds) |  |

### SFP Exhibit Instructions

Complete only the required information in the exhibits provided in the SFP. Submit all exhibits and attachments with the following naming convention: "[Applicant's Three Digit Initialism] [Grant Initialism] [PY XX-XX] [Exhibit or Attachment Initialism]." For example, "ABC DHH PY 25-26 ExF" for Exhibit F. File names must not exceed 40 Characters.

**Disclaimer** – The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed in the format provided.

#### Exhibit A – Project Narrative (ExA)

Exhibit A will be created by the author using the Exhibit A template. The content of the sections and subsections are based on what the applicant is expected to include in their proposal. The Project Narrative should convey how the applicant's approach will lead to the success of program awardees, potential participants, and the workforce system. Ex A has a 15-page limit. Anything beyond the 15-page limit will not be considered. The other required exhibits and attachments do not count toward this page limit.

The Project Narrative must be submitted in MS Word format in Calibri 12-point font. Save this document according to the following naming convention: "ABC DHH PY 25-26 ExA."

The Project Narrative must include the following eight sections in the following order, as indicated in Exhibit A:

1. Statement of Need (Max 10 points)
2. Target Group (Max 10 points)
3. Planned Approach (Max 15 points)
4. Performance Goals (Max 10 points)
5. Local Collaboration (Max 15 points)
6. Resource Utilization (Max 10 points)
7. Statement of Capabilities (Max 20 points)
8. Budget Summary and Narrative (Max 10 points)

Applicants must cite supporting data as applicable for each section to be considered complete. Relevant data sources may include (i) the EDD Labor Market Information Division (LMID), (ii) the Bureau of Labor Statistics, (iii) the U.S. Census, (iv) local surveys, (v) case studies, (vi) past performance; and (vii) consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should:

* Reflect the applicant's comprehensive understanding of the issues specific to the workforce system
* Demonstrate the need for the proposed project
* Justify the project's approach
* Suggest the potential for success

The data should also support the focus on the regionally specific impacts on the risk of the target population(s) and/or evidence of best program design practices to support the target population(s). Applicants should use local data sources that illustrate the experience of individuals and specific communities in need, such as analyses of local news articles, to support the other data presented in the narrative.

The narrative must be organized as follows: include the Section and Sub-Section headers indicated in bold and must directly address the bulleted prompts. Each section will be reviewed and scored individually for content according to the instructions below.

##### Exhibit A – Project Narrative, Section 1: Statement of Need (Maximum 10 points)

***1.1. Target Region*** (Score Range 0–10 points)

* Describe the target region(s), including an estimated number of the target population(s) in the region(s).
* Describe the needs of the target population as it relates to providing employment-related services, including gaps in services.
* Explain how the need was determined and what factors contributed to the unmet need.
* Explain why the need(s) cannot be addressed with existing resources through the local or regional educational, employment, and training service delivery systems.
* Applicants can target regions not mentioned in section *1.E. Program Locations* but should make a case for consideration of those regions.
* Provide supporting data and sources.

Exhibit A – Project Narrative, **Section** 2: Target Group (Maximum 10 points)

***2.1. Target Group Description*** (Score range 0–10 points)

* Describe the characteristics of the target population(s).
* Describe common and significant barriers to employment, training, and services.
* Identify and describe employment service needs.
* Describe basic and occupational skills gaps and needs.
* Provide a clear strategy to address service gaps and improve the labor market and skills outcomes.
* Describe how you will target the population who are available for and seeking employment.
* Discuss current challenges with employment and retention and how they will be addressed.
* Provide a clear justification for the proposal, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population will be addressed.
* Cite data sources.

Exhibit A – Project Narrative, Section 3: Planned Approach (Maximum 15 points)

***3.1. Outreach/Recruitment*** (Score range 0–5 points)

* Describe the outreach and recruitment methods that will be used to identify and contact the target population and demonstrate how these methods will enable you to reach this segment of the population.
* Identify the culturally relevant outreach and recruitment methods specific to the target population(s) that will be used to recruit program participants.
* If the outreach and recruitment methods have been used before, describe the outcomes and lessons learned.
* Explain how these outreach methods will ensure equity goals are met.
* Demonstrate how these methods will reach a significant percentage of the target population(s) in a replicable, effective, and timely manner.

***3.2. Planned Service Approach*** (Score range 0–10 points)

* Describe the planned service approach that will be used to assist the job-ready population in searching for and obtaining/retaining employment. Identify who will be providing the services.
* Demonstrate how the approach addresses the challenges in the Statement of Need.
* Describe the services that will be provided to achieve the planned goals and objectives.
* Describe how the service delivery plan will address barriers to employment, and/or help participants achieve ongoing career advancement and sustainability.
* Demonstrate how services will enable participants to increase their vocational and job readiness skills, attain and retain employment, enter career pathways, and advance in the target industries.
* Describe how you will provide interpreter assistance and communication services to program participants for all activities.

##### Exhibit A – Project Narrative, Section 4: Performance Goals (Maximum 10 points)

***4.1. Performance Goal Matrix*** (Score range 0–5 points)

* Complete the Performance Goals Matrix table that is provided on Exhibit A. See pages 40-41, *Appendix D: Definitions*, to complete the table.

***4.2. Performance Outcomes and Goal Effectiveness*** (Score range 0–5 points)

* Explain in this narrative how the project will achieve the goals identified in the performance goal matrix.
* Describe how the objectives, activities, outcomes, and major milestones will be achieved.
* Describe what specific results the project plans to achieve including anticipated impacts this project will have for the target population(s).
* Identify and describe anticipated employment and job quality outcomes for the target population(s).
* Describe how planned services will ensure long-term job retention for the target population.

##### Exhibit A – Project Narrative, Section 5: Local Collaboration (Maximum 15 points)

***5.1. Local Collaboration*** (Score range 0–15 points)

* Describe how you have secured community support and successfully established linkages with other agencies (identify each agency) to provide services to the population. Describe the agencies' roles/responsibilities and any formal or informal agreements that are in place.
* Demonstrate your ability to secure community support, including local officials, employers, Local Workforce Investment Areas, and organizations of and for the Deaf and hard of hearing.
* Describe how the project will partner with EDD and Local Workforce Development Areas to strengthen collaboration, increase strategic co-enrollment, and ensure equal access to workforce programs and training.
* Describe how the project will provide services to address the needs of the target population, including coordinating with partners and co-enrolling when appropriate to ensure equal access to a holistic suite of wrap-around support, case management, training, and supportive services.
* Describe how your organization will coordinate with the California Department of Social Services and the Department of Rehabilitation to ensure that specialized employment services are a supplement or alternative to those services provided and/or funded by those state agencies.

##### Exhibit A – Project Narrative, Section 6: Resource Utilization (Maximum 10 Points)

***6.1. Resource Utilization Chart*** (Score range 0–3 points)

* Complete the Resource Utilization Chart that is provided in Exhibit A.

***6.2. Partnerships and Leveraged Resource Strategies*** (Score range 0–4 points)

* Describe how each provider identified in the chart above will contribute to the goals of the project, ensure non-duplication of services, and provide future sustainability.
* Describe any direct grants you have received within the past four years for providing services to the target population. Describe any connection those grants will have with this proposal.
* Describe how you will develop working relationships with other partners that will enhance the success of participants based on the needs of the target population.
* Describe how this proposal will build a collaboration with other agencies, workforce partners, and CBOs to support job placement and close gaps in providing training to the target population.
* Explain how the partnerships will facilitate the provision of a full array of wrap-around support and case management services tailored to the needs of the target population in the proposed area.
* Demonstrate that strong relationships already exist or are in the process of being established that provide opportunities for innovation, test new approaches, and adapt best practices to provide the target population with opportunities to gain in-demand skills and obtain high-quality employment.

***6.3. Employer Outreach and Engagement*** (Score range 0–3 points)

* Describe how the project will identify and develop strategic partnerships with employers willing and able to hire participants.
* Describe the outreach and engagement strategies for seeking out employers who provide good jobs, such as those that are full-time, pay high wages (including the availability of benefits), have a long or indefinite duration, and/or are in occupations with the possibility of advancement.

##### Exhibit A – Project Narrative, Section 7: Statement of Capabilities (Maximum 20 points)

***7.1.* Capability and Knowledge** (Score range 0–10 points)

* Demonstrate or identify opportunities to expand capabilities and knowledge in conducting and administering programs for the target population.
* Identify opportunities to use new approaches to serve the target population through new partnerships, staff development, and targeted outreach.
* Describe the organization's capability to conduct and administer a federally funded project.
* Demonstrate capacity to collect and report financial and participant performance data as required per the SFP.
* Describe past or present projects that prepared participants for good jobs and how grant funds will build on these experiences.
* Detail performance from previous grants including planned/actual number served, planned/actual placed into employment, types of employment, or other pertinent information relevant to the success of this proposal.
* Describe past success in preparing participants for jobs. Provide concrete performance outcomes.

**7.2. Staffing and Organizational Capacity** (Score range 0–10 points)

* Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population.
* Include the proposed staffing plan for this project and detail staff experience working with the target population in the identified capacity.
* List and describe all key positions that will carry out the project.
* Provide an organizational structure to show the team's competency and ability to meet the administrative requirements of the SFP.
* If staff is not currently identified, describe the process of identifying, hiring, or appointing key staff, the timeline, and the training provided during the project start-up period, usually the first 60 calendar days.
* Describe the organization's capacity to lead all mandatory and optional partners.

#####  Exhibit A – Project Narrative, Section 8: Budget Summary and Narrative (Maximum 10 Points)

***8.1. Budget Plan*** (Score range 0–5 points)

* Complete and attach the Budget Summary (Exhibit F).
* If applicable, complete and attach the Supplemental Budget (Exhibit G).
* Explain how the proposed costs are necessary and reasonable in terms of benefits to the grant.
* Demonstrate that the project can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability.
* Explain how the project will braid funds, leverage human capital, and utilize other resources to maximize the success of the project.
* Explain the variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education, and training providers, and/or federal, state, and local government programs that the project will leverage.

See the exhibit instructions below for detailed information on completing Exhibits F and G.

***8.2.* Budget Cost Effectiveness** (Score range 0–5 points)

* Complete and attach the Budget Narrative (Exhibit F2).
* The figures in Exhibit F2 must align with Exhibit F.
* The narrative clearly explains all line items in the Budget Summary (Exhibit F).
* Demonstrate that assigned personnel funded by the project have adequate time and resources to achieve project goals and outcomes.
* Identify travel costs for key project staff.
* If applicable, provide a detailed narrative justification for purchases and/or contracted items in the Supplemental Budget (Exhibit G) and how they will support the project's goals.
* Explain how the proposed costs are necessary and reasonable regarding benefits to participants.

See exhibit instructions below for detailed information on how to complete Exhibit F2.

#### Exhibit F – Budget Summary (ExF)

* The Administrative Costs and Program Costs columns must contain the cost of each expense item and must total the requested grant funds.
* If applicable, under Amount Leveraged, enter the cash and/or in-kind resources identified in the Project Narrative (Exhibit A).
* The Total Project Budget column includes calculated fields that must be populated. Once all data is entered, right-click inside each field and select "Update Field" to populate each line item—complete Total Funding using the same steps.
* Program Costs and Administrative Costs must add up to the total award amount.
* The amounts entered for Total Funding in the Budget Summary (Exhibit F) must match those listed on the Cover/Signature page.
* If the applicant plans to purchase equipment (including information technology systems) with a useful life span of more than one year and a per-unit cost of $10,000 or more, the Supplemental Budget (*Exhibit G*), Section 1. Equipment must be completed.
* If an applicant plans to sub-award funds to subrecipients to carry out a portion of the grant services, the Supplemental Budget (*Exhibit G*) Section 2: Subrecipients must be completed.
* If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (*Exhibit G*), Section 3: Contractor must be completed.

*Exhibit F Budget Summary* must be submitted in MS Word format. Save this document according to the following naming convention: "ABC DHH PY 25-26 ExF."

#### Exhibit F2 – Budget Narrative (ExF2)

* Provide a detailed justification in the Budget Narrative (*Exhibit F2*) for each line-item cost contained in the Budget Summary Plan (*Exhibit F*). For example, a detailed justification of staff salaries should include the title or position, a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project, and the corresponding portion of the salary charged to the grant.
* All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
* In sections *A-D Staff Salaries*, enter the total dollar amount of the salaries and benefits charged to the grant (*Wagner-Peyser* 10 percent) in the line provided.
* Utilize line items A-D from the Budget Summary Plan (*Exhibit F*) to complete the table in section A of the Budget Narrative (*Exhibit F2*).
	+ In column 1, select the cost type for each position, administrative or program.
	+ In column 2, list each staff position.
	+ In column 3, multiply the number of full-time equivalents (FTE) by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time). Provide the calculation.
	+ In column 4, enter the staff Benefits.
	+ In column 5, calculate the Total by adding (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of line items A-D below the table.
* **In section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses.
* **In section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Administrative Cost or Program Cost in columns 2 or 3 of the items listed in column 1. Enter the total of all Administrative Costs and Program Costs in the Total Administrative or Total Program lines below the table.
* **In section G**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives *Allowable Costs and Prior Written Approval* ([WSD16-16](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) (February 21, 2017), *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) (November 10, 2016), and, *Procurement of Equipment and Related Services* ([WSD17-08](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) (March 14, 2018) for Procurement Guidelines.
	+ In line item 1, list the total cost of Equipment and Furniture items less than $10,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
	+ In line item 2, enter the total expense amount of Equipment and Furniture items greater than $10,000. In the indicated space, include the item's name, cost, and quantity; if any items are listed in G.2., complete Exhibit G.
	+ In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
* **In section H**, include the total cost of Contractual Services (*Exhibit G*, complete if applicable) on the line provided. Describe in detail.
* **In section I**, enter the total Indirect Costs on the line provided. Negotiated indirect cost rates must be negotiated and approved by Cognizant Agency, per Appendices III or IV of Uniform Guidance, 2CFR200, and a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted with the application package to be considered for funding. Cost Allocation Plans and de minimis indirect cost rates may also be applied.
* **In section J**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections.

*Exhibit F2 Budget Narrative* must be submitted in MS Word format. Save this document according to the following naming convention: "ABC DHH PY 25-26 ExF2."

#### Exhibit G – Supplemental Budget (ExG)

##### Exhibit G – Supplemental Budget, Section 1: Equipment

* If the applicant plans to purchase equipment with a useful life span of more than one year and a unit cost of $10,000 or more, the Supplemental Budget (Exhibit G), Section 1: Equipment must be completed.
* Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. Section 2 of the Supplemental Budget (Exhibit G) is for contractual services. Contractual Services must be completed.
* Per [WSD17-08](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives) written prior approval from the EDD is required for equipment and related services under the following criteria:
* Procurements with a per-unit cost that exceeds $10,000.
* Related procurements with cumulative costs that exceed $10,000 within the same state fiscal year.
* Procurements resulting in improvements to land, building, or equipment which exceed $10,000.
* A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section [200.407](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRea20080eff2ea53?toc=1). Refer to EDD Directives *Allowable Costs and Prior Written Approval* (WSD16-16) (February 21, 2017), *Property – Purchasing, Inventory, and Disposal* (WSD16-10) (November 10, 2016), and *Procurement of Equipment and Related Services* (WSD17-08) (March 14, 2018) for Procurement Guidelines.
* The Item Description column must list all equipment costing $10,000 or more.
* The Quantity column must contain the desired amount for each item in the Item Description column.
* The Cost Per Item column must contain the cost for each item listed in the Item Description column.
* Right-click each cell in the Total Cost column and select "Update Field" to populate the total cost for each item listed in the Item Description column.
* The Percent Charged to Project column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project column.
* To populate the Total Cost Charged to Project column, right-click each cell and select "Update Field."
* To populate the Total cells in the final row of columns 3 and 5, right-click on each cell and select "Update Field."

##### Exhibit G – Supplemental Budget, Section 2: Subrecipient

* If an applicant plans to sub-award funds to a subrecipient to carry out a portion of the grant services, the Supplemental Budget (*Exhibit G*), Section 2: Subrecipient must be completed.
* The Service Provider Name column must list the subrecipient's name, if known/selected. If the Service Provider is unknown, then insert "unknown" in the column.
* The Subaward Amount column must contain the desired subaward amount of each service provider listed in the Service Provider Name column.
* The Deliverables column must contain the deliverables contributing to the grant objectives for each provider listed in the Service Provider Name column.
* Right-click on the Total cell in the Subaward Amount column and select "Update Field" to populate the total award for each amount listed in the Subaward Amount column.

##### Exhibit G – Supplemental Budget, Section 3: Contractor

* If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section 3: Contractor must be completed.
* The Description-Type of Service column must list the type of goods or services the contractor will provide through procurement.
* The Cost column must contain the service(s) cost for each service listed in the Description-Type of Service column.
* The Service Provider (if known) column must list the contractor's name that has been competitively procured to provide the contractual services for each service listed in the Description-Type of Service column; (if unknown put "Unknown").
* Right-click on the Total cell in the Cost column and select "Update Field" to populate the total cost for each amount listed in the Cost column.

*Exhibit G Supplemental Budget* must be submitted in MS Word format. Save this document according to the following naming convention: "ABC DHH PY 25-26 ExG."

### Exhibit Attachment Instructions

Complete only the required information in the exhibit's attachments. Do not change or alter the exhibit attachments. Submit all exhibit attachments in the required format with the following title: "[Applicant's Three Digit Initialism] [Grant Initial] [PY XX-XX] [Attachment Abbreviated Title]." For example, "ABC DHH PY 25-26 CovSign" for the Cover/Signature Page. File names must not exceed 40 characters.

**Disclaimer** – All exhibit attachments must be completed accurately and submitted as part of the application package.

#### Cover/Signature Page (CovSign)

The Cover Signature page must be completed and submitted electronically as a PDF document with the electronic signature of the signatory authority designated by the organization applying. Ensure that contact information for both the designated contact person and the authorized signatory authority is correct. Save this document according to the naming convention: "ABC DHH PY 25-26 CovSign".

####  Executive Summary (ExecSum)

The Executive Summary is limited to three pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten.

See the bulleted list below for specific instructions. Save and submit this document according to the naming convention: "ABC DHH PY 25-26 ExecSum".

##### Executive Summary Content

Counties to be Served

* If serving more than one county, list counties in alphabetical order.

Key Partners

* List key partners in a bulleted list.
* Required partners should be listed first, followed by additional training, education, employer, and supportive services partners.

Project Description

* Provide an abstract of project highlights (this section should summarize the Project Narrative).
* Use complete sentences and proper grammar.

Outreach Plan for Targeted Populations to be Served

* Provide an abstract of outreach plan highlights (this section should summarize the project outreach).
* Use complete sentences and proper grammar.

Proposed Outcomes

* Proposed outcomes are not the same as performance goals. Outcomes are mid and long-term results demonstrating individual participants' progress towards successful career pathways and reflecting a meaningful change in the workforce system.
* Include the proposed outcomes of your project in a short narrative.

#### Commitment Letters (ComLtr)

##### Leveraged Resource Details

There is no leverage resource requirement, therefore, Commitment Letters are only required if applicants are providing leveraged resources.

Applicants must provide a letter to verify the dollar amount and the source of contributions from each entity that pledges leveraged resources to the project. The letters should clearly define the contribution parameters and include the exact amount or an estimate of the in-kind dollar amount of the contribution. If provided, the individual amounts and totals in these letters should match those listed on the Cover Signature Page. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners contribute, the applicant must provide a letter conforming to the stated guidelines.

Commitment Letters, if applicable, should meet the following criteria:

* Each letter must indicate the dollar amount of leveraged resources.
* Each letter must describe in detail each partner's specific roles and responsibilities.
* Each letter must describe how the services proposed will differ from or enhance what already exists locally.
* Each letter must be signed by an authorized signatory representative of the partner agency, complete with the contact's name, title, and telephone number.
* Each letter must be dated within the grant competition period between April 23, 2025 – May 27, 2025.
* Letters must be submitted in one continuous PDF and submitted according to the naming convention: "ABC DHH PY 25-26 ComLtr."

##### Reminder of the Submission Guidelines

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention: "[Applicant's Three Digit Initialism] [Grant Initialism] [PY XX-XX] [Exhibit or Attachment Initialism]." For example, "ABC DHH PY 25-26 ExF" for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. Applications that do not include all the required documents and/or are submitted after 3 p.m. PT on May 27, 2025, will be deemed non-responsive and automatically disqualified from being considered for funding.

**Disclaimer** – The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

Refer to 4.B*. Submission Guidelines* for instructions on file submission.

## Appendix B: Administrative Cost Definitions

There is an administrative cost limit of ten percent of the total funds awarded under this contract.

All local grant recipients and lower tier subrecipients must follow the federal allowable cost principles that apply to their type of organization. The Department of Labor (DOL) regulations at 2 CFR 200 & 225, 2 CFR 2900, 29 CFR 95.27 and 29 CFR 97.22 identify the federal principles for determining allowable costs that must be followed.

* 1. The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients and which are not related to the direct provision of Wagner-Peyser services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
	2. The costs of administration are the costs associated with performing the following functions:
* Accounting, budgeting, financial and cash management functions.
* Procurement and purchasing functions.
* Property management functions.
* Personnel management functions.
* Payroll functions.
* Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
* Audit functions.
* General legal services functions.
* Developing systems and procedures, including information systems, required for these administrative functions.
	1. Performing oversight and monitoring responsibilities related to Wagner-Peyser administrative functions.
	2. 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.
	3. Travel costs incurred for official business in carrying out administrative activities.
	4. Costs of information systems related to administrative functions (e.g., personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems (costs of information technology computer hardware and software needed for tracking and monitoring of the Wagner-Peyser program, participant, or performance requirements; or for collecting, storing, and disseminating such information, are excluded from the administrative cost limit calculation).
	5. Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
	6. Personnel and related non-personnel costs of staff that perform both administrative functions specified in part 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.
	7. 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: Deaf and Hard of Hearing America's Job Center of California Sites

**Alameda**

Tri-Cities America's Job Center of California

39155 Liberty Street, Suite B200

Fremont, CA 94538

VP: 1-510-371-0036

America's Job Center of California

7677 Oakport Street, Suite 350

Oakland, CA 94621

VP: 1-510-394-1846

**Contra Costa**

EASTBAY Works - America's Job Center of California

4071 Port Chicago Highway, Suite 250

Concord, CA 94520

VP: 1-925-246-5978

**Fresno**

Fresno Workforce Connection

3170 W. Shaw Avenue

Fresno, CA 93711

VP: 1-559-408-5210 or 1-559-478-2735

Voice: 1-559-230-4124

**Los Angeles**

Verdugo Jobs Center
1255 S. Central Avenue
Glendale, CA 91204
Video Phone: 1-818-485-2722
Voice: 1-818-937-8000
TDD: 1-818-409-7236

South Bay One-Stop Business and Career Center

1220 Engracia Ave.

Torrance, CA 90501

VP: 1-323-924-8636

Voice: 1-310-782-2120

TDD: 1-310-782-2122

**Los Angeles (continued)**

Pomona Valley America's Job Center of California

1460 E. Holt Avenue. Suite 130

Pomona, CA 91767

VP: 1-626-593-1490

Voice: 1-626-814-8242

TDD: 1-626-814-8213

SELACO Cerritos AJCC

10900 E. 183rd Street, Suite 392

Cerritos, CA 90703

Video Phone: 1-562-219-4488

Voice: 1-562-484-5048

TDD: 1-562-403-2125

**Orange**

Brea Workforce Solutions Center

675 Placentia Ave, 3rd Floor

Brea, CA 92821

VP: 1-714-586-5902

Voice: 1-657-400-1339

TDD: 1-714-889-1249

Santa Ana WORK Center

801 West Civic Center Dr., Suite 200

Santa Ana, CA 92701

VP: 1-714-855-4068

Voice: 1-714-565-2668

TDD: 1-714-565-2669

**Riverside**

Riverside America's Job Center of California

1325 Spruce Street, Suite 110

Riverside, CA 92507

VP: 1-951-801-5694

Voice: 1-951-955-2212

TDD: 1-951-955-2245

**Sacramento**

Hillsdale America's Job Center of California

5655 Hillsdale Blvd., Suite 8

Sacramento, CA 95842

VP: 1-916-409-3071

Voice: 1-916-263-4146

Mark Sanders America's Job Center of California

2901 50th Street

Sacramento, CA 95817

VP: 1-916-374-7167

Voice: 1-916-227-0207

**San Bernardino**

West Valley America's Job Center of California

9650 9th Street, Suite A

Rancho Cucamonga, CA 91730

VP: 1-909-256-0058

Voice: 1-909-948-6638

TDD: 1-909-948-6693

**San Diego**

North County Coastal Career Center

1949 Avenida Del Oro, Suite 106

Oceanside, CA 92056

VP: 1-760-230-5440

South Metro Career Center

4389 Imperial Ave.

San Diego, CA 92113

VP: 1-619-550-3399

**San Francisco**

San Francisco Civic Center

801 Turk Street

San Francisco, CA 94102

VP: 1-415-255-5867

Voice: 1-415-749-3235

**Santa Clara**

North San Jose America's Job Center of California

1901 Zanker Road

San Jose, CA 95112

VP: 1-408-426-5049

Voice: 1-408-216-6189

## Appendix D: Definitions

**Enrolled Participants** – Clients enrolled into the DHH program who are provided one or more services that create participation.

**Placements** – The hiring by a public or private employer of a DHH enrolled client referred by the grantee's staff for a job or an interview, providing the grantee has completed all the following steps:

* Prepared a job order prior to referral, except in the case of a job development contact on behalf of a **specific** participant.
* Made prior arrangements with the employer for the referral of an individual or individuals.
* Referred an individual who has not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker.
* Verified from a reliable source, preferably the employer, that the individual had entered a job.
* Appropriately recorded the placement in EDD's automated CalJOBS system.

The placement may be for the specific job to which the applicant was referred or for a different job with the **same** employer.

**Full-time Placement** – More than 31 hours in any seven-day workweek.

**Part-time Placement** – Fewer than 31 hours in any seven-day workweek.

**Temporary Placement** – A job which the employer expects to last from four to 150 days.

**Obtained Employment** – A reporting term used to describe individuals who secure employment within the current quarter or the next completed quarter following the last staff-assisted job search assistance service that was partially funded by the Agency such as the following:

* Participating in job search activities.
* Accepting a position resulting from the use of an agency-sponsored automated labor exchange.
* Receiving employment counseling or testing or development of an employability plan.
* Receiving bonding assistance.
* Terminating from a skill training program to which a job seeker was referred by the Agency.
* Receiving tax credit voucher, and receipt of verification from a reliable source, preferably the employer.

**Basic Career Services** – Services defined in *CalJOBS Activity Codes* ([WSD24-05](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives)) as Basic Career Services (staff-assisted) that are allowable under the Wagner-Peyser program. For example, 102 Initial Assessment, 125 Job Search and Placement Assistance, 133 Job Search Workshop, 121 Job Referral: Outside CalJOBS, etc.

**Individualized Career Services** – Services defined in *CalJOBS Activity Codes* ([WSD24-05](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives)) as Individualized Career Services that are allowable under the Wagner-Peyser program. For example, 200 Individual Counseling, 202 Career Guidance/Planning, 215 Short-Term Prevocational Services, 221 Financial Literacy Education, etc.

**Follow-up Services** –Services defined in CalJOBS Activity Codes ([WSD24-05](https://edd.ca.gov/en/Jobs_and_Training/Active_Directives)) as Follow-up Services that are allowable under the Wagner-Peyser program. For example, F01 Referral to Community Resources, F03 Tracking Progress on the Job, F06 Career Development and Further Education Planning, etc.

**Job Development Contact** – Contacting (either in person by telephone or through a mail inquiry) an employer for the purpose of securing a job interview for a specific client.

## Appendix E: Internet Resources

The following websites provide additional information that may help develop project plans, build partnerships, obtain data, and respond to questions in the SFP:

**America's Job Center of CaliforniaSM** ([AJCC](https://edd.ca.gov/Office_Locator/))

Central location for information about Job/Career Centers and related links.

**California Association for Local Economic Development** ([CALED](http://www.caled.org/))

Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.

**California Community Colleges Economic and Workforce Development** ([CCCEWD](http://cccewd.net/))

The primary system for delivering career technical education and workforce training to Californians.

**California Department of Finance-Demographic Research** ([DOF](http://www.dof.ca.gov/Forecasting/Demographics/))

State finance census data, including population by gender, age, and race by county.

**California Department of Health Care Services** ([DHCS](http://www.dhcs.ca.gov/Pages/default.aspx))

Provides services to preserve and improve the health status of all Californians.

**California Department of Education** ([DOE](http://www.cde.ca.gov/sp/ae/fg/))

Programs available to provide adults with the knowledge and skills necessary to participate effectively as productive citizens and workers.

**California Department of Industrial Relations-Division of Apprenticeship Standards** ([DIR-DAS](https://www.dir.ca.gov/das/))

Provides opportunities for workers to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. Contains information on the quality elements of apprenticeship and pre-apprenticeship programs.

**California Department of Rehabilitation** ([DOR](https://www.dor.ca.gov/))

Services and advocacy for employment, independent living, and equality for individuals with disabilities.

**California Department of Social Services** ([DSS](http://www.cdss.ca.gov/))

Oversight and administration of programs serving California's most vulnerable residents.

**California Employment Development Department** ([EDD](http://www.edd.ca.gov/))

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

**California's 2020-2023 Unified Strategic Workforce Development Plan** ([State Plan](https://cwdb.ca.gov/plans_policies/2020-2023-state-plan/))

The State Plan represents an agreement among partners identified in the WIOA and serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.

**CalJOBSSM** ([CalJOBS](https://www.caljobs.ca.gov/vosnet/Default.aspx))

The CalJOBS system is California's online resource to help job seekers and employers navigate the state's workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

**California Labor and Workforce Development Agency** ([LWDA](http://www.labor.ca.gov/))

The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers, including the EDD.

**California Workforce Association** ([CWA](http://calworkforce.org/))

CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while collaborating with workforce development partners in California.

**California Workforce Development Board** ([CWDB](http://cwdb.ca.gov/))

The CWDB establishes policy for and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.

**Disability Benefits 101** ([DB 101](https://ca.db101.org/))

Gives tools and information on health coverage, benefits, and employment.

**Final Rule** ([Uniform Guidance](https://www.dol.gov/agencies/eta/wioa/regulations))

Uniform Guidance applies to all federal awards, including funds awarded under this SFP.

**EDD Labor Market Information Division** ([LMID](http://www.labormarketinfo.edd.ca.gov/))

Find labor market information to research and write the proposal.

**Local Workforce Development Areas** ([Local Area](http://www.edd.ca.gov/jobs_and_training/Local_Area_Listing.htm))

A listing of Local Areas with addresses and contact information.

**Office of Management and Budget** ([OMB](https://www.whitehouse.gov/#page))

The OMB oversees and coordinates ederal administration procurement, financial management, information, and regulatory policies.

**Resources for Grant Subrecipients** ([EDD Resources](https://www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm))

An EDD website featuring "Frequently Asked Questions," project management resources, guidance, webinar materials and other important information for applicants and subrecipients.

**United States Census Bureau** ([Census Bureau](https://www.census.gov/))

Serves as the leading source of quality data about people, business, and economy.

**U.S. Small Business Administration** ([SBA](https://www.sba.gov/))

Guidance and resource information to owners and operators of small businesses.

**U.S. Chamber of Commerce – Institute for Competitive Workforce** ([ICW](https://www.uschamberfoundation.org/search/site/ICW))

Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.

**U.S. Department of Labor Employment and Training Administration** ([DOLETA](https://www.doleta.gov/wioa/))

The U.S. DOLETA is the federal agent for the WIOA program.

**Workforce Development Solicitation for Proposals** ([SFP](http://www.edd.ca.gov/jobs_and_training/WDSFP_Workforce_Development_Solicitations_for_Proposals.htm))

WIOA-funded SFPs and related information can be accessed from the EDD's SFP page.

**WorkforceGPS** ([WorkforceGPS](https://www.workforcegps.org/))

An integrated workforce system network sponsored by the DOL Employment and Training Administration.

**Workforce Innovation and Opportunity Act** ([WIOA](https://www.doleta.gov/wioa/))

The act governing the funds made available in this SFP.

## Appendix F: CalJOBSSM Workstation and Software Requirements

**Figure F.1: Workstation Requirements (VOS v16.x)**

| System | Hardware Required | Software Required | Connectivity |
| --- | --- | --- | --- |
| Client Workstation  | Processor: PIII or higherMemory: 2 GB of RAM or higherDisplay: Super VGA (800 X 600) or higher-resolution video adapter and monitor | Operating System:Microsoft Windows 7Macintosh OS X v10. 4.8 (Panther) or higher3rd-Party Software (described after the table):Meadco ScriptX ActiveX 7.4/ Object¹/ Microsoft Silverlight 3² DynamSoft HTML5 Document Scanning  | Minimum:Dedicated broadband or high-speed access, 380k or higher |
| Staff/ Administrator Workstation | Processor: PIII or higherMemory: 2GB of RAM or higherDisplay: Super VGA (800 X 600) or higher-resolution video adapter and monitor | Operating System:Microsoft Windows 7Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) 3rd-Party Software (described after the table):Meadco ScriptX ActiveX 7.4/ ObjectMicrosoft Silverlight 3DynamSoft HTML5 Document Scanning  | Minimum:Dedicated broadband or high-speed access, 380Kbps or higher |

### **Supported Browsers**

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

### **Desktop Browsers**

*  [Google Chrome | Download Latest Version](http://www.google.com/chrome)
*  [Mozilla Firefox | Download Latest Version](http://www.mozilla.org/firefox)
*  [Apple Safari | Download Latest Version](http://support.apple.com/downloads/#safari)
*  [Opera | Download Latest Version](http://www.opera.com/download)
*  [Microsoft Edge | Download the Latest version](http://www.microsoft.com/en-us/windows/microsoft-edge)

### **Mobile Browsers**

For iOS and Android mobile phones and tablets, use a current version of one of the following supported browsers:

### **iOS**

*  [Safari for iOS](http://support.apple.com/downloads/#safari)
*  [Google Chrome for iOS](https://apps.apple.com/us/app/apple-store/id535886823)
*  [Firefox for iOS](https://apps.apple.com/us/app/firefox-private-safe-browser/id989804926)

### **Android**

*  [Google Chrome for Android](https://chrome.google.com/webstore/detail/google-play/komhbcfkdcgmcdoenjcjheifdiabikfi)
*  [Firefox for Android](https://play.google.com/store/apps/details?id=org.mozilla.firefox)

### Client Workstations (Third-Party Software)

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

**Figure F.2: Third-Party Software**

|  |  |  |  |
| --- | --- | --- | --- |
| **VOS** | **v14.0** | **v15.3** |  |
| Adobe Acrobat Reader | v8.0+ | v8.0+ | [Adobe Acrobat Reader](http://get.adobe.com/reader/otherversions/) |
| Adobe Flash | v11+ | v11+ | [Adobe Flash](https://get.adobe.com/flashplayer/about/) |
| Meadco ScriptX  | v7.4+ | v7.4+ | [Meadco ScriptX](http://scriptx.meadroid.com/home.aspx) |
| Microsoft RSClientPrint for SSRS reports |  |  | 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. |
| DynamSoft HTML5 Document Scanning  |  |  | [DynamSoft](https://www.dynamsoft.com/)Download DynamicWebTWAINHTML5Edition.exe |

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 resources 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 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, a 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) currently uses 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 using these unsupported browser versions, the browser should be updated to avoid compatibility issues.

1. All Workforce Services Directives cited in this SFP can be found on the [EDD website](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm). [↑](#footnote-ref-2)