

Notice of Availability of Funds

By the Employment Development Department
On behalf of the California Labor and Workforce Development Agency

Workforce Innovation and Opportunity Act Employment and Training Pathways Program Program Year 2025-26

Solicitation for Proposals



October 2025

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This Employment and Training Pathways Program is funded by a grant award totaling \$16.3 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources.

Proposal Package Instructions and Attachments

The following list contains the full Solicitation for Proposals (SFP) instructions and required attachments for the Employment and Training Pathways Program (ETPP) for Program Year 2025-26 (PY 25-26) funding opportunity.

Download each attachment link individually before saving the SFP to your computer. Applicants should carefully review the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to ensure compliance with all proposal package requirements.

Required Attachments:

- [Cover Signature Page \(DOCX\)](#)
- [Exhibit A – Project Narrative \(DOCX\)](#)
- [Exhibit F – Budget Summary \(DOCX\)](#)
- [Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)
- [Exhibit H – Logic Model \(DOCX\)](#)
- [Exhibit J – Partner Roles and Responsibilities \(DOCX\)](#)
- [Exhibit K- Performance Goals Matrix \(DOCX\)](#)
- [Executive Summary \(DOCX\)](#)
- [Indirect Cost Declaration \(DOCX\)](#)
- Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable) *
- Partnership Agreement and Commitment Letters*

*Does not include a template

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1. Overview

The Employment Development Department (EDD), on behalf of the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$16.3 million in Workforce Innovation and Opportunity Act (WIOA) Governor’s discretionary funds for the Employment and Training Pathways Program (ETPP) for Program Year 2025-26 (PY 25-26) Solicitation for Proposals (SFP). The ETPP is a strategic initiative designed to expand access to high-quality, career-connected learning opportunities for Californians who face systemic barriers to employment. Building on the lessons learned from prior investments, leveraging other state investments, aligning with the Governor’s priorities, and informed by stakeholder feedback, the ETPP aims to train and place individuals in the target population into jobs and career pathways leading to family self-sufficiency and strengthen regional workforce ecosystems through targeted investments and collaboration in education, training, and supportive services. The ETPP aligns with the California Master Plan for Career Education (CMPCE)¹, which will adequately prepare students for the workforce of tomorrow, including career paths that do not require college, and the Unified Strategic Workforce Development Plan 2024–2027 (State Plan)² to help connect California workers to jobs and promote sustainable growth of the state’s economy.

A. Background

The State of California, as the home of the world's leading educational institutions and as the global epicenter for talent, has historically modeled policies and programs that enable Californians to build real-life skills and career opportunities, resulting in generations of Californians who achieved success and fulfillment through public education and workforce development, and in unprecedented innovation and prosperity for the past century. Over the past five years, California has invested billions of dollars in building successful career pathways, improving skills training and hands-on experiences at schools and beyond, and providing universal and affordable access to education. However, considerable work remains to integrate these programs and align training and other opportunities with the real-life needs of students, workers, businesses, and other employers, especially in the context of an evolving economy. As the economy evolves and unmet needs grow for various types of skilled labor in the trades, green energy, and healthcare sectors, the state must also equip its workforce with specialized skills and competencies that enable workers to access good-paying jobs and help the state maintain its competitive edge in future sectors.

The state is already taking action to design skills-based pathways that address current labor market demands, anticipate future trends, and help connect California workers to jobs in

¹ [2025-CA-Master-Plan-for-Career-Education.pdf](#)

² https://cwdb.ca.gov/plans_policies/2024-2027-state-plan/

pathway roles³. Pathway roles are accessible occupations that can foster economic mobility and advance our goal of supporting equitable economic growth. The CMPCE 2025 suggests that when envisioning specific interventions, there is a need for state agencies and the community to focus on the needs of populations and the unique challenges that hamper access to and successful completion of education and workforce training programs. For example, many stakeholders spelled out the precise needs of people with disabilities, young people who are neither working nor in school, and English language learners (ELL). Therefore, future innovative projects should demonstrate strong alignment with California’s strategic workforce and education goals, particularly those outlined in the CMPCE 2025.

Keeping with this strong alignment, the state, through the EDD and the LWDA WIOA Title I Governor’s Discretionary initiatives, has invested over \$45 million in SFPs for Opportunity Young Adult (OYA) Career Pathway Programs in the past two program years. These grant funds are being used to design and implement projects that create pathways to success for OYAs. These funds implement and develop programs that connect apprenticeship programs, pre-apprenticeship programs, community college, and adult school programs with evidence of success for young adults aged 18-28 who face significant employment barriers.

Between PY 2020-21 and 2022-23, over \$20 million was invested in grants for the English Language Learner (ELL) Programs, awarded to organizations to design, develop, and implement projects that expand Integrated Education and Training (IET) course offerings statewide and accelerate employment and re-employment strategies for ELLs. The grant funding combines demand-driven training and education with tailored wrap-around services for 3,534 workers currently confronting economic and employment barriers. Also, over \$6.6 million was invested in grants to improve outcomes for young people who are not working or in school, veterans, people with disabilities, and justice-involved individuals. The grants supported initiatives that foster sustainable partnerships, deliver comprehensive wraparound support, and increase equitable access to quality jobs for some of California's most high-need populations, ultimately positioning them for sustainable, quality employment.

B. Purpose

The purpose of the ETPP PY 25-26 SFP is to solicit grant proposals from project operators with the resources, experience, and ability to implement projects that advance workforce strategies and serve populations facing systemic barriers. Proposals should integrate cohort-based training with robust support services and strong employer partnerships that drive training for specific in-demand jobs. Projects should build on key lessons and innovative practices

³ Pathway roles are called “gateway occupations” by Opportunity@ Work, a national nonprofit whose mission is to rewire the U.S. labor market so that all individuals Skilled Through Alternative Routes (STARs) can work, live, and earn to their full potential. Opportunity@ Work.

identified in the framework associated with the technical assistance provided to the ETPF for PY 22-23⁴ and the program findings of the ELL IET DE for PY 22-23,⁵ which confirm promising practices across education, training, and employment domains. The ETPP PY 25-26 seeks proposals that employ strategies that will expand access to high-quality, career-connected learning opportunities for Californians' English Language Learners (ELLs); justice-involved individuals; opportunity young adults (OYA) who are not working, working in low-wage occupations, have a pattern of intermittent employment, or are not in school; and veterans who face systemic barriers to employment. The ETPP aims to train and place individuals in the target population into jobs and career pathways, leading to family self-sufficiency, and to strengthen regional workforce ecosystems through targeted investments and collaboration in education, training, and supportive services. Therefore, these funds are critical to increasing equity and building individual and family self-sufficiency.

C. Availability

Funding timing and decisions are based on the availability of funds. Estimated amounts and dates are subject to change and are not final. The total of \$16.3 million in WIOA Governor's Discretionary Funds is available through this SFP. Applicants may request awards ranging from \$500,000 to \$2,000,000. The EDD anticipates that an estimated 8 to 32 awards will be funded. Final awards and participant counts may be adjusted depending on the number of successfully submitted applications. The state expects that the performance period for participating in projects funded under this SFP will be between 18 and 24 months. This period of performance includes all necessary implementation and start-up activities. Grant funds will not be available for more than 24 months, and no obligation of funds will be allowed before or after the grant period of performance. Any funds not expended for budgeted grant activities during the grant agreement shall be reverted to the state.

D. Funding Limits and Participant Reach

To ensure the equitable distribution of grant funds and maximize the program's impact, we recommend that applicants base their funding requests on an established cost-per-participant rate for the project budget proposal. However, proposed budgets should still reflect the actual costs necessary to achieve intended program outcomes. This approach aligns with the program's overarching goals of delivering targeted, practical support to those most in need. Therefore, applicants may apply for total funding amounts within the allowable range of \$500,000 up to \$2,000,000. The applicants' program may serve any number of participants and one or more of the targeted populations based on the rationale for the cost per participant. The

⁴ [Workforce Innovation and Opportunity Act Equity Target Population Fund Program Year 2022-23](#)

⁵ Published by the International Rescue Committee (IRC)

average cost per participant may vary depending on geographic location and the type and intensity of services offered. Below is guidance on calculating funding, along with a reference link to the Department of Labor (DOL) WorkforceGPS, which provides a tool⁶ designed to assist state agencies that administer WIOA Title I program in determining how they should calculate the funds expended amounts.

How to Calculate the Cost Per Participant

To calculate the cost per participant, follow these steps:

1. **Determine the total cost of the training program:** This includes all relevant costs such as instructor fees, materials, and venue costs.
2. **Identify the number of participants:** This is the total number of participants served during the year by the program.
3. **Divide the total cost by the number of participants:** This gives you the cost per participant.

*Average cost per participant will be required on Exhibit K: Performance Goal Matrix.

E. Target Populations

The ETPP will fund projects that serve the target population(s) with barriers to employment listed and defined below. Applicants may choose to serve other special populations. However, they must justify and provide supporting evidence to clearly and convincingly demonstrate that the population is disproportionately underserved and underemployed in their community, in addition to the data requirements listed in Section 1. H. Data and Supporting Evidence.

1. **English Language Learners (ELL):** As defined by the WIOA Title II, Section 203(7), an English language learner is a person who has limited ability in speaking, reading, writing, or understanding the English language, and (a) their native language is a language other than English, or (b) they live in a family or community environment where a language other than English is dominant.
2. **Justice-involved Individuals:** An individual with a criminal record or justice-involved individual is defined as an adult who is or has been subject to any stage of the criminal justice process and for whom services under WIOA may be beneficial, or (b) require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
3. **Opportunity Young Adults (OYAs) who are not working, working in low-wage occupations, have a pattern of intermittent employment, or are not in school:** OYAs are

⁶ [WorkforceGPS - Cost Per Participant Tool - WIOA Annual Performance Report](#)

individuals, typically between the ages of 18 and 28, who are not in school or employed and are at risk of long-term unemployment.

4. **Veterans**⁷: A veteran is a person who served in the active military, naval, or air service and was discharged or released under conditions other than dishonorable. Veterans may belong to one or more of the following priority groups: campaign, disabled, recently separated, veterans with significant barriers, and other covered veterans.

F. Target Industry Sectors

Applicants must demonstrate how the selected industry sectors provide accessible, quality jobs for the target populations, with clear pathways to career advancement and economic mobility. These sectors should offer entry-level opportunities that lead to sustainable employment and wages that support family self-sufficiency.

Proposals should clearly describe how the chosen sectors align with regional labor market demand and provide meaningful opportunities for individuals facing systemic barriers to employment. Applicants must explain how the project will prepare participants for success in these sectors through targeted training, supportive services, and employer engagement that leads to job placement and long-term career growth.

Applicants should support their sector selection with relevant labor market data and evidence of job availability, wage potential, and advancement opportunities. When selecting the industry sector of focus, applicants should address the regional economic context by describing economic strengths, projected job growth, workforce needs, and regional labor market demand and the employment and career advancement potential the sector (s) offers for the target populations.

G. Target Regions

Applicants can serve participants in any of the regions and/or counties within the State if the need for services is supported by regional labor market data and outlined in the proposal. Additionally, inherent in a regional approach is enhanced coordination where educators, workforce training providers, employers, and community-based organizations (CBOs) can collaboratively develop career pathways tailored to the target population and the region's strategic sectors of focus and growth. Moreover, coordinating their programs should leverage funding to provide wrap-around supportive services for program participants and stronger hands-on learning that is aligned with employment opportunities.

⁷ 38 U.S.C. Section 101
ETPP PY 25-26

H. Data and Supporting Evidence

Successful proposals must cite supporting data on labor market demand from various sources. Relevant data sources may include the EDD Labor Market Information Division (LMID), the Bureau of Labor Statistics (BLS), the Community Colleges Center of Excellence, the Massachusetts Institute of Technology ([MIT](#))⁸ living wage for the local area, local surveys, or any other reliable data source, such as consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The supporting data should: (i) reflect the applicant's comprehensive understanding of the issues specific to the transition of the target population(s) workers into in-demand industry sector jobs; (ii) demonstrate the need for the proposed project; (iii) justify the project's approach and make a case for the potential for success; (iv) validate program design with evidence that the best practices are being used; and (v) use local data sources that illustrate the experience of individuals and specific communities, such as analyses of local news articles and reliable social media groups, or data from interviews, focus group sessions, or surveys.

I. Eligibility

Applicants

Local Workforce Development Areas (Local Areas) or boards, adult/education and training providers, community colleges, private non-profit organizations, labor organizations, tribal organizations, faith-based organizations, public agencies (local governments), and community-based organizations (CBOs) are eligible to apply. Individuals are not eligible to apply.

Participant Requirements

Participants must be individuals in the selected target population(s) defined above in Section 1. E. Target Populations and meet the following requirements:

- Participants must be at least 18 years old.
- Participants must meet all eligibility requirements outlined in WIOA Title I - Adult Program to participate in the ETPP PY 24-25 program.

J. Strategic Partnerships

This grant program seeks innovative projects that enhance employment access and job retention for target populations, leveraging resources in collaboration with strategic partners. Applicants are strongly encouraged to work with IET providers, Local Workforce Development Boards, human service agencies, community colleges, adult schools, and CBOs to provide

⁸ [Massachusetts Institute of Technology](#)

comprehensive support, including education, training, case management, wrap-around services, and follow-up support. Partnerships must facilitate the provision of a full array of wrap-around support and case management services tailored to the needs of the target population(s) in the project area. Applicants must demonstrate that strong relationships already exist or are in the process of being established with the required partners. To this end, successful applicants will demonstrate partnerships and strategies that provide opportunities for innovation, test new approaches, and adapt best practices to enable the target population(s) to acquire in-demand skills and secure high-quality employment.

K. Required Employer Partners

Applicants must demonstrate strong, sustained partnerships with employers in the target industry sectors and occupations. These partnerships should be integrated into all phases of the project—from design to implementation—and include clearly defined roles such as:

- Co-design training curricula to ensure alignment with current and emerging industry needs.
- Providing work-based learning opportunities such as internships, apprenticeships, job shadowing, and on-the-job training (OJT).
- Participating in advisory roles to guide program relevance and responsiveness.
- Offering hiring commitments or letters of intent to employ program graduates.
- Contributing resources such as equipment, training space, mentorship, or co-investment in program delivery.

Preference will be given to proposals that include employers offering family-sustaining wages, benefits, and opportunities for career advancement. Applicants should describe how employer partners will support participants' transition into unsubsidized employment and long-term career mobility.

L. Recommended Partners

All applicants are encouraged to work with the following partners, regardless of the target population(s) the project will serve:

- A Title I Local Area in the service region(s)⁹

⁹ Workforce services for eligible adults are available through one of the six core programs authorized by WIOA. The Title I program serves individuals and helps employers meet their workforce needs. It enables workers to obtain good jobs by providing them with job search assistance and training opportunities.

- A Title III Wagner-Peyser local office in the service area¹⁰
- Community Colleges Adult Schools, and education and training provider(s) that are Bureau of Private Post-Secondary approved and/or on the State's Eligible Training Provider List (ETPL)¹¹ offering certificates for in-demand sectors with livable wages and good-quality jobs in the service region
- CBO(s) with expertise serving the target population(s)

Applicants serving veterans may **also** partner with the following:

- Title III Wagner-Peyser Local EDD Jobs for Veterans State Grant (JVSG) staff

Applicants serving justice-involved individuals may partner with the following:

- Probation or diversion programs such as drug courts, veterans' courts, community courts, or other specialty courts are administered by Department of Corrections and Rehabilitation staff at the county or state level

Applicants may partner with one of the following training partners¹² when incorporating IET strategies:

- A Title II Adult Education provider
- An IET provider
- A California Adult Education Program (CAEP)¹³
- California Community Colleges that are prioritizing industry sectors based on regional opportunities for high-growth, high-wage careers¹⁴
- Disability Access, Equity, and Inclusion (DAEI) pilot site or DOR-AJCC Collaboration Projects¹⁵

Preferences will be given to proposals that include a full array of partnerships and demonstrate how the partnerships will effectively execute program phases, ensuring that all collaborations align with project goals.

¹⁰ Your partnership with Wagner-Peyser, at minimum, should include outreach strategies to ensure the program is addressing the needs of participants who are Long Term Unemployed and meet the characteristics of the populations being served

¹¹ Refer to *WIOA Eligible Training Provider List* (WSD15-07)

¹² Education and training providers must be Bureau of Private Post-Secondary approved and/or on the State's Eligible Training Provider List (ETPL) except for providers offering specific types of training including but not limited to customized, cohort, and on-the-job training (OJT).

¹³ For more information, refer to the [California Community Colleges CAEP website](#).

¹⁴ [Economic and Workforce Development \(EWD\) Regional Sector Investments | California Community Colleges Chancellor's Office](#)

¹⁵ [DOR-AJCC Collaboration Launch](#)

2. Project Design

A. Project Outcomes

The project design should support specific and measurable outcomes that increase access to quality jobs for ETPP target populations. These outcomes are demonstrated by placement into jobs that meet MIT Local Living Wage Standards or jobs with clear and accessible pathways to living wage jobs.

To achieve these outcomes, project designs should:

- Develop strong partnerships with regional partners, including local boards, community colleges, employers, and CBOs that sustain sector-based programs that provide pathways to economic mobility.
- Develop and/or identify innovative, replicable, and scalable strategies to support target populations. These should include cohort-based training with robust support services provided with a trauma-informed lens and demonstrated employer and community partnerships.

B. Theory of Change/Logic Model/Goals and Objectives

The ETPP will prioritize funding for projects that demonstrate strong alignment with California's strategic workforce and education goals, particularly those outlined in the CMPCE 2025. Successful applicants will demonstrate how their project will direct existing resources and efforts in new and effective ways to expand access to high-quality, career-connected learning opportunities for the target populations who face systemic barriers to employment outlined in the SFP. Successful proposals will explain how the project will train and place individuals in the target populations in jobs and career pathways leading to family self-sufficiency, and strengthen regional workforce ecosystems through targeted investments and collaboration in education, training, and supportive services by designing a project logic model based on the following:

Theory of Change Hypothesis: By advancing targeted support for populations facing systemic barriers to economic advancement and applying successful strategies that have proved successful for other population groups, workforce organizations can identify shared solutions and drive systemic change. This approach can ultimately close pathway gaps and enhance workforce outcomes for populations that have not benefited from the state's economic vitality.

Goal: Generate greater opportunity for Californians who have been locked out of the mainstream economy, are underrepresented in high-wage occupations and industries, and face multiple barriers to quality employment.

Funding will be awarded to proposals that do the following:

- 1. Advance Access:** Prioritize services for populations facing systemic barriers to employment, including English Language Learners (ELL), justice-involved individuals, opportunity youth, and veterans. Projects must demonstrate culturally responsive and trauma-informed approaches, as well as inclusive outreach strategies and cohort models for training¹⁶.
- 2. Industry Sector Strategies:** The ETPP projects will focus on sector strategies that provide accessible job opportunities and career pathways for the target populations. When describing the industry sector of focus, applicants should address the regional economic context by describing economic strengths, projected job growth, and workforce needs. Reference regional labor market data and State Economic Blueprint¹⁷ planning documents where applicable. However, applicants must demonstrate how the proposed sector strategy provides accessible and supported pathways for the **target populations** in the region.
- 3. Strengthen Education-to-Employment Pathways:** Align with K–12, adult education, and postsecondary systems to create seamless transitions into employment. Projects should incorporate credit for prior learning (CPL), dual enrollment, bridge programs, and articulated pathways that reduce time to employment and accelerate credential attainment. In addition, the projects should include the following:
 - **Support Stackable Credentials and Career Mobility-**Develop or expand programs that offer stackable, industry-recognized credentials aligned with regional labor market needs. Emphasis should be placed on portable skills, certifications, and career ladders that lead to economic mobility and advancement.
 - **Integrate Work-Based Learning and Employer Engagement-** Include meaningful work-based learning opportunities such as apprenticeships, internships, on-the-job training (OJT), and job shadowing. Projects should demonstrate strong employer partnerships.
 - **Foster Cross-Sector Collaboration-** Demonstrate robust partnerships across workforce development, education (including adult education consortia and community colleges), community-based organizations (CBOs), and employers. Proposals must include letters of commitment and clearly defined roles for each partner.

¹⁶ A cohort-based training is a program of learning that's organized according to a syllabus (usually in sections) and is taken by a group of students (a cohort) at the same time. Cohort-based courses can take place online, in a virtual space, or in a physical classroom.

¹⁷ [California Jobs First State Economic Blueprint](#)

4. **Leverage and Braid Resources:** Maximize impact through the strategic use of leveraged funds, such as the Chancellor’s Office English Language Learner (ELL) Healthcare Pathways (HP) Grant, and other public, private, and philanthropic sources. Proposals that demonstrate effective blending, braiding, and sequencing of resources will be prioritized.
5. **Use Data to Drive Outcomes:** Applicants must demonstrate the use of evidence-based strategies grounded in research, proven practices, or prior successful implementations. Applicants must demonstrate their capacity for success based on previous program experience. Proposals should clearly articulate the rationale for the selected service models, training approaches, and supportive interventions, citing relevant data or evaluations where applicable.

C. Strategies

The ETPP strategies should foster innovation, test new approaches, and adopt best practices to equip target populations with essential work readiness skills and training, thereby preparing participants for meaningful employment.

To achieve the goals, applicants may:

- Create new tools
- Borrow methods from other disciplines
- Apply evidence-based models from other sectors or population-specific strategies to reach the desired outcomes.

Key Strategies

As outlined above, lessons learned from prior investments and other relevant regional initiatives should shape the key strategic approach and serve as the cornerstone of the new program, setting strategies to focus on specific goals for serving the target populations.

Below is a list of workforce and supportive service interventions that should be included as components in the application and the program design:

- **Target population outreach and recruitment:** Leveraging existing partnerships to identify individuals living in historically excluded populations with limited access to career opportunities. Develop strategies for effective outreach for traditionally excluded populations.
- **Prospective participant assessment:** Understanding current economic circumstances, barriers to career advancement, and aspirations, using a trauma-informed lens.

- **Career navigation awareness:** Preparing participants for employment with higher wages and career mobility through career planning and decision making, as well as training in resume development and interview preparation.
- **Support services:** Coordinating with community partners to identify potential participants, assessing their needs, interests, and aspirations, and enrolling them in appropriate workforce development programs or strategies designed to help participants overcome barriers to employment, education, or training. These interventions are essential for the target populations outlined in this SFP.

Examples include:

- Childcare assistance
 - Transportation subsidies
 - Mental health counseling
 - Housing support
 - Case management
 - Career navigation or coaching
 - Language access services
 - Professional network development
- **Occupational skills training:** Partnering with community colleges, adult schools, and other education and training institutions to provide short-term training in a cohort model, targeting specific sectors and occupations that provide pathways to economic mobility. Training should include career readiness, technical, and literacy skills required for success in the target occupations.
- **Employment:** Programs should demonstrate current partnerships with specific regional employers, including advice on curriculum design, internships, and other work-based learning opportunities, as well as access to job openings and hiring opportunities that offer career mobility.
- **Case management:** supporting individuals while participating in training to address issues with attendance, learning, and skill development, behavior, and work readiness, including coordination with instructors and other programs and referrals, and other public and private systems and services.

Below is a list of specific and innovative strategies outlined by the technical assistance providers as enhancements to the success of previous programs, and provided as examples to applicants when developing program strategies:

- Blending, braiding, and sequencing (BBS) services are innovative strategies that maximize the efficient and effective use of federal funds across systems to promote competitive integrated employment (CIE).
- Implementing sector strategies that focus on an industry's local or regional workforce needs through the identification of needs, education development, training, or other methods, and the implementation and coordination of services.
- Offering work-based learning involves applying academic, technical, or employability skills in a work setting. Examples: Paid apprenticeships, summer youth employment programs, paid and unpaid internships, and on-the-job training provided under the WIOA. Less intensive forms of WBL include job shadowing, work site visits, or simulated work environments, which are commonly used in many technical training programs.
- Designing customized training to meet employers' specific needs, rather than general training requirements, is often targeted at incumbent workers.
- Providing job retention strategies aimed at helping workers keep their jobs can include regularly checking in with jobholders, assisting them in emergencies (such as car breaking down or last-minute childcare issues), and supporting hiring managers with on-the-job problems.
- Providing career readiness training, or 21st-century skill training, offers instruction in non-technical skills integral to success in the workplace. This training can teach "soft" or non-cognitive skills, such as teamwork, critical thinking, professionalism, conflict resolution, digital literacy, and effective communication.
- Utilizing adult education to teach adult learners the foundational skills needed to succeed in the workforce. Depending on the population served and their needs, it can involve several approaches.
- Providing college and career navigation assists students and job seekers in planning out and achieving their academic and career goals through advice and support from dedicated staff.
- Job development is a key service function where staff identify job opportunities and match the interests, needs, skills, and experience of both employers and participants, thereby building long-term employer relationships.
- Developing a career pathway that provides a series of manageable education and training steps toward industry-aligned skills, credentials, and career advancement. Pathways may also include necessary credentialing and supportive services.

D. Participant Services

Participant services should ensure that individuals from the target populations can fully engage in and benefit from education, training, and employment opportunities with the goal of employment in a growing industry sector. These services will be delivered through the coordinated strategies outlined above, making them a comprehensive, strategic, and fully integrated part of the program's design.

E. Collaboration with the EDD

The EDD requires key project staff to attend mandatory meetings, which may take place monthly, quarterly, and/or annually. The EDD Special Initiatives Support Section is responsible for grant administration and oversight. Key project staff must work closely with the EDD team for technical assistance, CalJOBSSM training, and guidance throughout the start-up, implementation, and grant period of performance. Applicants must also participate in the community of practice meetings and other activities organized by external technical assistance and evaluation providers selected by the EDD to provide technical assistance and evaluate projects. Refer to Section 7.C. Reporting of the SFP for more information.

3. Application and Program Requirements

All proposals must adhere to 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 scored or considered for funding. Refer to Appendix A for guidance on adequately completing, formatting, and submitting all elements of the proposal package.

A. Required Exhibits and Attachments

- Exhibit A: Project Narrative
- Exhibit F: Budget Summary
- Exhibit F2: Budget Narrative
- Exhibit G: Supplemental Budget (if applicable)
- Exhibit H: Logic Model
- Exhibit K: Performance Goals Matrix (one per target population served)
- Exhibit J: Partner Roles and Responsibilities
- Cover/Signature Page
- Executive Summary
- Partnership Agreement and Commitment Letters
- Indirect Cost Declaration
- Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)

B. Registration with the System for Award Management (SAM)

Applicants must register with the SAM to apply for and receive funding for this initiative.

Note – SAM registration must be reviewed and updated annually to ensure accounts are 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 up to date before submitting their funding application. The registration and/or renewal process can take several weeks to complete and may require sensitive information, including financial and banking details, which can be time-consuming to obtain. The applicant must have all information up to date and accessible through the SAM before submitting their application. Visit the [SAM website](#) for more information about registration requirements.

C. Partnership Agreement and Commitment Letters

To enhance the project, applicants must submit partnership agreement letters from any proposed partners. Any partner providing the whole or part of the leveraged resources to the program must also provide a commitment letter stating the amount of the in-kind contribution being leveraged for the project. If the applicant is a partner and/or provides the required leveraged resources, they must provide a letter documenting their commitment. See Appendix A for more information on submitting partnership agreements and commitment letters.

D. Performance Goals

Projects must include a plan for continuous improvement, outlining how performance data will be regularly reviewed, shared with partners, and used to refine strategies throughout the grant period. Preference will be given to applicants with demonstrated experience in using performance data to improve outcomes and drive systemic change.

Applicants can reference the state's negotiated performance goals in Figure 2. These metrics and achievement rates are provided as a point of reference for applicants when reviewing their local goals. The state recognizes that local goals may differ from those presented here.

Refer to Appendix A, [WSIN23-54](#), Subject: *State Negotiated Performance Goals PY 24-25* (June 14, 2022), and [WSIN24-17](#), Subject: *Local Area Negotiated Performance Goals PY 24 and 25* (October 31, 2025), for more information about performance goals.

Figure 2: State Negotiated Performance Goals

PY 24-25 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	67.5%
Employment Rate 4th Quarter After Exit	65.5%
Median Earnings 2nd Quarter After Exit	\$7,800
Credential Attainment within 4 Quarters After Exit	66.0%
Measurable Skill Gains	60.0%

In addition to the WIOA performance measures, the state requires subrecipients to track the total number of participants enrolled in education, training, and employment. For this SFP, the applicant is encouraged to exceed the state-negotiated performance goals in delivering on the measurable employment and quality job outcomes outlined below. Applicants should tailor performance goals to the project needs and regional objectives. They should provide jobs in the in-demand sectors with wages that meet or exceed the local MIT living wage standard and result in measurable skill gains of at least 75 percent. The project narrative explanation of performance goals must reflect a data-driven local/regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment.

Measurable employment and job quality outcomes outlined in the project plan narrative should include the following:

- Number of participants who complete the program
- Number of participants who enter employment in the 2nd Quarter After Exit
- Number of participants who enter employment in the 4th Quarter After Exit
- Median Earnings 2nd Quarter After Exit
- Estimated cost per participant served
- Hourly wages met or exceeded earnings compared to MIT's Living Wage for the local area or region
- Number of hours worked
- Participants received job benefits

4. Budgeting and Performance Requirements

A. Funding Request

Applicants may apply for funding of \$500,000 up to \$2,000,000 to serve the target populations. Target populations with high barriers may require more intense support and be more expensive to help; therefore, applicants may serve any number of participants but must provide a reasonable and necessary cost per participant. The average price per participant may vary based on geographic location, target population, service type, and intensity. The funds will support projects that can leverage other resources to maximize the project's impact, earn the maximum return on investment, and foster project replication and sustainability.

The EDD recognizes that new WIOA grantees require more intensive onboarding than those with prior WIOA experience. The EDD recommends that new WIOA grantees anticipate a 2-month start-up in project timelines to understand the grant, gain full access, and train staff. Key project staff must work closely with the EDD team for technical assistance, CalJOBS training, and guidance throughout the start-up, implementation, and grant period of performance. Therefore, applicants should design a budget and program narrative that allows for adjustments in the program and includes funding for dedicated staff to manage a WIOA grant.

B. Leveraging Funds and Resources

Applicants must demonstrate the ability to leverage resources from other sources to support the goals and objectives of this grant. Applicants must have leveraged resources equivalent to 20 percent of the grant award amount.

The term “leverage” is not defined in regulation or any related administrative requirements. For EDD-funded programs, the term refers to all resources the recipient uses to support grant activity and outcomes, regardless of whether those resources meet the standards required for matching. Applicants are encouraged to blend and leverage funds, utilize human capital effectively, and utilize other resources to maximize the project's success. Leveraged resources can come from various sources.

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

Leveraged resources can come from various sources. All leveraged funds will be subject to the reporting requirements contained in Workforce Services Directive *Monthly and Quarterly*

Financial Reporting Requirements (December 4, 2019) ([WSD19-05](#)) 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](#) Cost sharing or leveraging.¹⁸

C. Allowable Uses of Funds

The proper and improper use of grant funds is governed by (i) the WIOA and its associated federal regulations, (ii) state and federal directives, and (iii) the Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements. Refer to Appendices B, C, and D for the general requirements of ETPP funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings. The Title I and III service category definitions, along with a comprehensive list of CalJOBS activity codes, can be found in Workforce Services Directives *CalJOBS Activity Codes* (October 10, 2024) ([WSD24-05](#)).

Please note – To prepare participants for employment and foster positive relationships with employers, staff should inform participants of the federal law requiring employers to verify employment authorization before employment and confirm a participant’s consent to work documents before providing a job referral. Refer to Workforce Services Directive *Pathway to Services, Referral, and Enrollment* ([WSD18-03](#)), issued on August 18, 2018, for guidance on making services accessible to all populations.

D. 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.

5. Submission

Only one proposal will be accepted from each applicant. However, an applicant may be a partner in another application. **The entire proposal must be submitted electronically by the deadline.**

A. Submission Format

Applicants must submit their proposal package via email as a compressed (or “Zipped”) file to WSBSFP3@edd.ca.gov. The subject line of each application submission email must include:

¹⁸ All Workforce Services Directives cited in this SFP can be found on the [EDD website](#).

“[Applicant’s Three Digit Initialism] ETPP PY 24-25 Proposal”. Example: “Subject: ABC ETPP PY 24-25 Proposal”. The proposal package is due by 3 p.m. on December 8, 2025.

Document files must adhere to the following naming convention: [Applicant’s Three-Digit Initialism] [Grant Initialism Program Year Initialism] [Abbreviated Name of Document]. Example: “ABC [Grant Initialism Program Year Initialism] ExA”, for Exhibit A.”

- Applicants may utilize an initialism for their organization’s name if desired. Please use the organization’s three-digit CalJOBS initialism, if available. File names must not exceed 40 characters.
- File names must not exceed 40 characters.
- The Cover/Signature page (CovSign), Partnership Agreement Letters (PtrLtr), and Commitment Letters (ComLtr) must be submitted in PDF format. All other exhibits and exhibit attachments must be submitted in Word format.
- The CovSign page must include the signature of the signatory authority on the form.
- PtrLtr and ComLtrs should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: “ABC [Grant Initialism Program Year Initialism] ComLtr and ABC [Grant Initialism Program Year Initialism] PtrLtr.”
- Submit additional non-required documentation, such as data analysis, to Adobe PDF.

B. 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, “XYZ ABC ETPP 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 are submitted after 3 p.m. PT on December 8, 2025, will be deemed non-responsive and automatically disqualified from consideration for funding.

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

Figure 3.1: Document Submission Guidelines

Required Documents	Naming Convention Example
Exhibit A Project Narrative (ExA)	ABC ETPP PY 25-26 ExA
Exhibit F Budget Summary (ExF)	ABC ETPP PY 25-26 ExF
Exhibit F2 Budget Narrative (ExF2)	ABC ETPP PY 25-265 ExF2
Exhibit G Supplemental Budget (ExG)	ABC ETPP PY 25-26 ExG
Exhibit H Logic Model (ExH)	ABC ETPP PY 25-26 ExH
Exhibit J Partner Roles and Resp. (ExJ)	ABC ETPP PY 25-26 ExJ
Exhibit K Performance Goal Matrix (ExK)	ABC ETPP PY 25-26 ExK
Cover/Signature Page (CovSign)	ABC ETPP PY 25-26 CovSign
Executive Summary (ExecSum)	ABC ETPP PY 25-26 ExecSum
Optional Commitment Letters (ComLtr)	ABC ETPP PY 25-26 ComLtr
Partnership Agreement Letters (PartLtr)	ABC ETPP PY 25-26 PartLtr
Indirect Cost Declaration (ICD)	ABC ETPP PY 25-26 ICD
Indirect cost Rate Agreement ICRA or CAP, if applicable	ABC ETPP PY 25-26 ICRA

Figure 3-2: Application Timeline

Event	Date
SFP release	October 28, 2025
Last date to submit questions for the webinar	November 6, 2025
Deadline to preregister for the webinar	November 13, 2025, at 1 p.m. PST
Informational Webinar	November 13, 2025, at 1:30 p.m. PST
Notice of Intent to Apply	November 20, 2025, by noon PST
Proposals due	December 8, 2025, by 3 p.m. PST
Estimated proposal review and evaluation	December 15, 2025 – December 19, 2025
Estimated award announcements	February 2026
Estimated project start date	April 1, 2026

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

C. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled for November 13, 2025, at 1:30 p.m. PST. The webinar will be an 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 website](#) for the [preregistration link](#). To complete the preregistration, an applicant must fill out the pre-registration information. After successfully preregistering, a system-generated email will be sent with the webinar link.

Before submitting questions, applicants must thoroughly review the SFP Proposal Package Instructions in Appendix A, "Proposal Package Instructions." Email inquiries for the webinar to WSBSFP3@edd.ca.gov with the subject line: "[Applicant's Initialism] ETPP PY 24-25 SFP Inquiry". All inquiries must be received before noon PST on November 6, 2025.

Please note this webinar will not be recorded. The webinar summary will be distributed via email after the webinar, once it has been finalized. Additionally, a comprehensive list of all questions and answers received during the solicitation process will be posted on the EDD website following the informational webinar, once the necessary review and preparation have been completed.

D. Delivery

Applicants must submit a complete proposal package with all required elements to WSBSFP3@EDD.ca.gov by December 8, 2025, at 3 p.m. PT. Refer to Appendix A for further guidelines on electronic submission. The Cover/Signature Page (CovSign) and the Indirect Cost Declaration (ICD) must be signed by the signatory authority as stated in the resolution for the signatory authority.

Refer to Appendix A: Proposal Package Instructions for further guidelines on electronic submission and Section 6: Award and Contracting below for the signatory authority requirements for the Subgrant Agreement (contract).

6. 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 the needs of the regional and target populations. The EDD will notify all applicants regarding the status of submitted proposals. After which, a summary of projects funded under this SFP will be publicly posted on the EDD website.

A. 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 4: Project Narrative Scoring Evaluation Criteria

Narrative Criteria	Maximum Points
Section 1 – Advance Access to Employment and Training Pathways	10
Section 2 – Project Plan to Strengthen Education-to-Employment Pathways	35
Section 3 – Performance Goals to Drive Outcomes	10
Section 4 – Partnerships and Leveraged Resources	20
Section 5 – Statement of Capabilities	15
Section 6 – Budget Summary Narrative and Plan	10
Minimum and Other Requirements Total Maximum	100

Only proposals that score in the top tier and 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. The LWDA Secretary, in consultation with the EDD, will make final funding decisions based on the ranked scores and other factors, including the distribution of funds across geographic locations and special populations in need, past performance, innovative approach, and the uniqueness of the project.

B. Appeals Process

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

While disqualification decisions may be appealed, reversals are only granted under specific instances. Please note the following important exceptions:

- No appeals will be accepted for proposals submitted after the deadline.
- Final funding decisions are not subject to appeal.

- Application requirements must be fully met for a proposal to advance to the evaluation and scoring phase. See *Section IV: Funding and Budgetary Requirements*, *Section V: Submission*, *Section VI: Award*, 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 sent to appeal. Please send all appeals to WSBSFP3@edd.ca.gov by the close of business on the seventh calendar day following the date of receipt. 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 WSBSFP3@edd.ca.gov. The EDD will respond to all appeals via email. The review of each appeal will be limited to determining whether the applicant's corrective actions have successfully addressed the non-responsiveness indicated in their disqualification letter and whether the proposal now meets the minimum application requirements relayed by the SFP for evaluation.

C. Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions via email. Award decision notices are anticipated to be made in February 2026. An award offer does not constitute approval of the application as submitted. The applicant must 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.

D. Agreement and Contracting

The EDD will contact the subrecipients to finalize the details of the Subgrant Agreement. The EDD may request that the agreements incorporate changes to the original project proposals.

After all exhibits are finalized, the awardee will officially enter a subgrant agreement with EDD to provide the services and serve the number of participants listed in the agreement for the amount awarded. Any unauthorized deviation or non-compliance may be grounds for breach of contract, with potential legal repercussions. Please ensure that your organization's goals and objectives are feasible and reasonable, and that your infrastructure supports the administrative and operational requirements of your organization. The state expects negotiations to begin immediately after the official award notices are provided. 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 required for such official action will impact on the subrecipient's ability to meet the project's terms and conditions and the projected work plan.

All projects selected for funding are contingent upon the revision and approval of the 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 negotiation process. The Special Initiatives Support Section will guide the finalization of the exhibits and verify that all requirements are met for incorporation into the official Subgrant Agreement. The subrecipients must submit a resolution designating the signatory authority, which should specify the position with the authority to sign on behalf of 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.

7. Administrative Requirements

To qualify for awarded funds, successful applicants must comply with all administrative and reporting requirements. Applicants who do not comply may be de-obligated. Refer to *Unilateral De-Obligation* ([WSD16-03](#)) (July 20, 2016), for more guidance.

A. Monitoring and Audits

During the period of performance, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and EDD guidance to clarify requirements governing the use of WIOA funds. Subrecipients 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 manner. Complete and accurate reporting is essential during the monitoring process. Subrecipients that expend over \$750,000 in federal funds from any source must complete a single or program-specific audit for the fiscal year, as required by the Single Audit Act for State and Local Agencies, 1996 Amendments, Public Law 104-156. Refer to *Audits Requirements* ([WSD20-03](#)) (October 13, 2020) for more information.

B. Record Retention

Subrecipients must maintain sufficient project and fiscal records to enable federal, state, and local reviewers to assess the project's effectiveness and the proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. Subrecipients will retain all records pertinent to the contract for five years from the date of the final payment of the contract unless a more extended period of record retention is stipulated.

C. Reporting

All subrecipients must have access to the CalJOBS website to report expenditures, participant information, and outcome data to the state in a timely and accurate manner. Refer to Appendix F: CalJOBS Workstation and Software Requirements for more details. The state will provide training on how to use the CalJOBSSM reporting system. Review [Types of Work-Based Learning WIOA Desk References](#) and *CalJOBSSM Activity Codes* ([WSD24-05](#)) (October 10, 2024) for guidance on entering grant activity codes. See *CalJOBSSM Participant Reporting* ([WSD20-10](#)) (April 8, 2021), for more information regarding participant reporting requirements.

Subrecipients will be required to submit monthly financial and participant reports using CalJOBS. Subrecipients will also be required to submit narrative progress reports on the status of the projects, which is a condition of the Subgrant Agreement. Failure to properly report may result in a cash hold and de-obligation of the funds. Refer to *Monthly and Quarterly Financial Reporting Requirements* ([WSD19-05](#)) (December 4, 2019), for further information.

D. Closeout

Project closeout reports are due within 60 days of the project termination date. Applicants should include costs associated with closeout activities in the budget plan. Refer to WSD16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016), for further guidance.

E. Compliance

All funds are subject to state and federal statutory and regulatory requirements, including the WIOA and its associated federal regulations, OMB Circulars, Title 29 of the [Code of Federal Regulations](#), and compliance with the Subgrant Agreement.

F. Intellectual Property Rights/Creative Commons Attribution License

Subrecipients of a federal award obtain title to intangible property upon its acquisition. The subrecipient must use the property for the authorized initial purpose and must not encumber the property without approval from the EDD. Furthermore, 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](#)) (November 10, 2016) for more information.

G. 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 program or project costs will be financed with federal funds.
- 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 non-governmental sources will finance.
- The requirements of this term are separate from those in [2 CFR Part 200](#), and, when applicable, both must be complied with.

H. Evaluation

Sections 134 and 136(e) of the WIOA provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the state to determine the effectiveness of the Governor's Discretionary Funds in addressing identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide assessment occurs, the subrecipient must participate by providing the requested data and information. Therefore, throughout the project's performance period, subrecipients must document lessons learned and effective practices identified through this project and share them via the QPR medium.

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, required exhibits, mandatory partnership agreement letters, commitment letters (for leveraged resources), and optional letters of support are not included in the 15-page limit, which applies only to the narrative. After carefully reviewing the SFP and Appendices, questions regarding the proposal package can be emailed to the EDD staff at WSBSFP3@edd.ca.gov.

Format and Document Order

Figure A.1 below lists the SFP Exhibits and Exhibit Attachments required by the applicant to download, complete, and submit according to the instructions in the SFP, following the naming conventions guidelines, by the deadline outlined in the SFP. Failure to do so will be deemed non-responsive and will result in disqualification from forwarding for funding consideration. The list may also be used as a checklist to help ensure complete submission of the SFP application package.

Figure A.1: Required Document Format Checklist

Required SFP Exhibits	
1. Exhibit A: Project Narrative-ExA (must use word template including all required sections and sub-sections)	
2. Exhibit F: Budget Summary-ExF (must use Word template)	
3. Exhibit F2: Budget Narrative- ExF (must use Word template)	
4. Exhibit G: Supplemental Budget-ExG (if applicable) (must use Word template)	
5. Exhibit H: Logic Model (must use Word Sample template)	
6. Exhibit J: Partner Roles and Responsibilities-ExJ (must use Word template)	
7. Exhibit K: Performance Goals Matrix-ExK (must use Word template) (submit one per target population served)	

Required SFP Exhibit Attachments	
8. Cover/Signature Page-CovSign (must use Word template and submit in PDF format. Include authorized signatory's e-signature)	
9. Executive Summary-ExeSum (must use Word template)	
10. Commitment Letters-ComLtr (Must provide a PDF version if the applicant or any partner(s) are providing leveraged resources)	
11. Partnership Agreement Letters-PartLtr (Must provide a PDF version for each collaboration or strategic partnerships that are established in the proposal)	
11. Indirect Cost Declaration-ICD (must complete the Word version provided in the SFP signed by the authorized signatory)	
12. Indirect Cost Rate Agreement (ICRA) or Cost Allocation Plan (CAP) (if applicable)- If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency OR attach a Cost Allocation Plan with a certification letter.	

SFP Exhibit Instructions

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit all exhibits as Microsoft Word documents with the following title: "[Applicant Initialism] ETPP PY 24-25[Exhibit]". For example, "XYZ ETPP PY 24-25 ExF" for Exhibit F. File names must not exceed 40 characters in length. Disclaimer: The exhibits have been formatted for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed in the format provided.

Exhibit A – Project Narrative (ExA)

The applicant should demonstrate in the Project Narrative how the applicant's project plan will lead to the success of the target population. The entire Project Narrative must be written in MS Word using Calibri 12-point font, **limited to 15 pages**. Anything beyond the 15-page limit will not be considered. The other required exhibits and attachments do not count toward the page limit. Save this document according to the following naming convention: "[Applicant Initialism] ETPP PY 24-25 [Exhibit]". For example, "XYZ ETPP PY 24-25 Ex A". File names must not exceed 40 characters.

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

1. Advance Access to Employment and Training Pathways (10 points)
2. Project Plan to Strengthen Education-to-Employment Pathways (35 points)
3. Performance Goals to Drive Outcomes (10 Points)
4. Partnerships and Leveraged Resources (20 points)
5. Statement of Capabilities (15 points)
6. Budget Summary Narrative and Plan (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 on 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 narrative must be organized as follows: include the Section and subsection headers indicated in bold and directly address the bulleted prompts. Each section will be reviewed and scored individually for content according to the instructions below.

Section I – Advance Access to Employment and Training Pathways (Maximum 10 points)

I.1. Target Group and Target Region Description (Score range 0–5 points)

- Describe the characteristics of the target population(s)
- Describe common and significant barriers to employment, training, and services.
- Identify and describe the supportive service needs.
- Describe basic and occupational skills gaps and needs.
- Provide a clear strategy to address skills gaps and improve the labor market and skills outcomes.
- Discuss the current challenges related to employment and retention, and how the project will address these issues.
- Provide clear justification for the project, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population(s) will be addressed.
- Describe the target region(s), including an estimated number of the target population(s) in the area (s).
- Describe the unmet needs of the target population(s), including gaps in services.
- Explain how the unmet need was determined and what factors contributed to the unmet need.
- Provide supporting data and cite sources.

I.2. Target Industry Sector and Occupational Focus for Target Population(s) (Score Range 0-5 points)

- Describe the target industry sector(s) in which participants will be trained and placed.
- Indicate the criteria that qualify the target occupations with pathway roles into good-quality jobs.
- Demonstrate the demand for skilled workers in the target industries and the occupation focus within the service region, including the methodology used to determine this demand.
- Describe the current and projected employment opportunities in the targeted industry sector(s) and geographic service region, including a forecast of the approximate number of jobs available in the target industries and/or occupation.
- Assess the individual skill levels of the demographic population and provide a comparison of the skills needed by the industry sector(s) that justify the project's recruitment, training, and employment strategies.
- Provide wage data for specific occupation(s) based on the MIT living wage standard.

Section II – Project Plan to Strengthen Education-to-Employment Pathways (Maximum 35 points)

II.1. Planned Service Approach/Logic Model (Score range 0–10 points)

- Complete and attach Logic Model (Exhibit H).
- Describe the project work plan and how the objectives, activities, outcomes, and milestones will be achieved.
- Demonstrate how the approach addresses the challenges in Section I above.
- Identify opportunities to use new approaches to serving the target population through new partnerships, staff development, and targeted outreach.
- Describe the services and training used to achieve the planned goals and objectives.
- Describe how the service delivery plan will address the barriers to the target population, transition participants into employment, and/or help participants achieve ongoing career advancement and sustainability.
- Demonstrate how services and training 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 the project will strengthen collaboration, support co-enrollment, provide clear pathways to employment, and provide support and follow-up services to ensure participant success.

II.2. Integrate Occupational and Basic Skills Training with Job Placement Strategies (Score range 0–10 points)

- Demonstrate an approach for providing occupational skills training and basic skills training that prepare participants for the pathway roles in the in-demand sector in their region.
- Demonstrate the approach to providing occupational and basic skills training that integrates participant and community needs with employers.
- Demonstrate that the proposed strategy aims to establish the necessary infrastructure to work with employers to place participants in the occupations.
- Explain how the proposed skills training will enable participants to obtain employment in a career pathway that offers career mobility and living wages.
- Explain how cohort-based training programs will address immediate skill gaps or company needs and provide learners with the skills to be placed in employment.

II.3. Career Pathways/Certified Training, Cohort-Based Training, and WBL (Score range 0–5 points)

- Demonstrate a central approach for providing certified training, cohort-based training, and WBL programs that prepare participants for good-quality jobs in the demand sector in their region.
- Describe how cohort-based training will increase access to training by developing a relationship with partners with the demonstrated ability to provide cohort-based training as part of the project plan.
- Present a clear strategy for implementing or expanding meaningful work-based learning opportunities, including apprenticeships, internships, on-the-job training (OJT), and job shadowing.
- Demonstrate that the technical or occupational skills targeted in this project are based on standards developed or endorsed by the target industries and/or employers.

II.4. Support Stackable Credentials and Career Mobility (Score range 0–5 points)

- Demonstrate a strategy to develop or expand programs that offer stackable, industry-recognized credentials aligned with regional labor market needs.
- Explain how the project will emphasize portable skills, certifications, and career ladders that lead to economic mobility.

II.5. Wrap-Around Support and Case Management (Score range 0–5 points)

- Explain the strategy to develop capabilities and increase access to training by focusing on target population-specific outreach, staff development, policy development, barrier removal, systemic change, and intensive case management services.
- Demonstrate a strong collaboration, strategic co-enrollment, equal access, and the implementation of evidence-based strategies that offer a holistic suite of wrap-around support, case management, and supportive service interventions designed to address the needs of the target population(s).
- Demonstrate an approach to provide wrap-around support and case management with a trauma-informed approach tailored to the individual's cultural, personal, educational, and professional needs to ensure full engagement in education and training opportunities and increase the likelihood of job placement and retention.
- Explain the type of wrap-around support and case management that will enable participants to focus on learning opportunities. Examples can include but are not limited to providing assessments, access to career navigation training, customized occupational skills training, finding employment opportunities with career ladders, and childcare subsidies.
- Explain the supportive services such as childcare, mental health, health, financial literacy, transportation, and other services that will support individual needs.

Section III – Performance Goals to Drive Outcomes (Maximum 10 Points)

III.1. Performance Goals and Measurements (Score range 0–5 points)

- Complete the Performance Goals Matrix (SFP Exhibit K) for the target population(s). If serving multiple populations, complete a separate Exhibit K for each population.
- Analyze labor market information and explain how this informs the proposed performance goals in Exhibit K.
- Describe all planned goals to include planned/actual numbers served, planned/actual placed into employment, planned/actual number trained, types of employment, or other pertinent information relevant to the success of this project.
- Describe how performance goals are tailored to meet the project's needs and regional objectives, and how the project's goals will be measured.
- Provide a baseline to demonstrate the project's impact on the target industries and the target population(s).
- Describe the goals to provide good-quality jobs in the in-demand sectors with wages that meet or exceed the local MIT living wage standard, with measurable skill gains of at least 75 percent.
- If the planned project goals are not higher than the state's negotiated WIOA performance goals, provide an explanation that addresses the discrepancies.

III.2. Performance Goal Effectiveness and Sustainability (Score range 0–5 points)

- Identify and describe anticipated employment and job quality outcomes in the in-demand sectors and among the target population(s).
- Describe how the project design will be replicable or scalable and result in sustained, meaningful partnerships and create systemic change.
- Describe how the project will be sustained after the funding runs out.

Section IV – Partnerships and Leveraged Resources (Maximum 20 points)

IV.1. Partner Roles and Responsibilities (Score range 0–5 points)

- Complete and attach the Partner Roles and Responsibilities (Exhibit J).
- Describe how regional partnerships have been or will be successfully formed with each mandatory partner and with other partners or partner agencies committed to good-quality job outcomes for participants.
- Explain how partnerships will be used to coordinate and provide services.

- Describe the roles and responsibilities of each mandatory and optional partner in terms of specific tasks, services, or support that will be provided.
- Understanding changing situations, provide a brief statement that ensures a contingency plan is in place to ensure project success (meeting goals) in case any of the partnerships drop out or fail to materialize during the period of performance.

See exhibit instructions below for detailed information on completing Exhibit J and partnership agreement letters.

IV.2. Employer Outreach/Recruitment/Engagement (Score range 0–5 points)

- Identify the outreach and recruitment methods that will be used to reach employers.
- Demonstrate how new and current partnerships actively engage employers within the selected industry sector(s) to identify industry needs and employment opportunities for the target population(s).
- Describe participant employers' proposed commitments to creating equity and good-quality jobs in the in-demand sectors.
- Describe existing employer relationships and plans for developing new relationships related to the industries identified in the project.
- Describe how employers will provide industry-based advice on curricula, career pathways, program delivery, and employment opportunities.
- Describe how partnerships will promote systemic change, sustainability, and replication of successful industry partnerships, leading to increased employment and retention.
- Describe how employer partners will support participants' transition into unsubsidized employment and long-term career mobility.

IV.3. Employer Partnerships and Leveraged Resource Strategies (Score range 0–5 points)

- Demonstrate strong, sustained partnerships with employers in the target industry sectors.
- Describe how the partnerships will be integrated into all phases of the project—from design to implementation—and include clearly defined roles.
- Describe how employers will co-design training curricula to ensure alignment with current and emerging industry needs.
- Describe how employers will provide work-based learning opportunities such as internships, apprenticeships, job shadowing, and on-the-job training (OJT).
- Explain advisory roles to guide program relevance and responsiveness.
- Describe the resources, such as equipment, training space, mentorship, or co-investment in program delivery.

IV.4. Foster Cross-Sector Collaboration (Score range 0–5 points)

- Demonstrate robust partnerships across workforce development, education (including adult education consortia and community colleges), community-based organizations (CBOs), and employers.
- Define the established commitments with established partners and the leverage resources they will provide for the project.
- Describe how the project will foster long-term working relationships with employers and other partners that will enhance the project's success, aligning with the needs of the target population and service area.
- Describe how the project will build a network of employers, workforce partners, and CBOs to support job placement and close gaps in providing training to the target population(s).
- 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(s) in the project 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(s) with opportunities to gain in-demand skills and obtain high-quality employment.

Section V – Statement of Capabilities (Maximum 15 points)

V.1. Capability and Knowledge (Score range 0–5 points)

- Demonstrate or identify opportunities to expand capabilities and knowledge in conducting and administering programs for the target population(s).
- Demonstrate capacity to collect and report financial and participant performance data as required by SFP and/or Subgrant Agreement.
- Provide examples of accomplished outcomes.
- Describe past or present projects that have prepared participants for good-quality jobs and how grant funds will build on these experiences.
- Describe past success in preparing participants for quality jobs defined in the SFP. Provide concrete performance outcomes.
- If the organization has limited experience and/or capacity, describe how past or current partnerships with higher-capacity, more experienced agencies satisfy the requirements in this section.

V.2. Staffing and Organizational Capacity (Score range 0–5 points)

- In no more than 300 words, describe your organization’s experience with programs like the one proposed.
- List and describe key positions.
- Include an organizational chart.
- If staff are not currently identified, describe the process of identifying, hiring, or appointing key staff.

V.3. Capacity for Data Analysis and Evaluation (Score range 0–5 points)

- Demonstrate your capacity for success based on previous program experience.
- Describe the rationale for the selected service models, training approaches, and supportive interventions, citing relevant data or evaluations where applicable.
- Describe the organization's capacity for robust data collection, analysis, and reporting, including how you will:
 - Track participant progress across education, training, and employment milestones.
 - Disaggregate data by population characteristics to assess equity in outcomes.
 - Monitor performance against WIOA indicators and other program-specific metrics.
 - Utilize data to inform real-time decision-making and make informed adjustments to programs.

Section VI- Budget Summary Narrative and Plan (Maximum 10 Points)

VI.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).
- The Budget Summary and Supplemental Budget explain all line items.

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

VI.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 Budget Narrative clearly explains all line items in the Budget Summary (Exhibit F).

Refer to the exhibit instructions below for detailed information on completing Exhibit F2.

Exhibit F – Budget Summary (ExF)

- 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 completely. Total Funding using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- Under 'Amount Leveraged,' enter the amount identified in the Project Narrative (Exhibit A) and documented in the commitment letters.
- The amounts entered for Total Funding in the *Budget Summary Plan (Exhibit F)* must match those listed on the Cover/ Signature page.
- If the applicant plans to purchase equipment with a unit cost of \$10,000 or more and a useful lifespan of more than one year, the Supplemental Budget (Exhibit G), Section I, Equipment, must be completed.
- If an applicant plans to sub-award funds to sub-recipients to carry out a portion of the grant services, Sections II (subrecipient) and III (Contractor) of the *Supplemental Budget (Exhibit G)* must be completed.
- If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G)* must be completed.

Exhibit F: Budget Summary must be submitted in MS Word format. Save this document according to the naming convention: "XYZ ETPP PY 24-25 ExF."

Exhibit F2 – Budget Narrative (ExF2)

- Provide detailed justification in the Budget Narrative (Exhibit F2) for each line-item cost contained in the Budget Summary Plan (Exhibit F). For example, a thorough rationale for staff salaries should include each title or position, a narrative of the staff roles, responsibilities, activities, annual salary, the percentage of staff time devoted to the project, and the corresponding portion of their salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to participants.
- **In Sections A-D: Staff Salaries** enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant 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, list each staff position.

- In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
- In Column 3, enter the staff Fringe Benefit cost.
- In Column 4, calculate the Total by adding the product listed in Column 2 (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. Award recipients and critical staff must attend quarterly meetings, CoP, and other activities coordinated by EDD-approved TA providers; all travel costs are included in the budget.
- **In Section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in Column 2 of the items listed in Column 1 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of any Required or Targeted Activities. In the table, list the dollar amount in the Cost column.
- **In Section H**, enter the total cost of furniture and equipment on the provided line. Refer to OMB Uniform Guidance Section [200.313](#), and EDD Directives [WSD16-16](#), Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), [WSD16-10](#), Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and [WSD17-08](#), Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
- In-Line Item 1 enter the total expenditure for Equipment and Furniture items that cost less than \$10,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
- In-Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than \$10,000. Include the item's name, cost, and quantity in the indicated space. If any items are listed in Section G.2., complete Exhibit G.
- In In-Line Item 3, provide the estimated Equipment Lease dollar amount. Explain the calculation below the line item.
- **In Section I (if applicable)**, include the total cost of Contractual Services (Section 3 of Supplemental Budget, Exhibit G) on the line provided. Describe in detail.
- **In Section J (if applicable)**, enter the total Indirect Costs on the line provided. The Indirect Cost Rate must be negotiated and approved by a Cognizant Agency, per Appendices III through VII of Uniform Guidance, [2 CFR 200](#).
- **In Section K**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections. Specify whether an expense is for an

Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.

Exhibit F2 Budget Narrative must be submitted in MS Word format. Save this document according to the naming convention: "XYZ ETPP PY 24-25 ExF2."

Exhibit G – Supplemental Budget (ExG)

Exhibit G – Supplemental Budget, Section 1: Equipment

- If the applicant plans to purchase equipment with a unit cost of \$10,000 or more and a useful life span of more than one year, *Section 1: Equipment of the Supplemental Budget (Exhibit G)* 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. All equipment with a unit cost of \$10,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.
- A separate request to purchase equipment must be submitted to the EDD for approval. See Basic Considerations in OMB Uniform Guidance Sections [200.407](#) and [200.313](#). Refer to EDD Directives [WSD16-16](#), Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), [WSD16-10](#), Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and [WSD17-08](#), Subject: *Procurement of Equipment and Related Services* (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."
- Disclaimer: Project operators must follow applicable procurement requirements

Exhibit G – Supplemental Budget, Section 2: Subrecipient

- If an applicant plans to award and fund a subrecipient to carry out a portion of the grant services, *Section II: Subrecipients of the Supplemental Budget (Exhibit G)* must be completed.
- The Service Provider Name Column must list the name of the subrecipient.
- The Sub Awarded 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 Column.
- Right-click on the Total cell in the Sub awarded Amount Column and select "Update Field" to populate the total award for each amount listed in the Sub awarded Amount Column.

Exhibit G – Supplemental Budget, Section 3: Contractor

- Section III of Exhibit G - Supplemental Budget is for contractual services. Contractual Services 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 III: Contractor* must be completed.
- The Description-Type of Service Column must list the type of services the contractor will provide through procurement.
- The Cost Column must contain the service 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 will be competitively procured to provide the contractual services for each service listed in the Description-Type of Service Column.
- 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 naming convention: "XYZ ETPP PY 24-25 ExG."

Exhibit H – Logic Model (ExH)

- Must include the statement of needs from Exhibit A: Project Narrative
- Must consist of appropriate outputs/deliverables
- Must include appropriate outcome(s)

See Appendix G for a sample of a Logic Model

Exhibit J – Partner Roles and Responsibilities (ExJ)

- List all partners in the Organization Column.
- To add a row for additional partners, hover over a row in the far-left column and select the plus sign symbol when it appears. Then, copy and paste the preformatted rows into the newly added rows using the paste option "Overwrite Cells."
- Enter the contribution amounts for the Leveraged Resources Amount Column, if available.
- Right-click "Update Field" to populate the Total Leveraged Resources Cell.
- The Roles and Responsibilities column should include concise summaries of the specific tasks, services, or support partners provided for each organizational type. A more in-depth description of roles and responsibilities can be provided in the Project Narrative.
- List the source under the Leveraged Resources Column for partners providing leveraged resources.
- Check "Yes" in the Partnership Agreement Letter Column if a partner provided a Partnership Agreement Letter.

Exhibit J Partner Roles and Responsibilities must be submitted in MS Word format. Save this document according to the naming convention: "XYZ ETPP PY 24-25 ExJ."

Exhibit K – Performance Goals Matrix (ExK)

- Complete and submit each target population's Performance Goals Matrix (Exhibit K).
- The state requires subrecipients to track the total number of participants enrolled in education, training, and/or training-related employment. Data written in the narrative should be reflected in the Performance Goals Matrix (Exhibit K). The program requires that all data associated with performance be tracked in CalJOBS.
- In the Performance Goals Matrix (Exhibit K), the rows under Performance Goals Descriptions list the required performance indicators for this grant.
- In the second column, under Total Participants, enter the total planned number of participants for each performance goal in the first column.
- The Performance Goal Rate (%) column is a calculated field. Do not delete or enter figures in the calculated fields. Once the data in the Total Participants column has been completed, right-click on each cell marked "! Zero Divide" and select "Update Field" to populate the Performance Goal Rate column.
- Performance Goal Rate Formulas:

- Number to be enrolled in certified training and work-based learning (WBL)

$$\frac{\text{Number to be enrolled in certified training and work – based learning (WBL)}}{\text{Total Participants to be served}}$$

- Number enrolled scheduled for completion of credentials.

$$\frac{\text{Number enrolled scheduled for completion of credentials}}{\text{Total Participants to be served}}$$

- Employment Rate 2nd Quarter after Exit

$$\frac{\text{Employment Rate 2nd Quarter after Exit}}{\text{Total Participants Exited}}$$

- Employment Rate 4th Quarter after Exit

$$\frac{\text{Employment Rate 4th Quarter after Exit}}{\text{Total Participants Exited}}$$

- Credential Attainment within 4 Quarters after Exit

$$\frac{\text{Credential Attainment within 4 Quarters after Exit}}{\text{Total Participants Exited}}$$

Refer to EDD Directive *Performance Guidance for Procurement Guidelines* ([WSD22-01](#)).

Note: Subrecipients must complete detailed expenditure and enrollment plans if they are awarded as part of the Subgrant Agreement.

Provide the average cost per participant

To calculate the cost per participant, follow these steps:

1. Determine the total cost of the training program: This includes all relevant costs such as instructor fees, materials, and venue costs.
2. Identify the number of participants: This is the total number of participants served during the year by the program.
3. Divide the total cost by the number of participants: This gives you the cost per participant.

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 Initialism] ETPP PY 24-25 [Attachment title]". For example, "XYZ ETPP PY 24-25 CovSign" for the Cover Signature Page. File names must not exceed 40 characters. Disclaimer: The exhibit attachment has been formatted for accessibility in compliance with the Americans with Disabilities Act. All Exhibit Attachments must be completed in the format provided.

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: "[Applicant Initialism] ETPP PY 24-25 CovSign". For example, "XYZ ETPP PY 24-25 CovSign". File names must not exceed 40 characters.

Executive Summary (ExecSum)

The Executive Summary is limited to three pages in length. 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 the requirements will be returned to the applicant for revision. Refer to the bulleted list below for detailed instructions. Save this document according to the naming convention: "[Applicant Initialism] ETPP PY 24-25 ExecSum". For example, "XYZ ETPP PY 24-25 ExecSum". File names must not exceed 40 characters.

Executive Summary Content

Target Population(s)

- List the target population(s) that the project will serve and describe the barriers to employment, training, and services.

Industry(ies) of Focus

- Targeted organizations and industries must be alphabetically and adequately capitalized (for example, Advanced Manufacturing, Business Services, Cybersecurity, Healthcare, Information Technology, and Security Services).
- Do not include a narrative in this space.

Regions/Counties to be Served

- If serving more than one region/county, list in alphabetical order.

Key Partners

- List critical partners in a bullet 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 the outreach plan highlights (this section should summarize the project outreach).
- Use complete sentences and proper grammar.

Proposed Outcomes

- Proposed outcomes are distinct from performance goals. Outcomes are mid- and long-term results that demonstrate individual participants' progress toward successful career pathways and reflect meaningful changes in the workforce system.
- Include the proposed outcomes of your project in a short narrative.

Commitment Letters (ComLtr)

Applicants are required to demonstrate a minimum of 20 percent leveraged resources in relation to the total requested funds, to be calculated according to the following example:

Requested Funds: \$2,000,000

Minimum Leveraged Resources: $(\$2,000,000) \times (20\%) = \$400,000$

Leveraged resources can be leveraged from various sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may include other WIOA funds, provided this project's scope falls under the allowable activities of those funds.

Leveraged funds will be subject to the reporting requirements in *Monthly and Quarterly Financial Reporting Requirements* ([WSD19-05](#)) (December 4, 2019) and Title 2 CFR Part 200: Uniform Guidance, Section [200.306](#).

The definition of “cash contribution” is a contribution of funds made available to the subrecipient to be explicitly used for project activities and must be consistent with the allowable activities of the funding source. The awarded subrecipient has control over and disburses these funds. Examples include but are not limited to funding received from employers, foundations, private entities, or local governments.

“In-kind contribution” is a contribution of non-cash resources explicitly used for project activities. This type of contribution includes, but is not limited to, donated personnel or staff, services, and use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource, and the value of the space and instruction qualifies as an “in-kind” contribution.

Each commitment letter must contain the following:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from or enhance what already exists locally.
- Be signed by an authorized signatory representative of the partner agency with the contact’s name, title, and telephone number.
- Be dated within the grant competition period between October 28, 2025, to December 8, 2025.
- Be submitted together in one continuous PDF entitled “[Applicant Initialism] ETPP PY 24-25 Commit Letters”. For example, “ABC ETPP PY 24-25 Commit Letters”. Names must not exceed 40 characters.

Partnership Agreement Letters (PartLtr)

Applicants must submit letters of agreement regarding the strategic partnerships established in the proposal. Each partnership agreement letter must:

- Describe each partner's specific roles and responsibilities in relation to the project's goals.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.
- Be dated within the grant competition period, October 28, 2025, to December 8, 2025.
- Letters must be submitted in one continuous PDF entitled “[Applicant Initialism] ETPP PY 24-25 Partner Letters.” For example, “ABC ETPP PY 24-25 Partner Letters.” Names must not exceed 40 characters.

Please note: Evidence of partnership commitments, such as compacts, agreements, and memoranda of understanding (MOUs), is acceptable. However, MOUs and formal partnership letters will score higher since they guarantee higher levels of collaboration.

Indirect Cost Declaration (ICD)

The Indirect Cost Declaration must be completed to indicate if an organization is going to claim indirect costs for this WIOA Title I program and, if so, which indirect cost method will be used:

- Indirect Cost Rate Agreement (ICRA) - Attach ICRA and indirect cost certification letter
- Cost Allocation Plan (CAP) - Attach CAP and certification letter
- De Minimis Rate - Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit. Check only if you do not receive more than \$35 million annually in direct federal funds and you do not have a currently approved ICRA.
- An ICR approved by the Employment Development Department - Attach the ICR proposal and indirect cost certification letter.

Applicants must adhere to OMB Uniform Guidance Part 2 [CFR 200.414](#) Indirect Costs if electing to use an IDCR. The applicant must complete the Word version provided in the SFP and sign it by the authorized signatory. Save and submit this document according to the naming convention: “XYZ ETPP PY 24-25 ICD”.

Please note: If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency OR attach a Cost Allocation Plan with a certification letter. Save and submit this document according to the naming convention: “XYZ ETPP PY 24-25 ICRA”.

Appendix B: WIOA Allowable Activities

The WIOA permits three career services: (a) basic career services, (b) individualized career services, and (c) follow-up services.

Basic Career Services

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

- Provision of information regarding the Local Area performance that specifies local performance accountability measures, as well as any additional performance information relating to the area’s one-stop delivery system.
- Provision of information relating to the availability of supportive services or assistance, including child care; child support; medical or child health assistance available through the State’s Medicaid program and Children’s Health Insurance Program; benefits under the CalFresh Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program.
- Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America’s Job Center of CaliforniaSM (AJCC) must provide “meaningful assistance” to individuals seeking assistance in filing a UI claim. The term “meaningful assistance” means the following:
 - Assisting on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants.
 - Assisting by phone or via other technology, if the assistance is provided by trained and available staff and within a reasonable time.
 - Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under the WIOA.

Individualized Career Services

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - Conducting in-depth interviews and evaluations to identify employment barriers and establish employment goals.
- Development of an individual employment plan to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals, including information about eligible training providers.
- Group counseling.
- Individual counseling.

- Career planning.
- Short-term pre-vocational services include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

Follow-up Services

Follow-up services, such as counseling regarding the workplace, are provided for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment. Participants may receive follow-up services for up to 12 months after the first day of employment.

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

Appendix C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the WIOA must comply with the OMB Uniform Guidance 2 CFR [Part 200](#) and U.S. DOL exceptions 2 CFR Part [2900](#). In general, to be an allowable charge under the WIOA, a cost must meet the following criteria:

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

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

Figure C.1: Allowable Costs Legend

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable

Legend Key	Legend Key Definition
NS	Not Specified in the Uniform Guidance

Users should delve further into the various information sources if a cost item is denoted with two or more legend keys, as they may provide the additional necessary clarity. If this effort does not provide the essential information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought before contacting the project manager or Regional Advisor. The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Figure C.2: Cost Items Matrix

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Advertising and public relations	A/U	A/U	A/U	200.421	
	Advisory councils	AC/U	AC/U	AC/U	200.422	
	Alcoholic beverages	U	U	U	200.423	
	Alumni/ae activities	U	NS	NS	200.424	
	Audit services	AC/U	AC/U	AC/U	200.425	
	Bad debts	U	U	U	200.426	
	Bonding costs	A	A	A	200.427	
	Collection of improper payments	A	A	A	200.428	
	Commencement and convocation costs	AC/U	NS	NS	200.429	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Compensation – personal services	A/U	A/U	A/U	200.430	
	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
	Conferences	A	A	A	200.432	
	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
	Contributions and donations	U	U	U	200.434	
	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
	Depreciation	AC	AC	AC	200.436	
	Employee health and welfare costs	A	A	A	200.437	
	Entertainment costs	U/AP	U/AP	U/AP	200.438	
	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
	Exchange rates	AP	AP	AP	200.440	
	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	200.441	
	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
	General cost of government	NS	NS	U/A	200.444	
	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
	Intellectual property	A/U	A/U	A/U	200.448	
	Interest	AC/U	AC/U	AC/U	200.449	
	Lobbying	U	U	U	200.450	
	Losses on other awards or contracts	U	U	U	200.451	
	Maintenance and repair costs	A	A	A	200.452	
	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
	Organization costs	U/AP	U/AP	U/AP	200.455	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Participant support costs	AP	AP	AP	200.456	
	Plant and security costs	A	A	A	200.457	
	Pre-award costs	AP	AP	AP	200.458	
	Professional services costs	A	A	A	200.459	
	Proposal costs	A	A	A	200.460	
	Publication and printing costs	A	A	A	200.461	
	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
	Recruiting costs	A/U	A/U	A/U	200.463	
	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
	Scholarships and student aid costs	AC	NS	NS	200.466	
	Selling and marketing	U/AP	U/AP	U/AP	200.467	
	Specialized service facilities	AC	AC	AC	200.468	
	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
	Taxes	AC	AC	AC	200.470	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Termination costs	AC/U	AC/U	AC/U	200.471	
	Training and education costs	A	A	A	200.472	
	Transportation costs	A	A	A	200.473	
	Travel costs	AC	AC	AP	200.474	
	Trustees	A	A	NS	200.475	

Appendix D: Administrative Costs

Under the WIOA, there is an administrative cost limit of 10 percent. As stated in 20 CFR Section [683.215](#), the following WIOA Title I function, and activities constitute the costs of administration subject to the administrative cost limitation:

1. “The administration costs are expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, and local fiscal agents, which are unrelated to the direct provision of WIOA services, including services to participants and employers. The ETPP costs can be both personnel and non-personnel, direct and indirect.”
2. The costs of administration are the costs associated with performing the following functions:
 - a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - 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 the ETPP administrative functions
 - Fiscal agent responsibilities
 - b. Performing oversight and monitoring responsibilities related to WIOA administrative functions.

- c. 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.
 - d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems), including the purchase, systems development, and operating costs of such systems.
- 3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
 - a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - c. Except as provided in item 2a of this section, all costs incurred for functions and activities of subrecipients, and contractors are program costs.
 - d. Continuous improvement activities are charged to the administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
- 4. Costs of the following information systems, including the purchase, systems development, and operational costs (for example, data entry), are charged to the program category:
 - a. Tracking or monitoring of participant and performance information.
 - b. Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.

- d. Local Area performance information.

- e. Information relating to supportive services and unemployment insurance claims for program participants.

5. Where possible, entities identified in item 1 must make efforts to streamline:

- a. Services in item 2a-2e of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

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](#))

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

California Association for Local Economic Development ([CALED](#))

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](#))

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

California Department of Finance-Demographic Research ([DOF](#))

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

California Department of Health Care Services ([DHCS](#))

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

California Department of Education ([DOE](#))

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](#))

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](#))

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

California Department of Social Services ([DSS](#))

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

California Employment Development Department ([EDD](#))

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](#))

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](#))

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](#))

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

California Workforce Association ([CWA](#))

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](#))

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](#))

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

Final Rule ([Uniform Guidance](#))

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

EDD Labor Market Information Division ([LMID](#))

Find labor market information to research and write the proposal.

Local Workforce Development Areas ([Local Area](#))

A listing of Local Areas with addresses and contact information.

Office of Management and Budget ([OMB](#))

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

Resources for Grant Subrecipients ([EDD Resources](#))

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](#))

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

U.S. Small Business Administration ([SBA](#))

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

U.S. Chamber of Commerce – Institute for Competitive Workforce ([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](#))

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

Workforce Development Solicitation for Proposals ([SFP](#))

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

WorkforceGPS ([WorkforceGPS](#))

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

Workforce Innovation and Opportunity Act ([WIOA](#))

The act governing the funds made available in this SFP.

Appendix F: CalJOBS Workstation and Software Requirements

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

System	Hardware Required	Software Required	Connectivity
Client Workstation	Processor: PIII or higher Memory: 2 GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher 3rd-Party Software (described after the table): Meadco ScriptX ActiveX 7.4/ Object/ Microsoft Silverlight 3² DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380k or higher
Staff/ Administrator Workstation	Processor: PIII or higher Memory: 2GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh 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/ Object Microsoft Silverlight 3 DynamSoft 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](#)
-  [Mozilla Firefox | Download Latest Version](#)
-  [Apple Safari | Download Latest Version](#)
-  [Opera | Download Latest Version](#)
-  [Microsoft Edge | Download the Latest version](#)

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](#)
-  [Google Chrome for iOS](#)
-  [Firefox for iOS](#)

Android

-  [Google Chrome for Android](#)

-  [Firefox for Android](#)

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 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
Adobe Flash	v11+	v11+	Adobe Flash
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
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 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. The 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 the unsupported browser versions, the browser should be updated to avoid compatibility issues.

Appendix G: Logic Model Sample



Employment Training Pathways for Target Populations Program Year 2025-26 Logic Model

Organization Name:				
Project Name:				
Refer to the Solicitation for Proposals for population definition and eligibility information.				
Please note: There is a three-page limit for this document.				
*PROBLEM/Statement of Need(s)	INPUTS	ACTIVITIES	*OUTPUTS	*OUTCOME
The community target population problem the project activities (interventions) are designed to address.	<i>What we invest</i> includes the number of participants and cost and financial, organizational, and community resources available for carrying out a program's activities.	<i>What we do-</i> the processes, tools, events, and actions used to bring about a program's intended changes or results.	Direct products from program activities.	Long-Term <i>Meaningful changes in employment, earnings, and life conditions.</i>
OYAs in rural areas and cities in the Central Valley are unemployed, underemployed, and large numbers of youth lack postsecondary credentials or high school diplomas.	Target Populations: (1) Out-of-school OYA in the Central Valley. Core Activity: LEA outreach to better inform about programs and services available	The Program and Services for OYA: • Mentoring • Education and Training • Occupational skills training • Leadership development • Supportive Services	Provide skills training and job placement in medical assisting to 100 young adults in partnership with the ABC Adult School and Central Valley Community Clinic Consortium	Increased numbers of OYAs will be working in jobs in the healthcare field at wages at or above the local area median wage

*Must include the statement of needs, the appropriate outputs/deliverables, and the appropriate outcome(s) from Exhibit A: Project Narrative