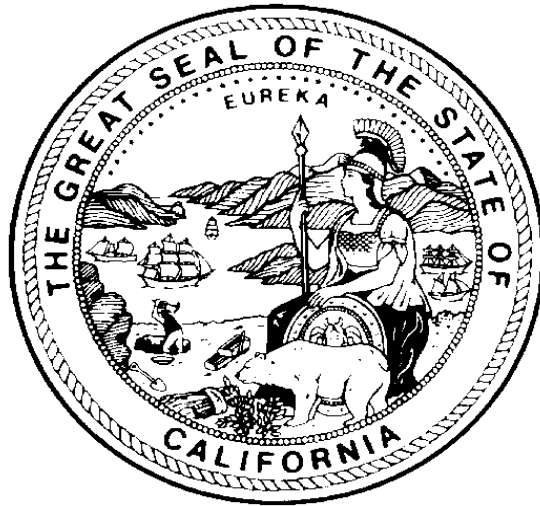


NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department
in coordination with the California Workforce Development Board
on behalf of the California Labor and Workforce Development Agency

Workforce Innovation and Opportunity Act
English Language Learner Pathways to Careers
Program Year 2019-20

Solicitation for Proposals



February 2020

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

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Table of Contents

Sections

Section 1: Overview	3
Section 2: Significant Dates	10
Section 3: Questions and Answers.....	10
Section 4: Proposal Submission	10
Section 5: Required Proposal Content.....	11
Section 6: Award and Contracting Process.....	14
Section 7: Appeal Process.....	16
Section 8: Administrative Requirements	17

Appendices

Appendix A: WIOA Allowable Activities	21
Appendix B: Administrative Costs.....	24
Appendix C: Allowable Cost and Cost Items Matrix	26
Appendix D: Internet Resources	31
Appendix E: State Reporting System Hardware and Software Requirements	35

Proposal Package Instructions and Exhibits

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the English Language Learner (ELL) Pathways to Careers Program Component. Applicants should carefully read the SFP for the required elements and follow the instructions in order to meet the proposal application requirements:

- [Program Proposal Instructions \(DOCX\)](#)
- [Program SFP Cover/Signature Page \(DOCX\)](#)
- [Program SFP Exhibit A- Proposal Narrative \(DOCX\)](#)
- [Program SFP Exhibit I – Project Work Plan \(DOCX\)](#)
- [Program SFP Exhibit J – Partner Roles and Responsibilities \(DOCX\)](#)
- [Program SFP Exhibit K – Performance Goals Matrix \(XLSX\)](#)
- [Program SFP Exhibit E – Expenditure Plan \(DOCX\)](#)
- [Program SFP Exhibit F – Budget Summary \(DOCX\)](#)
- [Program SFP Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [Program SFP Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)

Section 1 – Overview

A. Purpose

The Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency (LWDA), are pleased to announce the availability of up to \$1.4 million in *Workforce Innovation and Opportunity Act* (WIOA) Governor’s Discretionary funds for the English Language Learner (ELL) Pathways to Careers Program. These funds will support projects that increase access for target populations, align WIOA programs, implement co-enrollment strategies, leverage other program funding, provide supportive services, and create onramps to career pathways and or pre-apprenticeship/apprenticeship opportunities for California’s ELL population¹. Co-enrollment may include enrollment in WIOA Title I, Title II/adult education programs, Title III, and human service programs² or other WIOA unified plan programs. Pathways to careers may include onramps into existing career technical education pathways, onramps to existing apprenticeship programs, the establishment of pre-apprenticeship, or other work-based learning (WBL) opportunities for English learners. The selected ELL projects are expected to work in collaboration with community-based organizations (CBOs), and other workforce partners (including WIOA Title II/adult education programs, human service organizations where possible, or other WIOA unified plan partners³).

Background and Vision of the ELL Pathways to Careers Program

The purpose of this SFP is to expand existing ELL navigator projects and/or create new projects with a focus on implementing a navigator model that incorporates co-enrollment strategies that build towards pre-apprenticeship, apprenticeship, WBL, career pathways and ultimately employment. This program provides an opportunity to enhance partnerships with adult education, human service programs, and other WIOA unified plan partners including CBOs. The new ELL program expands and focuses on utilizing the documented best practices and

¹English Language Learner is defined by the ETA 9170 as a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Refer to Appendix D for the ELL definition.

²Human Service Programs can include CalWORKs, CalFresh, CalFresh Employment and Training (E&T), Refugee Programs, and other programs under the health and human services umbrella. CalFresh E&T does not exist in all counties; Refer to Appendix D for an overview of the CalFresh and CalFresh E&T program. We encourage local areas to collaborate with human service programs where partnerships exist and/or use this effort to start working towards the development of new partnerships.

³Unified Plan Partners are those groups that are part of the WIOA Unified State Plan. The link to the state plan can be found in Appendix D.

Workforce Innovation and Opportunity Act Solicitation for Proposals ELL PY 19-20

strategies from the Program Year (PY) 2017-18 ELL Navigator Pilot, incorporating the emerging strategies from the PY 2018-19 ELL Co-enrollment Pilot, and developing new and innovative strategies that are replicable and sustainable, and lead to employment for ELLs. Projects are expected to implement evidence-based practices where available and share lessons learned with the state.

Applicant's proposed strategies should foster success for individual ELL participants and promote system wide implementation within the applicant's local area. The strategies must be sustainable beyond the life of this grant, and be replicable in other California communities that face similar challenges. These solutions will be shared with the Regional Planning Units and other stakeholders to create lasting change and improvements in the workforce system.

ELL Pathways to Careers Program Helps Meet WIOA Plan Goals

California's State Plan for the WIOA, *Skills Attainment for Upward Mobility; Aligned Services for Shared Prosperity* (Strategic Plan), prioritizes regional coordination among key partners, sector-based employment strategies, skills attainment through WBL⁴ and other effective training models (including, but not limited to pre-apprenticeship⁵ and apprenticeship⁶), and development of career pathways. The ELL Pathways to Careers Program will help English learners enter a path towards meeting these goals. Applications should advance the goals of the State WIOA Strategic Plan and build workforce system infrastructure and capacity through:

- **Collaboration** among partners in the development of service delivery strategies that implement strategic co-enrollment, align resources to better connect English learner job seekers to employment, training, and supportive services.
- **Innovation** that creates new strategies, programs, and activities or adapts existing approaches to better serve ELLs in workforce development and skill attainment.
- **System change** that uses these subgrants to expand proven strategies, further promote innovation, and inform the program and policy changes that eliminate access barriers and improve outcomes for ELLs through the project, and beyond the grant period.

Project Goals and Objectives

Immigrants make up one-third of the California workforce, and many face barriers to employment due to a lack of English language skills. The ELL Pathways to Careers Program funding should be used to expand and enhance workforce opportunities for these individuals in accordance with the following goals and objectives:

⁴ The WBL programs are programs that combine applied learning in a workplace setting with paid wages, which in turn allow workers or students to gain work experience and develop skills and competencies directly relevant to the occupation or career for which they are preparing. These programs can also combine classroom instruction with paid on-the-job training (Unemployment Insurance Code §14005).

⁵ Pre-apprenticeship programs provide basic skills, work experiences, and other support to help participants obtain the skills needed to be placed into an apprenticeship.

⁶ Apprenticeship combines on-the-job training with job related instruction, for purposes of this effort, traditional and non-traditional apprenticeships are encouraged.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Goals

- Successfully expand existing ELL navigator models, or implement a new navigator model that focuses on enhancing partnerships, strategic co-enrollment, integrated service delivery, and placing ELLs into a career pathway track (including pre-apprenticeship, apprenticeship, and other WBL models)
- Enhance or establish strong partnerships and infrastructure to strategically co-enroll participants (based on an individualized assessment of their needs) in Title I, Title II/adult education programs, Title III, and human service programs or other WIOA unified plan programs that place individuals on a career pathway and/or assist with wraparound services
- Enhance and/or expand existing collaborations and partnerships with CBOs or other local/regional entities that have a demonstrated history of assisting English learners in successfully remaining in education and training programs and providing wrap-around services (e.g., child care, mental health, health, financial literacy, and other supportive services)
- Improve labor market and skills outcomes for the ELL population through the development and implementation of strategies, such as career pathways programs that fill gaps for ELLs, align systems, and enhance customer services to ensure greater access to workforce services and support through the process
- Leverage partnerships, resources, and programs to better align services for the ELL population through a navigator model where the following exists:
 - Common intake/streamlined intake and assessment
 - Strategic co-enrollment
 - Shared case management
 - Continuity of service delivery
 - Strategic career pathways planning assistance
 - Leveraging of resources
 - Elimination of duplication of services
 - Improved participant experiences and outcomes
- Create new models for service delivery and funding alignment that can be expanded system wide within the project's local workforce development area (LWDA), and can be replicated across the state and tailored to regional needs
- Leverage state investment with commitments from industry, labor, public, and community partners
- Plan for and implement a sustainability plan to promote project continuation post state investment

Objectives

- Conduct targeted outreach and increase access to workforce services for the ELL population. Outreach is a funded career service under WIOA, and a targeted outreach plan for ELL populations is required for participation in this project.
- Increase the numbers of ELLs in career pathways, pre-apprenticeship, apprenticeship, and other WBL models

Workforce Innovation and Opportunity Act Solicitation for Proposals ELL PY 19-20

- Develop and implement a common intake process
- Coordinate and inform state partners on the following:
 - Data sharing needs/barriers
 - Policy barriers
 - Best practices
 - Barriers to co-enrollment
 - Developing and implementing career pathways and WBL strategies
 - Other issues related to effectively serving ELL populations
- Expand existing (or implement a new) navigator model, to include the following:
 - A culturally relevant approach that meets the needs of the local demographics
 - Services that are linguistically accessible to the English learner population in the community
 - Outreach that leverages community partnerships and engages prospective applicants in their residential, social, and/or work communities
- Utilize a shared case management system to ensure ELL participants are successfully meeting their program goals and moving towards program completion
- Implement cross-training of program staff and partners to ensure “no wrong door” access to services
- Implement shared case management and other human centered design changes that increases access to services and support outcomes and completion

Successful applicants will seek to achieve the project goals outlined above by designing and developing innovative ideas that have the potential to increase the effectiveness, scale, and/or capacity of existing workforce system programs and funding streams that serve English learners. Successful applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes.

Information on the first round of ELL Navigator projects funded, including findings from self-assessments and other resources, is available in Appendix D in the ELL Workforce Navigator Pilot Program link.

Additional information may be found on the California Workforce Development Board website link in Appendix D under ELL Navigator Initiative.

Project Design

Award recipients will create partnerships and strategies that bridge WIOA workforce system gaps for ELL and immigrant populations. These programs will implement evidence based practices where available to change practices in the workforce system to better serve the ELL population. Strong collaboration, strategic co-enrollment, and navigation services between programs is at the core of this project.

Successful applicants will demonstrate how their project will direct existing resources and efforts, in new, more innovative, efficient, and effective ways to serve English learners. These efforts should not rely on a sole ELL Navigator or case manager providing specialized services, nor should it create or reinforce service delivery silos or funding silos, but rather should result

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

in strategies that enhance partnerships, facilitate co-enrollment, increase staff and partner capacity to serve English learners, and establish the systems and infrastructure to facilitate co-case management and common intake. Successful applicants will demonstrate how the proposal is practicable and replicable along with a sustainability plan to institutionalize practices.

Project Team

Successful applicants will develop a team composed of a local workforce board(s), adult education partner(s), human services programs, CBOs, and other WIOA unified plan partners. The state encourages partnership with human service programs, CBOs, WIOA Titles I-IV, and other special grants and initiatives beyond the required partnerships, where possible. Applicants must identify each team member and describe the role of the project team and its members in project development, implementation of the navigator model, strategic co-enrollment implementation, and each partner's role in ensuring sustainability beyond the life of the grant.

The ELL Pathways to Careers applicants at the minimum must include: (1) Title III, (2) other WIOA unified plan partner, (3) an adult education partner and (4) one or more CBOs that serve immigrant communities, ELLs, or are a non-profit organization promoting issues affecting immigrants and ELLs. Applicants must demonstrate that strong relationships already exist or are in the process of being established.

Project team partners determine the design and approach. Applicants should review existing materials for previously funded ELL Navigator sites to learn about existing practices, challenges and successes, and may propose adopting an existing practice or a using new approach, at their discretion. Strong applicants will clearly articulate their own proposed model and partnerships, and should describe strategies to successfully recruit and enroll ELLs into their programs. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful awards will show how their activities can be applied more broadly to create population, system, or regional impact.

Project Activities

Award recipients will implement a navigation project that includes collaboration, co-enrollment, and integrated service delivery leading towards pathways to careers, leveraging other WIOA programs and human service programs. Strong coordination across program partners is expected in order to achieve outcomes that will benefit the ELL population. Award recipients will be required to use a portion of their funds to support community partners collaborating to enhance the infrastructure to serve the ELL population. The CBO Partners should have an established relationship with the target population, experience with outreach, bilingual staff (based on community needs), offices accessible (geographically and hours served) to the immigrant/ELL community, and a record of accomplishment successfully serving English Learners. If an applicant seeks to subcontract services to CBOs, the applicant must include detailed information on the partner's role, capacity, and experience, including prior work with

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

the target population, grant partners, and/or WIOA programs, as well as relevant outcome data, in their proposal for the EDD's approval. A description of funds and in-kind or cash match should be provided for project partners. Participants enrolled in the ELL Pathways to Careers Program must be entered in CalJOBS. Additional metrics will be tracked, including participant co-enrollments, and partners must ensure that in collaboration with the state (and necessary state partners) that the appropriate data sharing agreements are in place to support implementation of this project.

B. Eligible Applicants

Two types of projects are eligible to be funded.

1. ELL Pathways to Careers Program – Applications will be accepted from LWDA's that include partnerships as outlined in this SFP.
 - **The LWDA recipients of the ELL Co-Enrollment Pilot (PY 18-19) grant funding and individuals using such funds are not eligible to apply.**

C. Eligible Participants

The ELL is a WIOA, Title I Adult Governor's Discretionary grant, therefore except as otherwise specified in section 132 of WIOA, the term "adult" is defined as an individual who is 18 years or older. The target population includes all ELLs eligible to participate in this program.

D. Funding

A total of \$1.4 million in WIOA Governor's Discretionary Funds are available through this SFP, with 5 to 7 awards, funded between \$200,000 and \$350,000 for each awarded program applicant. Final awards and participant counts may be adjusted depending on the number of successfully submitted proposals. It is the intent of this SFP to fund projects that can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability. Therefore, applicants are required to demonstrate a minimum of 40 percent match of cash and/or in-kind support from other sources, which is based on the total amount of grant funding requested.

Note – Proposed funding is based on anticipated availability of relevant funds, should anything change, the EDD reserves the right to make adjustments based on the level of funding.

E. Allowable Use of Funds

The program funds awarded in this SFP must be used to allow participants to obtain and retain employment by (1) providing direct services to participants; (2) hiring or appointing ELL Navigator(s) and/or other project staff; (3) staff development, training, and cross-training for the ELL Navigator(s) and other program staff and partners, and (4) travel for the ELL Navigator(s) and staff to attend mandatory convenings.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

WIOA and its associated Federal regulations, State and Federal directives, and Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements govern the use of the ELL funds. Refer to Appendices A, B, and C for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

F. Administrative Cost Limits

A maximum of 7.5 percent of the total project budget will be allowed for administrative costs for the ELL program and TA. For purposes of developing a budget, refer to Appendix B, *Administrative Costs*, page 24 for the definition of administrative costs.

G. Length of Project

The state expects that the performance period for participating projects funded under this SFP will be between 18 and 20 months. Grant funds will not be available for longer than 20 months. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state. During the first three to six months of the project, the ELL Pathways to Careers Program recipient organization is allowed to use the funds for administrative and start-up costs, including the hiring or appointment of an ELL Navigator(s).

H. Priority of the Project

Understanding the components and best practices of the previous ELL Pilots is critical. The ELL Pathways to Careers Program was established to continue and enhance the best practices identified in the ELL Navigator Pilot and the ELL Co-Enrollment Pilot.

Through this project, virtual or in-person communities of practice will be established and coordinated by the Technical Assistance (TA) staff. Project teams will access peer and expert TA, share successful program models, and coordinate performance and evaluation activities through the community of practice. In addition, other activities such as webinars, conference calls, and other TA related activities may be planned. Activities will be need-based, and awardees will inform the content. Project teams should budget for and plan to attend three in-person convenings throughout the grant period. The convenings will take place in the initial, middle and end phases of the grant.

The EDD requires the ELL Navigator(s) and key project staff to participate in training opportunities, communities of practice, and attend mandatory convenings. The ELL Navigator(s) will also partner with the EDD project management staff for TA including CalJOBS training and guidance during start-up, implementation, and throughout the grant period of performance. Start-up and training activities may take up to six months.

Section 2 – Significant Dates

Event	Date *
SFP release	February 25, 2020
Informational teleconference	March 11, 2020
Last date to email questions to EDD	March 6, 2020
Last date for EDD to respond to questions	March 13, 2020
Proposals due	March 20, 2020 by 3 p.m.
Proposal review and evaluation	March 23-25, 2020
Deadline to appeal	March 25, 2020 by 3 p.m.
Award announcements	May 2020
Estimated project start date	June 1, 2020

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

Section 3 – Questions and Answers

An informational teleconference is scheduled on March 11, 2020 at 10 a.m. PST to review application requirements and answer questions regarding the SFP. For call-in information, please send an email request to EDDWSBSFP1@edd.ca.gov by 12 noon on March 10, 2020.

The EDD will be using an electronic question and answer process beginning February 25, 2020. All questions must be emailed to EDDWSBSFP1@edd.ca.gov no later than March 6, 2020. Questions and the answers will be compiled and posted on the EDD website Workforce Development SFP no later than March 13, 2020

Section 4 – Proposal Submission

The deadline for the receipt of proposals is Friday, March 20, 2020 on or before 3 p.m. PST - late proposals will not be accepted. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. Exceptions will not be allowed, and there is no appeal for not meeting the proposal deadline.

Four (4) hard copy sets of the complete proposal, two (2) of these sets must have original wet signatures by the applicant's contact signatory authority, regardless of the method of delivery, must be received on or before 3 p.m. PT on, Friday, March 20, 2020. The EDD Workforce Services Branch (WSB) will accept in-person or courier-delivered proposals between 8 a.m. and 3 p.m. daily, excluding Saturdays, Sundays, and State holidays, through Friday, March 20, 2020. For a list of the documents required in the proposal submission, refer to Section 5, **Required Proposal Content, page 14.**

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

strong relationships already exist or are in the process of being established. Applicants are required to submit “partnership agreement” letters from each of the program partners. Each Partnership Agreement Letter must include the following:

- Describe in detail the specific roles/responsibilities the partner will have in the grant.
- Describe how the services will differ or enhance what already exists locally.
- Demonstrate that a high level of coordination exists, and the extent of the partnership and its anticipated outcomes.
- Signed by an authorized signatory representative of the partner agency with the contact name, title, and telephone number.
- Date letters between February 25, 2020 and March 20, 2020.
- Letters of Commitment for Match are required from each partner that pledges cash or in-kind match, *and the dollar* amounts must be included in the Partnership Agreement letter.

Applications that do not attach Partnership Agreement Letters will be deemed non-responsive and not considered for funding.

B. Budgeting Requirements

The ELL program applicants may submit a proposal for between \$200,000 and \$350,000 including a Budget Summary (SFP Exhibit F), Budget Narrative (SFP Exhibit F2), and a detailed justification for expenditures contained in the plan under Section VII of the Proposal Narrative (SFP Exhibit A). Applicants are required to submit a Supplemental Budget (SFP Exhibit G) if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of dollar amount. Also a detailed Expenditure Plan (SFP Exhibit E) must be completed to support and lines up with the Total Funding amount on SFP Exhibit F and the Total Cash/In-Kind Match on SFP Exhibit J.

Please use the following chart as a guide when considering the amount of your request:

Amount Requested*	Minimum number of ELLs enrolled in Project	Minimum Match / Leverage (40%)
\$350,000	120	\$140,000
\$300,000	100	\$120,000
\$250,000	80	\$100,000
\$200,000	60	\$80,000

***Amounts illustrated are for guidance only. Any appropriate amount up to \$350,000 may be submitted.**

C. Match Requirement (Program)

The ELL program applicants are required to demonstrate the minimum required match of 40 percent of the requested funds (Example – Request = \$350,000 then required match is \$140,000). To meet the minimum requirements regarding the match, applicants must (1)

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

demonstrate cash and/or in-kind match on *SFP Exhibit J- Partner Roles and Responsibilities* and (2) provide a letter of commitment from each entity pledging cash or in-kind match to the ELL project. The letters of commitment must clearly define the parameters of the match and include the exact cash amount or an estimate of the in-kind dollar amount of the match.

For this SFP, the match may include WIOA formula and/or discretionary funds made available to the applicant to be used correctly for this proposal's activities. Matching funds will be subject to the reporting requirements contained in Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) and CFR 200.306.

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

The definition of *in-kind match* is a contribution of non-cash resources explicitly used for project activities. Examples include donated personnel, services and use of equipment or space.

D. Additional Requirements

Proposals that do not adhere to these additional requirements will be scored, however, three points will be deducted for each additional requirement not met as directed.

- Submit four (4) hard copy sets of the complete proposal, each set stapled in the upper left corner (Print one sided pages). Two (2) of these sets must have original wet signatures by the applicant's contract signatory authority.
- Submit the entire proposal package electronically including "Cover/signature and Proposal Summary" page to EDDWSBSFP1@edd.ca.gov subject line "ELL 2019-20 Proposal [Applicant Name]" format must be MS Word and or MS Excel, as applicable. (Do not submit these in Adobe PDF format)
- Submit any additional binding documents; Letters of Commitment; Partnership Agreement Letters; and Creative Commons Attribution License Verifying Document (if Applicable) in Adobe PDF format.
- The ELL Proposal Narrative-SFP Exhibit A is limited to 15 pages using Arial font 12, single space. Anything beyond the 15 page limit will not be considered.

E. Proposal Package

Applicants must use the specific instructions and complete all requested forms included in the SFP announcement. If you have any questions regarding the proposal package, please email EDD staff at EDDWSBSFP1@edd.ca.gov. The proposal instructions and forms are available on the EDD SFP website page, under the ELL 19/20 section, which contains links to the Proposal Instructions document and each required package form.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

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

1. Cover/Signature Page	<input type="checkbox"/>
2. Project Proposal Narrative	<input type="checkbox"/>
The Program SFP Form A includes the following sections:	
I. Statement of Need	<input type="checkbox"/>
II. Target Group	<input type="checkbox"/>
III. Project Plan	<input type="checkbox"/>
IV. Performance Goals	<input type="checkbox"/>
V. Partnerships and Leveraged Resources	<input type="checkbox"/>
VI. Statement of Capabilities	<input type="checkbox"/>
VII. Budget Summary Narrative and Plan	<input type="checkbox"/>
3. SFP Exhibits	
SFP Exhibit I – Project Work Plan	<input type="checkbox"/>
SFP Exhibit J – Partner Roles and Responsibilities	<input type="checkbox"/>
SFP Exhibit K – Performance Goals Matrix	<input type="checkbox"/>
SFP Exhibit E – Expenditure Plan	<input type="checkbox"/>
SFP Exhibit F – Budget Summary	<input type="checkbox"/>
SFP Exhibit F2 – Budget Narrative	<input type="checkbox"/>
SFP Exhibit G – Supplemental Budget (if applicable)	<input type="checkbox"/>
4. Partnership Agreement Letters	<input type="checkbox"/>
5. Letters of Commitment for Match (required minimum match is 40%) are required from each partner that pledges cash or in-kind match.	<input type="checkbox"/>

Section 6 – Award and Contracting Process

A. Proposal Review, Scoring and Evaluation

Teams of independent reviewers will score and rank proposals based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

ELL Program Narrative Criteria	Maximum Points
Section I: Statement of Need	10
Section II: Target Group	10
Section III: Project Plan	25

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Section IV: Performance Goals	10
Section V: Partnerships and Leveraged Resources	20
Section VI: Statement of Capabilities	10
Section VII: Budget Summary Narrative and Plan	15
Total Maximum Possible	100

For those organizations that have had past WIOA ELL Projects with EDD's WSB, Past/Present Performance will be considered in making funding decisions.

Only those proposals that score in the top tier and are in the best interest of the state will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, the EDD Director will receive the funding recommendations. The Labor and Workforce Development Agency Secretary, in consultation with the EDD Director, and the CWDB Executive Director will make final funding decisions based on the ranked scores, as well as, other factors such as the geographic distribution of funds, uniqueness, and innovative aspects of the proposal, and past performance.

All projects selected for funding are contingent on the revision and approval of their contract exhibits. All revisions must be completed within 60 days of the project award date. Project exhibits are not automatically approved. With the EDD project management's TA, awardees will be required to revise the project exhibits to comply with federal and state mandates during the approval contract negotiation process.

B. Notification of Recommendation for Funding

Awards will be announced on the EDD website and applicants will be notified of the funding decisions following the approval to fund successful proposals. Award decision notices will be mailed in May 2020.

C. Agreement/Contracting

The EDD will contact the awardees to finalize subgrant details. The EDD will request that the subgrants incorporate changes to the original project proposals. After the subgrant negotiations, if any, the EDD will mail the subgrant/subrecipient agreement (contract) to the awardees for signature. The state expects agreement/subgrant negotiations to begin in April 2020 with a project start date estimated as early as June 1, 2020.

Awardees 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 agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the awardee's ability to meet the project term dates.

Section 7 – Appeal Process

An ELL proposal may be disqualified for not meeting the application requirements under Section 5 (A)-Application Requirements. An appeal of the disqualification decision may be filed.

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements, which are listed in Section 5 (A) of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

The EDD will email and/or mail disqualification letters to applicants no later than Wednesday, March 25, 2020. Any appeals must be received at the designated EDD office by 3 p.m.

Wednesday, April 1, 2020. The appellant must submit the facts 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:

1. Appealing organization’s full name, address, and telephone number.
2. A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
3. A statement of the relief sought.
4. Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to the EDD WSB, Deputy Director’s Office (DDO). The WSB/DDO will respond in writing to appeals by Friday, April 3, 2020. The review will be limited to determining whether the proposal met the Application Requirements of the SFP. The ELL program appeals must include in the attention line, “WIOA ELL SFP PY 2019-20.”

By Mail WIOA ELL Appeals
Workforce Services Branch, MIC 88
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

By Courier WIOA ELL Appeals
Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

In Person WIOA ELL Appeals
Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Building Agents Office
Lobby Room 1100
Sacramento, CA 95814

By Email Send a scanned email copy of the original letter with signature to
EDDWSBSP1@edd.ca.gov.

Section 8 – Administrative Requirements

A. Monitoring and Audits

After grant approval, applicants are also known as subrecipients will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Subrecipients are expected to be responsive to all reviewer requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Subrecipients that are units of local government, or non-profit organizations, must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are subrecipients under WIOA Title I and that expend more than the minimum level specified in OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.

B. Record Retention

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

C. Reporting

Subrecipients must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate through CalJOBS the state's required reporting system. Subrecipients will be required to have access to the CalJOBS. The state will provide training on how to use the CalJOBS reporting system. See Appendix E for the CalJOBS Workstation and Software Requirements and the attached links for CalJOBS Activity Codes (refer to Appendix D for the codes) and Types of WBL WIOA Desk References (refer to Appendix D for the link) for entering grant activities correctly.

Program subrecipients will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBS. It is the expectation that reports provide comprehensive narrative on project activities, information on expenditures, and metrics for participants reflecting work done by all partners. Reports will be cross-checked with CalJOBS data entry and templates of reporting forms will be provided by EDD. The EDD may request monthly reporting, if determined

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

necessary for successful implementation or grant management. Also, subrecipients will be required to submit monthly narrative progress reports on the status of the projects. Within 60 days of the project termination date, a project closeout report is due. The *Monthly and Quarterly Financial Reporting Requirements* (refer to the link in Appendix D) and *WIOA Closeout Requirements* (refer to the link in Appendix D) on the EDD website, provide further guidance.

D. Performance Goals

The overall performance goals provided are a point of reference for ELL program applicants when reviewing their local goals. The state recognizes that the local goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining goals. Applicants must provide an explanation as indicated in the Proposal Package Instructions for Section V-Outputs and Outcomes of the Proposal Narrative. The state’s WIOA performance goals for PY 19-20 are proposed, but not limited to, the following:

PY 19-20 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	66.0%
Employment Rate 4th Quarter After Exit	62.5%
Median Earnings 2nd Quarter After Exit	\$5,600
Credential Attainment within 4 Quarters After Exit	54.0%

The WIOA Sec. 116 (b) requires the state to reach an agreement with the Secretary of Labor on state-level performance goals for the *Wagner-Peyser Act*, WIOA Title I-B Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2019. For this SFP the proposal narrative explanation of performance goals should reflect a data- driven local economic analysis leading to the proposed LWDA performance goals, in connection to service delivery, target populations, and skills attainment. In addition to the WIOA performance measures, the State requires subrecipients to track total participants enrolled in education or training and training related employment. The Performance Goals Chart in Section V of the Project Narrative (SFP Exhibit A) and the Performance Matrix on SFP Exhibit K should reflect the data written in the narrative section. The CalJOBS system is a required source for tracking all data associated with performance for all ELL subrecipients.

E. Closeout

A subgrant/line item closeout and narrative closeout report will be required 60 days after the end of the grant term. Refer to appendix D. Applicants should include costs associated with closeout activities into the budget plan.

F. Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to,

the WIOA and its associated federal regulations, OMB Circulars and Title 29 of the *Code of Federal Regulations*.

G. Intellectual Property Rights/Creative Commons Attribution License¹

Pursuant to 2 CFR 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the Work in the manner specified by the grantee. Notice of the license shall be affixed to the Work. For more information on CC BY visit Appendix D.

A license under the CC-BY is a requirement for work developed by the recipient in whole or in part with grant funds. Pre-existing materials from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. Works created by the grantee without grant funds do not fall under the CC BY license requirement. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the *Federal Rehabilitation Act*.

The federal government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to apply for Federal purposes: i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, TA products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of

¹ For the purpose of this SFP proof of licensing at time of application must be provided only if there are existing materials from previous grants to be used on this ELL’s projects. Any new materials related to this grant either produced before implementation or during the life of the grant, should be immediately licensed, and proof of license provided to the project manager assigned by the state, for record.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Labor. The U.S. Department of Labor (DOL) makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

H. Evaluation

WIOA Sections 134 and 136 (e) 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 the identified statewide needs. As a result, the State may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide evaluation takes place, the subrecipient will be required to participate in that evaluation by providing requested data and information. Therefore, all award subrecipients are expected to document lessons learned, and effective/promising practices ascertained through this project.

APPENDIX A

WIOA Allowable Activities

The WIOA permits three types of career services: basic career services, individualized career services, and follow-up services.

Basic Career Services

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

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

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

Individualized Career Services

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information about, the eligible training providers.
3. Group counseling.
4. Individual counseling.
5. Career planning.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

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

Follow-up Services

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

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

APPENDIX B

Administrative Costs

Under the WIOA, there is an administrative cost limit of seven point five percent. As stated in CFR 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

- a. “The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant subrecipients, local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- b. The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - i. Accounting, budgeting, financial and cash management functions
 - ii. Procurement and purchasing functions
 - iii. Property management functions
 - iv. Personnel management functions
 - v. Payroll functions
 - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
 - vii. Audit functions;
 - viii. General legal services functions;
 - ix. Developing systems and procedures, including information systems, required for these administrative functions; and
 - x. Fiscal agent responsibilities
 - (2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.
 - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
 - (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

- c. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
- (1) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - (2) 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.
 - (3) Except as provided at paragraph (c) (1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
 - (4) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
 - (5) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
 - i. Tracking or monitoring of participant and performance information.
 - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
 - iv. Local Workforce Development Area performance information.
 - v. Information relating to supportive services and unemployment insurance claims for program participants.
- d. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.”

APPENDIX C

Allowable Costs and Cost Items Matrix

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

- Be necessary and reasonable for the performance of the award.
- Be allocable to the award.
- Conform to any limitations or exclusions set forth 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 making a determination of whether or not a cost would be considered allowable.

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

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

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

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

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

Cost Items Matrix

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

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	F. Uniform Guidance Section	G. DOL Exception Section
	criminal and civil proceedings, claims, appeals, and patent infringement					
16	Depreciation	AC	AC	AC	200.436	
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24	General cost of government	NS	NS	U/A	200.444	
25	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	F. Uniform Guidance Section	G. DOL Exception Section
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Proposal costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and	A/AP	A/AP	A/AP	200.462	

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	F. Uniform Guidance Section	G. DOL Exception Section
	reconversion costs					
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	
55	Trustees	A	A	NS	200.475	

APPENDIX D

Internet Resources

The following websites provide additional information that may help on developing project plans, building partnerships, obtaining data, and responding to questions in the Disability Employment Accelerator Solicitation for Proposals (SFP):

- **America's Job Center of CaliforniaSM (AJCC)**
Central location for information about Job/Career Centers and related links.
- **CalFresh & CalFresh Employment and Training Program (CalFresh)**
Provides the program overview of the CalFresh Employment and Training Program
- **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 (CCEWD)**
Industry-specific services, grant-funded initiatives and TA to support business growth.
- **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 (CDE)**
Programs available to provide adults with knowledge and skills necessary to participate effectively as productive citizens and workers.
- **California Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS)**
Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.
- **California Department of Rehabilitation (DOR)**
Services and advocacy for employment, independent living and equality for individuals with disabilities.
- **California Department of Social Services (CDSS)**
Oversight and administration of programs serving California's most vulnerable residents.

Workforce Innovation and Opportunity Act Solicitation for Proposals ELL PY 19-20

- **California Employment Development Department (EDD)**
The EDD is the administrative entity for the WIOA ELL SFP. This site contains or links to a wide range of employment and training resources, including labor market information.
 - **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.
 - **CalJOBS Activity Codes**
Provides the activity definitions and the corresponding activity code.
 - **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 Employment Development Department.
 - **California Regional Economies Employment (CREE) Series**
The California Regional Economies Employment Series provides State and local economic and workforce development organizations with information about each regional economy and labor market in California.
 - **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 working 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.
 - **Creative Commons Attribution 4.0 (CC BY) license- [General](#), [Instructions](#), [Announcements](#)**
Provides information on the CC BY license requirements.
- Disability Benefits 101 (DB 101)**
Gives tools and information on health coverage, benefits, and employment.
- **Division of Apprenticeship Standards (DAS)**
Apprenticeship programs’ search.
 - **English Language Learner (ELL)**
Provides the definition of an ELL.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

- **ELL Navigator Initiative**
Provides additional ELL information.
- **ELL Workforce Navigator Pilot Program**
Program Year 2017-18 ELL project overview.
- **Final Rule (Uniform Guidance)**
Uniform Guidance applies to all Federal awards (i.e. funds awarded under this SFP).
- **Local Government**
Provides the definition.
- **Labor Market Information (LMID)**
Find labor market information industry/business that can be useful in preparing your proposal.
- **Local Workforce Development Areas (Local Area)**
A listing of Local Areas with addresses and contact information.
- **Monthly and Quarterly Financial Reporting Requirements**
Provides the EDD directive with the reporting requirements.
- **Nonprofit Organization**
Provides the definition.
- **Office of Management and Budget (OMB)**
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.
- **Pre-apprenticeships**
Information on the quality elements of a pre-apprenticeship program.
- **Resources for Grant Subrecipients**
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients.
- **State Plan**
Information on the 2020-2023 California Unified Strategic Workforce Development Plan.
- **State Sector Strategies**
On-going multi-State project focused on accelerating the adoption of sector strategies.
- **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**
Provides the audit requirements.

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

- **U.S. 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.
- **WIOA Closeout Requirements**
The EDD directive WSD 16-05 that provides the closeout process and requirements.
- **Work-Based Learning (WBL) WIOA Desk References**
Provides the definitions for the WBL activities.
- **Workforce Development Solicitation for Proposals (SFP)**
The WIOA SFPs and related information can be accessed from the EDD’s SFP page.
- **WorkforceGPS**
WorkforceGPS is sponsored by the U.S. Department of Labor, Employment and Training Administration.
The WorkforceGPS is an integrated workforce system network.
- **Workforce Innovation and Opportunity Act (WIOA)**
The Act governing the funds made available in this SFP.S

APPENDIX

**State Reporting System
Hardware and Software Requirements**

VOS v16.x






Workstation Requirements

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 table): Meadco ScriptX ActiveX 7.4/ Object ¹ / Microsoft Silverlight 3 ² 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 table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high speed access, 380Kbps or higher

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

Supported Browsers

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

-  Microsoft Internet Explorer 10 or higher | [Download Latest Version](#)
-  Mozilla Firefox 30 or higher | [Download Latest Version](#)
-  Apple Safari 5 or higher | [Download Latest Version](#)
-  Google Chrome 36 or higher | [Download Latest Version](#)
-  Opera 22 or higher | [Download Latest Version](#)

Client Workstations (Third-Party Software)

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

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	http://get.adobe.com/reader/otherversions/
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	http://scriptx.meadroid.com/home.aspx
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p>http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/</p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.</p> <p>A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p>http://www.dynamsoft.com</p> <p>Download DynamicWebTWAINHTML5Edition.exe</p>

**Workforce Innovation and Opportunity Act
Solicitation for Proposals ELL PY 19-20**

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

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

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

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

VOS uses CKEditor version 4.3.1

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

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

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

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