

Employment Development Department
Veterans' Employment-Related Assistance Program
Program Year 2020-21
Solicitation for Proposals - Questions and Answers
November 23, 2020

1. Can signed Partnership Agreement and Match Commitment letters be submitted as PDFs?

Yes. Partnership Agreement and Match Commitment letters must be submitted in PDF form.

2. Should responses be submitted via email with multiple attachments?

Yes. All responses should be submitted via email to WSBSFP3@edd.ca.gov with multiple attachments. No ZIP files, please.

Refer to section V. of the SFP and the Proposal Instructions.

3. Can charts embedded in the narrative use a font size other than Arial 12 point, as long as the charts are legible?

If you choose to include an embedded chart, all fonts must be Arial 12 point or larger.

4. When submitting the wet signature cover pages, are FedEx and UPS considered couriers?

Yes. FedEx and UPS are considered couriers.

5. Should travel to required quarterly meetings be allocated in the budget? If so, how many in-person meetings should applicants plan for, and where will they be located?

At this time, no in-person quarterly meetings will be conducted. Virtual meetings may occur instead. However, applicants should budget for future travel given the possibility of changing conditions in the coming year(s) that would allow for in-person meetings. Applicants should budget for one meeting in Sacramento, one in the Los Angeles area, and a third meeting at a location to be determined. The third meeting location will be determined taking into account grantee location and fiscal responsibility.

6. Exhibit I (Work Plan) asks for Estimated Dates. Should dates or date ranges be written as Month/Year, or Month/Day/Year?

Month/Year is the most common format. Please note, dates should be estimated as accurately as possible.

7. In Exhibit K (Performance Goals) should credential attainment be listed as a percent or a number?

Both. Please refer to the Proposal Instructions for assistance with completing exhibits.

8. Exhibit F (Budget Summary) notes the maximum 7.5% administrative costs "on the total program budget." Is the administrative portion calculated on the total with or without supportive services, training and on-the-job training?

Administrative costs are calculated based on the total award amount including all services, with the exception of cash or in-kind matches.

Please see Appendix B for additional information on Administrative Costs.

9. Can *Workforce Innovation and Opportunity Act* (WIOA) dollars from other programs be used towards the 40% required match?

Yes. Matched funds may include WIOA Title I formula funds provided the scope of the project falls under the allowable activities of those funds.

Please refer to section I.B of the SFP.

10. Are distance learning training software, internet, and other technology costs for participants considered allowable costs?

Yes. Please refer to Appendix C of the SFP.

11. Should the budget be an 18 month or 24 month budget?

Project planning is based on applicant discretion, but should take into account the 3-6 month start-up period. All funds must be expended by the end of 24 months. The Employment Development Department (EDD) staff will work with you for any necessary budget modifications.

Please see section I.C.2. of the SFP and Workforce Services Directive [WSD16-05](#), *WIOA Closeout Requirements* (July 29, 2016) for further guidance.

12. Can the match requirement be met by only one of the team partners? Can the match requirement be met by either cash or in-kind match or a combination of the two?

Yes. The match can be met by one or multiple partners, whether cash or in-kind or a combination of the two.

Please refer to section IV.B.1. of the SFP.

13. May the proposed project target more than one industry sector?

Yes.

14. If we propose to target a specific occupation, will our project be able to place veterans into trainings for other occupations as well?

No. A cohesive, successful program design should specify the types of trainings that will be provided and clear career pathways for each of the occupations and/or industries that will be the focus of the project. Occupations must be based on the in-demand industries the applicant chooses to target for this project, and program participants should be trained for and placed in those specific occupations and/or industries.

Refer to section I.A.4 of the SFP and sections I.2 and I.3 of the Proposal Instructions.

15. Is an applicant allowed to request max funding amount of \$500,000 even if the projected participants to be served are less than those demonstrated in Figure 3 on page 12 of the SFP?

Yes. Applicants may apply for any amount within the allowable range to execute the project, while taking into account factors specific to the service area, the population to be served, and the services you propose to provide.

Please refer to section IV.B of the SFP.

16. Do participants have to be WIOA eligible?

Yes. All participants must have adult WIOA eligibility.

17. Must all participants participate in training and/or Work-Based Learning?

No. However, training and Work Based Learning (WBL) are central to this initiative. Page one of the SFP details WBL options.

Please refer to section I.A.3. for Project Goals and Objectives.

18. Are time and expertise of personnel from other entities, such as EDD staff, allowable as an in-kind match?

Yes. However, the in-kind match must be documented in a Match Commitment and Partnership Agreement letter detailing the roles and responsibilities of the participating entity and/or staff.

Please refer to the section V.C.2 and V.C.3 of the SFP for more information.

19. Are traditional, hands-on, in-person trainings in industries like construction allowable, provided that pandemic protocols are in place to protect participants?

Yes. Applicants may design a training approach that best meets the needs of participants and industry employers. While distance learning and other technology-enabled forms of education and training are encouraged, in-person training with appropriate safety measures and hybrid models are also acceptable.

20. What are local EDD JVSG Program staff?

Jobs for Veterans State Grants (JVSG) program staff provide individualized career and training-related services to veterans with significant barriers to employment and serve as a liaison to employers and business associations to increase employment opportunities for veterans. The JVSG staff are employed through the EDD at America's Job Centers of CaliforniaSM (AJCC). To discuss potential partnerships between JVSG staff and the applicant's organization, please contact the EDD Wagner-Peyser management personnel at your local AJCC.

21. Are active service members and military spouses eligible participants or only veterans?

Active duty service members do not qualify to participate in this grant. Military spouses, whether of veteran or active duty service members, are not eligible under this SFP.

Please refer to section I.B.2. of the SFP for eligibility information.

22. Appendix A of the SFP lists recruitment on behalf of employers and "specialized business services other than those traditionally offered through the one-stop delivery system" as allowable activities. What constitutes business services that are not traditionally offered? If it is the responsibility of the applicant to develop new business engagement strategies does the allowable use of funds permit applicants to be innovative in their approach?

Applicants are encouraged to implement innovative approaches in their projects. Costs that are not allowable will not disqualify an applicant's proposal. Upon awarding a project manager will work with the awardee to approve costs and rectify costs that are not allowable.

Please refer to Appendix C of the SFP. Also see [WSD16-16](#), *Allowable Costs* (February 21, 2017) and [WSD19-06](#), *CalJOBSSM Activity Codes* (December 27, 2019) Attachment 5, which details business services traditionally offered through the one-stop system.