

1. Is there a complete list for co-enrollment?

Yes. A list of all unified plan programs can be found in the California's Unified Strategic Workforce Development Plan 2016-20 for the *Workforce Innovation and Opportunity Act* (WIOA).

Refer to Section I.A. of the Solicitation for Proposals (SFP) for examples of programs that qualify as co-enrollment and Appendix D for a link to the WIOA Unified State Plan.

2. To provide required access to technology-based programs, do we have to use an RFP for procurement of items such as laptops or Wi-Fi?

Yes. If equipment must be purchased to implement virtual trainings, then the procurement process must be followed. If laptops or other items that support distance learning are purchased for participants as a supportive service, then a formal procurement process is not necessary. Be sure to review and complete Exhibit G of the SFP if you are making any equipment purchases.

Refer to Workforce Services Directive [WSD17-08 \(PDF\)](#), Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for further guidance.

3. Are there specific or required areas for recruitment of participants?

No. Applicants must design projects tailored to participant and workforce needs in the proposed service area.

Refer to Section I.A.4 of the SFP for more information on target populations and project design.

4. Do agreements with partners need to be approved initially?

Yes. Proof of partnerships in the form of a letter must be present from all required partners as part of the application.

Refer to Section V.C.3 of the SFP for required partners.

5. Should all partners have access to and be required to enter participant information into CalJOBS<sup>SM</sup>?

Yes. All partners responsible for reporting participant data must have access to CalJOBS.

Refer to Section VIII.C of the SFP for reporting requirements and Appendix E of the SFP for CalJOBS software requirements.

6. Under negotiated performance goals, who would cover the costs of follow-up services with participants for the 4 quarters after exit from the program?

It is the responsibility of the awarded entity to provide follow-up services and cover any costs incurred after the life of the grant. Follow-up services must be reported in CalJOBS.

Refer to Appendix A of the SFP for more information on follow-up services.

7. What type of credentialing is expected to be obtained?

Refer to Training and Employment Guidance Letter (TEGL) 10-16, Change 1, Subject: *Operating Guidance for the WIOA* (August 23, 2017) and [WSD 19-03 \(PDF\)](#), Subject: *Performance Guidance*, (May 30, 2020) for more information on acceptable credentials.

8. If we request \$350,000, are 120 participants required or preferred as referenced in Figure: 3 of the SFP?

No. 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 proposed services. If you are serving less than the suggested number of participant, the narrative should justify the lower number and the cost should be reasonable based on the service delivery model being utilized.

Refer to Section IV.B of the SFP.

9. If the target industry is specific to a certain region and thus not applicable to the rest of the state but the training and placement strategies are replicable, does the project still qualify?

Yes. Applicants may choose to focus on any industry as long as the need is demonstrated and the other grant requirements are met. Innovative models for service delivery, funding alignment, technology-enabled training, or other grant elements can be replicable even if the industry is not.

Refer to Section I.A.3. of the SFP.

10. If current data does not reflect the industry need for new workers, can a letter from the employer suffice in place of data even if no formal hiring commitment is made? If so, what elements should the letter include and what member of the organization should write it?

Yes. The statement of need must include properly cited data that supports the applicant's project, including data provided by employers in letter format. Hiring commitments are not a requirement of the grant.

Refer to Section I.A.4. of the SFP for where acceptable data may be obtained and Sections IV.A.2., V.C.2., and V.C.3. of the SFP, as well as the Exhibit Instructions portion of the Proposal Instructions, for more information on letter content.

11. Can the lead applicant create the 40% match from staff time that other donors pay for? If so, is a Match Commitment Letter from the lead applicant sufficient or are separate letters from the funding foundations also required?

Yes. The lead applicant may furnish the in-kind match, provided it is documented in a Match Commitment Letter. A match is defined as "a contribution of funds made available to the grantee to be used specifically for project activities and must be consistent with the allowable activities of the fund source." It is the applicant's responsibility to ensure that their obligations to their funding foundations are met.

Refer to Section I.B.1. of the SFP for further information regarding matched funds.

12. If an applicant proposes to create a program that serves displaced workers with disabilities who are no longer connected to an academic program, is that acceptable?

Yes. Partnerships with education partners are not required for this year's Disability Employment Accelerator (DEA) program.

Refer to Section I.A.4 of the SFP for more information on required partners.

13. Can this grant be used to serve people with acquired disabilities such as blindness and spinal cord injuries?

Yes. Any individual who identifies as a person with a physical or mental impairment that causes a substantial impediment to employment and/or requires vocational rehabilitation (VR) services to prepare for, secure, retain, advance in, or regain employment is an eligible person with a disability (PWD).

Refer to Section I.A. of the SFP for a definition of PWD and Section I.B.2. for eligibility requirements.

14. What services can the workforce one-stop partners offer and is there a list of potential One-Stop partners by area?

The America's Job Centers of California<sup>SM</sup> (AJCC) referred to in this SFP as the One-Stop partner offer an array of services that connect job seekers to employers. Specific services vary by location. It is the applicant's responsibility to solicit the participation of potential partners.

Find your local AJCC by using the [American Job Center Finder](#) in Appendix D of the SFP.

15. Must participants be currently receiving Vocational Rehabilitation services, public assistance, and/or be referred from a One-Stop job center?

No. All program participants must be PWD and have adult WIOA eligibility.

Refer to Section I.A. of the SFP for a definition of PWD and Section I.B.2. for eligibility requirements.

16. What is the suggested appropriate amount for participant wages for workplace learning?

Participants must earn at least the minimum wage, but program applicants may establish a more competitive rate of pay based on regional and industry standards, and funds permitting.

Refer to Section I.A.4. of the SFP and WIOA (Public Law 113-128) Section 404 (5) for minimum wage requirements.

17. Funds will be available over 18-24 months, so can the project be planned for 24 months?

Yes. 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.

Refer to Section I.C.2. of the SFP and [WSD16-05 \(PDF\)](#), Subject: *WIOA Closeout Requirements* (July 29, 2016) for further guidance.

18. If an applicant requests funding in the amount of \$350,000, is there a minimum number of participants the applicant must serve?

No. 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.

Refer to Section IV.B of the SFP.

19. Based on Figure 2: Negotiated Performance Goals, is it expected that at least 60% of the participants would get jobs and that they would make at least 6K per quarter (24K per year) after the program?

Figure 2: Negotiated Performance Goals in the SFP is a point of reference the applicant may use when determining local needs and project goals. The narrative should provide the rationale for local performance goals if the goals deviate from those presented in Figure 2.

Refer to Section IV. A. 3 of the SFP for more detail.

20. What definition of “Evidence-Based Practices” is being used to evaluate project proposals?

The proposals will be evaluated based on quantitative and qualitative data that is objective, reflects current research, and is complete, accurate, relevant, consistent, and replicable. Qualitative data should be built on a foundation of workforce expertise and participant experiences and outcomes.

21. Given the impact of social distancing, are there any challenges with submitting a proposal built solely around virtual service delivery?

Applicants must submit a proposal that addresses all required elements. There is no requirement that services be provided in person. Applicants must show that their project can successfully provide training to participants, whether through a virtual service delivery model, socially distanced in-person instruction, or a hybridized approach to training that incorporates multiple methods of instruction.

Refer to Sections I.A.3. and I.A.4. of the SFP for further information about program goals and project design.

22. The proposal instructions reference select industry sectors. Are there priority sectors that will rank higher when evaluating the proposal?

No. However, applicants must provide data that illustrates demand in the targeted industry, and projections for future demand should be based on occupation-specific data that support regional needs.

Refer to Section I.A.4 of the SFP and Sections I.2 and I.3 of the Proposal Instructions.

23. In California, career technical education is divided up into 15 career pathways. Can the proposed project prioritize specific pathways?

Yes. Projects must be tailored to the needs of the target population in the proposed service region and focus on specific industries and career pathways.

Refer to Section I.A.4 of the SFP for more information on project design.

24. Is there a certain amount or percentage of the grant that has to go to the workforce agency or One-Stop center?

No. However, project-specific in-kind matches must be documented in a Match Commitment and Partnership Agreement letter detailing the roles and responsibilities of the participating entity and/or staff.

Refer to Section V.C.2 and V.C.3 of the SFP for more information.

25. For the university partnership, does it have to be a department or can it be an individual academic working on a program through a university?

No. An adult education and/or higher education partnership is not a requirement of the grant. Non-mandatory partnerships can be structured according to the applicant's discretion.

Refer to Sections I.A., I.A.4., V.C.2., and V.C.3. of the SFP for more information on required partnerships.

26. How does an applicant demonstrate its capacity to access and report through CalJOBS?

The EDD will provide CalJOBS related training and technical assistance to grantees.

Refer to Section IV.A.1. and VIII.C. of the SFP for further information and Appendix E which details workstation and software requirements.

27. If an applicant requests the maximum amount of money, will it reduce the chances of winning the grant?

No. All project proposals will be scored and ranked based on the criteria outlined in this SFP. The EDD and the California Workforce Development Board will make final funding decisions based on the ranked scores and other factors such as the geographic distribution of funds, past performance, innovative approach, and uniqueness of the project.

Refer to Section VI. A. Proposal Review, Scoring, and Evaluation on page 17 of the SFP for awarding information.

28. If an applicant requests \$200,000 can additional funds be obtained later on from the EDD or another source?

The DEA award amounts cannot be altered once awarded. The EDD awards all available funds based on the total applications, therefore, no additional funds will be available for applicants to request at a later date.

29. Are clients funded through the Department of Rehabilitation who are not working eligible for these funds?

Yes. As long as the participant meets eligibility as a PWD they are eligible to receive DEA funds.

Refer to Section I. B. 2 of the SFP for eligibility requirements.

30. Since in-person meetings are not occurring at this time due to COVID-19, should applicants still include "travel" in their budget for the mandatory quarterly meeting?

Yes. Applicants should budget for two in-person meetings. The EDD will work with applicants to make modifications as necessary based on public health mandates.

31. If the applicant is a Local Workforce Development Board (Local Board), is the Partnership/Match commitment Letter from the Local Board still required?

Yes. SFP applicants are required to submit "Partnership Agreement" letters from the WIOA Title I Local Area and the Local EDD/Wagner-Peyser authority.

32. Can you verify that Figure 2: Negotiated Performance Goals is a point of reference, and we should use our local goals if they differ?

Yes. The state's negotiated performance goals in Figure 2, Section IV.A.3. on page 11 of the SFP 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. Applicants should tailor performance goals to the project needs and local goals and explain if the goals differ.

Refer to the Proposal Instructions for more information about completing Exhibit K.

33. When is the proposal submission deadline date?

The entire proposal must be submitted electronically to [WSBSFP2@edd.ca.gov](mailto:WSBSFP2@edd.ca.gov) by 3 p.m. PT on Wednesday, December 16, 2020. Late proposals will not be accepted. Exceptions will not be allowed, and there is no appeal for not meeting the proposal deadline.

Refer to Section V.B of the SFP for guidelines on electronic submission.

34. Can applications be submitted with electronic signatures?

No. The applicant must submit two hard copy cover pages with original wet signatures by the applicant's contract signatory authority by 3 p.m. PT on Wednesday, December 23, 2020.

Refer to Section V.D.1 of the SFP for submission instructions on hard copy submission.