

# 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***  
**Equity and Special Populations Program Year 2021-22**

**Solicitation for Proposals**



**September 2021**

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## **Proposal Package Instructions and Exhibits**

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Equity and Special Populations Program Year 2021-22 funding opportunity. Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A in order to meet all proposal application requirements:

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

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## I. Overview

The Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$11.5 million in *Workforce Innovation and Opportunity Act* (WIOA) Governor's discretionary funds for the Equity and Special Populations (ESP) Program Year 2021-22 (PY 21-22) Solicitation for Proposals (SFP). The ESP grants are awarded to design, develop, and implement projects that accelerate employment and re-employment strategies for populations that face barriers to employment.

### A. Purpose

The ESP PY 21-22 grant competition solicits proposals that employ best practices to accelerate training, break down workforce system barriers, and ultimately qualify participants for current and future quality jobs<sup>1</sup>. Applicants will braid funds<sup>2</sup> and resources, collaborate with postsecondary education providers, engage employers, and draw on the expertise of community-based organizations (CBOs), workforce intermediaries, training providers, and other partners to design programs tailored to regional population and workforce needs.

Funds will be used to design, develop, and implement projects that accelerate equity in employment and tailor re-employment strategies for English language learners (ELLs), the homeless and housing insecure, immigrants, justice-involved individuals, people with disabilities (PWD), veterans, young adults, and other target population(s) in geographic location(s) disproportionately impacted by the novel coronavirus-2019 (COVID-19). The projects will create effective linkages with California's employer and workforce community, including High Road<sup>3</sup> employers and apprenticeship programs<sup>4</sup>, with a focus on in-demand industries that provide quality jobs with livable wages. The intent is to build meaningful and sustainable industry investment and partnerships, system innovation, and to develop initiatives that have the best potential to place participants into self-sufficient jobs and on career pathways. These funds are critical to increasing equity, employment opportunities, and positive participant outcomes.

### B. Availability

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<sup>1</sup> A "quality job" provides family sustaining wages, health benefits, an adequate retirement savings plan, advancement opportunities, collective worker input, and is stable, predictable, safe, and free from discrimination. Detailed information relating to job quality can be found on the [Aspen Institute website](#).

<sup>2</sup> Braiding funds is defined as combining multiple funding streams to execute a project. Leveraging multiple funding streams, such as WIOA Title I and II funds, creates a broader pool of resources with which to serve participants.

<sup>3</sup> For more information about High Roads programs, refer to the CWDB's [High Road Training Partnerships website](#).

<sup>4</sup> For more information about apprenticeship programs and opportunities, refer to the [Division of Apprenticeship Standards website](#) or the [California Apprenticeship Initiative hub](#).

Applicants may apply for up to \$500,000 per population. Based on availability of funds, the state may choose to exceed the maximum amount for awards. The EDD anticipates 20-30 projects will be awarded.

The period of performance (POP) for projects funded under this SFP will be between 18 to 24 months, with an anticipated start date of January 1, 2022. This POP includes all necessary implementation and start-up activities. Grant funds will not be available for longer than 24 months. No obligation of funds will be allowed before or beyond the grant POP. Any grant funds not expended during the grant agreement period shall be returned to the state.

### **C. Target Populations**

Applicants may choose to serve one or more population(s) based on need in the service area. The eligible populations are listed and defined below.

#### **1. English Language Learners<sup>5</sup>**

An ELL is defined as a person who has limited ability in speaking, reading, writing or understanding the English language and (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.

#### **2. Homeless and Housing Insecure<sup>6</sup>**

A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual's current housing situation.

#### **3. Immigrants<sup>7</sup>**

An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident alien; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.

#### **4. Justice-involved Individuals<sup>8</sup>**

A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process, and for whom services under the WIOA may be beneficial; or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

#### **5. People with Disabilities<sup>9</sup>**

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<sup>5</sup> WIOA Public Law 113-128, Section 203(7)(a) and (b)

<sup>6</sup> 42 U.S.C. Section 11302 103(a) and (b)

<sup>7</sup> WIOA Public Law 113-128, Sections 167(1) and 188(a)5

<sup>8</sup> WIOA Public Law 113-128, Section 3(38)(a) and (b)

<sup>9</sup> 42 U.S.C. Section 12102 1(a)(b)(c)

A PWD is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual; has a record of such impairment; or is regarded as having such an impairment.

## **6. Veterans<sup>10</sup>**

A veteran is a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. The eligible participants in this program are veterans in at least one of the following priority groups. Each group is different and has particular characteristics, however, individual veteran participants can belong to more than one group: campaign,<sup>11</sup> disabled,<sup>12</sup> recently separated,<sup>13</sup> veterans with significant barriers,<sup>14</sup> and other covered veterans.<sup>15</sup>

## **7. Young Adults**

For the purposes of this SFP, a young adult is an individual between the ages of 18-24 that meets the criteria for WIOA eligible adult.

## **8. Other target population(s) in geographic location(s) disproportionately impacted by COVID-19**

Applicants choosing to serve other special populations must provide justification and supporting evidence to clearly and convincingly demonstrate disproportionate impact by COVID-19 in addition to the data requirements listed in section II.D. of the SFP.

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<sup>10</sup> 38 U.S.C. Section 101

<sup>11</sup> Campaign Veterans are those veterans who served on active duty in the U.S. Armed Forces during a war, or in a campaign or expedition for which a campaign badge or medal has been authorized. A list of these wars, campaigns, and expeditions can be found at the [Office of Personnel Management website](#).

<sup>12</sup> These are veterans who are entitled to compensation under laws administered by the Department of Veterans Affairs, or individuals who were discharged or released from active duty because of a service connected disability. For additional clarification refer to the annotation below regarding Special Disabled and Disabled Veterans.

<sup>13</sup> Recently separated veterans are those who separated from the military within the 48 months prior to application and received a DD214 for conditions other than dishonorable. Applicants must follow the participant eligibility guidelines outlined under WIOA Title I.

<sup>14</sup> Veterans with significant barriers to employment include: a special disabled or disabled veteran, as those terms are defined in 38 U.S.C Section 4211(1) and (3); a homeless person, as defined in Sections 103(a) and (b) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. I 1302(a) and (b)) as amended; a recently separated service member, as defined in 38 U.S.C Section 4211(6), who has been unemployed for 27 or more weeks in the previous 12 months; an offender, as defined by WIOA Section 3 (38), who is currently incarcerated or who has been released from incarceration; a veteran lacking a high school diploma or equivalent certificate; or veteran who is a low-income individual (as defined by WIOA Section 3 (36)), a woman, or other minority.

<sup>15</sup> 38 U.S.C Section 4215 (a)(1)(B)

## **D. Eligibility**

**Applicants:** Local Workforce Development Areas (Local Areas), education and training providers, private non-profit organizations, private for-profit organizations, tribal organizations, faith-based organizations, and CBOs are eligible to apply. Subrecipients<sup>16</sup> from PY 20-21 are ineligible to serve the same population in PY 21-22, but may apply to serve other populations.

**Participants:** All individuals must be at least 18 years of age and meet WIOA Title I eligibility requirements to participate in the ESP PY 21-22 program.

## **II. Project Design**

Applicants will foster equity through projects that help those with significant barriers to employment enter into living wage, quality jobs as outlined in the CWDB's 2020-23 Unified Strategic Workforce Development Plan (State Plan).<sup>17</sup> Projects should create seamless movement through the workforce system. To ensure alignment with workforce needs and the most successful outcomes for participants, projects will secure employer and industry involvement. To support equity goals, applicants must provide equal access to disadvantaged or historically marginalized individuals. Grant funds will support innovative projects that test new approaches, build on best practices, leverage strategic partnerships, develop and expand the regional partnership infrastructure, and braid funds and resources across partners. In addition, projects should increase access to quality jobs for target populations, align WIOA programs, provide supportive services to meet individuals where they are, and create onramps to career pathways with sustainable wages and career mobility.

### **A. Goals and Objectives**

California's workforce development agenda seeks to enhance the current system to provide participants with flexible program entry and exit options as they gain skills and obtain stackable credentials, address individual needs with customized services, align programs to maximize support and success, and offer step-by-step guidance to participants as they advance on a career ladder that promises upward mobility. The State Plan emphasizes the establishment and scaling of a workforce system that prioritizes job quality, equity, environmental sustainability, and worker voice<sup>18</sup>. Existing social, economic, and institutional bases of inequality mean that economic outcomes are stratified according to race, ethnicity, disability, and gender. The State

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<sup>16</sup> Once an applicant is chosen to receive an official award, or subgrant, they become a subrecipient.

<sup>17</sup> The State Plan emphasizes the establishment and expansion of a High Road workforce system that prioritizes job quality, equity, worker voice, and environmental sustainability. See the [High Road Training Partnerships](#) and [High Road Project Profiles](#) webpages for examples of innovative projects that align with state goals.

<sup>18</sup> Worker voice helps build a culture of continuous learning and collaboration, which is critical as industries change and advance over time.

Plan addresses these issues by prioritizing equity in workforce development with the aim of systematically generating greater opportunity for Californians who have been locked out of the mainstream economy, are under-represented in high-wage occupations and industries, and/or face multiple barriers to quality employment. Applicants are encouraged to consult the State Plan to ensure their projects align with the state's workforce development goals.

California has the opportunity to structure recovery efforts in ways that address the inequities exacerbated by the pandemic, which has disproportionately impacted the populations targeted in this grant. Applicants must demonstrate how their project will direct existing resources and efforts in new and effective ways to serve the target population. Successful proposals will explain how the project is replicable, scalable, and sustainable at the regional or systemic level. Lessons learned will be shared with the Regional Planning Units (RPU), the state, and other stakeholders to create lasting change and improvements in the workforce system.

## **B. Strategies**

Particularly in industries where low-wage jobs are predominant, equity strategies emphasize upskilling and professionalization, standardization of work and training, and fair compensation of workers as they acquire new skills and certifications. Competitive projects will offer stackable credentials and certificates with marketable value at all stages that create a step-by-step, approachable process to accessing upwardly mobile career pathways. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or population-specific strategies in order to achieve the desired outcomes. Supportive services will be tailored to the cultural, personal, educational, and professional needs of the individual to ensure full engagement in education and training opportunities. Strong collaboration, strategic co-enrollment, equal access, and the implementation of evidence-based strategies that improve the workforce system and foster success are essential elements of this program.

Strategies should be tailored to local or regional needs and incorporate the following:

- Integrated education and training (IET) programs – required for applicants serving ELLs
- Pre-apprenticeships and/or apprenticeships
- Paid work experience (PWEX) or other work-based learning (WBL) that fosters supportive relationships between employers and skilled workers
- Targeted, culturally relevant outreach to increase program diversity and inclusion
- Specific measures to ensure equal access to education, training, PWEX and WBL opportunities, and career pathways
- Provision of appropriate technology, technological skills training, and internet resources to guarantee accessibility to all participants
- Innovative, replicable, scalable, and customizable models that demonstrate potential to inform future state policies
- Existing collaborations with entities that have a demonstrated history of assisting the target population
- Wrap-around services (child care, mental health, health, financial literacy, transportation, and other supportive services) to meet individual needs
- New partnerships that engage community stakeholders and increase access to and

support for training programs

- Customized assessment and case management facilitated by personalized introductions to service providers and continued support through all aspects of the program
- Successful models or connections, such as the High Road Training Partnership (HRTP), IET designs, and other state innovations
- Braiding of funds and resources amongst partners to maximize services
- Cross-cutting workgroups to generate systemic change and build capacity by breaking down silos

### C. Required Partnerships

This grant program will address multiple existing and emerging gaps in the current workforce system, including skills gaps in the workforce, service gaps in public and workforce services, and education and training delivery gaps. Also, the grant seeks to create sustainable change by developing long-term working relationships with employers and other partners. To this end, successful applicants will develop partnerships and strategies that bridge the WIOA workforce system gaps for target populations.

All applicants must work with the following required partners:

- A Title I Local Area in the service region(s)
- A Title III Wagner-Peyser local office in the service area<sup>19</sup>
- Education or training partner(s) in the service region offering certificates for in-demand sectors with livable wages and quality jobs
- Employer(s) in the same sector as training programs
- CBO(s) with expertise serving the target population(s)

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

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

Applicants serving ELLs must **also** partner with one of the following training partners and incorporate IET strategies:

- A Title II Adult Education provider
- A California Adult Education Program (CAEP)<sup>20</sup>

The state also encourages optional partnerships with human service programs<sup>21</sup>, additional CBOs, HRTPs, Division of Apprenticeship Standards (DAS) or other apprenticeship initiatives,

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<sup>19</sup> Your partnership with Wagner-Peyser, at minimum, should include outreach strategies to ensure the program is addressing the needs of participants who are Long Term Unemployed and meet the characteristics of the populations being served.

<sup>20</sup> For more information, refer to the [California Community Colleges CAEP website](#).

<sup>21</sup> Human 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.

State Plan partners<sup>22</sup>, and other WIOA programs, special grants, or initiatives beyond the required partnerships whenever such additional partnerships are possible and relevant to the project. Strong applications will clearly articulate how partners will successfully execute each phase of the program, from recruitment to employment.

#### **D. Data and Supporting Evidence**

Successful proposals must cite supporting data as applicable from a variety of sources. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or any other reliable data source such as consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should reflect the applicant's comprehensive understanding of the issues specific to the target population, demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success. To support the focus on the regionally specific impact of COVID-19, local data sources that illustrate the experience of individuals and specific communities in crisis, such as analyses of local news articles, may be used to support the other data presented in the narrative.

### **III. Application and Program Requirements**

All proposals must adhere to proposal requirements, utilize the required format, and include all of the requested information and attachments; otherwise, the proposal will be deemed nonresponsive. Proposals that do not meet the minimum requirements will not be scored or considered for funding. Refer to Appendix A for guidance on how to properly complete, format, and submit all elements of the proposal package.

#### **A. Required Exhibits and Attachments**

- Cover/Signature Page
- Executive Summary
- Exhibit A Proposal Narrative
- Exhibit E Expenditures
- Exhibit F Budget Summary
- Exhibit F2 Budget Narrative
- Exhibit G Supplemental Budget (if applicable)
- Exhibit I Project Work Plan
- Exhibit J Partner Roles and Responsibilities
- Exhibit K Performance Goals Matrix
- Partnership Agreement Letters and Match Commitment Letters

#### **B. Certified Training and WBL**

Applicants are required to offer at least one certified training which leads to an industry-recognized certificate for each career pathway.

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<sup>22</sup> State Plan partners are those groups that are part of the [WIOA Unified State Plan](#).

Applicants are also required to utilize or develop pre-apprenticeships, apprenticeships, PWEX, or other WBL to train participants for quality jobs. To this end, partnerships or linkages with the DAS are encouraged.

Grant applications that do not offer WBL and at least one training that leads to an industry recognized certificate will be considered non-responsive and will not be reviewed or considered for funding. Applicants are expected to spend the majority of grant funds to provide participants with WBL opportunities.

### **C. Registration with the System for Award Management (SAM)**

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

**Note** – registration with the SAM must be reviewed and updated every 12 months in order to remain current, accurate, and complete in the SAM database. A recipient must maintain an active registration with current information at all times during which it has an application under consideration or an active federal award, including federal funding distributed through the EDD. Applicants must ensure that this information is updated well in advance of submitting an application for funding. The process of registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. It is the applicant's responsibility to have all information up to date and accessible through the SAM prior to submitting the application. Visit the [SAM website](#) for more information about registration requirements.

### **D. Partnership Agreement Letters**

Applicants must submit partnership agreement letters from each of the required program partners. If the applicant is one of the mandatory partners and/or is providing required matched funds or resources, the applicant must provide their own letter to document the commitment. See Appendix A for more information on submitting partnership agreement letters.

### **E. Performance Goals**

Applicants can reference the state's negotiated performance goals in Figure 2. These metrics and rates of achievement 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 regional objectives, and provide quality jobs with self-sufficient wages to participants with a quarterly median earnings goal of \$9,000 to \$10,500. Refer to Appendix A and [WSIN19-48](#), Subject: *State Negotiated Performance Goals PY 2020 and 2021* (June 4, 2020) for more information about performance goals.

**Figure 2: Negotiated Performance Goals**

<b>PY 20-21 Negotiated Performance Goals</b>	<b>Adults</b>
Employment Rate 2nd Quarter After Exit	67.0%
Employment Rate 4th Quarter After Exit	66.0%
Median Earnings 2nd Quarter After Exit	\$6,000
Credential Attainment within 4 Quarters After Exit	60.0%

In addition to the WIOA performance measures, the state requires subrecipients to track total participants enrolled in education, training, and training-related employment.

For this SFP, the proposal narrative explanation of performance goals should reflect a data-driven local economic analysis that supports the proposed project performance goals in connection to service delivery, target populations, and skill attainment.

#### **F. Collaboration with the EDD**

The EDD requires key project staff to attend mandatory quarterly meetings. The EDD Project Manager (PM) is responsible for grant administration and oversight. Key project staff will be required to work closely with the PM for technical assistance, CalJOBS training, and guidance during start-up, implementation, and throughout the grant POP. Applicants must also participate in community of practice meetings and other activities organized by external technical assistance (TA) providers authorized by the EDD to evaluate projects. See section VII.C. of the SFP for more information.

### **IV. Budgeting and Performance Requirements**

#### **A. Funding Request**

Applicants may apply for any amount within the allowable range of \$200,000-\$500,000 per population. The applicant may serve any number of participants, but must provide a rationale for the cost per participant<sup>23</sup>. The average cost per participant may vary based on geographic location, target population, and the type and intensity of services offered. Figure 3 provides guidance on calculating funding and match needs based on desired total participants. Refer to Appendix A when completing all forms.

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<sup>23</sup> The number of projected participants is calculated using the mid-range average cost per participant (\$5,778) and the high-range average cost per participant (\$7,200). All numbers are approximate due to rounding. The number of projected participants is calculated using the following equation:  $[\text{Amount Requested}] + [\text{Required Match}] / [\text{average cost per participant}]$

**Figure 3: Planning Guideline for Participation and Funding**

Amount Requested	Number of Projected Participants	Required Match
\$500,000	100-120	\$200,000
\$450,000	90-110	\$180,000
\$400,000	80-100	\$160,000
\$350,000	70-85	\$140,000
\$300,000	60-75	\$120,000
\$250,000	50-60	\$100,000
\$200,000	40-50	\$80,000

### **B. Cost Sharing**

These funds will support 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. Applicants are required to demonstrate a minimum 40 percent cash or in-kind match from other sources. The required match is based on the total amount of grant funding requested. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the success of the project. Match resources can be leveraged from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may include other WIOA funds provided the scope of this project falls under the allowable activities of those funds. Matching funds will be subject to the reporting requirements contained in Workforce Services Directive [WSD19-05 Subject: \*Monthly and Quarterly Financial Reporting Requirements\*](#) (December 4, 2019) and Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance), Section [200.306](#) Cost sharing or matching.<sup>24</sup> See Appendix A for more information on how to properly document match agreements.

### **C. Allowable Uses of Funds**

The funds awarded in this SFP may be used as follows:

- Provide direct services to participants, such as short-term pre-vocational training services, supportive services, and WBL
- Appoint or hire project-specific staff, if applicable, and cover administrative or start-up costs
- Provide staff development, training, and cross-training to program and partner staff
- Allow travel for staff to attend mandatory meetings, trainings, or events

Applicants are expected to spend the majority of grant funds to provide participants with WBL opportunities. The WIOA and its associated federal regulations, state and federal directives, and

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<sup>24</sup> All Workforce Services Directives cited in this SFP can be found on the [EDD website](#).

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

#### **D. Administrative Cost Limits**

A maximum of 7.5 percent of the total requested grant amount will be allowed for administrative costs. Refer to Appendix D for the definition of administrative costs.

### **V. Submission**

One proposal will be accepted from each applicant. Do not submit more than one proposal.

#### **A. Submission and Format**

Submit two hard copies of the Cover/Signature page with original wet signatures by the applicant's contract signatory authority to the address listed below in section V.C. of the SFP. Electronically submit the entire proposal package as a ZIP file to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov) with the subject line "[Applicant Name] ESP PY21-22 Proposal." The entire proposal package, including all elements and the hard copy Cover/Signature pages, is due by 3 p.m. on Monday, November 1, 2021.

The Proposal Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word. Documents must be saved according to the following naming convention: "[Applicant Name] ESP PY21-22 [Name of Document]". The applicant may utilize an acronym for their organization if desired. File names must not exceed 40 characters.

The Cover/Signature page, partnership agreement letters, and match commitment letters must be submitted in PDF form. The Cover/Signature page must be saved according to the following naming convention: "[Applicant Name] ESP PY21-22 CoverPage". Letters should be grouped together by category and submitted as two separate PDFs with the following naming conventions: "[Applicant Name] ESP PY21-22 Match Letters" and "[Applicant Name] ESP PY21-22 Partner Letters". File names must not exceed 40 characters. Submit any additional binding documents and Creative Commons Attribution License Verifying Document (if applicable) in Adobe PDF format.

## B. Important Dates and Deadlines

**Figure 1: Application Timeline**

Event	Date
SFP release	September 16, 2021
Deadline to preregister for the informational webinar	September 24, 2021
Last date to submit questions for the webinar	September 27, 2021 by 12 noon
Informational Webinar	October 1, 2021
Notice of Intent to Apply	October 8, 2021
Proposals due	November 1, 2021 by 3:00 p.m. PT
Proposal review and evaluation	November 15-19, 2021
Deadline to appeal	November 9, 2021
Award announcements	December 2021
Estimated project start date	January 1, 2022

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

An informational webinar will be held on Friday, October 1, 2021, at 10 a.m. PT. This webinar will provide a detailed overview of the SFP and a final opportunity for applicants to ask specific questions about the application process. Preregistration is required for all participants. Submit preregistration requests to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov) no later than September 24, 2021 with the subject as “Preregistration ESP”. Registrants will receive a confirmation email containing a link to the webinar and an attachment entitled “Frequently Asked Questions” (FAQs). Applicants must thoroughly review the SFP, the Proposal Package Instructions in Appendix A, and the FAQs prior to submitting questions.

Submit inquiries for the webinar to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov) with the subject as “ESP SFP Inquiry”. Inquiries must be received no later than Monday, September 27, 2021 at 12 noon. A compiled list of questions and answers from the webinar will be posted to the [EDD website](#) approximately one week after the informational webinar.

## C. Delivery

Applicants must submit a complete proposal package with all required elements to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov) and two hard copy Cover/Signature pages with original wet signatures by the applicant’s contract signatory authority by Monday, November 1, 2021, by 3 p.m. PT.



## A. Proposal Review, Scoring, and Evaluation

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

**Figure 4: Scoring Rubric**

<b>Narrative Criteria</b>	<b>Maximum Points</b>
Section I – Statement of Need	20
Section II – Project Plan	30
Section III – Performance Goals	15
Section IV – Partnerships and Leveraged Resources	10
Section V – Statement of Capabilities	10
Section VI – Budget Summary Narrative and Plan	15
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>

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

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with federal and state mandates during the approval and contract negotiation process. The EDD Project Management Group will provide guidance should revisions be necessary. The EDD reserves the right to rescind any offer of funding if a subrecipient does not comply with the revision process.

## B. Appeals Process

A proposal may be disqualified for not meeting the application requirements. Read the SFP carefully and consult Appendix A for detailed instructions on how to properly complete and submit all application elements and to ensure all requirements have been met. An appeal of the disqualification decision may be filed, however, take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline
- Final funding decisions cannot be appealed

- The application requirements are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. See sections III., IV., and V. of the SFP and Appendix A for more information on application and submission requirements.

The EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov) by close of business on the seventh calendar day. 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:

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for the appeal, including citations to the SFP and pertinent documents
- A statement of the relief sought
- Any and all corrective documentation (for example, if a match commitment letter did not contain the exact amount of the match, the applicant must include a new match commitment letter that meets the requirements indicated in the SFP and Appendix A)
- A scanned copy of the statement with an original wet signature of the authorized signatory of the organization
- Appeals must be submitted in PDF form to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov)

The EDD will respond to appeals via email. The review will be limited to determining whether the corrective actions taken by the applicant were successful and the proposal meets the minimum application requirements of the SFP in order to be evaluated.

### **C. Award Notification**

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by December 2021. An award offer does not constitute approval of the application as submitted. The applicant is required to enter into negotiations with the EDD to finalize program components, staffing levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

### **D. Agreement and Contracting**

The EDD will contact the subrecipients to finalize contract details. The EDD may request that the contracts incorporate changes to the original project proposals. After any necessary negotiations, the EDD will mail the finalized contract to the subrecipients for signature. The state expects contract negotiations to begin in December 2021 with a projected start date of January 1, 2022. A Notice of Award does not automatically entitle the subrecipient to funding. The EDD reserves the right to terminate any offer of funding if a subrecipient does not negotiate in good faith. Subrecipients are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be

necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions.

## **VII. Administrative Requirements**

Successful applicants must comply with all administrative and reporting requirements to remain eligible for awarded funds. Applicants that do not comply may be de-obligated.

### **A. Monitoring and Audits**

During the POP, 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 reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely manner. Complete and accurate reporting is essential during the monitoring process.

Subrecipients that expend over \$750,000 in federal funds from any source must complete a single audit or program-specific audit for the fiscal year in accordance with the Single Audit Act for State and Local Agencies, 1996 Amendments, Public Law 104-156. Refer to [WSD20-03](#), Subject: *Audit Requirements* (October 13, 2020) for more information.

### **B. Record Retention**

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

### **C. Reporting**

All subrecipients must have access to the CalJOBS website to report expenditures, participant information, and outcome data to the state in a timely and accurate manner. Refer to Appendix F: CalJOBS Workstation and Software Requirements for more information. The state will provide training on how to use the CalJOBS reporting system. Review [Types of Work-Based Learning WIOA Desk References](#) and [WSD19-06](#), Subject: *CalJOBS<sup>SM</sup> Activity Codes* (December 27, 2019) for guidance on entering grant activity codes. See [WSD20-10](#), Subject: *CalJOBS Participant Reporting* (April 8, 2021) for more information regarding participant reporting requirements.

Subrecipients will be required to submit monthly financial and participant reports using CalJOBS. Subrecipients will also be required to submit monthly narrative progress reports on the status of the projects. A project closeout report is due within 60 days of the project termination date. Refer to [WSD19-05](#), Subject: *Monthly and Quarterly Financial Reporting Requirements* (December 4, 2019) for further information.

#### **D. Closeout**

A subgrant line item closeout and narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan. Refer to [WSD16-05](#), Subject: *WIOA Closeout Requirements* (July 29, 2016) for further guidance.

#### **E. Compliance**

All funds are subject to state and federal statutory and regulatory requirements including, but not limited to, the WIOA and its associated federal regulations, OMB Circulars, and Title 29 of the *Code of Federal Regulations*.

#### **F. Intellectual Property Rights/Creative Commons Attribution License**

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

#### **G. Steven’s Amendment**

Pursuant to Public Law 116-260, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state the following:

- a. The percentage of the total costs of the program or project which will be financed with Federal money;
- b. The dollar amount of Federal funds for the project or program; and
- c. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

For more information refer to the [U.S. Department of Health and Human Services website](#).

#### **H. Evaluation**

The 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 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 the requested data and information. Therefore, throughout the POP

subrecipients must document lessons learned and effective practices ascertained through this project.

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## **APPENDICES**

## Appendix A: Proposal Package Instructions

Applicants must follow the specific instructions indicated below and complete all requested exhibits included in the SFP announcement. The Cover/Signature Page, Executive Summary, Proposal Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required SFP exhibits, mandatory partnership agreement letters, match commitment letters, and optional letters of support are not included in the 15 page limit, which applies only to the narrative. If you have any questions regarding the proposal package after having carefully reviewing the SFP and Appendices, email EDD staff at: [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov).

### Format and Document Order

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

<b>1. Cover/Signature Page</b>	
<b>2. Executive Summary</b>	
<b>3. Proposal Narrative – Exhibit A (must include the following sections)</b>	
I. Statement of Need	
II. Project Plan	
III. Performance Goals	
IV. Partnerships and Leveraged Resources	
V. Statement of Capabilities	
VI. Budget Summary Narrative and Plan	
<b>4. SFP Exhibits</b>	
Exhibit E – Expenditure Plan	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
Exhibit K – Performance Goals Matrix	

<b>5. Match Commitment Letters</b> (if not fully accounted for in required partner letters)	
<b>6. Partnership Agreement Letters</b>	
A Title I Local Area in the service region(s)	
A Title III Wagner-Peyser local office in the service area	
Education or training partner(s) offering certificates in an in-demand sector in the service region	
Employer(s) in the same sector as training programs	
CBO(s) with expertise serving the target population(s)	
Applicants serving veterans must also partner with Title III Wagner-Peyser Local EDD Jobs for Veterans State Grant staff	
Applicants serving ELLs must also partner with a Title II Adult Education provider or a CAEP and incorporate IET strategies	
<b>Optional Partner Letters</b>	

**Cover/Signature Page**

The Cover/Signature page must be completed in its entirety and submitted both as a printed hard copy with wet signatures via mail, in-person, or by courier delivery service and electronically as a PDF document with the authorized signatory’s electronic signature. Ensure that contact information for both the authorized contact person and the authorized signatory is correct. Save this document according to the following naming convention: “[Applicant Name] ESP PY 21-22 CoverPage”. For example, “OrgXYZ ESP PY 21-22 CoverPage”. File names must not exceed 40 characters.

**Executive Summary**

The Executive Summary is limited to two pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten. See the bulleted list below for specific instructions. Save this document according to the following naming convention: “[Applicant Name] ESP PY 21-22 ExecSum”. For example, “OrgXYZ ESP PY 21-22 ExecSum”. File names must not exceed 40 characters.

**Industry(ies) of Focus**

- Targeted industries must be listed in alphabetical order and with proper capitalization (for example, advanced manufacturing, business services, cybersecurity, healthcare, information technology, and security services).

- Do not include a narrative in this space.

#### **Counties to be Served**

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

#### **Targeted Populations to be Served**

- Targeted populations must be listed in alphabetical order (for example, disabled veterans, low-income veterans, minority veterans, recently separated veterans).
- The applicant may include an explanation or a short narrative after listing the targeted populations, if desired.

#### **Key Partners**

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

#### **Project Description**

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

#### **Proposed Outcomes**

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

#### **Exhibit A Proposal Narrative**

The applicant should clearly demonstrate in the Proposal Narrative how the applicant's approach to the focus will lead to the success of the target population(s). The entire Proposal Narrative must be written in MS Word using Calibri 12-point font, limited to 15 pages with one-inch margins, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond the 15 page limit will not be considered. The other required exhibits and attachments do not count towards the page limit. Save this document according to the following naming convention: "[Applicant Name] ESP PY 21-22 [Exhibit]". For example, "OrgXYZ ESP PY 21-22 ExA". File names must not exceed 40 characters.

The Proposal Narrative must include the following seven sections in the following order as indicated in Exhibit A:

- I. Statement of Need (20 points)
- II. Project Plan (30 points)
- III. Performance Goals (15 points)
- IV. Partnerships and Leveraged Resources (10 points)
- V. Statement of Capabilities (10 points)
- VI. Budget Summary Narrative and Plan (15 points)

For each section to be considered complete, applicants must cite supporting data as applicable. Relevant data sources may include LMID, BLS, the U.S. Census, local surveys, and consultation

with industry associations, Local Areas, mandatory and non-mandatory partners. The data should reflect the applicant's comprehensive understanding of the issues specific to the target population(s), demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success. Data must also reflect the impact of COVID-19 in the applicant's proposed service area(s). Applicants may also incorporate analyses of local news articles to support the other data presented in the narrative.

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

## **Section I – Statement of Need (Maximum 20 points)**

### **I.1. Target Region** (Score Range 0 – 5 points)

- Describe the target region(s), including an estimated number of the target population(s) in the region(s).
- Describe the unmet needs of the target population(s), including gaps in services.
- Explain how the unmet need was determined and what factors contributed to the unmet need.
- Describe the impact of COVID-19 in the service area(s).
- Provide supporting data and sources.

### **I.2. Target Group Description** (Score range 0 – 5 points)

- Describe the characteristics of the target population(s).
- Describe common and significant barriers to employment, training, and services.
- Identify and describe the supportive service needs.
- Describe basic and occupational skills gaps and needs.
- Provide a clear strategy to address skills gaps and improve labor market and skills outcomes.
- Discuss current challenges with employment and retention and how the project will address them.
- Describe the impact of COVID-19 on the target population(s).
- Provide a clear justification for the project, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population(s) will be addressed.
- Cite data sources.

### **I.3. Target Industry Sector** (Score Range 0-5 points)

- Describe the target industry sector(s) in which participants will be trained and placed.
- Indicate the criteria that qualify the target occupations as quality jobs (as defined on page 1 of the SFP).
- Demonstrate the demand for skilled workers in the target industries in the service region, including how the demand was determined.
- Describe the current and projected employment opportunities in the targeted industry

sector(s) and geographic service region, including a forecast of the approximate number of jobs available in the target industries.

- Provide a comparison of the skills needed by the industry sector(s) and the skill levels of the target population(s) that justify the project's recruitment, training, and employment strategies.
- Provide wage data for specific occupation(s).

#### **I.4. Industry Recognized Credentials and Certifications (Score Range 0-5 points)**

- Identify the specific credentials and certifications that will be offered.
- Describe how credentials will contribute to participants' progress along a specific career ladder.
- Explain how these credentials and certifications will lead to quality jobs for participants.

### **Section II – Project Plan (Maximum 30 points)**

#### **II.1. Outreach/Recruitment (Score range 0 – 5 points)**

- Identify the culturally relevant outreach and recruitment methods specific to the target population(s) that will be used to recruit program participants.
- Explain how these outreach methods will ensure equity goals are met.
- Demonstrate how these methods will reach a significant percentage of the target population(s) in a replicable, effective, and timely manner.

#### **II.2. Service Approach (Score range 0 – 5 points)**

- Demonstrate how the approach addresses the challenges in the Statement of Need.
- Indicate what best practices will be applied and how building upon them will result in an innovative new approach.
- Describe the types of services and training that will be used to achieve the planned goals and objectives.
- Describe how the service delivery plan will address the barriers faced by the target population(s), transition participants into employment, and/or help participants achieve ongoing career advancement and sustainability.
- Demonstrate how services and training will enable participants to increase their vocational and job readiness skills, attain and retain employment, enter into career pathways, and advance in the target industries.
- Describe how the project will strengthen collaboration, support co-enrollment, provide clear pathways to employment, and provide support and follow-up services to ensure participant success.

#### **II.3. Work-Based Learning (WBL) (Score range 0 – 5 points)**

- Demonstrate a clear strategy for providing training and required WBL programs, such as through linkages with the DAS and the California Apprenticeship Initiative.
- Demonstrate that the technical or occupational skills targeted in this project are based on standards developed or endorsed by the target industries and/or employers.
- Provide detailed step-by-step examples of how a participant will progress towards the

identified credentials.

- Explain how this strategy will enable participants to obtain employment in a career pathway that offers career mobility and living wages.

#### **II.4. Employer Outreach/Recruitment** (Score range 0 – 5 points)

- Identify the outreach and recruitment methods that will be used to reach employers.
- Explain how employers were selected and how quality job standards were applied in the selection process.
- Explain how employers will be engaged to play an active role in the project.
- Demonstrate how new and current partnerships actively engage employers within the selected industry sector(s) to identify industry needs and employment opportunities for the target population(s).
- Describe participant employers' concrete commitments to creating equity and quality jobs in the target industries.

#### **II.5. COVID-19 and Equity** (Score range 0 – 5 points)

- Describe the specific strategies that will be employed to ensure that education and training will be safe and accessible if COVID-19 regulations persist or increase.
- Demonstrate how it was determined that the occupations participants are training for will be in demand in a post-COVID-19 economy.
- Identify the equity issue(s) the project seeks to address within the target population(s).
- Describe the strategies that will be employed to ensure that equity goals are met.

#### **II.6. Project Plan** (Score range 0 – 5 points)

- Complete and attach the Project Work Plan (SFP Exhibit I) that includes a detailed timeline of objectives, activities, outcomes, and major milestones that demonstrate how project goals will be achieved.

### **Section III – Performance Goals (Maximum 15 Points)**

#### **III.1. Performance Goals Matrix** (Score range 0 – 5 points)

- Complete the Performance Goals Matrix (SFP Exhibit K) for the target population(s). If serving multiple populations, complete a separate Exhibit K for each population(s).
- Describe all planned goals, including participant access to quality jobs and anticipated wage increases compared to previous jobs.
- Analyze labor market information and explain how this informs the proposed performance goals in Exhibit K.
- If the planned project goals are lower than the state's negotiated WIOA performance goals for PY 2021, provide an explanation that addresses the discrepancies.

#### **III.2. Goal Measurement and Effectiveness** (Score range 0 – 5 points)

- Identify and describe anticipated outcomes in the target industries and among the target population(s).
- Describe how the project goals will be measured. Provide a baseline to demonstrate the

impact of the project on the target industries and the target population(s).

- If a baseline does not exist, state when a baseline measurement will be taken for the project.
- Describe how the identified outcomes will result in sustained meaningful partnerships in an effort to increase long-term employment of the target population(s) and create systemic change.

### **III.3. Project Sustainability (Score range 0 – 5 points)**

- Demonstrate how the program activities will continue beyond the life of the project.
- Explain how the project's innovations in technology-enabled education and training will be replicable and sustainable beyond the life of the grant.
- Describe how the outcomes identified above will result in greater equity in the workforce system.

## **Section IV – Partnerships and Leveraged Resources (Maximum 10 points)**

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

- Complete and attach the Partner Roles and Responsibilities (SFP Exhibit J).
- Describe how regional partnerships have been successfully formed with each mandatory partner and with other partner agencies including community colleges, adult education programs, HRTPs, or other partners committed to quality job outcomes for participants.
- Explain how partnerships will be used to coordinate and provide services.
- Describe the roles and responsibilities of each mandatory and optional partner in terms of specific tasks, services, or support that will be provided.

See exhibit instructions below for detailed information on how to complete Exhibit J and partnership agreement letters.

### **IV.2. Employer Engagement (Score range 0 – 5 points)**

- Describe how employers have been engaged in the development of the sector strategy approach and each part of the project plan.
- Describe how employers will continue to provide industry-based advice on curricula, career pathways, program delivery, and employment opportunities.
- Describe how partnerships will promote systemic change, sustainability, and replication of successful industry partnerships, leading to increased employment and retention.
- Explain how employer partners will contribute to the equity and quality jobs goals of this grant (for example, through strategies such as thorough onboarding, high-quality supervision and mentorship, career advancement support, ongoing training, and career development, diversity in hiring practices, diversity in the workplace programs, etc.).

## **Section V – Statement of Capabilities (Maximum 10 points)**

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

- Demonstrate capabilities and knowledge in conducting and administering programs for the target population(s).

- Demonstrate capacity to collect and report financial and participant performance data as required.
- Describe past or present project accomplishments serving the target population(s) and how grant funds will build on these successes.
- Provide examples of accomplished outcomes.
- Describe past and present performance levels as of the end of the project.
- Include planned/actual number served, planned/actual placed into employment, planned/actual number trained, types of employment, or other pertinent information relevant to the success of this project.
- Describe past success in preparing participants for quality jobs as defined in the SFP. Provide concrete performance outcomes.
- If the organization is a small CBO with limited experience and/or capacity, describe how past or current partnerships with higher capacity, more experienced agencies satisfy the requirements in this section.

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

- Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population(s).
- Include the proposed staffing plan for this project and detail staff experience working with the target population(s) in the identified capacity.
- List and describe all key positions that will carry out the project.
- If staff are not currently identified, describe the process of identifying, hiring, or appointing key staff and the training that will be provided during the project start-up period.
- Describe the organization’s capacity to lead all mandatory and optional partners.
- Describe your organization’s experience with or training in diversity, equity, and inclusion practices.

**Section VI- Budget Summary Narrative and Plan (Maximum 15 Points)**

**VI.1. Budget Summary Plan** (Score range 0 – 5 points)

- Complete and attach the Budget Summary (SFP Exhibit F).
- If applicable, complete and attach Supplemental Budget (Exhibit G).
- Explain how the proposed costs are necessary and reasonable in terms of benefits to participants.
- Demonstrate that the majority of project costs are allocated to WBL activities.

See exhibit instructions below for detailed information on how to complete Exhibits F and G.

**VI.2. Cost Effectiveness** (Score range 0 – 5 points)

- Complete and attach the Budget Narrative (SFP Exhibit F2).
- The figures in SFP Exhibit F2 align with SFP Exhibit F.
- The narrative clearly explains all line items in the Budget Summary (SFP Exhibit F).

- Demonstrate that key personnel have adequate time and resources devoted to achieving the project goals and outcomes.
- Identify travel costs for key staff to attend mandatory quarterly meetings, communities of practice, and any other activities planned by the approved TA provider.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G).
- Explain how the proposed costs are necessary and reasonable in terms of benefits to participants.
- Explain how WBL activities are prioritized in the budget.

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

**VI.3. Cumulative Expenditure Plan (Score range 0 – 5 points)**

- Complete and attach the Expenditure Plan (SFP Exhibit E).
- The expenditure plan lines up with the Total Funding amount on SFP Exhibit F and the Total Cash/In-Kind Match on SFP Exhibit J.

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

**Exhibit Instructions**

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit all exhibits as Microsoft Word documents with the following title: “[Applicant Name] ESP PY 21-22 [Exhibit]”. For example, “UnityOrgXYZ ESP PY 21-22 ExE” for Exhibit E. File names must not exceed 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

**Exhibit E Cumulative Expenditure Plan**

- Complete and attach the Expenditure Plan (SFP Exhibit E) detailing the monthly expenditures and the monthly planned match dollars.
- Insert the monthly planned expenditures in the Monthly Planned Expenditures column.
- Enter the monthly planned cash and/or in-kind match identified in the Proposal Narrative (SFP Exhibit A) and documented in match commitment letters in the Monthly Planned Match column.
- The Cumulative Planned Expenditures, the Cumulative Planned Match, the Project Total Planned Expenditures columns, and the Total row are calculated fields. Right-click each field and select “Update Field”.
- If a field is revised, click “Update Filed” again to ensure all subsequent cells are updated.

Below is an example of a completed Expenditure Plan. The total expenditures must add up to the total project budget.

Month-Year	Monthly Planned Expenditures	Cumulative Planned Expenditures	Monthly Planned Match	Cumulative Planned Match	Project Total Planned Expenditures
January-2022	0	\$ 0.00	0	\$ 0.00	\$ 0.00
February-2022	10500	\$10,500.00	3000	\$3,000.00	\$13,500.00
March-2022	12500	\$23,000.00	4000	\$7,000.00	\$16,500.00
April-2022	15000	\$38,000.00	4000	\$11,000.00	\$19,000.00
May-2022	15000	\$53,000.00	4000	\$15,000.00	\$19,000.00
June-2022	16000	\$69,000.00	6200	\$21,200.00	\$22,200.00
<b>TOTAL</b>	<b>\$85,000.00</b>	<b>\$278,500.00</b>	<b>\$27,400.00</b>	<b>\$84,600.00</b>	<b>\$112,400.00</b>

**Note** – subrecipients will need to complete detailed expenditure plans as part of the final contract award (subgrant).

**Exhibit F Budget Summary**

- The WIOA 15 Percent Funds column must contain the cost of each expense item and must total the requested grant funds.
- Under Amount Leveraged, enter the cash and/or in-kind match resources identified in the Proposal Narrative (SFP Exhibit A) and documented in match commitment letters.
- The Total Project Budget column includes calculated fields that must be populated. Once all data is entered, right-click inside each field and select “Update Field” to populate each line item. Complete Total Funding, row P, using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- The Cash/In-Kind Match in the Budget Summary Plan (SFP Exhibit F) must equal the Total Cash/In-Kind Match in the Partner Roles and Responsibilities (SFP Exhibit J) and in match commitment letters.
- The amounts entered for row P in the Budget Summary Plan (SFP Exhibit F) must match the amounts listed on the Cover/Signature page.
- If planning to purchase equipment with a unit cost of \$5,000 or more, the applicant must complete the Supplemental Budget (SFP Exhibit G).

**Exhibit F2 Budget Narrative**

- Provide a detailed justification in the Budget Narrative (SFP Exhibit F2) for each line item cost contained in the Budget Summary Plan (SFP Exhibit F). For example, a detailed justification of staff salaries should include the title or position; a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- In section (A-D) Staff Salaries, enter the total dollar amount of the Salaries Paid and Benefits charged to the grant (WIOA 15%) in the line provided.
- Utilize line items A-D from the Budget Summary Plan (SFP Exhibit F) to complete the table in section A of the Budget Narrative (SFP Exhibit F2). In column 1, list each staff position. In column 2, multiply the number of full-time equivalents (FTE) by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).

In column 3, enter the staff Fringe Benefit cost. In column 4, calculate the Total by adding (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of line items A-D below the table.

- In section E, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and key staff are required to attend quarterly meetings, communities of practice, and other activities coordinated by EDD-approved TA providers; include all travel costs in the budget.
- In section F, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in column 2 of the items listed in column 1. (The items in column 1 with the asterisk symbol are based on the FTE for program staff).
- In section G, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives [WSD16-16](#), Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), [WSD16-10](#), Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and [WSD17-08](#), Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
  - In line item 1, list the total amount of Equipment and Furniture items less than \$5,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
  - In line item 2, enter the total expense amount of Equipment and Furniture items greater than \$5,000. In the indicated space, include the name, cost, and quantity of the item. If there are any items listed in G.2., complete Exhibit G.
  - In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- In section H, enter the total amount of estimated expenses for Testing and Instructional Materials. In the indicated space, provide a detailed description of the purpose and planned use of the testing and instructional materials.
- In section I, enter the total estimated budget for Tuition and Payments/Vouchers on the line provided. In the space under the section, provide a detailed narrative of the costs for programs, sector-specific training, certificate programs, and training costs for outside training providers.
- In section J, provide the number of planned participants that will be enrolled in WBL. List employers and industries offering WBL.
- In section K, state the planned number of participants to receive training and detail the type of training.
- In section L, include the estimated cost of Supportive Services on the line provided. This includes gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Provide a detailed description of the specific services that will be provided.
- In section M, include the total cost of Contractual Services on the line provided. Describe in detail. See the Budget Narrative (SFP Exhibit F2) for an example.
- In section N, enter the total Indirect Costs on the line provided. For the Indirect Costs, the applicant must have an approval from the Cognizant Agency.
- In section O, list other expenses. Describe the additional costs that do not fit into the

specific categories in the prior sections.

### **Exhibit G Supplemental Budget**

- If applicant plans to purchase equipment that has a unit cost of \$5,000 or more and a useful life span of more than one year, the Supplemental Budget (SFP Exhibit G), Section I. Equipment must be completed.
- Due to the short-term nature of these projects, lease or rent of high-cost equipment is encouraged. For contractual services, the Supplemental Budget (SFP Exhibit G) Section II. Contractual Services must be completed.
- All equipment with a unit cost of \$5,000 or more is subject to prior approval by the EDD and will be negotiated in conjunction with contract completion.
- A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section 200.407.
- The Item Description column must list all equipment with a unit cost of \$5,000 or more.
- The Quantity column must contain the desired amount of each item listed in the Item Description column.
- The Cost Per Item column must contain the cost for each item listed in the Item Description column.
- Right-click each cell in the Total Cost column and select “Update Field” in order to populate with the total cost for each item listed in the Item Description column.
- The Percent Charged to Project column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually in order to ensure an accurate calculation in the following column, the Total Cost Charged to Project column.
- In order to populate the Total Cost Charged to Project column, right-click each cell in the column and select “Update Field.”
- In order to populate the Total cells in the final row of columns 3 and 5, right-click in each cell and select “Update Field.”

### **Exhibit I Project Work Plan**

- Describe the goals of the project in the space provided.
- In the space provided, list barriers or external factors that may affect the implementation of the project or that may impede the attainment of project goals. Describe the plans to overcome the barriers.
- Enter activities, start and end dates, deliverables, outcomes, and the partner(s) responsible for each anticipated program goal and milestone for each quarter of the project term.
- The Activities column may be used to describe the following, as applicable to the project: start-up activities, business partners selected to hire, outreach and recruitment, screening/enrollment/assessment, work activities (preparation/readiness, PWEX, transitional job, on-the-job training, WBL), DB 101 (Disability Benefits 101) benefits training, employment retention and follow-up, closeout activities, and other.
- Enter estimated dates or date ranges for each activity in the Start Date and End Date columns.

- The Deliverables column should list the expected results (for example, specific improvements in the workforce or service delivery system) of each item in the Activities column.
- The Outcomes column should describe the benefits participants will derive from participating in the planned activities.
- List the responsible partner(s) that will be implementing the activity(ies).
- To add rows, place the cursor between lines at the far left side of the table and select the “+” symbol.

#### **Exhibit J Partner Roles and Responsibilities**

- List all partners in the Organization column under the heading the partner corresponds to.
- To add a row for additional partners, hover over a row in the far left and select the “+” symbol. Then copy and paste the preformatted rows into the newly added rows using the paste option “Overwrite Cells.”
- Enter the match amounts pledged in the required match commitment letters in the Cash/In-Kind Match Amount column.
- Right-click and select “Update Field” to populate the Total Cash/In-Kind Match cell.
- Roles and responsibilities should be clearly summarized in terms of specific tasks, services, or support that partners will provide for each organizational type.
- A more in-depth description of roles and responsibilities can be provided in the Proposal Narrative.
- For partners providing matched funds, list the funding source under the Fund Source column.
- Check “Yes” in the Partnership Agreement Letter column if a partner provided a partnership agreement letter. Note that if an applicant is one of the mandatory partners, the applicant must include their own partnership agreement letter in the proposal package.

#### **Exhibit K Performance Goals Matrix**

- Complete and submit one Performance Goals Matrix (SFP Exhibit K) for each target population.
- The EDD, in agreement with the Secretary of Labor, establishes the WIOA performance goals for applicants to use as a point of reference in developing their project performance goals. All planned goals must be described. The narrative explanation pertaining to performance goals should reflect a data-driven local economic analysis leading to the proposed Local Area performance goals in connection to service delivery, target population(s), and skills attainment. If the planned project goals are lower than the state’s proposed WIOA Performance Goals for PY 2021, then additional explanations that adequately address the discrepancies in the project goals are required.
- In addition to the WIOA performance measures, the state requires subrecipients to track total participants enrolled in education, training, and/or training-related employment. Data written in the narrative should be reflected in the Performance Goals

Matrix (SFP Exhibit K). The program requires that all data associated with performance be tracked in CalJOBS.

- See SFP Section III.E. for the state’s WIOA Performance Goals parameters.
- In the Performance Goals Matrix (SFP Exhibit K), the rows under Performance Goals Descriptions list the required performance indicators for this grant.
- In the second column under Total Participants, enter the total planned number of participants for each of the performance goals in the first column.
- The Performance Goal Rate (%) column is a calculated field. Do not delete or enter figures in the calculated fields. Once the data in the Total Participants column has been completed, right-click on each cell marked “!Zero Divide” and select “Update Field” to populate the Performance Goal Rate column.
- The Median Earnings 2<sup>nd</sup> Quarter After Exit should be a quarterly salary, not an annual salary. If you require additional guidance on calculating median earnings, consult a reliable resource such as [Median Earnings in the 2nd Quarter After Exit - Overview](#).
- For this SFP, applicants must provide participants entry into quality jobs with self-sufficient wages with a minimum median quarterly earnings goal of \$9,000-\$10,500.
- To find wage information for a particular industry, consult CalJOBS or the BLS.

**Note** – subrecipients will need to complete detailed expenditure and enrollment plans as part of the final contract award (subgrant).

### **Match Commitment Letters**

Applicants must provide a letter to verify the dollar amount and sources of match contributions from each entity pledging a cash or in-kind match to the 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. The individual amounts and totals in these letters must match those listed in Exhibit J. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations.

All matched funds regardless of source must be documented in a match agreement letter supplied by the funding agency. If the lead applicant is providing a match, the applicant organization must provide a letter that conforms to the stated guidelines. Matches mentioned in the narrative or documented in exhibits will not be considered official if no match commitment letter is included to verify the match.

Each match commitment letter must contain the following:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from or enhance what already exists locally.
- Be signed by an authorized signatory representative of the partner agency with the contact name, title, and telephone number.
- Be dated within the grant competition period, between September 16, 2021, and November 1, 2021.

- Be submitted together in one continuous PDF entitled “[Applicant Name] ESP PY 21-22 Match Letters”. For example, “ABCOrg ESP PY 21-22 Match Letters”. Names must not exceed 40 characters.

**Note** – If one organization is providing matched funds for several different aspects of the project provide a clear total that is easily identifiable. (For example, the Program Manager’s time has an estimated value of \$10,000. Our organization will also donate facilities for training valued at \$5,000. We will provide laptop computers for virtual trainings and distance learning valued at \$25,000. The total value of our organization’s in-kind match is \$40,000.)

Applicants that do not provide letters verifying matched funds will be deemed non-responsive and will not be considered for funding.

### **Match Details**

Applicants are required to demonstrate a minimum 40 percent match in relation to total requested funds to be calculated according to the following example:

Requested Funds: \$250,000

Minimum Match:  $(\$250,000) \times (40\%) = \$100,000$

Match resources can be leveraged from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may include other WIOA funds provided the scope of this project falls under the allowable activities of those funds. Matching funds will be subject to the reporting requirements contained in [WSD19-05 Subject: Quarterly and Monthly Financial Reporting Requirements](#) (December 4, 2019) and Title 2 CFR Part 200: Uniform Guidance, Section [200.306](#).

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

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

### **Partnership Agreement Letters**

Applicants must submit letters of agreement from all required partners. Partnership agreement letters for additional partners are optional but strongly encouraged. Each partnership agreement letter (mandatory and non-mandatory) must:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.
- Be dated within the grant competition period, between September 16, 2021 and November 1, 2021.
- Letters must be submitted together in one continuous PDF entitled “[Applicant Name] ESP PY 21-22 Partner Letters”. For example, “ABCOrg ESP PY 21-22 Partner Letters.” Names must not exceed 40 characters.

Applications that do not attach the partnership agreement letters from each required partner will be deemed non-responsive and not considered for funding. If the applicant is a required partner, the applicant must provide their own partnership agreement letter and follow the same format indicated in the instructions above.

## **Appendix B: 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, placement assistance, and career counseling, including the following:
  - Information on in-demand industry sectors and occupations
  - Information on nontraditional employment
  - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system
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 other workforce development programs
6. Provision of workforce and labor market employment data relating to local, regional, and national labor market areas, including the following:
  - Job vacancy listings in labor market areas
  - Information on job skills necessary to obtain the vacant jobs listed
  - Information relating to local, in-demand occupations including earnings, skill requirements, and opportunities for advancement
7. Provision of performance and program cost information pertaining to eligible providers of training services by program and type of providers
8. Provision of information regarding the Local Area performance that specifies local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system

9. Provision of information relating to the availability of supportive services or assistance including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the CalFRESH Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program
10. Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America's Job Center of California<sup>SM</sup> (AJCC) 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 financial aid assistance for training and education programs not provided under the 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 employment goals
2. Development of an individual employment plan to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals, including information about eligible training providers
3. Group counseling
4. Individual counseling
5. Career planning
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct 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. Participants may receive follow-up services for up to 12 months after the first day of employment.

Each proposal should include follow-up services for participants after 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 C: Allowable Costs and Cost Items Matrix

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

- Be necessary and reasonable for the performance of the award
- Be allocable to the award
- Conform to any limitations or exclusions 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.

**Figure 1: Allowable Costs Legend**

<b>Legend Key</b>	<b>Legend Key Definition</b>
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 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.

**Figure 2: Cost Items Matrix**

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	<a href="#">200.421</a>	
2	Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3	Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4	Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5	Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6	Bad debts	U	U	U	<a href="#">200.426</a>	
7	Bonding costs	A	A	A	<a href="#">200.427</a>	
8	Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9	Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10	Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11	Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12	Conferences	A	A	A	<a href="#">200.432</a>	
13	Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14	Contributions and donations	U	U	U	<a href="#">200.434</a>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	
22	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	
24	General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
28	Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
29	Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
30	Lobbying	U	U	U	<a href="#">200.450</a>	
31	Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
32	Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
34	Memberships, subscriptions, and	A/U	A/U	A/U	<a href="#">200.454</a>	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	professional activity costs					
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 reconversion costs	A/AP	A/AP	A/AP	200.462	
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: Administrative Costs

Under the WIOA, there is an administrative cost limit of 7.5 percent. As stated in 20 CFR Section 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. “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.”
2. The costs of administration are the costs associated with performing the following functions:
  - a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
    - Accounting, budgeting, financial and cash management functions
    - Procurement and purchasing functions
    - Property management functions
    - Personnel management functions
    - Payroll functions
    - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
    - Audit functions
    - General legal services functions
    - Developing systems and procedures, including information systems, required for these administrative functions
    - Fiscal agent responsibilities
  - b. Performing oversight and monitoring responsibilities related to WIOA administrative functions
  - c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space
  - d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system
  - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems

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

## Appendix E: Internet Resources

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

- **America's Job Center of California<sup>SM</sup> (AJCC)**  
Central location for information about Job/Career Centers and related links.
- **California Association for Local Economic Development (CALED)**  
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.
- **California Community Colleges Economic and Workforce Development (CCCEWD)**  
The primary system for delivering career technical education and workforce training to Californians.
- **California Department of Finance-Demographic Research (DOF)**  
State finance census data including population by gender, age, and race by county.
- **California Department of Health Care Services (DHCS)**  
Provides services to preserve and improve the health status of all Californians.
- **California Department of Education (DOE)**  
Programs available to provide adults with the knowledge and skills necessary to participate effectively as productive citizens and workers.
- **California Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS)**  
Provides opportunities for workers to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. Contains information on the quality elements of apprenticeship and pre-apprenticeship programs.
- **California Department of Rehabilitation (DOR)**  
Services and advocacy for employment, independent living, and equality for individuals with disabilities.
- **California Department of Social Services (DSS)**  
Oversight and administration of programs serving California's most vulnerable residents.
- **California Employment Development Department (EDD)**  
The EDD is the administrative entity for the WIOA ESP SFP. This site contains links to a wide range of employment and training resources, including labor market information.
- **California's 2020-2023 Unified Strategic Workforce Development Plan (State Plan)**  
The State Plan represents an agreement among partners identified in the WIOA and serves as the framework for the development of public policy, fiscal investment, and

operation of the state workforce and education system.

- **CalJOBS ([CalJOBS](#))**  
The CalJOBS system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.
- **California Labor and Workforce Development Agency ([LWDA](#))**  
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the EDD.
- **California Workforce Association ([CWA](#))**  
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while collaborating with workforce development partners in California.
- **California Workforce Development Board ([CWDB](#))**  
The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.
- **Disability Benefits 101 ([DB 101](#))**  
Gives tools and information on health coverage, benefits, and employment.
- **Final Rule ([Uniform Guidance](#))**  
Uniform Guidance applies to all Federal awards, including funds awarded under this SFP.
- **EDD Labor Market Information Division ([LMID](#))**  
Find labor market information to research and write the proposal.
- **Local Workforce Development Areas ([Local Area](#))**  
A listing of Local Areas with addresses and contact information.
- **Office of Management and Budget ([OMB](#))**  
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.
- **Resources for Grant Subrecipients ([EDD Resources](#))**  
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients.
- **United States Census Bureau ([Census Bureau](#))**  
Serves as the leading source of quality data about people, business, and economy.
- **U.S. Small Business Administration ([SBA](#))**  
Guidance and resource information to owners and operators of small businesses.

- **U.S. Chamber of Commerce – Institute for Competitive Workforce (ICW)**  
Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.
- **U.S. Department of Labor Employment and Training Administration (DOLETA)**  
The U.S. DOLETA is the federal agent for the WIOA program.
- **Workforce Development Solicitation for Proposals (SFP)**  
WIOA funded SFPs and related information can be accessed from the EDD’s SFP page.
- **WorkforceGPS (WorkforceGPS)**  
An integrated workforce system network sponsored by the DOL Employment and Training Administration.
- **Workforce Innovation and Opportunity Act (WIOA)**  
The act governing the funds made available in this SFP.

## Appendix F: CalJOBS Workstation and Software Requirements

Figure 1: Workstation Requirements (VOS v16.x)

System	Hardware Required	Software Required	Connectivity
Client Workstation	Processor: PIII or higher Memory: 2 GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher 3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object <sup>1</sup> / Microsoft Silverlight 3 <sup>2</sup> DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380k or higher
Staff/ Administrator Workstation	Processor: PIII or higher Memory: 2GB of RAM or higher  Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) 3rd-Party Software (described after the table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380Kbps or higher

### Supported Browsers

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

#### Desktop Browsers

- 
[Google Chrome | Download Latest Version](#)
- 
[Microsoft Internet Explorer 11 or higher | Download Latest Version](#)
- 
[Mozilla Firefox | Download Latest Version](#)

-  [Apple Safari | Download Latest Version](#)
-  [Opera | Download Latest Version](#)
-  [Microsoft Edge | Download Latest version](#)

### **Mobile Browsers**

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

#### **iOS**

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

#### **Android**

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

### **Client Workstations (Third-Party Software)**

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

**Figure 2: Third-Party Software**

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<a href="#">Adobe Acrobat Reader</a>
Adobe Flash	v11+	v11+	<a href="#">Adobe Flash</a>
Meadco ScriptX	v7.4+	v7.4+	<a href="#">Meadco ScriptX</a>
Microsoft RSClientPrint for SSRS reports			<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><a href="#">DynamSoft</a></p> <p>Download DynamicWebTWAINHTML5Edition.exe</p>

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 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.