

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 Technical Assistance and Evaluation
Program Year 2021-22

Solicitation for Proposals



March 2022

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Proposal Package Exhibits

The following contains the required exhibits for the Program Year 2021-22 (PY 21-22) Equity and Special Populations (ESP) Technical Assistance (TA) and Evaluation funding opportunity. Select each exhibit link individually and download each prior to saving the solicitation for proposals (SFP) to a personal computer (PC). 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.

Note: Once the SFP has been downloaded and saved, the exhibit links will become disabled.

- TA SFP Cover/Signature Page (DOCX)
- TA SFP Executive Summary (DOCX)
- TA SFP Exhibit A – Proposal Narrative (DOCX)
- TA SFP Exhibit I – Project Work Plan (DOCX)
- TA SFP Exhibit J – Partner Roles and Responsibilities (DOCX)
- TA SFP Exhibit E – Expenditure Plan (DOCX)
- TA SFP Exhibit F – Budget Summary (DOCX)
- TA SFP Exhibit F2 – Budget Narrative (DOCX)
- TA SFP Exhibit G – Supplemental Budget (if applicable) (DOCX)

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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 \$1.2 million from the *Workforce Innovation and Opportunity Act* (WIOA) Governor’s Discretionary Fund for the ESP TA and Evaluation for PY 21-22 grant. The ESP TA awardee will assist the ESP PY 21-22 program awardees with the design, development, and implementation of projects that accelerate employment and re-employment strategies for populations that face significant barriers to employment.

A. Purpose

The purpose of the ESP TA and Evaluation PY 21-22 announcement is to increase equity and employment opportunities for underserved populations by providing technical assistance and evaluation services to ESP program awardees to achieve successful project outcomes. The ESP TA grant intends to fund an organization with the expertise to provide support to workforce development projects that will drive innovation and systems change. The TA grant supports the assessment, analysis, and improvement of current approaches to education, training, and employment service delivery. The TA awardee will work in close coordination with the ESP PY 21-22 program awardees, the EDD project managers, and all relevant stakeholders to build organizational and leadership capacity, implement changes to service delivery models, close service gaps, engage in strategic planning, and scale effective program design to inform workforce policy statewide. Successful projects will assist program awardees with the design, development, and implementation of projects that foster workforce equity for the English language learners (ELLs), homeless and housing insecure, immigrants, justice-involved individuals, people with disabilities (PWD), veterans, young adults, and other target populations in geographic locations disproportionately impacted by the novel coronavirus-2019 (COVID-19). The intent of the program is to build meaningful and sustainable industry investment and partnerships, system innovation, and to develop projects that have the best potential to place participants into quality jobs¹ and career pathways that lead to self-sufficiency. The TA provider plays an integral role in creating connectivity between program awardees, sharing best practices and, ultimately, improving regional economic workforce outcomes.

B. Goals and Objectives

Successful applicants will demonstrate their ability to provide individual and group-based assistance to program awardees in line with the goals and objectives of the PY 21-22 ESP program. In addition, applicants must demonstrate how they will provide an accessible virtual forum for cross-project communication both during and beyond meetings with program awardees. The ultimate goals of the program are to support project sustainability and lay the foundation for regional collaboration. The TA provider will host conference calls, webinars,

¹ 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](#).

other supportive activities as needed, communities of practice (CoP)² meetings, and develop other means of effective communication, idea-sharing, and mentoring between program awardees. The TA team must have knowledge and experience in technology-based approaches to education and training, serving the target populations described in section II.D. of the SFP, as well as familiarity with national and state best practices in order to offer accessible, and relevant resources to program awardees. The TA team should leverage existing best practices and help develop tools to serve the program awardees, which will serve a variety of populations with barriers to workforce success. The TA provider must demonstrate knowledge of the 2020-2023 Unified Strategic Workforce Development Plan (State Plan)³ in order to assess and ensure project alignment with state goals.

The TA and evaluation activities must support the following goals and objectives:

1. Immediate Project Objectives

- Conduct needs assessments to determine gaps, priorities, and opportunities
- Identify when project goals, deliverables, and outcomes are not being met, provide ongoing coaching, consultation, and support to program awardees, and identify alternative methods to accomplish project goals
- Hold virtual CoP meetings to facilitate project development and encourage peer-to-peer engagement and learning
- Develop strategies and expertise in recruitment, supportive services, retention, and career placement for priority populations
- Coordinate technology-enabled training for awardees on topics relevant to their needs
- Assist with the implementation of specific measures to ensure equal access to education and training through the provision of supportive services, including health and human services, child care, and internet access and technology skills training
- Assess best practices in employment outcomes in order to develop strategies to connect participants with high quality jobs and follow-up services
- Analyze employer engagement and recommend strategies to maximize buy-in that lead to innovative and sustainable employer partnerships for hiring, program design and work-based learning (WBL)
- On a periodic basis assess evaluation outcomes to determine program effectiveness as a learning tool for ongoing quality improvement, innovation, and systems change in program delivery
- Provide real-time feedback to program awardees to implement new strategies, measures, and actions as goals emerge and evolve

² Communities of Practice are organized groups of professionals dedicated to a common purpose who convene to share expertise and knowledge to foster innovative approaches, drive new strategies, promote the spread of best practices, and develop professional skills.

³ For more information on state goals refer to the [WIOA Unified State Plan](#).

2. Sustainability and Systems Change Goals

- Help to implement new, sustainable models for service delivery that can be expanded system-wide within the project's service area, and can be replicated across the state and tailored to regional needs
- Design and populate a linked, open-data⁴ resource that is user-friendly and hosts materials being developed by awardees
- Plan for and implement a sustainability plan to promote project continuation and scaling post-state investment
- Increase the state's capacity to provide learning, training and employment options equitably to all Californians, including those who require access to appropriate technology and internet resources to be successful
- Analyze Title I, Title II, and other funding streams and provide recommendations to align and braid⁵ funds
- Enhance connectivity between the workforce and education systems, and among state workforce programs, including apprenticeship and high road training partnerships

II. Project Design

Proposals must reflect how the project goals and objectives outlined above will be achieved in an innovative TA and evaluation plan. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes. Strong collaboration, strategic co-enrollment, equal access, and technology-based solutions are at the core of this program. Successful applicants will present creative solutions to cross-training, team building, knowledge sharing, and the provision of technological resources that facilitate participant completion of online courses, training, and other program related requirements. Applicants are encouraged to form partnerships to provide the full scope of services.

A. Required TA and Evaluation Services

The scope of the TA may include but is not limited to conference calls, webinars, workshops, office-hours, interviews, and/or in-person meetings to:

- Engage program awardees
- Address individual project challenges and pivot when necessary
- Share best practices
- Create virtual CoP meetings
- Convene focus groups
- Coordinate training on relevant topics for the program awardees

⁴ More information on linked, open-data can be found in Appendix D.

⁵ 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.

- Provide assistance and guidance in the development of sustainability plans to ensure project practices are institutionalized and work continues beyond the grant period of performance

In addition, TA awardees must coordinate and facilitate meetings, trainings, and activities attended by the EDD and program awardees including but not limited to the convening, planning meetings, CoP meetings, and partner meetings described in section IV.E. The ESP TA team will coordinate with all current TA and evaluation providers to avoid duplication of services. At a minimum the evaluation activities include an implementation and outcomes assessment across the program awardees. An impact analysis within or across program awardees may also be conducted. This may include assessing the effectiveness of specific approaches across underserved populations through the randomization of communication and/or outreach strategies. Applicants should conduct equity data analytic activities that will require the creation of equity indicators for the program awardees to use in designing their project activities. All activities must align with current federal, state, and local guidance.

B. Strategies

Strong applicants will demonstrate the capacity to provide individualized assistance based on each of the program awardee's needs and the unique barriers of the populations and geographic regions served. These efforts should result in strategies that enhance partnerships, facilitate co-enrollment, increase staff and partner capacity to serve the populations, and establish the systems and infrastructure to facilitate co-case management and common intake. Successful applicants will demonstrate how the proposal is practicable and replicable along with a sustainability plan to institutionalize practices. The TA provider will work with program awardees to overcome existing barriers and improve employment outcomes for equity target populations and use evaluation as a developmental tool for quality improvement, innovation, and systems change.

C. Service Recipients

The EDD awarded 19 grants under the PY 21-22 ESP SFP. Applicants with the capacity and expertise to provide TA and evaluation for all populations are encouraged to apply. The awardee must provide TA for program awardees from ESP PY 21-22. Strong applicants will clearly articulate a TA approach with strategies to successfully coordinate activities, conduct team-building exercises, and implement knowledge sharing.

D. Target Populations

The TA awardee must be familiar with best practices in serving the ELLs, homeless and housing insecure, immigrants, justice-involved individuals, people with disabilities, veterans, young adults, and other target population(s) in geographic location(s) disproportionately impacted by COVID-19 populations. The definitions of the populations are listed below.

1. English Language Learner⁶

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 Insecure⁷

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. Immigrants⁸

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 Individuals⁹

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 Disabilities¹⁰

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. Veterans¹¹

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

⁶ WIOA Public Law 113-128, Section 203(7)(a) and (b)

⁷ 42 U.S.C. Section 11302 103(a) and (b)

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

⁹ WIOA Public Law 113-128, Section 3(38)(a) and (b)

¹⁰ 42 U.S.C. Section 12102 1(a)(b)(c)

¹¹ 38 U.S.C. Section 101

than one group: campaign,¹² disabled,¹³ recently separated,¹⁴ veterans with significant barriers,¹⁵ and other covered veterans.¹⁶

7. Young Adults

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

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.E. of the SFP.

E. Data and Supporting Evidence

Applicants must substantiate the TA and evaluation strategies proposed in the application. Relevant data sources may include case studies, past performance, or any other reliable data sources.

The TA awardee is expected to design assessments and tools to gather real-time data and analyze program performance using a learning approach that leads to informed and ongoing decisions that will improve program outcomes and impact on the target populations. At a minimum, data must include a baseline for all program awardees. Applicant proposals must

¹² 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.

¹³ 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.

¹⁴ 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.

¹⁵ 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.

¹⁶ 38 U.S.C Section 4215 (a)(1)(B)

clearly explain the data metrics, frequency of collection, and method of analysis. The EDD reserves the right to request review of any assessments created using funds from this project.

Data from assessments developed and administered to evaluate projects should directly inform and apply learnings from the evaluation to improve service delivery over the course of the projects to refine the evaluation plan and the final report.

F. Deliverables

The TA provider will produce a comprehensive, written evaluation of the program awardees' projects which includes at a minimum key findings and recommendations to:

- Integrate funding streams and resources across the workforce and education systems
- Close gaps in service provision and job placement activities
- Implement virtual training resources that promote success and equal access
- Foster a systemic shift in the workforce system towards collaborative, interconnected, regional education, training, and employer networks to improve outcomes for target populations
- Develop strategic and sustainable partnerships with employers for hiring, program development, WBL, and other program elements
- Overcome policy and regulatory barriers to providing training and job placement
- Assess the partnership infrastructure of integrated education and training (IET)¹⁷ programs, pre-apprenticeships, Registered Apprenticeship Programs, and other WBL models

III. Eligibility

Proposals must meet the minimum application and program requirements to be read and scored.

A. Applicants

Applicants must be organizations that possess the capacity, relationships, and expertise to deliver TA and evaluation services on a statewide scale. Proposals will be accepted from Local Areas, education and training providers, county social service agencies, community-based organizations (CBOs), business-related non-profit and for-profit organizations, labor organizations, and workforce intermediaries. Individuals are not eligible to apply.

B. Participants

The EDD awarded 19 grants under the ESP Program SFP PY 21-22. The TA awardee is required to work in collaboration with the ESP SFP PY 21-22 program awardees and must have the knowledge, experience, resources, and partnerships with expertise serving the target

¹⁷ IET programs are defined under WIOA Final Regulations at 34 CFR 463.25. The IET instructional strategy offers integrated instruction for career-related training and contextualized language-building skills.

populations described in section II.D of the SFP.

IV. Application & Program Requirements

All proposals must adhere to proposal requirements, utilize the required format, and include all of the requested information and attachments or 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.

Application Requirements

A. Required Exhibits and Attachments

- **SFP Cover/Signature Page-** Two signed hard copies required
- **Executive Summary-** Abstract of the project
- **Exhibit A: Proposal Narrative-** Describes the project design with clear rationale in a narrative form
- **Exhibit I: Project Work Plan-** Provides roles, responsibilities, and milestones for project implementation
- **Exhibit J: Partner Roles and Responsibilities-** Verifies partners, cash and/or in-kind pledge in partnership and commitment letters
- **Exhibit E: Expenditures-** Details monthly expenditures and contributions
- **Exhibit F: Budget Summary-** Lists line item costs for project activities and administration
- **Exhibit F2: Budget Narrative-** Justification of costs in each line item
- **Exhibit G: Supplemental Budget (if applicable)-** Required if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of the dollar amount
- **Partnership Agreement Letters-** Proposals with partners must submit Partnership Agreement Letters.
- **Commitment Letters-** Any partner pledging contributions are encouraged to submit Commitment Letters, including the lead applicant.

B. Proposal Narrative – Exhibit A

The Proposal Narrative must include the following sections in the following order and address the specific questions outlined in Appendix A:

- I. Technical Assistance and Evaluation Plan
- II. Data Analysis and Performance Measurements
- III. Statement of Capacity and Capabilities
- IV. Budget Summary Narrative and Plan

Program Requirements

C. Partnerships

Applicants must have the expertise, resources, and capacity to provide TA and evaluation to the populations listed in section II.D. of the SFP. The EDD anticipates that most applicants will not singularly possess the expertise or capacity to manage the project unassisted and should engage partners. Partnerships are strongly encouraged to establish a stronger support network for successful program outcomes. Therefore, the applicant must demonstrate in the Project Narrative they have the capability to deliver TA and evaluation and must identify the project partners and how the collaboration will successfully execute the required SFP goals and objectives. Applicants proposing partnerships must submit Partnership Agreement Letters and describe the roles and expected contributions of the partners. See Appendix A for more information on submitting Partnership Agreement Letters. The EDD Evaluators will determine if the project team has the capacity and expertise in providing TA and evaluation and will select the most qualified applicant.

Applicants may establish partnerships with, but not limited to, the following:

- Employers
- Title I Local Workforce Development Board/One Stop Operator
- Title III Wagner-Peyser
- Local EDD Jobs for Veterans Services Grant Program staff

Additional partnerships that will enhance the success of the program awardees are encouraged based on the needs of the target populations and geographic regions.

D. Performance Goals

There are no mandated performance goals. However, applicants must demonstrate how their project plan will improve the outcomes of the ESP PY 21-22 projects.

E. Collaboration with the EDD

Applicants must budget for and plan to attend three convenings throughout the grant period to bring together state partners and awardees. The convenings will take place in the initial, middle and end phases of the grant. Timing will be determined by state partners and subrecipients. Convenings will occur within the first six months of implementation, at the mid-point, and in the last two quarters of the project. The purpose of the convenings is to develop a nuanced, big picture perspective. Agendas and programs for convenings will be developed in coordination with the EDD in order to include support on topics related to grant administration, performance, and CalJOBSSM in addition to the programmatic and subject matter content provided by the TA awardee.

The EDD requires key project staff to attend mandatory quarterly meetings. Key project staff may also be required to collaborate with the EDD Project Managers for TA and evaluation including CalJOBSSM training and guidance during start-up, implementation, and throughout the grant period of performance. See section VIII.C. Reporting for more information.

The TA awardee must coordinate and facilitate monthly CoP and partner meetings. The CoP meetings will allow the TA provider to knowledge share and network with program awardees, workforce experts, partners, and other key stakeholders. The meetings will allow awardees to engage with innovative ideas and promote new ways to implement their projects. The TA provider must have office hours at least once a month, dedicated to program awardees to ensure individual project needs are being met.

V. Funding and Budgetary Requirements

Awarding decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change.

A. Availability

A total of \$1.2 million in the WIOA Governor's Discretionary Funds are available through this SFP. The funds awarded in this SFP must be used for hiring or appointing staff and for staff travel cost to attend mandatory convenings and other meetings.

Additional discretionary funding may be provided to support extending the project into the next program year. In the event such discretionary funding becomes available, awardees will be expected to assist PY 21-22 ESP award recipients with additional funds.

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

B. Project Term

The period of performance (POP) for projects funded under this SFP will be between 18 and 24 months with an anticipated start date of June 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 period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

C. Registration with the System for Award Management

Applicants must register with the System for Award Management (SAM) in order to apply for and receive funding for this initiative. 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. Proposals received with an inactive registration will not be evaluated and will be disqualified.

Note: 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. Cost Sharing

There is no required match for this project. However, the applicant is encouraged to leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize success for the project. 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. Leverage funds may include the WIOA Title IB formula funds provided the scope of this project falls under the allowable activities of those funds. All leveraged funds will be subject to the reporting requirements contained in Workforce Services Directive [WSD 19-05 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.¹⁸

Leverage funds are 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 fund source. The awarded subrecipient has control over and disburses these funds.

The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. Examples include but are not limited to donated personnel, services, and use of equipment or space.

See Appendix A for more information on how to properly document pledge contribution agreements.

E. Allowable Uses of Funds

The funds awarded in this SFP must be used to assist ESP program awardees in the successful implementation of projects. The WIOA and its associated federal regulations, state and federal directives, and Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements govern the use of the grant funds. Refer to Appendix B and Appendix C for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

F. Administrative Cost Limits

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

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

VI. Submission

One proposal will be accepted from each applicant. Do not submit more than one proposal. The entire proposal must be submitted electronically by the deadline. All applicants must submit two hard copies of the proposal cover page with wet signatures by 3:00 p.m. on April 25, 2022.

A. Notice of Intent to Apply

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to WSBSFP1@EDD.ca.gov by noon on April 20, 2022. The subject line should reflect "Intent to Apply: ESP TA PY 21-22." Applicants that do not provide this email notification may still apply for funding. These non-binding notifications will help inform the EDD to develop a more efficient process for reviewing grant applications in this competition.

B. Submission and Format

Submit two hard copies of the proposal cover page with original wet signatures by the applicant's contract signatory authority to the address listed below in section VI.D. Delivery.

Electronically submit the entire proposal package as a ZIP file to WSBSFP1@EDD.ca.gov with the subject line "[Applicant Name] ESP TA 21-22 Proposal." The entire proposal package, including all elements and the hard copy cover pages, is due by 3 pm on April 25, 2022.

The Narrative, Cover Page, Executive Summary, and all Exhibits must be submitted in the Microsoft (MS) Word file format. Documents must be saved according to the following naming convention: [Applicant Name] ESP TA PY 21-22 [Name of Document]. The applicant may utilize an acronym if desired. For example, "OrgXYZ ESP TA PY21-22 ExecSum" for the Executive Summary or "ESLORG ESP TA PY21-22 ExE" for Exhibit E. File names can be no longer than 40 characters.

Partnership Agreement and optional Commitment letters must be submitted as a portable document format (PDF). Letters should be grouped together by category and submitted as one PDF with the following naming convention: [Applicant Name] ESP PY 21-22 Commit Letters and [Applicant Name] ESP PY 21-22 Partner Letters. For example, ABCOrg ESP TA PY 21-22 Commit Letters and ABCOrg ESP TA PY 21-22 Partner Letters. File names can be no longer than 40 characters. If submitting Partnership Agreement and/or Commitment letters, clearly identify the partner organization type in each letter. See Appendix A for an example of a Partnership Agreement letter file.

Submit any additional binding documents and Creative Commons Attribution License Verifying Document (if applicable) in Adobe PDF format.

C. Important Dates & Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	March 28, 2022
Deadline to preregister for the informational webinar	April 8, 2022
Last date to email questions to EDD	April 11, 2022 by noon
Informational webinar	April 14, 2022 at 2 p.m. PT
Notice of Intent to Apply	April 20, 2022
Proposals due	April 25, 2022 by 3 p.m. PT
Proposal review and evaluation	May 3-4, 2022
Deadline to appeal	May 5, 2022
Award announcements	June 2022
Estimated project start date	June 2022

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

An informational webinar is scheduled on Thursday, April 14, 2022, at 2 p.m. PT to review application requirements and answer questions. This will be the applicant’s final opportunity to ask specific questions about the SFP and the application process. Preregistration is required for all participants. Submit preregistration requests to WSBSFP1@EDD.ca.gov no later than April 8, 2022, with the subject as “Preregistration ESP TA”. 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 WSBSFP1@EDD.ca.gov with the subject as “ESP TA SFP Inquiry”. Inquiries must be received no later than Monday, April 11, 2022 at 12 noon. A compiled list of questions and answers from the webinar will post to the EDD website approximately one week after the informational webinar.

D. Delivery

Applicants must submit a complete proposal package with all required elements to WSBSFP2@EDD.ca.gov and two hard copy Cover/Signature pages with original wet signatures by the applicant’s contract signatory authority by Monday, April 25, 2022, by 3 p.m PT. Refer to

Appendix A for further guidelines on electronic submission. Send only the hard copy cover pages via one of the following methods:

Delivery Method	Delivery Address
By Mail	ATTN: WIOA ESP TA PY 21-22 SFP Workforce Services Branch, MIC 88 Employment Development Department PO Box 826880 Sacramento, CA 94280-0001
By Courier	ATTN: WIOA ESP TA PY 21-22 SFP Workforce Services Branch, MIC 88 722 Capitol Mall, Room 2099 Sacramento, CA 95814
In-Person	ATTN: WIOA ESP TA PY 21-22 SFP Workforce Services Branch, MIC 88 Employment Development Department 722 Capitol Mall, Building Agents Office Lobby Room 1100 Sacramento, CA 95814

VII. Award

After the deadline, the EDD will review the proposals that meet the minimum qualifications. Funding decisions are based on scoring criteria, performance history, and area needs. The EDD will notify all applicants regarding the status of submitted proposals. A summary of projects funded under this SFP will be publically posted on the EDD website.

A. Proposal Review, Scoring, and Evaluation

Teams of independent reviewers will score and rank proposals based on the criteria set forth 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 2: Scoring Rubric

Narrative Criteria	Maximum Points
Section I – Technical Assistance and Evaluation Plan	38
Section II – Data Analysis and Performance Measures	23
Section III – Statement of Capacity and Capabilities	30
Section IV – Budget Summary Narrative and Plan	9
Minimum and Other Requirements Total Maximum	100

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 Labor and Workforce Development Agency Secretary in consultation with the EDD will make final funding decisions based on the ranked scores and other factors such as past performance, innovative approach, and uniqueness of the project.

Projects selected for funding are contingent on the revision and approval of the project exhibits. Project exhibits are not automatically approved. Awardees may be required to revise the project exhibits to comply with federal and state mandates. The EDD Project Management Group will provide guidance should revisions be necessary.

B. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult Appendix A for detailed instructions on how to properly complete and submit all application elements to ensure all requirements have been met. An appeal of the disqualification decision may be filed, however, please 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 IV., V., and VI. 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

WSBSFP1@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 appeal, including citations to the SFP and pertinent documents
- A statement of the relief sought
- Any and all corrective documentation
- A scanned copy of the statement with an original wet signature of the authorized signatory authority of the organization
- Appeals must be submitted in PDF form to WSBSFP1@EDD.ca.gov

The WSB/DDO will respond to appeals via email. The review will be limited to determining whether the corrective actions taken by the applicant were successful and whether the proposal meets the minimum application requirements of the SFP 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 June 2022.

D. Subgrant

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded in the form of a subgrant under this SFP. The time needed for such official action will affect the awardee's ability to meet the project term dates.

The EDD will contact the awardees to finalize subgrant details. The EDD may request that the subgrant incorporate changes to the original project proposals. After any necessary negotiations, the EDD will mail the finalized subgrant to the awardee for signature. Once the ESP TA PY 21-22 subgrant is complete the awardee becomes a subrecipient of the EDD. The state expects subgrant negotiations to begin in June 2022 with a projected start date of June 1, 2022.

VIII. Administrative Requirements

Successful applicants must comply with all administrative and reporting requirements to remain eligible for awarded funds. Subrecipients 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 the 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 CalJOBSSM website to report expenditures, participant information, and outcome data to the state in a timely and accurate manner. See Appendix F: CalJOBSSM Workstation and Software Requirements. The state will provide training on how to use the CalJOBSSM reporting system. Review [Types of Work-Based Learning WIOA Desk References](#) and [Cal JOBS Activity Codes](#) for guidance on entering grant activity codes. See [WSD20-10](#), Subject: *CalJOBSSM Participant Reporting* (April 8, 2021) for more information regarding participant reporting requirements.

Subrecipients will be required to submit monthly financial and participant reports using CalJOBSSM. 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. See [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. See [WSD16-05](#), Subject: *WIOA Closeout Requirements* (July 29, 2016) for further guidance.

E. Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars, and Title 29 of the *Code of*

Federal Regulations.

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 United State Department of Labor (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.

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, Partnership Agreement Letters and optional Commitment Letters are not included in the 10 page limit, which applies only to the narrative. If you have any questions regarding the proposal package after having carefully reviewed the SFP and Appendices, please email the EDD Grants Team at WSBSFP1@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 submission of a complete grant package.

Document Order	Check Box
1. Cover/Signature Page	
2. Executive Summary	
3. Exhibit A – Proposal Narrative (must include the following sections)	
I. Technical Assistance and Evaluation Plan	
II. Data Analysis and Performance Measurements	
III. Statement of Capacity and Capabilities	
IV. Budget Summary Narrative and Plan	
4. SFP Exhibits	
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	
5. Partnership Agreement Letters	
6. Optional Commitment Letters	

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 TA PY 21-22 CoverPage. For example, "OrgXYZ ESP TA 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 bulleted list below for specific instructions. Save this document according to the following naming convention: [Applicant Name] ESP TA PY 21-22 ExecSum. For example, "OrgXYZ ESP TA PY 21-22 ExecSum."

Technical Assistance and Evaluation Plan

- This section should summarize the Proposal Narrative.
- Use complete sentences and proper grammar.

Expertise Serving Target Populations

- Demonstrate the applicant and partners (if applicable) have expertise serving the target population(s).

Virtual Service Model

- Describe how the applicant will utilize technology-based solutions to virtual communication and service provision both during and beyond COVID-19 public health restrictions.
- Explain how the applicant will provide an accessible virtual forum to facilitate program awardee engagement independent of TA provider-led activities.

Partner Highlights

- Bulleted list of partners.
- Indicate what services partners will provide.

Goal Measurement Methodology

- Describe how communities of practice will be conducted and lessons learned implemented to tailor and adapt services based on program awardee needs.
- Explain how TA activities will be documented.
- Indicate how the applicant will establish a baseline for each program awardee project.
- Describe the specific measures the applicant will implement to ensure equal access.

Proposed Outcomes

- Proposed outcomes are not the same as performance goals. Outcomes are mid- and long-term results that reflect a meaningful change in the workforce system.
- Please include the proposed outcomes of your project in a short narrative.

Proposal Narrative – Exhibit A

The narrative should clearly convey how the applicant’s approach will lead to the success of program awardees, target population(s), and the workforce system. The full Proposal Narrative must be written in MS Word using Calibri 12-point font, limited to 10 pages with one-inch margins, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond the 10 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 Narrative. For example, “OrgXYZ ESP TA PY21-22 Narrative.”

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

- I. Technical Assistance and Evaluation Plan (38 points)
- II. Data Analysis and Performance Measures (23 points)
- III. Statement of Capacity and Capabilities (30 points)
- IV. Budget Summary Narrative and Plan (9 points)

For each section to be considered complete, applicants must cite supporting data as applicable. Relevant data sources may include the EDD Labor Market Information Division (LMID), the Bureau of Labor Statistics, the U.S. Census, local surveys, consultation with industry associations, Local Areas, mandatory and non-mandatory partners, case studies, or past performance. The data should reflect the applicant’s comprehensive understanding of the issues specific to the workforce system, demonstrate the need for the proposed project, justify the project’s approach, and suggest the potential for success.

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.**

Proposal Narrative Instructions for Completing Exhibit A:

Section I: Technical Assistance and Evaluation Plan (Maximum 38 points)

I.1. Technical Assistance and Evaluation Approach (Score Range 0–15 points)

- Provide an overview of the individual and group based TA and evaluation that will be provided to project awardees that will drive innovation and systems change.
- Describe strategies for coordinating activities including team building, knowledge sharing, and additional activities.
- Explain how ESP program awardees will be assisted with the design, development, and implementation of projects to foster workforce equity for the target populations.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

I.2. Communities of Practice and Convenings (Score Range 0-10 points)

- Describe the methods and approach that will be utilized for the development and implementation of CoPs.
- Describe the vision, goals, and outcomes for CoPs and other convenings.
- Explain strategies for conducting successful virtual convenings in compliance with COVID-19 regulations.
- Identify how goals can be leveraged to help gain bigger-picture perspectives.

I.3. Sustainability (Score range 0-10 points)

- Describe the plan for providing guidance and assistance to projects in developing sustainability plans and institutionalizing practices.
- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant period and will promote project continuation past-state investment.
- Identify strategies to increase employer engagement, improve connectivity of partnership networks, and scale the IET program model.
- Identify strategic and sustainable partnerships with employers that will hire, provide WBL, and assist with program development and other program elements.
- Outline strategies that will improve employment outcomes for the target populations and lead to innovation and systems change.

I.4. Project Work Plan (Score range 0-3 points)

- Complete and attach the Project Work Plan (SFP Exhibit I) that includes detailed objectives/activities, milestones, and timelines that will demonstrate how the goal of the project will be achieved. The project work plan must be categorized by essential program elements with specific outcomes.

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

Section II: Data Analysis and Performance Measures (Maximum 23 points)

II.1. Goal Measurement (Score range 0–10 points)

- Clearly define the goals for program awardees and workforce system improvement.
- Describe the process to assist with program awardees to set milestones
- Describe how activities will be documented.
- Indicate when the project baseline will be established and describe how progress will be assessed.

II.2. Goal Effectiveness (Score range 0–10 points)

- Describe how the goals set for program awardees will improve participant experience during the project term.
- Identify and describe anticipated outcomes indicating systemic change which will lead to replicability and sustainability of projects.

II.3. Data Measurement and Analysis (Score range 0–3 points)

- Describe the assessments and tools that will be utilized to gather real-time data and analyze program performance that will lead to informed and ongoing decisions that will improve program outcomes and impact.
- Clearly explain the data metrics, frequency of collection, and method of analysis.

Section III: Statement of Capacity and Capabilities (Maximum 30 points)

III.1. Capability and Knowledge (Score range 0–10 points)

- Describe experience serving or providing technical assistance for services to the target population or other populations with barriers to employment.
- Describe experience with virtual instruction and training.

III.2. Infrastructure/Staffing (Score range 0–10 points)

- List the individuals and organizations providing TA and evaluation.
- Describe their capacity and experience to provide individualized assistance based on each of the program awardee's needs and the unique barriers of the populations and geographic regions served.
- Identify the project partners.
- Explain what services the partnerships will coordinate and provide based on each of the program awardee's needs, the unique barriers of the populations, and geographic regions served.
- Complete and attach the Partner Roles and Responsibilities (SFP Exhibit J) that details how the collaboration will successfully execute the required SFP goals and objectives.

III.3. Past/Present Performance (Score range 0–10 points)

- Describe knowledge and experience working directly with other efforts.
- Demonstrate how best practices to serve program awardees will be implemented.

Section IV: Budget Summary Narrative and Plan (Maximum 9 Points)

IV.1. Budget Summary Plan (Score range 0–3 points)

- Provide a detailed narrative justification for all line items contained in the Budget Summary (SFP Exhibit F). Narratives should include how the proposed costs are necessary and reasonable in terms of benefits to project awardees.
- Provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G), if applicable.

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

IV.2. Cost Effectiveness (Score range 0–3 points)

- Complete and attach the Budget Narrative (SFP Exhibit F2) that details the specific line item costs of the Budget Summary Plan (SFP Exhibit F).
- Provide a detailed justification for each line item cost contained in the Budget Narrative (SFP Exhibit F2). For example, staff salaries should include a narrative of the staff activities and the percent of salary charged to the project.

See exhibit instructions below for detailed information on how to complete Exhibits F and F2.

IV.3. Cumulative Expenditure Plan (Score range 0–3 points)

- Complete and attach the Expenditure Plan (SFP Exhibit E) that supports and lines up with the Total Funding amount on SFP Exhibit F.

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 as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ ESP TA PY 21-22 ExE for Exhibit E. Names can be no longer than 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 contribution dollars.
- Insert the monthly planned expenditures in the Monthly Planned Expenditures column.
- Enter the monthly planned cash and/or in-kind contributions identified in the Proposal Narrative (SFP Exhibit A) and documented in commitment letters in the Monthly Planned Cash/In-Kind Contributions column.
- The Cumulative Planned Expenditures, the Cumulative Planned Cash/In-Kind Contributions, 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
TOTAL	\$85,000.00	\$278,500.00	\$27,400.00	\$84,600.00	\$112,400.00

Note – subrecipients will need to complete detailed expenditure plans as part of the final 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 resources identified in the Proposal Narrative (SFP Exhibit A) and documented in 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 In-Kind/Cash column in the Budget Summary Plan (SFP Exhibit F) must equal the Total Cash/In-Kind Contributions in the Partner Roles and Responsibilities (SFP Exhibit J) and in 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.
- NA- 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.
- NA- 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.
- NA- In section J, provide the number of planned participants that will be enrolled in WBL. List employers and industries offering WBL.
- NA- In section K, state the planned number of participants to receive training and detail the type of training.
- NA- 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 cash/in-kind contributions amounts pledged in the commitment letters in the Cash/In-Kind Contributions Amount column.
- Right-click and select “Update Field” to populate the Total Cash/In-Kind Contributions 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 cash/in-kind contributions, 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.

Commitment Letters

There is no match requirement therefore, Commitment Letters are not required. Applicants are encouraged to provide a letter to verify the dollar amount and sources of contributions from each entity pledging a cash or in-kind resources to the project. The letters should clearly define the parameters of the contribution and include the exact cash amount or an estimate of the in-kind dollar amount of the contribution. 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. If a partner or partners are providing a contribution, the applicant is encouraged to provide a letter that conforms to the stated guidelines.

Optional Commitment Letters should 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.
- Sign each letter by an authorized signatory representative of the partner agency

with the contact name, title, and telephone number.

- Date each letter within the grant competition period, between March 28, 2022 and April 25, 2022.
- Submit together in one continuous PDF entitled “[Applicant Name] ESP TA PY 21-22 Commit Letters”. For example, “ABCOrg ESP TA PY 21-22 Commit Letters”. Names must not exceed 40 characters.

Note: If one organization is providing cash/in-kind contributions 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 laptops for virtual training and distance learning valued at \$25,000. The total value of our organization’s in-kind contribution is \$40,000.)

Partnership Agreement Letters

Applicants must submit Partnership Agreement Letters from all partner that clearly identifies the partner organization type. All letters must be submitted together in one continuous PDF entitled “[Applicant Name] ESP TA PY 21-22 Partner Letters”. For example, “ABCOrg ESP TA PY 21-22 Partner Letters.” Names must not exceed 40 characters. Applicants are encouraged to create a Table of Contents (TOC) to identify the type of partner letters included in the PDF file. Refer to the TOC and Partnership Agreement Letter samples on Page 12-16 to ensure that each partnership agreement letter contains the following:

- Identify the partner organization type in each letter.
- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from what already exists locally.
- Describe the extent of the partnership and its anticipated outcomes.
- Date each letter within the grant competition period, between March 28, 2022, and April 25, 2022.
- Identify an agency contact person and telephone number.
- Sign each letter by an authorized signatory representative of the partner agency.

Applications that do not attach the partnership agreement letters from each partner will be deemed nonresponsive. The applicant must provide their own partnership agreement letter and follow the same format indicated in the instructions above.

Equity and Special Populations Technical Assistance and Evaluation
Program Year 2021-22 Partnership Agreement Letters

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Education and Training Partners.....

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Employer Partners.....

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Community-Based Organization Partners.....

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SAMPLE

XYZ Organization Letterhead
1234 Any Place
Anytown, CA 95555

March 30, 2022

Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

Subject: Equity and Special Populations Program Year 20XX-XX
Title I Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter serves as evidence that XYZ Organization is the Title I partner for (Name of applicant organization) for the Equity and Special Populations Program Year 20XX-XX grant. XYZ has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

XYZ Organization provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. XYZ has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation).

XYZ will provide (target population) served by (Applicant) with access to all America's Job Centers of California (AJCC) services and the opportunity to receive additional services, including:

- Career assessment and counseling
- Career exploration workshops
- Referrals to education/training programs
- Job search assistance
- State approved training programs

Sincerely,

Jane Doe

Jane Doe, Executive Director
XYZ Organization

123 Adult School Letterhead
7894 This Place
Funkytown, CA 95554

April 16, 2022

Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

Subject: Equity and Special Populations Program Year 20XX-XX
Education Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter serves as evidence that 123 Adult School is the Education partner for (Name of applicant organization) for the Equity and Special Populations Program Year 20XX-XX grant. 123 has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

123 Adult School provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. 123 has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation).

123 will provide the following but is not limited to:

- Assist in curriculum design
- Provide students personalized education plans, career training and life skills development
- Provide insight into (target populations) employment needs
- Commit to hiring qualified program candidates

Sincerely,

Joe Shmoe

Joe Shmoe, Executive Director
123 Adult School

Building Co Construction Letterhead
4567 Palace Avenue
Uptown, CA 95551

April 20, 2022

Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

Subject: Equity and Special Populations Program Year 20XX-XX
Employer Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter is evidence that Building Co Construction is the employer partner for (Name of applicant organization) for the Equity and Special Populations Program Year 20XX-XX grant. Building Co has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

Building Co-Construction provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. Building Co has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation). Building Co will provide (target population) served by (Applicant) with access to the following but not limited to:

- Provide an effective model of job readiness and training
- Offer apprenticeships, internships, and paid job experience
- Provide employment opportunities for qualified workers

Sincerely,

John Smith

John Smith, Executive Director
Building Co-Construction

Connect Resource Center Letterhead
1478 Lotus Drive
Oxtown, CA 95558

April 25, 2022

Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

Subject: Equity and Special Populations Program Year 20XX-XX
Community-Based Organization Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter serves as evidence that Connect Resource Center is the Title I partner for (Name of applicant organization) for the Equity and Special Populations Program Year 20XX-XX grant. Connect has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

Connect Resource Center provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. Connect has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation). Connect will provide (target population) served by (Applicant) with access to the following services but not limited to:

- Referrals to education/training programs
- Individual counseling
- Legal services
- Workforce development support
- Child care
- Housing placement assistance
- Other wrap-around supportive services

Sincerely,

Tim Turner

Tim Turner, Executive Director
Connect Resource Center

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 CaliforniaSM (AJCC) must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means:
 - 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 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 Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) (2 CFR Part 200) and Department of Labor (DOL) exceptions (2 CFR Part 2900). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

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

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

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

Figure 1: Allowable Costs Legend

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

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily 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	200.421	
2	Advisory councils	AC/U	AC/U	AC/U	200.422	
3	Alcoholic beverages	U	U	U	200.423	
4	Alumni/ae activities	U	NS	NS	200.424	
5	Audit services	AC/U	AC/U	AC/U	200.425	
6	Bad debts	U	U	U	200.426	
7	Bonding costs	A	A	A	200.427	
8	Collection of improper payments	A	A	A	200.428	
9	Commencement and convocation costs	AC/U	NS	NS	200.429	
10	Compensation – personal services	A/U	A/U	A/U	200.430	

#	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
11	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
16	Depreciation	AC	AC	AC	200.436	
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24	General cost of government	NS	NS	U/A	200.444	
25	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	

#	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Proposal costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	

#	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
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 Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of 7.5 percent. As stated in Code Federal Regulations (CFR) 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 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 Workforce Development 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 Solicitation for Proposals (SFP):

- **America's Job Center of CaliforniaSM (AJCC)**
Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Community Colleges Economic and Workforce Development (CCEWD)**
Industry-specific services, grant-funded initiatives and technical assistance to support business growth
- **California Department of Finance-Demographic Research (DOF)**
State finance census data including population by gender, age, and race by county
- **California Department of Health Care Services (DHCS)**
Provides services to preserve and improve the health status of all Californians
- **California Department of Education (CDE)**
Programs available to provide adults with knowledge and skills necessary to participate effectively as productive citizens and workers
- **California Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS)**
Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy
- **California Department of Rehabilitation (DOR)**
Services and advocacy for employment, independent living and equality for individuals with disabilities
- **California Department of Social Services (CDSS)**
Oversight and administration of programs serving California's most vulnerable residents
- **California Employment Development Department (EDD)**
The EDD is the administrative entity for the WIOA DEA SFP. This site contains or 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](#))**
- **CalJOBSSM ([CalJOBS](#))**
The CalJOBSSM 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 Employment Development Department
- **California Workforce Association ([CWA](#))**
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California
- **California Workforce Development Board ([CWDB](#))**
The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA
- **Disability Benefits 101 ([DB 101](#))**
Gives tools and information on health coverage, benefits, and employment
- **Division of Apprenticeship Standards ([DAS](#))**
Apprenticeship programs’ search
- **Final Rule ([Uniform Guidance](#))**
Uniform Guidance applies to all Federal awards (i.e. funds awarded under this SFP)
- **Labor Market Information ([LMID](#))**
Find labor market information industry/business that can be useful in preparing your proposal
- **Local Workforce Development Areas ([Local Area](#))**
A listing of Local Areas with addresses and contact information
- **Office of Management and Budget ([OMB](#))**
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies
- **DAS ([Pre-apprenticeships](#))**
Information on the quality elements of a pre-apprenticeship program

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

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 certain 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+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site: 2012 MS RSClientPrint Instructions</p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p>DynamSoft 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 with client firewalls and security obstructions that may keep the videos from functioning correctly.

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

VOS uses CKEditor version 4.3.1

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

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

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

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