

## Format, Submission, and General Questions

1. Regarding the mailed submission of hard copies of the proposal cover page with original wet signatures, would the Employment Development Department (EDD) allow for email submission of the proposal cover page with electronic signatures?

Applicants must submit a complete proposal package electronically with all required elements to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) by Monday, April 25, 2022, by 3 p.m. PT. Additionally, two hard copies of the Cover/Signature pages with the applicant's contract signatory's original wet signatures must be delivered by mail, courier, or in-person to the EDD office in Sacramento by the same deadline. Refer to SFP Section VI.B. pg. 12 for submission and format information.

2. Would the EDD allow for the acceptance of the hard copies of the proposal cover page with wet signatures postmarked by 3:00 p.m. on April 25, 2022?

No, postmarked mail will not be accepted. Refer to Solicitation for Proposals (SFP) Appendix A for further guidelines on proposal submission.

3. Will questions still be taken in writing after the webinar, and what is the cut-off date?

The deadline to submit questions was Monday, April 11, 2022, at noon. However, the grants team will answer additional questions on a case-by-case basis as time and resources allow.

4. Would the EDD consider providing a copy of the standard terms and conditions that apply to the award for applicants to review?

The terms and conditions are based on the SFP, and all funds are regulated by state and federal statutory and regulatory requirements. Refer to the Workforce Innovation Opportunity Act (WIOA) and its associated federal regulations, OMB Circulars, and Title 29 of the Code of Federal Regulations for more information.

5. Is there a template for the Notice of Intent to Apply (NOI)? Does submitting an NOI obligate an organization to apply?

There is no template. The NOI should include the name of the applicant organization and the population(s) the applicant intends to serve. The NOI must be emailed to [WSBSFP1@edd.ca.gov](mailto:WSBSFP1@edd.ca.gov) with the subject line "Notice of Intent." Submitting an NOI does not obligate an organization to apply. The EDD requests submission of NOIs for administrative purposes, but applicants that do not submit an NOI may still apply.

6. Should the narrative be single or double-spaced?

Single spacing is the acceptable format.

7. The SFP states that applications must be typed in Calibri 12-point font. Can Calibri 10-point font be used for charts?

All font sizes in charts, attachments, and exhibits must be Calibri 12-point or larger to comply with accessibility recommendations.

8. Do applicants need to provide a narrative along with the Partner Roles and Responsibilities (Exhibit J)?

Yes, a narrative response is required. Refer to SFP Appendix A for more information.

9. Is this SFP funded according to WIOA Title I, WIOA Title III, or both?

This SFP is funded under WIOA Title I.

10. Do any of the required meetings, aside from the three in-person convenings, require in-person attendance/facilitation? For in-person meetings, please specify where the meetings will be held.

Applicants must budget for and plan to attend three in-person convenings to bring together state partners and awardees throughout the grant period. Besides the three required in-person convenings, meetings do not require in-person attendance or facilitation. State partners and subrecipients will determine the dates and locations of in-person meetings.

11. Instructions for Exhibit I: Work Plan directs the applicant to complete three columns that do not exist on the Exhibit I template. Is there a different template that should be used? Or should these columns be added in?

The EDD inadvertently provided the instructions in Appendix A: Exhibit I Project Work Plan for the ESP program SFP instead of the ESP TA. Please disregard the instructions and provide the information on the ESP TA SFP Exhibit I for this application package.

12. Would the EDD please clarify the email address for proposal package submission? There are currently two different email addresses listed for submitting the proposal package.

Submit all electronic submissions to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov)

13. Can the EDD provide more information about the expectation and functionality of the linked, open-data technology resource?

Refer to SFP Appendix D for more information on linked, open data.

### Eligibility and TA Requirements

14. Has the EDD worked with an evaluation firm past or present for a similar workforce development program work? If yes, can EDD provide a list of current TA and evaluation providers

Yes, the TA provider for Dislocated Youth Worker Innovation Challenge (DYWIC) is Jobs for the Future (JFF), and the evaluator is Engage R+D. For Retaining Employment & Talent after Injury/Illness Network (RETAIN), the TA provider was American Institute for Research, and the Evaluator was Mathematica, both contracted by the Department of Labor (DOL). The Disability Employment Initiative (DEI) had two TA providers that DOL contracted with the National Disability Institute and Maher and Maher, and the evaluator was Social Dynamics. The English Language Learner TA PY 20-21 provider is International Rescue Committee (IRC).

15. The language in the proposal refers to granting of funds and otherwise implies that the organization doing the work must be a non-profit organization; is that correct?

No, applicants must be organizations with the capacity, relationships, and expertise to deliver TA and evaluation services statewide. Proposals will be accepted from Local Workforce Development Areas (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. Refer to SFP Section III. A. pg. 7 for eligibility requirements.

16. Can the EDD confirm that applicants do not need to provide staff resumes?

There is no requirement to provide staff resumes for this program.

17. Is the State having an issue with its website? I am from a Local Area and cannot access the Information Notice (IN).

No, the EDD has no reported issues with the website. A browser issue may cause difficulty downloading the forms or viewing the IN. The EDD suggests Google Chrome as the preferred browser. If that does not solve the problem, applicants will need to contact their IT department.

18. Is any of the money for the ESP PY 21-22 program directed to senior citizens since they are of the populations hit hardest by COVID-19 but not explicitly called out?

The ESP PY21-22 awardees did not target the older adult population. Therefore, referring any interested older adult customers to their nearest America's Job Center of California<sup>SM</sup> (AJCC) for further assistance and services is recommended.

19. Will the ESP TA grantee under this award be expected to provide a technology platform to conduct online training of participants?

No, it is the ESP Program awardee's responsibility to provide technology platforms to conduct online training of participants. TA providers will present creative solutions and best practices for cross-training, team building, knowledge sharing, and 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.

### **Partnership and Commitment Letters**

20. Will anyone be disqualified if they do not engage partners and can possess everything stated?

No, applicants will not be disqualified for not engaging partners. However, partnerships are strongly encouraged to create a support network for successful program outcomes.

21. For the ESP TA SFP Exhibit J, Partner Roles and Responsibilities, the categories provided most closely match implementing program awardees and not those for a TA provider.

Would it be okay to modify the categories listed on this exhibit to match a TA provider's types of partners?

Applicants are encouraged to use the categories provided but may modify a category on the exhibit if needed.

22. Does SFP Appendix B represent an exhaustive list of allowable activities?

Yes, SFP Appendix B provides a comprehensive list of WIOA Title I allowable activities.

### Reporting, Budgeting, and Funding

23. To obtain additional help or answer specific questions about the budget, who may we contact?

The deadline to submit questions expired; however, the grants team will answer additional questions from the [WSBSFP1@edd.ca.gov](mailto:WSBSFP1@edd.ca.gov) mailbox on a case-by-case basis as time and resources allow.

24. Can the EDD explain how the grantee will be required to use CalJOBS<sup>SM</sup>?

All subrecipients of ESP PY 21-22 grants must have access to the CalJOBS<sup>SM</sup> website to report expenditures to the State in a timely and accurate manner. Refer to [WSD19-05](#), Subject: *Monthly and Quarterly Financial Reporting Requirements* (December 4, 2019).

25. Is the deliverable "a comprehensive, written evaluation of the program awardees' projects" intended to be a single report covering all projects or individual reports for each program awardee?

The TA provider will determine the format of the written evaluation for the state partners and other stakeholders, including a report of all projects and/or individual reports for each project.

26. Would the EDD confirm the number of hours (2080, 1920, or 1880) for a full-time equivalent for Exhibit F?

The EDD considers a full-time equivalent as a staff member who works 40 hours a week, 120 hours a month for 12 months, totaling 1920 hours.

27. If applicants have multiple fringe benefit rates, how should applicants complete Line Item D, Staff Fringe Benefit Rate (percent) for Exhibit F?

For Exhibit F, line item D, the applicant will provide the overall fringe benefit percentage reflecting the total fringe of all staff. If there are multiple fringe benefit rates, provide a detailed justification in the Budget Narrative (SFP Exhibit F2) for each line item cost contained in the Budget Summary Plan must be provided (SFP Exhibit F). Refer to SFP Appendix A: Exhibit F2, Budget Narrative for more information.

28. Would the EDD confirm that additional information is not needed from applicants for Exhibit A Section IV: Budget Summary Narrative and Plan? Will completion of the Exhibits F, F2, and G address the requested information?

Completing all Exhibits is a required element of the application package. As outlined in Appendix A: Proposal Package Instructions, Section IV.1. Exhibit A Budget Summary Plan must provide a detailed narrative justification for all line items 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.

29. Does the EDD intend to make a single award or multiple awards?

The EDD intends to fund one award.

30. Can the EDD clarify the period of performance (POP)? Is it 18 months or two years?

The POP is based on the availability of funds during Fiscal Program Year 2021-22 and must be fully expended by December 31, 2023. Since the ESP TA is not anticipated to fund until June 1, 2022, this grant will have a POP of 18 months and not 24 months.

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