

NOTICE OF AVAILABILITY OF FUNDS

Employment Development Department - Workforce Services Branch

Campesino de California Outreach Grant Radio Media Program Program Year 2022-23 Solicitation for Proposals



April 2022

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Proposal Package Instructions and Exhibits

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2022-23 Campesino de California Outreach Grant – Radio Media Program (CCOG-R) funding opportunity. Applicants should read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A in order to meet all proposal application requirements:

- Cover/Signature Page ([DOCX](#))
- Executive Summary ([DOCX](#))
- Exhibit A - Proposal Narrative ([DOCX](#))
- Exhibit B - Project Work Plan ([DOCX](#))
- Exhibit C - Expenditure Plan ([DOCX](#))
- Exhibit C2 - Budget Summary ([DOCX](#))
- Exhibit C3 - Budget Narrative ([DOCX](#))
- Exhibit D - Supplemental Budget (If applicable) ([DOCX](#))
- Exhibit E - Partner Roles and Responsibilities ([DOCX](#))

TABLE OF CONTENTS

Proposal Package Instructions and Exhibits	2
Section 1 — Overview	5
A. Purpose	5
B. Availability.....	5
C. Eligible Applicants	5
D. Target Population	5
Section 2 – Project Design	6
A. Length of Project.....	7
B. Goals and Objectives.....	7
C. Strategies	8
D. Partnerships	8
E. Data and Supporting Evidence.....	9
Section 3 – Application and Program Requirements	9
A. Required Documents	9
B. Criteria for Selecting Subrecipient	9
C. Registration with the System for Award Management (SAM)	10
D. Partnership Agreement Letters	10
E. Performance Goals.....	10
F. Subrecipient Responsibilities	11
G. Collaboration with EDD.....	11
Section 4 – Budgeting Requirements	12
A. Funding	12
B. Cost Sharing	12
C. Allowable Uses of Funds	12
D. Administrative Cost Limits	13
Section 5 – Submission	13
A. Submission and Format	13
B. Important Dates and Deadlines	13
C. Delivery	14
Section 6 — Award and Contracting Process.....	15
A. Proposal Review, Scoring, and Evaluation	15
B. Appeals Process	16
C. Award Notification	17
D. Agreement and Contracting	17
Section 7 — Administrative Requirements	17
A. Monitoring and Audits	17

B. Record Retention	18
C. Reports	18
D. Constraints	18
E. Performance	19
F. Closeout	19
G. Independent Audit	19
H. Compliance	19
I. Intellectual Property Rights/ Creative Common Attribution License	19
J. Steven’s Amendment.....	19
K. Evaluation	20

APPENDICES 21

Appendix A: Proposal Package Instructions	22
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Appendix B: Administrative Cost Definitions	32
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Appendix C: General Provisions and Standards of Conduct.....	34
---	-----------

Appendix D: Internet Resources	54
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Section 1 — Overview

The Employment Development Department (EDD) announces the availability of up to \$100,000 of Wagner-Peyser 10 Percent Governor's Discretionary funds for the CCOG-R for PY 22-23. The CCOG-R grant is awarded to develop and implement radio talk shows aimed at reaching domestic and foreign Migrant and Seasonal Farmworkers (MSFW) and their families to provide timely information regarding various programs, benefits, and services offered through the EDD and their partners.

A. Purpose

Title 20 Code of Federal Regulations (CFR), Parts 653 through 658 mandate the State Workforce Agency (SWA) to operate an outreach program to locate and contact MSFWs not reached through normal intake activities and inform them of the full range of government and partner services in a way that meets their unique needs. The information delivered to MSFWs must include the complete range of workforce and training related services for MSFWs offered through the Workforce Innovation and Opportunity Act (WIOA) Title I and WIOA Title III Wagner-Peyser Act programs. Additionally, it must include agricultural job opportunities from the Agricultural Recruitment System and H-2A Foreign Labor Certification Program. The EDD is the SWA for California.

The CCOG-R grant competition solicits proposals that employ best practices to enhance existing outreach channels and supplement the outreach efforts by government, community based organizations (CBO), and partners serving MSFWs in rural and hard to reach communities. The purpose of the grant is to create and broadcast 24 semi-monthly, 30 minute hosted radio talk shows programs in Spanish and recorded in video format media. In addition, the Subrecipient must create complementing media posts to publish on their website and use social media outlets to publicize the radio talk show videos and communicate additional information as necessary.

B. Availability

Applicants may apply for up to \$100,000, funding being subject to available budget. The period of performance for projects funded under this SFP will be 12 months, with an anticipated start date of July 1, 2022. This period of performance includes all necessary implementation and start-up activities.

C. Eligible Applicants

Proposals will be accepted from non-profit public or private agencies, community and faith-based organizations, tribal government, and educational institutions. Individuals are not eligible to apply.

D. Target Population

Proposals must focus on providing timely dissemination of accurate and pertinent information regarding programs and services to MSFWs and their families. Target populations must include hard to reach and underrepresented high-density farmworker agricultural areas. The following definitions describe the target population for the purpose of this grant:

Farm Work

For the purpose of this grant, farm work means the cultivation and tillage of the soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities. This includes the raising of livestock, bees, fur-bearing animals, or poultry, the farming of fish and any practices (including any forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market or to carriers for transportation to market. It also includes the handling, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. For the purpose of this definition, agricultural commodities means all commodities produced on a farm including crude gum from a living tree and products processed by the original producer. Farm work also means any services or activity covered under Title 20 CFR, Section 655.103 (c) and/or Title 29 CFR, Section 500.20 (e) and any services or activity so identified through official Department of Labor (DOL) guidance such as Training and Employment Guidance Letters.

Migrant and Seasonal Farmworker

A MSFW must meet the definition of either seasonal farmworker or migrant farmworker.

Seasonal Farmworker

- Worked at least 1 day doing farm work during the last 12 months.
- The agricultural employment was of a temporary or seasonal nature.
- Did not have to move from their permanent place of residence to do this farm work.
- A non-migrant full-time student is not a seasonal farmworker.

Migrant Farmworker

- Is a seasonal farmworker.
- Has to travel to do farm work.
- Is not reasonably able to return to their permanent residence within the same day.
- A full-time student traveling in an organized group rather than with their family is not a migrant farmworker.

Section 2 – Project Design

By way of a one year contract, the EDD will require the Subrecipient to create and broadcast 24 semi-monthly, 30 minute hosted radio show programs in Spanish and recorded in video format publicizing the EDD and partner services as well as pertinent information to MSFWs. Additionally, the Subrecipient must create complementing media posts on the Subrecipient's website and use social media outlets to publicize the radio talk show videos.

All broadcasted and other media communications must support and expand on the outreach efforts of the EDD Workforce Services Branch (WSB), designated Significant Multilingual MSFW

America’s Job Center of CaliforniaSM (AJCC) offices¹, and related partner organizations to achieve comprehensive, statewide outreach information campaigns for MSFWs.

For profit, religious, political, or opinion statements are not allowable immediately before, after, or within the airtime of the radio program. Music beds should be seldom, without lyrics, and appropriate to the target population.

The applicant must demonstrate the ability to structure the information provided in an educational and informative broadcasting radio and video format within 30-minute programs that contains the following segments:

- **Feature Segment (average five minutes)** - to highlight target areas and programs that need an increase in participation.
- **Main Topic Segment (average 15 minutes)** – to enhance farmworker’s quality of life rights and responsibilities. Topics may include but are not limited to apprenticeship and/or training opportunities, housing, health care, education opportunities for themselves and their children, social services, foreign labor certification program, farmworker rights, civil rights, pesticide regulations, migrant education, Employment Service Complaint System, immigration, disaster relief information, farmworker success stories, agricultural employer’s information, crop reports, etc.
- **Upcoming Dates Segment (average five minutes)** - events that match the featured and topic sections and/or other important upcoming events, (e.g. EDD job fairs, employer recruitment events, community fairs, EDD AJCC orientations, tax day, etc.).
- **Closing/Resources Segment (average five minutes)** - supported by related social media channels and postings listing reminding of the contact numbers in English and Spanish for workforce services, website locations of H-2A Agricultural Recruitment System jobs, EDD programs including Unemployment Insurance, Disability Insurance, Paid Family Leave, and CalJOBSSM.

A. Length of Project

The state expects the performance period for the project awarded under this solicitation to be from July 1, 2022, through June 30, 2023. Grant funds will not be available after that date. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period must be returned to the state.

B. Goals and Objectives

Radio Talk Show

- The Subrecipient must broadcast 24 semi-monthly, 30-minute hosted radio talk and video shows in Spanish, within the contract year.

¹ The EDD and DOL identify designated Significant Multilingual MSFW AJCC offices every program year based on Wagner-Peyser program participants and density of farmworkers in specific areas.

- Broadcasting must target agricultural areas with MSFW significant populations within California.
- The program may include public service announcements as time permits and to the discretion and approval of the EDD project manager; and serve as a conduit for the emergency broadcasting system.
- The radio talk show's name should reflect the purpose of the program. It must include announcements of EDD agricultural and related employment opportunities. The information presented must be in clear and understandable diction and in terms and phrases easily understood by the target population.
- All radio talk shows and related social media posts must be centrally archived, available for public retrieval, and able to be viewed in an online setting maintained independently by the Subrecipient and cross-marketed on the other partners' (EDD, AJCC offices, etc.) communication outlets.

Schedule

The Subrecipient will secure a broadcasting schedule for the radio programs to air at the peak of the MSFW population listening times (backed by reportable data driven selection). The required amount of radio programs must be satisfied by way of contract with a projected schedule of broadcast dates and times, starting no later than July 2022. For example, a 30-minute program on the second and fourth week of the month.

C. Strategies

The applicant must submit a proposal to EDD to reach the maximum amount of MSFWs statewide and provide adequate content for each of the talk shows and related written media. The applicant must provide the EDD with a written schedule stating information of programming times, upcoming topics, guest speakers, and name(s) of radio talk shows, regions, and stations where the radio talk shows will be broadcasted. The applicant must demonstrate the ability to work with partners on strategies to create awareness of the communication channels that provide information on EDD programs and services.

The applicant must demonstrate access to or contract a professional copy-writer skilled in developing and translating material to Spanish for the radio talk show program and the related media postings, and the ability to acquire subject matter experts (SME) and other guest to support the radio and media materials. Additionally, the applicant must demonstrate its capacity to secure the program appropriate SME and others to develop and implement the necessary programming.

D. Partnerships

The Subrecipient is encouraged to secure partnerships with the designated Significant Multilingual MSFW AJCC offices, other AJCC offices, government, and CBOs to leverage funds and resources aimed at implementing a strategy to create awareness of the wide range of workforce related programs and services available from EDD and other partners for MSFWs and their families.

E. Data and Supporting Evidence

Successful proposals must cite supporting data as applicable from a variety of sources. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or any other reliable data source such as consultation with industry associations, Local Areas, or partners. The data should reflect the applicant's comprehensive understanding of the issues specific to the target population, demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success.

Section 3 – Application and Program Requirements

All proposals must adhere to proposal requirements, utilize the required format, and include all of the requested information and attachments; otherwise, the proposal will be deemed nonresponsive. Proposals must meet the minimum requirements to be read and scored. The most competitive proposals will be those that serve MSFWs in innovative ways that strategize cross-cutting relationships and system-wide collaboration. Proposals that do not meet the minimum requirements will not be scored or considered for funding.

A. Required Documents

The following is a list of the order and documents that must be included in the proposal package. Incomplete submissions are grounds for automatic disqualification.

Required Exhibits and Attachments

1. Cover/Signature Page
2. Executive Summary
3. Exhibit A - Proposal Narrative
4. Exhibit B - Project Work Plan
5. Exhibit C – Expenditures Plan
6. Exhibit C2 - Budget Summary
7. Exhibit C3 - Budget Narrative
8. Exhibit D - Supplemental Budget (if applicable)
9. Exhibit E - Partner Roles and Responsibilities

B. Criteria for Selecting Subrecipient

The criteria for selecting the Subrecipient will include, but is not limited to:

- A minimum of three years' experience creating programming in Spanish for farmworkers in under-served communities to broadcast across California.
- Capacity to provide topics of interest to MSFWs and their families.
- Ability to ensure clear and concise communication in the language required.
- Demonstrate an established collaboration with diverse partners for the development of adequate, accurate, and timely dissemination of MSFW related information.

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

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

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

D. Partnership Agreement Letters

The applicant must demonstrate an understanding of the needs of the MSFW population within each distinct agricultural California region and the ability to coordinate to formalize linkages to leverage points of access for services directed to the MSFW community and their families state-wide. To demonstrate the required capacity to leverage other resources the applicant must describe proposed and existent partnerships including any in-kind or funding attained to benefit this grant. Additionally, the applicant must attach a signed Partnership Agreement Letter with a description of each proposed or existing partner’s parameters and level of commitment. A Partnership Agreement Letter must be submitted for each proposed partner. Cash contribution² and/or In-kind contribution³ by way of partnership must be documented with a partnership agreement verifying the intent and attached to the proposal.

All partnerships must cover the grant contract dates of July 1, 2022 and June 30, 2023, signed by an authorized signatory-agency authority, and include a description of the collaboration efforts and the contact person and phone number. See Appendix A for more information on submitting Partnership Agreement Letters.

E. Performance Goals

The Subrecipient must broadcast 24 semi-monthly, 30 minute hosted radio talk shows programs in Spanish and recorded in video format. Additionally, the Subrecipient must create

² Cash contribution are funds made available to the applicant and used specifically for the project outreach activities and must be consistent with the allowable activities of the CCOG-R fund source. The awardee must have control over and be able to disburse these funds – for example: money received from employers, foundations, private entities or local governments.

³ In-kind contribution are non-cash resources used specifically for project activities – for example: donated personnel, services, shared resources, or use of equipment or space.

complementing media posts on the Subrecipient's website and use social media outlets to publicize the radio talk show videos and communicate additional information as necessary.

F. Subrecipient Responsibilities

Broadcasting information must include timely information in Spanish provided by a regular host accompanied by one or more SME guests as necessary. The Subrecipient must be able to procure and contract with the appropriate broadcasting companies, repeater stations, and secure topics and SMEs to address and disseminate information regarding workforce program and services by EDD and partners. SME guests must only address the information related to their particular program or service.

The Subrecipient may collaborate with EDD to use topics and SMEs referred by EDD, and provide an updated monthly schedule of its proposed topics and guests to the EDD project manager (at least four weeks in advance to the next scheduled segment). Guests must come, present, and/or contribute on their own volition and waive any monetary or in-kind compensation.

The Subrecipient and/or its contracted broadcasting organization must provide a dedicated Campesino de California Outreach webpage for public access to recordings of the radio talk shows and the corresponding links to programs and services of the EDD and partners including related webpages and major social media outlets controlled by the Subrecipient, EDD, or partners.

G. Collaboration with EDD

The Subrecipient must collaborate with the EDD to establish the appropriate local and statewide outreach campaigns. Additionally, the Subrecipient must collaborate with broadcasting and other organizations already serving the farmworker community to leverage resources for dissemination of information.

Throughout the life of the grant's contract, the EDD will evaluate the effectiveness of the radio talk shows and written media materials to ensure that the information provided to the MSFWs includes the full range of the EDD services offered through the WIOA and Wagner-Peyser programs, and partners' MSFW and agricultural supportive services. The EDD will designate a project manager/program liaison to oversee the project.

The EDD designee will review and approve/disapprove material for the copy of the Spanish radio talk shows and supportive media outlets. The EDD designee will review the expenditure and narrative reports, and process the Subrecipient's contract invoices for approval/denial of payment.

Radio Talk Show

- Evaluate the accuracy, effectiveness, timeliness, and relevance of the information provided by the Subrecipient to the MSFW community for each radio talk show.
- Work with the Subrecipient to develop the content of the 24 semi-monthly, 30-minute radio talk shows.

- Subrecipient will also provide video recording of the radio shows to promote on social media.
- Work directly with the Subrecipient to provide guidance for best quality and variety of the information presented in the radio talk shows.
- Provide the Subrecipient updated information about the EDD services.
- Act as a SME, as necessary, for EDD related services during the live broadcasting recording of the radio talk shows.
- Work directly with the Subrecipient to broaden the awareness of the radio talk shows.
- Provide a current job listing in Spanish to promote jobs during each scheduled program broadcast, and on the radio talk show station's website.

Statewide Outreach Strategy

- Collaborate with Subrecipient to maximize cross marketing of radio and social media communication channels by Subrecipient, partners, and EDD.
- Evaluate, monitor, and/or contribute to social media messages.
- Provide a current job listing in English and Spanish for the Subrecipient to promote on the online and social media channels on the designated Subrecipient and partner websites.

Section 4 – Budgeting Requirements

A. Funding

Applicants may submit one application for funding under this SFP. The total funding is contingent upon federal funding being awarded to California and EDD Director's approval. One grant of up to \$100,000 in total funding will be awarded. It is the intent of this SFP to fund an outreach radio media project that can leverage other resources (web, online, and other social media) to maximize the impact of the project, earn the maximum return on investment, and foster project sustainability. Each application must follow the proposal instructions, which contain further detail and criteria.

B. Cost Sharing

Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the success of the project. Match resources can be leveraged from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs.

C. Allowable Uses of Funds

The use of funds awarded in this SFP is governed by Wagner-Peyser 10 Percent Governor’s Discretionary fund guidelines, state and federal directives, and Title 2 CFR Parts 200 and 2900. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

D. Administrative Cost Limits

A maximum of 10 percent of the total project budget is allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix B - Administrative Cost Definitions.

Section 5 – Submission

One proposal will be accepted from each applicant. Do not submit more than one proposal. All proposals must adhere to the required format and must include all of the requested information, completed forms, and attachments in order to be competitive. Applicants must use the specific instructions and complete all requested forms available in this document (see Proposal Package Instructions and Exhibits on page 2).

A. Submission and Format

Submit two hard copies of the Cover/Signature page with original wet signatures by the applicant’s contract signatory authority to the address listed below in section 5C of the SFP. Electronically submit the entire proposal package as a ZIP file to WSBFarmworkerServices@edd.ca.gov with the subject line “[Applicant Name] CCOG-R PY 22-23 Proposal.” The entire proposal package, including all elements and the hard copy Cover/Signature pages, is due by 3pm on Tuesday, May 3, 2022.

The Proposal Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word. Documents must be saved according to the following naming convention: “[Applicant Name] CCOG-R PY 22-23 [Name of Document]”. The applicant may utilize an acronym for their organization if desired. File names must not exceed 40 characters.

The Cover/Signature page and partnership agreement letters must be submitted in PDF form. The Cover/Signature page must be saved according to the following naming convention: “[Applicant Name] CCOG-R PY 22-23 Cover Page”. Letters should be grouped together and submitted as a PDF with the following naming convention: “[Applicant Name] CCOG - R PY 22-23 Partner Letters”. File names must not exceed 40 characters. Submit any additional binding documents and Creative Commons Attribution License Verifying Document (if applicable) in Adobe PDF format.

B. Important Dates and Deadlines

Application Timeline

Event	Date
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Solicitation for Proposals Release	April 5, 2022
Last date to contact the EDD with questions	April 19, 2022
Proposals Due (by 3pm)	May 3, 2022
Proposal Review and Evaluation	May 2022
Award Announcement	June 2022
Project Start Date	July 1, 2022

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

The deadline for the receipt of proposals is Tuesday, May 3, 2022 by 3pm PST. Late proposals will not be accepted. The date or time on a postmark or other courier’s documentation is irrelevant to satisfying the submission deadline. The WSB must receive all proposals, by 3pm on Tuesday, May 3, 2022. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline. The WSB will accept hand-delivered and courier-delivered proposals between 7:30am and 3pm daily, excluding weekends and state holidays, through Tuesday, May 3, 2022.

For timely and consistent responses to questions email WSBFarmworkerServices@edd.ca.gov until April 19, 2022. Subject: CCOG-R PY 22-23 Proposal [Applicant Name].

C. Delivery

Applicants must submit a complete proposal package with all required elements to WSBFarmworkerServices@edd.ca.gov and two hard copy Cover/Signature pages with original wet signatures by the applicant’s contract signatory authority by Tuesday, May 3, 2022, by 3pm

Narrative Section 1: Statement of Need	10
Narrative Section 2: Target Group	10
Narrative Section 3: Planned Approach	30
Narrative Section 4: Partnership and Leveraged Resources	25
Narrative Section 5: Statement of Capabilities	10
Narrative Section 6: Budget Summary Narrative and Plan	15
Total Possible Points	100

Only those proposals that score in the top tier, deemed to be meritorious and in the best interests 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.

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

B. Appeals Process

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

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. See sections 1, 2, 3, 4, and 5 of the SFP and Appendix A for more information on application and submission requirements.

The EDD will email and mail disqualification letters to applicants no later than May 10, 2022. Any appeals must be received in the EDD office by 3pm on May 17, 2022. The appellant must submit the facts in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

- Appealing organization’s full name, address, and telephone number.

- A brief statement of the reasons for the appeal, including citations to the SFP and supporting documents.
- 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 of the organization.
- Appeals must be submitted in PDF form to WSBFarmworkerSevices@edd.ca.gov .

The EDD will respond via email to the appeals no later than May 24, 2022. The review will be limited to determining whether the corrective actions taken by the applicant were successful and the proposal meets the minimum application requirements of the SFP in order to be evaluated.

C. Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by June 2022. An award offer does not constitute approval of the application as submitted. The applicant is required to enter into negotiations with the EDD to finalize program components, staffing levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

D. Agreement and Contracting

The EDD staff will contact the Subrecipients to finalize contract details. In some cases, EDD may request that the contract incorporate changes to the original project proposal. After the contract negotiations, if any, EDD will mail the Subrecipient agreement (contract) for signature. Subrecipient must comply with the subgrant “General Provisions and Standards of Conduct, Appendix C” of this SFP. The state expects the contract negotiations to begin no later than June 2022, with a Project Start Date of July 1, 2022. A Notice of Award does not automatically entitle the Subrecipient to funding. The EDD reserves the right to terminate any offer of funding if a Subrecipient does not negotiate in good faith. Subrecipients are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the Subrecipient’s ability to meet the project terms and conditions.

Section 7 — Administrative Requirements

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

A. Monitoring and Audits

Subrecipients will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of Wagner-Peyser 10 Percent 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 and accurate manner. Complete and accurate reporting is essential during the monitoring process. Subrecipients that are units of local government, or non-profit entities as defined by Uniform Guidance, must ensure that audits required under Uniform Guidance guidelines are performed and submitted when due.

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 effectiveness and proper use of funds. The record-keeping system must include both original and summary (e.g., computer generated) data sources. Subrecipients will retain all records pertinent to this contract for a period of five years from the date of final payment of this contract.

C. Reports

Subrecipient must develop or use evaluation tools and measures mutually agreed with EDD, to determine the effectiveness of the radio and media outreach strategy targeted to the MSFWs. Evaluation components will include qualitative, as well as quantitative analyses of the project.

Subrecipients must have the capability to report expenditures and outcome data to the state, in a manner that is timely, thorough, and accurate. Subrecipients will be required to submit monthly expenditure reports (invoices) and quarterly activity reports for reimbursement. All funds provided under this SFP are subject to revocation by the state in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the Subrecipient's contract agreement. These reports must be submitted by the 15th of the following month in which expenditures and activities occurred.

- **Quarterly Activity Report**
Subrecipients must submit one complete quarterly activity report. This report will include the details of the radio shows recorded and social media campaigns.
- **Expenditure Invoice**
Subrecipients must submit one monthly expenditure invoice which details all expenses related to operating the Radio Media Program, along with reports including subcontractors "Supplemental Budget" (Contractual Services), and "Partner Roles and Responsibilities" sheets. The invoice report must be signed.

The quarterly activity reports, expenditure invoice, and supporting documents must be emailed to WSBFarmworkerServices@edd.ca.gov.

D. Constraints

Funds may not be used to replace funding used for already established activities and services. Finance activities that are outside the scope of the focused method of service. Acquire equipment which is not necessary for the operation of the grant. Reimburse project-related costs incurred prior to the effective date of the award.

E. Performance

Each proposal must describe specific program and performance goals to enable the EDD to measure the contractor's performance.

F. Closeout

Closeout of the project occurs when the operational date of the project expires and all invoices have been submitted. Subrecipients must submit closeout reports due no later than 60 days following the end of the current contract, August 29, 2023.

G. Independent Audit

An audit by an independent Certified Public Accountant is also required as part of the closeout. The cost of this audit must be considered in planning the budget for this project.

H. 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, Title 22 and its associated federal regulations, including Title 29 of the CFR, and Uniform Guidance.

I. Intellectual Property Rights/ Creative Common Attribution License

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

J. 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](#).

K. Evaluation

Evaluation of activities allows the state to determine the effectiveness of the project in addressing the identified needs. As a result, the state may pursue an evaluation of the project awarded through this SFP. In the event that an evaluation is implemented, 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 letters of support are not included in the 15 page limit, which applies only to the narrative. If you have any questions regarding the proposal package after having carefully reviewing the SFP and Appendices, email EDD staff at: WSBFarmworkerServices@edd.ca.gov.

Format and Document Order

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

1. Cover/Signature Page	
2. Executive Summary	
3. Proposal Narrative – Exhibit A (must include the following sections)	
1. Statement of Need	
2. Target Group	
3. Planned Approach	
4. Partnerships and Leveraged Resources	
5. Statement of Capabilities	
6. Budget Summary Narrative and Plan	
4. SFP Exhibits	
Exhibit B–Project Work Plan	
Exhibit C–Expenditures Plan	
Exhibit C2–Budget Summary	
Exhibit C3–Budget Narrative	
Exhibit D–Supplemental Budget (if applicable)	
Exhibit E–Partner Roles and Responsibilities	
6. Partnership Agreement 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] CCOG-R PY 22-23 Cover Page". For example, "OrgXYZ CCOG-R PY 22-23 Cover Page". File names must not exceed 40 characters.

Executive Summary

The Executive Summary is limited to two pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten. See the bulleted list below for specific instructions. Save this document according to the following naming convention: "[Applicant Name] CCOG-R PY 22-23 ExecSum". For example, "OrgXYZ CCOG-R PY 22-23 ExecSum". File names must not exceed 40 characters.

Counties to be Served

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

Targeted Populations to be Served

- The applicant may include an explanation or a short narrative after listing the targeted populations, if desired.

Key Partners

- List key partners in a bulleted list.

Project Description

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

Proposed Outcomes

- Proposed outcomes are not the same as performance goals. Outcomes are mid- and long-term results that demonstrate the program's success in increasing awareness of the Radio Media Program.
- Include the proposed outcomes of your project in a short narrative.

Exhibit A Proposal Narrative

The applicant should clearly demonstrate in the Proposal Narrative how the applicant's approach to the focus will lead to the success of the target population(s). The entire Proposal Narrative must be written in Microsoft Word using Calibri 12-point font, limited to 15 pages with one-inch margins, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond

the 15 page limit will not be considered. The other required exhibits and attachments do not count towards the page limit. Save this document according to the following naming convention: “[Applicant Name] CCOG-R PY 22-23 Exhibit A”. For example, “OrgXYZ CCOG-R PY 22-23 ExA”. File names must not exceed 40 characters.

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

1. Statement of Need (10 points)
2. Target Group (10 points)
3. Planned Approach (30 points)
4. Partnerships and Leveraged Resources (25 points)
5. Statement of Capabilities (10 points)
6. Budget Summary Narrative and Plan (15 points)

For each section to be considered complete, applicants must cite supporting data as applicable. Relevant data sources may include LMID, BLS, the U.S. Census, local surveys, and consultation with industry associations, Local Areas, and partners. The data should reflect the applicant’s comprehensive understanding of the issues specific to the target population(s), demonstrate the need for the proposed project, justify the project’s approach, and suggest the potential for success. Applicants may also incorporate analyses of local news articles to support the other data presented in the narrative.

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

Section 1 – Statement of Need (Maximum 10 points)

1.1. (Score Range 0 – 5 points)

- Demonstrate your organization’s capacity and experience in providing information related to programs and services dedicated to MSFWs.
- Describe the target region(s), including an estimated number of the target population(s) in the region(s).

1.2. (Score range 0 – 5 points)

- Explain how your organization will coordinate work on this project with existing resources through the local or regional educational, employment, and training service delivery infrastructures.

Section 2 - Target Group (Maximum 10 Points)

2.1. (0 points)

- Check each of the populations the project will focus on.

2.2. (Score Range 0-5 points)

- Describe the characteristics of the target populations.
- Describe the barriers and challenges of MSFWs.
- Provide a clear strategy on how the barriers and challenges will be addressed by this project.

- Cite reliable sources of data.

2.3 (Score Range 0-5 points)

- Describe the outreach methods that will be used to contact and inform the MSFW population.
- Demonstrate how these methods will enable your organization to reach this population.
- Demonstrate how you will to create awareness of the Radio Media Program.

Section 3 - Planned Approach (Maximum 30 Points)

3.1. (Score Range 0-8 points)

- Describe the business processes that will be used to achieve the project’s planned goals and objectives.
- Identify your proposed business partners and their role in the project.

3.2. (Score Range 0-7 points)

- Describe how your service delivery plan will address the barriers related to working with the targeted population.
- Describe the effective/promising practice used as a resource in the design and planning of this project.

3.3. (Score Range 0-8 points)

- Describe how your service plan will achieve the goals and objectives of the project in a timely manner.

3.4. (Score Range 0-7 points)

- Complete and attach the Proposal Work Plan (SFP Exhibit B) that includes objectives/activities and timelines.

Section 4 – Partnership and Leveraged Resources (Maximum 25 Points)

4.1. (Score Range 0-14 points)

- Describe how your organization has successfully established linkages with AJCCs, Local Workforce Development Areas (Local Area), community-based organizations, and other workforce partners and service providers.
- Include any actions you have taken to collaborate with the Local Areas and other government/private organizations/partners.
- Include any formal or informal agreements that are in place.

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

4.2. (Score Range 0-11 points)

- Describe the roles and responsibilities that the Local Area or other partners will perform in conjunction with this proposal.

Section 5 - Statement of Capabilities (Maximum 10 Points)

5.1. (Score Range 0-4 points)

- Describe the organization’s capability to conduct, monitor, and administer federally funded projects that work with MSFW and other farmworker populations.

- Include your ability to collect and report financial and participant performance data as required.

5.2. (Score Range 0-3 points)

- Describe your organization’s infrastructure including proposed staffing for this project that demonstrates your ability to accomplish the project deliverables.
- Provide examples of past or present experience in managing projects similar to this proposal.

5.3. (Score Range 0-3 points)

- Demonstrate your organization’s capabilities as they relate to disseminating timely information on the EDD and partner programs and services.

Section 6 – Budget Summary Narrative and Plan (Maximum 15 Points)

6.1. (Score range 0 – 5 points)

- Complete and attach the Budget Summary (Exhibit C2).
- If applicable, complete and attach Supplemental Budget (Exhibit D).
- Explain how the proposed costs are necessary and reasonable in terms of benefits to participants.

See exhibit instructions below for detailed information on how to complete Exhibits C2 and D.

6.2. (Score range 0 –4 points)

- Complete and attach the Budget Narrative (Exhibit C3) that details the specific line item costs of the Exhibit C2.
- Provide a detailed narrative justification in the Exhibit C3 for all line items contained in the Exhibit C2 and for each line item cost contained in the Exhibit C3. For example, staff salaries should include a narrative of the staff activities and the percent of salary charged to the project.
- Narratives should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

See exhibit instructions below for detailed information on how to complete Exhibit C3.

6.3. (Score Range 0-3 points)

- Demonstrate how the program will plan for future sustainability beyond the life of the project.
- Explain how the project’s innovations will be replicable and sustainable beyond the life of the grant. These and other contract exhibits will be completed as part of contract negotiations.

6.4 (Score Range 0-3 points)

- Complete and attach the Expenditure Plan (Exhibit C) that supports and lines up with the Total Funding amount on Exhibit C2 and the Total Cash/In-Kind Match on Exhibit D.

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

Exhibit Instructions

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit all exhibits as Microsoft Word documents with the following title: “[Applicant Name] CCOG-R PY 22-23 [Exhibit]”. For example, “UnityOrgXYZ CCOG-R PY 22-23 ExB” for Exhibit B. File names must not exceed 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

Exhibit B Project Work Plan

- List the proposed radio station hosting the radio talk show (station’s call sign and frequency), proposed radio talk show name, proposed program schedule (forecasted dates and times), associated repeat stations and additional repeat schedules if different. Explain why this was selected (capacity, reach, coverage of MSFW area population, source related of data, etc.)
- Attach Partnership Agreement Letters and any other documents to supplement this proposal work plan.
- Attach a schedule to share it on the dedicated hosting sites and social media.
- List any other additional proposed platforms for hosting the recorded programs (e.g., YouTube, iTunes, or SoundCloud) and the uploading schedule.
- Describe the goals of the project in the space provided. The narrative explanation pertaining to performance goals should reflect a data-driven analysis leading to the proposed performance goals.
- 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, outreach, 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 Radio Media Program) 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 C Cumulative Expenditure Plan

- Complete and attach the Exhibit C detailing the monthly expenditures and the monthly planned match dollars.
- Insert the monthly planned expenditures in the Monthly Planned Expenditures column.

- Enter the monthly planned cash and/or in-kind match identified in the Exhibit A and documented in partnerships agreement letters in the Monthly Planned Match column.
- The Cumulative Planned Expenditures, the Cumulative Planned Match, the Project Total Planned Expenditures columns, and the Total row are calculated fields. Right-click each field and select “Update Field”.
- If a field is revised, click “Update Filed” again to ensure all subsequent cells are updated.

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

Month-Year	Monthly Planned Expenditures	Cumulative Planned Expenditures	Monthly Planned Match	Cumulative Planned Match	Project Total Planned Expenditures
January-2022	0	\$ 0.00	0	\$ 0.00	\$ 0.00
February-2022	10500	\$10,500.00	3000	\$3,000.00	\$13,500.00
March-2022	12500	\$23,000.00	4000	\$7,000.00	\$16,500.00
April-2022	15000	\$38,000.00	4000	\$11,000.00	\$19,000.00
May-2022	15000	\$53,000.00	4000	\$15,000.00	\$19,000.00
June-2022	16000	\$69,000.00	6200	\$21,200.00	\$22,200.00
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 contract award (subgrant).

Exhibit C2 Budget Summary

- The Wagner-Peyser 10 Percent Funds column must contain the cost of each expense item and must total the requested grant funds.
- Under Amount Leveraged, enter the cash and/or in-kind match resources identified in the Exhibit A and documented in Partnership Agreement 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 L, using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- The Cash/In-Kind Match in the Exhibit C2 must equal the Total Cash/In-Kind Match in the Partner Roles and Responsibilities (Exhibit E) and in Partnership Agreement Letters.
- The amounts entered for row U in the Exhibit C2 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 Exhibit D.

Exhibit C3 Budget Narrative

- Provide a detailed justification in the Exhibit C3 for each line item cost contained in the Exhibit C2. 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 (Wagner-Peyser 10%) in the line provided.
- Utilize line items A-D from the Exhibit C2 to complete the table in section A of the Exhibit C3. 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 estimated total for staff training on the line provided. Provide details of expenses, training and justification.
- In section G, 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 H, 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 D.
 - In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- In section I, include the total cost of communications on the line provided. Describe in detail.
- In section J, include the total cost of utilities on the line provided. Describe in detail.
- In section K, include the total cost of radio talk show program development and content on the line provided. Describe in detail.
- In section L, include the total cost of translation services on the line provided. Describe in detail.
- In section M, include the total cost of Contractual Services for Radio Talk Show air time on the line provided. Describe in detail.
- In section N, include the total cost of Contractual Services for Radio Talk Show Talent on the line provided. Describe in detail.

- In section O, include the total cost of Contractual Services for Social Media Management on the line provided. Describe in detail.
- In section P, include the total cost of the dedicated web page for the radio talk show recordings on the line provided. Describe in detail.
- In section Q, include the total cost of dedicated optional platforms for recorded talk shows (YouTube, iTunes, or SoundCloud) on the line provided. Describe in detail.
- In section R, include the total cost of repeater station services on the line provided. Describe in detail.
- In section S, 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 T, list other expenses. Describe the additional costs that do not fit into the specific categories in the prior sections.

Exhibit D 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 Exhibit D, 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 Exhibit D 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 E Partner Roles and Responsibilities

- List all partners in the Organization column.
- Enter the type of organization. For example: Community-Based, Faith-Based, or Other Non-Profit Organizations, Tribal Government, Educational Institution, Private Sector, Workforce Partner, or etc.

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

Partnership Agreement Letters

Applicants must submit letters of agreement from all partners. Each partnership agreement letter must:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.
- Be dated within the grant competition period, between April 5, 2022 and May 3, 2023.
- Letters must be submitted together in one continuous PDF entitled “[Applicant Name] CCOG-R PY 22-23 Partner Letters”. For example, “ABCOrg CCOG–R PY 22-23 Partner Letters.” Names must not exceed 40 characters.

Applications that do not attach the partnership agreement letters from each partner will be deemed non-responsive and not considered for funding.

Appendix B: Administrative Cost Definitions

There is an administrative cost limit of 10 percent of the total funds awarded under this contract.

All local grant recipients and lower tier sub-recipients must follow the federal allowable cost principles that apply to their type of organization. The DOL regulations at Title 29 CFR, Section 95.27 and Title 29 CFR, Section 97.22 identifies the federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of Wagner-Peyser program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- A. The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant sub-recipients, local fiscal agent, and which are not related to the direct provision of Wagner-Peyser services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- B. The costs of administration are the costs associated with performing the following functions:
 1. Performing the following overall general administrative functions and coordination of those functions under Wagner-Peyser:
 - (a) Accounting, budgeting, financial and cash management functions.
 - (b) Procurement and purchasing functions.
 - (c) Property management functions.
 - (d) Personnel management functions.
 - (e) Payroll functions.
 - (f) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports.
 - (g) Audit functions.
 - (h) General legal services functions.
 - (i) Developing systems and procedures, including information systems, required for these administrative functions.
 2. Performing oversight and monitoring responsibilities related to Wagner-Peyser administrative functions.
 3. 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.

4. Travel costs incurred for official business in carrying out administrative activities or the overall management of the Wagner-Peyser systems.
 5. 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.
- C. Awards to sub recipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
1. Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 2. 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.
 3. Except as provided at paragraph (1), all costs incurred for functions and activities of sub-recipients and vendors are program costs.
 4. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category
 - (a) Tracking of performance information.
 - (b) Information relating to supportive services and unemployment insurance claims for program participants.
 5. 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.

Appendix C: General Provisions and Standards of Conduct

A. Compliance

In performance of this sub grant agreement, Subrecipient will fully comply with the following:

1. The provisions of the *Wagner-Peyser Act* and all regulations, legislation, directives, policies, procedures, and amendments issued pursuant thereto.
2. All state legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures, which implement *Wagner-Peyser Act*.
3. Subrecipient will ensure diligence in managing programs under this sub grant agreement. Subrecipient agrees to conform to the provisions of the *Wagner-Peyser Act* and the contract requirements as referenced in Title 29 CFR, Part 95, Appendix A and Title 29 CFR, Section 97.36 (i) (1-13).

This sub grant agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise and any other agreement between the parties hereto. This sub grant agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the Grantor and the Subrecipient. Subrecipient represents and warrants it is free to enter into and fully perform this sub grant agreement.

B. Certification/Assurances

Except as otherwise indicated, the following certifications apply to all Subrecipient's:

1. Corporate Registration – The Subrecipient, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
2. The Subrecipient agrees to comply with the *Americans with Disabilities Act (ADA)* of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to ADA. (42 U.S.C.12101 et seq.)
3. Sectarian Activities – The Subrecipient certifies that this sub grant agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
4. National Labor Relations Board – The Subrecipient (if not a public entity), by signing this sub grant agreement, does swear under penalty of perjury, that no more than one final unappeasable finding of contempt of court by a federal court has been issued against the Subrecipient within the immediately preceding two-year period because of Subrecipient 's failure to comply with an order of a federal court, which orders the Subrecipient to comply with an order of the National Labor Relations Board (PCC10296).

5. Prior Findings – The Subrecipient, by signing this sub grant agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous sub grant agreement with the DOL or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.
6. The Subrecipient agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
7. The Subrecipient agrees to comply with the *Age Discrimination Act* of 1975, as amended, which prohibits discrimination on the basis of age.
8. The Subrecipient agrees to comply with Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
9. Drug-Free Workplace Certification – By signing this sub grant agreement the Subrecipient hereby certifies under penalty of perjury under the laws of the State of California that the Subrecipient will comply with the requirements of the *Drug-Free Workplace Act* of 1990 and will provide a drug-free workplace by taking the following actions:
 - (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - (b) Establish a Drug-Free Awareness Program as required to inform employees about the following:
 1. The dangers of drug abuse in the workplace.
 2. The person's or organization's policy of maintaining a drug-free workplace.
 3. Any available counseling, rehabilitation, employee assistance programs.
 4. Penalties that may be imposed upon employees for drug abuse violations.
 - (c) Every employee who works on this sub grant agreement will do the following:
 1. Receive a copy of the company's drug-free policy statement.
 2. Agree to abide by the terms of the company's statement as a condition of employment on the sub grant/contract.
10. Child Support Compliance Act – In accordance with the *Child Support Compliance Act*, the Subrecipient recognizes and acknowledges the following:
 - (a) The importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the

names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

11. Debarment and Suspension Certification – By signing this sub grant agreement, the Subrecipient hereby certifies under penalty of perjury under the laws of the State of California that the Subrecipient will comply with regulations implementing Executive Order 12549, Debarment and Suspension, Title 29 CFR, Part 98.510, that the prospective participant (i.e., Subrecipient), to the best of its knowledge and belief, that it and its principals are as follows:
 - (a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transitions by any federal department or agency.
 - (b) Have not within a three-year period preceding this sub grant agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in Section 2 of this certification.
 - (d) Have not within a three year period preceding this sub grant agreement had one or more public transactions (federal, state or local) terminated for cause of default.
 1. Where the Subrecipient is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
12. Lobbying Restrictions – By signing this sub grant agreement the Subrecipient hereby assures and certifies to the lobbying restrictions which are codified in the DOL regulations at Title 29 CFR, Part 93.
 - (a) No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this sub grant agreement,

the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

- (c) The undersigned shall require that the language of the lobbying restrictions be included in the award documents for sub grant agreement transactions over \$100,000 (per OMB) at all tiers (including sub grant agreements, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all sub recipients shall certify and disclose accordingly.
- (d) This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

13. Priority Hiring Considerations

- (a) If this sub grant includes services in excess of \$200,000, the Subrecipient shall give priority consideration in filling vacancies in positions funded by the sub grant to qualified recipients of aid under *Welfare and Institutions Code* Section 11200 in accordance with *Public Contract Code* Section 10353.

14. Sweat Free Code of Conduct

- (a) All Subrecipient s contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Subrecipient further declares under penalty of perjury that they adhere to the Sweat Free Code of Conduct as set forth on the California Department of Industrial Relations Website located at www.dir.ca.gov, and *Public Contract Code* Section 6108.
- (b) The Subrecipient agrees to cooperate fully in providing reasonable access to the Subrecipient s' records, documents, agents or employees, or premises if reasonably required by authorized officials of the Subgrantor, the Department of Industrial Relations, or the Department of Justice to determine the Subrecipient s' compliance with the requirements under paragraph a of the Sweat free Code of Conduct.

15. Unenforceable Provision – In the event that any provision of this sub grant agreement is unenforceable or held to be unenforceable, then the parties agree that all other

provisions of this sub grant agreement have force and effect and shall not be affected hereby.

16. Nondiscrimination Clause

(a) The conduct of the parties to this sub grant agreement will be in accordance with Title VI of the Civil Rights Act of 1964, and the Rules and Regulations promulgated there under and the provisions of WIOA, Section 188. In addition, the parties will conform to the following:

1. During the performance of this sub grant agreement, Subrecipient and Subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, pregnancy disability and denial of family care leave. Subrecipient s and Subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subrecipient and Subcontractor shall comply with the provisions of the *Fair Employment and Housing Act* (Government Code, Section 12900 g-f, et seq.) and the applicable regulations promulgated there under *California Code of Regulations*, Title 2, and Section 7285. et seq. The applicable regulations of the Fair Employment and Housing Commission implementing *Government Code*, Section 12990(a-f), set forth in Chapter 5, Division 4 of Title 2 of the *California Code of Regulations* are incorporated into this sub grant agreement or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
2. This Subrecipient shall include the nondiscrimination and compliance provisions of this clause in all Subcontracts to perform work under the sub grant agreement.
3. This Subrecipient agrees to conform to federal nondiscrimination provisions of the *Wagner-Peyser Act* and other federal nondiscrimination requirements referenced in Title 29 CFR, Part 37.

17. Indemnification

(a) The following provision applies only if the Subrecipient is a governmental entity: Pursuant to the provision of Section 895.4 of the *California Government Code*, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.

(b) The following provision applies only if the Subrecipient is a non-governmental entity: The Subrecipient agrees to the extent permitted by law, to indemnify, defend and save harmless the Grantor, its officers, agents and employees from any and all

claims and losses accruing or resulting to any and all Contractors, Subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Subrecipient in the performance of this sub grant agreement.

1. Failure to comply with all requirements of the certifications in Section 2 may result in suspension of payment under this sub grant agreement or termination of this sub grant agreement or both, and the Subrecipient may be ineligible for award of future state sub grant agreements/contracts if the department determines that any of the following has occurred: (1) false information on the certifications, or (2) violation of the terms of the certifications by failing to carry out the requirements as noted above.

C. Standards of Conduct

The following standards apply to all Subrecipients:

1. General Assurance – Every reasonable course of action will be taken by the Subrecipient in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This sub grant agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. Subrecipient agrees to conform to the nondiscrimination requirements as referenced in the *Wagner-Peyser Act*.
2. Avoidance of Conflict of Economic Interest – An executive or employee of the Subrecipient, an elected official in the area or a member of the Local Board, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the Subrecipient or Grantor: Supplies, materials, equipment or services purchased with sub grant agreement funds will be used solely for purposes allowed under this sub grant agreement. No member of the Local Board will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member (or immediate family of the member) or any business or organization which the member directly represents.

D. Coordination

The Subrecipient will, to the maximum extent feasible, coordinate all programs and activities supported under this part with other programs under the *Wagner-Peyser Act*. Title 38 of the United States Code, and other employment and training programs at the state and local level.

E. Subcontracting

1. Any of the work or services specified in this sub grant agreement which will be performed by other than by the Subrecipient will be evidenced by a written agreement specifying the terms and conditions of such performance.

2. The Subrecipient will maintain and adhere to an appropriate system, consistent with federal, state and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.
3. The system for awarding contracts will contain safeguards to insure that the Subrecipient does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

F. Insurance

Except for city and county governmental entities, Subrecipients must provide the Grantor evidence of the coverage specified in a, b, c, and d below. The evidence of coverage shall include the registration number of the sub grant agreement for identification purposes.

1. The Subrecipient will provide general liability insurance with a combined limit of \$1,000,000 or public liability and property damage coverage with a combined limit of not less than \$1,000,000.
2. The Subrecipient will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the Subrecipient or its agents in performance of this sub grant agreement, or, in the event that the Subrecipient will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this sub grant agreement, Subrecipient will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.
3. Subrecipient will provide Worker's Compensation Insurance, which complies with provisions of the California Labor Code, covering all employees of the Subrecipient and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the *California Labor Code*) for Worker's Compensation.
4. The Grantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this sub grant agreement, verifying the insurance requirements have been complied with. The coverage noted in b and c above must contain the following clauses:
 - (a) Insurance coverage will not be canceled or changed unless 30 days prior to the effective date of cancellation or change written notice is sent by the Subrecipient to the following:

Wagner-Peyser Financial Management Unit
Employment Development Department
PO Box 826880, MIC 69
Sacramento, CA 94280-0001

- (b) State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this sub grant agreement are concerned.
- (c) The State of California is not responsible for payment of premiums or assessments on this policy.

G. Resolution

A county, city, district or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law has authority to enter into an agreement, authorizing execution of this sub grant agreement. Preferably, resolutions should authorize a designated position rather than a named individual.

H. Funding

It is mutually understood between the parties that this subgrant agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the sub grant agreement was executed after that determination was made.

This sub grant agreement is valid and enforceable only if (1) sufficient funds are made available by the *State Budget Act* of the appropriate state fiscal years covered by this sub grant agreement for the purposes of this program and; (2) sufficient funds available to the state by the United States Government for the fiscal years covered by this sub grant agreement for the purposes of this program.

In addition, this sub grant agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the Congress and Legislature that may affect the provisions, terms, or funding of this sub grant agreement in any manner.

1. At the expiration of the terms of this sub grant agreement or upon termination prior to the expiration of this sub grant agreement, funds not obligated for the purpose of this sub grant agreement will be immediately remitted to the Grantor, and no longer available to the Subrecipient.
2. The Grantor retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the Subrecipient is given prompt notice and the opportunity for an informal review of the Grantor’s decision. The Chief Deputy Director or his designee will perform this informal review and will issue the final administrative decision within 60 days of receiving the written request for review. Failure on the part of the Subrecipient or a Subcontractor of the Subrecipient to comply with the provisions of this sub grant agreement, or with the *Wagner-Peyser Act* or regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds.

I. Accounting and Cash Management

1. Subrecipient will comply with controls, record keeping and fund accounting procedure requirements of the *Wagner-Peyser Act*, federal and state regulations and directives

to ensure the proper disbursement of, and accounting for, program funds paid to the Subrecipient and disbursed by the Subrecipient, under this sub grant agreement.

2. Subrecipient will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any subcontracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in suspending cash draw down privileges and providing funds through a reimbursement process.
3. The Grantor retains the authority to adjust specific amounts of cash requested if the Grantor's records and subsequent verification with the Subrecipient indicate that the Subrecipient has an excessive amount of cash in its account.
4. Income (including interest income) generated as a result of the receipt of *Wagner-Peyser Act* funds on deposits, will be utilized in accordance with policy and procedures established by the Grantor Subrecipient will account for any such generated income separately.
5. Subrecipient shall not be required to maintain a separate bank account but shall separately account for *Wagner-Peyser Act* funds on deposit. All funding under this sub grant agreement, will be made by check or wire transfer payable to the Subrecipient for deposit in Subrecipient bank account or city and county governmental bank accounts. To provide for the necessary and proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the Subrecipient. The Grantor will have a lien upon any balance of *Wagner-Peyser Act* funds in these accounts, which will take priority over all other liens or claims.

J. Amendments

This subgrant agreement may be unilaterally modified by the Grantor under the following circumstances:

1. There is an increase or decrease in federal or state funding levels.
2. A modification to the sub grant is required in order to implement an adjustment to a Subrecipient's plan.
3. Funds awarded to the Subrecipient have not been expended in accordance with the schedule included in the approved Subrecipient's plan. After consultation with the Subrecipient, the Grantor has determined that funds will not be spent in a timely manner, and such funds are for that reason to the extent permitted by and in a manner consistent with state and federal law, regulations and policies, reverting to the Grantor.
4. There is a change in state and federal law or regulation requiring a change in the provisions of this sub grant agreement.
5. An amendment is required to change the Subrecipients' name as listed on this sub grant agreement. Upon receipt of legal documentation of the name change the state will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

Except as provided above, this sub grant agreement may be amended only in writing by the mutual agreement of both parties.

K. Reporting

Subrecipient will compile and submit reports of activities, expenditures, status of cash and closeout information by the specified dates as prescribed by the Grantor. All expenditure reports must be submitted using the accrual basis of accounting. Failure to adhere to the reporting requirements of this agreement will result in funds not being released.

L. Termination

This sub grant agreement may be terminated in whole or in part for either of the two following circumstances:

1. Termination for Convenience – Either the Grantor or the Subrecipient may request a termination, in whole or in part, for convenience. The Subrecipient will give a ninety (90) calendar-day advance notice in writing to the Grantor. The Grantor will give a ninety (90) calendar-day advance notice in writing to the Subrecipient.
2. Termination for Cause – The Grantor may terminate this sub grant agreement in whole or in part when it has determined that the Subrecipient has substantially violated a specific provision of the *Wagner-Peyser Act* regulations or implementing state legislation and corrective action has not been taken.
 - (a) All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the Subrecipient will be addressed to:

Subrecipient Name: _____

Attention: _____

Address: _____

City, State, Zip: _____

Notices to the Grantor will be addressed as follows:

Financial Management Unit
Workforce Services Division
Employment Development Department
PO Box 826880, MIC 69
Sacramento, CA 94280-0001

M. Records

1. If participants are served under this sub grant agreement, the Subrecipient will establish a participant data system as prescribed by the Grantor.
2. Subrecipient will retain all records pertinent to this sub grant agreement for a period of three years from the date of final payment of this sub grant agreement. If, at the end of three years, there is litigation or an audit involving those records, the Subrecipient will retain the records until the resolution of such litigation or audit.
3. The Grantor and/or the U. S. DOL, or their designee will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this sub grant agreement. For purposes of this section, “access to” means that the Subrecipient shall at all times maintain within the State of California a complete set of records and documents related to programs funded by this agreement. The Subrecipient shall comply with this requirement regardless of whether it ceases to operate or maintain a presence within the State of California before the expiration of the sub grant. Subrecipient's performance under the terms and conditions herein specified will be subject to an evaluation by the Grantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

N. Audits

1. The Subrecipient will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. All governmental and non-profit organizations must follow the audit requirements (**single audit or program-specific audit requirement**) of OMB Circular A-133 (Title 29 CFR, Section 97.26 and Title 29 CFR, Section 95.26)
2. The Subrecipient and/or auditors performing monitoring or audits of the Subrecipient or its sub-contracting service providers will immediately report to the Grantor any incidents of fraud, abuse or other criminal activity in relation to this sub grant agreement, the *Wagner-Peyser Act*, or its regulations.

O. Disallowed Costs

Except to the extent that the state determines it will assume liability, the Subrecipient will be liable for and will repay, to the Grantor, any amounts expended under this sub grant agreement found not to be in accordance with the *Wagner-Peyser Act* including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the *Wagner-Peyser Act*.

P. Conflicts

1. Subrecipient will cooperate in the resolution of any conflict with the U.S. DOL that may occur from the activities funded under this agreement.
2. In the event of a dispute between the Grantor and the Subrecipient over any part of this sub grant agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Grantor and the Subrecipient. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

Q. Grievances and Complaint System

Subrecipient will establish and maintain a grievance and complaint procedure in compliance with the *Wagner-Peyser Act*, federal regulations and state statutes, regulations and policy.

R. Property

All property, whether finished or unfinished documents, data, studies and reports prepared or purchased by the Subrecipient under this sub grant agreement, will be disposed of in accordance with the direction of the Grantor. In addition, any tools and/or equipment furnished to the Subrecipient by the Grantor and/or purchased by the Subrecipient with funds pursuant to this sub grant agreement will be limited to use within the activities outlined in this sub grant agreement and will remain the property of the United States Government and/or the Grantor. Upon termination of this sub grant agreement, Subrecipient will immediately return such tools and/or equipment to the Grantor or dispose of them in accordance with the direction of the Grantor.

S. Intellectual Property Provisions

1. Federal Funding
 - (a) In any sub grant funded in whole or in part by the federal government, Grantor may acquire and maintain the Intellectual Property rights, title, and ownership, which result directly or indirectly from the sub grant, except as provided in 37 Code of Federal Regulations part 401.14. However, pursuant to Title 29 CFR, Section 97.34 the federal government shall have a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
2. Ownership
 - (a) Except where Grantor has agreed in a signed writing to accept a license, Grantor shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Subrecipient or Grantor and which result directly or indirectly from this sub grant agreement.

- (b) For the purposes of this sub grant agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will, any data or information maintained, collected or stored in the ordinary course of business by Grantor, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
1. For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos, computer software and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. "Works" does not include articles submitted to peer review or reference journals or independent research projects.
- (c) In the performance of this sub grant agreement, Subrecipient may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this sub grant agreement. In addition, under this sub grant agreement, Subrecipient may access and utilize certain of Grantor's intellectual property in existence prior to the effective date of this sub grant agreement. Except as otherwise set forth herein, Subrecipient shall not use any of Grantor's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of Grantor. Except as otherwise set forth herein, neither the Subrecipient nor Grantor shall give any ownership interest in or rights to its Intellectual Property to the other Party. If, during the term of this sub grant agreement, Subrecipient accesses any third-party Intellectual Property that is licensed to Grantor, Subrecipient agrees to abide by all license and confidentiality restrictions applicable to Grantor in the third-party's license agreement.
- (d) Subrecipient agrees to cooperate with Grantor in establishing or maintaining Grantor's exclusive rights in the Intellectual Property, and in assuring Grantor's sole rights against third parties with respect to the Intellectual Property. If the Subrecipient enters into any agreements or subcontracts with other parties in order to perform this sub grant agreement, Subrecipient shall require the terms of the agreement(s) to include all Intellectual Property provisions of Sub-Section S a)

- through i). Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to Subgrantor all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Subrecipient or Subgrantor and which result directly or indirectly from this sub grant agreement or any subcontract.
- (e) Pursuant to Sub-Section S (2) (c) of the Intellectual Property Provisions in Exhibit B to this sub grant agreement, the requirement for the Subrecipient to include all Intellectual Property Provisions of Sub-Section S a) through i) of the Intellectual Property Provisions in all agreements and subcontracts it enters into with other parties does not apply to sub grant agreements or subcontracts that are for customized and on-the-job training as authorized under 20 CFR 663.700-730.
 - (f) Subrecipient further agrees to assist and cooperate with Subgrantor in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce Subgrantor's Intellectual Property rights and interests.
3. Retained Rights/License Rights
- (a) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Subrecipient or Grantor and which result directly or indirectly from this sub grant agreement, Subrecipient shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this sub grant agreement. Subrecipient hereby grants to Grantor, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of Subrecipient's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this sub grant, unless Subrecipient assigns all rights, title and interest in the Intellectual Property as set forth herein.
 - (b) Nothing in this provision shall restrict, limit, or otherwise prevent Subrecipient from using any ideas, concepts, know-how, methodology or techniques related to its performance under this sub grant agreement, provided that Subrecipient's user does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of Grantor or third party, or result in a breach or default of any provisions of Sub-Section S a) through i) or result in a breach of any provisions of law relating to confidentiality.
4. Copyright
- (a) Subrecipient agrees that for purposes of copyright law, all works (as defined in Ownership, Sub-Section S (2) (B) (1) of authorship made by or on behalf of Subrecipient in connection with Subrecipient's performance of this sub grant agreement shall be deemed "works made for hire." Subrecipient further agrees that

the work of each person utilized by Subrecipient in connection with the performance of this sub grant agreement will be a “work made for hire,” whether that person is an employee of Subrecipient or that person has entered into an agreement with Subrecipient to perform the work. Subrecipient shall enter into a written agreement with any such person that: (i) all work performed for Subrecipient shall be deemed a “work made for hire” under the Copyright Act and (ii) that person shall assign all right, title, and interest to Grantor to any work product made, conceived, derived from or reduced to practice by Subrecipient or Grantor and which result directly or indirectly from this sub grant agreement.

- (b) All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this sub grant agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Subrecipient or Grantor and which result directly or indirectly from this sub grant agreement may not be reproduced or disseminated without prior written permission from Grantor.

5. Patent Rights

With respect to inventions made by Subrecipient in the performance of this sub grant agreement, which did not result from research and development specifically included in the Grant’s scope of work, Subrecipient hereby grants to Grantor a license for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the sub grant agreement’s scope of work, then Subrecipient agrees to assign to Grantor, without addition compensation, all its right, title and interest in and to such inventions and to assist Grantor in securing United States and foreign patents with respect thereto.

6. Third-Party Intellectual Property

Except as provided herein, Subrecipient agrees that its performance of this sub grant agreement shall not be dependent upon or include any Intellectual Property of Subrecipient or third party without first:

- (a) Obtaining Grantor’s prior written approval.
- (b) Granting to or obtaining for Grantor’s, without additional compensation, a license, for any of Subrecipient’s or third-party’s Intellectual Property in existence prior to the effective date of this sub grant agreement. If such a license upon these terms is unattainable, and Grantor determines that the Intellectual Property should be included in or is required for Subrecipient’s performance of this sub grant agreement, Subrecipient shall obtain a license under terms acceptable to Grantor.

7. Warranties

- (a) Subrecipient represents and warrants that:
 - 1. It has secured and will secure all rights and licenses necessary for its performance of this sub grant agreement.

2. Neither Subrecipient's performance of this sub grant agreement, nor the exercise by either Party of the rights granted in this sub grant agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subrecipient or Grantor and which result directly or indirectly from this sub grant agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There are currently no actual or threatened claims by any such third party based on an alleged violation of any such right by Subrecipient.
 3. Neither Subrecipient's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
 4. It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors.
 5. Of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites locations, property or props that may be used or shown.
 6. It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to Grantor in this sub grant agreement.
 7. It has appropriate systems and controls in place to ensure that state and federal funds will not be used in the performance of this sub grant agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
 8. It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Subrecipient's performance of this sub grant agreement.
- (b) Grantor makes no warranty, that the intellectual property resulting from this sub grant agreement does not infringe upon any patent, trademark, copyright or the like, now existing or subsequently issued.
8. Intellectual Property Indemnity
 - (a) Subrecipient shall indemnify, defend and hold harmless Grantor and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, (Indemnities) from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any

third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the Indemnities may be subject, whether or not Subrecipient is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Subrecipient pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of Grantor's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subrecipient or Grantor and which result directly or indirectly from this sub grant agreement. This Indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this sub grant agreement. Grantor reserves the right to participate in and/or control, at Subrecipient's expense, any such infringement action brought against Grantor.

- (b) Should any Intellectual Property licensed by the Subrecipient to Grantor under this sub grant agreement become the subject of an Intellectual Property infringement claim, Subrecipient will exercise its authority reasonably and in good faith to preserve Grantor's right to use the licensed Intellectual Property in accordance with this sub grant agreement at no expense to Grantor. Grantor shall have the right to monitor and appear through its own counsel (at Subrecipient's expense) in any such claim or action. In the defense or settlement of the claim, Subrecipient may obtain the right for Grantor to continue using the licensed Intellectual Property or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, Grantor may be entitled to a refund of all monies paid under this sub grant agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (c) Subrecipient agrees that damages alone would be inadequate to compensate Grantor for breach of any term of these Intellectual Property provisions by Subrecipient. Subrecipient acknowledges Grantor would suffer irreparable harm in the event of such breach and agrees Grantor shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

9. Survival

The provisions set forth herein shall survive any termination or expiration of this sub grant agreement or any project schedule.

T. Confidentiality Requirements

The State of California and the Subrecipient will exchange various kinds of information pursuant to this sub grant agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment Development Department, the California Department of Social Services, the California Department of Education, the California Department of Corrections, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs. The Grantor and Subrecipient agree that:

1. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a “need-to-know” basis.
2. Each party shall provide written instructions to all of its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in section 1798.55 of the *Civil Code*, section 502 of the *Penal Code*, section 2111 of the Unemployment Insurance Code, section 10850 of the Welfare and Institutions Code and other applicable local, state and federal laws.
3. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
4. Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
5. If the Grantor or Subrecipient enters into an agreement with a third party to provide *Wagner Peyser Act* services, the Grantor or Subrecipient agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party’s authorized staff, subcontractor(s), service providers, or employees.

U. Additional Confidentiality Requirements

Additional requirements for subcontractor providing resume-distribution services to Job Center clients:

1. The Subrecipient may, in its operation of the Job Centers, permit a Job Center Operator to enter into a subcontract to manage confidential information. This subcontract may allow an individual to register for resume-distribution services at the same time the individual enrolls in CalJOBS.

2. Subrecipient shall ensure that all such subcontracts comply with the intellectual property requirements of paragraph 19 of this sub grant, the confidentiality requirements of paragraph 20 of this sub grant and any other terms of this sub grant that may be applicable. In addition, the following requirements must be included in the subcontracts:
 - (a) All client information submitted over the Internet to the subcontractor's databases must be protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption. Clients' social security numbers must be stored in a separate database within the subcontractor's network of servers, and protected by a firewall and a secondary database server firewall or AES data encryption. If a subcontractor receives client social security numbers or other confidential information in the course of business, for example a resume-distribution service that provides enrollment in CalJOBS, social security numbers must be destroyed within two days after the client registers for CalJOBS. If a subcontractor obtains confidential information as an agent of the Subrecipient, the subcontract must specifically state the purpose for the data collection and the term of records retention must be stated, and directly related, to the purpose and use of the information. In accordance with *29 Code of Federal Regulations 97.42*, social security numbers and other client specific information shall not be retained for more than three years after a client completes services. The Subrecipient should extend this period, only if any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year retention period. In this case the records should be maintained until completion of the action and resolution of all issues arising from it, or until the close of the three-year retention period, whichever is later. (Title 29 CFR, Section 97.42 (b) (2).
 - (b) Client information (personal information that identifies a client such as name and social security number) and/or demographic information of a client (such as wage history, address, and previous employment) shall not be used as a basis for commercial solicitation during the time the client or agency is using the subcontractor's services. Client information and/or demographic information shall not be used for any purposes other than those specific program purposes set forth in the subcontract.
 - (c) A Job Center client must still be given the option to use the Job Center's services, including CalJOBS, even if he or she chooses not to use any services of the subcontractor. This option shall be prominently, clearly and immediately communicated to the client upon registration within the Job Center or for CalJOBS, the subcontractor's resume-distribution services, or any other services subcontractor offers to the client or the Job Center Operator.
 - (d) The subcontractor must clearly disclose all of its potential and intended uses of the client's personal and/or demographic information for the services the client seeks and for any other services the subcontractor offers. The subcontractor shall not use a client's personal and/or demographic information without the client's prior

permission. A link to the subcontractor’s Privacy Policy shall appear prominently on the registration screens that list the potential and intended uses of the client’s personal and/or demographic information.

(e) When the Grantor modifies state automated systems such as the state CalJOBS System, it shall provide reasonable notice of such changes to the Subrecipient. The Subrecipient shall be responsible to communicate such changes to the Job Center Operator(s) in the local area.

3. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation. As of this date, the following are those individuals:

FOR THE GRANTOR

Name	Nicole Laktash
Title	Data Security Coordinator
Address	PO Box 826880, MIC 50 Sacramento, CA 94280-0001
Phone	1-916-654-6804
Fax	1-916-654-9657

FOR THE SUBRECIPIENT

Subrecipient Name: _____

Attention/Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____

FAX: _____

V. Signatures

This sub grant agreement is of no force and effect until signed by both of the parties hereto. Subrecipient will not commence performance prior to the beginning of this sub grant agreement.

Appendix D: Internet Resources

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

- **America’s Job Center of 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.
- **CalJOBS (CalJOBS)**
The CalJOBS system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to easily

search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

- **California Labor and Workforce Development Agency (LWDA)**
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the 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.
- **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.
- **[Pre-apprenticeships](#)**
Information on the quality elements of a pre-apprenticeship program.
- **[Resources for Grant Subrecipients](#)**
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and Subrecipients.
- **[State Sector Strategies](#)**
On-going multi-state project focused on accelerating the adoption of sector strategies.
- **U.S. Department of Labor [SeasonalJobs.dol.gov](https://www.dol.gov/eis/seasonaljobs)**

- [U.S. 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 is sponsored by the U.S. Department of Labor, Employment and Training Administration. The WorkforceGPS is an integrated workforce system network.
- **Workforce Innovation and Opportunity Act (WIOA)**
The Act governing the funds made available in this SFP.