

Questions and Answers

Format, Submission, and General Questions

1. **Will the Employment Development Department (EDD) send out the slides, notes, or transcript from the webinar?**

No, but the questions and answers will be published on the [EDD Workforce Development Solicitations for Proposals](#) website.

2. **What is the deadline, date, and time for proposal submission?**

The proposal application deadline was extended to Tuesday, December 20, by 3 p.m. PT.

3. **What is the correct address to the EDD to include in the Partnership Agreement and Commitment Letters?**

The partnership and commitment letters can be addressed to the following:
Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

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

There is no template, but the NOI should include the name of the applicant organization and the population(s) the applicant intends to serve. The NOI must be emailed to WSBGrants@edd.ca.gov with the subject line "Notice of Intent." Submitting an NOI does not obligate an organization to apply. The NOI deadline was extended to December 12, 2022, by noon PT.

5. **Will this funding replace the Veterans' Employment-Related Assistance Program (VEAP) SFP for Program Year 2022-23 (PY 22-23)?**

Yes, the ETPF grant will serve the veteran population previously served by the Veterans' Employment-Related Assistance Program (VEAP) grant. There will not be a separate VEAP SFP for PY 22-23.

6. Will a list of informational webinar attendees be provided?

Unfortunately, the attendees' list will not be provided due to privacy concerns.

7. Because the narrative is limited to 15 pages and many of the same questions are asked in more than one section of the narrative, can an application refer the reader/evaluator back to the section where the question was first addressed without having points deducted?

The narrative is designed for the applicant to explain the information asked within that specific section, so referring to another section is not recommended. To maximize the points for each section, all questions should be answered for the corresponding section.

Eligibility and Special Populations

8. Can an eligible training provider be a for-profit company?

Education and training providers are eligible to apply; however, as partners, the education and training provider(s) must have Bureau of Private Post-Secondary approval and/or be on the State's Eligible Training Provider List (ETPL) offering certificates for in-demand sectors with livable wages and good-quality jobs in the service region.

9. Who is a Title IV Vocational Rehabilitation? How do applicants partner with them?

The California Department of Rehabilitation ([DOR](#)) is the Title IV Vocational Rehabilitation provider that provides services and advocacy for employment, independent living, and equality for individuals with disabilities. Refer to Appendix E: Internet Resources in the SFP for more information.

10. If providing incumbent worker training, do all participants have to fit into one of the target population groups?

Yes, all participants enrolled in any work-based learning (WBL), including incumbent worker training using this funding, will need to qualify as a person of one or more of the target population(s) outlined in Section 1.C. of the SFP. Refer to [WSD19-01](#), Subject: Incumbent Worker Training (July 2, 2019), for more information.

11. If the workforce development board operates 16 work source centers, are the work source centers eligible to submit a proposal?

No, but the local workforce development board qualifies as a lead applicant and can partner with the work source centers to provide services to the participants as a subrecipient. Refer to the SFP, Section I.D. for eligibility requirements and Section II.C. for more information regarding required partners.

12. What education and training providers are eligible applicants for this SFP?

Education and training providers must be Bureau of Private Post-Secondary approved and/or on the State's Eligible Training Provider List (ETPL) except for providers offering specific types of training, including but not limited to cohort-based and on-the-job training (OJT). For more information, refer to the [Eligible Training Provider List](#).

Partnership and Commitment Letters

13. Can a work source center be invited to a training provider's application, and is the leverage okay to use ETPL rates?

All required partners must be listed in Exhibit J and provide partnership agreement letters. Supplemental Budget (Exhibit G) should be completed to detail the partner budget subawards. All budget documents submitted with the application should reflect a combined budget.

14. If an applicant organization works with a local American Job Center of CaliforniaSM (AJCC), will a letter from their authorized signatory satisfy the required Partner Agreement Letter from a Title III Wagner-Peyser local office in the service area?

Yes.

15. If an AJCC is a subrecipient of a federal Workforce Innovation and Opportunity Act (WIOA) funded grant program, administers multiple programs that fall under WIOA Title 1, and is a Title III Wagner-Peyser local office, are they exempt from partner requirements with different Title I and Title III partners?

If an AJCC is both the Title I and Title III provider, they do not have to partner with a different Title I or II partner, and one partnership agreement signed by the signatory agent is required. However, if a partner is fulfilling the role of more than one required partner, the letter must indicate the requirements being fulfilled. Partnership agreement letters must adhere to all guidelines outlined in SFP Appendix A.

Program Requirements

16. Are cohort-based trainings required to be on the ETPL?

Trainings must be either a Registered Apprenticeship Program and/or on the state's ETPL, except for a few specific types, including but not limited to cohort-based training and OJT. Refer to the [Eligible Training Provider List](#) to obtain information on ETPL training.

17. Please define cohort-based training.

As defined and referenced on page 4 of the SFP, cohort-based training is a program of learning organized according to a syllabus (usually in sections) and taken by a group of students (a cohort)

simultaneously. Cohort-based courses can take place online, in a virtual space, or a physical classroom.

18. Will this funding opportunity support incumbent worker training?

The WBL programs under the WIOA are pre-apprenticeship programs, registered apprenticeships, work experience, internships, transitional jobs, OJT, customized training, and incumbent worker training. Refer to the [Work Based-Learning Desk Reference](#) for more information.

19. If an applicant proposes to leverage case management from case managers within an AJCC by staff and subcontractors, how can the proposal receive credit toward 51% of the total budget for co-case management through leveraged resources?

Justification of all costs can be demonstrated in Section VI-Budget Summary Narrative and Plan of the Project narrative and will be evaluated according to the applicant's ability to show that the majority of project costs are allocated to providing or connecting to existing certified training and WBL activities, as well as wrap-around support and case management for the benefit of the participants served.

Refer to Appendix A: Proposal Package Instructions for more information.

20. Can ETPF-enrolled participants co-enrolled in WIOA Adult or Dislocated Worker programs?

Yes, ETPF reinforces the importance of partnership networks and co-enrollment as strategies to maximize funding and ensure the best possible outcomes for participants. Refer to [WSD19-09](#), Subject: *Strategic Co-enrollment – Unified Plan Partners* (February 12, 2020).

Allowable Activities and Costs

21. Does the 10% allowable administration requirement cover the entire budget, or is the 10% taken on costs other than pass-through (training, WBL, etc.)?

The 10% administrative cost limit does not apply to program costs. Applicants must adhere to the 10% percent administrative cost rate limit. The use of an ICR, Cost Allocation Plan (CAP), or de minimis rate must be approved by the entity's cognizant agency, but this does not allow an entity to exceed the administrative cost limit or any other line item cap set for the grant.

Refer to Administrative Cost Desk Reference for details on the program and administrative costs, [WSD16-16](#), Subject: Allowable Costs and Prior Written Approval (February 21, 2017), and [WSD18-15](#), Subject: Indirect Cost Rates (June 17, 2019).

22. When do you anticipate the SFP for the homelessness solicitation to be released?

The EDD plans to release individual targeted SFPs to serve people experiencing homelessness or at risk of homelessness in late December 2022 or early January 2023.

Performance Goals and Participants Served

23. How is a sustainable living wage calculated?

For this SFP, applicants will use the Massachusetts Institute of Technology (MIT) living wage standard for local regions to gauge living wage. To calculate the living wage, refer to the MIT [living wage calculator](#) for California.

24. Measurable employment and job quality outcomes outlined in the project plan (Page 11 of SFP). Are these two goals intended to be the same? The wording on page 11 of the SFP differs from the WIOA Goal.

Yes, these two goals are intended to be the same.

25. Three references are made regarding the expected Measurable Skill Gains Rate; what is the measurable skill gain rate for this SFP?

The metrics and rates of achievement referenced in the SFP are provided as a point of reference for applicants. For this SFP, the applicant is encouraged to exceed the state-negotiated performance goals (outlined in Section III.F Figure 2) in delivering measurable employment and quality job outcomes. Applicants should tailor performance goals to the project needs and regional objectives and provide jobs in the in-demand sectors with wages that meet or exceed the local MIT living wage standard with measurable skill gains of at least 75 percent.

Refer to SFP Section III.F for more information. Refer to Appendix A, [WSIN21-51](#), Subject: *State Negotiated Performance Goals PY 22 and 23* (June 14, 2022), and [WSIN22-14](#), Subject: *Local Area Negotiated Performance Goals PY 22 and 23* (October 13, 2022) for more information about performance goals.

26. If the MIT wage for a single adult in a county is \$24.26, does that mean the post-training entry-level salary must be greater than this for each participant?

Yes, applicants should tailor performance goals to the project needs and regional objectives and provide jobs in the in-demand sectors with wages that meet or exceed the local MIT living wage standard.

27. Is there a price per participant?

No, the cost per participant depends on how the applicant structures their project. Applicants are encouraged to leverage funds from all available funding sources and to utilize co-enrollment strategies to maximize services to the participants served while minimizing the costs charged to the grant. Refer to section IV.A. and Figure 3 of the SFP for more information.

28. What are the definite goals EDD wants to achieve?

The EDD expects all applicants to design a project with performance goals that reflect a data-driven local/regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment. Measurable employment and job quality outcomes outlined in the project plan should include the following:

- Number of participants who complete the program
- Number of participants who enter employment 2nd Quarter After Exit
- Number of participants who enter employment 4th Quarter After Exit
- Median Earnings 2nd Quarter After Exit
- Hourly wages met or exceeded earnings compared to MIT's Living Wage
- Number of hours worked
- Participants received job benefits

Refer to SFP Section III.F for more information. Refer to Appendix A, [WSIN21-51](#), Subject: *State Negotiated Performance Goals PY 22 and 23* (June 14, 2022), and [WSIN22-14](#), Subject: *Local Area Negotiated Performance Goals PY 22 and 23* (October 13, 2022) for more information about performance goals.

29. Is the credential attainment rate only measured for those who complete the training? If so, Exhibit K is calculating it against all those enrolled instead of just those scheduled for completion of training.

The credential attainment rate calculation is the number of participants that attained a credential divided by the total number of exited participants enrolled in post-secondary education or training. Therefore, Exhibit K is miscalculating the rate and missing the exited participant number, so a corrected Exhibit K was posted on the [EDD Workforce Development Solicitation for Proposals](#) website with an errata. To populate the Performance Goal Rate %, see page 19 of Appendix A: Proposal Package Instructions. Refer to [WSD22-01: Performance Guidance \(July 18, 2022\)](#) for credential attainment calculation.

Reporting, Budgeting, and Funding

30. If the value of any of our required partners' services is not being used to match or leverage funds, may we still list them on Exhibit J Partners and Responsibilities and list \$0?

Yes, all partners must be listed on Exhibit J Partners and Responsibilities, and a zero-dollar amount must be listed if no leveraged funds are provided.

31. If an applicant plans to meet the 20% leverage through resources provided by the lead agency, are they exempt from the commitment letter requirement in the application package? If not, do they need to submit a letter signed by the agency's authorized signatory?

One commitment letter stating the leverage amount signed by the authorized signatory is required if the lead agency will provide the 20% leveraged amount.

32. If the lead agency will be providing a commitment letter for at least 20% leveraged using multiple general fund sources. Do we need to have a separate Letter of Commitment from each entity?

No, if the lead agency will provide the 20% leveraged amount, then one commitment letter stating the leverage amount will suffice. A partnership agreement letter must be submitted for each partner if the applicant has other partners outside of the organization who are not leveraging funds.

This Equity Target Population Fund is funded by a grant award totaling \$8 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources