

**NOTICE OF AVAILABILITY OF FUNDS**

by the Employment Development Department,  
on behalf of the California Labor and Workforce Development Agency

**Emergency Medical Services Intermediary  
Program Year 2022-23**

**Solicitation for Proposals**



**December 2022**

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## **I. Overview**

The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$8 million from the State of California General Fund for the Emergency Medical Services (EMS) Intermediary PY 22-23 Solicitation for Proposal (SFP). The ultimate goal of this SFP and the forthcoming Targeted EMS Corps program SFP is to create innovative and accessible opportunities to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce, with improved diversity and higher wages.

### **A. Purpose**

The purpose of the EMS Intermediary PY 22-23 funding is to fund an organization that possesses the capability to identify potential service areas, project partners, and to assist in the development, implementation, and facilitation of EMS program pilot sites, culminating in the replication and expansion of up to 10 Targeted EMS Corps program sites throughout the state of California. The developed program structure for pilot sites should be designed to increase the number of Emergency Medical Technicians (EMTs) in local communities with a particular focus in the inclusion of young adult participants who come from a disadvantaged or underrepresented background. The goal of the EMS Corps program is to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce, with improved diversity and higher wages, who can service the community they live in with basic life support care and support their community's healthcare system.

The EMS Intermediary SFP intends to fund an organization with the knowledge and expertise to support and build programs at the local level that incorporate data-proven strategies to recruit, train, and employ EMTs. The Intermediary grant supports the preliminary research and planning, development of, and the planning of pilot EMS training programs developed by the Intermediary awardee and approved by the EDD. The EMS Intermediary awardee will be responsible for analyzing, identifying, and recommending for funding up to 10 EMS planning grants which will be subsequently reviewed by the EDD who will make the final funding decision. The Intermediary awardee will work in close coordination with state and local EMS departments, the forthcoming Targeted EMS Corps program awardees, the EDD project managers, and all relevant stakeholders, including labor partners, to build organizational and leadership capacity, implement data proven strategies, close service gaps, engage in strategic planning, and scale effective program design to inform workforce policy statewide.

The successful project will assist program awardees with the design, development, and implementation of programs that incorporate data-proven strategies to increase the number of EMTs in local health service economies. Leveraging purchasing and regulatory power of health departments in emergency health systems is heavily encouraged. The intent of the program is to build meaningful and sustainable industry investment and partnerships, bolster healthcare systems, and to develop projects that have the best potential to place participants into quality

jobs<sup>1</sup> and career pathways that lead to self-sufficiency. The Intermediary provider plays an integral role in building the awareness among county emergency medical service departments and providers, in the development of program strategies, including legal services, creating connectivity among program awardees and local EMS providers, sharing best practices and, ultimately, improving regional healthcare workforce outcomes.

## **B. Goals and Objectives**

Successful applicants will demonstrate their knowledge and ability to facilitate the development, implementation, and expansion of EMS pilot sites in line with the goals and objectives set forth in this SFP. In addition, applicants must demonstrate how they will identify potentially successful counties, the data or methods they will use to measure the probability of those counties' success, as well as laying the groundwork for EMS program pilot sites so they may begin operations soon after being awarded implementation grants through a subsequent solicitation. The ultimate goals of this grant are to support project expansion and lay the foundation for self-sustaining projects that increase the number of qualified, employed EMTs in historically disinvested communities. The Intermediary provider will host conference calls and in-person meetings when appropriate, webinars, Communities of Practice (CoPs) and convenings, identify firetruck and ambulance providers, hospitals and 911 receiving centers, and otherwise facilitate the project planning and implementation of Targeted EMS Corps program between program awardees. The Intermediary team must have knowledge and expertise in building and facilitating programs that train, certify, and employ EMTs, as well as familiarity with national and state best practices in order to offer accessible, and relevant resources to program awardees. The Intermediary will advise program awardees on how to leverage the purchasing and regulatory power of health departments in 911 systems, which will help to ensure the EMS program awardees' success. The EDD anticipates the release of the Targeted EMS Corps Program SFP to be Fall 2023.<sup>2</sup>

## **C. Targeted EMS Corps Initiative Program Grant**

The forthcoming Targeted EMS Corps Initiative program grant will consist of two phases, the planning phase and the implementation phase, with the ultimate intention of developing up to 10 self-sustaining EMS Corps projects throughout the state of California. The EMS Intermediary will be responsible for identifying and analyzing potential planning grant awardees and providing the EDD with award recommendations. The EDD reserves the right to make final funding decisions. A total of \$2 million of the potential award of \$8 million will be allocated to fund a maximum of 10 planning grants. The remainder of the award will be used to fund

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

<sup>2</sup> The EDD reserves the right to change release date based on available needs. For the most up-to-date information about the EMS Corps program SFP, refer to the [EDD's Workforce Development Solicitation for Proposals website](#).



- The applicant's ability to form the necessary partnerships during Phase I: Planning Phase
- The applicant demonstrates its organization's capacity to provide services to relevant target populations
- The applicant demonstrates an ability to achieve the Targeted EMS Corps program goals.

The EDD will release an Implementation Phase SFP with additional details and criteria in the early Fall of 2023.

## **II. Project Design**

Proposals must reflect how the awardee will achieve the project goals and objectives outlined above in an innovative Intermediary work plan. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations to achieve the desired outcomes. A successful applicant will present creative solutions to cross-training, team building, knowledge sharing, and the provision of technological resources that facilitate program success for the Targeted EMS Corps Initiatives. Applicants are encouraged to form partnerships and leverage resources to facilitate successful outcomes.

### **A. Strategies**

Strong applicants will demonstrate the capacity to convene county and local EMS providers and their partners, including labor partners, on the development and implementation of the EMS Corps program and to create awareness of this program model. These efforts should result in strategies that successfully recruit, train, and employ EMTs across the state of California. Each Targeted EMS Corps program, whether consisting of a single county or consortium of counties, should take into account the geographic regions' unique needs and challenges. The EDD encourages cross-county collaboration; coalitions consisting of multiple counties may braid their resources if doing so facilitates the success of the Targeted EMS Corps program. Additional consideration will be given to applicants who aim to serve rural counties and populations who have historically been marginalized or underrepresented. Successful applicants will demonstrate how the proposal is practicable and replicable, along with a sustainability plan to institutionalize practices and ensure program sustainability post-award.

The Intermediary activities must support the following goals and objectives:

- Must develop relationships with Local Emergency Medical Services Agencies (LEMSA), fire departments, ambulance providers, hospitals, 911 centers, local workforce development boards, education agencies, unions and community-based organizations to support each region's EMS Corp Program.
- Utilize grant funding appropriations to administer a planning phase for up to 10 contracts toward EMS planning grants.
- Facilitate the creation and implementation of the Targeted EMS program throughout the state of California.



## **B. Service Recipients**

The EDD anticipates awarding one grant under the PY 22-23 EMS Intermediary SFP. Applicants with the knowledge and expertise of creating successful EMT recruitment and training programs and capacity to design, replicate, and assist in piloting additional projects are encouraged to apply. The awardee must provide Intermediary assistance such as operational support, on-the-ground project development support, ongoing training including technical assistance, and administrative support for program awardees from the Targeted EMS Corps program grant PY 22-23.

## **C. Target Populations**

The program and Intermediary grant awardees will work with disconnected<sup>5</sup> young adults, ages 18-26, who come from a disinvested or traditionally underserved community and are interested in careers in healthcare and public service.

In addition to the focus on disconnected young adults, the Intermediary will be expected to work with justice-involved individuals and leverage the use of the Federal Department of Labor (DOL) Employment and Training Administration's (ETA) programs for justice-involved individuals. These programs include but are not limited to: Reintegration of Ex-Offenders (RExO) Adult Generation 5, Serving Young Adult Ex-Offenders through Training and Service-Learning, Serving Adult and Youth Ex-Offenders through Strategies Targeted to Characteristics Common to Female Ex-Offenders, and Serving Juvenile Offenders in High-Poverty, High-Crime Communities. The Intermediary awardee will be expected to utilize DOL grant funds for payment of legal services for participants that improve their labor market outcomes including DOL ETA approved activities such as expunging or correcting mistakes on juvenile records, securing an occupational or a driver's license, obtaining certificates or gathering evidence of rehabilitation, and creating/modifying child support orders and helping victims of domestic violence by obtaining protective and restraining orders.

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

Applicants must substantiate the Intermediary strategies proposed in the application. Relevant data sources may include case studies, formal program evaluations, past performance, or any other reliable data sources.

The Intermediary awardee is expected to facilitate program development in each of the pilot sites spearheaded by the EMS planning projects so their designed work plan incorporates data-proven methodology of previous EMT recruitment initiatives that proved to be successful. In addition, the Intermediary is also expected to design assessments and tools to gather real-time data and analyze program performance using a learning approach that leads to informed and ongoing decisions that will improve program outcomes, impact on the target populations, and replicability on a statewide-level. At a minimum, data must include a baseline for all program awardees. Applicant proposals must clearly explain the data metrics, frequency of collection,

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<sup>5</sup> Disconnected young adults is defined as those aged 18 to 26 who are not currently enrolled or scheduled to enroll in an education or training program or are not currently employed.

and method of analysis. The EDD reserves the right to request review of any assessments created using funds from this project.

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

### **III. Eligibility**

**Applicants:** Applicants must be organizations that possess the capacity, relationships, and expertise to create and implement EMT training curriculum under a statewide program. Proposals will be accepted from local workforce development areas (Local Areas), education and training providers, county social service agencies, community-based organizations (CBOs), business-related non-profit and for-profit organizations, labor organizations, and workforce intermediaries. Individuals are not eligible to apply. Proposals must meet the minimum application and program requirements to be read and scored.

**Participants:** The Intermediary awardee will advise the EDD in awarding up to 10 planning grants under the EMS Intermediary SFP PY 22-23. The Intermediary awardee is required to work in collaboration with the Targeted EMS Corp Initiative SFP PY 22-23 program awardees and must have the knowledge, experience, resources, and partnerships with expertise in implementing EMT recruitment programs.

### **IV. Application & Program Requirements**

All applications must adhere to [Application Package](#) requirements, use the required format, and include all the requested information and attachments; otherwise, the application will be deemed nonresponsive. Applications that do not meet the minimum requirements will not be scored or considered for funding. Refer to SFP Instructions in Appendix A for guidance on how to properly complete format, and submit all elements of the Application package. A maximum of 10 pages (12-point Calibri font, single-spaced) will be accepted for the Project Narrative and Project Work Plan. Applicants have the flexibility to decide how they want to distribute the 10 pages over the Project Narrative and Project Work Plan.

Only one Application Package will be accepted from each applicant. Do not submit more than one Application Package. Applicants should leverage increased partnerships as the program continues but only the initial partnerships of the applicant will collectively develop the Application Package based on shared visions and goals that address the needs of this grant.

#### **A. Data and Supporting Evidence**

Successful applications must use a combination of quantitative and qualitative supporting data as applicable from a variety of reliable sources that demonstrate the socio-economic, climate, and community-wide factors that inform the application. The data should reflect the applicant's comprehensive understanding of the issues and capacities specific to the recruitment, training, and job placement of EMTs and suggest the potential for success given each service area's

unique barriers. Relevant data sources 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 jurisdictions, or mandatory and non-mandatory partners.

Applicants should also use local data sources that illustrate the experience and needs of individuals and specific communities, such as analyses of local news articles and reliable social media groups, or data from interviews, focus group sessions, or surveys.

Appendix D suggests several data sources and tools, which applicants and successful grantees may use.

## **B. Letter of Support**

Pursuant to California Health and Safety Code, Division 2.5, Section 1797.200<sup>6</sup>, each county in California is authorized to develop their own county-specific Emergency Medical Services (EMS) program and to designate a Local EMS Agency (LEMSA) that administrates the delivery of EMS in that county. Applicants are required to provide a Letter of Support from their LEMSA that details the applicant's ability and capacity to conduct the required activities of this grant opportunity and show a track record of developing programs that create innovative and accessible opportunities to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce and ultimately increases the number of qualified, employed EMTs in their local health services industry.

## **C. Partnerships**

Applicants must have the expertise, resources, and capacity to provide Intermediary assistance to the populations listed in section II.C. of the SFP. Partnerships are strongly encouraged to establish a stronger support network for successful program outcomes. Leveraging the purchasing and regulatory power of health departments in 911 systems to facilitate the project's goals and objectives is also strongly encouraged.

Therefore, the applicant must demonstrate in the Project Narrative they have the capability to deliver Intermediary assistance, program development, and must identify the potential partnerships in procuring program participants, healthcare equipment, and healthcare buildings and how the collaboration will successfully execute the required SFP goals and objectives. See Appendix A for more information on submitting Partnership Agreement Letters. The EDD Evaluators will determine if the project team has the capacity and expertise in providing Intermediary assistance and will select the most qualified applicant.

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<sup>6</sup> See [here](#) for more information regarding California Health and Safety Code, Division 2.5, Section 1797.200.

## **Additional Partnerships**

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

- Local Workforce Development Areas
- Education and training providers
- Tribal organizations
- Employers and faith-based
- Business-based, labor-based (including labor-management partnerships and labor-community partnerships)
- Cultural-based, and community services-based organizations
- California Emergency Medical Services Authority and local EMSA agencies
- Fire departments
- Ambulance providers
- Hospitals
- 911 centers

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

### **D. Performance Goals**

There are no mandated performance goals. However, applicants must demonstrate how their project plan will facilitate the creation, replication, and expansion of the Targeted EMS Corps programs throughout the state of California.

### **E. Collaboration with the EDD**

Awardees must budget for and plan to host multiple convenings/Communities of Practice (CoPs) every program year throughout the grant period to bring together state partners and awardees. Timing will be determined by state partners and subrecipients. The purpose of the convenings is to develop a nuanced, big picture perspective and to ensure project objectives are being met, progress is being achieved, and to share best practices and lessons learned across the regions/pilot sites. Agendas and programs for this collaboration will be developed in coordination with the EDD in order to include support on topics related to grant administration and performance in addition to the programmatic and subject matter content provided by the Intermediary awardee. Program awardees will be required to participate in CoPs/convenings.

The EDD assigned Project Manager (PM) may require key project staff to attend mandatory quarterly meetings. The EDD PM is responsible for grant administration and oversight. Key project staff will be required to work closely with the PM for technical assistance and guidance during start-up and throughout the grant Period of Performance (POP).

The success of the EMS program will require extensive collaboration between the Intermediary awardee, the EDD, and the EMS Corps program awardees. In order to ensure the goals and objectives of the SFP are met, the Intermediary must provide program updates, data, and

information to the EDD when requested and in a timely manner. In addition, the awardee will be expected to comply with the California Department of Finance, including the Budget Operations Support Unit, in fulfilling responsibilities and obligations required for all grant activities funded by General Fund dollars. Throughout the life of the program, the EDD and Intermediary will participate in regularly scheduled reporting meetings to discuss stakeholder input, agendas, policy recommendations and program updates.

## **V. Funding and Budgetary Requirements**

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

### **A. Available Funds**

A total of \$8 million in General Fund dollars are available through this SFP. The POP for this grant is up to 54 months with an anticipated start date of August 2023.

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

### **B. Project Term**

The POP for projects funded under this SFP will be up to 54 months with an anticipated start date of August 1, 2023. This POP includes all necessary implementation and start-up activities. Grant funds will not be available for longer than 54 months. No obligation of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the EDD.

### **C. Registration with the System for Award Management**

Applicants must register with the System for Award Management (SAM) in order to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months in order to remain current, accurate, and complete in the SAM database. A recipient must maintain an active registration with current information at all times during which it has an application under consideration or an active state award, including state funding distributed through the EDD. Applicants must ensure that this information is updated well in advance of submitting an application for funding. Proposals received with an inactive registration will not be evaluated and will be disqualified.

**Note** – The process of registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. It is the applicant's responsibility to have all information up to date and accessible through the SAM prior to submitting the application. Visit the [SAM website](#) for more information about registration requirements.

#### **D. Cost Sharing**

There is no required match for this project. However, the applicant is encouraged to leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize success for the project. Resources can be leveraged from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs.

Leverage funds are a contribution of funds or resources made available to the subrecipient, to be used specifically for project activities and must be consistent with the allowable activities of the fund source. The awarded subrecipient has control over and disburses these funds.

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

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

#### **E. Allowable Uses of Funds**

The funds awarded in this SFP must be used to assist EMS program awardees in the successful implementation of projects that create innovative and accessible opportunities to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce and produce the desired outcomes outlined in this SFP. The General Fund and its associated state regulations, state directives, applicable Government Codes including but not limited to 16300 and 13303, and California Department of Finance (DOF) Guidance for Grants and Agreements govern the use of the grant funds. Refer to Appendix B and Appendix C for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

#### **F. Administrative Cost Limits**

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

### **VI. Submission**

One proposal will be accepted from each applicant. Do not submit more than one proposal. The entire proposal must be submitted electronically by the deadline. All applicants must submit a cover page with an electronic signature by January 17, 2023 at 3:00 p.m. PST.

#### **A. Notice of Intent to Apply**

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization’s name and address to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) by noon on January 13, 2023. The subject line should

reflect “Intent to Apply: EMS Intermediary PY 22-23.” Applicants that do not provide this email notification may still apply for funding. These non-binding notifications will help inform the EDD to develop a more efficient process for reviewing grant applications in this competition.

## **B. Submission and Format**

Electronically submit the entire proposal package as a ZIP file to WSBSFP1@EDD.ca.gov with the subject line “[Applicant Name] EMS Intermediary 22-23 Proposal.” The entire proposal package, including all elements, is due by 3 p.m. PST on January 17, 2023.

The Project Narrative, Cover Page, Executive Summary, and all Exhibits must be submitted in the Microsoft (MS) Word file format. Documents must be saved according to the following naming convention: [Applicant Name] EMS Intermediary PY 22-23 [Name of Document]. The applicant may utilize an acronym if desired. For example, “OrgXYZ EMS Intermediary PY 22-23 ExecSum” for the Executive Summary or “xyzORG EMS Intermediary PY21-22 ExE” for Exhibit E. File names can be no longer than 40 characters.

Partnership Agreement and optional Commitment letters must be submitted as a portable document format (PDF). Letters should be grouped together by category and submitted as one PDF with the following naming convention: [Applicant Name] EMS PY 22-23 Commit Letters and [Applicant Name] EMS PY 22-23 Partner Letters. For example, ABCOrg EMS Intermediary PY 22-23 Commit Letters and ABCOrg EMS Intermediary PY 22-23 Partner Letters. File names can be no longer than 40 characters. If submitting Partnership Agreement and/or Commitment letters, clearly identify the partner organization type in each letter. See Appendix A for an example of a Partnership Agreement letter file.

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

### C. Important Dates & Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	Thursday, December 29, 2022
Last date to email questions to EDD	January 4, 2023
Informational Webinar	Tuesday, January 10 , 2023 at 10 a.m.
Notice of Intent to Apply	January 13, 2023 by noon PT
Proposals due	Tuesday, January 17, 2023 by 3 p.m. PT
Proposal review and evaluation	January 23, 2023- January 27, 2023
Deadline to appeal	January 24, 2023
Award announcements	March 2023
Estimated project start date	August 2023

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

An informational webinar is scheduled on Tuesday, January 10, 2023, at 10 a.m. PST to review application requirements and answer questions. This will be the applicant’s final opportunity to ask specific questions about the SFP and the application process. Preregistration is required for all participants. Refer to the [EDD’s Workforce Development Solicitation for Proposals website](#) for the preregistration link. To complete the preregistration, an applicant must fill out the name of the individual, job title, organization’s name, and the region/county the organization is from. After successfully preregistering, a system-generated email will provide the webinar link. Applicants must thoroughly review the SFP, the Proposal Package Instructions in Appendix A, and the FAQs prior to submitting questions.

Submit inquiries for the webinar to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) with the subject as “EMS Intermediary SFP Inquiry”. Inquiries must be received no later than Wednesday, January 4, 2023 at 12 noon PST. A compiled list of questions and answers from the webinar will post to the EDD website approximately one week after the informational webinar.

### D. Delivery

Applicants must submit a complete proposal package with all required elements to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) by the applicant’s contract signatory authority by Tuesday, January 17, 2023, by 3 p.m. PST. Refer to Appendix A for further guidelines on electronic submission.

### VII. Award

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



## A. Proposal Review, Scoring

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

**Figure 2: Scoring Rubric**

<b>Narrative Criteria</b>	<b>Maximum Points</b>
Section I – Intermediary Plan	40
Section II – Data Analysis and Performance Measures	25
Section III – Statement of Capacity and Capabilities	25
Section IV – Budget Summary Narrative and Plan	10
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>

Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, the EDD Director will receive the funding recommendations. The Labor and Workforce Development Agency Secretary in consultation with the EDD will make final funding decisions based on the ranked scores and other factors such as past performance, innovative approach, and uniqueness of the project.

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

## B. Appeal Process

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

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

The EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to

WSBSFP1@EDD.ca.gov by close of business on the seventh calendar day. The appellant must submit the facts in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

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

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

#### **C. Award Notification**

Awards will be announced on the EDD website and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by March 2023.

#### **D. Subcontractor Procurement**

Subcontractor procurement processes must adhere to state and local requirements.

### **VIII. Administrative Requirements**

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

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

During the POP, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the General Funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely manner. Complete and accurate reporting is essential during the monitoring process.

#### **B. Record Retention**

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

stipulated.

### **C. Reporting**

Awardees will be expected to maintain contact with the EDD throughout the life of the program and provide update reports as requested. An EDD Project Manager will be assigned to oversee the project with monthly and quarterly narrative progress reports, along with their respective invoices, being required to be submitted by the Intermediary to ensure the goals and objectives of this grant are being met. Additionally, reporting requirements and timelines will be discussed during contract negotiations.

### **D. Closeout**

A closeout package that includes a narrative closeout report will be required 60 days after the end of the grant term. Closeout period refers to the 60-day period after a grant code or subgrant agreement has reached its term end date or its funding has been fully utilized. During this period, the grantee or subrecipient submits a closeout package to the state, and the state confirms that all applicable administrative actions and required work of the grant code or subgrant agreement have been completed by the subrecipient. The closeout period is a critical piece in the cycle of a grant code or subgrant agreement. It is used by the grantee or subrecipient to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. Closeout documents and an end of project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan.

### **E. Compliance**

The General Fund and its associated state regulations, state directives, applicable Government Codes including but not limited to 16300 and 13303, and California Department of Finance (DOF) [Guidance for Grants and Agreements](#) govern the use of the grant funds. Refer to Appendix B and Appendix C for the general requirements of these funds. Awardees must comply with all information and data requests received by the EDD, DOF, or any other authoritative agency governing the use of General Funds. All funds are subject to their related state and local statutory and regulatory requirements.

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

Subrecipients of a state 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 California Labor and Workforce Development Agency (Agency). Further, the Agency has the right to obtain, reproduce, publish, or otherwise use the data produced under a state award, and authorize others to receive, reproduce, publish, or otherwise use such data for state purposes.

### **G. Evaluation**

The state will pursue a statewide evaluation of the activities awarded through this SFP. The awardees and subrecipients will be required to participate in that evaluation by providing the requested data and information in a timely manner. Therefore, throughout the POP, awardees

and subrecipients must document lessons learned and effective practices ascertained throughout this project. At designated points throughout the fiscal year, the EDD may set annual priorities, evaluate progress against goals and objectives, discuss new strategies to improve program outcomes and align available funding to maximize results for the state.

## 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 Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The Executive Summary, required SFP exhibits, Partnership Agreement Letters and optional Commitment Letters are not included in the 10 page limit, which applies only to the narrative. If you have any questions regarding the proposal package after having carefully reviewed the SFP and Appendices, email the EDD Grants Team at [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov).

### Format and Document Order

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

Document Order	Check Box
<b>1. Cover/Signature Page</b>	
<b>2. Executive Summary</b>	
<b>3. Exhibit A – Project Narrative (must include the following sections)</b>	
I. Intermediary Plan	
II. Data Analysis and Performance Measurements	
III. Statement of Capacity and Capabilities	
IV. Budget Summary Narrative and Plan	
<b>4. SFP Exhibits</b>	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
<b>5. Commitment Letters</b>	
<b>6. Letter of Support</b>	

## **Required Exhibits and Attachments**

### **A. Cover/Signature Page**

The Cover/Signature page must be completed in its entirety and submitted 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] EMS Intermediary PY 22-23 CoverPage. For example, "OrgXYZ EMS Intermediary PY 22-23 CoverPage." File names must not exceed 40 characters.

### **B. Executive Summary**

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

### **Instructions on What to Include in an Executive Summary**

#### **Intermediary Plan**

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

#### **Expertise Serving Target Populations**

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

#### **Partner Highlights**

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

#### **Goal Measurement Methodology**

- Explain how Intermediary activities will be documented.
- Indicate how the applicant will establish a baseline for each program awardee project.
- Describe the specific measures the applicant will implement to ensure equal access.

#### **Proposed Outcomes**

- Proposed outcomes are not the same as performance goals. Outcomes are mid- and long-term results that reflect a meaningful change in the workforce system.

Be sure to include the proposed outcomes of the project in a short narrative.

### **C. Exhibit A – Project Narrative**

The narrative should clearly convey how the applicant’s approach will lead to the success of program awardees, target population(s), and the workforce system. The full Project Narrative must be written in MS Word using Calibri 12-point font, limited to 10 pages between the Project Narrative and Project Work Plan, with one-inch margins, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond the 10 page limit will not be considered. The other required exhibits and attachments do not count towards the page limit. Save this document according to the following naming convention: [Applicant Name] EMS Intermediary PY 22-23 Narrative. For example, “OrgXYZ EMS Intermediary PY 22-23 Narrative.”

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

- I. Intermediary Plan (40 points)
- II. Data Analysis and Performance Measures (25 points)
- III. Statement of Capacity and Capabilities (25 points)
- IV. Budget Summary Narrative and Plan (10 points)

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

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

#### **Project Narrative Instructions for Completing Exhibit A:**

##### **Section I: Intermediary Plan (Maximum 40 points)**

###### **I.1. Intermediary Approach (Score Range 0–20 points)**

- Describe strategies for identifying potentially successful project counties/regions and viable project partners.
- Describe how these processes will lead to participant success.
- Describe the unmet needs of the target region’s emergency healthcare system.
- Identify the outreach and recruitment methods that will be used to reach employers, training providers, and participants.
- Explain how EMS program awardees will be assisted with the design, development, and implementation of projects that create innovative and accessible opportunities to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce.



- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

**I.2. Sustainability Plan for Pilot Sites** (Score range 0-10 points)

- Describe the plan for providing guidance and assistance to projects in developing sustainability plans and institutionalizing practices.
- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant period and will promote project continuation past-state investment.
- Identify strategic and sustainable partnerships with employers that will hire, provide WBL, and assist with program development and other program elements.
- Outline strategies that will improve employment outcomes for the target populations and lead to innovation and systems change.
- Describe the current and projected employment opportunities in the targeted industry sector(s) and geographic service region, including a forecast of the approximate number of jobs available in the target industries.
- Demonstrate how the program activities will continue beyond the life of the project.
- Describe how the outcomes identified above will result in greater equity in the workforce system.
- Describe the partnerships with employers that will be leveraged to employ EMTs post-program.

**I.3. Project Work Plan** (Score range 0-10 points)

Complete and attach the Project Work Plan (SFP Exhibit I) that includes the following:

- Detailed descriptions and justification of proposed activities that will create successful EMS Corps Programs across the state.
- Target timelines.
- Descriptions of potential challenges and proposed solutions to building the pilot sites with consideration to each region’s specific need.
- Identify and describe potential barriers to employment, training, and services.
- Identify and describe the supportive service needs of potential participants.
- Indicate what best practices will be applied and how building upon them will result in an innovative new approach.
- Describe the current and projected employment opportunities in the targeted industry sector(s) and geographic service region, including a forecast of the approximate number of jobs available in the target industries.
- Provide a detailed plan on how the applicant intends to assist, facilitate, and support the success of pilot sites through the Implementation Phase

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

**Section II: Data Analysis and Performance Measures (Maximum 25 points)**

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

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

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

- Describe how the goals set for program awardees will improve participant experience during the project term.
- Identify and describe anticipated outcomes indicating systemic change which will lead to replicability and sustainability of projects.
- Describe how the identified outcomes will result in sustained meaningful partnerships in an effort to increase long-term employment of the target population(s) and create systemic change.

## **II.3. Data Measurement and Analysis (Score range 0–5 points)**

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

## **Section III: Statement of Capacity and Capabilities (Maximum 25 points)**

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

- Describe experience serving or administering Intermediary services to the target population or other populations with barriers to employment.
- Describe capability to provide simultaneous assistance to multiple program pilot awardees on program structure, development, and implementation.
- Demonstrate capacity to collect and report financial and participant performance data as required.

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

- List the individuals and organizations providing services.
- Describe their capacity and experience to provide individualized assistance based on each of the program awardee’s needs and the unique barriers of the populations and geographic regions served.
- Identify the project partners.
- Explain what services the partnerships will coordinate and provide based on each of the program awardee’s needs, the unique barriers of the populations, and geographic regions served.
- Identify potential partnerships with organizations that can provide Emergency Medical Service equipment, such as firetrucks and ambulances, and/or Emergency Medical Service infrastructure such as 911 receiving centers.

- Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population(s).
- List and describe all key positions that will carry out the project.
- If staff are not currently identified, describe the process of identifying, hiring, or appointing key staff and the training that will be provided during the project start-up period.

### **III.3. Past/Present Performance (Score range 0–5 points)**

- Describe knowledge and experience working directly with other efforts.
- Demonstrate how best practices to serve program awardees will be implemented.
- Describe past or present project accomplishments serving the target population(s) and how grant funds will build on these successes.
- Provide examples of accomplished outcomes.

## **Section IV: Budget Summary Narrative and Plan (Maximum 10 Points)**

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

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

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

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

- Complete and attach the Budget Narrative (SFP Exhibit F2) that details the specific line item costs of the Budget Summary Plan (SFP Exhibit F).
- Provide a detailed justification for each line item cost contained in the Budget Narrative (SFP Exhibit F2). For example, staff salaries should include a narrative of the staff activities and the percent of salary charged to the project.
- Demonstrate that key personnel have adequate time and resources devoted to achieving the project goals and outcomes.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G).

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

## **D. Exhibit F Budget Summary**

- 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 using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.

- The amounts entered for Total Funding in the Budget Summary Plan (Exhibit F) must match those listed on the Cover/Signature page.
- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, the Supplemental Budget (Exhibit G), Section I. Equipment must be completed.
- If an applicant plans to sub-award funds to subrecipients to carry out a portion of the grant services, Section II is the Supplemental Budget (Exhibit G) Section III: Subrecipients must be completed.
- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section III: Contractor must be completed.

### E. Exhibit F2 Budget Narrative

- Provide a detailed justification in the Budget Narrative (Exhibit F2) for each line item cost contained in the Budget Summary Plan (Exhibit F). For example, a detailed justification of staff salaries should include the title or position, a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- **In section (A-D) Staff Salaries**, enter the total dollar amount of the Salaries paid and benefits charged to the grant in the line provided.
- Utilize line items A-D from the Budget Summary Plan (Exhibit F) to complete the table in section A of the Budget Narrative (Exhibit F2).
  - In column 1, list each staff position.
  - In column 2, multiply the number of full-time equivalents (FTE) by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
  - In column 3, enter the staff Fringe Benefit-cost.
  - In column 4, calculate the Total by adding (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of line items A-D below the table.
- **In section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and key staff are required to attend quarterly meetings, communities of practice, and other activities coordinated by EDD-approved TA providers; include all travel costs in the budget. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **In section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in column 2 of the items listed in column 1. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **In section G**, enter the estimated total of Events and Conferences paid expenses to the grant in the line provided. In the indicated space, provide a detailed description of the

purpose and planned use of the events and conferences. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.

- **In section H**, enter the estimated total of Data, Planning, and Communication Tools expenses charged to the grant in the line provided. In the indicated space, provide a detailed description of the purpose and planned use of the Data, Planning, and Communication Tools. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **In section I**, enter the estimated total of Participant Compensation expenses charged to the grant in the line provided. In the indicated space, provide a detailed description of the purpose and planned use of Participant Compensation. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **In section J**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives *Allowable Costs and Prior Written Approval* ([WSD16-16](#)) (February 21, 2017), *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016), and *Procurement of Equipment and Related Services* ([WSD17-08](#)) (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 item's name, cost, and quantity; if any items are listed in G.2., complete Exhibit G.
  - In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- **Section K**, include the total cost of Contractual Services (Exhibit G, complete if applicable) on the line provided. Describe in detail.
- **In section L**, enter the total Indirect Costs on the line provided. The Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFR200.
- **In section M**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.

#### **F. Exhibit G Supplemental Budget - Section I: Equipment**

- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, the Supplemental Budget (Exhibit G), Section I: Equipment must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost

equipment is essential to the project's operation. Section II of the Supplemental Budget (Exhibit G) is for contractual services. 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 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. Refer to EDD Directives *Allowable Costs and Prior Written Approval* (WSD16-16), *Property – Purchasing, Inventory, and Disposal* (WSD16-10), and *Procurement of Equipment and Related Services* (WSD17-08) for Procurement Guidelines.
- The Item Description column must list all equipment costing \$5,000 or more.
- The Quantity column must contain the desired amount for each item 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" to populate 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 to ensure an accurate calculation in the following column, the Total Cost Charged to Project column.
- To populate the Total Cost Charged to Project column, right-click each cell in the column and select "Update Field."
- To populate the Total cells in the final row of columns 3 and 5, right-click on each cell and select "Update Field."

#### **Exhibit G Supplemental Budget- Section II: Subrecipient**

- If an applicant plans to sub-award funds to a subrecipient to carry out a portion of the grant services, the Supplemental Budget (Exhibit G), Section III: Subrecipient must be completed.
- The Service Provider Name column must list the subrecipient's name.
- The Subawarded Amount column must contain the desired subaward amount of each service provider listed in the Service Provider Name column.
- The Deliverables column must contain the deliverables contributing to the grant objectives for each provider listed in the Service Provider column.
- Right-click on the Total cell in the Subawarded Amount column and select "Update Field" to populate the total award for each amount listed in the Subawarded Amount column.

#### **Exhibit G Supplemental Budget- Section II: Contractor**

- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section III: Contractor must be completed.

- The Description-Type of Service column must list the type of services the contractor will provide through procurement.
- The Cost column must contain the service(s) cost for each service listed in the Description-Type of Service column.
- The Service Provider (If Known) column must list the contractor's name that will be competitively procured to provide the contractual services for each service listed in the Description-Type of Service column.
- Right-click on the Total cell in the Cost column and select "Update Field" to populate the total cost for each amount listed in the Cost column.

### **G. Exhibit I Project Work Plan**

- Describe the goals of the project in the space provided.
- In the space provided, list barriers or external factors that may affect the implementation of the project or that may impede the attainment of project goals. Describe the plans to overcome the barriers.
- 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.

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

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

## I. Commitment Letters

There is no match requirement therefore, Commitment Letters are not required. Applicants are encouraged to provide a letter to verify the dollar amount and sources of contributions from each entity pledging a cash or in-kind resources to the project. The letters should clearly define the parameters of the contribution and include the exact cash amount or an estimate of the in-kind dollar amount of the contribution. The individual amounts and totals in these letters must match those listed in Exhibit J. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners are providing a contribution, the applicant is encouraged to provide a letter that conforms to the stated guidelines.

Optional Commitment Letters should contain the following:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from or enhance what already exists locally.
- Sign each letter by an authorized signatory representative of the partner agency with the contact name, title, and telephone number.
- Date each letter within the grant competition period, between March 28, 2022 and April 25, 2022.
- Submit together in one continuous PDF entitled “[Applicant Name] EMS Intermediary PY 22-23 Commit Letters”. For example, “ABCOrg EMS Intermediary PY 22-23 Commit Letters”. Names must not exceed 40 characters.

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



## **Appendix B: Allowable Costs**

In general, to be an allowable charge, a cost must meet the following criteria:

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

## Appendix C: Administrative Costs

As stated by the EDD, the following general funds and activities constitute the costs of administration subject to the administrative cost limitation:

1. “The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant subrecipients, local fiscal agents, and which are not related to the direct provision of general funds, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.”
2. The costs of administration are the costs associated with performing the following functions:
  - a. Performing the following overall general administrative functions:
    - i. Accounting, budgeting, financial and cash management functions
    - ii. Procurement and purchasing functions
    - iii. Property management functions
    - iv. Personnel management functions
    - v. Payroll functions
    - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
    - vii. Audit functions
    - viii. General legal services functions
    - ix. Developing systems and procedures, including information systems, required for these administrative functions
    - x. Fiscal agent responsibilities
  - b. Performing oversight and monitoring responsibilities related to general funds administrative functions
  - c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space
  - d. Travel costs incurred for official business in carrying out administrative activities
  - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems
3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
  - a. Personnel and related non-personnel costs of staff that perform both administrative functions specified on items of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods

- b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained
  - c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs
  - d. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained
- 4. Costs of the following information systems including the purchase, systems development, and operational costs (for example, data entry) are charged to the program category.
- 5. Where possible, entities identified on items must make efforts to streamline:
  - a. services in items of relevant section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services

## 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 Solicitation for Proposals (SFP):

- **America's Job Center of California<sup>SM</sup> (AJCC)**  
Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**  
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Community Colleges Economic and Workforce Development (CCEWD)**  
Industry-specific services, grant-funded initiatives and Intermediary to support business growth
- **California Department of Finance-Demographic Research (DOF)**  
State finance census data including population by gender, age, and race by county
- **California Department of Health Care Services (DHCS)**  
Provides services to preserve and improve the health status of all Californians
- **California Department of Education (CDE)**  
Programs available to provide adults with knowledge and skills necessary to participate effectively as productive citizens and workers
- **California Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS)**  
Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy
- **California Department of Rehabilitation (DOR)**  
Services and advocacy for employment, independent living and equality for individuals with disabilities
- **California Department of Social Services (CDSS)**  
Oversight and administration of programs serving California's most vulnerable residents
- **California Employment Development Department (EDD)**  
The EDD is the administrative entity for the WIOA DEA SFP. This site contains or links to a wide range of employment and training resources, including labor market information

- **California’s 2020-2023 Unified Strategic Workforce Development Plan ([State Plan](#))**
- **CalJOBS<sup>SM</sup> ([CalJOBS](#))**  
The CalJOBS<sup>SM</sup> system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs
- **California Labor and Workforce Development Agency ([LWDA](#))**  
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department
- **California Workforce Association ([CWA](#))**  
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California
- **California Workforce Development Board ([CWDB](#))**  
The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA
- **Disability Benefits 101 ([DB 101](#))**  
Gives tools and information on health coverage, benefits, and employment
- **Division of Apprenticeship Standards ([DAS](#))**  
Apprenticeship programs’ search
- **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
- **DAS ([Pre-apprenticeships](#))**  
Information on the quality elements of a pre-apprenticeship program
- **Resources for Grant Subrecipients ([EDD Resources](#))**  
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients.
- **United States Census Bureau ([Census Bureau](#))**  
Serves as the leading source of quality data about people, business, and economy.

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

## Appendix E: Client Workstations (Third-Party Software)

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

**Figure 2: Third-Party Software**

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<a href="#">Adobe Acrobat Reader</a>
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	<a href="#">Meadco ScriptX</a>
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:  <a href="#">2012 MS RSClientPrint Instructions</a></p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.            A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p><a href="#">DynamSoft</a>            Download DynamicWebTWAINHTML5Edition.exe</p>

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed content; all settings are automatically restored to default settings and no permanent changes are saved. ScriptX v7.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

Adobe Acrobat Reader 11: Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

Adobe Flash 11: The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

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

VOS uses CKEditor version 4.3.1

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

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

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

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