

NOTICE OF AVAILABILITY OF FUNDS

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

Firefighter Joint Apprenticeship Program Year 2022-23

Solicitation for Proposals



June 2023

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Proposal Package Exhibits

The following contains the required exhibits for the Program Year 2022-23 (PY 22-23) Firefighter Joint Apprenticeship Program funding opportunity. Select each exhibit link individually and download each prior to saving the solicitation for proposals (SFP) to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A in order to meet all proposal application requirements.

- [Firefighter Joint Apprenticeship SFP Cover Signature Page \(DOCX\)](#)
- [Firefighter Joint Apprenticeship SFP Executive Summary \(DOCX\)](#)
- [Firefighter Joint Apprenticeship SFP Exhibit A – Project Narrative \(DOCX\)](#)
- [Firefighter Joint Apprenticeship SFP Exhibit F – Budget Summary \(DOCX\)](#)
- [Firefighter Joint Apprenticeship SFP Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [Firefighter Joint Apprenticeship SFP Exhibit I – Project Work Plan \(DOCX\)](#)

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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 \$4 million from the State of California General Fund for the Firefighter Joint Apprenticeship Program PY 22-23 Solicitation for Proposal (SFP). The goal of this SFP is to support the transition of graduates from the Emergency Medical Services (EMS) Corps program, and other training programs, and to recruit other individuals from underrepresented groups, into more advanced occupations through the use of apprenticeships and pre-apprenticeships. The EMS Corps program model's success is evidenced by its graduates being able to transition into more advanced training programs, such as paramedic school. To further support this successful outcome, this SFP will fund the expansion of up to five pre-apprenticeship and apprenticeship training programs overseen by the California Firefighter Joint Apprenticeship Committee (Cal-JAC).

A. Background

On December 29, 2022, the EDD released the EMS Intermediary PY 22-23 SFP, that established the Emergency Medical Services Corps program to recruit and train disconnected young adults in Emergency Medical Technician (EMT) programs. These programs are designed to provide innovative and accessible opportunities to disconnected young adults living in underrepresented communities with the ultimate goal of finding participants unsubsidized, high-quality employment in the healthcare industry. A recent workforce evaluation of EMTs, paramedics, and EMS programs indicated that women and minorities are disproportionately underrepresented in the aforementioned healthcare industries¹.

The EMS Corps PY 22-23 program is designed as a multi-phase approach to support strategic planning that includes development activities, sustainability efforts for long-term access for future participants, and the establishment of a healthcare pipeline into more advanced firefighter healthcare fields. In Phase I, the EDD funded the EMS Intermediary, who is tasked with identifying, analyzing, and recommending for funding 10 potential pilot sites for the EMS program pilot. The EMS Intermediary will base its recommendation on the geographic need of the healthcare workforce, each region's population of underserved youth, partnering potential, and the level of commitment from the county health officials. The EMS Intermediary will be responsible for assisting in the development of programs that recruit, train, and hire an ethnically and culturally inclusive health and human services workforce that increase the number of qualified EMTs in the local labor market.

Phase I will serve as a framework from which the most successful pilot sites will be selected to receive additional funding and guidance under Phase II: Implementation Phase. Phase II aims to expand successful pilot sites in the region, while also initiating activities for creating a healthcare pipeline that certifies participants in advanced healthcare careers such as paramedics and firefighters.

¹ (2022) Disparities in Emergency Medical Services Care Delivery in the United States: A Scoping Review. Prehospital Emergency Care 0:0, pages 1-14.

The Firefighter Joint Apprenticeship Program SFP is designed to work in conjunction with the EMS Intermediary awardee and participants by developing a pipeline that recruits EMS Corps graduates, as well as graduates of other training programs, and transitions them into more advanced training programs and careers, such as paramedics and firefighters.

B. Purpose

The purpose of the Firefighter Joint Apprenticeship Program PY 22-23 SFP is to fund an organization that has the knowledge, expertise, and authority to expand and/or develop apprenticeship and pre-apprenticeship which incorporates data-proven strategies to recruit, train, and employ firefighters and paramedics. The grant supports the preliminary research and planning, development, and the implementation of training programs developed in coordination with and approved by the California Firefighter Joint Apprenticeship Committee (Cal-JAC). Apprenticeships and pre-apprenticeships must be a registered program sponsored by the California Apprenticeship Council (CAC) and registered with the California Division of Apprenticeship Standards (DAS). CAC is defined in Labor Code Section 3070.

The program is designed to increase the number of EMS Corp program graduates, or other individuals in local communities, enter a firefighter apprenticeship or pre-apprenticeship training program, prioritizing the inclusion of young adults who come from a disadvantaged or underrepresented background. Consistent with the objective of the EMS Intermediary PY 22-23 SFP, the goal is to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce, with improved diversity and higher wages, and can serve their local community with basic life support care, thereby strengthening the healthcare system.

C. Goals and Objectives

Successful applicants will demonstrate their knowledge and ability to facilitate the development, implementation, and/or expansion of firefighter apprenticeship and pre-apprenticeship programs in line with the goals and objectives set forth in this SFP. The goal of this grant is to support and increase access to advanced EMS training and certification, leading to participants' employment as a firefighter or paramedic. The grantee will utilize their existing and proven infrastructure to identify and facilitate pre-apprenticeship and apprenticeship programs that serve 270 to 500 young adult participants throughout the grant's period of performance (POP). The intent of the program is to establish an accessible healthcare pipeline for individuals interested in pursuing an advanced training program in the healthcare industry or in public safety. As a result, the applicant must demonstrate its ability and capacity to establish and/or expand apprenticeship and pre-apprenticeship programs that are sustainable beyond this funding opportunity.

II. Project Design

Proposals should detail how the grantee will create innovative and accessible opportunities to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce. Applicants may create new tools, adapt methods, or utilize models from other sectors or populations to achieve the desired outcomes. A successful applicant will develop inclusive programs that provide access to underrepresented individuals

with a focus on cross-training, team building, knowledge sharing, and the provision of technological resources that facilitate participant success in achieving the previously mentioned fields of occupations. Applicants are encouraged to form partnerships and leverage resources to facilitate successful outcomes.

A. Strategies

Strong applicants will demonstrate the ability to convene fire departments and local training providers and their partners, including labor partners, on the development and implementation of apprenticeship and pre-apprenticeship programs with increased ethnical and cultural inclusivity in mind. These efforts should result in strategies that successfully recruit, train, and employ individuals as a firefighter across the State of California. Additional consideration should be given on identifying opportunities to serve rural counties and populations who have historically been marginalized or underrepresented. Successful applicants will demonstrate how their proposed project will expand or develop up to five apprenticeships or pre-apprenticeship programs, along with a sustainability plan to institutionalize practices and ensure program continuation post-award.

In support of apprenticeship and pre-apprenticeship training programs, the grantee activities shall include, but are not limited to, the following:

1. Engagement and outreach in underrepresented communities.
2. Research and analysis that support program development or expansion.
3. Development of instructors, through education or experience, such as journey-level paramedics or firefighters, who would share the responsibility of supervising apprentices participating in the classes in collaboration with the certified community college or adult education coordinator.

B. Target Populations

The apprenticeship and/or pre-apprenticeship programs shall target disconnected young adults², 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 grantee is encouraged to engage with justice-involved individuals, leveraging the use of Federal Department of Labor (DOL) Employment and Training Administration's (ETA) programs for this population. 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. For pre-apprenticeship programs, the grantee is encouraged to utilize DOL grant funds or other sources for payment of legal services that improve participants' labor market outcomes including DOL ETA approved activities such as record expungement, driver's or occupational license

² Disconnected young adults are defined as those aged 18 to 26 who are not currently enrolled or scheduled to enroll in an education or training program and are not currently employed.

acquisition, evidence of rehabilitation, modifying child support orders, and securing protective/restraining orders for domestic violence victims.

C. Participant Services

In addition to the development or expansion of apprenticeship or pre-apprenticeship programs, this program must also offer a holistic suite of wrap-around support, case management, and supportive service interventions designed to address the needs of the target populations to support program completion. Support services may include childcare, housing, transportation, financial literacy, or mental health counseling. Tailoring wrap-around support and case management to individuals' cultural, personal, educational, and professional needs using a trauma-informed approach will promote engagement in the training program, certification achievement, additional upskilling opportunities, and increase the likelihood of securing and retaining higher-wage jobs.

D. Data and Supporting Evidence

Applicants must substantiate the strategies proposed in the application applicable to the program development component and the proposed participant services. Relevant data sources may include case studies, formal program evaluations, past performance, or other reliable data sources.

The grantee is expected to facilitate apprenticeship and/or pre-apprenticeship development and/or expansion, so that the designed work plan must incorporate data-informed evaluations of previous efforts that have proved to be successful. In addition, the grantee is also expected to serve 270 to 500 participants through the newly developed or expanded apprenticeship or pre-apprenticeship programs; therefore, the program design must (i) reflect the applicant's comprehensive understanding of the issues specific to the target population(s); (ii) demonstrate clear rationale for the proposed project; (iii) justify the project's approach and make a case for the potential for success; (iv) validate program design with evidence that the best practices are being used; and (v) use local data sources that illustrate the experience 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.

III. Eligibility

Applicants: Applicants must be organizations that possess the capacity, relationships, and expertise to create and implement CAC and DAS approved apprenticeship and pre-apprenticeship training programs. Proposals will be accepted from education and training providers, community-based organizations (CBOs), business-related non-profits, and labor organizations. Individuals are not eligible to apply. Proposals must meet the minimum application and program requirements to be read and scored.

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 Proposal Narrative. Any pages over the 10-page limit will not be reviewed or scored.

Only one Application Package will be accepted from each organization. Do not submit more than one Application Package. Only Application Package attachments submitted before the proposal due date will be accepted. Any documents submitted after the proposal due date will not be reviewed and will not count towards the applicant's total score if their application is accepted.

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 into firefighter related occupations 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 that help to highlight an individual's personal experience.

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

B. Letter of Support

Applicants are required to submit a letter of support from the California Firefighter Joint Apprenticeship Committee (Cal-JAC) or the Department of Industrial Relations (DIR) Division of Apprenticeship Standards (DAS). The Letter of Support should detail the applicant's ability and capacity to conduct the required grant activities, as well as demonstrate their track record of successfully recruiting and training disconnected young adults in apprenticeship programs that lead to high quality jobs. Applicants that do not submit a Letter of Support will not be considered.

C. Partnerships

Applicants must have the expertise, resources, and capacity to provide services to participants listed in section II.B. of the SFP. Partnerships are strongly encouraged to establish a stronger support network for successful program outcomes. Leveraging existing infrastructure (e.g., network of existing programs) and oversight authority to facilitate the project's goals and objectives is strongly encouraged. The EDD Evaluators will determine if the applicant has the capacity and expertise in developing the apprentice or pre-apprenticeship programs and providing services to the target population and will select the most qualified applicant.

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 grantees are encouraged based on the needs of the target populations and geographic regions.

E. Collaboration with the State

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 POP.

The grantee is expected to maintain contact with the EDD throughout the POP and provide update reports as requested. An assigned EDD Project Manager will oversee the project, requiring the grantee to provide monthly and quarterly narrative progress reports and associated invoices to ensure the goals and objectives of this grant are being met. Reporting requirements and timelines will be discussed during contract negotiations. In addition, the grantee 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 grantee 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 \$4 million in General Fund dollars are available through this SFP.

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

B. Project Term

The Period of Performance (POP) under this SFP will be 36 months with an anticipated start date of September 1, 2023. This POP includes all necessary implementation and start-up activities. Grant funds will not be available after June 30, 2027. 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. 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.

D. Cost Sharing

The grant will be awarded at a 100% grant rate for a maximum amount of \$4 million. Therefore, no match is required.

E. Registration with the System for Award Management

Applicants must register with the System for Award Management (SAM) to apply for and receive funding for this initiative. SAM registration must be reviewed and updated every 12 months to remain current, accurate, and active in the SAM database. Applicants must maintain active registration with current information while having 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, as proposals with an inactive registration may 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.

F. Allowable Uses of Funds

The funds awarded in this SFP must be used to assist in the development and/or expansion of apprenticeship and/or pre-apprenticeship programs that target the populations listed in section II.B. of the SFP and provide direct services to participants. The grantee will oversee the successful implementation of programs 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.

A. Subcontractor Procurement

Subcontractor procurement processes must adhere to state and local requirements.

VI. Submission

One proposal will be accepted from each applicant. Do not submit more than one proposal. The entire proposal package must be submitted electronically by July 6, 2023, at 3:00 p.m. PST. Any exhibits, attachments, or other documents received by the EDD after the deadline will not be accepted or reviewed.

A. Application Submission

Applicants must submit a complete application package with all required elements to WSBSFP1@EDD.ca.gov by Thursday, July 6, 2023, by 3 p.m. PST. Refer to Appendix A for further guidelines on electronic submission.

B. Notice of Intent to Apply

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by emailing WSBSFP1@EDD.ca.gov by noon on June 30, 2023. Applicants that do not provide this email notification may still apply for funding. These non-binding notifications help facilitate the EDD's grant administration process. Please reference the information below to review what should be included in a Notice of Intent.

Subject Line Title: Intent to Apply: Firefighter Joint Apprenticeship Program PY 22-23

Body of Email: Organization's Name, Contact Person, Title, Phone Number, and Email Address.

C. Important Dates & Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	June 1, 2023
Last date to email questions to EDD	June 13, 2023
Informational Webinar	June 20, 2023 at 10 a.m.
Notice of Intent to Apply	June 30, 2023 by noon PT
Proposals due	July 6, 2023 by 3 p.m. PT
Proposal review and evaluation	July 7, 2023 – July 11, 2023
Deadline to appeal	July 13, 2023
Award announcements	August 2023
Estimated project start date	September 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 for Tuesday, June 20, 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. Please register through the [Webinar Registration](#) page no later than June 19, 2023. Registrants will receive a confirmation email containing a link to the webinar. Applicants must thoroughly review the SFP, the Proposal Package Instructions in Appendix A, and the FAQs prior to submitting questions.

Submit inquiries for the webinar to WSBSFP1@EDD.ca.gov with the subject as “Firefighter Joint Apprenticeship Program”. Inquiries must be received no later than Tuesday, June 13, 2023 at 12 noon PST. The EDD will not be recording the informational webinar. Instead, all registered attendees will receive an email containing the submitted questions, answers, and webinar summary in a follow-up email after the conclusion of the informational webinar. A complete list of questions and answers will be compiled and posted on the EDD website following the informational webinar.

VII. Award

Following the deadline, the EDD will evaluate proposals that meet the minimum qualifications based on scoring criteria, performance history, and area needs. The EDD will notify all applicants the status of their proposal and a summary of the project funded under this SFP will be publicly posted on the EDD website.

A. Application Review, Scoring, and Evaluation

Teams of EDD reviewers will score and rank applications 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.

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 decisions. After the 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 previously mentioned factors.

The project selected for funding is contingent on the revision and approval of the project exhibits. Initial proposal exhibits may require revision and the grantee will need to modify submitted exhibits during contract negotiations to comply with state mandates. The EDD Special Initiatives Support Group will provide guidance should revisions be necessary. The EDD reserves the right to rescind any offer of funding if the applicant does not comply with the revision process.

The scoring value of each section of the SFP is as follows:

Figure 2: Scoring Rubric

Narrative Criteria	Maximum Points
Section I – Intermediary Plan	40
Section II – Data Analysis and Performance Measures	35
Section III – Statement of Capacity and Capabilities	25
Total Maximum Points Possible	100

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.
- Missing or incomplete exhibits, cover letters, executive summaries, Letters of Support, or any other proposal package elements will not be accepted after the due date and cannot be appealed.

The EDD will email disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is sent to appeal. All appeals must be sent to WSBSFP1@EDD.ca.gov by 5 pm Pacific Standard Time 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 August 2023. An award offer does not constitute approval of the Application Package as submitted. The grantee is required to enter negotiations with the EDD to finalize program components, staffing levels, and administrative systems in place. If the negotiations do not result in a mutually acceptable decision, the EDD reserves the right to terminate negotiations and decline to fund the application.

D. Agreement and Contracting

The EDD will contact the grantee to finalize contract details. The EDD may request that the contract incorporate changes to the original Application Package. After any necessary negotiations, the EDD will mail the finalized contract to the subrecipient for a wet signature. The State expects contract negotiations to begin in August 2023 with a projected start date of September 01, 2023. A Notice of Award does not automatically entitle the subrecipient to funding. The EDD reserves the right to terminate any offer of funding if the grantee does not negotiate in good faith. Applicants are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions.

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, the grantee will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the State General Funds. The grantee and its 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

The grantee is 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. The grantee and its subrecipients will retain all records pertinent to the grant agreement 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. Participant Reporting

The grantee must have the capability to report projected activities, participant, and outcome data to the state, in a manner that is timely, thorough, and accurate. When applicable, the grantee will be required to use the state's system for reporting participant data collected. If applicable, the grantee will be required to have access to the state's CalJOBSSM reporting system. The state will provide training on how to use the CalJOBS reporting system. Additionally, the grantee will be required to submit monthly progress reports which include narrative on the status of the project.

See Appendix E for the CalJOBS Workstation and Software Requirements.

D. Fiscal Requirement and Reporting

The Firefighter Joint Apprenticeship Program PY 22-23 is a reimbursable grant. The grantee is required to submit invoices and supporting documentation to receive reimbursement for expenditures incurred. The grantee must maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subcontractor agreement number, invoice date, payment date, and a description of the payment. Individual divisions may require additional ledger information. Applicants must indicate the accounting platform they propose to use in their budget narrative.

Additionally, the grantee will prepare and submit monthly financial reports and quarterly expenditure reports, or as frequently as requested, in formats prescribed by the EDD. The grantee must establish, manage, and maintain an appropriate system of internal controls,

accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to the Generally Accepted Accounting Procedures, other state regulatory requirements, and the direction of the EDD.

E. Closeout

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

F. 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) regulations regarding the use of General Funds govern the use of these grant funds. Refer to Appendix B and Appendix C for the general requirements of these funds. Grantees 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.

The grantee is responsible for conducting a risk assessment of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing state general funds and regulatory requirements, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient or contract as a result of this award should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

G. Intellectual Property Rights/Creative Common Attribution License

Grantees of a state award obtain the title to intangible property once it has been acquired. The grantees 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.

H. Evaluation

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

Submission and Format

Electronically submit the entire proposal package as a ZIP file to WSBSFP1@EDD.ca.gov with the subject line “[Applicant Name] Firefighter Joint Apprenticeship Program 22-23 Proposal.” The entire proposal package, including all elements, is due by 3 p.m. PST on July 6, 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] Firefighter Joint Apprenticeship Program PY 22-23 [Name of Document]. The applicant may utilize an acronym if desired. For example, “OrgXYZ Firefighter Joint Apprenticeship Program PY 22-23 ExecSum” for the Executive Summary or “xyzORG Firefighter Joint Apprenticeship Program PY21-22 ExE” for Exhibit E. File names can be no longer than 40 characters.

Letters of Support must be submitted as a portable document format (PDF). Letters should be submitted as a PDF with the following naming convention: [Applicant Name] Firefighter Joint Apprenticeship Program PY 22-23 Letter of Support. For example, xyzOrg Firefighter Joint Apprenticeship Program PY 22-23 Letter of Support. File names can be no longer than 40 characters.

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

Format and Document Order

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

Document Order	Check Box
1. Cover/Signature Page	
2. Executive Summary	
3. Exhibit A – Project Narrative (must include the following sections)	
I. Intermediary Plan	
II. Data Analysis and Performance Measurements	
III. Statement of Capacity and Capabilities	
4. Additional Exhibits	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit I – Project Work Plan	
5. Letter of Support	

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] Firefighter Joint Apprenticeship Program PY 22-23 CoverPage. For example, “OrgXYZ Firefighter Joint Apprenticeship Program 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] Firefighter Joint Apprenticeship Program PY 22-23 ExecSum. For example, “OrgXYZ Firefighter Joint Apprenticeship Program 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 grantee 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 participants, 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, 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] Firefighter Joint Apprenticeship Program PY 22-23 Narrative. For example, “OrgXYZ Firefighter Joint Apprenticeship Program 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 (35 points)
- III. Statement of Capacity and Capabilities (25 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. Outreach Methodology (Score Range 0–20 points)

- Identify the outreach and recruitment methods that will be used to reach employers, training providers, and participants.
- Identify the outreach and recruitment methods that will be used to reach EMS Corps program graduates and help them transition into a pre-apprenticeship or apprenticeship program.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.
- Describe the plan for convening fire departments, local training providers, labor partners, and other stakeholders in a forum setting, such as Communities of Practice, to discuss best practices and lessons learned.
- Identify strategic and sustainable partnerships with employers that will hire participants post-apprenticeship.
- Describe the partnerships with employers that will be leveraged to employ participants post-program.
- Describe the plan for coordinating with the California Firefighter Joint Apprenticeship Committee (Cal-JAC) on developing or expanding 3-5 pre-apprenticeship and apprenticeship programs.

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.
- Outline strategies that will improve employment outcomes for the target populations and lead to innovation and systems change.
- 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.

I.3. Proposed Participant Services (Score range 0-10 points)

- Identify the wrap-around support and supportive services that will be offered to participants of pre-apprenticeships and apprenticeship programs.
- Illustrate how these participant services will facilitate their success in a pre-apprenticeship or apprenticeship program.

- Provide data-based evidence of how these services will help participants graduate from their pre-apprenticeship or apprenticeship program.
- Describe how participant services will be tailored to each participant’s individual needs, based on their unique background and personal challenges.

Section II: Data Analysis and Performance Measures (Maximum 35 points)

II.1. Goals and Strategies (Score range 0–15 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.
- Describe the proposed outcomes expected to be achieved by each quarter.
- Detail how many participants your programs plan on serving, keeping in mind the goal of 270-500 participants served over the Period of Performance.
- Identify which pre-apprenticeship and apprenticeship programs will be developed or expanded.

II.2. Goal Effectiveness (Score range 0–15 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 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.
- 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 employers within the target regions that will be able to provide program graduates with high-quality employment post-graduation.
- 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 and organizations.
- 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.

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 an applicant plans to sub-award funds to subrecipients or procure a contract to carry out a portion of the grant services, Section K - the Contractual Services (Exhibit F2) 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.
- Demonstrate that key personnel have adequate time and resources devoted to achieving the project goals and outcomes.
- **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 [WSD16-16](#), Subject: *Allowable Costs and Prior Written Approval*

(February 21, 2017), [WSD16-10](#), Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and [WSD17-08](#), Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.

- In line item 1, list the total amount of Equipment and Furniture items less than \$5,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
- In line item 2, enter the total expense amount of Equipment and Furniture items greater than \$5,000. In the indicated space, include the item's name, cost, and quantity.
- 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 on the line provided. Describe in detail. Utilize line item K from the Budget Summary Plan (Exhibit F) to complete the table in section K of the Budget Narrative (Exhibit F2):
 - In column 1, list each line category.
 - In column 2, describe the type of service provided.
 - In column 3, enter the estimated cost.
 - In column 4, provide the name of the service provider (if known).
- **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 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.

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 CaliforniaSM (AJCC)**
Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Community Colleges Economic and Workforce Development (CCEWD)**
Industry-specific services, grant-funded initiatives and 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](#))**
- **CalJOBSSM ([CalJOBS](#))**
The CalJOBSSM system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.
- **California Labor and Workforce Development Agency ([LWDA](#))**
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department.
- **California Workforce Association ([CWA](#))**
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California.
- **California Workforce Development Board ([CWDB](#))**
The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.
- **Disability Benefits 101 ([DB 101](#))**
Gives tools and information on health coverage, benefits, and employment.
- **Division of Apprenticeship Standards ([DAS](#))**
Apprenticeship programs’ search.
- **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+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site: 2012 MS RSClientPrint Instructions</p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p>DynamSoft Download DynamicWebTWAINHTML5Edition.exe</p>

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

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

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

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

VOS uses CKEditor version 4.3.1

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

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

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

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