

# Opportunity Young Adult Career Pathway Program

# Solicitation for Proposals Program Year 2023-24

# Informational Webinar Questions and Answers

1. **Regarding target populations, can applicants develop local definitions for specific terms not defined in *Workforce Innovation Opportunity Act* (WIOA) Title I Adult eligibility guidance, such as the following:**

* **Female (the anatomical classification or the gender identity)**
* **Service sector job**
* **Persistent unemployment**
* **Teen parent**
* **Low parental earnings and wealth**

Projects may develop local definitions for terms not defined in WIOA Title I, state Directives, the state plan, and/or the Solicitation for Proposals (SFP). For additional information, see Section II of the SFP, Project Overview.

1. **Is there a preference for a greater volume of program participants or a greater quality of experience?**

Projects will be evaluated on their proposed project design and evidence-based practices. Proposed projects must demonstrate how they will meet the defined goals and direct existing resources in new, more effective ways of serving the target population. For additional information, see Section III of the SFP, Project Design.

1. **Is there a limit to the amount per person that could be allocated to training or certification programming?**

To ensure equitable distribution of grant funds and maximize the program's impact, a funding cap of $15,000 per participant is highly encouraged. However, it is up to the applicant to provide a rationale for the cost per participant, as it may vary based on geographic location, target population, service type, and intensity. For additional information, see Section V of the SFP, Funding Request.

1. **If an organization hosts a youth leadership program during the summer, would this project be eligible if it takes place in partnership with and on a tribal reservation?**

A partnership with a tribal reservation will not influence the project's eligibility. However, the project must be responsive to the Project Design guidelines. For additional information, see Section III of the SFP, Project Design.

1. **Are there any funding requirement ratios, such as indirect cost capped at 10 percent, program participant salaries capped at a minimum of 50 percent, or wrap-around services capped at 40 percent of the total funding?**

No, applicants must provide a rationale for their budget allocations in the budget narrative.

For additional information, see SFP Exhibit F2, Budget Narrative.

1. **If an organization has multiple program tracks, including energy efficiency, urban agriculture, water conservation, and design and construction, is there any benefit for focusing on a wide range of potential program subjects rather than one?**

Applicants are encouraged to explore project designs that focus on providing training for good-quality jobs in single or multiple in-demand industry sector(s) through innovation. For additional information, see Section III of the SFP, Project Design.

1. **Will the webinar be recorded and available before the January 19, 2024, Notice of Intent (NOI) to apply deadline?**

Unfortunately, the EDD did not record the webinar; however, a summary was provided to all registered attendees following the webinar. For additional information, see Section IV of the SFP, Submission.

1. **If an applicant has multiple offices throughout California, are they allowed to submit a proposal that will take place in numerous regions?**

Yes, they can submit a proposal that will serve multiple regions. For additional information, see Section II in the SFP, Program Overview.

1. **Are regions not listed as priority areas eligible for funding?**

Yes, organizations outside the priority areas may still be eligible for funding. Applicants should identify the target region(s) and make a case that there is a concentrated population of the targeted demographic in the target region(s). For additional information, see Section II of the SFP, Program Overview.

1. **What is the minimum and maximum amount of funding an organization can be awarded?**

Applicants can apply for a minimum of $2 million and a maximum of $2.5 million. For additional information, see Section V of the SFP, Budgeting and Performance Requirements.

1. **Is this a two-year grant?**

The expected performance period for this grant is 18-24 months. Grant funds will not be available for longer than 24 months. For additional information, see Section V of the SFP, Budgeting and Performance Requirements.

1. **In addition to the emailed proposals, do applicants have to mail a hard copy?**

No, a hard copy is not required; the application should be emailed to WSBSFP3@edd.ca.gov by February 5, 2024, by 3 p.m. PST. For additional information, see Section VI of the SFP, Submission.

1. **Can the WIOA Title I Adult funds be used to pay wages for internships/work experience as part of the program design?**

Funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit, or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

1. **What are the reporting requirements?**

All subrecipients must have access to the CalJOBSSM website to report expenditures, participant information, and outcome data to the state promptly and accurately. The state will provide training on how to use the CalJOBSreporting system. Subrecipients will be required to submit monthly financial and participant reports using CalJOBS. Subrecipients will also be required to submit monthly and quarterly narrative progress reports on the status of the projects, which is a condition of the contract. Failure to properly report may result in cash hold and de-obligation.

For additional information, see Section VIII of the SFP, Administrative Requirements. Also, refer to Appendix F: CalJOBSWorkstation and Software Requirements and Workforce Services Directive Monthly and Quarterly Financial Reporting Requirements (December 4, 2019) (WSD19-05) for further information.

1. **How many awards are anticipated?**

The EDD anticipates that 6-8 projects will be awarded. For additional information, see Section V of the SFP, Budgeting and Performance Requirements.

1. **When is the deadline to apply for this grant?**

Proposals are due by email to WSBSFP3@edd.ca.gov on February 5, 2024, by 3 p.m. PST. For additional information, see Section VI of the SFP, Submission.

1. **Do jobs in education qualify as examples of high-quality jobs in the public sector?**

Yes, if the data supports the definition of good Jobs outlined on page 1 of the SFP.

1. **Can Information Technology (IT) be a target sector for training?**

The OYA Career Pathway Program should target sectors with quality jobs with strong projected demand and career advancement opportunities, such as Public, Agriculture, Infrastructure, Manufacturing, and Health. Applicants can target other sectors, such as IT, but they should make a case for considering those sectors. For additional information, see Section II of the SFP, Program Overview.

1. **What are the WIOA enrollment eligibility criteria for participants?**

All individuals must be at least 18-28 and meet WIOA Title I Adult eligibility requirements to participate in the OYA Career Pathway Program PY 23-24 program. For additional information, see Section II of the SFP, Program Overview.

1. **What type of funds can be used as 20 percent leveraged funds, and what documentation should be provided?**

The leverage needed for funds is based on the total grant funding requested. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the project's success. Leveraged resources can come from various sources. Any partner, including the applicant providing the whole or part of the leveraged in-kind or cash contribution to the program, must also provide a commitment letter stating the amount of the cash and/or in-kind contribution being leveraged for the project. For additional information, see Section V of the SFP, Leveraging Funds and Resources.

1. **Can an applicant partner with a fiscal sponsor?**

Yes, an applicant can partner with a fiscal sponsor. For additional information, see Section III of the SFP, Project Design.

1. **Are small for-profit businesses eligible to apply?**

Unfortunately, for-profit businesses are not eligible to receive funding for this grant. For additional information, see Section II of the SFP, Eligibility.

1. **What is the anticipated start month for the program?**

The estimated start date is April 2024. For additional information, see Section VI of the SFP, Submission.

1. **Is it possible to have the application reviewed before submission?**

No, due to the competitive nature of the grant, there will not be any prior review of applications. For additional information, see Appendix A of the SFP, Proposal Package Instruction.

1. **Do subgrantees of the lead applicant need to report in CalJOBS?**

No, the lead applicant is responsible for reporting all data in CalJOBS.

1. **Should the project total be the total of requested and leveraged funds?**

The total project cost will include the requested amount and the leveraged funds amount. For additional information on how to complete the budget, see Appendix A of the SFP, Proposal Package Instruction.

1. **What is the System for Award Management (SAM) requirement, and how does a company ensure they are registered?**

SAM.gov is an official website for registering your business with the federal government. To remain eligible for funding, applicants must maintain an active registration in the SAM database. To check if your company is registered, please visit [www.SAM.gov](http://www.SAM.gov). For additional information, see Section IV of the SFP, Application and Program Requirements.

1. **Does every project require a mental health support?**

While the funding does require the implementation of trauma-informed and innovative wrap-around services, mental health services are not specifically required. For additional information, see Section III of the SFP, Project Design.

1. **What are the requirements of the NOI?**

The NOI will be submitted in an email with the subject line "Notice of Intent," the body will contain your organization's name and will be sent to WSBSFP3@edd.ca.gov by January 19, 2024, by noon PST.

1. **Please describe what the leverage requirement is and how this is similar or different from a match.**

The grant has no match requirement; however, applicants must demonstrate the ability to leverage at least 20 percent of their budget with funds or services from other sources. Leveraged funds are a contribution of funds made available to the subrecipient to be explicitly used for project activities. They must be consistent with the allowable activities of the fund source. The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. For additional information, see Section V of the SFP, Leveraging Funds and Resources.

1. **What is the difference between the Work Plan and the Logic Model?**

The work plan demonstrates how the project will meet the defined goals and direct existing resources in new, more effective ways of serving the target population. The Work Plan also includes a timeline for when specific activities will take place during the performance period.

The Logic Model is a graphical representation of program activities and their intended outcomes as depicted in the overall project's theory of change. For additional information, see Appendix A of the SFP, Proposal Package Instruction.

1. **Are board members considered partners?**

Partners are those organizations and/or individuals an applicant will work with to provide services to address the basic needs of the target population to participate in training programs. For additional information, see Section III of the SFP, Collaboration and Strategic Partnerships.

1. **Will this solicitation be open next year for funding?**

The EDD does anticipate funding this opportunity again. Please refer to the EDD website to stay current on new funding opportunities. For additional information, see the EDD website for future solicitations for proposals.

1. **Can an organization use 4-6 months to plan the project before implementing training activities?**

If a planning phase is needed for the project, the applicant must submit a work plan that addresses the timeline for the proposed planning and implementation phase. For additional information for completing Exhibit I: Work Plan, see Appendix A of the SFP, Proposal Package Instruction.

1. **Can an applicant identify youth in continuation, adult, and/or GED programs and schools as one of our target populations?**

Projects may propose sub-target populations in their project design. For additional information, see Section II of the SFP, Project Overview.

1. **Should the project goals/deliverables/outcomes be repeated in narrative section 11.2 (Planned Service Approach/Logic Model), the Logic Model, and the Project Work Plan?**

An applicant should include the project goals and deliverables in all indicted sections of the Project Narrative, Logic Model, and Project Work Plan. For additional information, see Appendix A of the SFP Proposal Package Instructions.

1. **Please describe the infrastructure industry sector in more detail.**

The infrastructure sector has been designated as a target sector in the SFP due to its strong projected demand and career advancement opportunities. When making a case for a target sector, some factors to consider should include sectors or industries that connect with apprenticeship programs, pre-apprenticeship programs, community college, and adult school programs with evidence of success. For additional information, see Section II of the SFP, Project Overview.

1. **When fiscal sponsor funds are used, should their tax ID be included or the organization's primary tax ID?**

Only the applicant's Tax ID is needed. For additional information on completing the Cover/Signature page, see Appendix A of the SFP, Proposal Package Instructions.

1. **If an applicant has multiple affiliates that run training programs of different lengths to address region-specific barriers to employment with the same core curriculum, can they submit one application for various affiliates even though the cost per participant varies because of the length of the program per affiliate?**

Only one application is allowed per entity. However, you can include a budget that subcontracts or subawards multiple training partners. For additional information on how to complete the Exhibit G Supplemental Budget, see Appendix A of the SFP, Proposal Package Instructions.

1. **Can you further explain the difference between partnership agreement letters and commitment letters?**

Applicants must submit partnership agreement letters from any proposed partners. Any partner, including the applicant providing the whole or part of the leveraged in-kind or cash contribution to the program, must also provide a commitment letter stating the amount of the cash and/or in-kind contribution being leveraged for the project. If the applicant is one of the partners and/or provides required leveraged funds or resources, they must provide their letter to document the commitment. For additional information, see Appendix A of the SFP Proposal Package Instructions.

1. **How are commitment and partnership agreement letters differentiated?**

Commitment letters must be submitted to verify each entity's dollar amount and sources pledging cash or in-kind resources to the project to help satisfy the 20 percent leveraged funding. The Partnership agreement is required as evidence of partnering agencies regardless of whether said agency is contributing to leveraged financing or not. Please note that an agency contributing to leveraged funding must complete both letters. For additional information, see Appendix A of the SFP Proposal Package Instructions.

1. **The SFP lists the use of the State Performance WIOA goals or local board negotiated goals, which is required?**

The applicant is encouraged to meet or exceed the state-negotiated performance goals in delivering on the measurable employment and quality job outcomes outlined in the SFP. Applicants should tailor performance goals to the project needs and regional objectives. The project narrative explanation of performance goals must reflect a data-driven local/regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment. For additional information, see Section IV of the SFP, Application and Program Requirements.

1. **Is the 10 percent cap on administrative costs the same for indirect costs? Can an applicant use a higher indirect rate if administrative costs in the rest of the budget are 10 percent or less?**

No, administrative and indirect costs are not the same. The 10 percent cap applies to all administrative costs, whether direct or indirect. The 10 percent cap does not apply to any portion of indirect costs that are programmatic costs.  An indirect cost rate of more than 10 percent can be charged as long as the dollar amount of the administrative portion of indirect costs plus any direct administrative costs remains under 10 percent. Please note that indirect cost rates are not calculated as a percentage of the total award but rather as a percentage of the base identified in your Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) or for those claiming the 10 percent de minimis rate, as a percentage of Modified Total Direct Costs (MTDC) as defined in 2 CFR 200.68.

1. **Can an applicant submit multiple budget narratives rolling up into a larger, single-budget narrative?**

Projects are required to submit one Exhibit F, F2, and G (if applicable). For additional information on completing the budget exhibits, see Appendix A of the SFP, Proposal Package Instructions.

1. **Is there a maximum amount allowed for subcontracting?**

No, but an applicant must submit Exhibit G: Supplemental Budget listing all subcontractors and the subaward request amount. For additional information on how to complete the Exhibit G Supplemental Budget, see Appendix A of the SFP, Proposal Package Instructions.

1. **Will an applicant receive confirmation that their application was received?**

Yes, all applicants will receive an email confirmation.

1. **How is an organization/agency defined for the single application limit?**

It is based on the registration with the System for Award Management (SAM). Only one application will be accepted per entity registered in SAM.

1. **Can the proposed program for the grant build off an existing program? If so, are any elements that need to be added to satisfy the funding requirements?**

Yes, applicants will complete a detailed work plan demonstrating how their project will meet the defined goals and direct existing resources in new, more effective ways of serving the target population. The program must follow the guidelines set forth by the SFP for Program Design. For additional information, see Section III of the SFP, Project Design.

1. **What is the difference between the required vs critical partners?**

They are the same. For additional information, see Section IV of the SFP, Application and Program Requirements.

1. **Will the funding be added to a sub grant agreement if the applicant is currently a grantee of EDD?**

If awarded, this grant will be added to the current grant agreement. A new sub-grant agreement will be administrated if the awardee is a new applicant.

1. **If an existing program serves primarily young adults aged 18-28 but also has some older participants outside of that age range, is the entire program eligible for funding if the focus of growth is on young adults?**

An existing program can be eligible if all individuals enrolled are 18-28 years of age and meet WIOA Title I Adult eligibility requirements. For additional information, see Section II of the SFP, Eligibility.

1. **Can a newer non-profit claim indirect cost? How would the modified total direct costs (MTDC) be calculated if so? Can 10 percent of requested funds be claimed for indirect costs and another 10 percent for administrative, or is it one or the other?**

A newer non-profit that does not have an approved NICRA or established CAP may use the 10% de minimis indirect cost rate.  Modified Total Direct Costs (MTDC) is defined in 2 CFR 200.68.  To calculate MTDC, add all allowable cost items listed in the referenced definition and apply the 10% de minimis rate to that total to determine the total dollar amount for indirect costs.

Applicants can claim both direct and indirect administrative costs if the combined total dollar amount remains under 10% of the total award.

1. **Can an organization apply for two different EDD grants simultaneously? Example: Opportunity Young Adult and ESP, when does that come out?**

Yes, organizations can apply for different EDD grants at any given time.

1. **Are city/local governments not eligible to apply?**

City or local governments are eligible to apply for this grant.

1. **The SFP recommends leasing "expensive equipment" rather than buying it, given the short-term funding period for this program. Is there a limit on how much money can be spent on equipment that can be followed when preparing a budget?**

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 and approved by the EDD. For additional information, see page 34 of the SFP, Exhibit G Supplemental Budget.

1. **Will funding come through a subgrant?**

Yes, the funding will be a subgrant.

1. **Is community organizing considered a qualified career for this program?**

The OYA Career Pathway Program should target sectors with quality jobs with strong projected demand and career advancement opportunities, such as Public, Agriculture, Infrastructure, Manufacturing, and Health. Applicants can target other sectors but should make a case for consideration of those sectors. Factors include but are not limited to sectors or industries that connect with apprenticeship programs, pre-apprenticeship programs, community college, and adult school programs with evidence of success. For additional information, see Section II of the SFP, Program Overview.

1. **Should training programs be on the Employment Training Panel List (ETPL)?**

Trainings must be allowable under the WIOA Title I Adult and Youth program.

1. **Is the funding available for existing programs, as well as new ones?**

Yes, funding is available for existing programs and new programs. As long as they meet WIOA Title I Adult eligibility requirements. For additional information, see Section II of the SFP, Eligibility.

1. **Is On-the-job training (OJT) a requirement?**

Work-based learning (WBL), such as OJT, paid internships, pre-apprenticeships, and mentorships, should be a focus of project design; however, it is not a requirement. For additional information, see Section III of the SFP, Project Design.

1. **What does the term "worker voice" mean?**

Workers or their representatives are involved in the full spectrum of partnership activities.

1. **Can the grant funds be used to support internships that pay $18 an hour?**

Yes, internships and work experiences linked to careers are WIOA-allowable activities. For additional information, see Appendix B of the SFP Allowable Activities.

1. **Could subgrantees enter information into another system to capture data outside CalJOBS?**

The program requires that all data associated with performance be tracked in CalJOBS. For additional information, see Section VIII of the SFP, Administrative Requirements.

1. **Is this federal funding?**

Yes, this Opportunity Young Adult Career Pathway Program is funded by a grant award of $16 million (100%) from the U.S. Department of Labor, with $0 (0%) financed from non-federal sources.

1. **Can applicants provide participants with tools such as laptops or computers for training/school?**

Yes, if the costs for the tools meet the criteria for allowable costs under WIOA. For additional information on allowable costs, see Appendix C of the SFP.

1. **Please elaborate on "Explicitly emphasizing public sector career pathways." Is that limited to the industries mentioned prior or any public sector career pathways within cities and counties?**

Applicants can target all public sectors but should make a case for consideration of those sectors.

1. **Should information on the budget exhibits be provided in the project narrative, or can an applicant only reference those exhibits in Section VI?**

The applicant must complete all the budget documents outlined in the SFP and provide a detailed narrative in Section VI of Exhibit A. For additional information on completing the budget and project narrative documents, see Appendix A of the SFP, Proposal Package Instructions.

1. **Can the leveraged funding include WIOA Title I Youth Funds?**

The leveraged funds may include other WIOA funds, provided this project's scope falls under the allowable activities of those funds.

1. **Can less than $2,000,000 be requested?**

Applicants can apply for a minimum of $2 million and a maximum of $2.5 million. Any funds not expended during the grant agreement period shall be returned to the state. For additional information, see section V of the SFP, Funding Request.

1. **Should the program costs be listed for a single year, or can applicants list anticipated spending over the 18–24-month period of performance?**

All program costs and project goals should be listed for the entirety of the project.

1. **If applicants are applying as a non-profit, is there a need or want for collaboration with the local public employment agency or other local public agencies?**

Successful applicants are strongly encouraged to establish partnerships with organizations with a strong relationship with the target population, including but not limited to partnerships with local public employment agencies or any other local public agencies.

1. **Are applicants required to serve a specific number of young adults?**

Applicants may serve any number of participants but must provide a rationale for the cost per participant. The funding cap of $15,000 per participant is highly encouraged; however, the average cost per participant may vary based on geographic location, target population, service type, and intensity. For additional information, see section V of the SFP, Funding Request.

1. **If an applicant's program has students from other counties or out of state, can they use state funds for those students?**

The program must serve participants in California and meet the WIOA Title I program eligibility requirements to be enrolled in this program.

1. **What is the definition of "infrastructure" as an employment sector?**

Infrastructure is defined as the basic physical systems of a business, region, or nation and often involves the production of public goods or production processes. Infrastructure includes transportation, communication networks, sewage, water, and school systems.

1. **If an applicant's organization is not listed as a target region, can they apply for the grant?**

There are suggested target regions; however, OYA Career Pathway Programs should focus on services in counties and California where significantly large or concentrated amounts of OYA with employment barriers reside. Applicants should identify the target region(s) and make a case that there is a concentrated population of the targeted demographic in the target region(s). For additional information, see Section II of the SFP, Target Regions.

1. **Can you provide some clarification on mandatory partnerships? For example, would a non-profit organization be required to partner with our local workforce development board?**

This funding does not require mandatory partnership; successful applicants are strongly encouraged to establish partnerships. For additional information on a list of collaborative partnerships, see Section III, Collaboration and Strategic Partnerships.