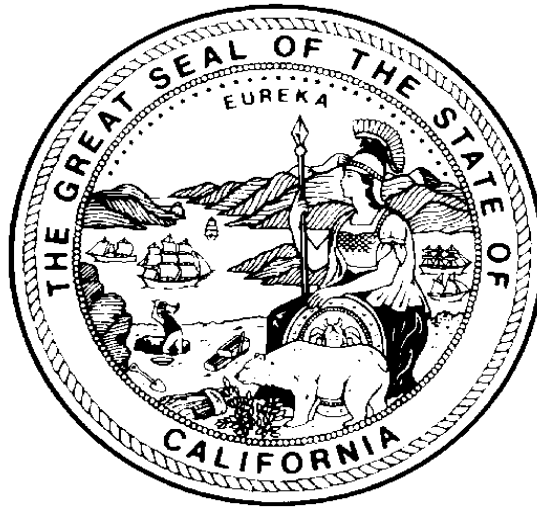


# **NOTICE OF AVAILABILITY OF FUNDS**

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

## **Displaced Oil and Gas Workers Fund Evaluation and Technical Assistance Program Program Year 2023-24 Solicitation for Proposals**



**February 2024**

The Employment Development Department is an equal opportunity employer/program. Auxiliary Aids and Services are available upon request to individuals with disabilities. Request for services, aids and alternate formats may be made by calling 1-916-654-8434. TTY users please call the California Relay Services at 711.

The following contains the required exhibits for the Displaced Oil and Gas Worker Fund (DOGWF) Evaluation and Technical Assistance (ETA) grant opportunity for Program Year 2023-24 (PY 23-24). Select each exhibit link individually and download the corresponding forms before saving the solicitation for proposals (SFP) to a personal computer. Applicants should carefully read the SFP for the required elements and follow the guidelines in *Appendix A: Proposal Package Instructions* to meet all proposal application requirements.

Required Exhibits:

- [SFP Exhibit A – Project Narrative \(DOCX\)](#)
- [SFP Exhibit F – Budget Summary \(DOCX\)](#)
- [SFP Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [SFP Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)
- [SFP Exhibit I – Project Work Plan \(DOCX\)](#)
- [SFP Exhibit J – Partner Roles and Responsibilities \(DOCX\)](#)

Required Exhibit Attachments:

- [Cover Signature Page \(DOCX\)](#)
- [Executive Summary \(DOCX\)](#)
- [Indirect Cost Declaration \(DOCX\)](#)
- Optional Commitment Letters
- Partnership Agreement Letters

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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 \$1 million in California State General Funds for the Evaluation and Technical Assistance (ETA) of the Displaced Oil and Gas Worker Fund (DOGWF). The DOGWF ETA PY 23-24 awardee will be responsible for providing technical assistance and evaluation for DOGWF PY 23-24 program awardees as they pioneer initiatives that guide displaced oil and gas workers into new jobs and career trajectories. The mission extends beyond singular sectors, committed to securing stable, well-compensated, and gratifying roles for these workers across diverse industries.

### **A. Background**

The DOGWF PY 23-24 program grant and the DOGWF ETA will address the needs of displaced workers in the oil and gas sector. This initiative aims to support these workers in transitioning into industry sectors that match their skills and expertise and offer comparable wages. DOGWF program awardees will act as lead organizations if proposals include consortia or multiple partnerships and will assist with disseminating funds to partner programs, ensuring program goals, working closely with EDD project managers, and providing program updates as needed. The grant encourages collaborations among educational institutions, labor unions, employers, workforce intermediaries, and community-based organizations to achieve the program's objectives. Program awardees and their networks of partners will work together to craft employment and training services programs designed to prepare displaced oil and gas workers for new occupations. The DOGWF's primary focus is not just to provide training and job opportunities but to support displaced workers in their transition to new roles that are stable and offer growth potential.

### **B. Purpose**

The DOGWF ETA PY 23-24 grant aims to enhance the effectiveness and sustainability of DOGWF projects. The initiative seeks to fund an organization with expertise in assessing program and operational capacity, facilitating Communities of Practice (CoPs), conducting a developmental evaluation for continuous learning and improvement, and addressing the needs of displaced workers impacted by energy sector shifts for future policy and program planning. In addition, the ETA awardee will support program grantees with developing and implementing strategies for partnership development, participant assessment, skills transfer, career navigation, administering training stipends, providing wrap-around support, identifying relevant career pathways and training programs, and guidance on participant tracking and performance outcomes reporting.

The DOGWF ETA PY 23-24 awardee (“ETA awardee”) will closely coordinate with DOGWF program grant recipients, EDD project managers, and other key stakeholders. The primary focus will be ongoing coaching and consultation, offering targeted technical assistance, and building a collaborative community of practice for ongoing learning and continuous improvement. The ETA provider will also assist program grantees in developing strategies and building capacity to

provide participants with training stipends. The applicant does not need to provide all the services directly; contracted partners may deliver specific components.

Main deliverables will include: (1) identifying viable career pathways for oil and gas occupations into new occupations, (2) creating and/or identifying tools for assessing transferrable skills so that they can be documented/certified and marketed to new employers, (3) identifying training programs and methodologies that led to successful re-employment, (4) identifying and developing best practices for participant recruitment and consistent engagement, (5) establishing roles of organized labor, displaced employers, and new employers in establishing career pathways, uplifting transferrable skills, and minimizing harm from job loss, and (6) crafting a learning agenda and framework for development evaluation and continuous improvement.

In collaboration with workforce and education partners, project stakeholders, and the EDD, the ETA awardee will be responsible for creating and documenting a robust framework that not only supports the immediate transition of displaced oil and gas workers into new roles but also serves as a blueprint for similar work in the future. The ETA will involve sharing best practices for skills assessment and skills transfer, successful training, the establishment of sustainable employer partnerships, and the demonstration of the value of stipends during training as contributing to training and employment success.

### **C. Goals and Objectives**

The ETA awardee will assist program awardees in achieving positive outcomes by providing ongoing guidance, technical assistance, training, and stakeholder coordination support that will help projects expand workforce opportunities for oil and gas workers in accordance with the goals of the DOGWF PY 23-24 program SFP: Workforce and Economic Development, Equitable Transition, and Partnerships and Collaboration.

The ETA awardee should leverage existing best practices and develop new tools as needed to support program awardees in achieving positive employment outcomes for participants. The ETA awardee will host conference calls, webinars, CoP, and other technical assistance, training, and coordination activities as needed. This will require the ETA awardee to develop additional means of effective communication, idea-sharing, mentoring among program awardees, and individual program consultation. Applicants must demonstrate how to provide an accessible virtual forum for cross-project communication during meetings with program awardees and beyond. The ETA awardee will develop key questions for learning and evaluation and tools for continuous learning, including critical metrics and milestones to be tracked for immediate course correction and program improvement.

DOGWF ETA goals and objectives aim to:

- Offer targeted technical assistance to enhance project implementation and outcomes.
- Strengthen both organizational and program development and implementation capacity within DOGWF program recipients.
- Drive systemic innovation by forming alliances with educational institutions, employers, unions, and community groups.
- Disseminate proven strategies and elevate regional workforce performance by promoting collaboration among program operators.
- Develop staff capacity for coordinated case management within and across organizations, including cross-training with relevant partners.
- Support the awardees in using best practices in providing stipends.
- Identify key learning questions, develop an evaluation framework, and track metrics to evaluate the impact of program components on participant success, including supportive services, career navigation, training, job placement, job retention, and career advancement.

## **II. Project Design**

Proposals must reflect an innovative ETA plan to achieve the above project goals and objectives. Applicants may create new tools, borrow methods from other disciplines, or apply models from other TA programs and program evaluations to achieve the desired outcomes. Successful applicants will present creative plans to provide program consultation, training, team building, knowledge sharing, learning, and utilizing technological resources to meet the program-related requirements and support strong participant outcomes from DOGWF projects.

The ETA awardee will provide project awardees with ongoing feedback as a developmental tool for quality improvement, innovation, and sustainability. Strong applicants will demonstrate the capacity to provide individualized assistance based on the in-demand industry sectors, DOGWF program strategies, outcome data collection tools and processes, each program awardee's needs, and the unique barriers of the geographic regions and target populations being served to utilize the strategies and required activities outlined below.

The ETA awardee will design an ETA project that will:

- Provide technical assistance and capacity building through consultation and a community of practice to refine program planning, support successful execution, and deliver results.
- Conduct research on best practices and provide consultation on skills assessment, skills transfer, certification, referrals to and delivery of training, as well as case management and support services.
- Conduct research and provide consultation on best practices in administering training stipends. The applicant may develop tools and systems to be used by program grantees.

- Develop shared tools for tracking participant progress and program outcomes; provide consultation on program and fiscal reporting.
- Build the capacity of DOGWF recipients for partnership development, employer partnerships, and connections to public systems for workforce services, education and benefits, and income support.
- Develop an evaluation of programs through articulating a shared learning agenda, evaluating progress, and addressing challenges through program improvement and innovation.

#### **A. ETA Strategies and Required Activities**

The ETA awardee will facilitate learning and connectivity among program awardees and conduct stakeholder coordination as follows:

- Coordinating technology-enabled training for awardees on topics relevant to their needs.
- Creating and supporting a learning community for ongoing innovation and quality improvement.
- Convening regularly scheduled CoPs, including project awardees, partners, and relevant stakeholders.
- Sharing identified best practices and other lessons learned between funded program awardees with a combination of written materials, webinars, trainings, and CoPs, open to project awardees, project partners, and relevant stakeholders.
- Coordinating and facilitating virtual and/or in-person convenings.
- Assisting with developing and/or refining partnership structures and assessing each partner's organizational capacity.
- Providing support to project awardees with local and/or regional stakeholder engagement and coordination, including assistance with defining or refining roles and responsibilities among project awardees, funded project partners, and other local/regional stakeholders engaged in service provision to the target populations.
- Developing partner meetings and referral and recruitment networks.
- Establishing integrated service delivery or co-case management strategies and encouraging cross-training.
- Provide assistance and guidance on strategies to improve the connectivity of partnership networks that will strengthen regional responses to future industry shifts and layoffs.

The ETA awardee will provide guidance, technical assistance, and training support to DOGWF-funded projects as follows:

- Providing individual program consultation for continuous learning and program improvement, including ongoing engagement, coaching, consultation, and support.
- Providing real-time feedback to program awardees to achieve program outcomes and implement new strategies, measures, and actions as goals emerge and evolve.



- Addressing individual project challenges and identifying when alternative methods are needed to accomplish project goals or when there is a need to adjust goals.
- Scheduling office hours to assist program awardees to ensure individual project needs are met.
- Coordinating training on relevant topics for program awardees.
- Assisting with closing service gaps by recommending changes to program service delivery models and helping program awardees implement any actionable items resulting from TA recommendations.
- Coordinating with the EDD to ensure technical assistance and training provided to program awardees are in alignment with allowable activities, project goals, and data collection and reporting requirements.
- Assisting program awardees with identifying industry layoff trends, regional impacts, impacted employers, and dislocated workers and applying findings to program strategies and activities.
- Assisting program awardees in effectively collecting and utilizing participant data.
- Provision of other technical assistance, training, and support needed, as identified by ongoing review of project activities and program evaluation efforts. Providing assistance and guidance in developing sustainability plans to ensure ongoing access to industry-specific, strategic employment services and support for future dislocated oil and gas workers beyond the program performance period.

The ETA awardee will disseminate best practices and learnings from this program to the broader workforce system. Potential methods may include but are not limited to (1) creating a toolkit for assessing transferable skills of oil and gas workers and identifying new roles, occupations and career pathways including successful strategies for skills training, certification and job placement, (2) creating report outs or presentations for workforce system meetings, webinars, conferences, CoPs, or trainings, (3) disseminating best practices and other lessons learned to the broader workforce system through a combination of written materials, webinars, trainings, and/or CoPs open to Local Workforce Development Areas, community-based organizations, and other workforce system stakeholders, (4) providing a final report that summarizes program development and implementation, best practices, learnings and program modification, program outcomes and results, and (5) providing recommendations for similar future projects and best practice framework for supporting the successful transition of fossil fuel workers into other work settings and occupations.

## **B. Applicants**

Applicants for the DOGWF ETA must be organizations with the capacity, relationships, and expertise to deliver ETA to grantees across the state. Proposals from non-profit or for-profit consulting, technical assistance, evaluation, capacity-building organizations, labor organizations, community colleges, adult education providers, workforce boards, and education and training providers will be accepted. Applicants may collaborate with partners or form a team to provide the full scope of TA and evaluation for the DOGWF Fund. Individuals are not eligible to apply. Applicants must reside in the US but do not need to reside in California;

however, they must have experience working with dislocated workers and demonstrated capacity to provide technical assistance in California.

**C. Target Populations**

The ETA services for this grant will support the four organizations in the service counties listed below that were awarded program grants under the DOGWF PY 23-24 SFP.

**Project List**

Applicant Name	County
Kern/Inyo/Mono Consortium Workforce Development Area – Kern County Employers' Training Resource	Kern
Steelworkers Charitable and Educational Organization	Contra Costa, Kern, Los Angeles, and San Luis Obispo
Inter-City Services, Inc.	Contra Costa
Workforce Development Board of Contra Costa County	Contra Costa

The ETA awardee will be responsible for meeting with entities in multiple locations to ensure comprehensive support and collaboration for the effective implementation and evaluation of the program. The DOGWF program targets two groups of oil and gas workers from various settings and roles: (1) DOGWF Core Workers, which includes workers with frontline occupations unique to the industry, and (2) DOGWF Core Adjacent Workers, which includes (A) frontline occupations common in the oil and gas industry, including but not limited to construction, installation, maintenance, repair, production, and transportation occupations; and (B) clerical and administrative support staff, excluding executive, management, or any other professional occupation related to the industry. The ETA provider will customize consultation, training, and support to the needs of different program awardees. The ETA awardee must be prepared to offer support and resources tailored to this population's unique needs and challenges.

**D. Data and Supporting Evidence**

The ETA awardee is expected to develop assessment tools for collecting real-time data and analyzing the program's performance. This analysis should adopt a learning approach that facilitates informed decision-making, enhancing outcomes and amplifying the program's impact on its target populations. Program awardees will report participant data in CalJOBS<sup>SM</sup>, accessible to the ETA awardee for ETA purposes. The ETA awardee will be responsible for collecting additional data and information on implementation milestones and qualitative outcomes that are not captured in CalJOBS<sup>SM</sup> or monthly narrative reports submitted to EDD by project awardees if that additional data is required to meet assessment goals.

All program awardees must provide data and information to the ETA awardee that is necessary to conduct ETA activities. Proposals should clearly articulate the data metrics, the frequency of data collection, and the method of analysis to be used. The EDD reserves the right to request a review of any assessments created using funds from this project. Data from assessments

developed and administered to evaluate projects should directly inform and apply learnings from that evaluation to improve overall service delivery and help refine the evaluation plan and the final report.

### III. Application & Program Requirements

All proposals must adhere to proposal requirements, utilize the required format, and include all requested information and attachments, or the proposal will be deemed non-responsive.

Proposals that do not meet the minimum requirements will not be scored or considered for funding. Refer to *Appendix A: Proposal Package Instructions* for guidance on properly completing, formatting, and submitting all elements of the proposal package.

#### Application Requirements

##### A. Required Exhibits and Attachments

- **Cover Signature Page** – Electronic submissions only
- **Executive Summary** – Abstract of the project
- **Exhibit A: Proposal Narrative** – Describes the project design with a clear rationale in a narrative form
- **Exhibit F: Budget Summary** – Lists line-item costs for project activities and administration
- **Exhibit F2: Budget Narrative** – Justification of the costs in each line item of the Budget Summary
- **Exhibit G: Supplemental Budget (if applicable)** – Only required if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services (regardless of the dollar amount)
- **Exhibit I: Project Work Plan** – Provides roles, responsibilities, and milestones for project implementation
- **Exhibit J: Partner Roles and Responsibilities** – Reflects the cash and/or in-kind pledge recorded in each of the corresponding Partnership and Optional Commitment Letters
- **Partnership Agreement Letters** – Proposals which include project partners must submit Partnership Agreement Letters
- **Optional Commitment Letters** – Any partner pledging cash or in-kind contributions is encouraged to submit a Commitment Letter, including the lead applicant

## **B. Proposal Narrative – Exhibit A**

The Proposal Narrative must include the following sections in the order listed and must address the specific questions outlined in *Appendix A: Proposal Package Instructions*:

- I. Technical Assistance and Developmental Evaluation Plan (60 pts.)
- II. Statement of Capacity and Capabilities (30 pts.)
- III. Budget Summary Narrative and Plan (10 pts.)

## **Program Requirements**

### **C. Partnerships**

Applicants must possess the expertise, resources, and capacity to provide Technical Assistance to DOGWF program awardees and to conduct a developmental project evaluation. Given the project's complexity, applicants may benefit from incorporating partnerships into ETA plans to achieve all objectives and required activities, enhance the support network, and increase the likelihood of successful program outcomes.

Partnerships with established DOGWF programs that have demonstrated the ability to provide meaningful assistance to displaced oil and gas workers are also encouraged. Applicants should prioritize partnerships with organizations that have documented success working with the program's target populations or expertise in an area beneficial to the scope of the ETA requirements, as well as organizations that have demonstrated success and innovation in developmental evaluation.

In the Project Narrative, applicants must demonstrate their ability to deliver ETA as a single organization or project team, identifying any project partners. Applicants must submit Partnership Agreement Letters if partnerships are proposed and outline each partner's roles and expected contributions. More information on submitting Partnership Agreement Letters can be found in *Appendix A: Proposal Package Instructions*. The EDD's reading evaluators will assess whether applicants have the necessary capacity and expertise to provide the required ETA and will select the most qualified applicant. Additional partnerships that can enhance the success of program awardees, based on the needs of the target populations in each geographic region, are encouraged.

### **D. Collaboration with the EDD**

Applicants must budget for and plan to coordinate and facilitate three in-person and/or virtual convenings throughout the grant period to bring together state partners and awardees. These convenings will occur:

- Within the first six months of implementation
- At the program's mid-point, and
- In the last two-quarters of their project

Timing will be determined in coordination with state partners and DOGWF ETA awardees. The convenings aim to develop a nuanced, big-picture perspective on overcoming the barriers to employment the target populations face. Agendas and programs for convenings will be developed in coordination with the EDD to include support on topics related to grant administration, performance, and CalJOBS<sup>SM</sup>, in addition to the programmatic and subject matter content provided by the ETA awardee.

The EDD requires all key project staff to attend mandatory meetings. Key project staff may also be required to collaborate with EDD Project Managers throughout the TA grant's period of performance, including CalJOBS<sup>SM</sup> training and guidance during start-up and implementation. See *Section VII. C: Administrative Requirements, Fiscal Requirement and Reporting* for more information.

The ETA awardee must coordinate and facilitate CoP and partner meetings. The CoP meetings will allow the ETA provider to share knowledge and network with program awardees, workforce experts, partners, the EDD, and other key stakeholders. The meetings will enable program awardees to engage with innovative ideas and promote new project implementation methods.

## **IV. 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. Availability**

A total of \$1 million in California State General Fund for the DOGWF ETA is available through this SFP. It is anticipated that only one application will be awarded. Leveraged resources are encouraged where possible, but there is no requirement for leveraged funds. Determination of funding requests and other performance measures should consider demonstrating successful TA plans, relevant experience, and reasonable costs for proposed services. Awarding decisions are based on the availability of funds.

Note – Proposed funding is based on the anticipated availability of relevant funds. Should anything change, the EDD reserves the right to adjust based on the level of funding. Estimated amounts and dates are not final and are subject to change.

### **B. Project Term**

The period of performance (POP) for the ETA awardee funded under this SFP will be approximately 27 to 30 months. Program awardees that the DOGWF PY 23-24 SFP financed and the DOGWF ETA PY 23-24 awardee will support have an anticipated program start date of October 1, 2024, so the ETA provider will begin work as soon as contracts are executed, anticipated to be by January 1, 2025. Projects will conclude no later than March 31, 2027. This POP includes all necessary implementation and start-up activities. Grant funds will not be

available beyond March 31, 2027. No obligation of funds will be allowed before or beyond the grant period of performance. Any funds not expended during the grant agreement period shall be returned to the state.

### **C. 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. Registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must maintain active registration with current information during which it has an application under consideration or an active state or federal award, including state and federal funding distributed through the EDD. Applicants must ensure this information is updated well before submitting a funding application. Proposals received with an inactive registration will not be evaluated or disqualified.

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

### **D. Cost Sharing**

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

Leveraged funds are a contribution of funds or resources made available to the grantee to be explicitly used for project activities and must be consistent with the allowable activities of the fund sources. The awarded grantee has control over and disburses these funds. The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. Examples include but are not limited to donated personnel, services, and use of equipment or space.

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

The funds awarded in this SFP must provide ETA to DOGWF PY 23-24 program awardees in successfully implementing their DOGWF projects and conducting ongoing and final evaluations of the DOGWF program.

Allowable costs for the ETA grantee include:

- Any costs associated with providing ETA to DOGWF program awardees include but are not limited to personnel, materials, travel, and virtual platforms.
- Any costs associated with coordinating project partners and stakeholders, including collaboration with other EDD and external programs, will enhance learning objectives, project performance, and opportunities for co-enrollment for program awardees. Associated costs may include but are not limited to personnel, materials, travel, and virtual platforms.
- Any costs associated with ongoing information and data collection and evaluation activities.
- Any costs associated with creating a final evaluation of project outcomes and lessons learned.
- Costs associated with disseminating or sharing lessons learned and/or a final evaluation during the contract period.

The California State 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 C: Allowable Costs*, and *Appendix D: Administrative Costs* for the general requirements dictating the proper use of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

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

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Please refer to *Appendix D: Administrative Costs* for the definition of administrative costs.

## **V. Submission**

Only one proposal will be accepted from each applicant. If the EDD receives more than one application from a single applicant, the first application received will be the only one accepted. Any subsequent submissions will be disqualified. **The entire proposal must be submitted electronically by the deadline.**

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

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to [WSBSFP1@edd.ca.gov](mailto:WSBSFP1@edd.ca.gov) by noon on March 20, 2024. The subject line must adhere to the following naming convention: [Applicant's Three Digit Initialism] Intent to Apply: DOGWF ETA PY 23-24. Applicants who do not provide this email notification may still apply for funding. These non-binding notifications are only intended to help the EDD develop a more efficient process for reviewing the grant applications in this competition.

## B. Submission Format

Each applicant must submit their proposal package via email as a compressed (or “Zipped”) file. Emails must be sent to [WSBSFP1@edd.ca.gov](mailto:WSBSFP1@edd.ca.gov). The subject line of each application submission email must adhere to the following naming convention: [Applicant’s Three Digit Initialism] DOGWF ETA PY 23-24Proposal. The proposal package is due by 3 p.m. on April 1, 2024. The Project Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word format.

- Documents must adhere to the following naming convention: [Applicant’s Three Digit Initialism] DOGWF ETA PY 23-24[Name of Document].
- Applicants may utilize an initialism for their organization’s name if desired. Please use the organization’s CalJOBS<sup>SM</sup> initialism, if available. File names must not exceed 40 characters.
- The Cover/Signature page, Partnership Agreement Letters, and Optional Commitment Letters must be submitted in PDF form.
- The Cover/Signature page must adhere to the naming convention: [Applicant’s Three Digit Initialism] DOGWF ETA PY 23-24CoverPage.
- The Cover/Signature page must include the signature of the signatory authority on the form.
- Partnership Agreement and Optional Commitment Letters should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: [Applicant’s Three Digit Initialism] DOGWF ETA PY 23-24CommitLetters and [Applicant’s Three Digit Initialism] DOGWF ETA PY 23-24PartnerLetters.
- Submit any additional documentation in Adobe PDF.

## C. Important Dates & Deadlines

**Figure 1: Application Timeline**

Event	Date
SFP release	February 23, 2024
Last date to submit questions for the webinar	March 6, 2024
Deadline for webinar pre-registration	March 13, 2024, by 9 a.m. PT
Informational Webinar	March 13, 2024, at 10 a.m. PT
Notice of Intent to Apply	March 20, 2024, by noon PT
Proposals due	April 1, 2024, by 3 p.m. PT
Proposal review and evaluation	April 15, 2024 – April 18, 2024
Estimated deadline to appeal	April 10, 2024
Estimated award announcements	May 2024
Estimated project start date	January 1, 2025 (pending exhibit/contract approvals)

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



#### **D. Questions and Answers**

An informational webinar to review application requirements and answer questions is scheduled on March 13, 2024, at 10 a.m. PT. This webinar will be the final opportunity for applicants to ask specific questions regarding the SFP and the application process. Pre-registration is required for all participants. Refer to the [EDD's Workforce Development Solicitation for Proposals website](#) for the [pre-registration link](#). To complete the process and access the webinar, applicants must fill out their information as prompted by the pre-registration link. A system-generated email will be sent upon completion, including a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP Proposal Package Instructions provided in *Appendix A: Proposal Package Instructions*. Email inquiries for the webinar to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) with the subject line: [Applicant's Three Digit Intitalism] DOGWF ETA PY 23-24SFP Inquiry. All inquiries must be received before noon PT on March 6, 2024.

**Please note this webinar will not be recorded.**

All registered attendees will receive a summary of the content covered during the webinar, along with a copy of all the answered questions. These resources should be distributed via email a few days after the webinar. In addition, a comprehensive list of all questions and answers received during the solicitation process will be posted to the EDD website approximately one week after the informational webinar.

#### **E. Delivery**

Applicants must submit a complete proposal package with all required elements to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) by no later than 3 p.m. PT on April 1, 2024. The Cover Signature Page must be signed by the signatory authority as stated in the resolution for signatory authority.

Refer to *Appendix A: Proposal Package Instructions* for further guidelines on electronic submission and *Section VI. D: Award, Agreement and Contracting* for the signatory authority requirements for the Subgrant Agreement (contract).

### **VI. Award**

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

## A. Proposal Review, Scoring, and Evaluation

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

**Figure 2: Scoring Rubric**

<b>Narrative Criteria</b>	<b>Maximum Points</b>
Section I – Technical Assistance Plan	60
Section II – Statement of Capacity and Capabilities	30
Section III – Budget Summary Narrative and Plan	10
<b>Maximum Total Points</b>	<b>100</b>

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

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

## B. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult *Appendix A: Proposal Package Instructions* for detailed instructions on adequately completing and submitting all application elements to ensure all applicable requirements have been met.

Disqualification decisions can be appealed, but disqualifications can only be overturned in specific instances. Please take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements are those conditions that must be met for the proposal to be forwarded for evaluation and scoring. See *Section IV: Funding and Budgetary Requirements, Section V: Submission, Section VI: Award, and Appendix A: Proposal Package Instructions* for more information on application and submission requirements.

The EDD will distribute disqualification letters to applicants by email. Applicants have seven calendar days from the date their disqualification email is received in which to appeal. Please send all appeals to [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov) by the close of business on the seventh calendar day.

Each appellant must submit all the facts related to their appeal **in writing**. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

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

The WSB/DDO will respond to all appeals via email. The review of each appeal will be limited to determining whether the applicant's corrective actions successfully addressed the non-responsiveness indicated in their disqualification letter and whether the proposal now meets the minimum application requirements relayed by 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 emailed by May 2024.

### **D. Agreement and Contracting**

The EDD will contact the awardee to negotiate and finalize contract details. The EDD may request that the contracts incorporate changes to the original project proposals. After the contract is finalized, the awardee will officially enter into a contract with EDD to provide the services listed in the contract for the amount awarded. Any unauthorized deviation or non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization and that your infrastructure supports the administrative and operational requirements. The state expects contract negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the grantee to funding. The EDD reserves the right to terminate any funding offer if a grantee does not negotiate in good faith. Awardees 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 accepting funds awarded under this SFP. The time needed for such official action will affect the grantee's ability to meet the project terms and conditions and the projected work plan.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Grantees may be required to revise

the project exhibits to comply with applicable federal and state mandates during the approval and contract negotiation process. The Special Initiatives Support Section will guide the finalization of the exhibits and verify that all requirements are met to be incorporated into the official contract. The awardees must submit a resolution for signatory authority designating the position's authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a grantee does not comply with the contract's revision process and terms.

## **VII. Administrative Requirements**

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

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

During the performance period, grantees will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of funds. Grantees 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 promptly and accurately. Complete and accurate reporting is essential during the monitoring process.

### **B. Record Retention**

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

### **C. Fiscal Requirement and Reporting**

The grant is a cost-reimbursable contract. The grantee must submit invoices and supporting documentation to receive reimbursement for expenditures incurred. The grantee must maintain a ledger that shows the total amount of funds available for the program and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subaward agreement number, invoice date, payment date, and payment description. Individual divisions may require additional ledger information. Applicants must indicate the accounting platform they propose to use.

Additionally, the grantee will prepare and submit monthly financial and quarterly expenditure reports, or 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 Generally Accepted Accounting Principles, other state regulatory requirements, and the direction of the EDD.

#### **D. Closeout**

The closeout period is the 60 days after a grant 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 the grantee has completed all applicable administrative actions and required work. The closeout period is a critical piece in the cycle of a grant. It is used by the grantee to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. Closeout documents and an end-of-project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan.

#### **E. Compliance**

All funds are subject to their related state statutory and regulatory requirements. The EDD is responsible for evaluating each grantee's risk of noncompliance based on a set of common factors. These risk assessments may include experience managing state general funds and regulatory requirements, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given grantee should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

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

Grantees of a state award obtain the title to intangible property once acquired. The grantee must use the property for the authorized initial 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.

## APPENDICES

**Appendix A: Proposal Package Instructions**

Applicants must follow the instructions below and complete all requested exhibits and attachments in the SFP announcement. The Cover/Signature Page, Executive Summary, Proposal Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required SFP exhibits, Partnership Agreement Letters, and Optional Commitment Letters are not included in the 10-page limit, which applies only to *Exhibit A: Project Narrative*. Applicants should carefully read the SFP for the required elements and follow the guidelines in *Appendix A: Proposal Package Instructions* to meet all proposal application requirements. For questions regarding the proposal, please email the EDD’s Grants and Solicitations Unit (GSU) at [WSBSFP1@EDD.ca.gov](mailto:WSBSFP1@EDD.ca.gov).

**Format and Document Order**

The following chart lists the documents that must be included in the proposal package. Applications not including all the required documents listed will be deemed non-responsive and not considered for funding. This may also be used as a checklist to help ensure a complete grant package submission.

**Figure 3: Document Checklist**

<b>1. SFP Exhibits</b>	
<b>Exhibit A – Proposal Narrative (must include the following sections) – Word Version</b>	
I. Technical Assistance Plan	
II. Statement of Capacity and Capabilities	
III. Budget Summary Narrative and Plan	
<b>Exhibit F – Budget Summary – Word Version</b>	
<b>Exhibit F2 – Budget Narrative – Word Version</b>	
<b>Exhibit G – Supplemental Budget (if applicable) – Word Version</b>	
<b>Exhibit I – Project Work Plan-Word Version</b>	
<b>Exhibit J – Partner Roles and Responsibilities – Word Version</b>	
<b>2. Exhibit Attachments</b>	
<b>Cover/Signature Page (e-signed by the authorized signatory) – PDF</b>	
<b>Executive Summary – Word Version</b>	
<b>Commitment Letters (Required for Leveraged Funds) and Partnership Agreement Letters (Required for Collaborations and Strategic Partnerships in proposal) – PDF</b>	

## Exhibit Instructions

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention, “[Applicant’s Three Digit Intitalism] [Grant Intialism] [PY XX-XX] [Exhibit or Attachment Intialism].” For example, “XYZ DOGWF ETA PY 23-24ExF” for Exhibit F. File names must not exceed 40 Characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

See Figure 4: Document Submission Guidelines below for more information.

### 1. Proposal Narrative – Exhibit A

The Proposal Narrative should convey how the applicant’s approach will lead to the success of program awardees, potential participants, and the workforce system. **There is a ten-page limit for Ex A.** Anything beyond the ten-page limit will not be considered. The other required exhibits and attachments do not count toward this page limit.

The Proposal Narrative must be submitted in MS Word format single-spaced, in Calibri 12-point font on 8.5 x 11-inch pages. Save this document according to the following naming convention: “XYZ DOGWF ETA PY23-24 ExA.”

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

- I. Technical Assistance Plan (60 points)
- II. Statement of Capacity and Capabilities (30 points)
- III. Budget Summary Narrative and Plan (10 points)

Applicants must cite supporting data as applicable for each section to be considered complete. Relevant data sources may include (i) the EDD Labor Market Information Division (LMID), (ii) the Bureau of Labor Statistics, (iii) the U.S. Census, (iv) local surveys, (v) case studies, (vi) past performance; and (vii) consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. 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
- Suggest the potential for success

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



## **Instructions for Completing the Proposal Narrative (Exhibit A):**

### **Section I: Technical Assistance and Evaluation Plan (Maximum 60 points)**

#### **I.1. Technical Assistance and Evaluation Approach (Score range 0-25 points)**

- Provide an overview of the individual and group-based TA that will be provided to DOGWF program awardees in alignment with the TA goals and objectives outlined in this solicitation.
- Describe strategies for coordinating activities that promote team building and knowledge sharing.
- Explain how DOGWF program awardees will be assisted with the ongoing design, development, and implementation of their projects and project activities to help foster equitable transitions to new employment for the target populations.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.
- Identify the data that will be collected from awardees and how that data will be collected. Explain the rationale for the selection.
- Describe assessment methodologies for analyzing performance to develop a final summary report and justify the validity of any evaluative tools.
- Describe how awardee activities will be documented.
- Indicate when the project will establish a baseline and describe how progress will be assessed.
- Demonstrate the capacity to develop a final summary report with all the required elements. Cite any additional elements the report will include.
- Describe the approach to developing a final summary report with actionable recommendations that encourage a systemic shift toward greater collaboration in the workforce system.

#### **I.2. Communities of Practice and Convenings (Score range 0-10 points)**

- Describe the methods and approach that will be utilized for developing and implementing CoPs.
- Describe the vision, goals, and outcomes for CoPs and other convenings.
- Explain strategies for conducting successful virtual and/or in-person convenings.
- Identify how goals can be leveraged to help broaden perspectives.

### **I.3. Sustainability (Score range 0-15 points)**

- Describe the plan for providing guidance and technical assistance to program awardees on developing sustainability plans that will ensure ongoing access to industry-specific, strategic employment services and support for future dislocated oil and gas workers beyond the program period of performance.
  - Illustrate how the proposed plan will result in strategies that can be applied to the workforce system's response to future labor market changes that result in industry-wide employer layoffs.
  - Identify strategies to improve the connectivity of partnership networks that will strengthen regional responses to future industry shifts and layoffs.

### **I.4. Project Work Plan (0-10 points)**

- Complete and attach the *Project Work Plan (SFP Exhibit I)*, which includes a detailed account of objectives and their corresponding activities, milestones, and timelines to demonstrate how the project's goal will be achieved. Essential program elements with specific outcomes must categorize the project work plan.

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

## **Section II: Statement of Capacity and Capabilities (Maximum 30 points)**

### **II.1. Capability and Knowledge (Score range 0-10 points)**

- Describe the organization's experience (i) directly serving dislocated workers, (ii) providing TA in support of such services, and/or (ii) expertise in the oil and gas industry and occupations.
- Describe the organization's experience with virtual instruction and training.
- Demonstrate how best practices will be implemented to serve program awardees.

### **II.2. Infrastructure/Staffing (Score range 0-10 points)**

- List the individuals and organizations providing TA and evaluation.
- Describe their capacity and experience to provide individualized assistance based on each program awardee's needs, the unique barriers of each target population, and the geographic regions served.
- Identify project partners and explain what services the partnerships will coordinate and provide based on each program awardee's needs, the unique barriers of the target populations, and the geographic regions being served.
- Complete and attach the *Partner Roles and Responsibilities (SFP Exhibit J)* detailing how the collaboration will execute the required SFP goals and objectives successfully.

### **II.3. Past/Present Performance (Score range 0-10 points)**

- Describe knowledge and experience working directly with other efforts.

## Section III: Budget Summary Narrative and Plan (Maximum 10 points)

### III.1. Budget Summary Plan (Score range 0-5 points)

- Complete and attach the *Budget Summary Plan (Exhibit F)* detailing the proposal's specific line-item costs. If applicable, provide a detailed narrative justification for purchases and/or contracted items in the *Supplemental Budget (SFP Exhibit G)*.
- Costs must be necessary, reasonable, and allowable, following the DOGWF ETA guidelines and the applicable Directives and OMB circulars.
- Explain how costs are necessary, reasonable, and allowable.

See exhibit instructions below for detailed information on completing *Exhibits F* and *G*.

### III.2. Cost Effectiveness (Score range 0-5 points)

- Complete and attach the *Budget Narrative (SFP Exhibit F2)*, which details the specific line-item costs of the *Budget Summary Plan (SFP Exhibit F)*.
- Provide a detailed narrative justification for each line-item cost contained in the *Budget Narrative (SFP Exhibit F2)* for all line-item expenses contained in the *Budget Narrative (Exhibit F2)*.
- Explanations should include how the proposed costs are necessary and reasonable regarding participant benefits.

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

## 2. 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.
- Under Amount Leveraged, enter the amount identified in the *Project Narrative (Exhibit A)* and documented in commitment letters.
- The amounts entered for Total Funding in the *Budget Summary Plan (Exhibit F)* must match those listed on the Cover/ Signature page.
- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, the *Supplemental Budget (Exhibit G), Section I*. Equipment must be completed.
- If an applicant plans to sub-award funds to sub-recipients to carry out a portion of the grant services, Sections II (subrecipient) and III (Contractor) of the *Supplemental Budget (Exhibit G)* must be completed.
- If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G)* must be completed.

*Exhibit F Budget Summary* must be submitted in MS Word format. Save this document according to the following naming convention: “XYZ DOGWF ETA PY23-24 ExF.”

### 3. 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 rationale for staff salaries should include each title or position, a narrative of the staff roles, responsibilities, activities, annual salary, the percentage of staff time devoted to the project, and the corresponding portion of their salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable regarding their benefit to participants.
- **In Sections 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, then multiply the product 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 the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.
- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and critical staff must attend quarterly meetings, CoP, and other activities coordinated by EDD-approved TA providers; all travel costs are included in the budget.
- **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 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, 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, enter the total expenditure for Equipment and Furniture items that cost less than \$5,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
  - In-Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than \$5,000. Include the item's name, cost, and quantity in the indicated space if any items are listed in Section G.2. Complete *Exhibit G*.
  - In In-Line Item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.

- **In Section H (if applicable)**, include the total cost of Contractual Services (*Section III of Supplemental Budget, Exhibit G*) on the line provided. Describe in detail.
- **In Section I (if applicable)**, enter the total Indirect Costs on the line provided. The Indirect Cost Rate must be negotiated and approved by a Cognizant Agency, per Appendices III thru VII of Uniform Guidance, 2CFR200.
- **In Section J**, 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 an Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.

*Exhibit F2 Budget Narrative* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ DOGWF ETA PY23-24 ExF2."

#### 4. Exhibit G Supplemental Budget – Section I: Equipment

- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, *Section I: Equipment of the Supplemental Budget (Exhibit G)* must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. All equipment with a unit cost of \$5,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.
- A separate request to purchase equipment must be submitted to the EDD for approval. See Basic Considerations in OMB Uniform Guidance Section 200.407. 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.
- The Item Description Column must list all equipment costing \$5,000 or more.
- The Quantity Column must contain the desired amount for each item in the Item Description Column.
- The Cost Per Item Column must contain the cost for each item listed in the Item Description Column.
- Right-click each cell in the Total Cost Column and select "Update Field" to populate the total cost for each item listed in the Item Description Column.
- The Percent Charged to Project Column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project Column.
- To populate the Total Cost Charged to Project Column, right-click each cell in the column and select "Update Field."
- To populate the Total cells in the final row of Columns 3 and 5, right-click on each cell and select "Update Field."

### **Exhibit G Supplemental Budget – Section II Subrecipient**

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

### **Exhibit G Supplemental Budget – Section III: Contractor**

- Section III of the *Supplemental Budget (Exhibit G)* is for contractual services. Contractual Services must be completed.
- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G), Section III: Contractor* must be completed.
- The Description-Type of Service Column must list the type of services the contractor will provide through procurement.
- The Cost Column must contain the service cost for each service listed in the Description-Type of Service Column.
- The Service Provider (If Known) Column must list the name of the contractor that will be competitively procured to provide the contractual services for each service listed in the Description-Type of Service Column.
- Right-click on the Total cell in the Cost Column and select "Update Field" to populate the total cost for each amount listed in the Cost Column.

*Exhibit G Supplemental Budget* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ DOGWF ETA PY23-24 ExG."

## **5. 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).
- The Activities column may be used to describe activities applicable to the project, such as Start-up Activities, Business Partners Selected to Hire, Outreach and Recruitment, Screening/Enrollment/Assessment, Work Activities, CoP, Partner Meetings, Convenings, Employment Retention and Follow-up, Closeout Activities, and Other.

- To add rows, place the cursor between lines at the far-left side of the table and select the “+” symbol.

*Exhibit I Project Work Plan* must be submitted in MS Word format. Save this document according to the following naming convention: “XYZ DOGWF ETA PY23-24 ExI.”

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

- List all partners in the Organization Column under the appropriate heading.
- To add a row for additional partners, hover over a row in the far-left column and select the plus sign symbol when it appears. Then, copy and paste the preformatted rows into the newly added rows using the paste option "Overwrite Cells."
- Enter the contribution amounts for the Cash/In-Kind Contribution Amount Column, if available.
- Right-click "Update Field" to populate the Total Cash/In-Kind Contribution Cell.
- The Roles and Responsibilities column should include concise summaries of the specific tasks, services, or support partners provided for each organizational type. A more in-depth description of roles and responsibilities can be provided in the Project Narrative.
- List the funding source under the Fund Source Column for partners providing leveraged funds.
- Check "Yes" in the Partnership Agreement Letter Column if a partner provided a Partnership Agreement Letter.

*Exhibit J Partner Roles and Responsibilities* must be submitted in MS Word format. Save this document according to the following naming convention: “XYZ DOGWF ETA PY23-24 ExJ.”

## **Exhibit Attachment Instructions**

Complete only the required information in the exhibit’s attachments. Do not change or alter the exhibit attachments. Submit all exhibit attachments in the required format with the following title: "[Applicant’s Three Digit Intitalism] [Grant Initial] [PY XX-XX] [Attachment Abbreviated Title]." For example, "XYZ DOGWF ETA PY 23-24 CovSign" for the Cover Signature Page. File names must not exceed 40 characters.

Disclaimer: The exhibit attachment has been updated for accessibility in compliance with the Americans with Disabilities Act. All Exhibit Attachments must be completed accurately and submitted as part of the application package.

## **7. Cover Signature Page**

The Cover Signature page must be completed and submitted electronically as a PDF document with the electronic signature of the signatory authority designated by the organization applying. Ensure that contact information for both the designated contact person and the authorized signatory authority is correct. Save this document according to the naming convention: “XYZ DOGWF ETA PY 23-24 CovSign”.

## **8. Executive Summary**

The Executive Summary is limited to three 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. Save and submit this document according to the naming convention: "XYZ DOGWF ETA PY 23-24 ExecSum".

## **9. Optional Commitment Letters**

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

Optional Commitment Letters should meet the following criteria:

- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must describe how the services proposed will differ from or enhance what already exists locally.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with the contact's name, title, and telephone number.
- Each letter must be dated within the grant competition period between February 23, 2024 – April 1, 2024.
- All Optional Commitment Letters must be submitted in one continuous PDF-Portal Data Save and submit this document according to the naming convention: "ABC DOGWF ETA PY 23-24 ComLtr."

## **10. Partnership Agreement Letters**

Applicants must submit Partnership Agreement Letters from all potential partners that clearly identify the partner's organization type. All letters must be submitted in one continuous PDF. Save and submit this document according to the naming convention: "XYZ DOGWF ETA PY 23-24 PartLtr".

Ensure that each Partnership Agreement Letter meets the following criteria:

- Each letter must identify each partner's organization type.
- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must explain how the proposed services will differ from what already exists locally.
- Each letter must describe the extent of the partnership and its anticipated outcomes.



- Each letter must provide an agency contact person and telephone number.
- Each letter must be dated within the grant competition period between February 23, 2024 – April 11, 2024.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with their contact’s name, title, and telephone number.

Applications that do not attach the Partnership Agreement Letters from each partner will be deemed non-responsive. The applicant must provide their Partnership Agreement Letter and follow the format indicated in the instructions above.

**Submission Guidelines**

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention, “[Applicant’s Three Digit Intitalism] [Grant Intialism] [PY XX-XX] [Exhibit or Attachment Intialism].” For example, “XYZ DOGWF ETA PY 23-24ExF” for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. The following chart lists the documents that must be included in the proposal file submission with the suggested naming convention for each file. Applications that do not include all the required documents listed and submitted after 3 p.m. PT on April 1, 2024, will be deemed non-responsive and automatically disqualified from being considered for funding.

**Disclaimer:** The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

**Figure 4: Document Submission Guidelines**

Required Documents	Naming Convention Suggestions
1. Exhibit A Proposal Narrative (ExA)	XYZ DOGWF ETA PY23-24 ExA
2. Exhibit F Budget Summary (ExF)	XYZ DOGWF ETA PY23-24 ExF
3. Exhibit F2 Budget Narrative (ExF2)	XYZ DOGWF ETA PY23-24 ExF2
4. Exhibit G Supplemental Budget (ExG)	XYZ DOGWF ETA PY23-24 ExG
5. Exhibit I Project Work Plan (ExI)	XYZ DOGWF ETA PY23-24 ExI
6. Exhibit J Partner Roles and Resp. (ExJ)	XYZ DOGWF ETA PY 23-24 ExJ
7. Cover/Signature Page (CovSign)	XYZ DOGWF ETA PY 23-24 CovSign
8. Executive Summary (ExecSum)	XYZ DOGWF ETA PY 23-24 ExecSum
9. Optional Commitment Letters (ComLtr)	XYZ DOGWF ETA PY 23-24 ComLtr
10. Partnership Agreement Letters (PartLtr)	XYZ DOGWF ETA PY 23-24 PartLtr

## **Appendix B: Program Allowable Services**

This SFP funds evaluation and technical assistance for programs conducting the participant services listed below. The EDD reserves the right to allow additional activities not included if deemed beneficial, appropriate, and reasonable to achieve employment and job retention outcomes for participants or other grant objectives. Grantees must receive prior approval from the EDD to conduct activities not included in this SFP or otherwise determined allowable by the EDD. The TA provider will be expected to provide recommendations to EDD on any additional activities requested by program awardees, including whether they will benefit participants or help meet other grant objectives.

### **Basic Career Services**

1. Determinations of whether the individual is eligible to receive services.
2. Outreach, intake, and orientation to information and other services available
3. Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs
4. Job search, placement assistance, and career counseling, including the following:
  - Information on in-demand industry sectors and occupations
  - Information on nontraditional employment
  - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services.
5. Systems navigation assistance and referrals to other programs and services
6. Workforce and labor market employment data relating to local, regional, and national labor market areas, including the following:
  - Job vacancy listings in labor market areas
  - Information on job skills necessary to obtain the vacant jobs listed
  - Information relating to local, in-demand occupations, including earnings, skill requirements, and opportunities for advancement
7. Information relating to the availability of supportive services or assistance, including child care, child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the CalFresh Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program

8. Assistance in establishing eligibility for financial aid for training and education programs not provided under this grant.

### **Individualized Career Services**

1. Comprehensive and specialized assessments of skill levels and service needs, which may include the following:
  - Diagnostic testing and use of other assessment tools
  - In-depth interviewing and evaluation to identify employment barriers and employment goals
2. Development of an individual employment plan to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals.
3. Group or individual counseling
4. Career planning, career pathways planning assistance, career advancement assistance.
5. Workforce preparation activities and pre-vocational services include developing learning, communication, interviewing, punctuality, personal maintenance, and professional conduct to prepare individuals for employment or training.
6. Financial literacy services
7. Out-of-area job search assistance and relocation assistance
8. English language acquisition
9. High school completion/equivalency
10. Work-based learning/subsidized employment.
11. Navigator services, including assistance with accessing other programs and services.
12. Case management
13. Job development, job placement, secondary job placement

### **Follow-up and Job Retention Services**

Follow-up and job retention services, such as counseling regarding the workplace, supportive services to support job retention, career pathways development, assistance with workplace accommodations, secondary job placement, and other job retention and follow-up services for participants placed in unsubsidized employment.

## Appendix C: Allowable Costs

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

- Be necessary and reasonable for the performance of the award
- Be allocable to the award
- Conform to any limitations or exclusions outlined in the award
- Be determined in accordance with generally accepted accounting principles
- Be adequately documented

## Appendix D: Administrative Costs

Administrative costs are limited to 10 percent of the grantee's total award. The following functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. Administration costs are incurred by direct grant recipients, local grant recipients, local grant subrecipients, and local fiscal agents. These are unrelated to the direct provision of services, 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 and coordination of those functions:
    - Accounting, budgeting, financial, and cash management functions
    - Procurement and purchasing functions
    - Property management functions
    - Personnel management functions
    - Payroll functions
    - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
    - Audit functions
    - General legal services functions
    - Developing systems and procedures, including information systems, required for these administrative functions
    - Fiscal agent responsibilities
  - b. Performing oversight and monitoring responsibilities related to 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 or the overall management of the grant.
  - 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 solely for administrative functions are classified as administrative costs.
- a. Personnel and related non-personnel costs of staff that perform administrative functions specified in Item 2 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 in 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 the 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:
- a. Tracking or monitoring of participant and performance information
  - b. Employment statistics information, including job listing information, job skills information, and demand occupation information
  - c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities
  - d. Local Workforce Development Area performance information
  - e. Information relating to supportive services and unemployment insurance claims for program participants
5. Where possible, entities identified in Item 1 must make efforts to streamline:
- a. Services in item 2a-2e of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

## Appendix E: Internet Resources

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

- **America’s Job Center of California<sup>SM</sup> (AJCC)**  
Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**  
Economic development organization dedicated to advancing its members’ ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Community Colleges Economic and Workforce Development (CCEWD)**  
Industry-specific services, grant-funded initiatives, and technical assistance to support business growth
- **California Department of Finance-Demographic Research (DOF)**  
State finance census data, including population by gender, age, and race by county
- **California Department of Health Care Services (DHCS)**  
Provides services to preserve and improve the health status of all Californians
- **California Department of Education (CDE)**  
Programs available to provide adults with the 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 provide 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 DOGWF SFP. This site links various employment and training resources, including labor market information.

- **California’s 2020-2023 Unified Strategic Workforce Development Plan ([State Plan](#))**
- **CalJOBS<sup>SM</sup> ([CalJOBS](#))**  
The CalJOBS<sup>SM</sup> system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.
- **California Labor and Workforce Development Agency ([LWDA](#))**  
The Labor Agency oversees seven significant 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 WIOA
- **Disability Benefits 101 ([DB 101](#))**  
Gives tools and information on health coverage, benefits, and employment
- **Division of Apprenticeship Standards ([DAS](#))**  
Apprenticeship programs’ search
- **Final Rule ([Uniform Guidance](#))**  
Uniform Guidance applies to all Federal awards, and the EDD has adopted some of the policies herein for state funds
- **Labor Market Information ([LMID](#))**  
Find a labor market information industry/business that can be useful in preparing your proposal
- **Local Workforce Development Areas ([Local Area](#))**  
A listing of Local Areas with addresses and contact information
- **Office of Management and Budget ([OMB](#))**  
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies

- **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, businesses, and the economy
- **U.S. Small Business Administration (SBA)**  
Guidance and resource information to owners and operators of small businesses
- **U.S. Chamber of Commerce – Institute for Competitive Workforce (ICW)**  
Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century
- **U.S. Department of Labor Employment and Training Administration (DOLETA)**  
The U.S. DOLETA is the federal agent for WIOA programs
- **Workforce Development Solicitation for Proposals (SFP)**  
The 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