

# Displaced Oil and Gas Workers Fund

# Evaluation and Technical Assistance

# Solicitation for Proposals Program Year 2023-24

# Questions and Answers

1. **Can administrative costs include direct and indirect costs? If indirect costs are claimed as part of administrative costs, can a Negotiated Indirect Cost Rate Agreement (NICRA) be used?**

Yes, administrative costs can include direct and indirect administrative costs.

If indirect costs are claimed, a NICRA can be used, however, regardless of a NICRA’s terms, the maximum administrative cost for the grant is fixed at 10% total between direct and indirect costs. A copy of the NICRA must be submitted with the application and is subject to EDD approval.

For additional information, refer to *Section IV: Funding and Budgetary Requirements*, *Appendix C: Allowable Costs*, and *Appendix D: Administrative Costs* for the general requirements dictating the proper use of these funds.

1. **What are some common reasons for an application to be disqualified?**

The three most common reasons an application is disqualified are as follows:

1. Missing or incomplete Commitment Letters – There is no leverage fund requirement for the DOGWF ETA; therefore, Commitment Letters are not required unless the applicant is leveraging funds. If so, applicants should 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. Also, the funds stated in the Commitment Letters must match the leveraged funds stated on the Cover Signature Page submitted in the application.
2. No valid System of Award Management (SAM) account registration – Applicants must register with the 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.
3. Missing or incomplete exhibits – Before applying, please ensure that all required exhibits have been completed and are included in the submission.

For additional information, 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).

1. **Can you further elaborate on the evaluation component and what the expectations for that component are?**

The grantee will conduct ongoing evaluation of the program’s performance and effectiveness and apply learnings from that evaluation to develop technical assistance and training plans to assist program grantees with continuous program improvement and innovation. To accomplish this, the grantee will 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. The grantee will also be responsible for providing a final report that summarizes program development and implementation; best practices, learnings and program modifications made; and program outcomes and results.

For additional information, refer to *Section I. C. Goals and Objectives* of the SFP.

1. **Can you speak more clearly about what partnership with EDD and the Grantees will look like?**

The ETA grantee will be expected to partner with EDD throughout the life of the funding to ensure guidance and technical assistance provided by the ETA grantee is aligned with EDD policies, allowable activities, and objectives for the program. This includes submitting monthly and quarterly reports to the EDD about activities performed; invoicing the EDD for costs; regular partner meetings with EDD; and ongoing communication about program progress, planned technical assistance and evaluation activities for DOGWF grantees, resolution of any project barriers, and any other project-related needs arise.

For additional information, refer to *Section III. D. Collaboration with the EDD* of the SFP.

1. **What kind of access to data and any supporting evidence of performance of the grantees is available? On what frequency can awardees expect to get a data delivery?**

DOGWF program grantees are required to track all participant enrollments and services into CalJOBS, the state’s Virtual OneStop (VOS) web-based software solution. The DOGWF grantees also are required to provide monthly and quarterly narrative reports to the EDD detailing their successes and challenges. The chosen ETA provider will be given access to CalJOBS to run their own participant reports (and training on CalJOBS, if necessary) and will be given copies of each monthly and quarterly report submitted by DOGWF program grantees. The chosen ETA provider will also be able to require additional data and information from the DOGWF grantees as necessary to complete the ETA’s contracted obligations.

For additional information, refer to *Section II. D. Data and Supporting Evidence* of the SFP.

1. **Does this initiative coordinate at each of the sites with Rapid Response? Does it leverage RR resources?**

The DOGWF does not require that the grantees participate in Rapid Response activities, but it is an allowable partnership. The four main DOGWF grantees each have their own plans on how to recruit participants and deliver services.