

NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department

Wagner-Peyser Funds Deaf and Hard of Hearing Services Program Year 2024-25

Solicitation for Proposals



April 2024

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

This Deaf and Hard of Hearing SFP is funded by a grant award totaling \$2.7 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources.

Proposal Package Instructions and Exhibits

The following contains the required exhibits for the Program Year (PY) 2024-25 Deaf and Hard of Hearing (DHH) grant opportunity. Select each exhibit link individually and download each before saving the solicitation for proposals (SFP) to a personal computer. Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

- [Cover/Signature Page \(DOCX\)](#)
- [Executive Summary \(DOCX\)](#)
- [Exhibit A – Project Narrative \(DOCX\)](#)
- [Exhibit F – Budget Summary \(DOCX\)](#)
- [Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)

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Section I - Overview

A. Purpose

The Employment Development Department (EDD) Workforce Services Branch (WSB) announces the availability of Wagner-Peyser 10 percent Governor's Discretionary funds of \$2,700,000 for DHH Services, in PY 24-25. The purpose of these funds is to provide employment services to individuals who are deaf and hard of hearing. These funds will also ensure that services provided to deaf and hard of hearing individuals are at least equal to services received by non-deaf and non-hard of hearing individuals.

This program provides deaf and hard of hearing individuals with enhanced employment services in select America's Job Center of CaliforniaSM (AJCC) locations throughout California. The program will ensure effective communication and increased service opportunities for deaf and hard of hearing individuals by providing specialized counseling, interpretation services, job placement, follow-up services and advocacy, and specialized employment services to assist them in becoming job ready. The program is also designed to assist job-ready deaf and hard of hearing individuals in obtaining and retaining unsubsidized employment. The program includes provision of interpreting services to enable these individuals to access other EDD-related services.

B. Target Population

Proposals must target deaf and hard of hearing individuals who are available for and seeking employment. These jobseekers may also need additional skill enhancement training to become job ready.

C. Eligible Applicants

Proposals will be accepted from public agencies or private non-profits. Individuals are not eligible to apply. Applicants must clearly demonstrate their ability to provide services to the targeted population. Applicants may submit proposals to provide services for one or multiple sites. Applicants may submit one proposal to provide services at multiple sites within a targeted geographical area.

D. Program Locations

Pursuant to the *California Unemployment Insurance Code* (CUIC), Section 11004, the EDD must determine the number and location of its offices within the state providing employment services to the deaf and hard of hearing and shall decide which offices shall be served by grantees. The CUIC also states that the EDD shall give priority to offices where subgrants (contracts) are necessary to prevent or minimize the disruption or discontinuance of employment services to the deaf and hard of hearing in conjunction with the EDD prior to July

1, 1984. In keeping with this requirement, the EDD identified geographical areas where high concentrations of deaf and hard of hearing individuals reside. The EDD currently funds services in the geographical areas listed below and will give priority to programs and services in these areas to prevent and/or minimize disruption in services:

- Fresno
- Los Angeles
- Riverside/Rancho Cucamonga
- Sacramento
- San Diego/Oceanside
- San Francisco/Bay Area
- Santa Ana/Garden Grove

For this solicitation, the grantee will be required to work among other EDD staff located in designated AJCC sites. It is recommended that a minimum of two staff persons be assigned for the specified contracted hours. One staff must be a qualified American Sign Language (ASL) interpreter for the deaf. Hybrid teleworking schedules will be allowed for this solicitation, but staff must work a minimum of three days at their designated AJCC sites. Grantees providing a reduced staffing level must provide written justification for the reduction. If an applicant proposes to serve a geographical area not listed above, the proposal must clearly identify the deaf and hard of hearing population and the need for services in that locale and demonstrate why those needs are not currently being met.

E. Funding

Applicants may submit one proposal for one geographical area or for multiple areas in California. The application must follow the proposal instructions. The total program funding available is \$2,700,000 for the period of July 1, 2024, through June 30, 2025. The total funding is contingent upon federal funding being awarded to California and the EDD Director's approval.

Determination of program funding requested should consider factors specific to the service area, target population, and reasonable costs for proposed services. For reference, when considering a proposed budget and number of participants, the average cost per participant in DHH PY 23-24 was \$4,000.

F. Allowable Use of Funds

The use of funds awarded in this SFP is governed by Wagner-Peyser 10 percent Governor's Discretionary fund guidelines, state and federal directives, and the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Grantees will be responsible for any charges related to the secure operation of videophones. This includes, but is not limited to, Internet Service Provider, installing upgraded equipment for expansion, and related functions. Services related to the videophones must be coordinated with the EDD Information Technology Branch staff.

On occasions, deaf and hard of hearing staff may be called on to provide interpreting services for deaf and hard of hearing individuals seeking assistance with matters related to Unemployment Insurance, Disability Insurance, and other services that are available, or being provided by the EDD and partner agencies located in the AJCC. These clients are not required to be enrolled or have active status in the DHH program. Grant funds may be used to cover these activities.

In the event of an interpreting scheduling conflict or the temporary vacancy of an available deaf and hard of hearing interpreter, grantees may sub-contract with a local reputable interpreting agency. These services will be reimbursed through the grantee's monthly expenditure (invoice) reports. Grantees should allocate a portion of their grant funds to interpreting services. Funds allocated for these expenses should not be used to cover long-term or extended DHH interpreting staff vacancies. Grantees are encouraged to negotiate with the interpreting agency to obtain a discounted fee for exclusive and repeat business.

Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

G. Administrative Cost Limits

A maximum of ten percent of the total project budget will be allowed for administrative costs.

H. Registration with the System for Award Management (SAM)

Applicants must register with the SAM to apply for and receive funding for this initiative. **Note** – SAM registration must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. To remain eligible for funding, applicants must maintain an active registration in the SAM database. Applicants must ensure the SAM registration information is current before submitting an application for funding. 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.

I. Collaboration with the EDD

The EDD Project Manager (PM) is responsible for grant administration and oversight. Key project staff will be required to work closely with the PM for technical assistance, CalJOBSSM

training, and guidance during start-up, implementation, and throughout the grant term. At the start of the grant term, grant staff will be required to participate in CalJOBS training.

J. Length of Project

The grant period for this award is 12 months, from July 1, 2024 through June 30, 2025. This period of performance includes all necessary implementation and start-up activities. No obligation of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during a grant period must be returned to the EDD.

Section II – Grantee Requirements

A. Grantee Criteria

As required under Section 11003 of the CUIC, the criteria for choosing grantees shall include, but not be limited to, the following:

- The ability to provide services in a deaf and hard of hearing individual's preferred mode of communication.
- The ability to secure community support, including written endorsements of local officials, employers, Local Workforce Development Areas, and organizations for the deaf and hard of hearing.
- The existence of funding from one or more public or private sources.
- Participation of deaf and hard of hearing individuals on the potential grantee's staff and, in the case of a private nonprofit corporation, on the Board of Directors.
- A commitment to the development and maintenance of self-determination for deaf and hard of hearing individuals.

B. Staffing Qualifications

The grantee should provide two staff in designated AJCC sites for the specified contracted hours. One staff must be a qualified American Sign Language (ASL) interpreter for the deaf. The level of qualification and professionalism for staff providing sign language interpretation will be determined by the grantee awarded funding to administer the DHH programs co-located within the AJCC network. Grantee providing a reduced staffing level must provide written justification for the reduction.

A copy of the interpreting staff's valid and current Comprehensive Skills Certification issued by the national Registry of Interpreters for the Deaf (RID), or equivalent California Association of the Deaf (CAD) certification or other certification approved by the EDD or supporting documents to determine the skill level of the interpreter by the grantee, must be provided to the EDD Central Office Workforce Services Division PM or the AJCC site manager on request.

The qualification and professionalism standards for staff delivering sign language interpretation will be established by the grantee responsible for administering the DHH grant, including the discretion to incorporate additional types of sign language interpreters and relevant certifications.

To address the challenges directly related to the requirement of certified interpreters through a national registry, the EDD has expanded the option to include additional types of sign language interpreters (other than ASL) and certification that may also be considered.

Children of deaf adults (CODA) and individuals who have completed or are near completion of an Interpreting Training Program (ITP) have proven to be great resources for recruiting qualified and professional interpreters. Most CODAs were born into the world of interpreting. Their first language was ASL, and their native spoken language was second. By interpreting for deaf parents at an early age, they gained transferrable skills that are beneficial to deaf and hard of hearing individuals.

Grantee awarded funding for the DHH Program will be able to determine if these interpreters will qualify and perform to their satisfaction for the EDD's DHH Program.

The grantee must provide services during normal office hours of 8 a.m. through 5 p.m. Monday through Friday, excluding Saturdays, Sundays, and state holidays. Hours and days of service must be on a consistent schedule approved by the AJCC site manager. Services beyond the approved hours must be approved by EDD before being provided. Overtime pay for salaries will not be approved. On occasion, it may be necessary for staff to provide community services outside of the office. In the event of a planned absence from the office during normal office hours, the DHH staff should inform the AJCC site manager, or their designee, in advance. In the event of unplanned absences, the grantee must notify the AJCC site manager within one hour of the scheduled work time. The DHH subgrantee staff are not expected to request approval of staff absences, however, it is required that DHH subgrantees report staff absences to the co-

located AJCC management in order to meet the office protocols, safety/evacuation protocols, and keep all parties informed of when and where DHH staff are available in-office or on hybrid days.

The grantee is encouraged to develop dialogue with the EDD site manager at each AJCC location where deaf and hard of hearing staff will be co-located with EDD staff. The purpose is to foster relationships and determine how best to meet the standards set forth for EDD and/or partnering staff.

C. Required Services

As required under Section 11002 of the CUIIC, employment services for the deaf and hard of hearing shall include, but are not limited to the following:

- Complete communication services for all preparatory, job placement, and follow-up activities. The communication services shall include interpreter services by a professional interpreter for the deaf and hard of hearing, possess the comprehensive skills certification of the national Registry of Interpreters for the Deaf (or the equivalent), telecommunications, and, when necessary, training in communication skills.
- Advocacy to ensure that deaf and hard of hearing individuals receive equal access to public and private employment services.
- Job development and job placement.
- Employment counseling, including peer counseling by deaf and hard of hearing individuals.
- Follow-up counseling and problem solving after placement.

Section III – Significant Dates

Event	Date*
SFP release	April 24, 2024
Informational Webinar	May 7, 2024, 10:00 a.m. PT
Office Hours session 1	May 9, 2024, at 10 a.m. PT
Notice of Intent to Apply	May 10, 2024, by 12 noon PT
Office Hours session 2	May 14, 2024, at 10 a.m. PT
Proposals due	May 22, 2024, by 3 p.m. PT
Proposal review and evaluation	May 28, 2024 - May 31, 2024
Last day to submit an appeal	May 30, 2024
Award announcements	June 2024
Estimated project start date	July 2024

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

Section IV – Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled on Tuesday, May 7, 2024, at 10:00 a.m. PT. This webinar will provide an 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 SFP](#) webpage 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](#). Upon completion, a system-generated email will be sent, including a ZOOM link for the webinar. Submit inquiries for the webinar to WSBSFP2@edd.ca.gov with the subject “DHH PY 24-25 SFP Inquiry.”

Please note that 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 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 after the informational

webinar.

In addition to the webinar, the EDD will also be providing two Office Hour sessions. These one-hour sessions are designed to provide technical assistance for applicants prior to submitting a proposal. Dates and times can be found in the Significant Dates section. Refer to the [EDD's Workforce Development SFP](#) webpage for the pre-registration links for [Session 1](#) and [Session 2](#). To access the sessions, applicants must fill out their information prompted by the pre-registration link. Upon completion, a system-generated email will be sent, including a ZOOM link for the webinar.

Section V – Proposal Submission Instructions

The submission of the DHH PY 24-25 proposal must be submitted via email. The proposal should include the required attachments and must include the electronic signature of the designated signatory authority of the organization on the Cover/Signature Page. The deadline for emailing the proposal is May 22, 2024, at 3 p.m. PT. **Late proposals will not be accepted.** Please email the proposal and required attachments as a ZIP file to WSBSFP2@edd.ca.gov.

Section VI – Required Proposal Content

A. Minimum Requirements

To be competitive, all proposals must adhere to the required format and include all the requested information, completed forms, and attachments. Applicants must follow the specific instructions and complete all requested forms available on the Internet at [Workforce Development Solicitations for Proposals](#).

B. Required Documents and Exhibits

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

1.	Cover Letter (optional)	
2.	Cover/Signature Page	
3.	Executive Summary	
4.	Project Narrative - Exhibit A (limited to 15 pages)	
5.	Budget Summary– Exhibit F	
6.	Budget Narrative – Exhibit F2	
7.	Supplemental Budget – Exhibit G	

C. Additional Requirements

Applicants must also meet the additional requirements listed below. For each requirement not met, a penalty will be assessed as detailed.

Requirement	Penalty
Applicant must email their entire proposal with electronic signatures. In accordance with EDD’s policy, the organization’s contract/agreement signatory authority or authorized designee as designated by the organization’s Board of Directors Resolution must electronically sign the Cover/Signature Page.	3 points deducted
Project narrative must be in MS Word format with Calibri 12-point font.	3 points deducted
Project narrative may not exceed 15 pages.	3 points deducted
Email a ZIP file of the entire proposal package including Cover/Signature Page, Executive Summary, Project Narrative, and all exhibits to WSBSFP2@edd.ca.gov . Title the subject line “DHH 24-25 Proposal [Organization Name].” Electronic documents must be in MS Word format.	3 points deducted

Section VII – Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criteria	Points
Statement of Need	10
Target Group	10
Planned Approach	15
Performance Goals	10
Local Collaboration	15
Resource Utilization	10
Statement of Capabilities	20
Budget Summary and Narrative	10
Total Possible Points	100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the EDD will be recommended for funding. The EDD reserves the right to conduct on-site reviews of awardees' business facility prior to making final funding recommendations.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with federal and state mandates during the approval and contract negotiation process. The EDD will provide guidance with finalizing the exhibits to be incorporated into the official Subgrant Agreement (contract). The EDD reserves the right to rescind any funding offer if a subrecipient does not comply with the revision process and the terms of the Subgrant Agreement.

B. Appeals Process

A proposal will be disqualified for not meeting the minimum requirements. An appeal of the disqualification decision may be filed. The EDD will inform applicants by email no later than May 30, 2024.

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The minimum requirements, which are listed in Section VI, Part A of this SFP, are those conditions that must be met for the proposal to be forwarded for evaluation and scoring (refer to Section VI, Required Proposal Content).

Appeals must be received by May 30, 2024, via email to WSBSFP2@edd.ca.gov. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reason for appeal, including citation to the SFP and any other pertinent documents.
- A statement of the action sought.
- Electronic signature of the authorized signatory authority of the organization.

The EDD will respond to each appeal by May 31, 2024. The review will be limited to determining whether the proposal met the minimum criteria of the SFP. Appeal decisions are not finalized until EDD responds back via email to the appellant with verification that there are no other disqualification issues with that organization's proposal.

C. Award and Funding Notification

Following the selection of proposals to be funded, awarding will be announced on the EDD website. Only selected solicitors will be notified of the funding decision. The EDD expects that the funding award will be announced no later than June 2024. An award offer does not constitute approval of the application as submitted. The applicant is required to negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

D. Contracting

The EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contract incorporate changes to the original project proposals. After the negotiations, if any, the EDD will email the subgrant agreement (contract) to the awardees for signature. The EDD expects the contract negotiations to begin immediately following awards announcement in time to allow for a project start date of July 1, 2024.

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 agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the grantee's ability to meet the project start date.

All grantees will be required to comply with the General Provisions and Standards of Conduct that are included in executed subgrant agreements.

Section VIII – Administrative Requirements

A. Monitoring and Audits

Grantees may be monitored and/or audited by the EDD, in accordance with existing policies, procedures, and requirements governing the use of Wagner-Peyser 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 in a timely and accurate manner.

Grantees that are units of local government and non-profit entities must ensure that audits required under OMB guidelines are performed and submitted when due.

B. Record Keeping

Grantees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The

record keeping system must include both original and summary (e.g., computer generated) data sources. Grantees will retain all records pertinent to this subgrant (contract) for a period of five years from the date of final payment on the subgrant.

C. Reporting/Invoicing

Grantees must have the capability to report expenditures and outcome data to the EDD, in a manner that is timely, thorough, and accurate. Grantees will be required to submit by email a signed copy of the monthly expenditure reports (invoice) and supporting documentation for reimbursement, and a monthly narrative report. These reports must be submitted by the 20th of the following month in which expenditures and activities occurred.

All subrecipients will be provided access to the CalJOBS website to report participant information and outcome data to the state promptly and accurately. Refer to Appendix F: CalJOBS Workstation and Software Requirements for more information. The state will provide training on how to use the CalJOBS reporting system. Review *CalJOBS Activity Codes (WSD19-06)* for guidance on entering grant activity codes. See *CalJOBS Participant Reporting (WSD20-10)* for more information regarding participant reporting requirements.

The expenditure invoice and supporting documents must be transmitted through email to WSBSpecialPopulations@edd.ca.gov. In the case that the expenditure invoice and supporting documents are required to be mailed, EDD will promptly notify grantees and all correspondence related to expenditures, allocations, or activities should be addressed to the following:

Employment Development Department
Deaf and Hard of Hearing Program
Special Populations Support Unit
Attention: Project Manager
722 Capitol Mall, MIC 50
Sacramento, CA 95814

All funds provided under this SFP are subject to revocation by the State of California in the event of failure to meet the performance criteria and reporting requirements as described in the grantee's subgrant agreement. This also includes failure to comply with procedures for amending and/or modifying the subgrant agreement. Additionally, grantees will be required to provide an end of project report at the end of the program year. A template will be provided to grantees after the award is announced. The end of project report will be due 45 calendar days after the end of the subgrant agreement and must be submitted to the PM.

D. Performance

Each proposal must describe specific program goals and objectives to enable EDD and the grantee to measure performance.

E. Closeout

Grantees must closeout grant codes or subgrant agreements within 60 calendar days of the term end date or when the funding has been fully utilized, whichever comes first.

F. Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, Title 22 and its associated federal regulations, including Title 29 of the *Code of Federal Regulations* (CFR), and Office of Management and Budget (OMB) Circulars.

G. Evaluation

Evaluation of activities allows the State of California to determine the effectiveness of the Wagner-Peyser Governor's 10 percent funds in addressing the identified needs and the level of continued funding. As a result, the EDD may pursue an evaluation of the projects awarded through this SFP. If an evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information. All award recipients are expected to document lessons learned, and effective and promising practices ascertained through this project.

H. Public Communication-Certain Information Requirement

Pursuant to PL 117-103, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state the following:

- The percentage of the total costs of the program or project will be financed with federal money.
- The dollar amount of federal funds for the project or program.
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this term are separate from those in 2 CFR Part 200, and, when applicable, both must be complied with.

Appendices

Appendix A

Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, and required exhibits are not included in the 15-page limit, which applies only to the Project Narrative. After carefully reviewing the SFP and Appendices, questions regarding the proposal package can be emailed as a ZIP file to WSBSFP2@edd.ca.gov.

Format and Document Order

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

1. Cover/Signature Page	
2. Executive Summary	
3. Project Narrative – Exhibit A (must include the following sections)	
I. Statement of Need	
II. Target Group	
III. Planned Approach	
IV. Performance Goals	
V. Local Collaboration	
VI. Resource Utilization	
VII. Statement of Capabilities	
VIII. Budget Summary and Narrative	
4. Exhibits	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	

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: “[Applicant’s three-digit initialism] DHH PY 24-25 CoverPage.” For example, “XYZ DHH PY 24-25 CoverPage.” File names must not exceed 40 characters.

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. See the bulleted list below for specific instructions. Save this document according to the naming convention: “[Applicant’s Three-digit initialism] DHH PY 24-25 ExecSum.” For example, “XYZ DHH PY 24-25 ExecSum.” File names must not exceed 40 characters.

Counties to be Served

- If serving more than one county, list counties in alphabetical order.

Key Partners

- List key partners in a bulleted list.
- Required partners should be listed first, followed by additional training, education, employer, and supportive services partners.

Project Description

- Provide an abstract of project highlights (this section should summarize the Project Narrative).
- Use complete sentences and proper grammar.

Outreach Plan for Targeted Populations to be Served

- Provide an abstract of outreach plan highlights (this section should summarize the project outreach).
- Use complete sentences and proper grammar.

Proposed Outcomes

- Proposed outcomes are not the same as performance goals. Outcomes are mid and long-term results demonstrating individual participants’ progress towards successful career pathways and reflecting a meaningful change in the workforce system.
- Include the proposed outcomes of your project in a short narrative.

Exhibit A: Project Narrative

The applicant should demonstrate in the Project Narrative how the applicant’s project plan will lead to the success of the target population(s). The entire Project Narrative must be written in MS Word using Calibri 12-point font, limited to 15 pages. Anything beyond the 15-page limit will not be considered. The other required exhibits and attachments do not count toward the page limit. Save this document according to the following naming convention: “[Applicant’s Three-digit initialism] DHH PY 24-25 [Exhibit]”. For example, “XYZ DHH PY 24-25 ExA” for Exhibit A. File names must not exceed 40 characters.

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

- I. Statement of Need (Max 10 points)
- II. Target Group (Max 10 points)
- III. Planned Approach (Max 15 points)
- IV. Performance Goals (Max 10 points)
- V. Local Collaboration (Max 15 points)
- VI. Resource Utilization (Max 10 points)
- VII. Statement of Capabilities (Max 20 points)
- VIII. Budget Summary and Narrative (Max 10 points)

For each section to be considered complete, applicants must cite supporting data. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), Massachusetts Institute of Technology (MIT) living wage for the local area, local surveys, or any other reliable data source such as 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 target population, demonstrate the need for the proposed project, justify the project’s approach, and make a case for the potential for success. The data should also support the focus on the regionally specific impacts on the risk of the target population(s) and/or evidence of best program design practices to support the target population(s). Applicants should use local data sources that illustrate the experience of individuals and specific communities in need, such as analyses of local news articles, to support the other data presented in the narrative.

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

Section I – Statement of Need (Maximum 10 points)

I.1. Target Region (Score Range 0–10 points)

- Describe the target region(s), including an estimated number of the target population(s) in the region(s).

- Describe the needs of the target population, as it relates to providing employment related services, including gaps in services.
- Explain how the need was determined and what factors contributed to the unmet need.
- Explain why the need(s) cannot be addressed with existing resources through the local or regional educational, employment, and training service delivery systems.
- Provide supporting data and sources.

Section II – Target Group (Maximum 10 points)

II.1. Target Group Description (Score range 0–10 points)

- Describe the characteristics of the target population(s).
- Describe common and significant barriers to employment, training, and services.
- Identify and describe employment service needs.
- Describe basic and occupational skills gaps and needs.
- Provide a clear strategy to address service gaps and improve the labor market and skills outcomes.
- Describe how you will target the population who are available for and seeking employment.
- Discuss current challenges with employment and retention and how they will be addressed.
- Provide a clear justification for the proposal, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population will be addressed.
- Cite data sources.

Section III – Planned Approach (Maximum 15 points)

III.1. Outreach/Recruitment (Score range 0–5 points)

- Describe the outreach and recruitment methods that will be used to identify and contact the target population and demonstrate how these methods will enable you to reach this segment of the population.
- Identify the culturally relevant outreach and recruitment methods specific to the target population(s) that will be used to recruit program participants.
- If the outreach and recruitment methods have been used before, describe the outcomes and lessons learned.
- Explain how these outreach methods will ensure equity goals are met.
- Demonstrate how these methods will reach a significant percentage of the target population(s) in a replicable, effective, and timely manner.

III.2. Planned Service Approach (Score range 0–10 points)

- Describe the planned service approach that will be used to assist the job ready population in searching for and obtaining/retaining employment. Identify who will be providing the services.
- Demonstrate how the approach addresses the challenges in the Statement of Need.

- Describe the services that will be provided to achieve the planned goals and objectives.
- Describe how the service delivery plan will address barriers to employment, and/or help participants achieve ongoing career advancement and sustainability.
- Demonstrate how services will enable participants to increase their vocational and job readiness skills, attain and retain employment, enter career pathways, and advance in the target industries.
- Describe how you will provide interpreter assistance and communication services to program participants for all activities, including Unemployment Insurance claim filing functions.

Section IV – Performance Goals (Maximum 10 Points)

IV.1. Performance Goal Matrix (Score range 0-5 points)

- Complete the Performance Goals Matrix table that is provided on Exhibit A. See pages 36-37, Appendix D: Definitions, to complete the table.

IV.2. Performance Outcomes and Goal Effectiveness (Score range 0–5 points)

- Explain in this narrative how the project will achieve the goals identified in the performance goal matrix.
- Describe how the objectives, activities, outcomes, and major milestones will be achieved.
- Describe what specific results the project plans to achieve including anticipated impacts this project will have for the target population(s).
- Identify and describe anticipated employment and job quality outcomes for the target population(s).
- Describe how planned services will ensure long term job retention for the target population.

Section V – Local Collaboration (Maximum 15 points)

V.1. Local Collaboration (Score range 0–15 points)

- Describe how you have secured community support and successfully established linkages with other agencies (identify each agency) to provide services to the population. Describe the agencies' roles/responsibilities and any formal or informal agreements that are in place.
- Demonstrate your ability to secure community support, including local officials, employers, Local Workforce Investment Areas, and organizations of and for the DHH.
- Describe how the project will partner with EDD and Local Workforce Development Areas to strengthen collaboration, increase strategic co-enrollment, and ensure equal access to workforce programs and training.
- Describe how the project will provide services to address the needs of the target population, including coordinating with partners and co-enrolling when appropriate to ensure equal access to a holistic suite of wrap around support, case management, training, and supportive services.

- Describe how your organization will coordinate with the California Department of Social Services and the Department of Rehabilitation, when appropriate, to ensure that specialized employment services are a supplement or alternative to those services provided and/or funded by those state agencies.

Section VI – Resource Utilization (Maximum 10 points)

VI.1. Resource Utilization Chart (Score range 0–3 points)

- Complete the Resource Utilization Chart that is provided in Exhibit A.

VI.2. Partnerships and Leveraged Resource Strategies (Score range 0–4 points)

- Describe how each provider identified in the chart above will contribute to the goals of the project, ensure non-duplication of services, and provide future sustainability.
- Describe any direct grants you have received within the past four years for providing services to the target population. Describe any connection those grants will have with this proposal.
- Describe how you will develop working relationships with other partners that will enhance the success of participants based on the needs of the target population.
- Describe how this proposal will build a collaboration with other agencies, workforce partners, and CBOs to support job placement and close gaps in providing training to the target population.
- Explain how the partnerships will facilitate the provision of a full array of wrap-around support and case management services tailored to the needs of the target population in the proposed area.
- Demonstrate that strong relationships already exist or are in the process of being established that provide opportunities for innovation, test new approaches, and adapt best practices to provide the target population with opportunities to gain in-demand skills and obtain high-quality employment.

VI.3. Employer Outreach and Engagement (Score range 0–3 points)

- Describe how the project will identify and develop strategic partnerships with employers willing and able to hire participants.
- Describe the outreach and engagement strategies for seeking out employers who provide good jobs, such as those that are full-time, pay high wages (including benefits), have a long or indefinite duration, and/or are in occupations with the possibility of advancement.

Section VII - Statement of Capabilities (Maximum 20 Points)

VII.1. Capability and Knowledge (Score range 0–10 points)

- Demonstrate or identify opportunities to expand capabilities and knowledge in conducting and administering programs for the target population.
- Identify opportunities to use new approaches to serve the target population through new partnerships, staff development, and targeted outreach.
- Describe the organization’s capability to conduct and administer a federally funded

project.

- Demonstrate capacity to collect and report financial and participant performance data as required per the SFP.
- Describe past or present projects that prepared participants for good jobs and how grant funds will build on these experiences.
- Detail performance from previous grants including planned/actual number served, planned/actual placed into employment, types of employment, or other pertinent information relevant to the success of this proposal.
- Describe past success in preparing participants for jobs. Provide concrete performance outcomes.

VII.2. Staffing and Organizational Capacity (Score range 0–10 points)

- Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population.
- Include the proposed staffing plan for this project and detail staff experience working with the target population in the identified capacity.
- List and describe all key positions that will carry out the project.
- Provide an organizational structure to show the team’s competency and ability to meet the administrative requirements of the SFP.
- If staff is not currently identified, describe the process of identifying, hiring, or appointing key staff, the timeline, and the training provided during the project start-up period, usually the first 60 calendar days.
- Describe the organization’s capacity to lead all mandatory and optional partners.
- Describe the organization’s experience with or training in diversity, equity, and inclusion practices.

Section VIII - Budget Summary and Narrative (Maximum 10 Points)

VIII.1. Budget Plan (Score range 0–5 points)

- Complete and attach the Budget Summary (*Exhibit F*).
- If applicable, complete and attach Supplemental Budget (*Exhibit G*).
- Explain how the proposed costs are necessary and reasonable in terms of benefits to participants.
- Demonstrate that the project can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability.
- Explain how the project will braid funds, leverage human capital, and utilize other resources to maximize the success of the project.
- Explain the variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education, and training providers, and/or federal, state, and local government programs that the project will leverage.

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

VIII.2. Budget Cost Effectiveness (Score range 0–5 points)

- Complete and attach the Budget Narrative (*Exhibit F2*).
- The figures in Exhibit F2 must align with Exhibit F.
- The narrative clearly explains all line items in the Budget Summary (*Exhibit F*).
- Demonstrate that assigned personnel funded by the project have adequate time and resources to achieve project goals and outcomes.
- Identify travel costs for key project staff.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items in the Supplemental Budget (*Exhibit G*) and how they will support the project's goals.
- Explain how the proposed costs are necessary and reasonable regarding benefits to participants.

See exhibit instructions below for detailed information on how to complete Exhibit F2.

Exhibit Instructions

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit all exhibits as Microsoft Word documents with the following title: "[Applicant's Three-digit initialism] DHH PY 24-25 [Exhibit]". For example, "XYZ DHH PY 24-25 ExF" 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.

Exhibit F Budget Summary

- The Administrative Costs and Program Costs columns must contain the cost of each expense item and must total the requested grant funds.
- If applicable, under Amount Leveraged, enter the cash and/or in-kind resources identified in the Project Narrative (*Exhibit A*).
- 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, row K, using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- The amounts entered for row K in the Budget Summary (*Exhibit F*) must match those listed on the Cover/Signature page.
- If the applicant plans to purchase equipment (including information technology systems) with a useful life span of more than one year and a per-unit cost of \$5,000 or more, the Supplemental Budget (*Exhibit G*), Section I. Equipment must be completed.
- If an applicant plans to sub-award funds to subrecipients to carry out a portion of the grant services, the Supplemental Budget (*Exhibit G*) Section II: Subrecipients must be completed.
- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental

Budget (*Exhibit G*), Section III: Contractor must be completed.

Exhibit F2 Budget Narrative

- Provide a detailed justification in the Budget Narrative (*Exhibit F2*) for each line-item cost contained in the Budget Summary Plan (*Exhibit F*). For example, a detailed justification of staff salaries should include the title or position, a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project, and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- **In section (A-D) Staff Salaries**, enter the total dollar amount of the salaries and benefits charged to the grant (*Wagner-Peyser* 10 percent) 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, select the cost type for each position; administrative, program, or leveraged.
 - In column 2, list each staff position.
 - In column 3, multiply the number of full-time equivalents (FTE) by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time). Provide the calculation.
 - In column 4, enter the staff Fringe Benefit-cost.
 - In column 5, calculate the Total by adding (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of line items A-D below the table.
- **In section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses.
- **In section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Administrative Cost or Program Cost in columns 2 or 3 of the items listed in column 1. Enter the total of all Administrative Cost and Program Costs in the Total Administrative or Total Program lines below the table.
- **In section G**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives *Allowable Costs and Prior Written Approval* ([WSD16-16](#)) (February 21, 2017), , *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016), and, *Procurement of Equipment and Related Services* ([WSD17-08](#)) (March 14, 2018) for Procurement Guidelines.
 - In line item 1, list the total cost of Equipment and Furniture items less than \$5,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
 - In line item 2, enter the total expense amount of Equipment and Furniture items greater than \$5,000. In the indicated space, include the item's name, cost, and quantity; if any items are listed in G.2., complete Exhibit G.
 - In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- **In section H**, include the total cost of Contractual Services (*Exhibit G*, complete if

applicable) on the line provided. Describe in detail.

- **In section I**, enter the total Indirect Costs on the line provided. Negotiated indirect cost rates must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFR200, and a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted with the application package to be considered for funding. Cost Allocation Plans and de minimis indirect cost rates may also be applied.
- **In section J**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections.

Exhibit G Supplemental Budget- Section I: Equipment

- If the applicant plans to purchase equipment with a useful life span of more than one year and a unit cost of \$5,000 or more, the Supplemental Budget (*Exhibit G*), Section I: Equipment must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. Section II of the Supplemental Budget (*Exhibit G*) is for contractual services. Contractual Services must be completed.
- Per [WSD17-08](#) written prior approval from the EDD is required for equipment and related services under the following criteria:
 - Procurements with a per-unit cost that exceeds \$5,000.
 - Related procurements with cumulative costs that exceed \$5,000 within the same state fiscal year.
 - Procurements resulting in improvements to land, building, or equipment which exceed \$5,000.
- A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in *OMB Uniform Guidance* Section [200.407](#). Refer to *EDD Directives* [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 and select "Update Field."
- To populate the Total cells in the final row of columns 3 and 5, right-click on each cell and select "Update Field."

Exhibit G Supplemental Budget- Section II Subrecipient

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

Exhibit G Supplemental Budget- Section III: Contractor

- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (*Exhibit G*), Section III: Contractor must be completed.
- The Description-Type of Service column must list the type of goods or services the contractor will provide through procurement.
- The Cost column must contain the service(s) cost for each service listed in the Description-Type of Service column.
- The Service Provider (if known) column must list the contractor's name that has been competitively procured to provide the contractual services for each service listed in the Description-Type of Service column; (if unknown put "Unknown").
- 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.

Leveraged Funds Details

Leveraged resources can be leveraged from various sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education, and training providers, and/or federal, state, and local government programs. Leveraged funds may include other WIOA funds, provided this project's scope falls under the allowable activities of those funds. Leveraged funds will be subject to the reporting requirements in *Quarterly and Monthly Financial Reporting Requirements* ([WSD19-05](#)) (December 4, 2019) and Title 2 CFR Part 200: *Uniform Guidance*, Section [200.306](#).

The definition of "cash contribution" is a contribution of funds made available to the awardee to be explicitly used for project activities and must be consistent with the allowable activities of the funding source. The awarded subrecipient has control over and disburses these funds. Examples include but are not limited to, funding received from employers, foundations, private

entities, or local governments.

“In-kind contribution” is a contribution of non-cash resources explicitly used for project activities. This type of contribution includes, but is not limited to, donated personnel or staff, services, and use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource, and the value of the space and instruction qualifies as an “in-kind” contribution.

Appendix B

Administrative Cost Definitions

There is an administrative cost limit of ten percent of the total funds awarded under this contract.

All local grant recipients and lower tier subrecipients must follow the federal allowable cost principles that apply to their type of organization. The Department of Labor (DOL) regulations at 2 CFR 200 & 225, 2 CFR 2900, 29 CFR 95.27 and 29 CFR 97.22 identify the federal principles for determining allowable costs that must be followed.

- A. The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients and which are not related to the direct provision of *Wagner-Peyser* services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- B. The costs of administration are the costs associated with performing the following 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.
- C. Performing oversight and monitoring responsibilities related to *Wagner-Peyser* administrative functions.

- D. 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.
- E. Travel costs incurred for official business in carrying out administrative activities.
- F. Costs of information systems related to administrative functions (e.g., personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems (costs of information technology computer hardware and software needed for tracking and monitoring of the *Wagner-Peyser* program, participant, or performance requirements; or for collecting, storing, and disseminating such information, are excluded from the administrative cost limit calculation).
- G. Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- H. Personnel and related non-personnel costs of staff that perform both administrative functions specified in part B of this section and programmatic services, or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
- I. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

Appendix C

Deaf and Hard of Hearing America's Job Center of California Sites

Alameda

Tri-Cities America's Job Center of California
39155 Liberty Street, Suite B200
Fremont, CA 94538
VP: 1-510-371-0036

America's Job Center of California
7677 Oakport Street, Suite 350
Oakland, CA 94621
VP: 1-510-394-1846

Contra Costa

EASTBAY Works - America's Job Center of California
4071 Port Chicago Highway, Suite 250
Concord, CA 94520
VP: 1-925-246-5978

Fresno

Fresno Workforce Connection
3170 W. Shaw Avenue
Fresno, CA 93711
VP: 1-559-408-5210 or 1-559-478-2735
Voice: 1-559-230-4124

Los Angeles

Canoga Park - South Valley WorkSource Center
21010 Vanowen Street
Canoga Park, CA 91303
VP: 1-818-485-2722
Voice: 1-818-596-4422
TDD: 1-818-596-4161

Los Angeles (continued)

South Bay One-Stop Business and Career Center
1220 Engracia Ave.
Torrance, CA 90501
VP: 1-323-924-8636
Voice: 1-310-782-2120
TDD: 1-310-782-2122

Pomona Valley America's Job Center of California
1460 E. Holt Avenue. Suite 130
Pomona, CA 91767
VP: 1-626-593-1490
Voice: 1-626-814-8242
TDD: 1-626-814-8213

Southeast Los Angeles America's Job Center of California
2677 Zoe Ave, 2nd Floor
Huntington Park, CA 90255
VP: 1-562-219-4488
Voice: 1-323-513-1830
TDD: 1-323-586-4704

Orange

Brea Workforce Solutions Center
675 Placentia Ave, 3rd Floor
Brea, CA 92821
VP: 1-714-586-5902
Voice: 1-657-400-1339
TDD: 1-714-889-1249

Santa Ana WORK Center
801 West Civic Center Dr., Suite 200
Santa Ana, CA 92701
VP: 1-714-855-4068
Voice: 1-714-565-2668
TDD: 1-714-565-2669

Riverside

Riverside America's Job Center of California
1325 Spruce Street, Suite 110
Riverside, CA 92507
VP: 1-951-801-5694
Voice: 1-951-955-2212
TDD: 1-951-955-2245

Sacramento

Hillsdale America's Job Center of California
5655 Hillsdale Blvd., Suite 8
Sacramento, CA 95842
VP: 1-916-409-3071
Voice: 1-916-263-4146

Mark Sanders America's Job Center of California
2901 50th Street
Sacramento, CA 95817
VP: 1-916-374-7167
Voice: 1-916-227-0207

San Bernardino

West Valley America's Job Center of California
9650 9th Street, Suite A
Rancho Cucamonga, CA 91730
VP: 1-909-256-0058
Voice: 1-909-948-6638
TDD: 1-909-948-6693

San Diego

North County Coastal Career Center
1949 Avenida Del Oro, Suite 106
Oceanside, CA 92056
VP: 1-760-230-5440

South Metro Career Center
4389 Imperial Ave.
San Diego, CA 92113
VP: 1-619-550-3399

San Francisco

San Francisco Civic Center
801 Turk Street
San Francisco, CA 94102
VP: 1-415-255-5867
Voice: 1-415-749-3235

Santa Clara

North San Jose America's Job Center of
California 1901 Zanker Road
San Jose, CA 95112
VP: 1-408-426-5049
Voice: 1-408-216-6189

Appendix D

Definitions

Enrollments – Clients enrolled into the DHH program.

Placements – The hiring by a public or private employer of a DHH enrolled client referred by the grantee’s staff for a job or an interview, providing the grantee had completed all the following steps:

- Prepared a job order prior to referral, except in the case of a job development contact on behalf of a **specific** participant.
- Made prior arrangements with the employer for the referral of an individual or individuals.
- Referred an individual who has not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker.
- Verified from a reliable source, preferably the employer, that the individual had entered a job.
- Appropriately recorded the placement in EDD’s automated CalJOBS system.

The placement may be for the specific job to which the applicant was referred or for a different job with the **same** employer.

Full-time Placement – More than 31 hours in any seven-day workweek.

Part-time Placement – Fewer than 31 hours in any seven-day workweek.

Temporary Placement – A job which the employer expects to last from four to 150 days.

Job Retention 30 Days – Employed for a period of thirty calendar days in a full-time, part-time, or temporary job.

Obtained Employment – A reporting term used to describe individuals who secure employment within the current quarter or the next completed quarter following the last staff-assisted job search assistance service that was partially funded by the Agency such as the following:

- Participating in job search activities.
- Accepting a position resulting from the use of an agency-sponsored automated labor exchange.
- Receiving employment counseling or testing or development of an employability plan
- Receiving bonding assistance.
- Terminating from a skill training program to which a job seeker was referred by the Agency.
- Receiving tax credit voucher, and receipt of verification from a reliable source, preferably the employer.

Interpreting Services (Employment Related) – Interpreting for activities such as employer interviews, orientation or client follow-up, or other employment-related activity outside of the AJCC network.

Interpreting Services (Other) – Interpreting for activities such as Unemployment Insurance purposes (e.g., filing a new claim, an additional claim, re-opening an established claim), other counter functions, or providing services for AJCC’s partners.

Desk Counseling – One-on-one interview with a client to identify and address work habits, attitude, or for referral to other employment related services.

Job Development Contact – Contacting (either in person by telephone or through a mail inquiry) an employer for the purpose of securing a job interview for a specific client.

Job Search Workshop Training – A workshop that addresses, but is not limited to, orientation to work, current labor market information, job search techniques, resume preparation, interviewing skills, appropriate dress, or personal hygiene.

Deaf Awareness Presentations – Presentations to employers, schools, community groups and others to increase awareness of the deaf and hard of hearing, particularly regarding employment.

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 SFP:

- **America's Job Center of CaliforniaSM (AJCC)**
Central location for information about Job/Career Centers and related links.
- **California Association for Local Economic Development (CALED)**
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.
- **California Community Colleges Economic and Workforce Development (CCCEWD)**
The primary system for delivering career technical education and workforce training to Californians.
- **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 (DOE)**
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)**
Provides opportunities for workers to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. Contains information on the quality elements of apprenticeship and pre-apprenticeship programs.
- **California Department of Rehabilitation (DOR)**
Services and advocacy for employment, independent living, and equality for individuals with disabilities.
- **California Department of Social Services (DSS)**
Oversight and administration of programs serving California's most vulnerable residents.

- **California Employment Development Department (EDD)**
The EDD is the administrative entity for the DHH SFP. This site contains links to a wide range of employment and training resources, including labor market information.
- **California's 2020-2023 Unified Strategic Workforce Development Plan (State Plan)**
The State Plan represents an agreement among partners identified in the WIOA and serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.
- **CalJOBS (CalJOBS)**
The CalJOBS system is California's online resource to help job seekers and employers navigate the state's workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.
- **California Labor and Workforce Development Agency (LWDA)**
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers, including the EDD.
- **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 collaborating with workforce development partners in California.
- **California Workforce Development Board (CWDB)**
The CWDB establishes policy for and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.
- **Disability Benefits 101 (DB 101)**
Gives tools and information on health coverage, benefits, and employment.
- **Final Rule (Uniform Guidance)**
Uniform Guidance applies to all Federal awards, including funds awarded under this SFP.
- **EDD Labor Market Information Division (LMID)**
Find labor market information to research and write the 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.

- **Resources for Grant Subrecipients** ([EDD Resources](#))
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients.
- **United States Census Bureau** ([Census Bureau](#))
Serves as the leading source of quality data about people, business, and economy.
- **U.S. Small Business Administration** ([SBA](#))
Guidance and resource information to owners and operators of small businesses.
- **U.S. Chamber of Commerce – Institute for Competitive Workforce** ([ICW](#))
Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.
- **U.S. Department of Labor Employment and Training Administration** ([DOLETA](#))
The U.S. DOLETA is the federal agent for the WIOA program.
- **Workforce Development Solicitation for Proposals** ([SFP](#))
WIOA-funded SFPs and related information can be accessed from the EDD’s SFP page.
- **WorkforceGPS** ([WorkforceGPS](#))
An integrated workforce system network sponsored by the DOL Employment and Training Administration.
- **Workforce Innovation and Opportunity Act** ([WIOA](#))
The act governing the funds made available in this SFP.

Appendix F

State Reporting System Hardware and Software Requirements

California’s minimum computer hardware and software requirements are imposed for compatibility with its reporting system.

The following products meet the new CalJOBS system information security requirements and will be supported by the CalJOBS Operations Unit.

Workstation Requirements

System	Hardware Required	Software Required	Connectivity
Client Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2 GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System:</p> <p>Microsoft Windows 7</p> <p>Macintosh OS X v10. 4.8 (Panther) or higher</p> <p>3rd-Party Software (described after table):</p> <p>Meadco ScriptX ActiveX 7.4</p> <p>DynamSoft HTML5 Document Scanning (TWAIN compliant)</p>	<p>Minimum:</p> <p>Dedicated broadband or high-speed access, 380k or higher</p>

Supported Browsers

For best results, use a current version of one of the following supported browsers:

Desktop Browser



[Microsoft Edge | Download the Latest version](#)



[Mozilla Firefox | Download Latest Version](#)



[Apple Safari | Download Latest Version](#)



[Google Chrome | Download Latest Version](#)



[Opera | Download Latest Version](#)

Mobile Browser

For iOS and Android mobile phones and tablets, use a current version of one of the following supported browsers:

iOS



[Safari for iOS](#)



[Google Chrome for iOS](#)



[Firefox for iOS](#)

Android



[Google Chrome for Android](#)



[Firefox for Android](#)

Client Workstations (Third-Party Software)

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

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	Adobe Acrobat Reader
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.
DynamSoft HTML5 Document Scanning			DynamSoft Download DynamicWebTWAINHTML5Edition.exe

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

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

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

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

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

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

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