

NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department

**Campesino De California Outreach Grant
Radio Media
Program Year 2024-25**

Solicitation for Proposals



April 2024

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This Campesino De California Outreach Grant – Radio Media Program Year 2024-25 (PY 24-25) is funded by a grant award totaling \$100,000 (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 Campesino de California Outreach Grant – Radio Media (CCOG-RM) PY 24-25. Select each exhibit link individually and download each before saving the solicitation for proposals (SFP) to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A 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 \(if applicable\) \(DOCX\)](#)
- [Exhibit I – Project Work Plan \(DOCX\)](#)
- [Exhibit J – Partner Roles and Responsibilities \(DOCX\)](#)

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Section 1 – Overview

The Employment Development Department (EDD) announces the availability of up to \$100,000 of Wagner-Peyser 10 Percent Governor’s Discretionary funds for the Campesino de California Outreach Grant – Radio Media (CCOG-RM) for PY 24-25. The CCOG-RM grant is awarded to develop and implement radio talk shows aimed at reaching domestic and foreign Migrant and Seasonal Farmworkers (MSFW) and their families to provide timely information regarding various programs, benefits, and services offered through EDD and their partners.

A. Purpose

Title 20 Code of Federal Regulations (CFR), Parts 653 through 658 mandate the State Workforce Agency (SWA) to operate an outreach program to locate and contact MSFWs not reached through normal intake activities and inform them of the full range of government and partner services in a way that meets their unique needs. The EDD is the SWA for California.

The information delivered to MSFWs must include the complete range of workforce and training related services for MSFWs offered through the Workforce Innovation and Opportunity Act (WIOA) Title I and Title III Wagner-Peyser Act programs. Additionally, it must include agricultural job opportunities from the Agricultural Recruitment System (ARS) and H-2A Foreign Labor Certification Program.

The purpose of the program is to create and broadcast 24 semi-monthly, 30-minute hosted radio talk show programs in Spanish and recorded in video format media. Additionally, the awardee must create complementing media posts to publish on its website and use social media outlets to publicize the radio talk show videos and communicate additional information as necessary. The CCOG-RM PY 24-25 grant competition solicits proposals that employ best practices to enhance existing outreach channels and supplement the outreach efforts by government, community-based organizations (CBO), and partners serving MSFWs in rural and hard to reach communities. Given the goal for this program to connect with MSFWs and provide timely information regarding various programs, benefits, and services, a broader Community of Practice would also serve to meet the purpose of this grant.

B. Availability

Applicants may apply for up to \$100,000, with funding timing and decisions based on the availability of funds. The period of performance for projects funded under this SFP will be 12 months, with an anticipated start date of July 1, 2024. The period of performance includes all necessary implementation and start-up activities.

C. Eligible Applicants

Proposals will be accepted from non-profit public or private agencies, community and faith-based organizations, tribal governments, and educational institutions.

Individuals are not eligible to apply.

D. Target Populations

Proposals must focus on providing timely dissemination of accurate and pertinent information regarding programs and services to MSFWs and their families. Target populations must include hard to reach and underrepresented MSFWs in high-density agricultural areas across California.

The following definitions describe the target population for the purpose of this grant:

Farm Work – the cultivation and tillage of the soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities. This includes the raising of livestock, bees, fur-bearing animals, or poultry, the farming of fish and any practices (including any forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market or to carriers for transportation to market. It also includes the handling, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state.

Agricultural Commodities – all commodities produced on a farm including crude gum from a living tree and products processed by the original producer. Farm work also means any services or activity covered under *Title 20 CFR*, Section 655.103 (c) and/or *Title 29 CFR*, Section 500.20 (e) and any services or activity so identified through official Department of Labor (DOL) guidance such as Training and Employment Guidance Letters.

An MSFW must meet the definition of either Seasonal Farmworker or Migrant Farmworker:

Seasonal Farmworker

- Worked at least one day doing farm work during the last 12 months.
- The agricultural employment was of a temporary or seasonal nature.
- Did not have to move from their permanent place of residence to do this farm work.

Migrant Farmworker

- Is a Seasonal Farmworker.
- Must travel to do farm work.
- Is not reasonably able to return to their permanent residence within the same day.

Section 2 – Project Design

By way of a one-year contract, the EDD will require the awardee to use the \$100,000 grant to create and broadcast 24 semi-monthly, 30-minute hosted radio talk show programs in Spanish and recorded in video format publicizing the EDD and partner services as well as pertinent information on topics important in the farmworker community. Additionally, the awardee must create complementing media posts on their website and use social media outlets to publicize the radio talk show videos.

All broadcasted and other media communications must support and expand on the outreach efforts of the EDD Workforce Services Branch (WSB), designated Significant and Multilingual MSFW America's Job Center of CaliforniaSM (AJCC) offices, and related partner organizations to achieve comprehensive, statewide outreach information campaigns for MSFWs.

A. Length of Project

The state expects the performance period for the project awarded under this solicitation to be from July 1, 2024, through June 30, 2025. Grant funds will not be available after that date. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period must be returned to the EDD.

B. Goals and Objectives

Radio Talk Show

- The awardee must broadcast 24 semi-monthly, 30-minute hosted radio talk and video shows in Spanish, within the contract year.
- Broadcasting must target agricultural areas with significant MSFW populations within California.
- The program may include public service announcements, as time permits, and to the discretion and approval of the EDD project manager; and serve as a conduit for the emergency broadcasting system.
- The radio talk show's name should reflect the purpose of the program. It must include announcements of EDD agricultural and related employment opportunities. The information presented must be in clear and understandable diction and in terms and phrases easily understood by the target population. For profit, religious, political, or opinion statements are not allowable immediately before, after, or within the airtime of the radio program. Music beds should be seldom, without lyrics, and appropriate to the target population.
- All radio talk shows, and related social media posts must be centrally archived, available for public retrieval, and able to be viewed in an online setting maintained independently by the awardee and cross-marketed on the other partners' (EDD, AJCCs, etc.) communication outlets.

Schedule

The awardee will secure a broadcasting schedule for the radio programs to air at the peak of the MSFW population listening times (backed by reportable data driven selection). The required amount of radio programs must be satisfied by way of contract with a projected schedule of broadcast dates and times, starting no later than July 2024. For example, a 30-minute program on the second and fourth week of the month.

C. Strategies

The applicant must submit to the EDD a proposal to reach the maximum amount of MSFWs statewide and provide adequate content for each of the talk shows and related written media. The applicant must provide the EDD with a written schedule stating information of programming times, upcoming topics, guest speakers, and name(s) of radio talk shows, regions, and stations where the radio talk shows will be broadcasted. The applicant must demonstrate the ability to structure the information provided in an educational and informative broadcasting radio and video format within 30-minute programs that contains the following segments:

- **Feature Segment** (average five minutes) – to highlight target areas and programs that need an increase in participation.
- **Main Topic Segment** (average fifteen minutes) – to enhance Farmworker’s quality of life rights and responsibilities. Topics may include but are not limited to apprenticeship and/or training opportunities, housing, health care, education opportunities for themselves and their children, social services, foreign labor certification program, farmworker rights, civil rights, pesticide regulations, migrant education, Employment Service Complaint System, immigration, disaster relief information, Farmworker success stories, agricultural employer’s information, crop reports, etc.
- **Upcoming Dates Segment** (average five minutes) – events that match the featured and topic sections and/or other important upcoming events, (e.g., EDD job fairs, employer recruitment events, community fairs, EDD AJCC orientations, Tax Day, etc.).
- **Closing/Resources Segment** (average five minutes) – supported by related social media channels and postings listing reminding of the contact numbers in English and Spanish for workforce services, website locations of ARS and H-2A jobs, EDD programs including Unemployment Insurance, Disability Insurance, and Paid Family Leave, as well as CalJOBSsm.

D. Partnerships

Applicants must demonstrate the ability to work with partners on strategies to create awareness of the communication channels that provide information on EDD programs and services. The awardee is encouraged to secure partnerships with the designated Significant and Multilingual MSFW AJCC offices, other AJCC offices, government, and CBOs to leverage funds and resources aimed at implementing a strategy to create awareness of the wide range of workforce related programs and services available from EDD and other partners for MSFWs and their families.

Applicants must demonstrate the capacity to secure the program appropriate Subject Matter Expert (SME) and others to develop and implement the necessary programing. Applicants must demonstrate access to or contract a professional copy-writer skilled in developing and translating material to Spanish for the radio talk show program and the related media postings, and the ability to acquire SMEs and other guest to support the radio and media materials.

E. Data and Supporting Evidence

Proposals must cite supporting data as applicable from a variety of sources. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or any other reliable data source such as consultation with industry associations, Local Workforce Development Areas (Local Area), or 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 suggest the potential for success.

Section 3 – Application and Program Requirements

All proposals must adhere to requirements, utilize the required format, and include all the requested information and attachments. Incomplete submissions 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 for guidance on adequately completing, formatting, and submitting all elements of the proposal package.

A. Required Exhibits and Attachments

The following is a list of the order and documents that must be included in the proposal package. Incomplete submissions are grounds for automatic disqualification.

- SFP Cover/Signature Page
- Executive Summary
- Exhibit A: Proposal Narrative
- Exhibit F: Budget Summary
- Exhibit F2: Budget Narrative
- Exhibit G: Supplemental Budget (if applicable)
- Exhibit I: Project Work Plan
- Exhibit J: Partner Roles and Responsibilities
- Partnership Agreement Letters
- Optional Commitment Letters

B. Criteria for Selecting an Awardee

The criteria for selecting the awardee will include, but is not limited to, the following:

- A minimum of three years' experience creating programming in Spanish for farmworkers in under-served communities to broadcast across California.
- Capacity to provide topics of interest to MSFWs and their families.
- Ability to ensure clear and concise communication in the language required; and demonstrate an established collaboration with diverse partners for the development of adequate, accurate, and timely dissemination of MSFW-related information.

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

Applicants must register with the SAM in order to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months in order to remain current, accurate, and complete in the SAM database. A recipient must maintain an active registration with current information at all times during which it has an application under consideration or an active federal award, including federal funding distributed through the EDD. Applicants must ensure that this information is updated well in advance of applying for funding. The process of registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. It is the applicant's responsibility to have all information up to date and accessible through the SAM prior to submitting the application. Visit the [SAM website](#) for more information about registration requirements.

D. Partnership Agreement Letters

Applicants must demonstrate an understanding of the needs of the MSFW population within each distinct agricultural region of California and the ability to coordinate to formalize linkages to leverage points of access for services directed to the MSFW community and their families state-wide. To demonstrate the required capacity to leverage other resources applicants must describe proposed and existent partnerships including any in-kind or funding attained to benefit this grant. Additionally, applicants must attach a signed Partnership Agreement Letter with a description of each proposed or existing partner's parameters and level of commitment. A Partnership Agreement Letter must be submitted for each proposed partner. Cash contribution¹ and/or In-kind contribution² by way of partnership must be documented with a partnership agreement verifying the intent and attached to the proposal.

All partnership letters must cover the grant contract dates of July 1, 2024, and June 30, 2025, signed by an authorized signatory-agency authority, and include a description of the collaboration efforts and the contact person and phone number.

See Appendix A for more information on submitting partnership agreement letters.

E. Performance Goals

The awardee must broadcast 24 semi-monthly, 30-minute hosted radio talk show programs in Spanish and recorded in video format. Additionally, the awardee must create complementing

¹ Cash contribution are funds made available to the applicant and used specifically for the project outreach activities and must be consistent with the allowable activities of the Campesino de California Radio Media Program fund source. The awardee must have control over and be able to disburse these funds – for example: money received from employers, foundations, private entities, or local governments.

² In-kind contribution are non-cash resources used specifically for project activities – for example: donated personnel, services, shared resources, or use of equipment or space.

media posts on their website and use social media outlets to publicize the radio talk show videos and communicate additional information as necessary.

F. Awardee Responsibilities

Broadcasting information must include timely information in Spanish provided by a regular host accompanied by one or more SME guests as necessary. The awardee must be able to procure and contract with the appropriate broadcasting companies, repeater stations, and secure topics and SMEs to address and disseminate information regarding workforce program and services by EDD and partners. SME guests must only address the information related to their program or service.

The awardee may collaborate with EDD to use topics and SMEs referred by EDD and provide an updated monthly schedule of its proposed topics and guests to the EDD project manager (at least four weeks in advance to the next scheduled segment). Guests must come, present, and/or contribute on their own volition and waive any monetary or in-kind compensation.

The awardee and/or its contracted broadcasting organization must provide a dedicated Campesino de California Outreach webpage for public access to recordings of the radio talk shows and the corresponding links to programs and services of the EDD and partners including related webpages and major social media outlets controlled by the awardee, EDD, or partners.

G. Collaboration with EDD

The awardee must collaborate with the EDD to establish the appropriate local and statewide outreach campaigns. Additionally, the awardee must collaborate with broadcasting and other organizations already serving the MSFW community to leverage resources for dissemination of information.

Throughout the life of the grant's contract, the EDD will evaluate the effectiveness of the radio talk shows and written media materials to ensure that the information provided to the MSFWs includes the full range of the EDD services offered through the WIOA and Wagner-Peyser programs, and partners' MSFW and agricultural supportive services. The EDD will designate a project manager/program liaison to oversee the project.

The EDD designee will review and approve/disapprove material for the copy of the Spanish radio talk shows and supportive media outlets. The EDD designee will review the expenditure and narrative reports and process the awardee's contract invoices for approval/denial of payment.

Radio Talk Show

- Evaluate the accuracy, effectiveness, timeliness, and relevance of the information provided by the awardee to the MSFW community for each radio talk show.
- Work with the awardee to develop the content of the 24 semi-monthly, 30-minute radio talk shows.
- Awardee will also provide video recording of the radio shows to promote on social media.
- Work directly with the awardee to provide guidance for best quality and variety of the information presented in the radio talk shows.
- Provide the awardee updated information about the EDD services.
- Act as a SME, as necessary, for EDD related services during the live broadcasting recording of the radio talk shows.
- Work directly with the awardee to broaden the awareness of the radio talk shows.
- Provide a current job listing in Spanish to promote jobs during each scheduled program broadcast, and on the radio talk show station's website.

Statewide Outreach Strategy

- Collaborate with awardee to maximize cross marketing of radio and social media communication channels by subrecipient, partners, and EDD.
- Evaluate, monitor, and/or contribute to social media messages.
- Provide a current job listing in English and Spanish for the awardee to promote on the online and social media channels on the designated awardee and partner websites.

Section 4 – Budgetary Requirements

A. Funding

Applicants may submit one application for funding under this SFP. The total funding is contingent upon federal funding being awarded to California and EDD Director approval. One grant of up to \$100,000 in total funding will be awarded. It is the intent of this SFP to fund an outreach radio media project that can leverage other resources (web, online, and other social media) to maximize the impact of the project, earn the maximum return on investment, and foster project sustainability. Each application must follow the proposal instructions, which contain further detail and criteria.

B. Cost Sharing

These funds will support projects that can leverage other resources to maximize the impact of the project, 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 success of the project. Leveraged resources can come from a 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.

C. Allowable Uses 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 Title 2 CFR Parts 200 and 2900. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

D. Administrative Cost Limits

A maximum of 10 percent of the total project budget is allowed for administrative costs. Please refer to Appendix D for the definition of administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix B – Administrative Cost Definitions.

Section 5 – Submission

Only one proposal will be accepted from each applicant. Do not submit more than one proposal. If the EDD receives more than one application from a single applicant, the first application received will be the only one accepted. Applicants must use the specific instructions and complete all requested forms available in this document (see Proposal Package Instructions and Exhibits on page 2 for links to forms). **The entire proposal must be submitted electronically by the deadline.**

A. Submission Format

Each applicant must submit their proposal package via email as a compressed (or “zipped”) file. Emails must be sent to WSBSFP2@edd.ca.gov. The subject line of each application submission email must adhere to the following naming convention: “[Applicant’s Three-Digit Initialism] CCOG-RM PY 24-25 [Name of Document].” Example: “*Subject: XYZ CCOG-RM PY 24-25 Proposal*”

The proposal package is due by 3 p.m. PT on May 22, 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] CCOG-RM PY 24-25 [Name of Document]. Example: “*XYZ CCOG-RM PY 24-25 Cov/Sig*” for the Cover/Signature Page.
- Applicants may utilize an initialism for their organization’s name if desired. Please use the organization’s CalJOBSSM 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 follow the naming convention: [Applicant’s Three-Digit Initialism] CCOG-RM PY 24-25 CoverPage.

- 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] CCOG-RM PY 24-25 Commit Letters and [Applicant’s Three-Digit Initialism] CCOG-RM PY 24-25 Partner Letters.
- Submit any additional documentation in Adobe PDF.

B. Important Dates & Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	April 26, 2024
Last date to submit questions for the webinar	May 3, 2024
Informational Webinar	May 7, 2024, at 1:30 p.m. PT
Notice of Intent to Apply	May 10, 2024, by noon PT
Proposals due	May 22, 2024, by 3 p.m. PT
Proposal review and evaluation	May 28, 2024 – May 31, 2024
Deadline to appeal	May 30, 2024
Award announcements	June 2024
Estimated project start date	July 2024

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

C. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled on Tuesday May 7, 2024, at 1:30 p.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 recommended. 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. 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 line “CCOG-RM PY 24-25 SFP Inquiry”. All inquiries must be received by 9 a.m. PT on May 3, 2024.

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 a few days after the webinar. In addition, a comprehensive list of all questions and

answers received during the solicitation will be posted to the EDD website approximately two weeks after the informational webinar.

D. Delivery

Applicants must submit a complete proposal package with all required attachments to WSBSFP2@EDD.ca.gov by 3 p.m. PT on May 22, 2024. The Cover/Signature Page must be signed by the organization’s designated signatory authority. **Late proposals will not be accepted.** 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).

Section 6 – Award and Contracting Process

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

Narrative Criteria	Maximum Points
Section I – Statement of Need	10
Section II – Target Group	10
Section III – Planned Approach	30
Section IV – Partnership and Leveraged Resources	10
Section V – Statement of Capabilities	25
Section VI – Budget Summary Narrative and Plan	15
Maximum Total Points	100

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 completion of the evaluation process, the EDD Director will receive the funding recommendations. The Labor and Workforce Development Agency Secretary, in consultation with the EDD, will make final

funding decisions based on the ranked scores and other factors such as past performance, innovative approach, and the uniqueness of each project.

All projects selected for funding are contingent upon 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 Project Management Group will provide guidance should revisions be necessary. The EDD reserves the right to rescind any offer of funding if a Subrecipient does not comply with the revision process.

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 how to properly complete and submit 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 *Sections: 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 of their disqualification email in which to appeal. Please send all appeals to WSBSFP2@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 an email**. The review will be limited to the information provided in the email. To be considered for review, the appeal email must contain the following information:

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for 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 WSBSFP2@EDD.ca.gov

The EDD 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. 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 Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by June 2024. An award offer does not constitute approval of the application as submitted. The applicant is required to enter negotiations with the EDD to finalize program components, staffing levels, and administrative systems in place 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. 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 agreement is finalized, the awardee will officially enter 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 to accomplish 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 an awardee 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 awardee'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. Awardees 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 Populations Support Unit will guide finalizing 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 having the authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a grantee does not comply with the revision process and the terms of the contract.

Section 7 – Administrative Requirements

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

A. Monitoring and Audits

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

B. Record Retention

Awardees 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. Awardees 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 longer period of record retention is stipulated.

C. Reporting

Awardee must develop or use evaluation tools and measures mutually agreed upon with EDD to determine the effectiveness of the radio and media outreach strategy, targeted to the MSFWs. Evaluation components will include qualitative, as well as quantitative analyses of the project.

Awardee must have the capability to report expenditures and outcome data to the state in a manner that is timely, thorough, and accurate. Awardee will be required to submit monthly expenditure reports (invoices) and quarterly activity reports for reimbursement. All funds provided under this SFP are subject to revocation by the state in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the awardee's contract agreement. These reports must be submitted by the 15th of the following month in which expenditures and activities occurred:

- Quarterly Activity Report – The awardee must submit one complete quarterly activity report. This report will include the details of the radio shows recorded and social media campaigns. Additionally, the report must include an overview of the audience engagement numbers. Audience engagement data should provide the number of unique listeners hearing the content that is being provided for each show, the number of times the content is being heard, and the number of people listening every quarter-hour during the radio show's broadcast.
- Expenditure Invoice – The awardee must submit one monthly expenditure invoice which details all expenses related to operating the Radio Media Program, along with reports, including subcontractors "Supplemental Budget" (Contractual Services), and "Partner Roles and Responsibilities" sheets. The invoice report must be signed.

The monthly reports, invoices, and supporting documents must be emailed to WSBFarmworkerServices@edd.ca.gov.

D. Constraints

Funds may not be used to:

- Replace funding used for already established activities and services.
- Finance activities that are outside the scope of the focused method of service.
- Acquire equipment which is not necessary for the operation of the grant.
- Reimburse project-related costs incurred prior to the effective date of the award.

E. Closeout

Closeout period refers to the 60-day period after a grant agreement has reached its term-end date or its funding has been fully utilized. During this period, the awardee submits a closeout package to the state, and the state confirms that all applicable administrative actions and required work have been completed by the awardee. The closeout period is a critical piece in the cycle of a grant. It is used by the awardee 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.

F. Performance

Each proposal must describe specific program and performance goals to enable the EDD to measure the contractor's performance.

G. Independent Audit

An audit by an independent Certified Public Accountant is also required as part of the closeout. The cost of this audit must be considered in planning the budget for this project.

H. Compliance

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

I. Intellectual Property Rights/Creative Common Attribution License

Awardees of a federal award obtain the title to intangible property once it has been acquired. The awardee must use the property for the originally authorized purpose and must not encumber the property without approval from the DOL. Further, the DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes (*Uniform Guidance* Section 200.315[a], [d]). In addition, the DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative

Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient (DOL *Exceptions 2 CFR* Section 2900.13). Refer to *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016) for more information.

J. Steven’s Amendment

Pursuant to *Public Law 116-260, 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:

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

K. Evaluation

Evaluation of activities allows the state to determine the effectiveness of the project in addressing the identified needs. As a result, the state may pursue an evaluation of the project awarded through this SFP. If an evaluation is implemented, the awardee will be required to participate in that evaluation by providing the requested data and information. Therefore, throughout the period of performance the awardee must document lessons learned and effective practices ascertained through this project.

Appendices

Appendix A: Proposal Package Instructions

Applicants must follow the specific instructions indicated below and complete all requested exhibits included in the SFP announcement. The Cover/Signature Page, Executive Summary, Project 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 15-page limit, which applies only to the Project Narrative. If you have any questions regarding the proposal package after having carefully reviewed the SFP and its appendices, email the EDD’s Grants and Solicitations Unit at WSBSFP2@EDD.ca.gov.

Format and Document Order

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

Required Documents	
1. Cover/Signature Page	
2. Executive Summary	
3. Exhibit A – Project Narrative (must include the following sections)	
I. Statement of Need	
II. Target Group	
III. Planned Approach	
IV. Partnerships and Leveraged Resources	
V. Statement of Capabilities	
VI. Budget Summary Narrative and Plan	
4. SFP Exhibits	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
5. Partnership Agreement Letters	
6. Optional Commitment Letters	

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 signatory authority is correct. Save this document according to the following naming convention: [Applicant Three-Digit Initialism] CCOG-RM PY 24-25 CoverPage. For example, “XYZ CCOG-RM 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. See bulleted list below for specific instructions. Save this document according to the following naming convention: [Applicant’s Three-Digit Initialism] CCOG-RM PY 24-25 ExecSum. For example, “XYZ CCOG-RM PY 24-25 ExecSum.”

Counties to be Served

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

Targeted Populations to be Served

- Applicants may include an explanation or a short narrative after listing the targeted populations.

Key Partners

- List key partners in a bulleted list.

Project Description

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

Proposed Outcomes

- Proposed outcomes are not the same as performance goals. Outcomes are short-term and long-term results that reflect a meaningful change in the workforce system.
- Please include a short narrative detailing the projected outcomes for your project.

Exhibits 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] CCOG-RM PY 24-25 [Exhibit]. For example, “XYZ CCOG-RM PY 24-25 ExF” for Exhibit F. Names can be no longer than 40 characters.

Instructions for Completing the Project Narrative (Exhibit A):

The Project Narrative should clearly convey how the applicant’s approach will lead to the success of the target population(s). There is a 15-page limit for Exhibit A. Anything beyond the 15-page limit will not be considered. The other required exhibits and attachments do not count towards this page limit.

The Project Narrative must be submitted in MS Word format single-spaced, in Calibri 12-point font. Save this document according to the following naming convention: [Applicant’s Three-Digit Initialism] CCOG-RM PY 24-25 Narrative. For example, “XYZ CCOG-RM PY 24-25 Narrative.”

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

1. Statement of Need
2. Target Group
3. Planned Approach
4. Partnerships and Leveraged Resources
5. Statement of Capabilities
6. Budget Summary Narrative and Plan

For each section to be considered complete, applicants must cite supporting data as applicable. 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.

Section I: Statement of Need (Maximum 10 points)

I.1. Target Region (Score range 0-5 points)

- Describe the targeted region including an estimated number of the target population in the target region.
- If an applicant is proposing a new project, describe the need for expansion of offerings in their region based on cited data.
- Describe the target population’s common and significant barriers to supportive programming.
- If an applicant is utilizing existing radio programming, detail the existing program offerings, partnerships, and success with outcomes data.
 - Provide a clear justification for the project, including qualitative and quantitative evidence with cited data sources, to explain how existing gaps in programming currently provided to the target population(s) will be addressed.

I.1. Outreach of Target Populations (Score range 0-5 points)

- Identify the culturally relevant outreach methods specific to the target population(s) that will be used.

- Describe how these methods will enable the applicant to reach a significant percentage of the target population in a replicable, effective, and timely manner.
- Explain how these outreach methods will ensure equity goals are met.

Section II: Target Group (Maximum 10 points)

II.1. Service Approach (Score range 0-5 points)

- Demonstrate how the project’s overall strategic approach addresses the challenges described in the Statement of Need.
- Describe the project work plan that will be used to achieve the planned goals and objectives.
- Describe how the project’s delivery plan will address the barriers faced by the target population.

II.2. Systemic Change and Integrated Service Delivery (Score range 0-5 points)

- Demonstrate the capability to expand or create infrastructure that will allow expansion of new programs beyond the life of the grant.
- Identify strategies that will foster systemic change in outreach radio programs and encourage the use of programs by the target population.

Section III: Planned Approach (Maximum 30 points)

III.1. Performance Goals Matrix (Score range 0-10 points)

- All planned goals must be described.
- The narrative explanation pertaining to performance goals should explain how the project will achieve each goal

III.2. Goal Measurement (Score range 0-10 points)

- Describe what specific changes or results are expected because of the project, including anticipated impacts this project will have for migrant and seasonal farmworkers.
- Describe how the project goals will be measured and provide further clarification to demonstrate their impact on the target population.

III.3. Goal Effectiveness Matrix (Score range 0-10 points)

- Describe how the identified outcomes will result in sustained, meaningful partnerships for the target population(s) and create systemic change.

Section IV: Partnerships and Leveraged Resources (Maximum 10 points)

IV.1. Partnerships (Score range 0-5 points)

- Describe how the applicant has successfully formed regional partnerships with the required partners.
- Provide descriptions of formal or informal agreements that exist with the partners.

- Demonstrate that a high level of coordination already exists or that formalized linkages are in the process of being established.
- Applicants must secure and attach a separate signed “Partnership Agreement” letter from all partners.

IV.2. Partner Roles and Responsibilities (Score range 0-5 points)

- Describe the roles and responsibilities of each partner in terms of specific tasks, service, or support that will be provided under this proposal.
- Understanding changing situations, provide a brief statement that ensures a contingency plan to ensure project success (meeting goals) in case any of the partnerships drops or does not come through during the performance period.

Section V: Statement of Capabilities (Maximum 25 points)

V.1. Capability and Knowledge (Score range 0-10 points)

- Describe the applicant organization’s capabilities and knowledge in conducting and administering radio programs for migrants and seasonal farmworkers.

V.2. Past/Present Performance (Score range 0-15 points)

- Describe past or present accomplishments in working with a project(s) serving the target population and how grant funds will build on these successes.
- Include examples of accomplished outcomes.
- If the organization has limited experience and/or capacity, describe how past or current partnerships with higher capacity, more experienced agencies satisfy the requirements in this section.

Section VI: Budget Summary Narrative and Plan (Maximum 15 points)

VI.1. Budget Summary Plan (Score range 0-10 points)

- Complete and attach the Budget Summary Plan (SFP Exhibit F) that details the specific line-item costs of the proposal. Provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G), if applicable.
- Costs must be necessary, reasonable, and allowable in accordance with the WIOA guidelines and the applicable Directives and OMB circulars.
- Provide an explanation of how costs are necessary, reasonable, and allowable.

VI.2. Project Sustainability (Score range 0-5 points)

- Demonstrate how the program will plan for future sustainability beyond the life of the project.

Explain how the project’s innovations in radio programming to the target population will be replicable and sustainable beyond the life of the grant.

Instructions for Completing the Budget Summary (Exhibit F)

- The *WIOA* 10 Percent Funds column must contain the cost of each expense item and must total the requested grant funds.
- Under Amount Leveraged, enter the cash and/or in-kind resources identified in Exhibit A and documented in Partnership Commitment Letters.
- 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 L, using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- The Cash/In-Kind amount in Exhibit F must equal the Total Cash/In-Kind amount in the Partner Roles and Responsibilities (*Exhibit J*) and in Partnership Commitment Letters.
- The amounts entered for row U in Exhibit F must match the amounts listed on the Cover/Signature Page.
- If planning to purchase equipment with a unit cost of \$5,000 or more, the applicant must complete Exhibit G.

Instructions for Completing the Budget Narrative (Exhibit F2)

- Provide a detailed justification in Exhibit F2 for each line-item cost contained in Exhibit F. For example, a detailed justification of staff salaries should include the title or position; a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- **In section (A-D) Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits charged to the grant (*WIOA* 10%) in the line provided.
- **Utilize line items A-D from Exhibit F** to complete the table in section A of Exhibit F2. In column 1, list each staff position. In column 2, multiply the number of full-time equivalents (FTE) by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time). In column 3, enter the staff Fringe Benefit cost. In column 4, calculate the Total by adding (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of line items A-D below the table.
- **In section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and key staff are required to attend quarterly meetings, communities of practice, and other activities coordinated by EDD-approved TA providers; include all travel costs in the budget.
- **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 with the asterisk symbol 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, *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 amount of Equipment and Furniture items less than \$5,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
- **In line item 2**, enter the total expense amount of Equipment and Furniture items greater than \$5,000. In the indicated space, include the name, cost, and quantity of the item. If there are any items 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 communications on the line provided. Describe in detail.
- **In section I**, include the total cost of utilities on the line provided. Describe in detail.
- **In section J**, include the total cost of Contractual Services for Social Media Management on the line provided. Describe in detail.
- **In section K**, include the total cost of radio talk show program development and content on the line provided. Describe in detail.
- **In section L**, include the total cost of translation services on the line provided. Describe in detail.
- **In section M**, include the total cost of Contractual Services for Radio Talk Show airtime on the line provided. Describe in detail.
- **In section N**, include the total cost of Contractual Services for Radio Talk Show Talent on the line provided. Describe in detail.
- **In section O**, include the total cost of Contractual Services for Social Media Management on the line provided. Describe in detail.
- **In section P**, include the total cost of the dedicated web page for the radio talk show recordings on the line provided. Describe in detail.
- **In section Q**, include the total cost of dedicated optional platforms for recorded talk shows (YouTube, iTunes, or SoundCloud) on the line provided. Describe in detail.
- **In section R**, include the total cost of repeater station services on the line provided. Describe in detail.
- **In section S**, enter the total Indirect Costs on the line provided. For the Indirect Costs, the applicant must have an approval from the Cognizant Agency.
- **In section T**, list other expenses. Describe the additional costs that do not fit into the specific categories in the prior sections.

Instructions for Completing the Supplemental Budget (Exhibit G) (if applicable)

- If an applicant plans to purchase equipment that has a unit cost of \$5,000 or more and a useful life span of more than one year, Exhibit G, Section I. Equipment must be completed.

- Due to the short-term nature of these projects, lease or rent of high-cost equipment is encouraged. For contractual services, Exhibit G, Section II. Contractual Services must be completed.
- All equipment with a unit cost of \$5,000 or more is subject to prior approval by the EDD and will be negotiated in conjunction with contract completion.
- A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section 200.407.
- The Item Description column must list all equipment with a unit cost of \$5,000 or more.
- The Quantity column must contain the desired amount of each item listed 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 with 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 in each cell and select “Update Field”.

Instructions for Completing Project Work Plan (Exhibit I)

- In the first box, list the objectives of the project.
- In the second box, identify the strategy that will be used to determine the content of each show, the guest speaker selection, and topic relevancy for the MSFW population to meet the project objectives.
- In the third box, list the project’s plan for the radio show in terms of the radio station that will host the show, the name of the talk show, the program’s schedule, any applicable repeat stations, etc.

In the table, for each of the semi-monthly 30-minute radio talk show during the project term:

- List the proposed radio talk show activity, and the start and end dates for each activity.
- Provide a brief description of the objective of the activity. The objective should pertain to performance goals and reflect a data-driven analysis.
- If any partners are involved in an activity, list them in the Responsible Partner column.
- Attach Letters of Agreement and any other documents to supplement this project work plan.
- Attach a schedule to share on the dedicated hosting sites and social media.
- Attach a list of any other additional proposed platforms for hosting the recorded programs (e.g., YouTube, iTunes, or SoundCloud) and the uploading schedule.

Instructions for Completing Partner Roles and Responsibilities (Exhibit J)

- List all partners in the Organization column.
- Enter the type of organization. For example: Community-Based, Faith-Based, or Other Non-Profit Organizations, Tribal Government, Educational Institution, Private Sector, Workforce Partner, or etc.
- To add a row for additional partners, hover over a row in the far left and select the “+” symbol. Then copy and paste the preformatted rows into the newly added rows using the paste option “Overwrite Cells”.
- Enter the leveraged amounts pledged in the commitment letters in the Cash/In-Kind Leveraged Amount column.
- Right-click and select “Update Field” to populate the Total Cash/In-Kind cell.
- Roles and responsibilities should be clearly summarized in terms of specific tasks, services, or support those partners will provide for each organizational type.
- A more in-depth description of roles and responsibilities can be provided in the Proposal Narrative.
- For partners providing leveraged funds, list the funding source under the Fund Source column.
- Check “Yes” in the Partnership Agreement Letter column if a partner provided a partnership agreement letter.

Partnership Agreement Letters

Applicants must submit letters of agreement from all partners. Each partnership agreement letter must:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.
- Be dated within the grant competition period, between April 26, 2024, and May 22, 2024.
- Letters must be submitted together in one continuous PDF entitled “[Applicant’s Three-Digit Initialism] CCOG-RM PY 24-25 Partner Letters”. For example, “XYZ CCOG-RM PY 24-25 Partner Letters”. Names must not exceed 40 characters.

Applications that do not submit partnership agreement letters from each partner will be deemed non-responsive and not considered for funding.

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 pledge cash or in-kind resources to the project. The letters should clearly define the parameters of the contribution 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. In the case of a

discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners are providing a contribution, the applicant is encouraged to provide a letter that conforms to the stated guidelines.

Optional Commitment Letters should meet the following criteria:

- Each letter must describe in detail the specific roles and responsibilities of each partner.
- 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 April 26, 2024, and May 22, 2024.
- All Optional Commitment Letters must be submitted together in one continuous PDF entitled: [Applicant's Three-Digit Initialism] CCOG-RM PY 24-25 Commit Letters. For example, "*XYZ CCOG-RM PY 24-25 Commit Letters*"

Appendix B: Administrative Cost Definitions

There is an administrative cost limit of 10 percent of the total funds awarded under this contract.

All local grant recipients and lower tier sub-recipients must follow the federal allowable cost principles that apply to their type of organization. The DOL regulations at *Title 29 CFR*, Section 95.27 and *Title 29 CFR*, Section 97.22 identifies the federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of *Wagner-Peyser* program, participant, or performance requirements; or for collecting, storing, and disseminating information, are excluded from the administrative cost limit calculation.

A. The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant sub-recipients, local fiscal agent, 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:

1. Performing the following overall general administrative functions and coordination of those functions under *Wagner-Peyser*:
 - a. Accounting, budgeting, financial and cash management functions.
 - b. Procurement and purchasing functions.
 - c. Property management functions.
 - d. Personnel management functions.
 - e. Payroll functions.
 - f. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
 - g. Audit functions
 - h. General legal services functions.
 - i. Developing systems and procedures, including information systems, required for these administrative functions.
2. Performing oversight and monitoring responsibilities related to *Wagner-Peyser* administrative functions.
3. 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.
4. Travel costs incurred for official business in carrying out administrative activities or the overall management of the *Wagner-Peyser* systems.

5. 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.

C. Awards to sub-recipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

1. Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (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.
2. 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.
3. Except as provided at paragraph (1), all costs incurred for functions and activities of sub-recipients and vendors are program costs.
4. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - a. Tracking of performance information
 - b. Information relating to supportive services and unemployment insurance claims for program participants.
5. 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: General Provisions and Standards of Conduct

A. Compliance

In performance of this subgrant agreement, Subrecipient will fully comply with the following:

1. The provisions of the *Wagner-Peyser Act* and all regulations, legislation, directives, policies, procedures, and amendments issued pursuant thereto.
2. All state legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures, which implement *Wagner-Peyser Act*.
3. Subrecipients will ensure diligence in managing programs under this grant agreement. Subrecipient agrees to conform to the provisions of the *Wagner-Peyser Act* and the contract requirements as referenced in Title 29 CFR, Part 95, Appendix A and *Title 29 CFR*, Section 97.36 (i) (1-13).

This subgrant agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise and any other agreement between the parties hereto. This subgrant agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the Grantor and the Subrecipient. Subrecipient represents and warrants it is free to enter and fully perform this subgrant agreement.

B. Certification/Assurances

Except as otherwise indicated, the following certifications apply to all Subrecipients:

1. Corporate Registration – The awardee, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
2. The awardee agrees to comply with the *Americans with Disabilities Act (ADA)* of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to *ADA*. (42 U.S.C. 12101 et seq.)
3. Sectarian Activities – The awardee certifies that this grant agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by *Article XVI, Section 5, of the Constitution*, regarding separation of church and state.
4. National Labor Relations Board – The awardee (if not a public entity), by signing this grant agreement, does swear under penalty of perjury, that no more than one final unappeasable finding of contempt of court by a federal court has been issued against the awardee within the immediately preceding two-year period because of awardee's failure to comply with an order of a federal court, which orders the awardee to comply with an order of the National Labor Relations Board (PCC10296).
5. Prior Findings – The awardee, by signing this grant agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous grant agreement with the DOL or the State of California and has not failed to

satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.

6. The awardee agrees to comply with Section 504 of the *Rehabilitation Act* of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
7. The awardee agrees to comply with the *Age Discrimination Act* of 1975, as amended, which prohibits discrimination based on age.
8. The awardee agrees to comply with *Title IX of the Education Amendments* of 1972, as amended, which prohibits discrimination based on sex in educational programs.
9. Drug-Free Workplace Certification – By signing this grant agreement the awardee hereby certifies under penalty of perjury under the laws of the State of California that the awardee will comply with the requirements of the *Drug-Free Workplace Act* of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish Drug-Free Awareness Program as required to inform employees about the following:
 1. The dangers of drug abuse in the workplace.
 2. The person's or organization's policy of maintaining a drug-free workplace.
 3. Any available counseling, rehabilitation, employee assistance programs.
 4. Penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on this subgrant agreement will do the following:
 1. Receive a copy of the company's drug-free policy statement.
 2. Agree to abide by the terms of the company's statement as a condition of employment on the subgrant/contract.
10. Child Support Compliance Act – In accordance with the *Child Support Compliance Act*, the awardee recognizes and acknowledges the following:
 - a. The importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the *Family Code*; and that to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).
11. Debarment and Suspension Certification – By signing this grant agreement, the awardee hereby certifies under penalty of perjury under the laws of the State of California that the awardee will comply with regulations implementing *Executive Order 12549*, Debarment and Suspension, *Title 29 CFR*, Part 98.510, that the prospective participant (i.e., awardee), to the best of its knowledge and belief, that it and its principals are as follows:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transitions by any federal department or agency.
 - b. Have not within a three-year period preceding this grant agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in Section 2 of this certification.
 - d. Have not within a three-year period preceding this grant agreement had one or more public transactions (federal, state, or local) terminated for cause of default:
 - Where the awardee is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
12. Lobbying Restrictions – By signing this grant agreement the awardee hereby assures and certifies to the lobbying restrictions which are codified in the DOL regulations at *Title 29 CFR*, Part 93.
- a. No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this subgrant agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying” in accordance with its instructions.
 - c. The undersigned shall require that the language of the lobbying restrictions be included in the award documents for subgrant agreement transactions over \$100,000 (per OMB) at all tiers (including subgrant agreements, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all subrecipients shall certify and disclose accordingly.
 - d. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering this transaction imposed by Section 1352, *Title 31*, and *U.S. Code*. Any person who fails to file the required

certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

13. Priority Hiring Considerations

- a. If this grant includes services more than \$200,000, the awardee shall give priority consideration in filling vacancies in positions funded by the grant to qualified recipients of aid under *Welfare and Institutions Code* Section 11200 in accordance with *Public Contract Code* Section 10353.

14. Sweat Free Code of Conduct

- a. All awardee's contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The awardee further declares under penalty of perjury that they adhere to the Sweat Free Code of Conduct as set forth on the California Department of Industrial Relations Website located at www.dir.ca.gov, and *Public Contract Code* Section 6108.
- b. The awardee agrees to cooperate fully in providing reasonable access to the awardee's records, documents, agents or employees, or premises if reasonably required by authorized officials of the grantor, the Department of Industrial Relations, or the Department of Justice to determine the awardee's compliance with the requirements under paragraph a of the Sweat Free Code of Conduct.

15. Unenforceable Provision – In the event that any provision of this grant agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this grant agreement have force and effect and shall not be affected hereby.

16. Nondiscrimination Clause

- a. The conduct of the parties to this grant agreement will be in accordance with *Title VI of the Civil Rights Act* of 1964, and the Rules and Regulations promulgated there under and the provisions of *WIOA*, Section 188. In addition, the parties will conform to the following:
 1. During the performance of this grant agreement, awardee and subcontractors shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, pregnancy disability and denial of family care leave. Awardee and subcontractors shall insure that the evaluation and treatment of their employees and applicants for

employment are free from such discrimination and harassment. Awardee and Subcontractor shall comply with the provisions of the *Fair Employment and Housing Act* (*Government Code*, Section 12900 g-f, et seq.) and the applicable regulations promulgated there under *California Code of Regulations, Title 2*, and Section 7285. Et seq. The applicable regulations of the *Fair Employment and Housing Commission implementing Government Code*, Section 12990(a-f), set forth in Chapter 5, Division 4 of Title 2 of the *California Code of Regulations* are incorporated into this subgrant agreement, or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

2. This awardee shall include the nondiscrimination and compliance provisions of this clause in all Subcontracts to perform work under the subgrant agreement.
3. This awardee agrees to conform to federal nondiscrimination provisions of the *Wagner-Peyser Act* and other federal nondiscrimination requirements referenced in *Title 29 CFR*, Part 37.

17. Indemnification

- a. The following provision applies only if the awardee is a governmental entity: Pursuant to the provision of Section 895.4 of the *California Government Code*, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.
- b. The following provision applies only if the awardee is a non-governmental entity: The awardee agrees to the extent permitted by law, to indemnify, defend and save harmless the Grantor, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all Contractors, Subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the awardee in the performance of this subgrant agreement.
 1. Failure to comply with all requirements of the certifications in Section 2 may result in suspension of payment under this subgrant agreement or termination of this subgrant agreement or both, and the awardee may be ineligible for award of future state subgrant agreements/contracts if the department determines that any of the following has occurred: (1) false information on the certifications, or (2) violation of the terms of the certifications by failing to carry out the requirements as noted above.

C. Standards of Conduct

The following standards apply to all awardees:

1. *General Assurance* – Every reasonable course of action will be taken by the awardee to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This grant agreement will be administered in an impartial manner, free from efforts to gain personal, financial, or political gain. Subrecipient agrees to conform to the nondiscrimination requirements as referenced in the *Wagner-Peyser Act*.
2. *Avoidance of Conflict of Economic Interest* – An executive or employee of the awardee, an elected official in the area or a member of the Local Board, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the awardee or Grantor:
Supplies, materials, equipment, or services purchased with subgrant agreement funds will be used solely for purposes allowed under this subgrant agreement. No member of the Local Board will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member (or immediate family of the member) or any business or organization which the member directly represents.

D. Coordination

The awardee will, to the maximum extent feasible, coordinate all programs and activities supported under this part with other programs under the Wagner-Peyser Act. Title 38 of the United States Code, and other employment and training programs at the state and local level.

E. Subcontracting

Any of the work or services specified in this grant agreement which will be performed by other than the awardee will be evidenced by a written agreement specifying the terms and conditions of such performance.

The awardee will maintain and adhere to an appropriate system, consistent with federal, state, and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.

The system for awarding contracts will contain safeguards to ensure that the awardee does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

F. Insurance

Except for city and county governmental entities, the awardee must provide the Grantor evidence of the coverage specified in a, b, c, and d below. The evidence of coverage shall include the registration number of the grant agreement for identification purposes:

1. The awardee will provide general liability insurance with a combined limit of \$1,000,000 or public liability and property damage coverage with a combined limit of not less than \$1,000,000.
2. The awardee will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the awardee or its agents in performance of this subgrant agreement, or, in the event that the awardee will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this grant agreement, awardee will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.
3. The awardee will provide Worker's Compensation Insurance, which complies with provisions of the *California Labor Code*, covering all employees of the awardee and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the *California Labor Code*) for Worker's Compensation.
4. The Grantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this subgrant agreement, verifying the insurance requirements have been complied with. The coverage noted in b and c above must contain the following clauses:
 - a. Insurance coverage will not be canceled or changed unless 30 days prior to the effective date of cancellation or change written notice is sent by the awardee to the following:

Wagner-Peyser Financial Management Unit
 Employment Development Department
 PO Box 826880, MIC 69
 Sacramento, CA 94280-0001
 - b. State of California, its officers, agents, employees, and servants are included as additional insured, but only insofar as the operations under this subgrant agreement are concerned.
 - c. The State of California is not responsible for payment of premiums or assessments on this policy.

G. Resolution

A county, city, district, or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law has authority to enter into an agreement, authorizing execution of this subgrant agreement. Preferably, resolutions should authorize a designated position rather than a named individual.

H. Funding

It is mutually understood between the parties that this grant agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, to avoid program and fiscal delays that would occur if the grant agreement was executed after that determination was made.

This grant agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate state fiscal years covered by this grant agreement for the purposes of this program and; (2) sufficient funds available to the state by the United States Government for the fiscal years covered by this subgrant agreement for the purposes of this program.

In addition, this subgrant agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the Congress and Legislature that may affect the provisions, terms, or funding of this subgrant agreement in any manner:

1. At the expiration of the terms of this grant agreement or upon termination prior to the expiration of this subgrant agreement, funds not obligated for the purpose of this subgrant agreement will be immediately remitted to the Grantor, and no longer available to the awardee.
2. The Grantor retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the awardee is given prompt notice and the opportunity for an informal review of the Grantor's decision. The Chief Deputy Director or his designee will perform this informal review and will issue the final administrative decision within 60-days of receiving the written request for review. Failure on the part of the awardee or a Subcontractor of the awardee to comply with the provisions of this subgrant agreement, or with the *Wagner-Peyser Act* or regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds.

I. Accounting and Cash Management

1. The awardee will comply with controls, record keeping and fund accounting procedure requirements of the *Wagner-Peyser Act*, federal and state regulations and directives to ensure the proper disbursement of, and accounting for, program funds paid to the awardee and disbursed by the Subrecipient, under this subgrant agreement.
2. The awardee will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any subcontracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in suspending cash draw down privileges and providing funds through a reimbursement process.
3. The Grantor retains the authority to adjust specific amounts of cash requested if the Grantor's records and subsequent verification with the awardee indicate that the awardee has an excessive amount of cash in its account.

4. Income (including interest income) generated as a result of the receipt of *Wagner-Peyser Act* funds on deposits, will be utilized in accordance with policy and procedures established by the Grantor. The awardee will account for any such generated income separately.
5. The awardee shall not be required to maintain a separate bank account but shall separately account for *Wagner-Peyser Act* funds on deposit. All funding under this grant agreement, will be made by check or wire transfer payable to the awardee for deposit in the awardee's bank account or city and county governmental bank accounts. To provide for the necessary and proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the awardee. The Grantor will have a lien upon any balance of *Wagner-Peyser Act* funds in these accounts, which will take priority over all other liens or claims.

J. Amendments

This grant agreement may be unilaterally modified by the Grantor under the following circumstances:

1. There is an increase or decrease in federal or state funding levels.
2. A modification to the grant is required to implement an adjustment to an awardee's plan.
3. Funds awarded to the awardee have not been expended in accordance with the schedule included in the approved awardee's plan. After consultation with the awardee, the Grantor has determined that funds will not be spent in a timely manner, and such funds are for that reason to the extent permitted by and in a manner consistent with state and federal law, regulations and policies, reverting to the Grantor.
4. There is a change in state and federal law or regulation requiring a change in the provisions of this grant agreement.
5. An amendment is required to change the awardee's name as listed on this grant agreement. Upon receipt of legal documentation of the name change the state will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

Except as provided above, this grant agreement may be amended only in writing by the mutual agreement of both parties.

K. Reporting

The awardee will compile and submit reports of activities, expenditures, status of cash and closeout information by the specified dates as prescribed by the Grantor. All expenditure reports must be submitted using the accrual basis of accounting. Failure to adhere to the reporting requirements of this agreement will result in funds not being released.

L. Termination

This grant agreement may be terminated in whole or in part for either of the two following circumstances:

1. Termination for Convenience – Either the Grantor or the awardee may request a termination, in whole or in part, for convenience. The awardee will give a ninety (90) calendar-day advance notice in writing to the Grantor. The Grantor will give a ninety (90) calendar-day advance notice in writing to the awardee.
2. Termination for Cause – The Grantor may terminate this grant agreement in whole or in part when it has determined that the awardee has substantially violated a specific provision of the *Wagner-Peyser Act* regulations or implementing state legislation and corrective action has not been taken.
 - a. All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the awardee will be addressed to:

Subrecipient Name:
Attention:
Address:
City, State, Zip:

Notices to the Grantor will be addressed as follows:

Financial Management Unit
Workforce Services Division
Employment Development Department
PO Box 826880, MIC 69
Sacramento, CA 94280-0001

M. Records

1. If participants are served under this grant agreement, the awardee will establish a participant data system as prescribed by the Grantor.
2. Awardee will retain all records pertinent to this grant agreement for a period of three years from the date of final payment of this subgrant agreement. If, at the end of three years, there is litigation or an audit involving those records, the awardee will retain the records until the resolution of such litigation or audit.
3. The Grantor and/or the U. S. DOL, or their designee will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this grant agreement. For purposes of this section, "access to" means that the Subrecipient shall at all times maintain within the State of California a

complete set of records and documents related to programs funded by this agreement. The awardee shall comply with this requirement regardless of whether it ceases to operate or maintain a presence within the State of California before the expiration of the subgrant. The awardee's performance under the terms and conditions herein specified will be subject to an evaluation by the Grantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

N. Audits

1. The awardee will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. All governmental and non-profit organizations must follow the audit requirements (single audit or program-specific audit requirement) of OMB Circular A-133 (*Title 29 CFR, Section 97.26 and Title 29 CFR, Section 95.26*).
2. The awardee and/or auditors performing monitoring or audits of the awardee, or its sub-contracting service providers will immediately report to the Grantor any incidents of fraud, abuse, or other criminal activity in relation to this subgrant agreement, the *Wagner-Peyser Act*, or its regulations.

O. Disallowed Costs

Except to the extent that the state determines it will assume liability, the awardee will be liable for and will repay, to the Grantor, any amounts expended under this grant agreement found not to be in accordance with the *Wagner-Peyser Act* including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the *Wagner-Peyser Act*.

P. Conflicts

1. The awardee will cooperate in the resolution of any conflict with the U.S. DOL that may occur from the activities funded under this agreement.
2. In the event of a dispute between the Grantor and the awardee over any part of this grant agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Grantor and the awardee. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

Q. Grievances and Complaint System

The awardee will establish and maintain a grievance and complaint procedure in compliance with the *Wagner-Peyser Act*, federal regulations and state statutes, regulations and policy.

R. Property

All property, whether finished or unfinished documents, data, studies, and reports prepared or purchased by the awardee under this grant agreement, will be disposed of in accordance with

the direction of the Grantor. In addition, any tools and/or equipment furnished to the awardee by the Grantor and/or purchased by the awardee with funds pursuant to this grant agreement will be limited to use within the activities outlined in this subgrant agreement and will remain the property of the United States Government and/or the Grantor. Upon termination of this grant agreement, awardee will immediately return such tools and/or equipment to the Grantor or dispose of them in accordance with the direction of the Grantor.

S. Intellectual Property Provisions

1. Federal Funding

In any grant funded in whole or in part by the federal government, Grantor may acquire and maintain the Intellectual Property rights, title, and ownership, which result directly or indirectly from the subgrant, except as provided in *37 Code of Federal Regulations* part 401.14. However, pursuant to *Title 29 CFR*, Section 97.34 the federal government shall have a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

2. Ownership

- a. Except where Grantor has agreed in a signed writing to accept a license, Grantor shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by awardee or Grantor and which result directly or indirectly from this subgrant agreement.
- b. For the purposes of this grant agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will, any data or information maintained, collected or stored in the ordinary course of business by Grantor, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
- c. In the performance of this grant agreement, the awardee may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this subgrant agreement. In addition, under this grant agreement, the awardee may access and utilize certain of Grantor's intellectual property in existence prior to the effective date of this subgrant agreement. Except as otherwise set forth herein, awardee shall not use any of Grantor's Intellectual

Property now existing or hereafter existing for any purposes without the prior written permission of Grantor. Except as otherwise set forth herein, neither the awardee nor Grantor shall give any ownership interest in or rights to its Intellectual Property to the other Party. If, during the term of this grant agreement, Subrecipient accesses any third-party Intellectual Property that is licensed to Grantor, awardee agrees to abide by all license and confidentiality restrictions applicable to Grantor in the third-party's license agreement.

- d. Awardee agrees to cooperate with Grantor in establishing or maintaining Grantor's exclusive rights in the Intellectual Property, and in assuring Grantor's sole rights against third parties with respect to the Intellectual Property. If the awardee enters into any agreements or subcontracts with other parties to perform this grant agreement, awardee shall require the terms of the agreement(s) to include all Intellectual Property provisions of Sub-Section S a) through i). Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to Sub grantor all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, awardee or Sub grantor and which result directly or indirectly from this subgrant agreement or any subcontract.
- e. Pursuant to Sub-Section S (2) (c) of the Intellectual Property Provisions in Exhibit B to this subgrant agreement, the requirement for the awardee to include all Intellectual Property Provisions of Sub-Section S a) through i) of the Intellectual Property Provisions in all agreements and subcontracts it enters into with other parties does not apply to grant agreements or subcontracts that are for customized and on-the-job training as authorized under *20 CFR 663.700-730*.
- f. Awardee further agrees to assist and cooperate with Sub grantor in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce Sub grantor's Intellectual Property rights and interests.

3. Retained Rights/License Rights

- a. Except for Intellectual Property made, conceived, derived from, or reduced to practice by awardee or Grantor and which result directly or indirectly from this subgrant agreement, Subrecipient shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this subgrant agreement. Awardee hereby grants to Grantor, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of awardee's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this grant, unless Subrecipient assigns all rights, title and interest in the Intellectual Property as set forth herein.

- b. Nothing in this provision shall restrict, limit, or otherwise prevent awardee from using any ideas, concepts, know-how, methodology or techniques related to its performance under this grant agreement, provided that awardee's user does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of Grantor or third party, or result in a breach or default of any provisions of Sub-Section S a) through i) or result in a breach of any provisions of law relating to confidentiality.

4. Copyright

- a. Awardee agrees that for purposes of copyright law, all works (as defined in Ownership, Sub-Section S (2) (B) (1) of authorship made by or on behalf of awardee in connection with awardee's performance of this grant agreement shall be deemed "works made for hire." Awardee further agrees that the work of each person utilized by awardee in connection with the performance of this grant agreement will be a "work made for hire," whether that person is an employee of awardee or that person has entered into an agreement with awardee to perform the work. Subrecipient shall enter into a written agreement with any such person that: (i) all work performed for awardee shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to Grantor to any work product made, conceived, derived from or reduced to practice by awardee or Grantor and which result directly or indirectly from this grant agreement.
- b. All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this subgrant agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by awardee or Grantor and which result directly or indirectly from this subgrant agreement may not be reproduced or disseminated without prior written permission from Grantor.

5. Patient Rights

With respect to inventions made by awardee in the performance of this grant agreement, which did not result from research and development specifically included in the Grant's scope of work, awardee hereby grants to Grantor a license for devices or material incorporating or made through the use of such inventions. If such inventions result from research and development work specifically included within the subgrant agreement's scope of work, then awardee agrees to assign to Grantor, without addition compensation, all its right, title, and interest in and to such inventions and to assist Grantor in securing United States and foreign patents with respect thereto.

6. Third-Party Intellectual property

Except as provided herein, awardee agrees that its performance of this grant agreement shall not be dependent upon or include any Intellectual Property of awardee or third party without first:

- a. Obtaining Grantor's prior written approval.

- b. Granting to or obtaining for Grantor's, without additional compensation, a license, for any of awardee's or third-party's Intellectual Property in existence prior to the effective date of this subgrant agreement. If such a license upon these terms is unattainable, and Grantor determines that the Intellectual Property should be included in or is required for awardee's performance of this grant agreement, awardee shall obtain a license under terms acceptable to Grantor.

7. Warranties

Awardee represents and warrants the following:

1. It has secured and will secure all rights and licenses necessary for its performance of this grant agreement.
2. Neither awardee's performance of this subgrant agreement, nor the exercise by either Party of the rights granted in this grant agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by awardee or Grantor and which result directly or indirectly from this subgrant agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There are currently no actual or threatened claims by any such third party based on an alleged violation of any such right by awardee.
3. Neither the awardee's performance nor any part of its performance will violate the right of privacy of or constitute a libel or slander against any person or entity.
4. It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers, or releases from all authors.
5. Of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, site's locations, property, or props that may be used or shown.
6. It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to Grantor in this subgrant agreement.
7. It has appropriate systems and controls in place to ensure that state and federal funds will not be used in the performance of this grant agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.
8. It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way the awardee's performance of this grant agreement.

(b) Grantor makes no warranty, that the intellectual property resulting from this grant agreement does not infringe upon any patent, trademark, copyright or the like, now existing or subsequently issued.

8. Intellectual Property Indemnity

- a. Awardee shall indemnify, defend and hold harmless Grantor and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, (Indemnities) from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the Indemnities may be subject, whether or not awardee is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of awardee pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of Grantor's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by awardee or Grantor and which result directly or indirectly from this subgrant agreement. This Indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this subgrant agreement. Grantor reserves the right to participate in and/or control, at awardee's expense, any such infringement action brought against Grantor.
- b. Should any Intellectual Property licensed by the awardee to Grantor under this subgrant agreement become the subject of an Intellectual Property infringement claim, awardee will exercise its authority reasonably and in good faith to preserve Grantor's right to use the licensed Intellectual Property in accordance with this grant agreement at no expense to Grantor. Grantor shall have the right to monitor and appear through its own counsel (at awardee's expense) in any such claim or action. In the defense or settlement of the claim, awardee may obtain the right for Grantor to continue using the licensed Intellectual Property or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, Grantor may be entitled to a refund of all monies paid under this subgrant agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- c. Awardee agrees that damages alone would be inadequate to compensate Grantor for breach of any term of these Intellectual Property provisions by the awardee. Awardee acknowledges Grantor would suffer irreparable harm in the event of such breach and agrees Grantor shall be entitled to obtain equitable

relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

9. Survival

The provisions set forth herein shall survive any termination or expiration of this grant agreement or any project schedule.

T. Confidentiality Requirements

The State of California and the awardee will exchange various kinds of information pursuant to this grant agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment Development Department, the California Department of Social Services, the California Department of Education, the California Department of Corrections, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs. The Grantor and Subrecipient agree to the following:

1. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a “need-to-know” basis.
2. Each party shall provide written instructions to all its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in section 1798.55 of the *Civil Code*, section 502 of the *Penal Code*, section 2111 of the *Unemployment Insurance Code*, section 10850 of the *Welfare and Institutions Code* and other applicable local, state, and federal laws.
3. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
4. Each party shall promptly return to the other party confidential information when its use ends or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
5. If the Grantor or awardee enters into an agreement with a third party to provide Wagner Peyser Act services, the Grantor or awardee agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party’s authorized staff, subcontractor(s), service providers, or employees.

U. Additional Confidentiality Requirements

Additional requirements for subcontractor providing resume-distribution services to Job Center clients:

1. The awardee may, in its operation of the Job Centers, permit a Job Center Operator to enter into a subcontract to manage confidential information. This subcontract may allow an individual to register for resume-distribution services at the same time the individual enrolls in CalJOBS.
2. Awardee shall ensure that all such subcontracts comply with the intellectual property requirements of paragraph 19 of this grant, the confidentiality requirements of paragraph 20 of this grant and any other terms of this subgrant that may be applicable. In addition, the following requirements must be included in the subcontracts:
 - a. All client information submitted over the Internet to the subcontractor's databases must be protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption. Clients' social security numbers must be stored in a separate database within the subcontractor's network of servers and protected by a firewall and a secondary database server firewall or AES data encryption. If a subcontractor receives client social security numbers or other confidential information during business, for example a resume-distribution service that provides enrollment in CalJOBS, social security numbers must be destroyed within two days after the client registers for CalJOBS. If a subcontractor obtains confidential information as an agent of the Subrecipient, the subcontract must specifically state the purpose for the data collection and the term of records retention must be stated, and directly related, to the purpose and use of the information. In accordance with *29 Code of Federal Regulations 97.42*, social security numbers and other client specific information shall not be retained for more than three years after a client completes services. The Subrecipient should extend this period, only if any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year retention period. In this case the records should be maintained until completion of the action and resolution of all issues arising from it, or until the close of the three-year retention period, whichever is later. (*Title 29 CFR, Section 97.42 (b) (2)*).
 - b. Client information (personal information that identifies a client such as name and social security number) and/or demographic information of a client (such as wage history, address, and previous employment) shall not be used as a basis for commercial solicitation during the time the client or agency is using the Subcontractor's services. Client information and/or demographic information shall not be used for any purposes other than those specific program purposes set forth in the subcontract.
 - c. A Job Center client must still be given the option to use the Job Center's services, including CalJOBSSM, even if he or she chooses not to use any services of the subcontractor. This option shall be prominently, clearly, and immediately

communicated to the client upon registration within the Job Center or for CalJOBS, the subcontractor's resume-distribution services, or any other services Subcontractor offers to the client or the Job Center Operator.

- d. The subcontractor must clearly disclose all its potential and intended uses of the client's personal and/or demographic information for the services the client seeks and for any other services the subcontractor offers. The subcontractor shall not use a client's personal and/or demographic information without the client's prior permission. A link to the subcontractor's Privacy Policy shall appear prominently on the registration screens that list the potential and intended uses of the client's personal and/or demographic information.
 - e. When the Grantor modifies state automated systems such as the state CalJOBSSM System, it shall provide reasonable notice of such changes to the Subrecipient. The awardee shall be responsible to communicate such changes to the Job Center Operator(s) in the local area.
3. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation. As of this date, the following are those individuals:

FOR THE GRANTOR

Name: Nicole Laktash
Title: Data Security Coordinator
Address: PO Box 826880, MIC 50
Sacramento, CA 94280-0001
Phone: 1-916-654-6804
Fax: 1-916-654-9657

FOR THE AWARDEE

Subrecipient Name:
Attention/Title:
Address:
City, State, Zip:
Telephone:
EMAIL:

V. Signatures

Grant agreement is of no force and effect until signed by both of the parties hereto. Awardee will not commence performance prior to the beginning of this grant agreement.

Appendix D: Internet Resources

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

America's Job Center of CaliforniaSM ([AJCC](#))

Central location for information about Job/Career Centers and related links

California Association for Local Economic Development ([CALED](#))

Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.

California Community Colleges Economic and Workforce Development ([CCEWD](#))

Industry-specific services, grant-funded initiatives, and 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 knowledge and skills necessary to participate effectively as productive citizens and workers.

California Department of Industrial Relations-Division of Apprenticeship Standards ([DIR-DAS](#))

Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.

California Department of Rehabilitation ([DOR](#))

Services and advocacy for employment, independent living, and equality for individuals with disabilities

California Department of Social Services ([CDSS](#))

Oversight and administration of programs serving California's most vulnerable residents.

California Employment Development Department ([EDD](#))

The EDD is the administrative entity for the FAPSFP. This site contains or links to a wide range of employment and training resources, including labor market information.

California's 2020-2023 Unified Strategic Workforce Development Plan ([State Plan](#))

CalJOBS ([CalJOBS](#))

The CalJOBSSM system is California's online resource to help job seekers and employers navigate the state's workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

California Labor and Workforce Development Agency ([LWDA](#))

The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department

California Workforce Association ([CWA](#))

CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California.

California Workforce Development Board ([CWDB](#))

The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under 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 (i.e. funds awarded under this SFP)

Labor Market Information ([LMID](#))

Find labor market information industry/business that can be useful in preparing your proposal.

Local Workforce Development Areas ([Local Area](#))

A listing of Local Areas with addresses and contact information

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, 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 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

Appendix F: CalJOBSSM Workstation and Software Requirements

Figure 1: Workstation Requirements (VOS v16.x)

System	Hardware Required	Software Required	Connectivity
Client Workstation	Processor: PIII or higher Memory: 2 GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher 3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object ¹ / Microsoft Silverlight 3 ² DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380k or higher
Staff/ Administrator Workstation	Processor: PIII or higher Memory: 2GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) 3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380Kbps or higher

Supported Browsers

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

Desktop Browsers



[Google Chrome | Download Latest Version](#)



[Microsoft Internet Explorer 11 or higher | Download Latest Version](#)



[Mozilla Firefox | Download Latest Version](#)



[Apple Safari | Download Latest Version](#)



[Opera | Download Latest Version](#)



[Microsoft Edge | Download Latest version](#)

Mobile Browsers

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.

Figure 2: Third-Party Software

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			Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site: 2012 MS RSClientPrint Instructions

VOS	v14.0	v15.3	
			<p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.</p> <p>A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p>DynamSoft Download DynamicWebTWAINHTML5Edition.exe</p>

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

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

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

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

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

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

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