NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department
in coordination with the California Department of Rehabilitation
on behalf of the California Labor and Workforce Development Agency and the California Health
and Human Services Agency

**California Workforce System Cross-Agency Collaborative:
Disability Access, Equity, and Inclusion Project
Technical Assistance and Developmental Evaluation**

Solicitation for Proposals

August 2024

Proposal Package Exhibits

The following contains the required exhibits for the Disability Access, Equity, and Inclusion (DAEI) Project Technical Assistance (TA) and Developmental Evaluation (DE) grant opportunity for Program Year 2024-25 (PY 24-25). Select each exhibit link individually and download the corresponding forms before saving the solicitation for proposals (SFP) to a personal computer. Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

Required Exhibits:
- DAEI TA DE SFP Exhibit A – Project Narrative (DOCX)
- DAEI TA DE SFP Exhibit F – Budget Summary (DOCX)
- DAEI TA DE SFP Exhibit F2 – Budget Narrative (DOCX)
- DAEI TA DE SFP Exhibit G – Supplemental Budget (if applicable) (DOCX)
- DAEI TA DE SFP Exhibit I – Project Work Plan (DOCX)
- DAEI TA DE SFP Exhibit J – Partner Roles and Responsibilities (DOCX)

Required Exhibit Attachments:
- DAEI TA DE SFP- Cover Signature Page (DOCX)
- DAEI TA DE SFP- Executive Summary (DOCX)
- DAEI TA DE SFP-Indirect Cost Declaration (DOCX)
- DAEI TA DE SFP- Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) (if applicable)

Contents

I. Overview

The Employment Development Department (EDD), in coordination with the California Department of Rehabilitation (DOR), announces the availability of up to $1.5 million in Workforce Innovation and Opportunity Act (WIOA) Title IV Vocational Rehabilitation (VR) Funds for Technical Assistance (TA) and Development Evaluation (DE) of the Disability Access, Equity, and Inclusion (DAEI) Project. The DAEI TA DE awardee will be responsible for providing meaningful TA to DAEI pilot awardees as they design, develop, and implement projects that support lasting cross-systems collaboration, co-enrollment, co-case management, and cross-training strategies between WIOA Title I and IV programs to improve employment outcomes for people with disabilities (PWD) target population; and for conducting developmental evaluation that builds on lessons learned and memorializes recommendations for scaling successful strategies statewide.

A. Purpose

The DAEI TA DE grant aims to increase access, equity, and inclusion of PWD in WIOA Title I and other workforce development programming and improve employment outcomes for this target population by providing necessary guidance and support to pilot awardees in developing successful DAEI programs. Applicants must base their approach on integrated service delivery between WIOA Title I and IV programs in the America's Job Centers of California^{SM} (AJCCs).

Accordingly, the DAEI TA DE grant will fund the assessment, analysis, and improvement of the funded pilots' service delivery approaches. The TA DE awardee will work in close coordination with (1) DAEI pilot awardees, (2) EDD representatives, (3) DOR representatives, partners, and TA training providers, and (4) all other relevant stakeholders to conduct ongoing TA DE and to complete a final evaluation report.

In collaboration with EDD and DOR, the TA DE awardee will be responsible for creating and sustaining a larger collaborative community centered upon the integrated service delivery model and the goals and objectives of the DAEI pilot. This includes facilitating connectivity among pilot awardees, assistance with coordinating local and regional connectivity to develop grantee networks, developing successful strategies, sharing best practices, and identifying and addressing challenges as they occur throughout the life of the grant. Program outputs, including progress and analytical reports, will inform adaptations, shifts, and recommendations to the work as new lessons emerge to support real-time feedback and learning.

The DAEI TA DE award seeks to identify best practices and address any challenges presented in the following:
- Developing integrated service delivery models between WIOA Title I and IV programs.
- Increasing meaningful collaboration, cross-training, co-enrollment, and co-case management strategies between DOR and AJCCs.
- Increasing meaningful access to employment and training activities for people with disabilities.

- Creating sustainable workforce programming that ensures lasting increases in service levels, training, and employment outcomes for people with disabilities.
- Ensuring an organizational culture of disability inclusion.
- Employer engagement, job placement, and job retention.
- Outreach and recruitment of people with disabilities reflective of the local/regional community, including persons representing a wide range of disabilities who are Black/African American or Latinx.

B. Goals and Objectives

The DAEI TA DE awardee will assist pilot awardees by providing ongoing guidance, TA, training, and stakeholder coordination support to help projects create sustainable workforce programming for people with disabilities following the project's goals of disability access, equity, and inclusion.

The TA DE awardee should leverage existing best practices and develop new tools to support pilot awardees in creating integrated service delivery models between WIOA Title I and IV programs. The TA DE awardee will host conference calls, webinars, Communities of Practice (CoP), and other TA, training, and coordination activities as needed. The TA DE awardee will be required to develop means of effective communication, idea-sharing, and mentoring among pilot awardees and partners. Applicants must demonstrate how to provide an accessible virtual forum for planned activities.

Project TA goals and objectives include, but are not limited to, the following:
- Development of strategies for integrated service delivery between WIOA Title I and IV programs.
- Development of strategies to engage with AJCCs, DOR, and partners to foster meaningful collaboration, cross-training, co-enrollment, and co-case management.
- Supporting the development of local/regional service provider networks that support cross-systems alignment, blending and braiding of resources, and co-enrollment between the AJCC and DOR programs.
- Developing staff to build capacity for coordinated case management within and across organizations, including cross-training between AJCC and DOR staff and with relevant partners.
- Developing successful strategies to ensure effective outreach and recruitment of people with disabilities from underserved or marginalized communities.
- Development of successful education, training, case management, job development, job retention, and wrap-around services strategies that assist people with disabilities in obtaining high-quality jobs.
- Identifying best practices for supporting job retention, secondary job placement or career advancement, and further education.

Developmental Evaluation Objectives include, but are not limited to, the following.
- Identifying any best practices, challenges, challenge solutions, and systemic barriers experienced by pilot awardees and partners while developing integrated service delivery strategies.
- Identify any best practices, challenges, challenge solutions, and systemic barriers presented in developing connectivity, co-enrollment, and co-case management strategies between AJCC and DOR programs.
- Identify any best practices, challenges, challenge solutions, and systemic barriers in the successful outreach and recruitment of people with disabilities from underserved or marginalized communities.
- Identification of any best practices, challenges, challenge solutions, and systemic barriers to successful employer engagement, job placement, and job retention.
- Summarization and evaluation of any other project successes, challenges, and project outcomes that can be used to inform statewide scaling of successful strategies for serving people with disabilities in WIOA Title I and IV programs.
- Development of a roadmap for sustaining, replicating, and scaling the integrated service delivery models used by DAEI project awardees.

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

The TA DE awardee will provide pilot awardees with ongoing feedback as a developmental tool for quality improvement, innovation, and sustainability. Strong applicants will demonstrate the capacity to provide individualized assistance based on regional resources and systems structures, in-demand industry sectors, each program awardee's needs, and the unique barriers of the geographic regions and target populations being served to utilize the strategies and required activities outlined below.

A. TA and Evaluation Strategies and Required Activities
The DAEI TA DE awardee will facilitate connectivity among pilot awardees and conduct stakeholder coordination as follows:
- Creating and supporting a learning community for ongoing innovation and quality improvement.
- Convening regularly scheduled CoPs to include pilot awardees, the EDD, the DOR, project partners, and relevant stakeholders.

- Sharing identified best practices and other lessons learned between funded pilot awardees with a combination of written materials, webinars, trainings, and CoPs, open to pilot awardees, project partners, and relevant stakeholders.
- Coordinate and facilitate virtual and/or in-person convenings.
- Aiding with developing and/or refining partnership structures, including each partner's roles and responsibilities in ensuring integrated service delivery.
- Aiding pilot awardees with local and/or regional stakeholder engagement and coordination including support with identifying and engaging new partners serving people with disabilities within the pilot service area. Potential partners could include, but are not limited to, disability benefits planners, local social security offices, regional centers, independent living centers, disability advocacy groups, community-based organizations (CBO), and Disability Support Programs and Services at community colleges.
- Stakeholder coordination support includes assisting pilot awardees in partner meetings, developing referral and recruitment networks, establishing integrated service delivery or co-case management strategies, and encouraging cross-training.

The DAEI TA DE awardee will provide guidance, TA, and training support to DAEI-funded pilots, as follows:
- Ongoing engagement, coaching, consultation, support, and real-time feedback on pilot activities.
- Assisting pilots with developing and implementing new or revised policies, procedures, strategies, measures, and actions that help to create a culture of disability inclusion.
- Addressing individual pilot challenges and identifying when alternative methods are needed to accomplish pilot goals or when there is a need to adjust goals.
- Coordinating with DOR to utilize existing DOR training and TA resources to support pilot awardees.
- Coordinating with EDD to ensure TA and training align with allowable activities, project goals, and data collection and reporting requirements.
- Identifying additional training needs on relevant topics for program awardees.
- Developing tools and resources potentially includes, but is not limited to, resource lists/ mapping, informational resources, and desk aids for staff.
- Assistance with closing service gaps by recommending changes to program service delivery models and helping program awardees implement any actionable items resulting from TA recommendations.
- Provision of other TA, training, and support is needed, as identified by the ongoing review of project activities and DE efforts.
- Assistance and guidance on developing and implementing sustainability plans to ensure project practices are standardized, and work continues beyond the grant period of performance (POP).

The DAEI TA DE awardee will disseminate best practices and learnings from this program to the broader workforce system. Potential methods may include the following:

- Report outs or presentations at workforce system meetings, webinars, conferences, Communities of Practice, or trainings.
- Disseminating best practices and other lessons learned to the broader workforce system through a combination of written materials, webinars, trainings, and/or CoPs open to local workforce development areas, CBOs, and other workforce system stakeholders.

The DAEI Fund TA DE awardee will conduct ongoing DE of the project that includes, but is not limited to, the following:

- Analysis of whether pilots are meeting the goals and objectives of disability access, equity, and inclusion; what practices most contributed to meeting those goals; and what systemic barriers may have hindered or delayed achievement of those goals.
- Assessment of the service delivery strategies and services provided, whether they led to successful training and employment outcomes for people with disabilities.
- Analysis of what activities and/or practices led to participant achievement in employment and training.
- Analysis of whether any systemic barriers may have hindered participant success and recommendations for how to address them.
- Assessment of the local/regional partnership models, including (1) how they led to or hindered project success, (2) identification of any gaps or overlaps in service provision, (3) best practices for integrated service delivery between WIOA Title I and IV programs, (4) best practices for reducing administrative barriers and duplication, for example, shared intake processes, streamlined referral processes, etc.
- Identification of best practices, lessons learned, challenges, and challenge solutions over the life of the DAEI project.
- Identify promising practices for sustaining, replicating, and scaling DAEI pilot successful strategies and models statewide.

B. Applicants

The DAEI TA DE award applicants must be organizations with the capacity, relationships, and expertise to deliver the necessary TA DE services statewide. Proposals will be accepted from the following entities:

- Public workforce development agencies
- Human service or social service agencies
- CBOs
- Business-related non-profit organizations
- Non-profit or for-profit social benefit corporations
- Workforce intermediaries
- Educational institutions

Applicants must have knowledge of, and experience with, the following:

- Disability access, equity, and inclusion

- Supporting organizational learning and ongoing quality and program improvement
- Outcomes-based program and performance management
- Workforce, education, and human services programs

C. Pilot Awardees

The awardee for the DAEI TA DE must provide meaningful TA to DAEI pilot awardees and conduct ongoing DE of pilot awardee efforts towards meeting the goals and objectives of the DAEI pilot. Only Local Workforce Development Areas will be funded for DAEI pilots. Pilot awardees will coordinate with local DOR branches, disability benefits planners, and other partners to achieve the goals and objectives of DAEI. The TA DE awardee's support will extend to project teams, including pilot partners.

D. Target Populations

The eligible population for the pilot programs is individuals with disabilities.

An individual with a disability means an individual with any disability as defined in sec. 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). For purposes of WIOA sec. 188, this term is defined at 29 CFR 38.4.
"Disability" means, with respect to an individual, any of the following:
(i) A physical or mental impairment that substantially limits one or more of the major life activities of such individual.
(ii) A record of such an impairment.
(iii) Being regarded as having such an impairment as described in 29 CFR 38.4(q)(7).

The DAEI TA DE awardee must work with each pilot awardee to determine the specific demographics and needs of people with disabilities in each pilot service area. The work may include making recommendations and providing TA and training to pilot awardees to ensure project participants being served are reflective of the local/regional community, including, but not limited to, persons representing a wide range of disabilities who are Black/African American or Latinx.

The TA provider should be prepared to offer support and resources tailored to the unique needs and challenges of the target population.

E. Data and Supporting Evidence

Applicants must provide evidence to support the TA DE strategies outlined in their proposals. This evidence can be derived from reliable data sources such as case studies or past performance. The TA DE awardee is expected to develop assessments and tools for collecting real-time data and analyzing the program's performance. This analysis should adopt a learning approach that facilitates informed decision-making, enhancing outcomes and amplifying the program's impact on its target populations.

All pilot awardees must provide data to the TA DE awardee. Proposals should clearly articulate the data metrics, the frequency of data collection, and the method of analysis to be used. The EDD reserves the right to request a review of any tools and assessments created using funds from this project. Data from assessments developed and administered to evaluate projects should directly inform and apply learnings from that evaluation to improve overall service delivery and help refine the evaluation plan and the final report.

III. Application & Program Requirements

All proposals must adhere to proposal requirements, utilize the required format, and include all requested information and attachments, or the proposal will be deemed non-responsive. Proposals that do not meet the minimum requirements will not be scored or considered for funding. Refer to Appendix A for guidance on adequately completing, formatting, and submitting all elements of the proposal package.

Application Requirements

A. Required Exhibits and Attachments

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

B. Proposal Narrative – Exhibit A

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

- I. Technical Assistance and Developmental Evaluation Plan
- II. Data Analysis and Performance Measures
- III. Statement of Capacity and Capabilities
- IV. Budget Summary Narrative and Plan

Program Requirements

C. Partnerships

Applicants must possess the expertise, resources, and capacity to provide TA DE to DAEI Fund program awardees and conduct ongoing DE. Given the project's complexity, applicants may benefit from incorporating partnerships into TA DE plans to achieve all objectives and required activities, enhance the support network, and increase the likelihood of successful program outcomes.

Awardees will be part of a TA team that includes EDD, DOR, and existing DOR-funded TA providers to coordinate TA DE plans. These partnerships are pre-established, so applicants will not be required to submit partner letters for these partnerships.

Partnerships with established DAEI-related programs that have demonstrated the ability to provide meaningful assistance to people with disabilities are also encouraged. The DAEI pilot may include funded awards for LWDAs participating in past DAEI-related programs to serve as peer mentors to pilot awardees. Partnerships with additional DAEI-related programs are optional but may be beneficial to ensure the TA DE applicant has all the expertise on their team to conduct their proposed activities.

In the Project Narrative, applicants must demonstrate their ability to deliver TA as a single organization or project team, identifying additional project partners (other than DOR and EDD). If additional partnerships are proposed, applicants must submit Partnership Agreement Letters and outline each partner's roles and expected contributions. More information on submitting Partnership Agreement Letters can be found in Appendix A.

The EDD's reading evaluators will assess whether applicants have the necessary capacity and expertise to provide the required TA DE and will select the most qualified applicant. Additional partnerships that can enhance the success of program awardees, based on the needs of the target populations in each geographic region, are allowed.

D. Collaboration with the EDD and DOR

TA DE awardees will begin their project before the launch of the pilot programs to collaborate with EDD and DOR on pilot design, stakeholder engagement, pilot site selection, and pilot implementation.

The EDD requires all key TA DE staff to participate in regularly scheduled meetings and ongoing collaboration with DOR and EDD. Key staff will also be required to collaborate with EDD Project Managers throughout the TA DE grant's performance period.

The TA DE awardee must coordinate and facilitate regularly scheduled CoPs. The CoP meetings will allow the TA DE provider to share knowledge and network with pilot awardees, workforce experts, partners, the EDD, DOR, and other key stakeholders. The meetings will allow pilot awardees to engage with innovative ideas and promote new ways of implementing their pilots.

Applicants must budget for and plan to coordinate and facilitate convenings throughout the grant period to bring together state partners and awardees. Timing will be determined in coordination with state partners and pilot awardees. The purpose of the convenings is to develop a nuanced, big-picture perspective on how to achieve pilot goals and objectives. Agendas and programs for convenings will be created in coordination with the EDD and DOR to ensure support on topics related to grant administration, performance, and CalJOBS; to incorporate DOR and DOR vendor subject matter expertise; in addition to the programmatic and subject matter content provided by the TA DE awardee.

IV. Funding and Budgetary Requirements

Awarding decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change.

A. Availability

A total of $1.5 million from federal WIOA Title IV Vocational Rehabilitation funds is available through this SFP. It is anticipated that only one application will be awarded. Leveraged resources are encouraged, where possible, but there is no requirement for matched funds.

Determination of funding requests and other performance measures should consider the demonstration of successful TA DE plans, relevant experience, and reasonable costs for proposed services.

Note – Proposed funding is based on the anticipated availability of relevant funds. Should anything change, the EDD reserves the right to adjust based on the level of funding.

B. Project Term

The POP for TA DE provided under this SFP is approximately 36 months. The pilot's anticipated start date is to be determined, pending pilot development and stakeholder engagement activities, in which the TA DE awardee will participate. The POP for the TA DE awardee is

anticipated to begin on December 1, 2024, or upon contract execution. The anticipated end date is November 30, 2027. This POP includes all necessary implementation and start-up activities and collaboration with EDD and DOR on pilot design, stakeholder engagement, pilot site selection, pilot implementation, and the final evaluation report. No obligation of funds will be allowed before or beyond the grant POP included in the contract. Any funds not expended during the grant agreement period shall be returned to the state. The project term is subject to change depending on the availability of funds and contract execution date.

C. Registration with the System for Award Management

Applicants must register with the System for Award Management (SAM) to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must maintain 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 this information is updated well before applying for funding. Proposals received with an inactive registration will not be evaluated or disqualified.

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

D. Cost Sharing

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

Leveraged funds are a contribution of funds or resources made available to the subrecipient to be explicitly used for project activities and must be consistent with the allowable activities of the funding source. The awarded grantee has control over and disburses these funds.

The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. Examples include but are not limited to donated personnel, services, and use of equipment or space.

E. Allowable Uses of Funds

The funds awarded in this SFP must be used to provide TA DE to DAEI pilot awardees in the successful implementation of their DAEI projects, to conduct ongoing developmental and final evaluation of the DAEI pilot, and to collaborate with DOR and EDD on pilot design, stakeholder engagement, pilot site selection, and other activities that help to achieve the project goals and objectives of disability access, equity, and inclusion.

Allowable costs for the TA DE grantee include the following:

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

WIOA Title IV and its associated regulations, state directives, applicable Government Codes including but not limited to 16300 and 13303, and California Department of Finance Guidance for Grants and Agreements govern the use of the grant funds. Refer to Appendix C and Appendix D for the general requirements dictating the proper use of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

F. Administrative Cost Limits

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

V. Submission

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

A. Notice of Intent to Apply

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to WSBSFP3@EDD.ca.gov by noon on September 24, 2024. The subject line must

follow the naming convention: [Applicant Name] Intent to Apply: DAEI TA DE PY 24-25. Applicants who do not provide this email notification may still apply for funding. These non-binding notifications are only intended to help the EDD develop a more efficient process for reviewing the grant applications in this competition.

B. Submission Format

Each applicant must submit their proposal package via email as a compressed (or "Zipped") file. Emails must be sent to WSBSFP3@edd.ca.gov. The subject line of each application submission email must include: "[Applicant's Three Digit Initialism] [DAEI TA DE PY 24-25] Proposal." The proposal package is due by 3 p.m. PT on October 8, 2024. Documents must adhere to the following naming convention: [Applicant's Three Digit Initialism] [Grant Initialism Program Year Initialism] [Abbreviated Name of Document]. Example: "ABC DAEI TA DE PY 24-25 CovSign".

- Applicants may utilize an initialism for their organization's name if desired. Please use the organization's CalJOBS initialism, if available. File names must not exceed 40 characters.
- The Cover/Signature page (CovSign) and any Commitment or Partnership Agreement Letters must be submitted in PDF form, and all other exhibits and exhibit attachments must be submitted in Word format.
- The CovSign page must include the signature of the signatory authority on the form.
- Submit additional non-required documentation, such as data analysis, in Adobe PDF.

C. Submission Guidelines

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention, "[Applicant's Three Digit Initialism] [Grant Initialism] [PY XX-XX] [Exhibit or Attachment Initialism]." For example, "ABC DAEI TA DE PY 24-25 ExF" for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. The following chart lists the documents that must be included in the proposal file submission with the suggested naming convention for each file. Applications that do not include all the required documents listed and/or submitted after 3 p.m. PT on October 8, 2024, will be deemed non-responsive and automatically disqualified from being considered for funding.

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

Figure 1: Document Submission Guidelines

Required Documents	Naming Convention Suggestions
1. **Exhibit A Proposal Narrative (ExA)**	XYZ DAEI TA DE PY 24-25ExA
2. **Exhibit F Budget Summary (ExF)**	XYZ DAEI TA DE PY 24-25ExF
3. **Exhibit F2 Budget Narrative (ExF2)**	XYZ DAEI TA DE PY 24-25ExF2
4. **Exhibit G Supplemental Budget (ExG)**	XYZ DAEI TA DE PY 24-25ExG
5. **Exhibit I Project Work Plan (ExI)**	XYZ DAEI TA DE PY 24-25ExI
6. **Exhibit J Partner Roles and Resp. (ExJ)**	XYZ DAEI TA DE PY 24-25 ExJ
7. **Cover/Signature Page (CovSign)**	XYZ DAEI TA DE PY 24-25 CovSign
8. **Executive Summary (ExecSum)**	XYZ DAEI TA DE PY 24-25 ExecSum
9. **Indirect Cost Declaration-ICD**	XYZ DAEI TA DE PY 24-25 ICD
10. **Indirect Cost Rate Agreement-ICRA or CAP (if applicable)**	XYZ DAEI TA DE PY 24-25 ICRA/CAP

D. Important Dates & Deadlines

Figure 2: Application Timeline

Event	Date
SFP release	August 30, 2024
Last date to submit questions for the webinar	September 13, 2024, by noon PT
Deadline for webinar pre-registration	September 17, 2024, by noon PT
Informational Webinar	September 17, 2024, at 1 p.m. PT
Notice of Intent to Apply	September 24, 2024, by noon PT
Proposals due	October 8, 2024, by 3 p.m. PT
Proposal review and evaluation	October 14-October 18, 2024
Deadline to appeal	October 18, 2024, by 3 p.m. PT
Award announcements	December 2024
Estimated project start date	May 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.

E. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled for September 17, 2024, at 1 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 required for all participants. Refer to the [EDD's Workforce Development Solicitation for Proposals website](#) for the [pre-registration link](#). To complete the process and access the webinar, applicants must fill out their information as prompted by the pre-

registration link. A system-generated email will be sent upon completion, including a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP Proposal Package Instructions in *Appendix A: Proposal Package Instructions*. Email inquiries for the webinar to WSBSFP3@edd.ca.gov with the subject line: [Applicant Name] DAEI TA DE PY 24-25 SFP Inquiry. All inquiries must be received before noon PT on September 13, 2024.

Please note that this webinar will not be recorded. However, 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 one to two 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 one week after the informational webinar.

F. Delivery

Applicants must submit a complete proposal package with all required elements to WSBSFP3@edd.ca.gov by 3 p.m. PT on October 8, 2024. The Cover Signature Page must be signed by the signatory authority as stated in the resolution for signatory authority

Refer to Appendix A for further guidelines on electronic submission and IV. D. Agreement and Contracting for the signatory authority requirements for the Subgrant Agreement (contract).

VI. Award

After the deadline, the EDD will review the proposals that meet the minimum qualifications. Funding decisions are based on scoring criteria, performance history, and area needs. The EDD will notify all applicants regarding the status of submitted proposals. A summary of projects funded under this SFP will be 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 when 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 – Technical Assistance and Developmental Evaluation Plan	38
Section II – Data Analysis and Performance Measures	23
Section III – Statement of Capacity and Capabilities	30
Section IV – Budget Summary Narrative and Plan	9
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.

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

B. Appeal Process

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

Disqualification decisions can be appealed, but disqualifications can only be overturned in specific instances. Please take into consideration the following:
- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements are those conditions that must be met for the proposal to be forwarded for evaluation and scoring. See *Section IV: Funding and Budgetary Requirements, Section V: Submission, Section VI: Award,* and *Appendix A: Proposal Package Instructions* for more information on application and submission requirements.

The EDD will distribute disqualification letters to applicants by email. Applicants have seven calendar days from the date their disqualification email is received in which to appeal. Please send all appeals to WSBSFP3@EDD.ca.gov by 3 p.m. PT on the seventh calendar day.

Each appellant must submit all the facts related to their appeal **in writing**. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:
- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for the appeal, including citations from the SFP and other pertinent documents
- A statement of the relief sought
- All corrective documentation
- A scanned copy of the statement with the original wet signature of the authorized signatory authority for the applicant organization
- Appeals must be submitted in PDF form to WSBSFP3@EDD.ca.gov

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

C. Award Notification
Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be emailed and mailed by December 2024.

D. Agreement and Contracting
The EDD will contact the awardee to negotiate and finalize contract details. The EDD may request that the contracts incorporate changes to the original project proposals. After the contract is finalized, the awardee will officially enter a contract with EDD to provide the services listed in the contract for the amount awarded. Any unauthorized deviation or non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization and that your infrastructure supports the administrative and operational requirements. The state expects contract negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the subrecipient to funding. The EDD reserves the right to terminate any funding offer if a subrecipient 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 subrecipient'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. Exhibits submitted with the application are not automatically approved. Subrecipients may be required to revise the contract exhibits to comply with applicable federal and state mandates during the approval and contract negotiation process. The EDD will guide finalizing the contract exhibits and verify that all requirements are met to be incorporated into the official contract. The awardees must submit a resolution for signatory authority designating the position's authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a subrecipient does not comply with the contract's revision process and terms.

VII. Administrative Requirements

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

A. Monitoring and Audits

During the performance period, grantees will be monitored and/or audited by the state, following existing policies, procedures, and requirements governing the use of funds. Grantees and subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers promptly and accurately. Complete and accurate reporting is essential during the monitoring process.

B. Record Retention

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

C. Performance Reporting

Pilot awardees will be using the CalJOBS website to report participant information and outcome data to the state promptly and accurately. The state will train pilot awardees on how to use the CalJOBS reporting system. TA DE awardees will attend CalJOBS trainings to understand pilot data collection requirements and provide additional support to pilot awardees. The TA DE awardee and any subrecipients must also submit monthly progress reports, including a narrative on the project's status.

See Appendix F for the CalJOBS Workstation and Software Requirements.

D. Fiscal Requirement and Reporting

The grantee must submit invoices and supporting documentation to receive reimbursement for expenditures incurred. The grantee must maintain a ledger showing the total amount of funds available for the program and monthly program deductions (i.e., payments to subcontractors).

At a minimum, each ledger entry must include the contract number, invoice date, payment date, and payment description. Individual divisions may require additional ledger information and/or backup documentation. Applicants must indicate the accounting platform they propose to use.

Additionally, the grantee will prepare and submit monthly financial and quarterly expenditure reports, or as requested, in formats prescribed by the EDD. The grantee must establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Principles, other state regulatory requirements, and the direction of the EDD.

E. Closeout
The closeout period is the 60 days after a grant agreement has reached its term end date or its funding has been fully utilized. During this period, the grantee submits a closeout package to the state, and the state confirms that the grantee has completed all applicable administrative actions and required work. The closeout period is a critical piece in the cycle of a grant. It is used by the grantee to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. Closeout documents and an end-of-project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan.

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

G. Intellectual Property Rights/Creative Common Attribution License
Subrecipients of a state award obtain the title to intangible property once acquired. The subrecipient must use the property for the authorized initial purpose and must not encumber the property without approval from the California Labor and Workforce Development Agency (Agency). Further, the Agency has the right to obtain, reproduce, publish, or otherwise use the data produced under a state award and authorize others to receive, reproduce, publish, or otherwise use such data for state purposes.

APPENDICES

Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits and attachments in the SFP announcement released on the [EDD's Workforce Development Solicitation for Proposals website.](#) Select each exhibit and exhibit attachment with links individually and download the corresponding forms before saving the SFP to a personal computer. Only *Exhibit A: Project Narrative* has a 10-page limit, which does not include other documents. Applicants should carefully read the SFP for the required elements and follow the guidelines in *Appendix A: Proposal Package Instructions* to meet all proposal application requirements. For questions regarding the proposal, please email the EDD's Grants and Solicitations Unit at WSBSFP3@EDD.ca.gov.

Format and Document

Figure 4 below lists the SFP Exhibits and Exhibit Attachments required by the applicant to download and complete according to the instructions in the SFP and submit following the naming conventions guidelines by the deadline outlined in the SFP will be deemed non-responsive and disqualified to forward for funding consideration. The list may also be used as a checklist to help ensure a complete SFP application package submission.

Figure 4: Required Document Format Checklist

Required SFP Exhibits	
1. Exhibit A: Proposal Narrative-ExA (must complete the word version including all required sections and sub-sections)	
2. Exhibit F: Budget Summary-ExF (must complete the word version provided in the SFP)	
3. Exhibit F2: Budget Narrative-ExF2 (must complete the word version provided in the SFP)	
4. Exhibit G: Supplemental Budget-ExG (if applicable) (must complete the word version provided in the SFP)	
5. Exhibit I: Project Work Plan-ExI (must complete the Word version provided in the SFP)	
6. Exhibit J: Partner Roles and Responsibilities-ExJ (must complete the word version provided in the SFP)	
Required SFP Exhibit Attachments	
7. Cover/Signature Page-CovSign (must complete the Word version provided in the SFP and provide an e-signed by the authorized signatory)-PDF	
8. Executive Summary-ExecSum (must complete the word version provided in the SFP)	
9. Optional Commitment Letters-ComLtr(Provide a PDF version if applicant or any partner(s) are providing leveraged funds)	
10. Partnership Agreement Letters-PartLtr (Must provide a PDF version if collaborations and strategic partnerships are established in the proposal)	
11. Indirect Cost Declaration-ICD (must complete the word version provided in the SFP signed by the authorized signatory)	
12. Indirect Cost Rate Agreement (ICRA) or Cost Allocation Plan (CAP) (if applicable)- If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency OR attach a Cost Allocation Plan with a certification letter.	

SFP Exhibit Instructions

Complete only the required information in the exhibits provided in the SFP. Submit all exhibits and attachments with the following naming convention, "[Applicant's Three Digit Initialism] [Grant Initialism] [PY XX-XX] [Exhibit or Attachment Initialism]." For example, "XYZ DAEI TA DE PY 24-25 ExF" for Exhibit F. File names must not exceed 40 Characters.

Disclaimer – The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

See *Figure 1: Document Submission Guidelines* on page 14 for more information.

1. **Exhibit A: Proposal Narrative – ExA**

   The Proposal Narrative should convey how the applicant's approach will lead to the success of program awardees, potential participants, and the workforce system. **There is a 10-page limit for Ex A.** Anything beyond the ten-page limit will not be considered. The other required exhibits and attachments do not count toward this page limit.

   The Proposal Narrative must be submitted in MS Word format single-spaced, in Calibri 12-point font on 8.5 x 11-inch pages. Save this document according to the naming convention: "XYZ DAEI TA DE PY 24-25 ExA."

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

   - Section I. Technical Assistance and Developmental Evaluation Plan (38 pts.)
   - Section II. Data Analysis and Performance Measures (23 pts.)
   - Section III. Statement of Capacity and Capabilities (30 pts.)
   - Section IV. Budget Summary Narrative and Plan (9 pts.)

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

   - Reflect on the applicant's comprehensive understanding of the issues specific to the workforce system
   - Demonstrate the need for the proposed project
   - Justify the project's approach
   - Suggest the potential for success

The narrative must be organized as follows: include the Section and Sub-Section header indicated in bold and must directly address the bulleted prompts. **Each section will be reviewed and scored individually for content according to the instructions below. Instructions for Completing the Proposal Narrative (Exhibit A):**

Section I: Technical Assistance and Developmental Evaluation Plan

I.1. Technical Assistance Approach
- Provide an overview of the individual and group-based TA that will be provided to project awardees in alignment with the TA goals and objectives outlined in this solicitation.
- Describe strategies for coordinating activities that promote team building and knowledge sharing.
- Explain how DAEI pilot awardees will be assisted with the design, development, and implementation of their projects to help foster workforce equity for the target population.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

I.2. Evaluation Methodology
- Identify the data that will be collected from awardees and how that data will be collected. Explain the rationale for the selection.
- Describe assessment methodologies for analyzing performance to develop a final summary report and justify the validity of any evaluative tools.
- Describe how awardee activities will be documented.
- Indicate when the project will establish a baseline and describe how progress will be assessed.
- Demonstrate the capacity to develop a final summary report with all the required elements. Cite any additional elements the report will include.
- Describe the approach to developing a final summary report with actionable recommendations that encourage a systemic shift toward greater collaboration in the workforce system.

I.3. Communities of Practice and Convenings
- Describe the methods and approach that will be utilized for developing and implementing CoPs.
- Describe the vision, goals, and outcomes for CoPs and other convenings.
- Explain strategies for conducting successful virtual and/or in-person convenings.
- Identify how goals can be leveraged to help broaden perspectives.

I.4. Sustainability
- Describe the plan for providing guidance and TA to program awardees on developing sustainability plans and institutionalizing practices.

- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant's performance period.
- Identify strategies to improve the connectivity of partnership networks and scale the DAEI program model.

I.5. Project Work Plan
- Complete and attach the Project Work Plan (SFP Exhibit I), which includes a detailed account of objectives and their corresponding activities, milestones, and timelines to demonstrate how the project's goal will be achieved. Essential program elements with specific outcomes must categorize the project work plan.

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

Section II: Data Analysis and Performance Measures

II.1. Goal Measurement
- Clearly define the goals for pilot awardees and workforce system improvement.
- Describe the process for assisting pilot awardees with setting milestones.
- Describe how activities will be documented.
- Indicate when the project baseline will be established and describe how progress will be assessed.

II.2. Goal Effectiveness
- Describe how the goals set for pilot awardees will improve participant experience during the pilot term.
- Identify and describe anticipated outcomes indicating systemic change that will lead to project replicability and sustainability.

II.3. Data Measurement and Analysis
- Describe the assessments and tools that will be utilized to gather and analyze the real-time pilot performance data necessary to inform ongoing decisions and improve program impact and outcomes.
- Clearly explain the data metrics used, the collection frequency, and the analysis method.

Section III: Statement of Capacity and Capabilities

III.1. Capability and Knowledge
- Describe their experience: (i) directly serving underserved populations facing significant barriers to employment or (ii) providing TA in support of such services.
- Describe your experience with virtual instruction and training.

III.2. Infrastructure/Staffing
- List the individuals and organizations providing TA and evaluation.
- Describe their capacity and experience to provide individualized assistance based on each pilot awardee's needs, the unique barriers of each target population, and the geographic regions served.
- Identify project partners and explain what services the partnerships will coordinate and provide based on each pilot awardee's needs, the unique barriers of the target populations, and the geographic regions being served.
- If applicable, complete and attach the Partner Roles and Responsibilities (SFP Exhibit J) detailing how the collaboration will successfully execute the required SFP goals and objectives.

III.3. Past/Present Performance
- Describe knowledge and experience working directly with other efforts.
- Demonstrate how best practices will be implemented to serve program awardees.

Section IV: Budget Summary Narrative and Plan

IV.1. Budget Summary Plan
- Provide a detailed narrative justification for all line items in the Budget Summary (SFP Exhibit F). Narratives should include how the proposed costs are necessary and reasonable regarding benefits to project awardees.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G).

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

IV.2. Cost Effectiveness
- Complete and attach the Budget Narrative (SFP Exhibit F2), which details the specific line item costs of the Budget Summary (SFP Exhibit F).
- Provide a detailed justification for each line item cost in the Budget Narrative (SFP Exhibit F2). For example, staff salaries should include a narrative of the staff activities and the percentage of salary charged to the project.

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

2. **Exhibit F Budget Summary-ExF**
   ● The Administrative Cost column must contain the cost of each administrative expense item.
   ● The Program Cost column must contain the cost of each programmatic expense item.
   ● Under Amount Leveraged, enter the cash and/or in-kind resources identified in the Project Narrative (Exhibit A). If included, this amount should correspond with the amounts documented in the Optional Commitment Letters.
   ● The Total Project Budget column includes calculated fields that must be populated. Once all the preceding data is entered, right-click inside each field and select "Update Field" to populate each line item—complete Total Funding, Row P, using the same steps.
   ● Program Costs and Administrative Costs must add up to the Total Award Amount.
   ● The Cash/In-Kind Contributions column in the Budget Summary (Exhibit F) must equal the Total Cash/In-Kind Contributions documented in Exhibit J: Partner Roles and Responsibilities (and the Optional Commitment Letters, if included).
   ● The amounts entered in the Budget Summary (Exhibit F) must match those reported on the Cover/Signature page.
   ● If the applicant plans to purchase equipment with a unit cost of $5,000 or more and a useful life span of more than one year, Section I (Equipment) of the Supplemental Budget (Exhibit G) must be completed.
   ● If an applicant plans to award funds for subrecipients to carry out a portion of the grant services, Sections II (subrecipient) and III (Contractor) of the Supplemental Budget (Exhibit G) must be completed.
   ● If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, Section III (Contractor) of the Supplemental Budget (Exhibit G) must be completed.

3. **Exhibit F2 Budget Narrative-ExF2**
   ● Provide a detailed justification in the Budget Narrative (Exhibit F2) for each line item cost in the Budget Summary (Exhibit F). For example, a detailed rationale of staff salaries should include each title or position, a narrative of the staff roles, responsibilities, activities, annual salary, the percentage of staff time devoted to the project, and the corresponding portion of their salary charged to the grant.
   ● All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to the project.
   ● **In Sections A-D: Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant in the line provided.
   ● Utilize Line Items A-D from the Budget Summary (Exhibit F) to complete the table in Section A of the Budget Narrative (Exhibit F2).
     ○ In Column 1, list each staff position.
     ○ In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).

- In Column 3, enter the staff Fringe Benefit cost.
- In Column 4, calculate the Total by adding the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.

- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and critical staff must attend quarterly meetings, Communities of Practice, and other activities coordinated by EDD-approved TA providers; all travel costs are included in the budget.
- **In Section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in Column 2 of the items listed in Column 1 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of furniture and equipment on the provided line. Refer to EDD Directives WSD16-16, Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), WSD16-10, Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and WSD17-08, Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
  - In-Line Item 1, enter the total expenditure for Equipment and Furniture items that cost less than $5,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
  - In-Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than $5,000. Include the item's name, cost, and quantity in the indicated space if any items are listed in Section G.2. Complete Exhibit G.
  - In In-Line Item 3, provide the estimated Equipment Lease dollar amount. Explain the calculation below the line item.
- **In Section H (if applicable)**, provide a detailed narrative justification for the line item contained in the Budget Summary (SFP Exhibit F) and the Supplemental Budget (SFP Exhibit G). The Narrative should include how the proposed costs are necessary and reasonable in terms of benefits to project awardees.
- **In Section I (if applicable)**, clearly explain these costs including identification of your indirect cost rate and base, and indirect cost rate type (Negotiated Indirect Cost Rate Agreement (NICRA, Cost Allocation Plan (CAP), or De Minimis (10% of Modified Total Direct Costs).
- **In Section J (if applicable)**, clearly explain these costs, which do not fit into the specific categories above.

4. **Exhibit G Supplemental Budget-ExG- Section I: Equipment**
- If the applicant plans to purchase equipment with a unit cost of $5,000 or more and a useful life span of more than one year, the Supplemental Budget (Exhibit G), Section I: Equipment must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. All equipment with a unit cost of

$5,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.

- A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section 200.407. Refer to EDD Directives WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017), WSD16-10, Subject: Property – Purchasing, Inventory, and Disposal (November 10, 2016), and WSD17-08, Subject: Procurement of Equipment and Related Services (March 14, 2018) for Procurement Guidelines.
- The Item Description Column must list all equipment costing $5,000 or more.
- The Quantity Column must contain the desired amount for each item in the Item Description Column.
- The Cost Per Item Column must contain the cost for each item listed in the Item Description Column.
- Right-click each cell in the Total Cost Column and select "Update Field" to populate the total cost for each item listed in the Item Description Column.
- The Percent Charged to Project Column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project Column.
- To populate the Total Cost Charged to Project Column, right-click each cell and select "Update Field."
- To populate the Total cells in the final row of Columns 3 and 5, right-click on each cell and select "Update Field."

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

Exhibit G Supplemental Budget-ExG-Section III: Contractors
- Section III of the Supplemental Budget (Exhibit G) is for contractual services. Contractual Services must be completed.
- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section III: Contractor must be completed.

- The Description-Type of Service Column must list the type of services the contractor will provide through procurement.
- The Cost Column must contain the service cost for each service listed in the Description-Type of Service Column.
- The Service Provider (If Known) Column must list the contractor's name that will be competitively procured to provide the contractual services for each service listed in the Description-Type of Service Column.
- Right-click on the Total cell in the Cost Column and select "Update Field" to populate the total cost for each amount listed in the Cost Column.

5. **Exhibit I Project Work Plan-ExI**
- For each quarter complete the Objectives/Activities column to describe activities applicable to the project, such as Start-up Activities, Business Partners Selected to Hire, Outreach and Recruitment, Screening/Enrollment/Assessment, Work Activities, Communities of Practice, Partner Meetings, Convenings, Employment Retention and Follow-up, Closeout Activities, and Other.
- To add rows, place the cursor between lines at the far-left side of the table and select the "+" symbol to describe the goals of the project, list barriers or external factors that may affect the implementation of the project or that may impede the attainment of project goals, describe the plans to overcome the barriers, or list the responsible partner(s) implementing the activity(ies).
- Provide the estimated dates of completion of the objectives or activities.

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

Exhibit Attachment Instructions

Complete only the required information in the exhibit's attachments. Do not change or alter the exhibit attachments. Submit all exhibit attachments in the required format with the following title: "[Applicant's Three Digit Initialism] [Grant Initial] [PY XX-XX] [Attachment Abbreviated Title]." For example, "XYZ DAEI TA DE PY 24-25 CovSign" for the Cover Signature Page. File names must not exceed 40 characters.

Disclaimer – All exhibit attachments must be completed accurately and submitted as part of the application package.

7. **Cover/Signature Page-CovSign**
   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 naming convention: "XYZ FAP TA DE PY 24-25 CovSign".

8. **Executive Summary-ExecSum**
   The Executive Summary is limited to two pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten. Save and submit this document according to the naming convention: "XYZ DAEI TA DE PY 24-25 ExecSum".

   A. **Technical Assistance Plan**
      Summarize the Proposal Narrative using complete sentences and proper grammar.

   B. **Expertise Serving Target Population**
      Demonstrates that the applicant and their partners (if applicable) can provide meaningful TA to DAEI PY 24-25 pilot awardees as they design, develop, and implement projects that promote access, equity, and inclusion for people with disabilities in workforce services and employment, and integrate service delivery between WIOA Title I and IV programs.

   C. **Service Model**
      - Describes how the applicant will provide individual and group TA support.
      - Explain how the applicant will customize interventions to match grantee needs and exceed expected outcomes.
      - Describe how the applicant will provide an accessible virtual forum and TA-led activities to facilitate program awardee engagement.

   D. **Partner Highlights**

A bulleted list of partners that specifies what each partner plans to contribute, if applicable.

A. Goal Measurement Methodology
- Describe how CoPs will be conducted and how Lessons Learned will be identified and addressed to tailor and adapt services based on program awardee needs.
- Explain how TA activities will be documented.
- Indicate how the applicant will establish a baseline for each program awardee project.
- Describe the specific measures the applicant will implement to ensure equal access.

B. 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.

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

Optional Commitment Letters should meet the following criteria:
- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must describe how the services proposed will differ from or enhance what already exists locally.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with the contact's name, title, and telephone number.
- Each letter must be dated within the grant competition period between August 30, 2024, and October 8, 2024.
- All Optional Commitment Letters must be submitted in one continuous PDF-Portal Data Save and submit this document according to the naming convention: "ABC DAEI TA DE PY 24-25 ComLtr."

10. Partnership Agreement Letters

Applicants must submit Partnership Agreement Letters from partner(s) outlined in the proposal that identify the partner's organization type. All letters must be submitted in one continuous PDF. Save and submit this document according to the naming convention: "XYZ DAEI TA DE PY 24-25 PartLtr".

Ensure that each Partnership Agreement Letter meets the following criteria:
- Each letter must identify each partner's organization type.
- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must describe how the proposed services will differ from what already exists locally.
- Each letter must describe the extent of the partnership and its anticipated outcomes.
- Each letter must provide an agency contact person and telephone number
- Each letter must be dated within the grant competition period between August 30, 2024, and October 8, 2024.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with their contact name, title, and telephone number.

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

11. Indirect Cost Declaration-ICD

The Indirect Cost Declaration must be completed to indicate if an organization is going to claim indirect costs to this WIOA Title I program and, if so, which indirect cost method will be used:
- Indirect Cost Rate Agreement (ICRA) - Attach ICRA and indirect cost certification letter.
- Cost Allocation Plan (CAP) - Attach CAP and certification letter.
  De Minimis Rate *(check only if you do not receive more than $35 million annually in direct federal funds and do not have a currently approved ICRA).*
- An ICR approved by the Employment Development Department - Attach the ICR proposal and indirect cost certification letter.

The applicant must complete the Word version provided in the SFP and sign it by the authorized signatory. Save and submit this document according to the naming convention: "DAEI TA DE PY 24-25 ICD".

Please note – If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency OR attach a Cost Allocation Plan with a certification letter. Save and submit this document according to the naming convention: "XYZ DAEI TA DE PY 24-25 ICRA".

Reminder of the Submission Guidelines

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention, "[Applicant's Three Digit Initialism] [Grant Initialism] [PY XX-XX] [Exhibit or Attachment Initialism]." For example, "XYZ DAEI TA DE PY 24-25 ExF" for

Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. Applications that do not include all the required documents and/or submitted after 3 p.m. PT on October 8, 2024, will be deemed non-responsive and automatically disqualified from being considered for funding.

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

Refer to *V.C. Submission Guidelines*, page 14, Figure 1: Document Submission Guidelines on instructions on the file submission.

Appendix B: DAEI Program Allowable Services

This SFP's TA DE funds are for pilots conducting the participant services listed below. This preliminary list is subject to change during pilot development and is provided here to assist with developing TA DE plans. The EDD reserves the right to modify this list during pilot development and allow additional activities not included if deemed beneficial, appropriate, allowable under the funding source, and reasonable to achieve employment and job retention outcomes for participants or other grant objectives. The TA DE provider may have the opportunity to provide recommendations to EDD on any additional activities requested by pilot awardees, including whether they will benefit participants or help meet other grant objectives. Pilot awardees must receive prior approval from the EDD to conduct activities not included in this SFP or otherwise determined allowable by the EDD.

Basic Career Services

1. Determinations of whether the individual is eligible to receive services

2. Outreach, intake, and orientation to information and other services available

3. Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs

4. Job search, placement assistance, and career counseling, including the following:

   - Information on in-demand industry sectors and occupations

   - Information on nontraditional employment

   - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services

5. Systems navigation assistance and referrals to other programs and services

6. Workforce and labor market employment data relating to local, regional, and national labor market areas, including the following:

   - Job vacancy listings in labor market areas

   - Information on job skills necessary to obtain the vacant jobs listed

   - Information relating to local, in-demand occupations, including earnings, skill requirements, and opportunities for advancement

7. Information relating to the availability of supportive services or assistance, including child care, child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the CalFRESH Program— federally known as the Supplemental Nutrition Assistance Program; assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families program

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

Individualized Career Services

1. Comprehensive and specialized assessments of skill levels and service needs, which may include the following:

    - Diagnostic testing and use of other assessment tools

    - In-depth interviewing and evaluation to identify employment barriers and employment goals

2. Development of an individual employment plan to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals, including information about existing Integrated Education and Training course offerings

3. Group or individual counseling

4. Career planning, career pathways planning assistance, career advancement assistance

5. Workforce preparation activities and pre-vocational services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for employment or training

6. Financial literacy services

7. Out-of-area job search assistance and relocation assistance

8. English language acquisition

9. High school completion/equivalency

10. Work-based learning/subsidized employment

11. Navigator services, including assistance with accessing other programs and services

12. Case management

13. Job development, job placement, secondary job placement

Follow-up and Job Retention Services

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

Appendix C: Allowable Costs

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

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

Appendix D: Administrative Costs

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

1. Administration costs are incurred by direct grant recipients, local grant recipients, local grant subrecipients, and local fiscal agents. These are not related to the direct provision of services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

2. The costs of administration are the costs associated with performing the following functions:
    a. Performing the following overall general administrative functions and coordination of those functions:
        - Accounting, budgeting, financial, and cash management functions
        - Procurement and purchasing functions
        - Property management functions
        - Personnel management functions
        - Payroll functions
        - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
        - Audit functions
        - General legal services functions
        - Developing systems and procedures, including information systems, required for these administrative functions
        - Fiscal agent responsibilities
    b. Performing oversight and monitoring responsibilities related to administrative functions.
    c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
    d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the grant.
    e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems), including the purchase, systems development, and operating costs of such systems.

3. Awards to subrecipients or contractors solely for performing administrative functions are classified as administrative costs.
    a. Personnel and related non-personnel costs of staff that perform administrative functions specified in Item 2 of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost

objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

c. Except as provided in item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.

d. Continuous improvement activities are charged to the administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

4. Costs of the following information systems, including the purchase, systems development, and operational costs (for example, data entry), are charged to the program category:
   a. Tracking or monitoring of participant and performance information
   b. Employment statistics information, including job listing information, job skills information, and demand occupation information
   c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities
   d. Local Workforce Development Area performance information
   e. Information relating to supportive services and unemployment insurance claims for program participants

5. Where possible, entities identified in Item 1 must make efforts to streamline:
   a. Services in item 2a-2e of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

Appendix E: Internet Resources

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

- **America's Job Center of California^{SM} (**AJCC**)**
  Central location for information about Job/Career Centers and related links

- **California Association for Local Economic Development (**CALED**)**
  Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California

- **California Community Colleges Economic and Workforce Development (**CCEWD**)**
  Industry-specific services, grant-funded initiatives, and technical assistance to support business growth

- **California Department of Finance-Demographic Research (**DOF**)**
  State finance census data, including population by gender, age, and race by county

- **California Department of Health Care Services (**DHCS**)**
  Provides services to preserve and improve the health status of all Californians

- **California Department of Education (**CDE**)**
  Programs available to provide adults with the knowledge and skills necessary to participate effectively as productive citizens and workers

- **California Department of Industrial Relations-Division of Apprenticeship Standards (**DIR-DAS**)**
  Opportunities for Californians to gain employable lifetime skills and provide employers with a highly skilled and experienced workforce while strengthening California's economy

- **California Department of Rehabilitation (**DOR**)**
  Services and advocacy for employment, independent living, and equality for individuals with disabilities

- **California Department of Social Services (**CDSS**)**
  Oversight and administration of programs serving California's most vulnerable residents

- **California Employment Development Department (**EDD**)**
  The EDD is the administrative entity for the DAEI SFP. This site contains links to various employment and training resources, including labor market information.

- **California's 2020-2023 Unified Strategic Workforce Development Plan (State Plan)**

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

- **California Labor and Workforce Development Agency (LWDA)**
  The Labor Agency oversees seven significant departments, boards, and panels that serve California businesses and workers, including the Employment Development Department

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

- **California Workforce Development Board (CWDB)**
  The CWDB establishes policies for and guides local workforce development boards (local boards), 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 a labor market information industry/business that can be useful in preparing your proposal.

- **Local Workforce Development Areas (Local Area)**
  A listing of Local Areas with addresses and contact information

- **Office of Management and Budget (OMB)**
  The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.

- **DAS (Pre-apprenticeships)**
  Information on the quality elements of a pre-apprenticeship program

- **Resources for Grant Subrecipients (**EDD Resources**)**
  An EDD website featuring "Frequently Asked Questions," project management resources, guidance, webinar materials, and other important information for applicants and subrecipients.

- **United States Census Bureau (**Census Bureau**)**
  Serves as the leading source of quality data about people, businesses, and the economy.

- **U.S. Small Business Administration (**SBA**)**
  Guidance and resource information to owners and operators of small businesses

- **U.S. Chamber of Commerce – Institute for Competitive Workforce (**ICW**)**
  Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century

- **U.S. Department of Labor Employment and Training Administration (**DOLETA**)**
  The U.S. DOLETA is the federal agent for WIOA programs

- **Workforce Development Solicitation for Proposals (**SFP**)**
  The SFPs and related information can be accessed from the EDD's SFP page

- **WorkforceGPS (**WorkforceGPS**)**
  An integrated workforce system network sponsored by the DOL Employment and Training Administration

Appendix F: CalJOBS^{SM} 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/ Object¹/ Microsoft Silverlight 3² 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, specific freely available third-party software is required on client workstations to maximize all of the features of the Virtual OneStop suite.

Figure 2: Third-Party Software

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	
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

Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control. |
| DynamSoft HTML5 Document Scanning | | | DynamSoft Download DynamicWebTWAINHTML5Edition.exe |

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual 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 when 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 resources 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.

Adobe Flash 11: The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

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 standard 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) currently uses version 4.3.1 of CKEditor. CKEditor is used within the VOS system to allow you to use standard word-processing features such 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 use these unsupported browser versions, your browser should be updated to avoid compatibility issues.