

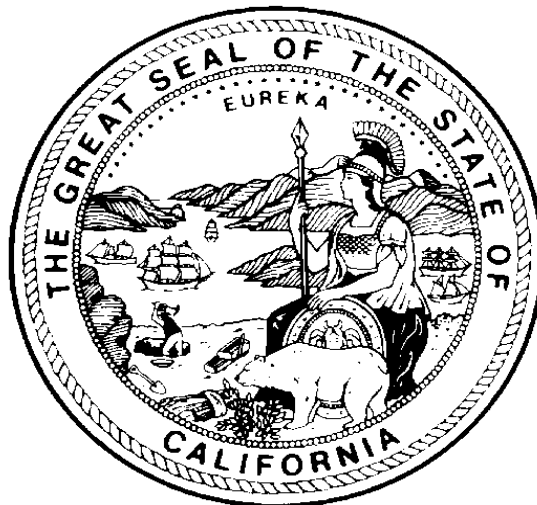
# Notice of Availability of Funds

By the Employment Development Department  
On behalf of the California Labor and Workforce Development Agency

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*Workforce Innovation and Opportunity Act*  
**Farmworkers Advancement Program Technical Assistance &  
Developmental Evaluation  
Program Year 2024-25**

**Solicitation for Proposals (SFP)**



**November 2024**

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This Farmworkers Advancement Program Technical Assistance and Developmental Evaluation Program Year 2024-25 is funded by a grant award totaling \$1 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources.

## Proposal Package Instructions and Exhibits

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The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2024-25 Farmworkers Advancement Program (FAP) Technical Assistance & Developmental Evaluation (TA DE) funding opportunity. Select each exhibit link individually and download each before saving the solicitation for proposals (SFP) to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

### Required Exhibits:

- [Cover Signature Page \(DOCX\)](#)
- [Exhibit A – Project Narrative \(DOCX\)](#)
- [Exhibit F – Budget Summary \(DOCX\)](#)
- [Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)
- [Exhibit I – Project Work Plan \(DOCX\)](#)
- [Exhibit J – Partner Roles and Responsibilities \(DOCX\)](#)
- [Executive Summary \(DOCX\)](#)
- [Indirect Cost Declaration \(DOCX\)](#)
- Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) (if applicable)\*
- Partnership Agreement Letters (if applicable)\*
- Commitment Letters (if applicable)\*

\* Does not include a template.

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# 1. Overview

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The Employment Development Department (EDD), on behalf of the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$1 million from the *Workforce Innovation and Opportunity Act* (WIOA) Governor’s Discretionary Fund for the Farmworkers Advancement Program (FAP) Technical Assistance (TA) and Developmental Evaluation (DE)<sup>1</sup> for Program Year 2024-25 (PY 24-25). The inaugural FAP TA SFP was released in PY 23-24 on March 14, 2024. The FAP TA DE awardee will assist the FAP program awardees with the continued development and refinement of projects that focus exclusively on farmworker needs at a regional level by offering essential skills and upskilling training to either advance in the agricultural industry and/or prepare for advancement outside of the agricultural sector.

The FAP program and FAP TA DE grants will support workforce development equity projects that drive success, innovation, and systems change that position farmworkers to obtain access to good-quality jobs, including jobs that pay family-sustaining wages, offer benefits, have predictable hours, opportunities for career advancement, and worker voice<sup>2</sup>. The FAP TA DE provider will support projects that build on wrap-around support and resources, build skills to prevent job loss, lay the foundation for upward mobility, provide opportunities for entrepreneurial training within the farming industry, and foster learning for continuous improvement, successful outcomes, and profound impact on underserved farmworker communities.

## A. Purpose

The FAP TA DE grant aims to increase equity and improve outcomes for adult farmworkers facing significant barriers to employment and education by providing technical assistance, training, guidance, and support to program awardees in their development of successful FAPs. In support of this goal, the grantee will disseminate lessons learned and provide recommendations to state policymakers and a broader workforce development community, which includes education entities, WIOA practitioners, Community-based organizations (CBOs), non-profits, and other entities that provide public benefits and services. Applicants are expected to base their overall approach on best practice models for skills training and career advancement, including the

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<sup>1</sup> Developmental evaluation services are a continuous learning and improvement process for programs, helping them to better adapt and respond to complex and uncertain situations.

<sup>2</sup> According to the [Nationalfund.org](https://www.nationalfund.org) worker voice is a critical part of equitable and inclusive worker success strategies. Authentic worker voice is a whole-of-workplace approach in which frontline employees influence their workplace and their experience at work.

Integrated Education and Training (IET) model<sup>3</sup>, and advance the work in this space by providing ongoing TA and conducting DE for continuous program improvement. The TA DE awardee will work in close coordination with (1) FAP program awardees, (2) EDD project managers, and (3) all other relevant stakeholders to conduct ongoing TA and to complete a DE. In this context, the FAP TA DE awardee will be gathering insights through data and situational analysis, ongoing coaching, and communities of practice (CoPs) to evaluate program service models and help ensure programs are best positioned for long-term success and sustainability.

Additionally, the FAP TA DE awardee will collaborate with EDD to develop connections between FAP and other farmworker-serving programs and to coordinate a broader Joint Farmworker Services CoP. The Joint Farmworker Services CoP will bring together state-funded projects and programs serving farmworkers to (1) align goals and activities, (2) streamline outreach efforts to reduce duplication of efforts, and (3) provide opportunities for other unique collaborations between programs, including referral, co-enrollment, and co-case management strategies. The community development will foster strong relationships between farmworkers serving projects, programs, and stakeholders, resulting in a highly coordinated service delivery network that will promote the advancement of California's farmworkers.

## B. Availability

A total of \$1 million in the Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary Fund for the FAP TA DE PY 24-25 is available through this SFP. It is anticipated that only one application will be awarded. Funding requests and other performance measures should be determined by demonstrating successful TA DE plans, relevant experience, and reasonable costs for proposed services. Awarding decisions are based on the availability of funds.

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

The anticipated start date for technical assistance the successful applicant provides is April 1, 2025, or upon subgrant execution. All funded activities will conclude no later than December 31, 2026. This Period of Performance includes all necessary implementation and start-up activities. Grant funds will not be available past December 31, 2026. No obligation of funds will

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<sup>3</sup> IET programs are defined by WIOA Final Regulations at 34 CFR 463.35 as “a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.”

be allowed before or beyond the grant period of performance. Any funds not expended during the grant agreement period shall be returned to the state.

### C. Target Populations

The TA DE services for this grant will support the organizations in the service counties that were awarded program grants for Track #1 or Track #2 under the FAP PY 24-25 SFP. For Track #1, funding was awarded for programs demonstrating a track record of workforce outcomes to implement and scale FAPs. Track #2 supports the design, development, and early implementation of FAPs. The TA DE awardee will also work with the PY 23-24 Program awardees and TA provider to ensure continued support.

The FAP TA DE awardee must work with each program awardee to determine the specific demographics and needs of the farmworkers in each of their service areas. This may include making recommendations and providing TA and training to program awardees on equitable access and inclusion for English Learner populations that are historically underserved or are underrepresented in enrollments, including, but not limited to, migrant/seasonal farmworkers, farmworkers with basic skills deficiencies and/or low literacy levels and farmworkers with a disability. The FAP TA DE provider should be prepared to offer support and resources tailored to the unique needs and challenges of this population. All individuals must be at least 18 years of age and meet WIOA Title I Adult eligibility requirements to participate in the FAP PY 24-25 program.

### D. Eligibility

Applicants for the FAP TA DE PY 24-25 grant must be organizations with the capacity, relationships, and expertise to deliver the necessary TA services statewide. Proposals will be accepted from Community Colleges and Institutions of Higher Education, Adult Education Providers, Education and Training Providers, County social service agencies, Community-based organizations (CBOs), Business-related non-profit organizations, Labor organizations, and Workforce Intermediaries.

Individuals are not eligible to apply. Applicants must reside in the US but do not need to reside in California; however, they must have demonstrated capacity to provide technical assistance in California.

In their proposals, applicants must demonstrate relevant experience and expertise in providing services to farmworkers, Limited English Proficient (LEP), low-wage workers, or immigrant communities in workforce development and training programs. Applicants for the FAP TA DE must be organizations with the capacity, relationships, and expertise to deliver the necessary TA services statewide.

## 2. Project Design

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### A. Project Goals and Objectives

The FAP TA DE awardee (“TA DE awardee”) will support FAP organizations supporting workforce development system change by (1) identifying how existing best practices can be designed, adapted, and enhanced with a focus on the needs of farmworkers; (2) identifying opportunities to leverage resources and cross-sector partnerships better to serve this population (3) identifying and addressing workforce system barriers that are unique to this population; (4) supporting program designs and demonstrating the effectiveness in providing wrap-around support; and (5) obtaining feedback from the target population regarding current and desired career opportunities in the agriculture sector.

In collaboration with workforce and education partners, project stakeholders, and the EDD, the FAP TA DE awardee will be responsible for creating and sustaining CoPs and the goals and objectives of this specific FAP PY 24-25 program. This work will include, but not be limited to, facilitating connection among program awardees, coordinating local and regional connectivity to develop grantee networks, developing successful strategies for multiple program components, sharing best practices, and identifying and addressing challenges as they occur throughout the life of the grant, through ongoing developmental evaluation. 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. Where necessary, the TA DE awardee should act as an intermediary between program awardees and partners that can provide administrative support to the program awardees.

The FAP TA DE grant seeks to identify best practices and address any challenges presented in (1) utilizing existing and developing new training opportunities for upskilling farmworkers within the agricultural industry, including, but not limited to, IET instructional strategies and in-language instruction, (2) re-training farmworkers to enter into new occupations in other in-demand industries, (3) providing training designed to achieve entrepreneurial goals, (4) developing connectivity, co-enrollment, and co-case management strategies between education and workforce partners, (5) employer engagement, and (6) outreach and recruitment strategies for reaching migrant/seasonal farmworkers.

### B. Strategies

The FAP TA DE awardee will facilitate connectivity among program awardees and conduct stakeholder coordination, including but not limited to the following:

- Provide individual program consultation for continuous learning and program improvement.



- Coordinate technology-enabled training for awardees on topics relevant to their needs.
- Incorporate a theory of change based on how to support farmworkers and the agriculture industry better.
- Convene regularly scheduled CoPs that bring together practitioners who serve farmworkers, including but not limited to project awardees, project partners, relevant stakeholders, and other EDD program subgrantees such as English Language Learners (ELL) Integrated Education and Training (IET) and Quality Jobs, Equity, Strategy, and Training (QUEST).
- Bring organizations together to inform the state about the needs and changes to the agriculture industry and farmworkers.
- Share identified best practices and other lessons learned between funded program awardees with a combination of written materials, webinars, trainings, and CoPs, open to project awardees, project partners, and relevant stakeholders.
- Coordinate and facilitate virtual and/or in-person convenings.
- Assist with developing and/or refining training partnership structures and each partner's organizational capacity.
- Support project awardees with local and/or regional stakeholder engagement and coordination, including assistance with defining or refining roles and responsibilities between project awardees, funded project partners, and other local/regional stakeholders engaged in service provision to farmworkers.
- Support project awardees in connecting with Local Workforce Development Boards (LWDA) and the America's Job Centers of California (AJCCs).
- Provide support to project awardees by making connections to local and regional stakeholders serving farmworker populations.
- Support program awardees in developing partner meetings, developing referral and recruitment networks, establishing integrated service delivery or co-case management strategies, and encouraging cross-training.

The FAP TA DE awardee will provide guidance, technical assistance, and training support to FAP projects, including but not limited to the following:

- Providing real-time feedback to program awardees to achieve program outcomes and implement new strategies, measures, and actions as goals emerge and evolve.

- Addressing individual project challenges and identifying when alternative methods are needed to accomplish project goals or when there is a need to adjust goals.
- Coordination with the EDD to ensure technical assistance and training align with allowable activities, project goals, and data collection and reporting requirements.
- In coordination with EDD, assist program awardees in effectively collecting and utilizing participant data.
- Provision of assistance and guidance in developing sustainability plans to ensure project practices are institutionalized and work continues beyond the grant period of performance.

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

- Collaborating with EDD to develop connections between FAP and other farmworker-serving programs and to coordinate a broader Joint Farmworker Services CoP.
- Coordinating and facilitating meetings, training, and activities attended by the EDD, program stakeholders, policy leaders, advocacy groups, and program awardees.
- Reporting or presenting at workforce system meetings, webinars, conferences, CoP, or training.
- Disseminating best practices and lessons learned to the broader workforce system through written materials, webinars, training, and/or CoP.
- Providing information to the state about the needs and changes of the Agriculture Industry and Farmworkers by synthesizing existing agriculture data to provide a cohesive and complete recommendation to support California farmworkers.

The FAP TA DE will share learning objectives through the identification of cross-cutting themes amongst best practices, challenges, challenge solutions, and systemic barriers experienced by program awardees and partners while doing the following:

- Developing strategies to provide farmworkers with the skills to advance in agriculture.
- Developing connectivity, co-enrollment, and co-case management strategies to provide wrap-around support and resources to lay the foundation for upward mobility.
- Preparing displaced farmworkers to obtain employment outside the agricultural industry, allowing them to earn a living wage while remaining in their communities.
- Providing successful employer engagement.

- Developing emerging programs with novel partnerships and/or program providers to become fully developed programs.

The FAP TA DE awardee will provide a final summary report of the TA and developmental evaluation of the project that includes, but is not limited to, the following:

- Summarize and evaluate service delivery approaches developed to ensure successful participation and completion, such as programs offered at or take place at worksites, farmworker housing, or other locations accessible to farmworkers.
- Develop a roadmap for sustaining, replicating, and scaling successful strategies, including tracked referrals for farmworkers without work authorization to support services and other programs.
- Develop strategies to expand programs, such as the use of philanthropic resources, to serve undocumented workers and/or members of farmworker families by program awardees.
- Summarize and evaluate any other cross-cutting themes amongst project successes, challenges, and project outcomes that can inform future funding investments and program designs.

### C. Partnerships

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

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

In the Project Narrative, applicants must demonstrate their ability to deliver TA DE as a single organization or project team, identifying any project partners. Applicants must submit Partnership Agreement Letters if partnerships are proposed and outline each partner's roles and expected contributions. Appendix A: Proposal Package Instructions contains more information on submitting Partnership Agreement Letters. 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 encouraged.

#### D. Supporting Data

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

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

### 3. Application and Program Requirements

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

#### A. Required Exhibits and Attachments

- **Exhibit A: Project Narrative** - Describes the project design with a clear rationale in a narrative form
- **Exhibit F: Budget Summary** - Lists line-item costs for project activities and administration
- **Exhibit F2: Budget Narrative** - Justification of the costs in each line item of the Budget Summary
- **Exhibit G: Supplemental Budget (if applicable)** - Only required if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services (regardless of the dollar amount)
- **Exhibit I: Project Work Plan** - Provides roles, responsibilities, and milestones for project implementation
- **Exhibit J: Partner Roles and Responsibilities** - Reflects the leveraged resources recorded in each of the corresponding Partnership and Optional Commitment Letters
- **SFP Cover/Signature Page** - Electronic signature submissions only
- **Executive Summary** - Abstract of the project
- **Indirect Cost Declaration (ICD)** - Indicates if an organization is going to claim indirect costs to this WIOA Title I program
- **Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) (if applicable)** - Must provide if an applicant indicates that they are using an ICRA or CAP on the ICD
- **Partnership Agreement Letters (if applicable)** - Proposals that include project partner(s) must submit Partnership Agreement Letters
- **Commitment Letters (if applicable)** - Any partner pledging resources should submit an Optional Commitment Letter, including the lead applicant

## B. 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.

**Note** – SAM registration must be reviewed and updated every 12 months to keep accounts current, accurate, and complete in the SAM database. To remain eligible for funding, applicants must maintain an active registration in the SAM database. Applicants must ensure this information is updated before applying for funding. The registration and/or renewal process can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. The applicant must have all information up to date and accessible through the SAM before submitting the application. Visit the [SAM website](#) for more information about registration requirements.

## C. Partnership Agreement Letters

Applicants must submit agreement letters from each of their recommended partners. If the applicant is one of the partners and/or provides leveraged resources, the applicant must provide a letter to document the commitment. See Appendix A for more information on submitting partnership agreement letters.

## 4. Budgeting and Performance Requirements

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### A. Funding Request

Funding timing and decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change. A total of \$1 million in the WIOA Governor’s Discretionary Funds are available through this SFP. Applicants may request an award of up to \$1 million. The EDD anticipates that only one award will be granted. Final awards and participant counts may be adjusted depending on the number of successfully submitted proposals. The state expects the performance period for participating projects funded under this SFP to be between 18 and 24 months. Grant funds will not be available for longer than 24 months. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

### B. Leveraging Resources

Leverage is not defined in regulation or any related administrative requirements. For EDD-funded programs, the term means all resources the recipient uses to support grant activity and outcomes, regardless of whether those resources meet the standards required for match.

There are no required leveraged resources for this project. However, applicants are encouraged to leverage human capital and utilize other resources to maximize the project's success. Leveraged resources can come from various sources, including but not limited to businesses, industry associations, labor organizations, community-based organizations, education and training providers, and/or federal, state, and local government programs.

Leveraged resources can include non-cash or third-party in-kind contributions to share in infrastructure costs. 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. See Appendix A for more information on adequately documenting pledge contribution agreements.

All leveraged resources will be subject to the reporting requirements contained in Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05) (December 4, 2019) and Title 2 *Code of Federal Regulations* (CFR) Part 200: Uniform

Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), Section [200.306](#) Cost sharing or leveraging.<sup>4</sup>

### C. Allowable Uses of Funds

The funds awarded in this SFP must be used to provide TA DE to FAP PY 24-25 program awardees in the successful implementation of their FAP projects and developing ongoing and final evaluation of the FAP program.

Allowable costs for the TA grantee include the following:

- Any costs associated with the provision of TA DE to FAP program awardees, including but not limited to costs for personnel, materials, travel, and virtual platforms.
- Any costs associated with coordinating project partners and stakeholders, including collaboration with other EDD and external programs, will enhance learning objectives, project performance, and opportunities for co-enrollment for program awardees. Associated costs may include, but are not limited to, 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 subgrant period.

The WIOA and its associated federal regulations, state and federal directives, and the Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements govern the use of the grant funds. Refer to Appendix B and Appendix C for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

### D. Administrative Cost Limits

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

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<sup>4</sup> All Workforce Services Directives cited in this SFP can be found on the [EDD website](#).



## 5. Submission

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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. 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](mailto:WSBSFP3@edd.ca.gov). The subject line of each application submission email must include: “[Applicant’s Three Digit Initialism] [FAP TA DE PY 24-25] Proposal”. Example: “Subject: XYZ FAP TA DE PY 24-25 Proposal”. The proposal package is due by 3 p.m. PT on December 9, 2024. Documents must adhere to the following naming convention: [Applicant’s Three Digit Initialism] [Grant Initialism Program Year Initialism] [Abbreviated Name of Document]. Example: “XYZ FAP TA DE PY 24-25 Cov/Sign”.

- 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), Partnership Agreement Letters (PtrLtr), and Commitment Letters (ComLtr) must be submitted in PDF form. All other exhibits and exhibit attachments must be submitted in Word format.
- The Cover/Signature page must include the signature of the signatory authority on the form.
- Partnership Agreement Letters and Commitment Letters should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: “XYZ FAP TA DE PY 24-25 ComLtr and XYZ FAP TA DE PY 24-25 PtrLtr.
- Submit additional non-required documentation, such as data analysis, in Adobe PDF.

### B. 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 FAP 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 December 9, 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 5.1: Document Submission Guidelines**

<b>Required Documents</b>	<b>Naming Convention Suggestions</b>
<b>Exhibit A Project Narrative (ExA)</b>	XYZ FAP TA DE PY 24-25 ExA
<b>Exhibit F Budget Summary (ExF)</b>	XYZ FAP TA DE PY 24-25 ExF
<b>Exhibit F2 Budget Narrative (ExF2)</b>	XYZ FAP TA DE PY 24-25 ExF2
<b>Exhibit G Supplemental Budget (ExG)</b>	XYZ FAP TA DE PY 24-25 ExG
<b>Exhibit I Project Work Plan (ExI)</b>	XYZ FAP TA DE PY 24-25 ExI
<b>Exhibit J Partner Roles and Resp. (ExJ)</b>	XYZ FAP TA DE PY 24-25 ExJ
<b>Cover/Signature Page (CovSign)</b>	XYZ FAP TA DE PY 24-25 CovSign
<b>Executive Summary (ExecSum)</b>	XYZ FAP TA DE PY 24-25 ExecSum
<b>Commitment Letters (ComLtr)</b>	XYZ FAP TA DE PY 24-25 ComLtr
<b>Partnership Agreement Letters (PartLtr)</b>	XYZ FAP TA DE PY 24-25 PartLtr
<b>Indirect Cost Declaration-ICD or CAP (if applicable)</b>	XYZ FAP TA DE PY 24-25 ICD
<b>Indirect cost Rate Agreement-ICRA or CAP (if applicable)</b>	XYZ FAP TA DE PY 24-25 ICRA/CAP

**Figure 5.2: Application Timeline**

Event	Date
SFP release	November 5, 2024
Last date to submit questions for the webinar	November 15, 2024, by noon PT
Deadline to preregister for the webinar	November 19, 2024, at 9 a.m. PT
Informational Webinar	November 19, 2024, at 10 a.m. PT
Notice of Intent to Apply	November 26, 2024, by noon PT
Proposals due	December 9, 2024, by 3 p.m. PT
Proposal review and evaluation	December 16—20, 2024
Deadline to appeal	December 18, 2024
Award announcements	February 2025
Estimated project start date	March 2025

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

### C. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled for November 19, 2024, at 10 a.m. PT. This webinar will be the final opportunity for applicants to ask specific questions regarding the SFP and the application process. Pre-registration is required for all participants. Refer to the [EDD’s Workforce Development SFP 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](mailto:WSBSFP3@EDD.ca.gov) with the subject line: [Applicant’s Three Digit Initialism] FAP TA DE PY 24-25 SFP Inquiry. All inquiries must be received before noon PT on November 15, 2024.

Please note this webinar will not be recorded.

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

#### D. Delivery

Applicants must submit a complete proposal package with all required elements to [WSBSFP3@EDD.ca.gov](mailto:WSBSFP3@EDD.ca.gov) no later than 3 p.m. PT on December 9, 2024. The Cov/Sign Page must be signed by the signatory authority as stated in the resolution for signatory authority.

Refer to *Appendix A: Proposal Package Instructions* for further guidelines on electronic submission and *Section 6. D: Agreement and Contracting* for the signatory authority requirements for the Subgrant Agreement (contract).

## 6. Award and Contracting Process

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After the deadline, the EDD will (i) vet the proposals based on the minimum qualifications established in this SFP and (ii) administer a competitive evaluation for all proposals that meet the minimum qualifications. Funding decisions are based on scoring criteria, performance history, and regional and target population needs. The EDD will notify all applicants regarding the status of submitted proposals. A summary of projects funded under this SFP will be publicly posted on the EDD website.

### A. Proposal Review, Scoring, and Evaluation

Teams of 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 6.1: Scoring Rubric**

<b>Narrative Criteria</b>	<b>Maximum Points</b>
Section 1 – Technical Assistance Plan	40
Section 2 – Data Analysis and Performance Measures	25
Section 3 – Statement of Capacity and Capabilities	30
Section 4 – Budget Summary Narrative and Plan	5
<b>Total Maximum</b>	<b>100</b>

Only proposals that score in the top tier, are deemed meritorious, and are in the state's best interest 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 LWDA Secretary, in consultation with the EDD, will make final funding decisions based on the ranked scores and other factors such as the distribution of funds across geographic locations and special populations in need, past performance, innovative approach, and uniqueness of the project.

## B. Appeals 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 4: Budgeting and Performance Requirements, Section 5: Submission, Section 6: Award and Contracting Process, 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 emailed in which to appeal. Please send all appeals to [WSBSFP3@EDD.ca.gov](mailto: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](mailto: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 mailed by February 2025. An award offer does not constitute approval of the application as submitted. The applicant is required to negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

### D. Agreement and Contracting

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

## 7. Administrative Requirements

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To qualify for awarded funds, successful applicants must comply with all administrative and reporting requirements. Applicants that do not comply may be de-obligated. Refer to *Unilateral De-Obligation* ([WSD16-03](#)) (July 20, 2016), for more guidance.

### A. Monitoring and Audits

During the POP, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and EDD guidance to clarify requirements governing the use of WIOA funds. 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 in a timely manner.

Complete and accurate reporting is essential during the monitoring process. Subrecipients that expend over \$750,000 in federal funds from any source must complete a single or program-specific audit for the fiscal year per the Single Audit Act for State and Local Agencies, 1996 Amendments, Public Law 104-156. Refer to *Audits Requirements* ([WSD20-03](#)) (October 13, 2020) for more information.

### B. Record Retention

Subrecipients must maintain sufficient project and fiscal records to allow federal, 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. Subrecipients will retain all records pertinent to the 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. Reporting

All subrecipients must have access to the CalJOBS website to report expenditures, participant information, and outcome data to the state promptly and accurately. Refer to Appendix F: CalJOBS Workstation and Software Requirements for more details. The state will provide training on how to use the CalJOBS reporting system. Review [Types of Work-Based Learning WIOA Desk References](#) and [CalJOBS Activity Codes](#) ([WSD24-05](#)) (December 27, 2019) for guidance on entering grant activity codes. See [CalJOBS Participant Reporting](#) ([WSD20-10](#)) (April 8, 2021), for more information regarding participant reporting requirements.

Subrecipients will be required to submit monthly financial and participant reports using CalJOBS. Subrecipients will also be required to submit quarterly narrative progress reports



(QPR) on the status of the projects, which is a condition of the contract. Failure to properly report may result in cash hold and de-obligation. Refer to *Monthly and Quarterly Financial Reporting Requirements* ([WSD19-05](#)) (December 4, 2019), for further information.

#### D. Closeout

Project closeout reports are due within 60 days of the project termination date. Applicants should include costs associated with closeout activities in the budget plan. Refer to *WIOA Closeout Requirements* ([WSD16-05](#)) (July 29, 2016), for further guidance.

#### E. Compliance

All funds are subject to state and federal statutory and regulatory requirements, including the WIOA and its associated federal regulations, OMB Circulars, Title 29 of the *Code of Federal Regulations*, and compliance with the Subgrant Agreement.

#### F. Intellectual Property Rights/Creative Commons Attribution License

Subrecipients of a federal award obtain the title to intangible property once acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from the EDD. Further, the DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes (Uniform Guidance Section 200.315[a],[d]). In addition, the DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work as specified by the recipient (DOL Exceptions 2 CFR Section 2900.13). Refer to *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016) for more information.

#### G. Public Communications – Certain Information Requirement

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

- The percentage of the total costs of the program or project which will be financed
- with federal money.
- The dollar amount of federal funds for the project or program.

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

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

## H. Evaluation

The WIOA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the state to determine the effectiveness of the Governor's Discretionary Funds in addressing identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide evaluation occurs, the subrecipient will be required to participate by providing the requested data and information. Therefore, throughout the POP subrecipients must document lessons learned and effective practices ascertained through this project and share them through the QPR medium.

# Appendices

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## Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required exhibits, any applicable partnership agreement letters, commitment letters, and optional letters of support are not included in the 10-page limit, which applies only to the narrative. After carefully reviewing the SFP and Appendices, questions regarding the proposal package can be emailed to the EDD staff at [WSBSFP3@EDD.ca.gov](mailto:WSBSFP3@EDD.ca.gov).

### A. Format and Document Order

Figure A.1 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 A.1: Required Document Format Checklist**

<b>Required SFP Exhibits</b>	
<b>1. Exhibit A: Project Narrative - ExA</b> (must complete the word version including all required sections and sub-sections)	
<b>2. Exhibit F: Budget Summary - ExF</b> (must complete the word version provided in the SFP)	
<b>3. Exhibit F2: Budget Narrative - ExF2</b> (must complete the word version provided in the SFP)	
<b>4. Exhibit G: Supplemental Budget (if applicable) - ExG</b> (must complete the word version provided in the SFP)	
<b>5. Exhibit I: Project Work Plan - ExI</b> (must complete the word version provided in the SFP)	
<b>6. Exhibit J: Partner Roles and Responsibilities - ExJ</b> (must complete the word version provided in the SFP)	
<b>Required SFP Exhibit Attachments</b>	

<b>7. Cover/Signature Page - CovSign</b> (must complete the word version provided in the SFP and submit a PDF version e-signed by the authorized signatory)	
<b>8. Executive Summary - ExecSum</b> (must complete the word version provided in the SFP)	
<b>9. Commitment Letters (if applicable) - ComLtr</b> (Provide a PDF version if the applicant or any partner(s) are providing leveraged resources)	
<b>10. Partnership Agreement Letters (if applicable) - PartLtr</b> (Must provide a PDF version if collaborations and strategic partnerships are established in the proposal)	
<b>11. Indirect Cost Declaration - ICD</b> (must complete the word version provided in the SFP signed by the authorized signatory)	
<b>12. Indirect Cost Rate Agreement (ICRA) or Cost Allocation Plan (CAP) (if applicable)</b> - 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.	

**B. 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 FAP 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.

Refer to *Section 5. B: Submission Guidelines*, page 16, Figure 5.1: Document Submission Guidelines on instructions on the file submission.

**Exhibit A – Project Narrative (ExA)**

Exhibit A will be created by the author using the Exhibit A template. The content of the sections and subsections is based on what is expected of applicants to include in their proposal. The Project 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 10-page limit will not be considered. The other required exhibits and attachments do not count toward this page limit.

The Project Narrative must be submitted in MS Word format in Calibri 12-point font. Save this document according to the following naming convention: "XYZ FAP TA DE PY 24-25 ExA."

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

1. Section 1. Technical Assistance Plan (40 pts.)
2. Section 2. Data Analysis and Performance Measures (25 pts.)
3. Section 3. Statement of Capacity and Capabilities (30 pts.)
4. Section 4. Budget Summary Narrative and Plan (5 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 (LMID), (ii) the Bureau of Labor Statistics, (iii) the U.S. Census, (iv) local surveys, (v) case studies, (vi) past performance; and (vii) consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should:

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

The narrative must be organized as follows: include the 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.

**Exhibit A – Project Narrative, Section 1: Technical Assistance Plan (Maximum 40 points)**

***1.1. Technical Assistance Approach (Score range 0-10 points)***

- Provide an overview of the individual and group-based TA DE that will be provided to project awardees in alignment with the TA DE goals and objectives outlined in this solicitation.
- Describe strategies for coordinating activities that promote team building and knowledge sharing.

- Explain how FAP program awardees will be assisted with the design, development, and implementation of their projects to help foster workforce equity for the target population.
- Explain how FAP program awardees will be assisted in collecting required data and fulfilling reporting obligations.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

**1.2. Developmental Evaluation Methodology (Score range 0-10 points)**

- 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.

**1.3. Sustainability (Score Range 0-10 points)**

- Describe the plan for providing guidance and technical assistance 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 FAP model.

**1.4. Project Work Plan (Score range 0-10 points)**

- Complete and attach the Project Work Plan (SFP Exhibit I), which includes a detailed account of objectives and their corresponding activities, milestones, and timelines to

demonstrate how the project's goal will be achieved. Essential program elements with specific outcomes must categorize the project work plan.

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

**Exhibit A – Project Narrative, Section 2: Data Analysis and Performance Measures (Maximum 25 points)**

***2.1. Goal Measurement (Score range 0-10 points)***

- Clearly define the goals for program awardees and workforce system improvement.
- Describe the process for assisting program 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.

***2.2. Goal Effectiveness (Score range 0-10 points)***

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

***2.3. Data Measurement and Analysis (Score range 0-5 points)***

- Describe the assessments and tools that will be utilized to gather and analyze the real-time program 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.

**Exhibit A – Project Narrative, Section 3: Statement of Capacity and Capabilities (Maximum 30 points)**

***3.1. Capability and Knowledge (Score range 0-10 points)***

- Describe your 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.

### ***3.2. Infrastructure and Staffing (Score range 0-10 points)***

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

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

- Describe knowledge and experience working directly with other efforts.
- Demonstrate how best practices will be implemented to serve program awardees.

## **Exhibit A – Project Narrative, Section 4: Budget Summary Narrative and Plan (Maximum 5 points)**

### ***4.1. Budget Summary Plan and Cost Effectiveness (Score range 0-5 points)***

- Complete and attach the Budget Narrative (SFP Exhibit F2), which details the specific line-item costs of the Budget Summary Plan (SFP Exhibit F).
- Provide a detailed justification for each line-item cost contained 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.
- 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 how to complete Exhibits F, F2, and G.

## *Exhibit F – Budget Summary (ExF)*

- The Total Project Budget column includes calculated fields that must be populated. Once all data is entered, right-click inside each field and select "Update Field" to populate each line item—complete Total Funding using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- Under Leveraged Resources, enter the amount identified in the *Project Narrative (Exhibit A)* and documented in commitment letters.
- The amounts entered for Total Funding in the *Budget Summary Plan (Exhibit F)* must match those listed on the Cover/ Signature page.
- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, the *Supplemental Budget (Exhibit G), Section I*. Equipment must be completed.
- If an applicant plans to sub-award funds to sub-recipients to carry out a portion of the grant services, Sections II (subrecipient) and III (Contractor) of the *Supplemental Budget (Exhibit G)* must be completed.
- If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G)* must be completed.

*Exhibit F Budget Summary* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ FAP TA DE PY 24-25 ExF."

## *Exhibit F2 – Budget Narrative (ExF2)*

- Provide a detailed justification in the Budget Narrative (Exhibit F2) for each line-item cost contained in the Budget Summary Plan (Exhibit F). For example, a thorough rationale for staff salaries should include each title or position, a narrative of the staff roles, responsibilities, activities, annual salary, the percentage of staff time devoted to the project, and the corresponding portion of their salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to participants.
- **In Sections A-D: Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant in the line provided.
- Utilize Line Items A-D from the Budget Summary Plan (Exhibit F) to complete the table in Section A of the Budget Narrative (Exhibit F2).

- In Column 1, list each staff position.
- In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
- In Column 3, enter the staff Fringe Benefit cost.
- In Column 4, calculate the Total by adding the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.
- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and critical staff must attend quarterly meetings, CoP, and other activities coordinated by EDD-approved TA providers; all travel costs are included in the budget.
- **In Section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in Column 2 of the items listed in Column 1 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of furniture and equipment on the provided line. Refer to EDD Directives *Allowable Costs and Prior Written Approval* ([WSD16-16](#)) (February 21, 2017), *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016), and *Procurement of Equipment and Related Services* ([WSD17-08](#)) (March 14, 2018) for Procurement Guidelines.
  - In Line Item 1, 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 Line Item 3, provide the estimated Equipment Lease dollar amount. Explain the calculation below the line item.
- **In Section H (if applicable)**, include the total cost of Contractual Services (Section 3 of Supplemental Budget, Exhibit G) on the line provided. Describe in detail.
- **In Section I (if applicable)**, enter the total Indirect Costs on the line provided. The Indirect Cost Rate must be negotiated and approved by a Cognizant Agency, per Appendices III through VII of Uniform Guidance, 2CFR200.

- **In Section J**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections. Specify whether an expense is an Administrative or Program cost. Enter the estimated total of Administrative and Program expenses on the line provided.

*Exhibit F2 Budget Narrative* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ FAP TA DE PY 24-25 ExF2."

### *Exhibit G – Supplemental Budget (ExG)*

#### **Exhibit G – Supplemental Budget, Section 1: Equipment**

- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, *Section 1: Equipment* of the *Supplemental Budget (Exhibit G)* must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. All equipment with a unit cost of \$5,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.
- A separate request to purchase equipment must be submitted to the EDD for approval. See Basic Considerations in OMB Uniform Guidance Section 200.407. Refer to EDD Directives *Allowable Costs and Prior Written Approval (WSD16-16)* (February 21, 2017), *Property – Purchasing, Inventory, and Disposal (WSD16-10)* (November 10, 2016), and *Procurement of Equipment and Related Services (WSD17-08)* (March 14, 2018) for Procurement Guidelines.
- The Item Description Column must list all equipment costing \$5,000 or more.
- The Quantity Column must contain the desired amount for each item in the Item Description Column.
- The Cost Per Item Column must contain the cost for each item listed in the Item Description Column.
- Right-click each cell in the Total Cost Column and select "Update Field" to populate the total cost for each item listed in the Item Description Column.
- The Percent Charged to Project Column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project Column.

- To populate the Total Cost Charged to Project Column, right-click each cell in the column and select "Update Field."
- To populate the Total cells in the final row of Columns 3 and 5, right-click on each cell and select "Update Field."

### **Exhibit G – Supplemental Budget, Section 2: Subrecipient**

- If an applicant plans to award and fund a subrecipient to carry out a portion of the grant services, Section 2: Subrecipients of the *Supplemental Budget (Exhibit G)* must be completed.
- The Service Provider Name Column must list the subrecipient's name.
- The Sub awarded Amount Column must contain the desired subaward amount of each service provider listed in the Service Provider Name Column.
- The Deliverables Column must contain the deliverables contributing to the grant objectives for each provider listed in the Service Provider Column.
- Right-click on the Total cell in the Sub awarded Amount Column and select "Update Field" to populate the total award for each amount listed in the Subawarded Amount Column.

### **Exhibit G – Supplemental Budget, Section 3: Contractor**

- Section 3 of Exhibit G - Supplemental Budget 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 3: Contractor* must be completed.
- The Description - Type of Service Column must list the type of services the contractor will provide through procurement.
- The Cost Column must contain the service cost for each service listed in the Description-Type of Service Column.
- The Service Provider (If Known) Column must list the name of the contractor that will be competitively procured to provide the contractual services for each service listed in the Description-Type of Service Column.

- Right-click on the Total cell in the Cost Column and select "Update Field" to populate the total cost for each amount listed in the Cost Column.

*Exhibit G Supplemental Budget* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ FAP TA DE PY 24-25 ExG."

### *Exhibit I – Project Work Plan (ExI)*

- Describe the goals of the project in the space provided.
- In the space provided, list barriers or external factors that may affect the implementation of the project or that may impede the attainment of project goals.
- Describe the plans to overcome the barriers.
- List the responsible partner(s) that will be implementing the activity(ies).
- The Activities column may be used to describe activities applicable to the project, such as Start-up Activities, Business Partners Selected to Hire, Outreach and Recruitment, Screening/Enrollment/Assessment, Work Activities, CoP, Partner Meetings, Convenings, Employment Retention and Follow-up, Closeout Activities, and Other.
- To add rows, place the cursor between lines at the far-left side of the table and select the "+" symbol.

*Exhibit I Project Work Plan* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ FAP TA DE PY 24-25 ExI."

### *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 Leveraged Resources Amount Column, if available.
- Right-click "Update Field" to populate the Total Leveraged Resources Cell.
- The Roles and Responsibilities column should include concise summaries of the specific tasks, services, or support partners provided for each organizational type. A more in-depth description of roles and responsibilities can be provided in the Project Narrative.

- List the source under the Leveraged Resources Column for partners providing leveraged resources.
- Check "Yes" in the Partnership Agreement Letter Column if a partner provided a Partnership Agreement Letter.

*Exhibit J Partner Roles and Responsibilities* must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ FAP TA DE PY 24-25 ExJ."

### C. 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 FAP 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.

#### *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 authorized signatory authority is correct. Save this document according to the naming convention: "XYZ FAP TA DE PY 24-25 CovSign".

#### *Executive Summary (ExecSum)*

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

#### **Executive Summary Content**

##### **Technical Assistance Plan**

- Summarize the Proposal Narrative using complete sentences and proper grammar.

### **Expertise Serving Target Population**

- Demonstrate that the applicant and their partners (if applicable) can provide meaningful TA DE to FAP PY 24-25 program awardees as they design, develop, and implement projects that accelerate the goals and objective of the FAPs to serve the farmworker population facing significant barriers to employment.

### **Service Model**

- Describe how the applicant will provide individual and group employment-focused TA DE 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 in-person TA-led activities to facilitate program awardee engagement.

### **Partner Highlights**

- Provide a bulleted list of partners that specifies what each partner plans to contribute.

### **Key Goal Measurement Methodology**

- Describe how CoP 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 DE 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.

### **Proposed Outcomes**

- Proposed outcomes are not the same as performance goals. Outcomes are short- and long-term results that reflect a meaningful change in the workforce system.
- Include the proposed outcomes of your project in a short narrative.

### *Commitment Letters (ComLtr) – If Applicable*

#### **Leveraged Resource Details**

Leveraged resources can be leveraged from various sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. This may include other WIOA funds,



provided this project's scope falls under the allowable activities of those funds. Leveraged resources will be subject to the reporting requirements in *Quarterly and Monthly Financial Reporting Requirements (WSD19-05)* (December 4, 2019) and Title 2 CFR Part 200: Uniform Guidance, Section 200.306.

There is no leveraged resource requirement. However, if applicants plan on leveraging resources, then they are required to provide a letter to verify the dollar amount and the source of contributions from each entity that pledges leveraged resources to the project. The letters should clearly define the contribution parameters and include the exact 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.

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 November 5, 2024-December 9, 2024.
- All Commitment Letters must be submitted in one continuous PDF document. Save and submit this document according to the naming convention: "XYZ FAP TA DE ETA PY 24-25 ComLtr."

### *Partnership Agreement Letters (PartLtr)*

Applicants must submit Partnership Agreement Letters from partner(s) outlined in the proposal that clearly identifies 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 FAP 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 explain how the proposed services will differ from what already exists locally.
- Each letter must describe the extent of the partnership and its anticipated outcomes.
- Each letter must provide an agency contact person and telephone number.
- Each letter must be dated within the grant competition period between November 5, 2024-December 9, 2024.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with their contact's name, title, and telephone number.

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

### *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 you do not have a currently approved ICRA)
- An ICR approved by the Employment Development Department - Attach 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: "XYZ FAP TA DE PY 24-25 ICD".

**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 FAP 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 FAP 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 December 9, 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 5. B: *Submission Guidelines*, page 16, Figure 5.1: Document Submission Guidelines on instructions on the file submission.

## Appendix B: WIOA Allowable Activities

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The WIOA permits three career services: (a) basic career services, (b) individualized career services, and (c) follow-up services.

### A. Basic Career Services

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
- Outreach, intake, and orientation to information and other services available through the one-stop delivery system.
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- 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 other than those traditionally offered through the one-stop delivery system.
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs.
- Provision of 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.
- Provision of performance and program cost information pertaining to eligible providers of training services by program and type of providers.

- Provision of information regarding the Local Area performance that specifies local performance accountability measures, as well as any additional performance information relating to the area’s one-stop delivery system.
- Provision of information relating to the availability of supportive services or assistance, including child care; child support; medical or child health assistance available through the State’s Medicaid program and Children’s Health Insurance Program; benefits under the CalFRESH Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program.
- Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America’s Job Center of California<sup>SM</sup> (AJCC) must provide “meaningful assistance” to individuals seeking assistance in filing a UI claim. The term “meaningful assistance” means the following:
  - Assisting on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants.
  - Assisting by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
  - Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under the WIOA.

## B. Individualized Career Services

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, 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.
- 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 eligible training providers.
- Group counseling.

- Individual counseling.
- Career planning.
- Short-term pre-vocational services include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

### C. Follow-up Services

Follow-up services, such as counseling regarding the workplace, are provided for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment. Participants may receive follow-up services for up to 12 months after the first day of employment.

Each proposal should include follow-up services for participants after being placed in unsubsidized employment and after exiting the project. The follow-up is intended to support the client in retaining employment and improving their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be available, not all registered participants placed into unsubsidized employment will need or want such services.

## Appendix C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the WIOA must comply with the OMB Uniform Guidance 2 CFR Part 200 and U.S. DOL exceptions 2 CFR Part 2900. In general, to be an allowable charge under the WIOA, 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 set forth in the award.
- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.
- Be accorded consistent treatment.
- Be determined in accordance with generally accepted accounting principles.
- Not be used to meet cost-sharing or matching requirements of any other federally-financed program (without prior approval from the state).
- Be adequately documented.

Below is a high-level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide rather than a final authority for determining whether a cost would be considered allowable. The legend key below, along with the definitions, is intended to help the user understand whether a cost item is allowable or not.

**Figure C.1: Allowable Costs Legend**

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable

Legend Key	Legend Key Definition
NS	Not Specified in the Uniform Guidance

Users should delve further into the various information sources if a cost item is denoted with two or more legend keys, as they may provide the additional necessary clarity. If this effort does not provide the essential information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought before contacting the project manager or Regional Advisor. The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

**Figure C.2: Cost Items Matrix**

Cost Item	Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
Advertising and public relations	A/U	A/U	A/U	<a href="#">200.421</a>	
Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
Bad debts	U	U	U	<a href="#">200.426</a>	
Bonding costs	A	A	A	<a href="#">200.427</a>	
Collection of improper payments	A	A	A	<a href="#">200.428</a>	
Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	



Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Compensation – personal services	A/U	A/U	A/U	200.430	
	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
	Conferences	A	A	A	200.432	
	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
	Contributions and donations	U	U	U	200.434	
	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
	Depreciation	AC	AC	AC	200.436	
	Employee health and welfare costs	A	A	A	200.437	
	Entertainment costs	U/AP	U/AP	U/AP	200.438	
	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
	Exchange rates	AP	AP	AP	200.440	
	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	200.441	
	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
	General cost of government	NS	NS	U/A	200.444	
	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
	Intellectual property	A/U	A/U	A/U	200.448	
	Interest	AC/U	AC/U	AC/U	200.449	
	Lobbying	U	U	U	200.450	
	Losses on other awards or contracts	U	U	U	200.451	
	Maintenance and repair costs	A	A	A	200.452	
	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
	Organization costs	U/AP	U/AP	U/AP	200.455	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Participant support costs	AP	AP	AP	200.456	
	Plant and security costs	A	A	A	200.457	
	Pre-award costs	AP	AP	AP	200.458	
	Professional services costs	A	A	A	200.459	
	Proposal costs	A	A	A	200.460	
	Publication and printing costs	A	A	A	200.461	
	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
	Recruiting costs	A/U	A/U	A/U	200.463	
	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
	Scholarships and student aid costs	AC	NS	NS	200.466	
	Selling and marketing	U/AP	U/AP	U/AP	200.467	
	Specialized service facilities	AC	AC	AC	200.468	
	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
	Taxes	AC	AC	AC	200.470	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Termination costs	AC/U	AC/U	AC/U	200.471	
	Training and education costs	A	A	A	200.472	
	Transportation costs	A	A	A	200.473	
	Travel costs	AC	AC	AP	200.474	
	Trustees	A	A	NS	200.475	

## Appendix D: Administrative Costs

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Under the WIOA, there is an administrative cost limit of 10 percent. As stated in 20 CFR Section 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. “The costs of administration are expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, and local fiscal agents, and which are not related to the direct provision of WIOA 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 under WIOA Title I:
    - 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 WIOA 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 WIOA system.
  - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems), including the purchase, systems development, and operating costs of such systems.
- 3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
  - a. Personnel and related non-personnel costs of staff that perform both 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 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

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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<sup>SM</sup> (AJCC)**

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

### **California Association for Local Economic Development (CALED)**

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

### **California Community Colleges Economic and Workforce Development (CCCEWD)**

The primary system for delivering career technical education and workforce training to Californians.

### **California Department of Finance-Demographic Research (DOF)**

State finance census data, including population by gender, age, and race by county.

### **California Department of Health Care Services (DHCS)**

Provides services to preserve and improve the health status of all Californians.

### **California Department of Education (DOE)**

Programs available to provide adults with the knowledge and skills necessary to participate effectively as productive citizens and workers.

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

Provides opportunities for workers to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. Contains information on the quality elements of apprenticeship and pre-apprenticeship programs.

### **California Department of Rehabilitation (DOR)**

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

### **California Department of Social Services (DSS)**

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

### **California Employment Development Department (EDD)**



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

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

The State Plan represents an agreement among partners identified in the WIOA and serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.

### **CalJOBS<sup>SM</sup> ([CalJOBS](#))**

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

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

The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers, including the EDD.

### **California Workforce Association ([CWA](#))**

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

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

The CWDB establishes policy for and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.

### **Disability Benefits 101 ([DB 101](#))**

Gives tools and information on health coverage, benefits, and employment.

### **Final Rule ([Uniform Guidance](#))**

Uniform Guidance applies to all federal awards, including funds awarded under this SFP.

### **EDD Labor Market Information Division ([LMID](#))**

Find labor market information to research and write the proposal.

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

A listing of Local Areas with addresses and contact information.

### **Office of Management and Budget ([OMB](#))**

The OMB oversees and coordinates federal administration procurement, financial management, information, and regulatory policies.

**Resources for Grant Subrecipients ([EDD Resources](#))**

An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients.

**United States Census Bureau ([Census Bureau](#))**

Serves as the leading source of quality data about people, business, and economy.

**U.S. Small Business Administration ([SBA](#))**

Guidance and resource information to owners and operators of small businesses.

**U.S. Chamber of Commerce – Institute for Competitive Workforce ([ICW](#))**

Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.

**U.S. Department of Labor Employment and Training Administration ([DOLETA](#))**

The U.S. DOLETA is the federal agent for the WIOA program.

**Workforce Development Solicitation for Proposals ([SFP](#))**

WIOA-funded SFPs and related information can be accessed from the EDD’s SFP page.

**WorkforceGPS ([WorkforceGPS](#))**

An integrated workforce system network sponsored by the DOL Employment and Training Administration.

**Workforce Innovation and Opportunity Act ([WIOA](#))**

The act governing the funds made available in this SFP.

## Appendix F: CalJOBS Workstation and Software Requirements

**Figure F.1: Workstation Requirements (VOS v16.x)**






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

System	Hardware Required	Software Required	Connectivity
		DynamSoft HTML5 Document Scanning	

## Supported Browsers

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




### Desktop Browsers

-  [Google Chrome | Download Latest Version](#)
-  [Mozilla Firefox | Download Latest Version](#)
-  [Apple Safari | Download Latest Version](#)
-  [Opera | Download Latest Version](#)
-  [Microsoft Edge | Download the 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 in the Virtual OneStop suite.

**Figure F.2: Third-Party Software**

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<a href="#">Adobe Acrobat Reader</a>
Adobe Flash	v11+	v11+	<a href="#">Adobe Flash</a>
Meadco ScriptX	v7.4+	v7.4+	<a href="#">Meadco ScriptX</a>
Microsoft RSClientPrint for SSRS reports			<p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.</p> <p>A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p><a href="#">DynamSoft</a></p> <p>Download DynamicWebTWAINHTML5Edition.exe</p>

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

Adobe Acrobat Reader 11: Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some 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 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 common features with other print dialog boxes. The client-side print dialog box includes a printer list for selection, a 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 common word processing features in the system with such things as job descriptions, resumes, and cover letters.

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

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

If using these unsupported browser versions, the browser should be updated to avoid compatibility issues.