

Notice of Availability of Funds

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

Workforce Innovation and Opportunity Act
Allied Health Program Program Year 2024-25
Solicitation for Proposals



December 2024

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This AHP Program Year (PY) 2024-25 is funded by a grant award totaling \$2 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources.

Revised January 17, 2025

Proposal Package Instructions and Exhibits

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2024-25 Allied Health Program (AHP) funding opportunity. Select each exhibit link individually and download each before saving the 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 \(DOCX\)](#)
- [Exhibit K - Performance Goals Matrix \(DOCX\)](#)
- [Executive Summary \(DOCX\)](#)
- [Indirect Cost Declaration \(DOCX\)](#)
- Commitment and Partnership Agreement Letters*

* Does not include a template.

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1. Overview

The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$2 million in Workforce Innovation and Opportunity Act (WIOA) Governor’s Discretionary funds for the AHP PY 24-25 grant. The AHP PY 24-25 grants are awarded to expand and develop career education, apprenticeships, and pre-apprenticeships that recruit, train, and employ Allied Health occupations, including pharmacy technicians and prioritizing the inclusion of adults who come from disadvantaged or underrepresented backgrounds.

A. Background and Purpose

California is facing a shortage of critical healthcare workers due to an aging population requiring more specialized care, skilled workers reaching retirement age, and a lack of financial support for the future of the healthcare workforce. This solicitation by the EDD, in coordination with LDWA, aims to lessen the healthcare shortage by releasing funding opportunities for community-minded organizations. Creating career opportunities for disadvantaged workers will improve the amount of care in the community and contribute to higher quality of care by producing a workforce as diverse as the population it serves. This mission of uplifting the healthcare system includes the support of current healthcare workers interested in upskilling and promotion, to increase earning potential and economic success.

Key occupations driving employment in the Health Sector can be grouped into six broad categories: administrative support, allied health, mental, behavioral and community health, nursing and nursing support, oral health, primary care and research. The Allied Health group has the most occupations of all six groups. The first attempt to define Allied Health was in the 1970s, when the National Commission on Allied Health Education sought to create a concise definition, which resulted in Allied Health being broadly defined as healthcare workers striving toward the common goal of creating the best possible healthcare outcomes.

In 1987, the American Medical Association’s Committee on Allied Health Education and Accreditation defined allied health positions as a large group of health care professions and workers whose functions include assisting, facilitating, or complementing the work of doctors and other specialists in the health care system, that choose to be identified as allied health personnel.

Allied health refers to a broad sector of healthcare professionals who are not physicians, dentists, or nurses but provide a range of clinical and supportive services in relation to health care. These professionals work in various settings, including hospitals, clinics, laboratories, and private practices. These professionals often collaborate with healthcare providers to deliver high-quality patient care and are essential to the healthcare system.

The purpose of this SFP is to expand and develop career education, pre-apprenticeships, and apprenticeships that recruit, train, and employ allied health occupations prioritizing the inclusion of adults from disadvantaged or underrepresented backgrounds and target current healthcare workers limited in advancement opportunities due to age, or other factors. The selected projects are expected to work in collaboration with employer partners, community colleges and labor representatives to achieve program outcomes. The strategies must be sustainable beyond the life of this grant and replicable in other California communities that face similar challenges. Projects are expected to implement evidence-based practices where available and share lessons learned with the state. These solutions will be shared with stakeholders to create lasting change and improvements in the workforce system.

B. Availability

Applicants may apply for up to \$2 million to serve both participants entering the healthcare workforce and current workers interested in upskilling and increasing earning potential. The state may choose to exceed the maximum amount for awards based on the availability of funds. The EDD anticipates that two projects will be awarded.

The period of performance (POP) for projects funded under this SFP will be between 18 to 24 months, with an anticipated start date range of June 1, 2025 – June 30, 2025. This POP includes all necessary implementation and start-up activities. Grant funds will not be available for longer than 24 months. No obligation of funds will be allowed before or beyond the grant POP. Any funds not expended during the grant agreement period shall be returned to the state.

C. Target Populations

All individuals must be over 18 years of age and meet WIOA Title I Youth or Adult eligibility requirements. Target groups include underrepresented workers facing significant challenges to career exploration and advancement within the healthcare sector, including:

- Being Black or a person of color
- Being female
- Holding a care or service sector job
- English Language Learner/Limited English Speaker
- Persistent unemployment
- Work-limiting health conditions or having a disability
- Justice Involved
- Lack of a high school diploma or GED

This list is not exhaustive, programs may make a case to include target populations that are not specified in this SFP. Priority will be given to programs that have a clear plan to serve participants over the age of 40 currently employed in the allied health sector.

D. Target Regions

Applicants should target counties or regions and make a case that there is a concentrated population of the targeted demographic. Factors include but are not limited to communities with high crime, incarceration rates, poverty rates, underemployed or unemployment rates, and/or communities of color within each county. Suggested counties include Alameda, Contra Costa, Fresno, Los Angeles, Sacramento, San Bernardino, San Diego, San Francisco, San Joaquin, Solano, and Stanislaus.

E. Eligibility

The primary applicant on the grant is considered the “lead agency”. This is the organization that will be responsible for ensuring all program outcomes are completed and coordinating partnership efforts. Applicants must have the expertise, resources, and capacity to provide services to participants outlined in the SFP.

Local Workforce Development Areas (Local Areas), education and training providers, private non-profit organizations, tribal organizations, faith-based organizations, labor unions, and CBOs are eligible to apply as the lead agency.

Organizations that are ineligible to apply as the lead agency include for-profit businesses, individuals, and organizations headquartered outside of the US. Organizations headquartered outside of the State of California must have an office in California where the proposed program services will be offered. State grant funding may not go to program participants outside of California.

All participants must be over 18 years of age meet WIOA Title I eligibility requirements and face significant employment barriers to participate in the AHP PY 24-25 program.

2. Project Design

A. Project Goals and Objectives

Successful applicants will need to demonstrate their knowledge and ability to facilitate the development, implementation, and/or expansion of allied health occupations, including in-home assistance or pharmacy technicians by creating training, pre-apprenticeship and apprenticeship programs in line with the goals and objectives outlined in this SFP. This grant aims to support and increase access to allied health occupations by providing incumbent worker and new hire training and certification and leading to participants' employment and career advancement opportunities within the allied health sector. The grantees will utilize their existing infrastructure and demonstrated program success, such as existing statewide unions and community colleges to identify and facilitate programs that serve participants throughout the grant's period of performance. The leveraging of community college programs and expertise is crucial to the success of this initiative as evidenced by the ongoing three-year partnership between the California Community Colleges and the United Domestic Workers (UDW)¹. The program intends to establish an accessible healthcare pipeline for individuals interested in pursuing a healthcare-related advanced training program, with the goal of achieving sustained employment and advancement within the Allied Health sector. As a result, applicants must demonstrate their ability and capacity to outreach to allied health care workers statewide and establish and/or expand worker training programs that reflect industry needs and the workers voice, such as apprenticeship and pre-apprenticeship programs that are sustainable beyond this funding opportunity.

To ensure equitable distribution of grant funds and maximize the program's impact, a funding cap of \$7,500 per participant is highly encouraged. This cap strategically balances the program's resources with the goal of aiding underserved communities and increasing employment and advancement opportunities within the Allied Health sector by leveraging community college programs and providing wrap-around services. The program aims to serve approximately **200-240** participants through current funding, leveraging existing systems, and optimizing the use of available funds. EDD reserves the right to adjust this funding cap based on recruitment trends and the evolving needs of workers. This approach aligns with the program's overarching goals of delivering targeted, effective support to those most in need.

¹ The California Community Colleges and the United Domestic Workers (UDW) have announced a partnership to support the training and ongoing education needs of the union's members and their dependents that will lead to educational pathways with upward socio-economic mobility. Reference the [2023 CCC Partners with UDW](#)

Program funding should be used to expand and enhance workforce opportunities for the target population in accordance with the following goals and objectives:

- Increase the number of participants in career pathways, pre-apprenticeship, and apprenticeship programs focused on Allied Health careers.
- Conduct targeted outreach, up-skill incumbent workers, and increase access to workforce services for the target population, with a focus on the Allied Health industry.
- Implement specific measures to ensure equal access to education, training, PWEX and WBL opportunities, and career pathways, including the provision of appropriate technology, technology skills training, and internet resources to guarantee accessibility to all participants.
- Build on successful partnerships or leverage existing statewide organizations that focuses on enhancing the working conditions within the Allied Health sector.
- Develop partnerships with community colleges for instruction in allied health certificate and degree programs.
- Successfully expand existing workforce development models or implement a new model that focuses on enhancing regional partnerships, strategic co-enrollment, integrated and continued service delivery, and placing participants into a career pathway track within the Allied Health sector.
- Plan for and implement a sustainability plan to promote project continuation post-state investment.

B. Strategies

Strong applicants will demonstrate the ability to convene and collaborate with local training providers, especially community colleges, and other partners, including labor partners, on the development and implementation of training, pre-apprenticeship and apprenticeship programs. These efforts should result in strategies that successfully recruit, train and employ individuals in allied health occupations across the State of California. Additional consideration should be given to identifying opportunities to serve populations who have historically been marginalized or underrepresented, as well as workers over the age of 40 seeking career advancement in the healthcare sector. Successful applicants will demonstrate how their proposed project will expand or develop a training program, pre-apprenticeship, or apprenticeship program, along with a sustainability plan to institutionalize practices and ensure program continuation beyond the Period of Performance.

In pursuit of the program's strategies, applicants may (i) create new tools, (ii) borrow methods from other disciplines, and/or (iii) apply models from other sectors or population-specific strategies to achieve the desired outcomes. Also, to ensure the quality, effectiveness, and delivery of the projects being funded, competitive proposals should foreground (i) strong

collaboration with required partners such as employers, labor partners; as well as encouraged partnerships with community-based organizations and other workforce entities; (ii) strategic co-enrollment with other WIOA programs; (iii) equal access; and (iv) the implementation of evidence-based strategies that provide wrap-around support and case management with a trauma-informed approach².

Strategies should support training, pre-apprenticeship, and apprenticeship programs with activities including, but not limited to, the following:

- Engagement and outreach in underrepresented communities, including workers in care or service settings.
- Development of partnerships with community colleges for allied health certificate and degree programs.
- Research and analysis that supports program development or expansion.
- Plan for and implement a sustainability plan to promote project continuation post-state investment.
- Increase the number of workers from underserved backgrounds in career pathways, pre-apprenticeship, apprenticeship, and other WBL models.

C. Required Partners

Successful collaboration with various stakeholders is vital for achieving the program's objectives. Required partnerships include employers and/or labor representatives. Additional partnerships may include education and training providers, industry representatives, and workforce services providers. Partners must have the expertise, resources, and capacity to provide services to participants outlined in the SFP.

Successful applicants will develop a team composed of at minimum two of the following required partners:

- Employers within the Allied Health sector

² a trauma-informed approach would mean recognizing that OYA have experienced an increase in mental health challenges between 2006-2014 exacerbated by the pandemic, economic and political instability, substance abuse, social media, job loss and the uncertainty about their future. Reference the [Substance Abuse and Mental Health Services Administration \(SAMHSA\). \(2014\). SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach. HHS Publication No. \(SMA\) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration.](#)

- Labor Representatives
- Community colleges

Additional partnerships are strongly encouraged to establish a stronger support network for successful program outcomes. Applicants may also establish partnerships with any of the following non-exhaustive list:

- Local Workforce Development Areas
- Community colleges and adult schools
- Education and training providers
- Tribal organizations
- Faith-based organizations
- Business-based, labor-based (including labor-management partnerships and labor-community partnerships)
- Cultural-based, and community services-based organizations
- Hospitals
- Medical Offices

D. Supporting Data

Successful proposals must cite supporting data on labor market demand as applicable from a variety of sources, as applicable. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), MIT living wage for the local area, local surveys, or any other reliable data source such as consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The supporting data should: (i) reflect the applicant's comprehensive understanding of the issues and capacities specific to the recruitment, training, and job placement into allied health-related occupations; (ii) demonstrate the need for the proposed project; (iii) justify the project's approach and make a case for the potential for success; (iv) validate program design with evidence that the best practices are being used; and (v) use local data sources that illustrate the experience of individuals and specific communities, such as analyses of local news articles and reliable social media groups, or data from interviews, focus group sessions, or surveys.

3. Application and Program Requirements

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

A. Required Exhibits and Attachments

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

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

C. Partnership Agreement Letters

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

D. Performance Goals

Applicants can reference the state’s negotiated performance goals in Figure 3.1. These metrics and rates of achievement are provided as a point of reference for applicants when reviewing their local goals. The state recognizes that local goals may differ from those presented here.

Refer to Appendix A, *State Negotiated Performance Goals PY 24 and 25* ([WSIN21-51](#)) (June 13, 2024) and *Local Area Negotiated Performance Goals PY 24 and 25* ([WSIN24-17](#)).

Figure 3.1: State Negotiated Performance Goals

PY 24-24 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	67.5%
Employment Rate 4th Quarter After Exit	65.5%
Median Earnings 2nd Quarter After Exit	\$7,800
Credential Attainment within 4 Quarters After Exit	66.0%
Measurable Skill Gains	60.0%

In addition to the WIOA performance measures, the state requires subrecipients to track total participants enrolled in education, training, and training-related employment.

For this SFP, the applicant is encouraged to exceed the state-negotiated performance goals in delivering on the measurable employment and quality job outcomes. Applicants should tailor performance goals to the project needs and regional objectives. The project narrative explanation of performance goals must reflect a data-driven local/regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment.

4. Budgeting and Performance Requirements

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 \$2 million in the WIOA Governor's Discretionary Funds are available through this SFP. Applicants may not request an award greater than \$2 million. To ensure equitable distribution of grant funds and maximize the program's impact, a funding cap of \$7,500 per participant is highly encouraged. EDD reserves the right to adjust this funding cap based on recruitment trends and the evolving needs of workers.

The EDD anticipates funding a maximum of two grant awards. Final awards and participant counts may be adjusted depending on the number of successfully submitted proposals. The state expects that the performance period for participating projects funded under this SFP will 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

Applicants must demonstrate the ability to leverage resources from other sources to support the goals and objectives of this grant. This grant requires that leveraged resources are the equivalent of 20% of the grant award amount.

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

Applicants are encouraged to leverage human capital and utilize other resources to maximize the project's success. Types of leveraged resources may include, but are not limited to, the following:

- Community college training
- Tuition grants
- Grants of matching funds for certification fees
- Grants for tools, or other required, job-specific supplies
- Donated supplies, personnel services, equipment, or space

Leveraged resources can include non-cash contributions or third-party in-kind contributions for the purposes of sharing 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.³

C. Allowable Uses of Funds

The funds awarded in this SFP must be used to allow participants to obtain and retain competitive, integrated employment within allied health careers by:

- Providing direct services to participants, such as short-term pre-vocational training services, supportive services, and WBL
- Appointing project-specific staff or hiring, if applicable
- Providing staff development, training, and cross-training to program and partner staff
- Allowing travel for staff to attend mandatory meetings, trainings, or events

The WIOA and its associated federal regulations, state and federal directives, and 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.

³ All Workforce Services Directives cited in this SFP can be found on the [EDD website](#).

5. Submission

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

A. Submission Format

Each applicant must submit their proposal package via email as a compressed (or “Zipped”) file. Emails must be sent to WSBSFP3@EDD.ca.gov. The subject line of each application submission email must include: “[Applicant’s Three Digit Initialism] [Grant Initialism Program Year Initialism] Proposal”. Example: “Subject: ABC AHP PY 24-25 Proposal”. The proposal package is due by 3 p.m. on February 3, 2025. Documents files must adhere to the following naming convention: [Applicant’s Three Digit Initialism] [Grant Initialism Program Year Initialism] [Abbreviated Name of Document]. Example: “ABC AHP 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 any Commitment Letters (ComLtr) must be submitted in PDF form all other exhibits and exhibit attachments must be submitted in Word format.
- The CovSign page must include the signature of the signatory authority on the form.
- PtrLtr and ComLtrs should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: “ABC AHP PY 24-25 ComLtr and ABC AHP PY 24-25 PtrLtr.
- Submit any 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, “ABC AHP 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 February 3, 2025, 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

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

Figure 5.2: Application Timeline

Event	Date
SFP release	December 9, 2024
Last date to submit questions for the webinar	December 16, 2024
Deadline to preregister for the webinar	December 17, 2024, at 9 a.m. PT
Informational Webinar	December 17, 2024, at 10 a.m. PT
Notice of Intent to Apply	December 30, 2024, by 12 noon PT
Proposals due	February 3, 2025, by 3 p.m. PT
Proposal review and evaluation	February 10-15, 2025
Award announcements	April 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 on December 17, 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 Solicitation for Proposals website for the [pre-registration link](#). To complete the process and access the webinar, applicants must fill out their information as prompted by the pre-registration link. A system-generated email will be sent upon completion, including a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP Proposal Package Instructions in Appendix A: Proposal Package Instructions. Email inquiries for the webinar to WSBSFP3@EDD.ca.gov with the subject line: [Applicant’s Three Digit Initialism] [AHP PY 24-25] SFP Inquiry. All inquiries must be received by noon PT on December 16, 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 by no later than 3 p.m. PT on February 3, 2025. 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 VI. D: Award, Agreement and Contracting* for the signatory authority requirements for the Subgrant Agreement (contract).

6. Award and Contracting Process

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 in making funding decisions. An example of the scoring value of each section of the SFP is as follows:

Figure 6.1: Scoring Rubric

Narrative Criteria	Maximum Points
Section 1 – Statement of Need	20
Section 2 – Project Plan	20
Section 3 – Capability and Performance Goals	30
Section 4 – Partnerships and Leveraged Resources	20
Section 5 – Budget Summary Narrative and Plan	10
Minimum and Other Requirements Total Maximum	100

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 by close of business on the seventh calendar day from the date on the signed letter.

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.
- Appeals must be submitted to WSBSFP3@edd.ca.gov. The WSB/DDO will respond to all appeals via email. The review of each appeal will be limited to determining whether the applicant's corrective actions successfully addressed the non-responsiveness indicated in their disqualification letter and whether the proposal now meets the minimum application requirements relayed by the SFP to be evaluated.

C. Award Notification

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

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 *Audit Requirements* ([WSD20-03](#)) (October 13, 2020), and *Audit Resolution* ([WSD22-06](#)) for more information.

B. Record Retention

Subrecipients must maintain the 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](#)) (October 10, 2024) 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 WSD16-05, Subject: WIOA Closeout Requirements (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 Common 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) provides 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.

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 either Calibri or Aptos in 12-point font. The Cover/Signature Page, Executive Summary, required exhibits, mandatory partnership agreement letters, commitment letters, and optional letters of support are not included in the 15-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.

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

Required SFP Exhibits	
1. Exhibit A - Project Narrative-ExA (must complete the Word version including all required sections and sub-sections)	
2. Exhibit F - Budget Summary-ExF (must complete the Word version provided in the SFP)	
3. Exhibit F2 - Budget Narrative-ExF2 (must complete the Word version provided in the SFP)	
4. Exhibit G - Supplemental Budget-ExG (if applicable) (must complete the Word version provided in the SFP)	
5. Exhibit I - Project Work Plan-ExI (must complete the Word version provided in the SFP)	
6. Exhibit J - Partner Roles and Responsibilities-ExJ (must complete the Word version provided in the SFP)	
7. Exhibit K - Performance Goals Matrix-ExK (must complete the Word version provided in the SFP)	
Required SFP Exhibit Attachments	

<p>7. Cover/Signature Page-CovSign (must complete the Word version provided in the SFP and submit as a PDF e-signed by the authorized signatory)</p>	
<p>8. Executive Summary-ExecSum (must complete the Word version provided in the SFP)</p>	
<p>9. Commitment Letters-ComLtr (Provide a PDF version if the applicant or any partner(s) are providing leveraged resources)</p>	
<p>10. Partnership Agreement Letters-PartLtr (Must provide a PDF version documenting collaborations and strategic partnerships established in the proposal)</p>	
<p>11. Indirect Cost Declaration-ICD (must complete the word version provided in the SFP signed by the authorized signatory)</p>	
<p>12. Indirect Cost Rate Agreement (ICRA) or Cost Allocation Plan (CAP) (if applicable) - If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency OR attach a Cost Allocation Plan with a certification letter.</p>	

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, “ABC AHP 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 in the format provided.

Refer to section 5 *Submission*, page 13, for instructions on the file submission.

Exhibit A – Project Narrative (ExA)

Exhibit A will be created by the applicant 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 15-page limit for Ex A.** Anything beyond the 15-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: “ABC AHP PY 24-25 ExA.”

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

1. Statement of Need (20 points)
2. Project Plan (20 points)
3. Capability and Performance Goals (30 points)
4. Partnerships and Leveraged Resources (20 points)
5. Budget Summary Narrative and Plan (10 points)

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: Statement of Need (Maximum 20 Points)

1.1. Target Region (Score Range 0–5 points)

- Describe the target region(s), including an estimated number of the target population(s) in the region(s).
- Describe the unmet needs of the target population(s), including gaps in services.
- Explain how the unmet need was determined and what factors contributed to the unmet need.
- Provide supporting data and sources.

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

- Describe the characteristics of the target population(s).
- Describe common and significant barriers to employment, training, and services.
- Identify and describe the supportive service needs.

- Describe basic and occupational skills gaps and need, and provide a clear strategy to address skills gaps and improve the labor market and skills outcomes.
- Discuss current challenges with employment and retention and how the project will address them.
- Cite any data sources used as evidence.
- Describe how this program will target participants over the age of 40 currently in healthcare roles in need of training and promotion opportunities. (+5)

1.3. Targeted Allied Health Occupation(s) (Score Range 0-5 points)

- Describes the allied health occupations that participants will be trained and placed in.
- Demonstrate the demand for skilled workers in the target industries in the service region, including how the demand was determined.
- Describe the current and projected employment opportunities in the targeted allied health profession(s) and geographic service region, including a forecast of the approximate number of jobs available.
- Assess the individual skill levels of the demographic population and compare the skills needed by the allied health profession(s) that justify the project's recruitment, training, and employment strategies.
- Provide wage data for specific occupation(s) based on the MIT living wage standard in the target region.

Exhibit A – Project Narrative, Section 2: Project Plan (Maximum 20 Points)

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

- Identify the culturally relevant outreach and recruitment methods specific to the target population(s) that will be used to recruit program participants.
- Describe the outcomes and lessons learned if the organization has used this project's proposed outreach and recruitment methods prior.
- Explain how these outreach methods will ensure participation goals are met.
- Demonstrate how these methods will reach a significant percentage of the target population(s) in a replicable, effective, and timely manner.

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

- Describe the project work plan and how the objectives, activities, outcomes, and milestones will be achieved.
- Demonstrate how the approach addresses the challenges in the Statement of Need (Exhibit A 1.1 - 1.3).
- Describe the services and training used to achieve the planned goals and objectives.
- Describe how the service delivery plan will address the barriers to the target population(s), transition participants into employment, and/or help participants achieve ongoing career advancement and sustainability.
- Demonstrate how services and training will enable participants to increase their vocational and job readiness skills, attain and retain employment, enter career pathways, and advance in the target industries.
- Describe how the project will strengthen collaboration, support co-enrollment, provide clear pathways to employment, and provide support and follow-up services to ensure participant success.
- Explain how the project is replicable, scalable, and sustainable at the regional or systemic level.
- Complete and attach the Project Work Plan (Exhibit I).

2.3. Job Readiness and Employment Training (Score range 0–5 points)

- Demonstrate a central approach for providing required job skills and one or more certified training and WBL programs during transitional employment to prepare participants for good quality unsubsidized jobs in the demand sector in their region.
- Demonstrate a strategy to utilize or develop pre-apprenticeship, apprenticeships, PWEX, or other WBLs to train for unsubsidized employment.
- Demonstrate that the approach to providing job skills and certified training and WBL programs balances participant and community needs with those of employers.
- Demonstrate how you will provide employment training, including work readiness training delivered through classes and OJT and accompanying work-readiness assessments.
- Demonstrate that the proposed strategy seeks to build the infrastructure necessary to support future WBL, certified training, or job readiness training programs.

- Demonstrate that the technical or occupational skills targeted in this project are based on standards developed or endorsed by the target industries and/or employers.
- Explain how this strategy will enable participants to obtain employment in a career pathway that offers career mobility and living wages.

***Exhibit A – Project Narrative, Section 3: Capability and Performance Goals
(Maximum 30 Points)***

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

- Demonstrate or identify opportunities to expand capabilities and knowledge in conducting and administering programs for the target population(s).
- Identify opportunities to use new approaches to serve the target population through required partnerships, staff development, and targeted outreach.
- Demonstrate capacity to collect and report financial and participant performance data as required per the SFP.
- Describe past or present projects that prepared participants for good jobs and how grant funds will build on these experiences.
- Include the planned vs actual statistics for data such as participants served, participants placed into employment, participants trained as well as the types of employment and other pertinent information relevant to the success of this project.
- Describe past success in preparing participants for good-quality jobs defined in the SFP. Provide concrete performance outcomes.
- If the organization has limited experience and/or capacity, describe how past or current partnerships with higher capacity, more experienced agencies satisfy the requirements in this section.
- Complete the target population’s Performance Goals Matrix (SFP Exhibit K). If serving both target populations complete a separate Exhibit K for each.

3.2. Staffing and Organizational Capacity (Score range 0–5 points)

- Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population(s).
- List and describe all key positions that will carry out the project and provide an organizational structure to show the team’s competency and ability to meet the administrative requirements of the SFP.

- Include the proposed staffing plan for this project and detail staff experience working with the target population(s) in the identified capacity. If staff is not currently identified, describe the process of identifying, hiring, or appointing key staff, the timeline, and the training provided during the project start-up period.
- Describe the organization's capacity to lead all mandatory and optional partners.

3.3. Performance Goal Measurements (Score range 0–10 points)

- Describe all planned goals, including participant access to transitional employment services that place individuals into subsidized employment to help them earn wages while preparing them for unsubsidized employment.
- Describe goals for providing one or more training programs that lead to an industry-recognized certification and/or prepare participants for good quality jobs in demand sectors in their region.
- Describe the goals to place employment at the heart of the program strategy to transform how the target population can transition into the workforce.
- Describe goals to provide strategies to hire and assist the target population in acquiring employment stability and success through outreach to program participants, support and case management services, and job placement into unsubsidized jobs.
- Describe goals to build the capacity of to provide support services to participants to increase retention and success in the program.
- Describe the goals to expand the scale and reach of the by leveraging business revenue to cover the wages of the participants in the program.

3.4. Performance Goal Effectiveness (Score range 0–5 points)

- Identify and describe anticipated employment and job quality outcomes in the in-demand sectors and among the target population(s).
- Describe how the project goals will be measured.
- Provide a baseline to demonstrate the project's impact on the target population(s).
- If a baseline does not exist, state when a baseline measurement will be taken for the project (must have one).
- Describe how the identified outcomes will result in sustained, meaningful partnerships to increase long-term employment with living wages for the target population(s) and create systemic change.

- Describe the data-driven local/regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment.
- Describe your organization's experience with or training in diversity, equity, and inclusion practices.

Exhibit A – Project Narrative, Section 4: Partnerships and Leveraged Resources (Maximum 20 Points)

4.1. Partner Roles and Responsibilities (Score range 0–10 points)

- Describe how regional partnerships have been or will be successfully formed with each mandatory partner and other partners or partner agencies committed to good quality job outcomes for participants.
- Explain how partnerships will be used to coordinate and provide services.
- Describe the roles and responsibilities of each mandatory and optional partner in terms of specific tasks, services, or support that will be provided.
- Understanding changing situations, provide a brief statement that ensures a contingency plan to ensure project success (meeting goals) in case any of the partnerships drops or does not come through during the performance period.
- Demonstrate an approach to provide wrap-around support and case management with a trauma-informed approach tailored to the individual's cultural, personal, educational, and professional needs to ensure full engagement in education, credential attainment, upskilling opportunities that increase the likelihood of job placement and retention in higher wage jobs.
- Complete and attach the Partner Roles and Responsibilities (Exhibit J).

See exhibit instructions below for detailed information on completing Exhibit J and partnership agreement letters.

4.2. Community College, Employer and Labor Partner Inclusion (Score range 0–10 points)

- Describe how the community college, employer or labor partners will be identified and incorporated in developing the allied health sector strategy approach and each project plan part.
- Describe the existing or projected programs the community college partner will leverage to improve participant training and outcomes.

- Describe how the strategic partnership with the employer partner will improve program outcomes such as outreach and placement needs.
- Describe how the project will identify employers willing and able to work with the barriers of participants.
- Describe how employers will ensure participants working conditions will improve; such as higher wages, improved safety, comfort, and well-being.
- Describe what services the labor partner will contribute to such as outreach, sourcing additional partnerships, case management, or wrap-around support.
- Describe how the involvement of a labor partner will improve program outcomes such as outreach and placement needs.

Exhibit A – Project Narrative, Section 5: Budget Summary Narrative and Plan (Maximum 10 Points)

5.1. Budget Plan (Score range 0–5 points)

- Explain how the proposed costs are necessary and reasonable regarding benefits to participants.
- Demonstrate that most project costs are allocated to providing or connecting to existing certified training and WBL activities, as well as wrap-around support and case management for the benefit of the participants served.
- Demonstrate that the project can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability.
- Demonstrate a minimum of 20 percent leveraged resources or services from other sources; such as from a community college or collaboration of community colleges, based on the total grant funding requested and explain how the project will leverage these resources to maximize the success of the project.
- The Budget Summary (Exhibit F) is completed and attached. If applicable, the Supplemental Budget (Exhibit G) is completed and attached.

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

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

- Explain how the proposed costs are necessary and reasonable regarding benefits to participants.
- Explain how the budget will provide cohort-based training, WBL, wrap support, and case management through partnerships and leveraging resources.
- The Budget Narrative (Exhibit F2) is completed and attached. The figures in Exhibit F2 align with Exhibit F. The narrative clearly explains all line items in the Budget Summary (Exhibit F).
- Demonstrate that assigned personnel funded by the project has adequate time and resources to achieve project goals and outcomes.
- Identify travel costs for key project staff to attend mandatory quarterly meetings, communities of practice, and other activities planned by the approved ETA provider.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items in the Supplemental Budget (Exhibit G) and how they will support the project's goals.

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

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 Amount Leveraged, 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: “ABC AHP 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 WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017), WSD16-10, Subject: Property – Purchasing, Inventory, and Disposal (November 10, 2016), and WSD17-08, Subject: Procurement of Equipment and Related Services (March 14, 2018) for Procurement Guidelines.

- In-Line Item 1, enter the total expenditure for Equipment and Furniture items that cost less than \$5,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
- In-Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than \$5,000. Include the item's name, cost, and quantity in the indicated space if any items are listed in Section G.2. Complete Exhibit G.
- In In-Line Item 3, provide the estimated Equipment Lease dollar amount. Explain the calculation below the line item.
- **In Section H (if applicable)**, include the total cost of Contractual Services (Section III 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 for an Administrative or Program. 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: "ABC AHP PY 24-25 ExF2."

Exhibit G – Supplemental Budget (ExG)

Exhibit G – Supplemental Budget, Section I: Equipment

- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, *Section I: 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 II: 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 Sub awarded Amount Column.

Exhibit G – Supplemental Budget, Section 3: Contractor

- Section 3 of the 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 III: Contractor* must be completed.
- The Description-Type of Service Column must list the type of services the contractor will provide through procurement.
- The Cost Column must contain the service cost for each service listed in the Description-Type of Service Column.
- The Service Provider (If Known) Column must list the 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: "ABC AHP 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: "ABC AHP 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: "ABC AHP PY 24-25 ExJ."

Exhibit K – Performance Goals Matrix (ExK)

- Complete and submit each target population's Performance Goals Matrix (Exhibit K).
- The state requires subrecipients to track the total number of participants enrolled in education, training, and/or training-related employment. Data written in the narrative should be reflected in the Performance Goals Matrix (Exhibit K). The program requires that all data associated with performance be tracked in CalJOBS.
- In the Performance Goals Matrix (Exhibit K), the rows under Performance Goals Descriptions list the required performance indicators for this grant.
- In the second column, under Total Participants, enter the total planned number of participants for each performance goal in the first column.
- The Performance Goal Rate (%) column is a calculated field. Do not delete or enter figures in the calculated fields. Once the data in the Total Participants column has been completed, right-click on each cell marked "! Zero Divide" and select "Update Field" to populate the Performance Goal Rate column.

- Performance Goal Rate Formulas:

- Number to be enrolled in certified training and work-based learning (WBL)

$$\frac{\text{Number to be enrolled in certified training and work – based learning (WBL)}}{\text{Total Participants to be served}}$$

- Number enrolled scheduled for completion of credentials.

$$\frac{\text{Number enrolled scheduled for completion of credentials}}{\text{Total Participants to be served}}$$

- Employment Rate 2nd Quarter after Exit

$$\frac{\text{Employment Rate 2nd Quarter after Exit}}{\text{Total Participants Exited}}$$

- Employment Rate 4th Quarter after Exit

$$\frac{\text{Employment Rate 4th Quarter after Exit}}{\text{Total Participants Exited}}$$

- Credential Attainment within 4 Quarters after Exit

$$\frac{\text{Credential Attainment within 4 Quarters after Exit}}{\text{Total Participants Exited}}$$

Refer to EDD Directive *Performance Guidance for Procurement Guidelines* ([WSD22-01](#)).

Note – Subrecipients must complete detailed expenditure and enrollment plans if awarded as part of the Subgrant Agreement.

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, "ABC AHP 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: "ABC AHP 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: "ABC AHP PY 24-25 ExecSum".

Executive Summary Content

Allied Health Occupations of Focus

- Targeted occupations must be listed alphabetically and adequately capitalized (for example, Healthcare Support, Health Technologist, Massage Therapist, Medical Assistant, Pharmacy Tech, and Phlebotomist).
- Do not include a narrative in this space.

Counties to be Served

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

Key Partners

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

Project Description

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

Outreach Plan for Targeted Populations to be Served

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

Proposed Outcomes

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

Commitment Letters (ComLtr)

Applicants are required to demonstrate a minimum of 20 percent leveraged resources in relation to the total requested funds to be calculated according to the following example:

Requested Funds: \$2,000,000

Minimum Leveraged Resources: $(\$2,000,000) \times (20\%) = \$400,000$

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](#).

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

Applicants must 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 cash amount or an estimate of the in-kind dollar amount of the contribution. 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 December 9, 2024-February 3, 2025.
- All Optional Commitment Letters must be submitted in one continuous PDF-Portal Data Save and submit this document according to the naming convention: "ABC AHP 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: "ABC AHP 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 December 9, 2024-February 3, 2025.
 - 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) (WIOA only)

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: “ABC AHP 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: “ABC AHP 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, “ABC AHP 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 are submitted after 3 p.m. PT on February 3, 2025, 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 section 5 *Submission*, page 13, for instructions on the file submission.

Appendix B: WIOA Allowable Activities

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 CaliforniaSM (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
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	200.421	
	Advisory councils	AC/U	AC/U	AC/U	200.422	
	Alcoholic beverages	U	U	U	200.423	
	Alumni/ae activities	U	NS	NS	200.424	
	Audit services	AC/U	AC/U	AC/U	200.425	
	Bad debts	U	U	U	200.426	
	Bonding costs	A	A	A	200.427	
	Collection of improper payments	A	A	A	200.428	
	Commencement and convocation costs	AC/U	NS	NS	200.429	
	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	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	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	
	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	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	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	
	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	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	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	
	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

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

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

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

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

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

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

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

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

California Department of Finance-Demographic Research ([DOF](#))

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

California Department of Health Care Services ([DHCS](#))

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

California Department of Education ([DOE](#))

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

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

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

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

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

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

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

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

The EDD is the administrative entity for the 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.

CalJOBSSM ([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/ Object¹/ Microsoft Silverlight 3²</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>DynamSoft HTML5 Document Scanning</p>	<p>Minimum:</p> <p>Dedicated broadband or high-speed access, 380Kbps or higher</p>

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+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	Adobe Flash
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
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>DynamSoft</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.

Appendix G: Directory of Adult Education Centers with IET Programs

Alameda

Alameda Adult School

Director: Joy Chua, Principle

Phone: 510-522-3858 x58700

Email: jchua@alamedaunified.org

IET Programs: Education, Child Development, and Family Services; Health Science and Medical Technology

Berkeley Adult School

Director: Thomas Reid, Principal

Phone: 510-644-8960

Email: thomasreid@berkeley.net

IET Programs: Business and Finance; Health Science and Medical Technology; Hospitality, Tourism, and Recreation

Castro Valley Adult & Career Education

Director: Beth Cutter, Director

Phone: 510-886-1000

Email: bcutter@cv.k12.ca.us

IET Programs: Health Science and Medical Technology; Information and Communication Technologies

Fremont Adult and Continuing Education

Director: Heidi McFadden, Principal

Phone: 510-793-6465 x29105

Email: hmcfadden@fremont.k12.ca.us

IET Programs: Business and Finance; Engineering and Architecture; Health Science and Medical Technology; Hospitality, Tourism, and Recreation

Hayward Adult School

Director: Evelyn Ocasio, Director

Phone: 510-783-4001 x36105

Email: eocasio@has.edu; ekanakis@has.edu

IET Programs: Health Science and Medical Technology

Livermore Adult Education

Director: Sara Walke, Administrator

Phone: 925-606-4722 x7175

Email: swalke@lvjUSD.org

IET Programs: Business and Finance

New Haven Adult School

Director: Grace Kim, Principal

Phone: 510-476-2696 x62635

Email: gkim@nhusd.k12.ca.us

IET Programs: Education, Child Development, and Family Services

Oakland Adult and Career Education

Director: Kim Jones, Director

Phone: 510-273-2311

Email: kim.jones1@ousd.org

IET Programs: Health Science and Medical Technology

San Leandro Adult School

Director: Bradley Frazier, Principal

Phone: 510-618-4424

Email: bfrazier@slusd.us

IET Programs: Information and Communication Technologies

San Lorenzo Adult School

Director: Sharita Williams, Principal

Phone: 510-317-4204

Email: swilliams@slzusd.org

IET Programs: Business and Finance; Education, Child Development, and Family Services

Contra Costa**Liberty Adult Education**

Director: Debbie Norgaard, Coordinator

Phone: 925-634-2565 x1073

Email: norgaard@luhsd.net

IET Programs: Business and Finance; Hospitality, Tourism, and Recreation

Martinez Adult Education

Director: Suzanne Murphy, Director

Phone: 925-335-5890 x3963

Email: smurphy@martinez.k12.ca.us

IET Programs: Health Science and Medical Technology

Mt. Diablo Adult Education

Director: G. Vittoria Abbate, Director

Phone: 925-685-7340 x6710

Email: abbategv@mdusd.org

IET Programs: Health Science and Medical Technology; Information and Communication Technologies

Pittsburg Adult Education Center

Director: Danny Lockwood, Principal

Phone: 925-473-2400 x2402

Email: dlockwood@pittsburg.k12.ca.us

IET Programs: Information and Communication Technologies

West Contra Costa Adult Education

Director: Ann Shin, Director

Phone: 510-231-1100

Email: ashin@wccusd.net

IET Programs: Health Science and Medical Technology; Hospitality, Tourism, and Recreation

Fresno**Central Unified Adult Education**

Director: Leah Spate, Director

Phone: 559-276-5230 x53102

Email: lspate@centralusd.k12.ca.us

IET Programs: Business and Finance

Fresno Adult School

Director: Raine Bumatay, Principal

Phone: 559-457-6024

Email: Raine.Bumatay@fresnounified.org

IET Programs: Hospitality, Tourism, and Recreation; Information and Communication Technologies

Valley Regional Occupation Program (ValleyROP)

Director: Fabrizio Lofaro

Phone: (559) 876-2122

Email: flofaro@valleyrop.net

IET Programs: Construction, Forestry, Healthcare

Kern**FIELD**

Director: Delilah Martinez, Director

Phone: 209-2048320

Email: dmartinez@fieldinstitute.org

IET Programs: Agriculture and Natural Resources; Business and Finance; Education, Child Development, and Family Services; Energy, Environment, and Utilities

Bakersfield Adult School

Director: Mark Wyatt, Principal

Phone: 661-835-1855 x61120

Email: mark_wyatt@kernhigh.org

IET Programs: Business and Finance; Hospitality, Tourism, and Recreation

Los Angeles**ABC Adult School**

Director: Pao Ling Guo, Principal

Phone: 562-229-7960 x25011

Email: Paoling.Guo@abcusd.us

IET Programs: Business and Finance; Health Science and Medical Technology

Azusa Adult Education Center

Director: Paul Hernandez, Director

Phone: 626-852-8400

Email: pfernandez@azusa.org

IET Programs: Business and Finance; Health Science and Medical Technology

Baldwin Park Adult and Community Education

Director: Veronica Valenzuela, Director of Adult and Community Education

Phone: 626-939-4456 x4103

Email: vvalenzuela144@bpusd.net

IET Programs: Building and Construction Trades; Energy, Environment, and Utilities; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Marketing, Sales, and Service; Transportation

Burbank Adult School

Director: Emilio Urioste, Director

Phone: 818-729-5950 x33901

Email: emiliourioste@burbankusd.org

IET Programs: Health Science and Medical Technology; Information and Communication Technologies

Cerritos College

Director: Graciela Vasquez, Associate Dean

Phone: 562-860-2451 x2490

Email: gvasquez@cerritos.edu; tdiaz@cerritos.edu

IET Programs: Business and Finance; Transportation

Glendale Community College

Director: Alfred Ramirez, Administrative Dean

Phone: 818-240-1000 x5018

Email: aramirez@glendale.edu

IET Programs: Business and Finance; Health Science and Medical Technology

Hacienda La Puente Adult Education

Director: Greg Buckner, Executive Director

Phone: 626-933-3915

Email: gbuckner@hlpusd.k12.ca.us

IET Programs: Fashion and Interior Design

Los Angeles Community College District

Director: Nelines Colon-Paladini, WIOA Adult Ed and Civics Director

Phone: 323-953-4000 x2232

Email: colonn@lacitycollege.edu; ramirea2@lacitycollege.edu; alvarebn@laccd.edu

IET Programs: Health Science and Medical Technology; Hospitality, Tourism, and Recreation

Division of Adult and Career Education

Director: Joseph Stark, Executive Director

Phone: 213-241-3150

Email: joseph.stark@lausd.net

IET Programs: Building and Construction Trades; Business and Finance; Education, Child Development, and Family Services; Energy, Environment, and Utilities; Fashion and Interior Design; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Transportation

Lynwood Community Adult School

Director: Shamel Wilson, Principal

Phone: 310-604-3096 x7201

Email: swilson@mylusd.org

IET Programs: Business and Finance

Monrovia Community Adult School

Director: Flint Fertig, Director

Phone: 626-471-3060

Email: ffertig@monroviaschools.net

IET Programs: Health Science and Medical Technology

Montebello Community Adult School

Director: Angel Gallardo, Acting Adult Education Director

Phone: 323-887-7844

Email: gallardo_angel@montebello.k12.ca.us

IET Programs: Health Science and Medical Technology; Public Services

Mt. San Antonio College

Director: Madelyn Arballo, Associate Vice President, Continuing Education

Phone: 909-274-5228

Email: marballo@mtsac.edu

IET Programs: Business and Finance; Health Science and Medical Technology

Norwalk-La Mirada Adult School

Director: Sharon Todd, Director

Phone: 562-210-3996 x614101

Email: stodd@nlmusd.org

IET Programs: Business and Finance; Education, Child Development, and Family Services

Paramount Adult School

Director: Yvonne Rodriguez, Principal

Phone: 562-602-8080

Email: yrodriguez@paramount.k12.ca.us

IET Programs: Information and Communication Technologies

Adult Education Center

Director: Anthony Fuller, Principal

Phone: 310-664-6222 x66208

Email: afuller@smmusd.org

IET Programs: Business and Finance; Hospitality, Tourism, and Recreation

Torrance Adult School

Director: Wayne Diulio, Director

Phone: 310-972-6500 x6965

Email: diulio.wayne@tusd.org

IET Programs: Business and Finance; Education, Child Development, and Family Services; Health Science and Medical Technology

Whittier Adult School

Director: Margie Moriarty, Principal

Phone: 562-698-8121 x1300

Email: margie.moriarty@wuhsd.org

IET Programs: Building and Construction Trades; Business and Finance; Education, Child Development, and Family Services

Madera

Madera Adult School

Director: David Raygoza, Principal

Phone: 559-675-4425 x103

Email: davidraygoza@maderausd.org

IET Programs: Information and Communication Technologies

Marin

Tamalpais Adult School

Director: Jaemi Naish, Director

Phone: 415-945-1070

Email: jnaish@tamdistrict.org

IET Programs: Health Science and Medical Technology

Monterey

Salinas Adult School

Director: Tatiana Roganova, Director

Phone: 831-796-6900 x1378

Email: tatiana.roganova@salinasuhdsd.org

IET Programs: Hospitality, Tourism, and Recreation

Napa

Napa Valley Adult Education

Director: Rick Jordan, Principal

Phone: 707-253-3594

Email: Rick_Jordan@nvusd.org

IET Programs: Business and Finance

Nevada

Nevada Union Adult Education

Director: Michael Hughes, Principal

Phone: 530-477-1225 x5012

Email: mhughes@njuhsd.com

IET Programs: Education, Child Development, and Family Services

Orange

BPSOS Center for Community Advancement

Director: Brendon Peacock, Lead Adult Education Instructor

Phone: 714-463-6357

Email: brendon.peacock@bpsos.org

IET Programs: Health Science and Medical Technology

Garden Grove Adult Education/Lincoln Education Center

Director: M'Liss Patterson, Director

Phone: 714-663-6305

Email: mpatterson@ggusd.us

IET Programs: Business and Finance

Huntington Beach Adult School

Director: Steve Curiel, Principal

Phone: 714-842-4227 x4401

Email: scuriel@hbas.edu

IET Programs: Business and Finance; Education, Child Development, and Family Services; Health Science and Medical Technology; Information and Communication Technologies

North Orange Continuing Education

Director: Karen Bautista, Vice President of Instruction

Phone: 714-808-4570

Email: kbautista@noce.edu

IET Programs: Business and Finance; Education, Child Development, and Family Services; Health Science and Medical Technology

Rancho Santiago Community College District

Director: Christine Kosko, Dean of Instruction & Student Services

Phone: 714-241-5715

Email: Kosko_Christine@sac.edu

IET Programs: Business and Finance; Health Science and Medical Technology; Information and Communication Technologies

Placer

Roseville Adult School

Director: Lisa Voss, Director

Phone: 916-782-3952 x1701

Email: lvoss@rjuhsd.us

IET Programs: Business and Finance

Tahoe Truckee Unified Adult Education

Director: Todd M. Wold, Ed.D., Manager of College, and Careers: Career Technical and Adult Education

Phone: 530-582-2591 x20444

Email: twold@ttusd.org

IET Programs: Transportation

Riverside

Coachella Valley Adult School

Director: Jereme Weischedel, Principal

Phone: 760-398-6302

Email: Jereme.weischedel@cvusd.us

IET Programs: Hospitality, Tourism, and Recreation

Corona-Norco Adult School

Director: JoDee Slyter, Director

Phone: 951-736-7128

Email: jslyter@cnusd.k12.ca.us

IET Programs: Building and Construction Trades; Business and Finance; Education, Child Development, and Family Services

College of the Desert

Director: Dean Papas, Acting Director of Noncredit & Adult Education Programs

Phone: 760-776-7371

Email: dpapas@collegeofthedesert.edu

IET Programs: Manufacturing and Product Development

Jurupa Adult School

Director: Annamarie Montanez, Principal

Phone: 951-222-7739

Email: annamarie_montanez@jUSD.k12.ca.us

IET Programs: Manufacturing and Product Development; Public Services

Valley Adult School

Director: Nohora Vazquez, Facilitator

Phone: 951-253-7093 x2131

Email: nohora.vazquez@leusd.k12.ca.us

IET Programs: Education, Child Development, and Family Services

Moreno Valley Community Adult School

Director: Patricia Bazanos, Ed. D, Principal

Phone: 951-571-4790 x64801

Email: pbazanos@mvusd.net

IET Programs: Health Science and Medical Technology

Mt. San Jacinto Community College

Director: Amy Campbell, Director

Phone: 951-506-6957 x6521

Email: acampbell@msjc.edu

IET Programs: Building and Construction Trades; Business and Finance; Education, Child Development, and Family Services; Hospitality, Tourism, and Recreation; Information and Communication Technologies; Transportation

Sacramento

Center Adult School

Director: David French, Program Coordinator

Phone: 916-338-6440

Email: davidlf@centerusd.org

IET Programs: Education, Child Development, and Family Services

Elk Grove Adult and Community Education

Director: Karen Malkiewicz, Principal

Phone: 916-686-7717 x78000

Email: kmalkiew@egusd.net

IET Programs: Education, Child Development, and Family Services; Hospitality, Tourism, and Recreation

Folsom Cordova Adult School

Director: Rhonda Balmain, Principal

Phone: 916-294-9106 x840151

Email: rbalmain@fcusd.org

IET Programs: Education, Child Development, and Family Services; Information and Communication Technologies

A. Warren McClaskey Adult Center

Director: Susan Lytle Gilmore, Director

Phone: 916-395-5788

Email: gilmores@scusd.edu

IET Programs: Business and Finance

Charles A. Jones Career and Education Center

Director: Susan Lytle Gilmore, Director

Phone: 916-395-5788

Email: gilmores@scusd.edu

IET Programs: Business and Finance

San Juan School for Adults

Director: Brett Wolfe, CTE & Adult Education Director

Phone: 916-971-7163

Email: brett.wolfe@sanjuan.edu, lbartlett@sanjuan.edu

IET Programs: Health Science and Medical Technology

San Bernardino

Chaffey Adult School

Director: Todd Haag, Principal

Phone: 909-391-5365 x2800

Email: todd.haag@cjuhsd.net

IET Programs: Education, Child Development, and Family Services; Health Science and Medical Technology

Fontana Adult School

Director: Cynthia Gleason, Principal

Phone: 909-357-5490 x56117

Email: cynthia.gleason@fUSD.net; tracey.vackar@fUSD.net

IET Programs: Business and Finance; Education, Child Development, and Family Services; Health Science and Medical Technology; Marketing, Sales, and Service

San Diego

Grossmont Adult Education

Director: Kim Bellaart, Director

Phone: 619-588-3511

Email: kbellaart@guhsd.net

IET Programs: Health Science and Medical Technology; Transportation

MiraCosta Community College - Community Learning Center

Director: John Makevich, Dean

Phone: 760-7958701

Email: jmakevich@miracosta.edu

IET Programs: Education, Child Development, and Family Services

San Diego Continuing Education

Director: Michelle Fischthal, Vice President

Phone: 619-388-4990 x93884990

Email: Mfischthal@sdccd.edu

IET Programs: Business and Finance; Education, Child Development, and Family Services; Fashion and Interior Design; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Information and Communication Technologies

National City, Chula Vista, Montgomery, San Ysidro Adult Schools

Director: Ryan Burke, Director

Phone: 619-796-7200

Email: ryan.burke@sweetwaterschools.org

IET Programs: Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Information and Communication Technologies

San Joaquin

School For Adults

Director: Jeff Dundas; Principal

Phone: 209-933-7455 x1403

Email: jdundas@stocktonusd.net

IET Programs: Health Science and Medical Technology; Transportation

San Luis Obispo

Cuesta College Continuing Education

Director: Mia Ruiz, Director

Phone: 805-591-6270

Email: mrui@cuesta.edu

IET Programs: Hospitality, Tourism, and Recreation; Information and Communication Technologies

San Mateo

Jefferson Adult School

Director: Mark Beshirs, Principal

Phone: 650-550-7874

Email: mbeshirs@juhsd.net

IET Programs: Business and Finance

San Mateo Adult School

Director: Angela Taylor, Director

Phone: 650-558-2100

Email: ataylor@smuhsd.org

IET Programs: Business and Finance

Sequoia District Adult School

Director: Lionel de Maine, Director

Phone: 650-369-1411 x77934

Email: ldemaine@seq.org

IET Programs: Information and Communication Technologies

Santa Barbara

Santa Barbara City College

Director: Sachiko Oates, Coordinator

Phone: 805-6838230

Email: sooates@pipeline.sbcc.edu

IET Programs: Building and Construction Trades

Santa Clara

Campbell Adult and Community Education

Director: Usha Narayanan, Director

Phone: 408-626-3402 x2601

Email: unarayanan@cuhsd.org

IET Programs: Business and Finance; Information and Communication Technology

FUHSD Adult School

Director: Lori Riehl, Principal

Phone: 408-522-2717

Email: lori_riehl@fuhسد.org

IET Programs: Health Science and Medical Technology; Information and Communication Technology

Milpitas Adult Education

Director: Giuliana Brahim, Principal

Phone: 408-635-2692 x4556

Email: gbrahim@musd.org

IET Programs: Education, Child Development, and Family Services; Hospitality, Tourism, and Recreation

Santa Clara Adult Education

Director: Carrie Castro, Principal

Phone: 1-650-940-1333 ext: 4012

Email: ccasto@scusd.net

Mountain View Los Altos Adult School

Director: Julie Vo

Phone: 408-423-3508

Email: Julie.vo@mvla.net

IET Programs: Health Science and Medical Technology

Santa Cruz

Watsonville/Aptos/Santa Cruz Adult Education

Director: Nancy A. Bilicich, Director

Phone: 831-786-2160

Email: nancy_bilicich@pvusd.net

IET Programs: Building and Construction Trades; Education, Child Development and Family Services; Health Science and Medical Technology

Solano

Fairfield-Suisun Adult School

Director: Kristen Witt, Director

Phone: 707-399-5131

Email: kristenw@fsusd.org

IET Programs: Building and Construction Trades; Education, Child Development and Family Services; Information and Communication Technologies

Vallejo Regional Education Center

Director: Laura Dutch, Principal

Phone: 707-556-8850 x54402

Email: ldutch@vcusd.org

IET Programs: Building and Construction Trades; Hospitality, Tourism, and Recreation

Sutter

North Central Counties Adult Education Consortium

Director: Cindy Newton

Phone: 1-530-751-8202

Email: cnewton@ncen.org

Tulare

Tulare Adult School

Director: Larriann Torrez, Director

Phone: 559-686-0225

Email: larriann.torrez@tulare.k12.ca.us

IET Programs: Education, Child Development, and Family Services; Hospitality, Tourism, and Recreation

Visalia Adult School

Director: Tami Olson, Principal

Phone: 559-730-7655

Email: tolson@vusd.org

IET Programs: Education, Child Development, and Family Services

Ventura

Conejo Valley Adult Education

Director: Mike Sanders, Principal

Phone: 805-497-2761 x1009

Email: mikesanders@conejoadulted.org

IET Programs: Business and Finance; Education, Health Science and Medical Technology

Oxnard Adult School

Director: Kathy Greaves, Principal

Phone: 805-385-5227

Email: Kathy.Greaves@oxnardunion.org

IET Programs: Health Science and Medical Technology

Simi Institute for Careers & Education

Director: Michele Arso, Principal

Phone: 805-579-6200 x1605

Email: michele.arso@simivalleyusd.org

IET Programs: Business and Finance; Manufacturing and Product Development

Ventura Adult and Continuing Education

Director: Carolyn Vang-Walker, Director/Principal

Phone: 805-289-1744 x1108

Email: Carolyn.Vang-walker@AdultEdVentura.edu