Allied Health Program

Solicitation for Proposals Program Year 2024-25 Questions and Answers

# Can funds be used to pay students for work-based learning?

Yes, funds may be used to provide direct services to participants such as work-based learning. Refer to the [Workforce Services Directive 23-08](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd23-08.pdf) for more information about stipends and incentive payments.

*For additional information please reference page 11 of the SFP.*

# Which occupations are considered allied health occupations?

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. Examples of allied health occupations are, Certified Nursing Assistants, Medical Technicians, Physician Assistants, Dental Assistants, Community Health Workers, and Direct Care Workers. If an applicant is unsure of if their chosen profession is under the allied health umbrella, they may make a case as to why the healthcare profession qualifies and is in similar need.

*For additional information please reference page 1 of the SFP.*

# Does the $7,500 per participant cap make up the total request or is it only for funding that directly serves participants?

The $7,500 recommended participant funding cap only applies to the direct participant costs. Applicants are still able to request funding for Program and Administrative costs as long as it falls under the allowable uses for funding.

*For additional information please reference page 4 of the SFP.*

# Would providing stipends fall into “paying students for work-based learning”?

Refer to the [Workforce Services Directive 23-08](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd23-08.pdf) for more information about stipends and incentive payments.

*For additional information please reference pages 11 and 44 of the SFP.*

# Can you expand on what entities are eligible to apply?

Local workforce development 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. Local government agencies fiscally sponsored non-profit organizations, and degree-granting universities fall under this umbrella and are eligible to apply under this solicitation. For-profit organizations may not apply as the lead applicant but may be included as a partnering organization (i.e.: the employer partner may be for-profit).

*For additional information please reference page 3 of the SFP.*

# Can you expand on what entities qualify as required partners?

**Labor representative partners** can refer to an individual or organization that represents and advocates on behalf of employees in the workplace. These representatives would typically be unionized.

**Community college partners** must be active community colleges in the state of California and may not be alternative schools of adult education.

**Employers within the Allied Health sector partners** must be businesses (for-profit or non-profit) that employ the allied health profession for which the program trains.

*For additional information please reference pages 6-7 of the SFP.*

# Is it permissible for the proposal narrative to exceed the specified page limit?

The proposal narrative has a 15-page limit. Any information beyond the 15-page limit will not be considered during the scoring process. The other exhibits and attachments do not count towards this page limit.

*For additional information please reference page 21 of the SFP.*

# Is there a cap for administrative costs?

There is a 10% limit for administrative costs.

*For additional information please reference page 49 of the SFP.*

# Are Notices of Intent required? What are the requirements to submit a Notice of Intent?

A Notice of Intent (NOI) is not a requirement for this grant. If you would like to submit an NOI please do so before the December 30, 2024, deadline at noon PT. You can send an email to [WSBSFP3@edd.ca.gov](mailto:WSBSFP3@edd.ca.gov) with your organization’s name, contact person, and contact information along with a statement to the effect of “I would like to submit a notice of intent to apply for the Allied

Health Program grant”. This does not have to be in letter form but a letter with the required information will be accepted.

# Is there an advanced payment option for this grant?

No, this grant does not offer advanced payment. The Allied Health Program grant is reimbursement- based. Expenditures will be reimbursed through the State’s CalJOBS℠ reporting system. Monthly and quarterly expenditure reporting is required; however, subrecipients may report expenditures and make cash requests at any time.

*For additional information, please reference the* [*Workforce Services Directive CalJOBS Cash Request*](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd16-17.pdf)[*(WSD16-17)*](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd16-17.pdf) *on the CalJOBS cash draw process.*

# What are some common reasons an organization might get disqualified?

The three most common reasons for an application to be disqualified are:

* 1. Missing or incomplete Commitment Letters
     1. No leverage fund requirement exists for the EMS Corps Round 2 solicitation; therefore, Commitment Letters are not required unless the applicant leverages funds. If so, applicants should provide a letter to verify the dollar amount and the source of contributions from each entity that pledges cash or in-kind resources to the project. Also, the funds stated in the Commitment Letters must match the leveraged funds on the Cover Signature Page submitted in the application.
  2. No valid System of Award Management (SAM) account registration

1. Applicants must register with the SAM to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must maintain active registration with current information during which it has an application under consideration or an active state or federal award, including state and federal funding distributed through the EDD.
   1. Missing or incomplete exhibits
2. Before applying, please ensure that all required exhibits have been completed and are included in the submission.

*For additional information, please reference pages 38-39 on Commitment Letters, page 8 on SAM registration, and pages 21-40 on Exhibit instructions.*

# Are organizations allowed to select multiple target regions?

Yes, an organization may apply to serve multiple counties, but must make a case for each region’s

need, and concentration of the target population.

*For additional information please reference page 3 of the SFP.*

# Can an applicant leverage current programs, grants, and partnerships for this grant?

Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the project's success. Leveraged resources can come from a variety of sources. All leveraged funds will be subject to the reporting requirements contained in [Workforce Services](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd19-05.pdf) [Directive Monthly and Quarterly Financial Reporting Requirements (WSD19-05)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd19-05.pdf) (December 4, 2019), [Workforce Services Directive Strategic Co-Enrollment – Unified Plan Partners (WSD19-09)](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd19-09.pdf) (February 12, 2020), 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. Involvement of long-standing or previous partnerships and encouraged.

*For additional information please reference pages 10-11 of the SFP.*

# Please provide more detail on the three-digit initialism.

An applicant’s three-digit initialism refers to their assigned CalJOBS℠ initialism. If the applicant’s organization is unsure of this, they may assign their own three-digit initialism. For example, “ABC Foundation” could use the initialism “ABC”.

*For additional information please reference pages 12-13 of the SFP.*

# What does the partnership agreement letter need to contain?

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- January 20, 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.

*For additional information please reference page 39 of the SFP.*

# Can the lead applicant provide the leveraged funds?

Yes, lead applicants may provide the leveraged resources, but they must still include a commitment letter following all SFP guidelines.

*For additional information please reference pages 38-39 of the SFP.*

# Can the EDD make public the list or number of prospective applicants that provide a Notice of Intent?

While the EDD will not release the NOI list, an estimation of organizations interested, or the list of applications received, any organization can formally request this information by filing a Public Records Action (PRA) request with the EDD.

# Is it required that a program be listed on the ETPL?

If the training provider would like to receive WIOA funds through an Individual Training Account, then the training program must be listed on the ETPL.

*For additional information please reference* [*Workforce Services Directive 21-03 ETPL Policy and*](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd21-03.pdf)[*Procedures*](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd21-03.pdf)*.*