

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
Employment Social Enterprise Technical Assistance
Program Year 2024-25
Solicitation for Proposals



January 2025

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This Employment Social Enterprise (ESE) Technical Assistance (TA) grant, for Program Year 2024-25 (PY 24-25) is funded by a grant award totaling \$1 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources.

Proposal Package Instructions and Exhibits

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the ESE TA PY 24-25 funding opportunity. Select each exhibit link individually and download each before saving the solicitation for proposals (SFP) to a personal computer. Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

Required Exhibits and Attachments

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

* 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 \$1 million in Workforce Innovation and Opportunity Act (WIOA) Governor’s Discretionary Funds for the Employment Social Enterprise (ESE) Technical Assistance (TA) Program Year 2024-25 (PY 24-25) Solicitation for Proposals (SFP). The ESE TA PY 24-25 awardee will provide meaningful technical assistance for the ESE PY 24-25 program awardees as they successfully plan and implement social enterprise projects that accelerate outcomes for underserved populations facing significant employment barriers¹.

A. Background

ESEs create viable employment opportunities for those experiencing systemic employment barriers. According to the [Toronto Enterprise Fund](#), ESEs have succeeded in increasing employee income and attachment to the labor market, improving their health and housing security, and keeping people out of the criminal justice system. ESEs also decrease taxpayer costs by diminishing rates of incarceration, recidivism, and homelessness, reducing reliance on the social safety net.

ESE businesses also stimulate the national economy, combat multi-generational poverty, and address economic, gender, and racial disparities. An [impact study](#) of 134 ESEs across 30 states found that almost 70% of ESE employees were people of color (42% Black, 26% Latinx), highlighting the valuable role that these businesses can play in addressing racial injustice and advancing racial equity across the economy.

Quality, long-term work transforms lives and strengthens community wealth. ESEs help people stabilize their lives, build their skills, develop a work history, and succeed.

B. Purpose

The ESE TA PY 24-25 grant aims to increase equity and improve outcomes for underserved populations facing significant barriers to employment by providing necessary guidance and support to ESE PY 24-25 program awardees in their pursuit of successful ESE programs and participant outcomes. Applicants are expected to base their overall approach on the Social

¹ As defined in [29 U.S.C. Section 3102 U.S. Code](#) January 1, 2021. See number (24)

Enterprise ²(SE) model and advance the work done in this space. Accordingly, the ESE TA PY 24-25 grant will fund the assessment, analysis, and improvement of those service delivery approaches currently associated with the SE models utilized by the ESEs in the program.

ESE PY 24-25 projects will coordinate efforts throughout the state, across agencies and departments, to increase access to and retention of the transitional employment component of the SE model – supporting recruitment, wrap-around services, case management, and job placement for project participants.

In their proposals, applicants must demonstrate experience providing technical assistance to SEs or in support of innovative workforce service programs for underserved Californians, with a focus on learning and sustainability. The ESE TA PY 24-25 provider will work in close coordination with (i) the ESE PY 24-25 program awardees, (ii) the EDD project managers, and (iii) all other relevant stakeholders to:

- Help build ESE organizational and leadership capacity.
- Help define and prioritize realistic growth, expansion, and impact of the ESE program.
- Help build ESE programs to better serve the target populations facing significant barriers to unemployment.
- Help develop and implement a comprehensive, data-driven program model supporting high-quality ESE jobs.
- Support ESE jobs that demonstrate effective prioritization of long-term employment retention.
- Close service gaps by recommending changes to current program service delivery models and helping program awardees implement any actionable items resulting from TA recommendations.
- Scale effective program designs to inform SE models statewide and nationally.
- Help develop strategic partnerships to provide ESE participants with upskilling opportunities or secure next-step employment.
- Help build partnerships that will provide participants with in-demand credentials.

In collaboration with potential workforce and employer partners, and with oversight from the EDD, the TA provider will be responsible for creating and sustaining a larger collaborative community centered upon the SE model and the goals and objectives of the ESE program. This includes facilitating connectivity among program awardees, sharing best practices, and improving regional economic workforce outcomes. Program outputs, including progress and analytical reports, will inform adaptations, shifts, and recommendations to the work as new lessons emerge to support real-time feedback and learning.

² SE models provide a clear social mission to hire and train people who are striving to overcome employment barriers including homelessness, incarceration, substance abuse, mental illness, and limited education.

To help ensure positive participant and project outcomes, applicants are encouraged to consult with learning partners with program evaluation experience. Learning partners are recommended as a means of developing and supporting a comprehensive learning agenda. Learning partners should provide support with the identification and documentation of any Lessons Learned and Best Practices resulting from projects like those funded by the ESE program.

C. Availability

A total of \$1 million in the *WIOA* Governor’s Discretionary Funds for the ESE TA PY 24-25 grant is available through this SFP. It is anticipated that only one application will be awarded. Funding requests and other performance measures should be determined by demonstrating successful TA plans, relevant experience, and reasonable costs for proposed TA plans. Awarding decisions are based on the availability of funds.

The anticipated period of performance (PoP) for the TA funded under this SFP is approximately 18 to 24 months. The ESE TA PY 24-25 provider will support the program awardees for ESE PY 24-25 as soon as the grant agreement is executed. Projects will conclude no later than March 31, 2027. The PoP includes all necessary implementation and start-up activities. Grant funds will be available no more than 24 months, and no obligation of funds will be allowed before or beyond the grant PoP. We only pay project funds during the grant’s project agreement period. We will return any unused funds to the state.

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

D. Target Populations

The ESE TA PY 24-25 provider will be responsible for meeting with ESE PY 24-25 program awardees in multiple locations and virtually to ensure comprehensive support and collaboration for the effective implementation of their program: including making recommendations and providing technical assistance and training to program awardees on equitable access and inclusion of the target population. The ESE TA provider will customize consultation, training, and support to the needs of the different program awardees.

The TA awardee for this grant must be familiar with best practices in serving underserved populations experiencing significant barriers to employment:

- a) Justice-involved Individuals
- b) Disconnected Young Adults
- c) Long-term Unemployed Individuals
- d) Older Workers
- e) People with Disabilities
- f) Veterans

g) English Language Learners

E. Eligibility

Applicants for the ESE TA PY 24-25 grant must have the capacity, relationships, and expertise to deliver technical assistance to program awardees across the state. Proposals will be accepted from Public Workforce Development Agencies; Human Service or Social Service Agencies; Community-based Organizations; Business-related Non-profit Organizations; Non-profit or For-profit Social Benefit Corporations; Labor Organizations; Workforce Intermediaries; and organizations with operational components similar to those currently associated with the SE model.

Applicants must reside in the US but do not need to reside in California; however, they must have experience working with the target populations and demonstrated capacity to provide TA in California.

All ESE individual participants must be at least age 18 years and meet WIOA Title I eligibility requirements to participate in ESE grant programs supported by this TA.

2. Project Design

Proposals must reflect an innovative plan to achieve the project objectives and goals. Applicants may create new tools, borrow methods from other disciplines, or apply models from other TA programs to achieve the desired outcomes. Successful applicants will present creative plans to provide ESE program awardees with consultation, training, learning, and utilization of technological resources to meet the program-related requirements and support strong participant outcomes from ESE programs. Applicants are encouraged to collaborate with partners, including evaluation and learning organizations to provide the full scope of TA services.

The ESE TA PY 24-25 provider will design a TA project that will do the following:

- Provide TA and capacity building through consultation and a community of practice³(CoP) to refine ESE program planning, support successful execution, and deliver results.
- Research best practices and provide consultation on skills assessment, skills transfer, certification, referrals to and delivery of training, case management, and other supports, as well as job placement and post-placement retention and advancement strategies.

³ Communities of Practice are organized groups of professionals dedicated to a common purpose who convene to share expertise and knowledge to foster innovative approaches, drive new strategies, promote the spread of best practices, and develop professional skills.

- Conduct research and provide consultation on best practices. The applicant may develop tools and systems to be used by program awardees.
- Develop shared tools for tracking participant progress and program outcomes; provide consultation on program and fiscal reporting.
- Build the capacity of program awardees for partnership development, employer partnerships, and connections to public systems for workforce services, education, benefits, and income support.
- Develop an evaluation of programs through articulating a shared learning agenda, evaluating progress, and addressing challenges through program improvement and innovation. Complete a final evaluation report summarizing lessons learned and recommendations for future funding and workforce systems change.

A. Goals and Objectives

The ESE TA PY 24-25 provider will assist program awardees in achieving positive outcomes by providing ongoing guidance, technical assistance, training, and stakeholder coordination support to help projects expand workforce opportunities for the target population. The TA awardee will provide an accessible virtual forum for cross-project communication both during meetings with program awardees and beyond. The TA program's desired outcomes are: (i) to deliver technical assistance in the development and testing of new training models, along with any necessary supportive services; (ii) to support the successful transition of program participants into competitive employment by connecting participants in the “next-phase” and with more competitive employment which align with the focus of each regionally tailored ESE project.

The TA provider will host conference calls, webinars, CoPs, and coordinate activities as needed. This will require the TA provider to develop additional means of effective communication, idea-sharing, mentoring among program awardees, and individual program consultation. Applicants must demonstrate how they plan to provide an accessible virtual forum for cross-project communication during meetings with program awardees and beyond. The TA provider will develop key questions for learning and evaluation and tools for continuous learning, including critical metrics and milestones to be tracked for immediate course correction and program improvement.

The TA provider must have knowledge of, and experience with, the following:

- Employment Social Enterprise as a workforce development strategy
- Sector-focused industry partnerships and workforce development
- Technology-based approaches to education and training
- Serving a special population faced with significant barriers to employment, such as the target populations listed in this SFP
- Best practices for offering resources to program awardees that are both accessible and relevant, recognized both nationally and at the state level

- Supporting organizational learning and ongoing quality and program improvement
- Outcome-based program and performance management

The TA team should leverage existing best practices and help develop tools to support program awardees in their efforts to provide assistance and achieve positive employment outcomes for the target populations.

TA activities must support the following goals and objectives:

- Hold virtual CoP meetings to facilitate project development and encourage peer-to-peer engagement and learning.
- Develop strategies and expertise in recruitment, employment, supportive services, retention, and career placement for the target populations.
- Coordinate technology-enabled training for awardees on topics relevant to their needs.
- Assist with the implementation of specific measures to ensure equal access to employment, education and training through the provision of supportive services, including case management.
- Assess best practices to develop workforce strategies that connect participants with high-quality jobs and vital wrap-around services.
- Work with EDD/LWDA, the program grantees, and an Optional Learning Partner to identify when project goals, deliverables, and outcomes are not being met.
- Provide ongoing coaching, consultation, and support to program awardees, and identify alternative methods to accomplish project goals.
- Provide real-time feedback to program awardees to achieve program outcomes, and implement new strategies, measures, and actions as goals emerge and evolve.
- Work with EDD/LWDA and grantees to identify the supportive services that most directly address the needs of the target populations served.
- Work with EDD/LWDA, the program grantees, and an Optional Learning Partner to identify metrics that track supportive services received and that can evaluate the impact of support services and coordinated case management on participant SE job retention and the rate of successful transition to competitive employment.
- Develop staff to build capacity for coordinated case management, both within an organization and across organizations.
- Identify national best practices for supporting job retention and career advancement into competitive employment.
- Consult a learning partner with experience in program evaluation who has the proven ability to guide the learning, development, and delivery of SE programming.

The TA provider will work with program awardees and their partners throughout the grant PoP to create an active learning environment necessary to inform needed adaptations, shifts, and recommendations in real time for each project.

B. Strategies and Required Activities

The TA provider will help program awardees overcome existing barriers, improve equitable employment outcomes for the program's target populations, and provide feedback as a developmental tool for quality improvement, innovation, and sustainability. Applicants will demonstrate the capacity to provide individualized assistance based on in-demand industry sectors, each program awardee's needs, and the unique barriers of the geographic regions and target populations being served.

These efforts should support SE intervention strategies that:

- Strengthen employment outcomes.
- Enhance partnerships.
- Provide or enhance work-based learning.
- Provide a holistic suite of tailored, trauma-informed wrap-around support and case management services.
- Internal controls to safeguard program equity and access.

The scope of the TA required activities may include but is not limited to conference calls, webinars, workshops, office hours, interviews, and/or in-person meetings intended to:

- Engage program awardees.
- Create and support a learning community for ongoing innovation and quality improvement.
- Address individual project challenges and pivot when necessary.
- Share best practices.
- Create virtual CoP meetings.
- Coordinate training on relevant topics for the program awardees.
- Schedule office hours dedicated to assisting program awardees at least once a month to ensure individual project needs are being met.
- Provide assistance and guidance in the development of sustainability plans to ensure project practices are institutionalized and work continues beyond the grant PoP.
- Disseminate best practices and learnings from this program, statewide and nationally.

In addition, the TA provider must coordinate and facilitate meetings, trainings, and activities attended by the EDD and program awardees as described in this SFP, including but not limited to: convenings, planning meetings, CoP meetings, and partner meetings. Applicants will demonstrate how their proposal is practicable and replicable and provide a sustainability plan to institutionalize practices.

The awardee for the ESE TA PY 24-25 funding opportunity must provide meaningful TA to ESE PY 24-25 program awardees. The TA provider must have the capacity and expertise to provide TA in support of projects serving populations faced with significant barriers to employment.

Applicants will clearly articulate a TA approach, including strategies to successfully coordinate activities, conduct team-building exercises, and implement learning and knowledge sharing.

C. Data and Supporting Evidence

Applicants must substantiate the TA strategies proposed in their proposal. Relevant data sources may include case studies, past performance, or any other reliable data sources. The ESE TA provider is expected to develop assessment tools for collecting real-time data and analyzing the program's performance. This analysis should adopt a learning approach that facilitates informed decision-making, enhancing outcomes and amplifying the program's impact on participants. ESE program awardees will report participant data in CalJOBS, accessible to the TA provider for technical assistance purposes. The TA provider may be responsible for collecting additional data and information on implementation milestones and qualitative outcomes that are not captured in CalJOBSSM or monthly narrative reports submitted to EDD by program awardees if that extra data is required to meet assessment goals.

All ESE PY 24-25 program awardees will provide data and information to the ESE TA PY 24-25 provider that is necessary to conduct TA activities. Proposals should clearly articulate the data metrics, the frequency of data collection, and the method of analysis to be used. The EDD reserves the right to request a review of any assessments created using funds from this grant. Data from assessments developed and administered to evaluate programs should directly inform and apply learnings from that evaluation to improve overall service delivery and help refine the evaluation plan and the final report.

D. Partnerships

Applicants must possess the expertise, resources, and capacity to provide technical assistance to ESE program awardees as they help the program's participants overcome barriers to employment as outlined in the SFP. Partnerships are strongly encouraged to achieve all objectives and required activities, enhance the support network, and increase the likelihood of successful program outcomes. Therefore, applicants must demonstrate in the Project Narrative they can deliver technical assistance and must identify any project partners and how their collaboration will promote the goals and objectives outlined in this SFP.

Partnerships with established ESE programs that have demonstrated the ability to provide meaningful assistance to the target population are also encouraged. Applicants should prioritize partnerships with organizations that have documented success working with the program's target populations or expertise in an area beneficial to the scope of the TA requirements.

In the Project Narrative, applicants must demonstrate their ability to deliver assessment and technical assistance as a single organization or project team, identifying any project partners. Applicants must submit Partnership Agreement Letters if partnerships are proposed and outline each partner's roles and responsibilities. More information on submitting Partnership

Agreement Letters can be found in *Appendix A: Proposal Package Instruction*. The EDD's proposal evaluators will assess whether applicants have the necessary capacity and expertise to provide the required assessment and technical assistance and will select the most qualified applicant. Additional partnerships that can enhance the success of ESE program awardees based on the needs of the target populations in each geographic region are encouraged.

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

3. Application and Program Requirements

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

A. Required Exhibits and Attachments

- **Exhibit A: Proposal Narrative** – Describes the project’s design with a clear rationale in a narrative form.
- **Exhibit F: Budget Summary** – Lists line-item costs for project activities and administration.
- **Exhibit F2: Budget Narrative** – Justification of the costs in each line item of the Budget Summary.
- **Exhibit G: Supplemental Budget (if applicable)** – Only required if the proposal includes purchasing equipment over \$5,000 or procuring any contractual services (regardless of the dollar amount).
- **Exhibit I: Project Work Plan** – Provides roles, responsibilities, and milestones for project implementation.
- **Exhibit J: Partner Roles and Responsibilities** – Reflects the leveraged resources pledge recorded in the corresponding Partnership and Commitment Letters.
- **Cover/Signature Page** – Electronic signature submissions only
- **Executive Summary** – Abstract of the project.

- **Partnership Agreement Letters** – Proposals that include project partner(s) must submit Partnership Agreement Letter(s).
- **Commitment Letters** – Any partner pledging leveraged resources must submit a Commitment Letter, including the lead applicant.
- **Indirect Cost Declaration** – if an organization is going to claim indirect costs to this WIOA Title I grant and, if so, which indirect cost method will be used.

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. 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 always maintain active registration with current information during the time it has an application under consideration or an active federal award, including federal funding distributed through the EDD. Applicants must ensure this information is updated before submitting a funding application. Proposals received with an inactive registration will not be evaluated and will be disqualified.

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

C. Leveraging Resources

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.

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

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.

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.

D. Allowable Uses of Funds

The funds awarded in this SFP must be used to provide technical assistance to ESE PY 24-25 program awardees in successfully implementing their projects.

Allowable costs for the TA provider include the following:

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

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

E. Administrative Cost Limits

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Please refer to *Appendix D: Administrative Costs* for defining administrative costs.

F. Technical Assistance Design Report and Related Materials

The TA Design Report must define and/or assess: (i) program inputs, project outputs, and overall outcomes; (ii) project compliance and alignment with the SE model; (iii) data collection strategy; (iv) analysis plan; (v) dissemination strategy; (vi) study limitations and risk mitigation; (vii) the general program work plan and milestones; and (viii) budget. Final deliverables are expected within nine months of PoP.

G. Performance Goals

There are no mandated performance goals. However, the TA provider will be responsible for the submission of a final report providing details on the discourse community developed for ESE program awardees, the TA provided, the lessons learned and any corresponding amendments to established best practices, and any insights into program design and/or delivery developed over the course of the program.

4. 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] ESE TA PY 24-25Proposal.” The proposal package is due by 3 p.m. PT on March 4, 2025. The Project Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word format.

- Documents must adhere to the following naming convention: [Applicant’s Three Digit Initialism] ESE TA PY 24-25[Name of Document].
- 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, Partnership Agreement Letters, and Commitment Letters must be submitted in PDF form.
- The Cover/Signature page must adhere to the naming convention: [Applicant’s Three Digit Initialism] ESE TA PY 24-25CoverPage.

- The Cover/Signature page must include the signature of the signatory authority on the form.
- Partnership Agreement and Commitment Letters should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: [Applicant’s Three Digit Initialism] ESE TA PY 24-25CommitLetters and [Applicant’s Three Digit Initialism] ESE TA PY 24-25PartnerLetters.
- Submit any additional documentation in Adobe PDF.

B. Submission Guidelines

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention: “[Applicant’s Three Digit Initialism] [Grant Initialism PY XX-XX] [Exhibit or Attachment Initialism].” For example, “XYZ ESE TA PY 24-25 ExF” for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. The following chart (Figure 4.1) 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 March 4, 2025, will be deemed non-responsive and disqualified from being considered for funding.

Note – “XYZ” is used only as an example of an applicant’s three-digit initialism throughout this document.

Disclaimer – The exhibits have been updated for accessibility in compliance with the [Americans with Disabilities Act](#).

Figure 4.1: Document Submission Guidelines

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

Figure 4.2: Application Timeline

Event	Date
SFP release	January 22, 2025
Last date to submit questions for the webinar	January 31, 2025, by noon PT
Deadline to preregister for the webinar	February 11, 2025, at 9 a.m. PT
Informational Webinar	February 11, 2025, at 10 a.m. PT
Notice of Intent to Apply	February 25, 2025, by noon PT
Proposals due	March 4, 2025, by 3 p.m. PT
Estimated Proposal review and evaluation	March 11 - 14, 2025
Estimated Deadline to appeal	March 13, 2025
Estimated Award announcements	May 2025

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

C. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled for February 11, 2025, 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] ESE TA PY 24-25 SFP Inquiry. All inquiries must be received before noon PT on January 31, 2025.

Please note this webinar will not be recorded.

All registered attendees will receive a summary of the content covered during the webinar, along with a copy of all the answered questions. These resources should be distributed via email a few days after the webinar. In addition, a comprehensive list of all questions and answers received during the solicitation process will be posted to the [EDD website](#) approximately one to two weeks 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 March 4, 2025. The Cover Signature Page must be signed by the 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).

5. 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 the project funded under this SFP will be publicly posted on the EDD website.

A. Proposal Review, Scoring, and Evaluation

Teams of independent reviewers will score and rank proposals based on the criteria outlined in this SFP; for those organizations that have participated in past grant programs administered by the EDD's Workforce Services Branch (WSB), past and present performance will be considered in making funding decisions. An example of the scoring value of each section of the SFP is as follows (Figure 6.1):

Figure 6.1: Scoring Rubric

Narrative Criteria	Maximum Points
Section 1 – Technical Assistance Plan	38
Section 2 – Data Analysis and Performance Measurements	23
Section 3 – Statement of Capacity and Capabilities	30
Section 4 – Budget Summary Narrative and Plan	9
Minimum and Other Requirements Total Maximum	100

Only one proposal that scored in the top tier, is deemed meritorious, and is 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. Appeal Process

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

Disqualification decisions can be appealed, but disqualifications can only be overturned in specific instances. Please take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements are those conditions that must be met for the proposal to be forwarded for evaluation and scoring. See *Section IV: Funding and Budgetary Requirements, Section V: Submission, Section VI: Award, and Appendix A: Proposal Package Instructions* for more information on application and submission requirements.

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

Each appellant must submit all the facts related to their appeal **in writing**. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for the appeal, including citations from the SFP and other pertinent documents
- A statement of the relief sought
- All corrective documentation
- A scanned copy of the statement with the original wet signature of the authorized signatory authority for the applicant organization
- Appeals must be submitted in PDF form to WSBSFP3@EDD.ca.gov

The Workforce Services Branch/Deputy Director's Office 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 May 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. Grant Agreement

The EDD will contact the awardee to negotiate and finalize subgrant agreement details. The EDD may request that the subgrant agreement incorporate changes to the original project proposals. After the subgrant agreement is finalized, the awardee will officially enter into a subgrant agreement with EDD to provide the services listed in the subgrant agreement for the amount awarded. Any unauthorized deviation of non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the goals and objectives are

feasible and reasonable for your organization and that your infrastructure supports the administrative and operational requirements. The state expects subgrant agreement negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the grantee to funding. The EDD reserves the right to terminate any funding offer if a grantee does not negotiate in good faith. The awardee is 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 grantee'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. The awardee may be required to revise the project exhibits to comply with federal and state mandates during the approval and subgrant agreement negotiation process. The Special Initiatives Support Group will guide the finalization of the exhibits and verify that all requirements are met to be incorporated into the official subgrant agreement. The awardee must submit a resolution for signatory authority designating the position's authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a grantee does not comply with the contract's revision process.

6. Administrative Requirements

To qualify for awarded funds, successful applicants must comply with all administrative and reporting requirements. Applicants who 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, grantees will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of funds. Grantees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers promptly and accurately. Complete and accurate reporting is essential during the monitoring process.

B. Record Retention

Grantees will be required to maintain project and fiscal records sufficient to allow 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. Grantees will retain all records pertinent to the grant contract for a period of five years from the date of the final payment of the contract unless a more extended period of record retention is stipulated.

C. Fiscal Requirement and Reporting

The grant is a cost-reimbursable agreement. The grantee will be using CalJOBS to receive reimbursement for expenditures incurred. The grantee must maintain a ledger that shows the total amount of funds available for the program and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subaward agreement number, invoice date, payment date, and payment description. Individual divisions may require additional ledger information. Applicants must indicate the accounting platform they propose to use.

Additionally, the grantee will submit monthly financial and quarterly expenditure reports, or as requested, to EDD through CalJOBS. The grantee must establish, manage, and maintain through CalJOBS, documentation of the receipt and disbursement of the funds for review by the EDD.

D. Closeout

The closeout period is the 60 days after a grant agreement has reached its term end date or its funding has been fully utilized. During this period, the grantee submits a closeout package to the state, and the state confirms that the grantee has completed all applicable administrative actions and required work. The closeout period is a critical piece in the cycle of a grant. It is used by the grantee to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. Closeout documents and an end-of-project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan. Refer to *WIOA Closeout Requirements (WSD16-05)* (July 29, 2016), for further guidance.

E. Compliance

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

F. Intellectual Property Rights/Creative Commons Attribution License

Grantees of a federal award obtain the title to intangible property once acquired. The grantee 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 ([Stevens Amendment](#)), when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all non-federal entities receiving federal funds shall clearly state the following:

- 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.

Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required exhibits, partnership agreement letters, commitment letters, and optional letters of support are not included in the 10-page limit, which applies only to the Project Narrative (Exhibit A). 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, the applicant must download and complete them according to the instructions in the SFP and submit them following the naming conventions guidelines by the deadline outlined in the SFP. 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- ExF (must complete the Word version provided in the SFP)	
4. Exhibit G: Supplemental Budget-ExG (if applicable) (must complete the Word version provided in the SFP)	
5. Exhibit I: Project Work Plan-ExI (must complete the Word version provided in the SFP)	
6. Exhibit J: Partner Roles and Responsibilities-ExJ (must complete the Word version provided in the SFP)	
Required SFP Exhibit Attachments	

7. Cover/Signature Page-CovSign (must complete the Word version provided in the SFP and provide an e-signed by the authorized signatory)-PDF	
8. Executive Summary-ExeSum (must complete the Word version provided in the SFP)	
9. Commitment Letters-ComLtr (provide a PDF version if applicant or any partner(s) are providing leveraged funds)	
10. Partnership Agreement Letters-PartLtr (must provide a PDF version if collaborations and strategic partnerships are established in the proposal)	
11. Indirect Cost Declaration-ICD (must complete 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)	

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] ESE TA PY 24-25 Exhibit or Attachment Initialism].” For example, “XYZ ESE TA PY 24-25 ExF” for Exhibit F. File names must not exceed 40 Characters.

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

Refer to section 4.B. *Submission Guidelines*, Figure 4.1: Document Submission Guidelines for instructions and examples of the file submission.

Exhibit A – Project Narrative (ExA)

Exhibit A will be created by the author using the Exhibit A template. The content of the sections and subsections is based on what applicants are expected to include in their proposal. The Project Narrative should convey how the applicant’s approach will lead to the success of the awardee, potential participants, and the workforce system. **There is a 10-page limit for Ex A.** Anything beyond the 10-page limit will not be considered. The other required exhibits and attachments do not count toward this page limit.

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

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

1. Technical Assistance Plan

2. Data Analysis and Performance Measurements
3. Statement of Capacity and Capabilities
4. Budget Summary Narrative and Plan

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.
- Justify the project’s approach.
- Suggest the potential for success.

The narrative must be organized to include the Section and Sub-Section header indicated in bold and must directly address the bulleted prompts. Each section will be reviewed and scored individually for content according to the instructions below.

Exhibit A – Project Narrative, Section 1: Technical Assistance Plan (Maximum 38 points)

1.1. Technical Assistance and Evaluation Approach (Score Range 0–20 points)

- Provide an overview of the individual and group-based TA that will be provided to ESE program awardees in alignment with the TA goals and objectives outlined in this solicitation.
- Describe strategies for coordinating activities that promote team building and knowledge sharing.
- Explain how ESE program awardees will be assisted with the ongoing design, development, and implementation of their projects and project activities to help foster equitable transitions to new employment for the target populations.
- Provide a format or example of how lessons and successes will be communicated to the grantees, state partners, and other stakeholders.
- Identify the data that will be collected from program awardees and how that data will be collected. Explain the rationale for the selection.
- Describe assessment methodologies for analyzing performance to develop a final summary report and justify the validity of any evaluative tools.
- Describe how program awardee activities will be documented.
- Indicate when the project will establish a baseline and describe how progress will be assessed.
- Demonstrate the capacity to develop a final summary report with all the required elements. Cite any additional elements the report will include.

- Describe the approach to developing a final summary report with actionable recommendations that encourage a systemic shift toward greater collaboration in the workforce system.

1.2. Communities of Practice and Convenings (Score range 0–9 points)

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

1.3. Sustainability (Score Range 0-9 points)

- Describe the plan for providing guidance and technical assistance to program awardees on developing sustainability plans that will ensure ongoing access to industry-specific, strategic employment services beyond the grant’s PoP.
- Identify strategies to increase employer engagement, improve the connectivity of partnership networks, and scale the ESE program model.
- Identify strategic and sustainable partnerships with employers that will assist with program development, facilitate WBL, and hire successful participants.
- Outline strategies that will improve employment outcomes for the target populations and promote innovation and sustainability.

Exhibit A – Project Narrative, Section 2: Data Analysis and Performance Measurements
(Maximum 23 points)

2.1 Goal Measurement (Score range 0–10 points)

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

2.2 Goal Effectiveness (Score range 0–8 points)

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

2.3 Data Measurement and Analysis (Score range 0–5 points)

- Describe the assessments and tools that will be utilized to gather and analyze the real-time program performance data necessary to inform ongoing decisions and improve program impact and outcomes.

- Clearly explain the data metrics used, the frequency of collection, and the method of analysis.

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

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

- Describe the organization’s experience (i) directly serving underserved populations facing significant barriers to employment or, (ii) providing TA in support of such services, and/or expertise in TA.
- Describe the organization’s experience with virtual instruction and training.
- Demonstrate how best practices will be implemented to serve ESE program awardees.

3.2. *Infrastructure/Staffing* (Score range 0–10 points)

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

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

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

Exhibit A – Project Narrative, Section 4: Budget Summary Narrative and Plan (Maximum 9 Points)

4.1. *Budget Summary Plan* (Score range 0–5 points)

- Complete and attach the *Budget Summary Plan (Exhibit F)* detailing the proposal's specific line-item costs. If applicable, provide a detailed narrative justification for purchases and/or contracted items in the *Supplemental Budget (Exhibit G)*.
- Costs must be necessary, reasonable, and allowable, following the ESE TA PY 24-25 SFP guidelines and the applicable Directives and OMB circulars.
- Explain how costs are necessary, reasonable, and allowable.

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

4.2 Cost Effectiveness (Score range 0–4 points)

- Complete and attach the Budget Narrative (*Exhibit F2*), which details the specific line-item costs of the Budget Summary Plan (*Exhibit F*).
- Provide a detailed narrative justification for each line-item cost contained in the Budget Narrative (*Exhibit F2*) for all line-item expenses contained in the Budget Narrative (*Exhibit F2*).
- Explanations should include how the proposed costs are necessary and reasonable regarding participant benefits.

See exhibit instructions below for detailed information on how to complete *Exhibits F* and *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 Leveraged Resources, enter the amount identified in the *Project Narrative (Exhibit A)* and documented in commitment letters.
- The amounts entered for Total Funding in the *Budget Summary Plan (Exhibit F)* must match those listed on the Cover/ Signature page.
- If the applicant plans to purchase equipment with a unit cost of \$5,000 or more and a useful life span of more than one year, the *Supplemental Budget (Exhibit G), Section I. Equipment* must be completed.
- If an applicant plans to sub-award funds to sub-recipients to carry out a portion of the grant services, Sections II (*subrecipient*) and III (*Contractor*) of the *Supplemental Budget (Exhibit G)* must be completed.
- If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G)* must be completed.

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

Exhibit F2 – Budget Narrative (ExF2)

- Provide a detailed justification in the Budget Narrative (*Exhibit F2*) for each line-item cost contained in the Budget Summary Plan (*Exhibit F*). For example, a thorough rationale for staff salaries should include each title or position, a narrative of the staff roles,

responsibilities, activities, annual salary, the percentage of staff time devoted to the project, and the corresponding portion of their salary charged to the grant.

- All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to participants.
- **In Sections A–D: Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant in the line provided.
- Utilize Line Items A–D from the Budget Summary Plan (*Exhibit F*) to complete the table in Section A of the Budget Narrative (*Exhibit F2*).
- In Column 1, list each staff position.
- In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
- In Column 3, enter the staff Fringe Benefit cost.
- In Column 4, calculate the Total by adding the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.
- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and critical staff must attend quarterly meetings, CoP, and other activities coordinated by EDD-approved TA providers; all travel costs are included in the budget.
- **In Section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in Column 2 of the items listed in Column 1 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of furniture and equipment on the provided line. Refer to EDD Directives *Allowable Costs and Prior Written Approval* ([WSD16-16](#)) (February 21, 2017), *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016), and *Procurement of Equipment and Related Services* ([WSD17-08](#)) (March 14, 2018) for Procurement Guidelines.
- In-Line Item 1, enter the total expenditure for Equipment and Furniture items that cost less than \$5,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.

- In-Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than \$5,000. Include the item's name, cost, and quantity in the indicated space if any items are listed in Section G.2. Complete *Exhibit G*.
- In 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: "XYZ ESE TA 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 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: "XYZ ESE TA PY 24-25 ExG."

Exhibit I – Project Work Plan (ExI)

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

Exhibit I Project Work Plan must be submitted in MS Word format. Save this document according to the following naming convention: "XYZ ESE TA 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 Column, if available.
- Right-click "Update Field" to populate the Total Leveraged Resources Cell.
- The Roles and Responsibilities column should include concise summaries of the specific tasks, services, or support partners provided for each organizational type. A more in-depth description of roles and responsibilities can be provided in the Project Narrative.
- List the source under the Leveraged Resources Column for partners providing leveraged resources.
- Check "Yes" in the Partnership Agreement Letter Column if a partner provided a Partnership Agreement Letter.

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

C. SFP 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] ESE TA PY 24-25 [Attachment Abbreviated Title]." For example, "XYZ ESE TA PY 24-25 CovSign" for the Cover Signature Page. File names must not exceed 40 characters.

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

Cover Signature Page (CovSign)

The Cover Signature page must be completed and submitted electronically as a PDF document with the electronic signature of the signatory authority designated by the organization applying. Ensure that contact information for both the designated contact person and the authorized signatory authority is correct. Save this document according to the naming convention: "XYZ ESE TA PY 24-25 CovSign".

Executive Summary (ExecSum)

The Executive Summary is limited to two pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are

used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten. Save and submit this document according to the naming convention: “XYZ ESE TA PY 24-25 ExecSum.”

Executive Summary Content

A. Valuation and Technical Assistance Plan

Summarize the Proposal Narrative using complete sentences and proper grammar.

B. Expertise Serving the Target Population

Demonstrates that the applicant and their partners (if applicable) can provide meaningful TA to program awardees as they design, develop, and implement projects that accelerate employment strategies for underserved populations facing significant barriers to employment.

C. Service Model

- Describe how the applicant will provide individual and group employment-focused TA support.
- Explain how the applicant will customize interventions to match program awardees’ needs and exceed expected outcomes.
- Describe how the applicant will provide an accessible virtual forum and in-person TA-led activities to facilitate program awardee engagement.

D. Partner(s) Highlights

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

A. Key Goal Measurement Methodology

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

Proposed Outcomes

- Proposed outcomes are not the same as performance goals. Outcomes are 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)

There is no Leveraged Resource requirement; therefore, Commitment Letters are not required.

Applicants are to provide a letter to verify the dollar amount and the source of contributions from each entity that pledges leveraged resources to the project. The Commitment Letter should clearly define the contribution parameters and include the exact amount or an estimate of the in-kind dollar amount of the contribution. If provided, the individual amounts and totals in these letters should match those listed in *Exhibit J: Partner Roles and Responsibilities*. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners contribute, the applicant must provide a letter conforming to the stated guidelines.

Commitment Letters should meet the following criteria:

- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must describe how the services proposed will differ from or enhance what already exists locally.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with the contact's name, title, and telephone number.
- Each letter must be dated within the grant competition period between January 6, 2025, and February 3, 2025 (SFP Release Date-Proposal Due Date)].
- All Commitment Letters must be submitted in one continuous PDF. Save and submit this document according to the naming convention: "XYZ ESE TA PY 24-25 ComLtr."

Partnership Agreement Letters (PartLtr)

Applicants must submit Partnership Agreement Letters from partner(s) outlined in the proposal that clearly identifies the partner's organization type. All letters must be submitted in one continuous PDF. Save and submit this document according to the naming convention: "XYZ ESE TA 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 January 22, 2025, and March 4, 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

The Indirect Cost Declaration (ICD) 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 (10% of Modified Total Direct Costs) (check only if you do not receive more than \$35 million annually in direct federal funds, and you do not have a currently approved ICRA)
- An ICR approved by the Employment Development Department - Attach ICR proposal and indirect cost certification letter

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

Note – If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency OR attach a Cost Allocation Plan with a certification letter. Save and submit this document according to the naming convention: “XYZ ESE TA 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] ESE TA PY 24-25 [Exhibit or Attachment Initialism].” For example, “XYZ ESE TA PY 24-25 ExF” for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. Applications that do not include all the required documents and/or submitted after 3 p.m. PT on March 4, 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 4. B: *Submission Guidelines*, Figure 4.1: Document Submission Guidelines for instructions on the file submission.

Appendix B: WIOA Allowable Activities (applicable to program awardees)

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; assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families program.
- Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America’s Job Center of CaliforniaSM 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

Legend Key	Legend Key Definition
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	

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

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	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	
	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	A/U	A/U	A/U	200.454	

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

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

CalJOBS ([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, businesses, and the economy.

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

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

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

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

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

The U.S. DOLETA is the federal agent for 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: CalJOBSSM 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>Minimum:</p> <p>Dedicated broadband or high-speed access, 380Kbps or higher</p>

System	Hardware Required	Software Required	Connectivity
		DynamSoft HTML5 Document Scanning	

Supported Browsers

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




Desktop Browsers

-  [Google Chrome | Download Latest Version](#)
-  [Mozilla Firefox | Download Latest Version](#)
-  [Apple Safari | Download Latest Version](#)
-  [Opera | Download Latest Version](#)
-  [Microsoft Edge | Download the Latest version](#)

Mobile Browsers

For iOS and Android mobile phones and tablets, use a current version of one of the following supported browsers:

iOS

-  [Safari for iOS](#)
-  [Google Chrome for iOS](#)
-  [Firefox for iOS](#)

Android

-  [Google Chrome for Android](#)

-  [Firefox for Android](#)

Client Workstations (Third-Party Software)

As indicated in the preceding table, specific freely available third-party software is required on client workstations to maximize all of the features in the Virtual OneStop suite.

Figure F.2: Third-Party Software

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