# NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department
in coordination with the California Workforce Development Board
on behalf of the California Labor and Workforce Development Agency

***Workforce Innovation and Opportunity Act***
**Disability Employment Accelerator Program Year 2020-21**

**Solicitation for Proposals**



**October 2020**

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## Proposal Package Instructions and Exhibits

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2020-21 Disability Employment Accelerator (DEA) funding opportunity. Applicants should carefully read the SFP for the required elements and follow the instructions in order to meet the proposal application requirements:

- Proposal Instructions (DOCX)
- SFP Cover/Signature Page (DOCX)
- SFP Exhibit A- Proposal Narrative (DOCX)
- SFP Exhibit I – Project Work Plan (DOCX)
- SFP Exhibit J – Partner Roles and Responsibilities (DOCX)
- SFP Exhibit K – Performance Goals Matrix (DOCX)
- SFP Exhibit E – Expenditure Plan (DOCX)
- SFP Exhibit F – Budget Summary (DOCX)
- SFP Exhibit F2 – Budget Narrative (DOCX)
- SFP Exhibit G – Supplemental Budget (if applicable) (DOCX)

**Workforce Innovation and Opportunity Act**
**Solicitation for Proposals DEA PY 20-21**

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# I. Overview

## A. Purpose

The Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to $2 million in *Workforce Innovation and Opportunity Act* (WIOA) Governor's Discretionary funds for the DEA Program Year (PY) 2020-21 grant. The DEA grants are awarded to design, develop, and implement projects that accelerate employment and re-employment strategies for people with disabilities (PWD)[1].

The primary goals of the grant are to increase access to career pathways programs and to help those with significant barriers to employment enter into the workforce in skilled occupations. Grant funds will support projects that increase access for PWD, align WIOA programs, implement co-enrollment strategies, leverage other program funding, provide supportive services, and create onramps to career pathways for California's PWD. Co-enrollment may include enrollment in WIOA Title I Adult, Title II Adult Education, Title III Wagner-Peyser, or other WIOA unified plan programs[2]. Pathways to careers may include onramps into existing career technical education pathways or apprenticeship programs[3] or the establishment of pre-apprenticeship[4] programs, paid work education experience (PWEX), other work-based learning[5] (WBL) opportunities for PWD. The selected projects are expected to work in collaboration with the following required partners: (1) Title I Local Workforce Development Board/One Stop Operator and (2) Local EDD/Wagner-Peyser Program staff. It is strongly encouraged that applicants work in collaboration with Disabled Student Programs and Services (DSPS) departments.

The unprecedented circumstances our state presently faces compel an additional focus for this year's DEA SFP. The COVID-19 pandemic has had a profound impact on California's labor market. The pandemic has necessitated an emergency public health response that includes

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[1] An individual who identifies as a person with a physical or mental impairment which causes a substantial impediment to employment and/or requires vocational rehabilitation (VR) services to prepare for, secure, retain, advance in, or regain employment [Section 413(a)(1)(A-C)].

[2] Unified Plan Partners are those groups that are part of the WIOA Unified State Plan. The link to the state plan can be found in Appendix D.

[3] Apprenticeship combines on-the-job training with job related instruction. For the purposes of this effort, non-traditional and traditional apprenticeships are encouraged.

[4] Pre-apprenticeship programs provide basic skills, work experiences, and other support to help participants obtain the skills needed to be placed into an apprenticeship.

[5] The WBL programs are programs that combine applied learning in a workplace setting with paid wages, which in turn allow workers or students to gain work experience and develop skills and competencies directly relevant to the occupation or career for which they are preparing. These programs can also combine classroom instruction with paid on-the-job training (*Unemployment Insurance Code* §14005).

stay-at-home orders, physical distancing restrictions, strict limits on the size of public gatherings, and the curtailing of all but essential economic activity to mitigate the spread of the virus. As a result, California's unemployment rate surged to a record high in just over two months from February to April 2020. During this time the state lost more than 2.6 million jobs across all industries. Given these circumstances, the outlook for the labor market is still uncertain. PWD and their families have been disproportionately impacted by the coronavirus and require additional support and resources to secure a future in the emerging post-pandemic labor market. Therefore, this year's DEA grant seeks to address the challenges presented by COVID-19, particularly the impact of widespread closures that have resulted in rising levels of unemployment and limited access to education, training, and reemployment opportunities. The pandemic has also made existing inequalities more evident than ever before. This grant seeks to address the need for equal access to training and employment opportunities across communities, including subsidized access to the internet and other technologies for individuals in need.

## 1. Background and Vision

The purpose of this SFP is to expand and/or create projects that incorporate co-enrollment strategies that build towards career pathways and ultimately employment for PWD. This year, due to the outbreak of COVID-19, collaboration with institutions of higher education (IHEs), innovative training providers, leaders in technology, or other partners that are best suited to expand online solutions to education, training, and employment is essential. Applicants should aim to provide virtual solutions to as many aspects of participant engagement as possible, including online coursework and training delivery, simulation-based training and assessment, and online delivery models for services such as program enrollment, advising and/or case management, apprenticeship placement, participant evaluation and interviewing, and the provision of vouchers for supportive services. Applicants must also consider how they will provide access to technology-enabled programs to individuals and communities that require additional assistance and training in technology.

This program provides an opportunity to enhance partnerships with Local Workforce Development Areas (Local Areas), Wagner-Peyser partners, employers, education and training providers, and other partners that are well-positioned to help applicants and program participants meet current workforce challenges. Applicants are strongly encouraged to collaborate with DSPS departments to conduct recruitment and obtain referrals. Applicants are encouraged to build new relationships with education and training providers that embrace technology-driven solutions to workforce preparation and employers that offer work-from-home options and/or provide socially-distanced working environments that meet or exceed COVID-19 workplace safety guidelines.

In past years, the DEA has funded the establishment and training of Disability Resource Coordinators to help PWD navigate the workforce services system. This year, applicants are asked to focus on cross-training as an overall service approach and must demonstrate in the proposal a strategic plan to train a broad range of staff to become qualified service providers to PWD. As in previous years, the DEA aims to create program linkages with a variety of service

providers that help PWD find employment and to fund "ground-up" solutions to some of the most difficult challenges that hinder PWD from being hired, retained, and advancing along a career path. This year presents new challenges and new possibilities. For example, the transformation of the modern workplace due to COVID-19 regulations provides a unique opportunity for PWD to have increased access to a broader range of occupations. Successful applicants will explore these unique opportunities in their partnerships and proposed programs.

This year's DEA program focuses on utilizing documented best practices and strategies from past program years and developing new and innovative strategies that foster success for individual participants and promote system-wide implementation within the applicant's local area. The strategies must be sustainable beyond the life of this grant and replicable in other California communities that face similar challenges. Projects are expected to implement evidence-based practices where available and share lessons learned with the state. These solutions will be shared with the Regional Planning Units and other stakeholders to create lasting change and improvements in the workforce system.

## 2. WIOA and State Plan Goals

California's State Plan for the WIOA *Skills Attainment for Upward Mobility; Aligned Services for Shared Prosperity* (Strategic Plan) prioritizes regional coordination among key partners, sector-based employment strategies, skills attainment through WBL, and other effective training models (including, but not limited to pre-apprenticeship and apprenticeship), and the development of career pathways. This grant program will help PWDs enter a path towards meeting these goals. Proposed projects should advance the goals of the Strategic Plan with an additional focus on PWD and build workforce system infrastructure and capacity through the following:

- **Collaboration** among partners in the development of service delivery strategies that implement strategic co-enrollment and align resources to better connect job seekers to employment, training, and supportive services.
- **Innovation** that creates new strategies, programs, and activities or adapts existing approaches to better serve PWD in workforce development and skill attainment.
- **System change** that uses these subgrants to expand proven strategies, further promote innovation and inform the program and policy changes that eliminate access barriers and improve outcomes for PWD both during and beyond the grant period.

## 3. Project Goals and Objectives

This grant program is intended to address multiple existing and emerging gaps in the current workforce system, including skills gaps in the workforce, service gaps in public and workforce services, and gaps in education and training delivery.

To support these aims, the grant seeks to support sustainable change through the development of long-term relationships with employers and other partners and the creation and expansion of online models of education and training that will extend beyond the life of the grant.

Applicants must provide participants with opportunities to gain skills and obtain access to career pathways by implementing creative approaches to the social distancing challenges presented by COVID-19. Successful applicants will demonstrate their ability to utilize, create, or expand technology-enabled programs that will ultimately increase the state's capacity to provide distance learning during and beyond the COVID-19 public health crisis. Projects must include clear strategies for recruiting participants from disadvantaged populations and provisions for equal access to all aspects of education, training, and job placement, including supportive services that provide access to the appropriate technology and internet resources required to complete the program.

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

### i. Immediate Project Objectives
- Conduct targeted outreach and increase access to workforce services for PWD, with a focus on individuals most impacted by COVID-19
- Implement specific measures to ensure equal access to education, training, PWEX and WBL opportunities, and career pathways, including the provision of appropriate technology, technology skills training, and internet resources to guarantee accessibility to all participants
- Successfully expand existing workforce development models, or implement a new model that focuses on enhancing regional partnerships, strategic co-enrollment, integrated and continued service delivery, and placing participants into a career pathway track, particularly in industries with projected growth during and beyond the pandemic that provide socially distanced, safe work environments in compliance with COVID-19 public health regulations
- Build on successful models, such as the High Road Training Partnership[6] (HRTP), to advance careers in select industry sectors as reliable pathways to the middle class for disadvantaged Californians
- Enhance or establish strong partnerships and infrastructure to provide participants with individualized needs assessment leading to the strategic provision of equipment and accommodations that allow PWD to enter career pathway programs and obtain wrap-around services
- Enhance and/or expand existing collaborations with local/regional entities that have a

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[6] Through the HRTP program, the CWDB partners with industry leaders and training providers to support the needs of new, displaced, or underemployed workers, especially disadvantaged individuals that face significant barriers to employment. This program provides English language education, vocational skills, job training, mentoring, and apprenticeships to connect participants to job opportunities that support California's commitment to equity, the economy, and the environment. The HRTP employers pay living wages and develop their respective industries in environmentally sustainable ways that support economic resilience and climate change mitigation. Applicants are encouraged to learn more about HRTP programs and partnerships by visiting: https://cwdb.ca.gov/initiatives/high-road-training-partnerships/ and https://cwdb.ca.gov/initiatives/hrcc/

demonstrated history of assisting PWD in successfully completing education and training programs

- Enhance collaboration with the Department of Rehabilitation and regional centers to provide Supportive Employment services to PWD and develop reasonable accommodations to learn and perform the work
- Provide equal access to distance learning and other technology-enabled modes of service provision, training, assessment, and placement to protect the health and safety of participants as they attain the skills necessary to enter career pathways
- Leverage partnerships, resources, and programs to better align services for the target population to ensure the following:
  o Strategic career pathways planning assistance.
  o Elimination of duplication of services.
  o Improved participant experiences, labor market skills, and outcomes.
- Leverage state investment with commitments from industry, labor, public, and community partners

### ii. Sustainability and Systems Change Goals

- Create new models for service delivery and funding alignment that can be expanded system-wide within the project's Local Area, and can be replicated across the state and tailored to regional needs
- Increase the number of PWD in career pathways, pre-apprenticeship, apprenticeship, and other WBL models
- Plan for and implement a sustainability plan to promote project continuation post-state investment
- Coordinate and inform state partners on the following:
  o Data sharing needs/barriers.
  o Policy barriers.
  o Best practices.
  o Barriers to co-enrollment.
  o Developing and implementing career pathways and WBL strategies.
  o Other issues related to effectively serving PWD.
- Increase the state's capacity to provide learning and training options equitably to all Californians, including those who require access to appropriate technology and internet resources to be successful

## 4. Project Design

Proposals must reflect how the project goals and objectives outlined above will be achieved in an innovative project plan. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes. Strong collaboration, strategic co-enrollment, equal access, and the provision of competitive, integrated employment[7] opportunities for PWD are at the core of this project.

To this end, successful applicants will create partnerships and strategies that bridge the WIOA workforce system gaps for PWD and provide virtual solutions that allow for participation despite social distancing measures. Successful applicants must explain how they will provide equal access to disadvantaged or minority groups including women, racial and ethnic minorities, justice-impacted, low-income, English language learners, disabled, and/or other marginalized individuals that face significant barriers to employment. This includes thoughtful approaches to recruitment as well as creative solutions to the provision of appropriate technology, technology skills training, and internet resources required to complete online courses, training, and other program-related requirements. Successful applicants should also consider how grant funding can be leveraged to help employers create COVID-safe work environments and/or to prepare participants for career pathways that provide work from home options.

Competitive projects will implement evidence-based practices where available to improve the workforce system to better serve program participants. Successful applicants will demonstrate how their project will direct existing resources and efforts in new and more effective ways to serve PWD. Successful proposals will explain how the project is practicable and replicable and include a sustainability plan to institutionalize practices.

Successful proposals must cite supporting data as applicable from a variety of sources. Relevant data sources may include the EDD Labor Market Information Division, local surveys, and consultation with industry associations, Local Areas, mandatory and non-mandatory partners, or any other reliable data source. The data should reflect the applicant's comprehensive understanding of the issues specific to the target population, demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success. To support the current year's focus, data must also reflect the impact of COVID-19 on PWD in the applicant's proposed service area. Given the rapidly changing landscape of the pandemic and the paucity of current, local data that illustrates the experience of individuals and specific communities in crisis, applicants may also incorporate analyses of local news articles to support the other data presented in the narrative.

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[7] WIOA described competitive integrated employment as part or full-time work performed by an individual that is compensated by at least minimum wage under the Fair Labor Standards Act, occurs in a location which affords the opportunity to interact with other individuals who do not have disabilities, and provides opportunity for advancement similar to that of non-disabled peers in similar positions [Section 404 (5) for complete definition].

### i. Project Team

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

- Title I Local Workforce Development Board/One-Stop Operator.
- Title III Wagner-Peyser.

The state encourages partnerships with DSPS departments, human service programs, Community Based Organizations (CBO), additional WIOA partners, and other special grants and initiatives beyond the required partnerships whenever such additional partnerships are possible and relevant to the project. Applicants must demonstrate that strong relationships already exist or are in the process of being established. Applicants must identify each team member and describe the role of the project team and its members in project development, strategic co-enrollment implementation, and each partner's role in ensuring sustainability beyond the life of the grant.

Strong business partnerships are an essential element of the DEA's goal to expand employment for PWD. Although they are not required, strategic business partnerships are encouraged because they can help increase the employment and retention of PWD as follows:

- Recognizing and building on the existing skills of PWD.
- Improving one-on-one relationships with hiring managers to increase individualized referrals of qualified PWD.
- Creating or expanding work-based learning opportunities for PWD such as PWEX, transitional jobs, or internships in significant work settings, pre-apprenticeships, registered apprenticeships, or OJT.

Project team partners determine the project design and approach. Strong applicants will clearly articulate their own proposed model and partnerships and should describe strategies to successfully recruit and enroll eligible participants into their programs. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful applicants will show how the program activities can be applied more broadly to maximize positive systemic or regional impact for PWD.

### ii. Project Activities

Award recipients will implement a project that includes collaboration, co-enrollment, and integrated service delivery leading towards pathways to careers, leveraging other WIOA programs as well as other partner resources. Strong coordination across program partners is expected in order to achieve outcomes that will benefit the target population. To demonstrate partner investment and coordination, applicants must obtain match commitments totaling 40 percent of the requested funds. Participants enrolled in the grant program must be entered into CalJOBS. Additional metrics, including participant co-enrollments, will be tracked. Partners must ensure that the appropriate data sharing agreements are in place to support the implementation of this project.

### iii. Project Priorities

Understanding the components and best practices of the previous DEA grant programs is critical. Applicants are required to demonstrate knowledge, experience, and the capacity to provide services to the target population. Applicants must demonstrate that the WIOA resources awarded under this SFP will be dedicated to serving the needs of PWD. Applicants must clearly describe their capability to conduct and administer a federally funded project, including the ability to collect and report financial and participant data as required. Applicants must be aware of the state and federal disability laws and procedures for ensuring universal access. Applicants must also be willing to adhere to the various assurances and certifications by which all the WIOA subrecipients must abide.

## B. Eligibility

Proposals will be accepted from all eligible applicants. Proposals must meet the minimum requirements to be read and scored. The most competitive proposals will be those that serve PWD impacted by COVID-19 in innovative ways that strategize cross-cutting relationships and system-wide collaboration.

### 1. Applicants

Proposals will be accepted from Local Areas, education and training providers, private non-profit organizations, private for-profit organizations, and faith and/or CBOs.

Recipients of the DEA PY 2019-20 grant funding are ineligible to apply.

### 2. Participants

The DEA program is a WIOA Title I Adult Governor's Discretionary grant. Therefore, except as otherwise specified in section 132 of the WIOA, the term "adult" is defined as an individual who is 18 years or older. The eligible participants in this program include all PWD as defined in Section I.A. of this SFP.

## C. Funding

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

### 1. Award Amounts

A total of $2 million in the WIOA Governor's Discretionary Funds are available through this SFP. Applicants may request awards ranging from $200,000 to $350,000. The EDD anticipates an estimated five to six awards will be granted. Final awards and participant counts may be adjusted depending on the number of successfully submitted proposals. This SFP intends to fund projects that can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability. Therefore, applicants are required to demonstrate a minimum of 40 percent match of cash and/or in-kind support from other sources. The required match is based on the total amount of grant funding requested.

*Note – Proposed funding is based on the anticipated availability of relevant funds, should anything change, the EDD reserves the right to make adjustments based on the level of funding.*

## 2. Length of Project

The state expects that the performance period for participating projects funded under this SFP will be between 18-24 months. Grant funds will not be available for longer than 24 months. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state. During the first three to six months of the project, the recipient organization is allowed to use the funds for administrative costs, start-up costs, and appointing grant-specific staff.

## 3. Allowable Uses of Funds

The funds awarded in this SFP must be used to allow participants to obtain and retain competitive, integrated employment within the targeted high-growth businesses or industries by doing the following:

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

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

## II. Significant Dates

**Figure 1: Application Timeline**

| Event | Date |
|---|---|
| SFP release | October 30, 2020 |
| Informational teleconference | November 17, 2020 |
| Last date to email questions to EDD | November 16, 2020 |
| Last date for EDD to respond to questions | November 20, 2020 |
| Proposals due | December 16, 2020 by 3 p.m. PT |
| Proposal review and evaluation | January 5-7, 2021 |
| Deadline to appeal | December 29, 2020 by 3 p.m. PT |
| Award announcements | March 2021 |
| Estimated project start date | April 1, 2021 |

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

## III. Questions and Answers

Direct any questions regarding this SPF to WSBSFP2@edd.ca.gov. An informational teleconference is scheduled on Tuesday, November 17, 2020, at 10 a.m. PT to review application requirements and answer questions regarding this SFP. For meeting information, please send an email request to WSBSFP2@edd.ca.gov by 12 noon on Monday, November 16, 2020. The questions and answers will be compiled and posted on the EDD website after the information session.

## IV. Required Proposal Content

Applicants must follow all proposal requirements and submit all required forms to be read and scored. Proposals that do not meet the minimum requirements will not be scored or considered for funding.

## A. Proposal Requirements

All proposals must adhere to the required format in order to be competitive and must include all of the requested information and attachments. Refer to the Proposal Instructions for details on how to properly complete all required documents.

### 1. Program Requirements

The EDD requires key project staff to participate in training opportunities and attend mandatory quarterly meetings. Key project staff may also be required to partner with the EDD Project Management staff for technical assistance including CalJOBS training and guidance during start-up, implementation, and throughout the grant period of performance. Start-up and training activities may take up to six months.

**2. Mandatory Partnerships**

This project requires the following partnerships:

- Title I Local Workforce Development Board/One-Stop Operator.
- Title III Wagner-Peyser.

Additional partnerships that will ensure the most successful outcomes for participants are highly recommended. Applicants are encouraged to be innovative and explore partnerships that have the greatest potential to enhance service provision and employment opportunities under current conditions. Applicants must demonstrate that strong relationships already exist or are in the process of being established. Applicants are required to submit partnership agreement letters from each of the required program partners. See section V.C.3 Partnership Letters for more information on submitting partnership agreement letters.

**3. Performance Goals**

The state's negotiated performance goals can be found in Figure 2. These metrics and rates of achievement are provided as a point of reference for applicants when reviewing their local goals. The state recognizes that local goals may differ from those presented here. Applicants should tailor performance goals to the project needs and local goals. Refer to the Proposal Instructions for more information about completing Exhibit K.

**Figure 2: Negotiated Performance Goals**

| PY 20-21 Negotiated Performance Goals | Adults |
|---|---|
| Employment Rate 2nd Quarter After Exit | 67.0% |
| Employment Rate 4th Quarter After Exit | 66.0% |
| Median Earnings 2nd Quarter After Exit | $6,000 |
| Credential Attainment within 4 Quarters After Exit | 60.0% |

The WIOA Sec. 116 (b) requires the state to reach an agreement with the Secretary of Labor on state-level performance goals for the Wagner-Peyser Act, WIOA Title I-B Adult, Dislocated Worker, and Youth Programs for the two program years of performance accountability beginning on July 1, 2019.

For this SFP, the proposal narrative explanation of performance goals should reflect a data-driven local economic analysis leading to the proposed project performance goals in connection to service delivery, target populations, and skill attainment. In addition to the WIOA performance measures, the state requires subrecipients to track total participants enrolled in education, training, and training-related employment. The Performance Goals Chart in Section V of Exhibit A and the contents of Exhibit K should reflect the data written in the narrative section.

### 4. Reporting Capacity

All reporting requirements will be fulfilled through the state's required reporting system, CalJOBS. Applicants that do not currently have access must have the capacity to gain access to and report through CalJOBS. See section VIII.C. Reporting for more information.

## B. Budgeting Requirements

Applicants may submit a proposal requesting between $200,000 - $350,000.

Please reference Figure 3 for guidance on calculating the appropriate total request amount. Applicants may apply for any amount within the allowable range. Determination of projected participants and other performance measures should take into account factors specific to the service area, target population, and reasonable costs for proposed services. Please see section V.C.1 Required Forms for budget documents and refer to the Proposal Instructions when completing all forms.

**Figure 3: Planning Guideline for Participation and Funding**

| Amount Requested | Projected Participants | Required Match |
|---|---|---|
| $500,000 | 180 | $200,000 |
| $450,000 | 160 | $180,000 |
| $400,000 | 140 | $160,000 |
| $350,000 | 120 | $140,000 |
| $300,000 | 100 | $120,000 |
| $250,000 | 80 | $100,000 |
| $200,000 | 60 | $80,000 |

### 1. Match Requirement

Applicants are required to demonstrate a minimum 40 percent match in relation to total requested funds. Complete Exhibit J with the dollar amounts pledged in the required commitment letters to fulfill the match requirement. See section V.C. Required Forms for more information.

> Example
> Requested Funds: $250,000
> Minimum Match: ($250,000) x (40%) = $100,000

Match resources can be leveraged from a variety of 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. The match may include the WIOA Title IB formula funds provided the scope of this project falls under the allowable activities of those funds. Matching funds will be subject to the reporting requirements contained in *Quarterly and Monthly Financial Reporting Requirements* (WSD19-05 [PDF]) and *Code of Federal Regulations* (CFR) 200.306.

The definition of "cash match" is a contribution of funds made available to the grantee, to be used specifically for project activities and must be consistent with the allowable activities of the fund source. The awarded grantee has control over and disburses these funds. Examples include but are not limited to funding received from employers, foundations, private entities, or local governments.

The definition of "in-kind match" 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.

### 2. Administrative Cost Limits
A maximum of 7.5 percent of the total project budget will be allowed for administrative costs. Please refer to Appendix B for the definition of administrative costs.

# V. Proposal Submission
Please refer to the Proposal Instructions for details on how to properly complete all required documents.

## A. Deadline
All proposals must be submitted by 3 p.m. PT on Wednesday, December 16, 2020. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. Late proposals will not be accepted. Exceptions will not be allowed, and there is no appeal for not meeting the proposal deadline.

## B. Formatting
Follow the guidelines below when drafting and submitting the proposal.

- Exhibit A – Proposal Narrative
    - Must not exceed 15 single-spaced pages with 1 inch margins
    - Pages must be standard 8.5 inch by 11 inch sheets
    - Use Arial font size 12 point or larger

- Electronic Submission
    - All documents must be saved as Word or Excel files as applicable. Do not save as a PDF
    - All documents must include the name of the applicant in the header
    - All documents must be saved using a naming convention that includes the applicant's name and does not exceed 40 characters in length
    - Attach all proposal elements, including proposal cover page, to email with the subject "DEA PY 20-21 [Applicant Name]"

## C. Required Forms

All forms must be completed and submitted as instructed. See Proposal Instructions for more details.

1. **Exhibits and Additional Documents**

   - **SFP Cover/Signature Page:** Two signed hard copies required.
   - **Proposal Summary:** See Proposal Instructions for more information.
   - **Exhibit A – Proposal Narrative:** See section IV. Required Proposal Content and the Proposal Instructions for required elements of the narrative.
   - **Exhibit I – Project Work Plan:** Provides roles, responsibilities, and milestones for project implementation.
   - **Exhibit J – Partner Roles and Responsibilities:** Verifies cash and/or in-kind match pledged in commitment letters.
   - **Exhibit K – Performance Goals Matrix:** See section IV.A.3 Performance Goals for more information on developing performance goals.
   - **Exhibit E – Expenditure:** "Total Funding Amount" must match Exhibit F and "Total Cash/In-Kind Match" must match Exhibit J.
   - **Exhibit F –Budget Summary:** Lists line item costs for project activities and administration.
   - **Exhibit F2 –Budget Narrative:** Justification of costs in each line item.
   - **Exhibit G – Supplemental Budget (if applicable):** Required if the proposal includes the purchase of any equipment over $5,000 or the procurement of any contractual services regardless of the dollar amount.
   - **Partnership and Match Commitment Letters:** Required from all mandatory partners and any partner pledging match contributions.

2. **Match Commitment Letters**

Applicants must provide a letter to verify the dollar amount and sources of match contributions from each entity pledging cash or in-kind match to the project. The letters of commitment must clearly define the parameters of the match and include the exact cash amount or an estimate of the in-kind dollar amount of the match. The individual amounts and totals in these letters must match those listed in Exhibit J. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations.

Each match commitment letter must address the following:

- Describe in detail the specific roles/responsibilities the partner will have in the grant.
- Describe how the services will differ from or enhance what already exists locally.
- Demonstrate that a high level of coordination exists, the extent of the partnership, and the anticipated outcomes.
- Signed by an authorized signatory representative of the partner agency with the contact name, title, and telephone number.

- Letters must be dated between October 30, 2020, and December 16, 2020.

Applicants that do not provide letters verifying matched funds will be considered non-responsive and will not be considered for funding.

### 3. Partnership Agreement Letters

Applicants must submit letters of agreement from all required partners. Partnership letters for additional partners are optional. The required partners are listed below.

- Title I Local Workforce Development Board/One-Stop Operator
- WIOA Title III Wagner-Peyser

All partnership agreement letters must address the elements described in Section V.C.2. Partners pledging match contributions do not need to submit a separate partnership agreement letter.

Applicants that do not provide partnership letters from required partners will be considered non-responsive and will not be considered for funding.

## D. Submission Instructions

One proposal will be accepted from each applicant. Do not submit more than one proposal. All applicants must submit two hard copies of the proposal cover page with wet signatures within five business days of the deadline No other proposal elements will be accepted after the deadline. The entire proposal must be submitted electronically by the deadline. No other proposal elements will be accepted after the deadline.

### 1. Hard Copy

Applicant must submit two hard copy cover pages with original wet signatures by the applicant's contract signatory authority. Applicants must submit hard copy cover pages by 3 p.m. PT on Wednesday, December 23, 2020. Please send applications as follows:

| **By Mail** | WIOA DEA PY 20-21 SFP |
| | Workforce Services Branch, MIC 88 |
| | Employment Development Department |
| | PO Box 826880 |
| | Sacramento, CA 94280-0001 |

| **By Courier** | WIOA DEA PY 20-21 SFP |
| | Workforce Services Branch, MIC 88 |
| | 722 Capitol Mall, Room 2099 |
| | Sacramento, CA 95814 |

| **In-Person** | WIOA DEA PY 20-21 SFP |
| | Workforce Services Branch, MIC 88 |
| | Employment Development Department |
| | 722 Capitol Mall, Building Agents Office |
| | Lobby Room 1100 |
| | Sacramento, CA 95814 |

**2.  Electronic**

Applicants must submit a copy of all required proposal elements to WSBSFP2@edd.ca.gov.
Please see section V.B for guidelines on electronic submission.

# VI. Award and Contracting Process

After the deadline, the EDD will review the proposals that meet the minimum qualifications.
Funding decisions are based on scoring criteria, performance history, and area needs. The EDD
will notify all applicants regarding the status of submitted proposals. A summary of projects
funded under this SFP will be publically posted on the EDD website.

## A. Proposal Review, Scoring, and Evaluation

Teams of independent reviewers will score and rank proposals based on the criteria set forth in this SFP. For those organizations that have participated in past grant programs with EDD's Workforce Services Branch (WSB), past and present performance will be considered in making funding decisions. The scoring value of each section of the SFP is as follows:

**Figure 4: Scoring Rubric**

| Narrative Criteria | Maximum Points |
|---|---|
| Section I – Statement of Need | 10 |
| Section II – Target Group | 10 |
| Section III – Project Plan | 25 |
| Section IV – Performance Goals | 10 |
| Section V – Partnerships and Leveraged Resources | 20 |
| Section VI – Statement of Capabilities | 10 |
| Section VII – Budget Summary Narrative and Plan | 15 |
| **Minimum and Other Requirements Total Maximum** | **100** |

Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to 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 and the CWDB will make final funding decisions based on the ranked scores and other factors such as the geographic distribution of funds, past performance, innovative approach, and uniqueness of the project.

All projects selected for funding are contingent on the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Awardees may be required to revise the project exhibits to comply with federal and state mandates during the approval contract negotiation process. The EDD Project Management Group will provide guidance should revisions be necessary.

## B. 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 March 2021.

## C. Agreement/Contracting

The EDD will contact the awardees to finalize contract details. The EDD may request that the contracts incorporate changes to the original project proposals. After any necessary negotiations, the EDD will mail the finalized contract to the awardees for signature. The state expects contract negotiations to begin in March 2021 with a projected start date of April 1, 2021.

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the awardee's ability to meet the project term dates.

## VII. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult section IV. Required Proposal Content and section V. Proposal Submission to ensure all program requirements have been adequately addressed in your proposal and that proposals are submitted completely and correctly. An appeal of the disqualification decision may be filed, however, 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 in order for the proposal to be forwarded for evaluation and scoring. See section IV. Required Proposal Content and section V. Proposal Submission for more information.

The EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to WSBSFP2@edd.ca.gov by close of business on the seventh calendar day. The appellant must submit the facts 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 appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- A scanned copy of the statement with an original wet signature of the authorized signatory authority of the organization.
- Appeals must be submitted in PDF form to WSBSFP2@edd.ca.gov.

The WSB Deputy Director's Office will respond to appeals via email. The review will be limited to determining whether the proposal met the Application Requirements of the SFP.

## VIII. Administrative Requirements

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

## A. Monitoring and Audits

During the performance period, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the WIOA funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Subrecipients that are units of Local Government or Non-Profit Organizations must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are subrecipients under the WIOA Title I and that expend more than the minimum level specified in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.

## B. Record Retention

Awardees will be required to maintain the 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. Subrecipients will retain all records pertinent to this contract for a period of five years from the date of the final payment of this contract.

## C. Reporting

All subrecipients must have access to the CalJOBS website to report expenditures, participants, and outcome data to the state in a timely and accurate manner. See Appendix E: CalJOBS Workstation and Software Requirements. The state will provide training on how to use the CalJOBS reporting system. Review Types of Work-Based Learning WIOA Desk References and CalJOBS Activity Codes (PDF) for guidance on entering grant activity codes.

Subrecipients will be required to submit monthly financial and participant reports using CalJOBS. Also, subrecipients will be required to submit monthly narrative progress reports on the status of the projects. Within 60 days of the project termination date, a project closeout report is due. See *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05 [PDF]) for further information.

## D. Closeout

A subgrant line item closeout and 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. See the *WIOA Closeout Requirements* (WSD16-05 [PDF]) on the EDD Website for further guidance.

## E.  Compliance
All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars, and Title 29 of the CFR.

## F.  Intellectual Property Rights/Creative Common Attribution License
Pursuant to 2 CFR 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to publicly license all work created with grant funds under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the Work in the manner specified by the grantee. Notice of the license shall be affixed to the Work. For general information and instructions on CC BY refer to Appendix D.

A license under the CC BY is a requirement for work developed by the recipient in whole or in part with grant funds. Pre-existing materials from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. Works created by the grantee without grant funds do not fall under the CC BY license requirement. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the *Federal Rehabilitation Act*.

The federal government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to apply for federal purposes: (i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and (ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

> "*This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor (DOL) makes no guarantees, warranties, or*

*assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."*

## G. Evaluation

The WIOA Sections 134 and 136 (e) provides for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the state to determine the effectiveness of the Governor's Discretionary funds in addressing the identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide evaluation takes place, the subrecipient will be required to participate in that evaluation by providing requested data and information. Therefore, all award subrecipients are expected to document lessons learned and effective practices ascertained through this project.

**Appendices**

# Appendix A: Workforce Innovation and Opportunity Act Allowable Activities

The WIOA permits three types of career services: basic career services, individualized career services, and follow-up services.

## Basic Career Services

1. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs

2. Outreach, intake, and orientation to information and other services available through the one-stop delivery system

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

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

   - Information on in-demand industry sectors and occupations.

   - Information on nontraditional employment.

   - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.

5. 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

6. 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.

7. Provision of performance and program cost information pertaining to eligible providers of training services by program and type of providers

8. Provision of information regarding the Local Workforce Development Area (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

9. 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

10. Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America's Job Center of California$^{SM}$ (AJCC) must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means the following:

   - Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants.

   - Providing assistance 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 WIOA.

## Individualized Career Services

1. 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.

2. Development of an individual employment plan, to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals, including information about eligible training providers

3. Group counseling

4. Individual counseling

5. Career planning

6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training

7. Internships and work experiences that are linked to careers

8. Workforce preparation activities

9. Financial literacy services

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

11. English language acquisition and integrated education and training programs

## 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 they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve 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 made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

# Appendix B: Administrative Costs

Under the WIOA, there is an administrative cost limit of 7.5 percent. As stated in CFR 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, as well as local grant recipients, local grant subrecipients, 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 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 administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

4. Costs of the following information systems including the purchase, systems development, and operational costs (for example, data entry) are charged to the program category:

   a. Tracking or monitoring of participant and performance information.
   b. Employment statistics information, including job listing information, job skills information, and demand occupation information.
   c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
   d. Local Workforce Development Area performance information.
   e. Information relating to supportive services and unemployment insurance claims for program participants.

5. Where possible, entities identified in item 1 must make efforts to streamline:

   a. services in item 2a-2e of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

# Appendix C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the WIOA is required to comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) (2 CFR Part 200) and Department of Labor (DOL) exceptions (2 CFR Part 2900). In general, to be an allowable charge under 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 making a determination of whether or not 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 1: Allowable Costs Legend**

| Legend Key | Legend Key Definition |
|---|---|
| A | Allowable |
| AP | Allowable with Prior Approval |
| AC | Allowable with Conditions |
| U | Unallowable |
| NS | Not Specified in the Uniform Guidance |

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary 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 out before attempting to contact 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 2: Cost Items Matrix**

| Cost Item | | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|---|---|---|---|---|---|---|
| 1 | Advertising and public relations | A/U | A/U | A/U | 200.421 | |
| 2 | Advisory councils | AC/U | AC/U | AC/U | 200.422 | |
| 3 | Alcoholic beverages | U | U | U | 200.423 | |
| 4 | Alumni/ae activities | U | NS | NS | 200.424 | |
| 5 | Audit services | AC/U | AC/U | AC/U | 200.425 | |
| 6 | Bad debts | U | U | U | 200.426 | |
| 7 | Bonding costs | A | A | A | 200.427 | |
| 8 | Collection of improper payments | A | A | A | 200.428 | |
| 9 | Commencement and convocation costs | AC/U | NS | NS | 200.429 | |
| 10 | Compensation – personal services | A/U | A/U | A/U | 200.430 | |
| 11 | Compensation – fringe benefits | A /U | A /U | A /U | 200.431 | |
| 12 | Conferences | A | A | A | 200.432 | |
| 13 | Contingency provisions | AC/U | AC/U | AC/U | 200.433 | 2900.18 |
| 14 | Contributions and donations | U | U | U | 200.434 | |
| 15 | Defense and prosecution of criminal and civil proceedings, claims, appeals, | AC/U | AC/U | AC/U | 200.435 | |

| | Cost Item | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|---|---|---|---|---|---|---|
| | and patent infringement | | | | | |
| 16 | Depreciation | AC | AC | AC | 200.436 | |
| 17 | Employee health and welfare costs | A | A | A | 200.437 | |
| 18 | Entertainment costs | U/AP | U/AP | U/AP | 200.438 | |
| 19 | Equipment and other capital expenditures | AP/U | AP/U | AP/U | 200.439 | |
| 20 | Exchange rates | AP | AP | AP | 200.440 | |
| 21 | Fines, penalties, damages and other settlements | U/AP | U/AP | U/AP | 200.441 | |
| 22 | Fund raising and investment management costs | U/AP/A | U/AP/A | U/AP/A | 200.442 | |
| 23 | Gains and losses on disposition of depreciable assets | AC | AC | AC | 200.443 | |
| 24 | General cost of government | NS | NS | U/A | 200.444 | |
| 25 | Goods or services for personal use | U/AP | U/AP | U/AP | 200.445 | |
| 26 | Idle facilities and idle capacity | AC/U | AC/U | AC/U | 200.446 | |
| 27 | Insurance and indemnification | AC/U | AC/U | AC/U | 200.447 | |
| 28 | Intellectual property | A/U | A/U | A/U | 200.448 | |
| 29 | Interest | AC/U | AC/U | AC/U | 200.449 | |
| 30 | Lobbying | U | U | U | 200.450 | |
| 31 | Losses on other awards or contracts | U | U | U | 200.451 | |
| 32 | Maintenance and repair costs | A | A | A | 200.452 | |

| Cost Item | | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|---|---|---|---|---|---|---|
| 33 | Material and supplies costs, including costs of computing devices | A | A | A | 200.453 | |
| 34 | Memberships, subscriptions, and professional activity costs | A/U | A/U | A/U | 200.454 | |
| 35 | Organization costs | U/AP | U/AP | U/AP | 200.455 | |
| 36 | Participant support costs | AP | AP | AP | 200.456 | |
| 37 | Plant and security costs | A | A | A | 200.457 | |
| 38 | Pre-award costs | AP | AP | AP | 200.458 | |
| 39 | Professional services costs | A | A | A | 200.459 | |
| 40 | Proposal costs | A | A | A | 200.460 | |
| 41 | Publication and printing costs | A | A | A | 200.461 | |
| 42 | Rearrangement and reconversion costs | A/AP | A/AP | A/AP | 200.462 | |
| 43 | Recruiting costs | A/U | A/U | A/U | 200.463 | |
| 44 | Relocations costs of employees | AC/U | AC/U | AC/U | 200.464 | |
| 45 | Rental costs of real property and equipment | AC/U | AC/U | AC/U | 200.465 | |
| 46 | Scholarships and student aid costs | AC | NS | NS | 200.466 | |
| 47 | Selling and marketing | U/AP | U/AP | U/AP | 200.467 | |
| 48 | Specialized service facilities | AC | AC | AC | 200.468 | |
| 49 | Student activity costs | U/AP | U/AP | U/AP | 200.469 | 2900.19 |
| 50 | Taxes | AC | AC | AC | 200.470 | |
| 51 | Termination costs | AC/U | AC/U | AC/U | 200.471 | |

| Cost Item | | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|---|---|---|---|---|---|---|
| 52 | Training and education costs | A | A | A | 200.472 | |
| 53 | Transportation costs | A | A | A | 200.473 | |
| 54 | Travel costs | AC | AC | AP | 200.474 | |
| 55 | Trustees | A | A | NS | 200.475 | |

# Appendix D: 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:

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

- California Association for Local Economic Development
  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
  Industry-specific services, grant-funded initiatives and technical assistance to support business growth

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

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

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

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

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

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

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

- 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

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

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

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

- **Disability Benefits 101**
  Gives tools and information on health coverage, benefits, and employment

- **Division of Apprenticeship Standards**
  Apprenticeship programs' search

- **Final Rule**
  Uniform Guidance applies to all federal awards (i.e. funds awarded under this SFP)

- **Labor Market Information**
  Find labor market information industry/business that can be useful in preparing your proposal

- **Local Area**
  A listing of Local Areas with addresses and contact information

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

- **California Department of Industrial Relations: Apprenticeships**
  Information on the quality elements of a pre-apprenticeship program

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

- **Multi-State Sector Strategy Project**
  On-going multi-state project focused on accelerating the adoption of sector strategies

- U.S. Census Bureau
  Serves as the leading source of quality data about people, business and economy

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

- U.S. Chamber of Commerce – Institute for Competitive Workforce
  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

- SFP
  The WIOA SFPs and related information can be accessed from the EDD's SFP page

- U.S. Department of Labor WorkforceGPS **(**WorkforceGPS**)**
  WorkforceGPS is sponsored by the U.S. Department of Labor, Employment and Training Administration. The WorkforceGPS is an integrated workforce system network

- WIOA
  The Act governing the funds made available in this SFP

## Appendix E: CalJOBS Workstation and Software Requirements

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

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

## Supported Browsers

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

## Desktop Browsers

-  Google Chrome | Download Latest Version

-  Microsoft Internet Explorer 11 or higher | Download Latest Version

-  Mozilla Firefox | Download Latest Version

-  Apple Safari | Download Latest Version

-  Opera | Download Latest Version

-  Microsoft Edge | Download Latest version

## Mobile Browsers

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

## iOS

-  Safari for iOS

-  Google Chrome for iOS

-  Firefox for iOS

## Android

-  Google Chrome for Android

-  Firefox for Android

## Client Workstations (Third-Party Software)

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

**Figure 2: Third-Party Software**

| VOS | v14.0 | v15.3 | |
|---|---|---|---|
| Adobe Acrobat Reader | v8.0+ | v8.0+ | Adobe Acrobat Reader |
| Adobe Flash | v11+ | v11+ | |
| Meadco ScriptX | v7.4+ | v7.4+ | Meadco ScriptX |
| Microsoft RSClientPrint for SSRS reports | | | Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:<br><br>2012 MS RSClientPrint Instructions<br><br>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.<br>A user with permissions would opt to install when prompted by their browser to download the Active X control. |
| DynamSoft HTML5 Document Scanning | | | DynamSoft<br><br>Download DynamicWebTWAINHTML5Edition.exe |

**Meadco ScriptX 7.4** – ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place 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 of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

**Adobe Flash 11** – The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free

browser software. The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

**RSClientPrint** is a Microsoft ActiveX control that enables client-side printing of Microsoft SQL Server Reporting Services reports. The ActiveX control displays a custom print dialog box that shares common features with other print dialog boxes. The client-side print dialog box includes a printer list for selection, print preview option, page margin settings, orientation, etc. Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.

**VOS uses CKEditor** version 4.3.1

The version 14.0 Virtual One Stop (VOS) is currently using 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 you are using these unsupported browsers versions, your browser should be updated to avoid compatibility issues.