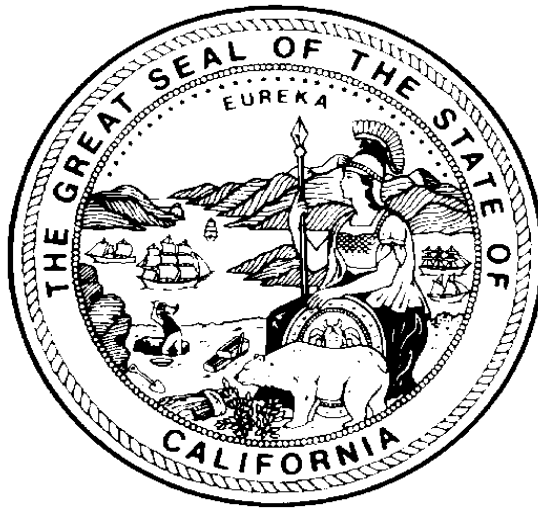


**NOTICE OF AVAILABILITY OF FUNDS**

by the Employment Development Department  
on behalf of the California Labor and Workforce Development Agency

***Workforce Innovation and Opportunity Act***  
**Equity Target Population Fund Technical Assistance**  
**Program Year 2022-23**

**Solicitation for Proposals**



**December 2022**

The Employment Development Department is an equal opportunity employer/program. Auxiliary Aids and Services are available upon request to individuals with disabilities. Request for services, aids and alternate formats may be made by calling (916) 654-8434. TTY users please call the California Relay Services at 711.

This Equity Target Population Fund Technical Assistance is funded by a grant award totaling \$1.6 million (100%) from the U.S. Department of Labor, with \$0 (0%) financed from non-federal sources.

## **Proposal Package Exhibits**

The following contains the required exhibits for the Program Year 2022-23 (PY 22-23) Equity Target Population Fund (ETPF) Technical Assistance (TA) grant opportunity. Select each exhibit link individually and download each before saving the solicitation for proposals (SFP) to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

Note – Once the SFP has been downloaded and saved, the exhibit links will become disabled.

- [TA Cover/Signature Page \(DOCX\)](#)
- [TA Executive Summary \(DOCX\)](#)
- [TA Exhibit A – Project Narrative \(DOCX\)](#)
- [TA Exhibit I – Project Work Plan \(DOCX\)](#)
- [TA Exhibit J – Partner Roles and Responsibilities \(DOCX\)](#)
- [TA Exhibit F – Budget Summary \(DOCX\)](#)
- [TA Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [TA Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)

# Table of Contents

- I. Overview .....1**
  - A. Purpose.....1
  - B. Goals and Objectives .....2
- II. Project Design .....4**
  - A. Required TA Services .....5
  - B. Strategies .....5
  - C. Service Recipients.....5
  - D. Target Populations.....6
  - E. Data and Supporting Evidence .....6
  - F. Deliverables .....7
- III. Eligibility.....7**
  - A. Applicants .....7
  - B. TA Participants .....7
- IV. Application & Program Requirements .....7**
  - A.Required Exhibits and Attachments .....8
  - B. Partnerships .....8
  - C. Performance Goals .....8
  - D.Collaboration with the EDD.....9
- V. Funding and Budgetary Requirements .....9**
  - A. Availability.....9
  - B. Project Term.....9
  - C. Registration with the System for Award Management.....10
  - D. Leveraging Funds and Resources.....10
  - E. Allowable Uses of Funds .....11
  - F. Administrative Cost Limits .....11
- VI. Submission .....11**
  - A. Notice of Intent to Apply.....11
  - B. Submission and Format .....11
  - C. Important Dates & Deadlines.....12

<b>VII. Award .....</b>	<b>12</b>
A. Proposal Review, Scoring, and Evaluation .....	13
B. Appeal Process .....	13
C. Award Notification .....	14
D. Subgrant.....	14
<b>VIII. Administrative Requirements.....</b>	<b>14</b>
A. Monitoring and Audits.....	15
B. Record Retention.....	15
C. Reporting .....	15
D. Closeout.....	15
E. Compliance.....	15
F. Intellectual Property Rights/Creative Common Attribution License .....	16
G. Public Communication-Certain Information Requirement .....	16
H. Proposal Evaluation Process .....	16
<b>Appendix A: Proposal Package Instructions .....</b>	<b>1</b>
<b>Appendix B: WIOA Allowable Activities .....</b>	<b>18</b>
<b>Appendix C: Allowable Costs and Cost Items Matrix.....</b>	<b>21</b>
<b>Appendix D: Administrative Costs .....</b>	<b>26</b>
<b>Appendix E: Internet Resources.....</b>	<b>28</b>
<b>Appendix F: CalJOBS<sup>SM</sup> Workstation and Software Requirements .....</b>	<b>31</b>

## **I. Overview**

The Employment Development Department (EDD), on behalf of the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$1.6 million from the *Workforce Innovation and Opportunity Act* (WIOA) Governor’s Discretionary Fund for the ETPF TA for PY 22-23 grant program. The ETPF TA awardee will assist the ETPF PY 22-23 and Equity and Special Populations (ESP) PY 21-22 program awardees with the continued development and refinement of projects that accelerate employment strategies for those populations targeted by the grant experiencing significant barriers to employment. The ETPF TA grant intends to fund an organization with the expertise to support workforce development equity projects that drive success, innovation, and systems change in underserved populations and foster learning for continuous improvement, successful outcomes, and deep impact.

### **A. Purpose**

The ETPF TA PY 22-23 grant aims to increase equity and employment outcomes for underserved populations by providing technical assistance necessary for ETPF PY 22-23 and ESP PY 21-22 program awardees to achieve successful project outcomes. The TA grant supports the assessment, analysis, and implementation of improvements to the current education, training, and employment service delivery approaches through a learning framework and a strong community of practice (CoP). The TA awardee will work in close coordination with the ETPF PY 22-23 and the ESP PY 21-22 program awardees, the EDD project managers, and all relevant stakeholders to (i) build organizational, and leadership capacity, (ii) create and implement a learning agenda, (iii) innovate and implement changes to service delivery models, (iv) close service gaps, (v) engage in strategic planning, and (vi) scale effective program design to inform workforce policy statewide. Successful projects will assist program awardees with the continued development of implementation projects that foster workforce equity for justice-involved individuals, disconnected young adults, people with disabilities (PWD), and veterans. The program intends to build meaningful and sustainable partnerships to develop career pathways and to create training programs and projects with the best potential to place participants into good quality jobs<sup>1</sup> with living wages in their local regions.

The ETPF TA awardee will provide all program awardees with targeted technical assistance. In addition, the TA awardee will also support continuous improvement and systems change by facilitating a learning cohort or Community of Practice (CoP) intended to help grantees work together to meet program goals, test innovations, and develop best practices for improving equity outcomes and systems change. All grantees can transform how the workforce development system serves the target populations through this funding. Given the pilot nature of the ETPF TA grant, the EDD seeks to understand (1) how the CoP model can support strong program outcomes, grantee learning, and shared problem-solving; (2) innovative aspects of the funded projects and opportunities for those innovations to be scaled; and (3) how lessons from

---

<sup>1</sup> Definition of a “good job” has three main components: 1) economic stability, including family-sustaining pay; 2) economic mobility, such as through access to training and wealth-building benefits; and 3) equity, respect, and a voice in the workplace. Detailed information relating to the Good Jobs Champions Group definition can be found on the [Aspen Institute website](#).

this project can inform a cohesive statewide workforce strategy focused on equity and job quality. Also, the EDD and the ETPF TA intend to set the stage for future developmental evaluation partnerships to elevate field-building innovations, new models and/or case studies, and other equity-building programs.

The TA provider will work with grantees and their partners throughout the grant period of performance (POP) to create an active learning environment necessary to inform needed adaptations, shifts, and recommendations in real time for each project. This active learning orientation will also allow partners to identify cross-cutting strategies for improving workforce outcomes and establishing new models or new ways of doing business that are more flexible, agile, and responsive to the needs of the target populations. The TA provider is integral in creating a learning community, fostering connectivity among program awardees, sharing best practices, and improving regional economic workforce outcomes and equity.

## **B. Goals and Objectives**

Successful applicants will demonstrate their ability to provide individual and group-based assistance to program awardees in line with the goals and objectives of the PY 22-23 ETPF and ESP PY 21-22 programs. In addition, applicants must demonstrate how they will create and nurture a learning community that will drive innovation, familiarize participating organizations with national best practices, deepen connections among them as innovators, build the organizational capacity to improve systems and methods, and ensures continuous improvement beyond meetings with program awardees. The ultimate goal is to create and test new training models. These models should focus on providing additional support and case management services and a sector-focused approach to good quality jobs with close employer partners intended to improve employment outcomes for the target populations. The TA partner will provide consultation services to program awardees and host conference calls, webinars, and other supportive activities as needed; convene CoP<sup>2</sup> meetings; and develop other means of effective communication, idea-sharing, and mentoring among program awardees. The TA team must have demonstrated (i) developing or facilitating sector-focused industry and workforce development partnerships, (ii) technology-based approaches to education and training to serve the target populations described in section II.D. of the SFP, and (iii) familiarity with national and state best practices to offer accessible and relevant resources to program awardees. The TA team should leverage existing best practices and help develop tools to support the program awardees in achieving positive employment outcomes for populations experiencing barriers to workforce success. To assess and ensure project alignment with state goals, the TA provider must demonstrate knowledge of the 2020-2023 Unified Strategic Workforce Development Plan (State Plan).

---

<sup>2</sup> 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.

The scope of the TA activities listed below must support the project's goals and objectives above:

### **Immediate TA Project Activities**

- Assist in and support for developing or implementing cohort-based training projects that lead to an industry-recognized certification and job placement or prepare participants for good quality jobs in demand sectors in their region.
- Help program awardees utilize or develop pre-apprenticeships, apprenticeships, paid work experience (PWEX), or other work-based learnings (WBLs) to train participants for good-quality jobs, as well as to establish referral pipelines into High Road Training Partnerships.
- Provide guidance to develop strategies that facilitate recruitment, supportive services, retention, and job placement for the target population(s).
- Advise project operators on providing supportive services, or “wrap-around,” and case management services with a trauma-informed approach tailored to the cultural, personal, educational, and professional needs of the individual or target population(s).
- Advise in the development of evaluation tools to assess the impact of comprehensive support services on participant success and program outcomes.
- Hold virtual CoP meetings to facilitate project development and encourage peer-to-peer engagement and learning.
- Advise on implementing specific measures to ensure equal access to education and training through supportive services, including case management, peer support, referrals to health and human services, housing and child care service, and internet access.
- Assess best practices in employment programs and workforce services to develop strategies for connecting participants with good quality jobs and follow-up services.
- Analyze employer engagement and recommend strategies to maximize buy-in that lead to innovative and sustainable employer partnerships for hiring, program design, WBL, and job placement.
- Identify when project goals, deliverables, and outcomes are not 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, guiding the implementation of new strategies, measures, and actions as goals emerge and evolve.

### **Long-term Sustainability and Systems Change Activities**

- Help implement new, sustainable models for service delivery to high-barrier populations that can be expanded system-wide within the project's service area and tailored to regional needs for replication across the state.
- Design a theory of change for improving employment outcomes for high-barrier populations to be used for program replication, scaling, and future evaluations.
- Advise the EDD on program metrics needed for evaluating equitable access and outcomes.
- Design and populate a linked, open-data<sup>3</sup> resource that is user-friendly and hosts materials being developed by awardees.
- Develop and implement a sustainability plan to promote project continuation and to scale post-state investment.
- Increase the state's capacity to provide more equitable learning, training, and employment options to all Californians, including those who require access to appropriate technology and internet resources to be successful.
- Analyze Title I, Title II, and other funding streams and provide recommendations to align and braid<sup>4</sup> funds.
- Enhance connectivity between the workforce and education systems and among state workforce programs, including apprenticeship and high-road training partnerships.

### **II. Project Design**

Proposals must reflect how an innovative TA plan will achieve the project goals and objectives outlined above. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations to achieve the desired outcomes. Successful applicants will present creative solutions to the program projects to demonstrate the value of cohort-based training, strong employer partnerships, and support services for population(s) with barriers to employment. Applicants are encouraged to form partnerships to provide the full scope of services.

---

<sup>3</sup> More information on linked, open-data can be found in Appendix D.

<sup>4</sup> Braiding funds is defined as combining multiple funding streams to execute a project. Leveraging multiple funding streams, such as WIOA Title I and II funds, creates a broader pool of resources with which to serve participants.



## **A. Required TA Services**

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

- Engage program awardees as an opportunity to learn with each other.
- Create and support a learning community focused on the promotion of ongoing innovation and quality improvement.
- Address individual project challenges and help awardees pivot when necessary.
- Create virtual CoP meetings to support grantee learning, shared problem-solving and best practices.
- Leverage existing best practices and help develop tools to serve the program awardees, which will serve a variety of populations experiencing barriers to workforce success.
- Convene focus groups if needed to understand workers and their needs better.
- Coordinate training on relevant topics for the program awardees.
- Provide assistance and guidance in the development of sustainability plans to ensure project practices are standardized and work continues beyond the grant POP.

In addition, TA awardees must coordinate and facilitate meetings attended by the EDD and program awardees, including but not limited to, convenings, planning sessions, CoP meetings, and partner meetings. Please refer to section IV.E for more information on mandatory meetings. The ETPF TA team will coordinate with all current TA and evaluation providers to avoid duplication of services.

## **B. Strategies**

Strong applicants will demonstrate the capacity to provide individualized assistance based on each program awardee's needs and the unique barriers of the populations, in-demand industry sectors, and geographic regions served. These efforts should result in strategies that (i) strengthen employment outcomes, including earnings and career advancement; (ii) enhance partnerships; (iii) facilitate co-enrollment; (iv) increase staff and partner capacity to serve the populations; and (v) establish the systems and infrastructure to facilitate co-case management and standard intake processes for the participants. Successful applicants will demonstrate how the proposal is practicable and replicable and provide a sustainability plan to institutionalize practices. The TA provider will work with program awardees to overcome existing barriers; improve equitable employment outcomes for target populations; and provide feedback as a developmental tool for quality improvement, innovation, and systems change.

## **C. Service Recipients**

The EDD will award one grant under the PY 22-23 ETPF TA SFP. Applicants with the capacity and expertise to provide TA for all target populations are encouraged to apply. The awardee must provide TA for program awardees from ETPF PY 22-23 and ESP PY 21-22. Strong applicants will clearly articulate a TA approach with strategies to coordinate activities successfully, conduct team-building exercises, and implement knowledge sharing.

## **D. Target Populations**

The TA awardee must be familiar with best practices in serving justice-involved individuals, disconnected young adults, PWDs, and veterans. The definitions of the populations are listed below.

### **1. Justice-involved Individuals<sup>5</sup>**

A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process and for whom services under the WIOA may be beneficial or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

### **2. Disconnected Young Adults<sup>6</sup>**

Disconnected young adults are young people that meet the criteria for WIOA-eligible out-of-school youth ages 18-24 and are disconnected from school and work.

### **3. People with Disabilities<sup>7</sup>**

A PWD is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.

### **4. Veterans<sup>8</sup>**

A veteran is a person who served in the active military, naval, or air service and was discharged or released under conditions other than dishonorable.

## **E. Data and Supporting Evidence**

Applicants must substantiate the TA strategies proposed in the application. Relevant data sources may include case studies, past performance, or other reliable sources. The TA awardee is expected to assist in designing assessments and providing real-time data and evidence to shape the evaluation of the program. At a minimum, data must include a baseline for all program awardees. Applicant proposals must clearly explain the data metrics, collection frequency, and analysis method.

---

<sup>5</sup> WIOA Public Law 113-128, Section 3(38)(a) and (b)

<sup>6</sup> WIOA Public Law 113-128, Section 129(a)(1)(B)

<sup>7</sup> 42 U.S.C. Section 12102 1(a)(b)(c)

<sup>8</sup> 38 U.S.C. Section 101

## **F. Deliverables**

The TA provider will focus on team building, knowledge sharing, and additional deliverables that will provide grantees the ability to drive innovation and system change through the following:

- Elevating best practices and peer learning to spread the adoption of proven approaches
- Developing the knowledge and skills to serve the grant's target populations more effectively
- Promoting practices and administrative policies that will drive change
- Helping to identify challenges and opportunities for innovation and systems change in a specific, localized context
- Developing user-friendly tools to operationalize promising strategies and approaches
- Targeting assistance to support innovation and system work in a clear, localized context
- Sharing best practices and resources to help stakeholders continuously improve their work

## **III. Eligibility**

Proposals must meet the minimum application and program requirements to be read and scored.

### **A. Applicants**

Applicants must be organizations with the capacity, relationships, and expertise to deliver TA services statewide. Proposals will be accepted from (i) Non-profit organizations, foundations, and philanthropies; (ii) education and training providers; (iii) institutions of higher education or consortium of institutions of higher education; (iv) community-based organizations (CBOs); (v) business-related non-profit organizations; (vi) labor organizations and workforce intermediaries. Individuals are not eligible to apply. The applicants must be based in the U.S.

### **B. TA Participants**

The EDD will award one grant under the ETPF TA PY 22-23 SFP. The TA awardee is required to work in collaboration with the ETPF SFP PY 22-23 and ESP PY 21-22 program awardees and must have the expertise and resources to serve the target populations described in section II.D of the SFP.

## **IV. Application & Program Requirements**

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

## **A. Required Exhibits and Attachments**

- **Cover/Signature Page-** Electronic signed copies required
- **Executive Summary-** Abstract of the project
- **Exhibit A: Project Narrative-** Describes the project design with a clear rationale in a narrative form
- **Exhibit I: Project Work Plan-** Provides roles, responsibilities, and milestones for project implementation
- **Exhibit J: Partner Roles and Responsibilities-** Verifies partners, cash and/or in-kind pledge in partnership and commitment letters
- **Exhibit F: Budget Summary-** Lists line item costs for project activities and administration
- **Exhibit F2: Budget Narrative-** Justification of the expenses 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 and subawards to carry out the grant services regardless of the dollar amount
- **Partnership Agreement Letters-** Proposals with partners must submit Partnership Agreement Letters
- **Commitment Letters-** Any partner pledging contributions are encouraged to submit Commitment Letters, including the lead applicant.

## **B. Partnerships**

Applicants must have the expertise, resources, and capacity to provide TA to the populations listed in section II.D. of the SFP. The EDD anticipates that most applicants will not singularly possess the expertise or ability to manage the project unassisted, so most applicants should be engaging partners.

Partnerships are strongly encouraged to establish a more robust support network for successful program outcomes. Therefore, the applicant must demonstrate in the Project Narrative that they can deliver TA and must identify the project partners and how the collaboration will successfully execute the required SFP goals and objectives. Applicants proposing partnerships must submit Partnership Agreement Letters and describe each partner's roles and expected contributions. See Appendix A for more information on submitting Partnership Agreement Letters. The EDD Evaluators will determine if the project team has the capacity and expertise to provide TA and select the most qualified applicant.

## **C. Performance Goals**

There are no mandated performance goals. However, applicants must demonstrate how their project plan will improve the outcomes of the ETPF PY 22-23 and the ESP PY 21-22 projects.

#### **D. Collaboration with the EDD**

Applicants must budget for and plan to attend three convenings throughout the grant period to bring together state partners and awardees. The convenings will occur in the grant's initial, middle, and end phases. State partners and subrecipients will determine the timing. Convenings will occur within the first six months of implementation, at the mid-point, and in the last two quarters of the project. The convenings aim to develop a nuanced, big-picture perspective. Agendas and programs for convenings will be developed in coordination with the EDD to include support on grant administration, performance, and CalJOBS<sup>SM</sup>, in addition to the programmatic and subject matter content provided by the TA awardee.

The EDD requires critical project staff to attend mandatory quarterly meetings. Key project staff may also be required to collaborate with the EDD Project Managers for TA, including CalJOBS<sup>SM</sup> training and guidance during start-up, implementation, and throughout the grant period of performance. See section VIII.C. Reporting for more information. The TA awardee must coordinate and facilitate monthly CoP and partner meetings. The CoP meetings will allow the TA provider to share knowledge and network with program awardees, workforce experts, partners, and other key stakeholders. The sessions will enable awardees to engage with innovative ideas and promote new ways to implement their projects. The TA provider must have office hours at least once a month dedicated to program awardees to ensure individual project needs are met.

#### **V. Funding and Budgetary Requirements**

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

##### **A. Availability**

A total of \$1.6 million in the WIOA Governor's Discretionary Funds are available through this SFP. The funds awarded in this SFP will support a partner to create and coordinate the community of practice and provide technical assistance and coaching to program awardees. The funds awarded must be used to hire or appoint staff and for staff travel costs to attend mandatory convenings and other meetings. Additional discretionary funding may support extending the project into the next program year. If such discretionary funding becomes available, awardees will be expected to assist PY 22-23 ETPF and PY 21-22 ESP award recipients with additional funds.

**Note:** Proposed funding is based on the anticipated availability of relevant funds; should anything change, the EDD reserves the right to adjust based on the funding level.

##### **B. Project Term**

The period of performance (POP) for projects funded under this SFP will be between 18 and 24 months, with an anticipated start date of April 1, 2023. This POP includes all necessary implementation and start-up activities. Grant funds will not be available for longer than 24 months. No obligation of funds will be allowed before or beyond the grant period of performance. Any funds not expended during the grant agreement period shall be returned to the state.

### C. 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 maintain active registration with current information during any period during which the organization has an application under consideration or an active federal award, including federal funding distributed through the EDD. Applicants must ensure that this information is updated before submitting an application for funding. Proposals received with an inactive registration will not be evaluated and therefore 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.

### D. Leveraging Funds and Resources

There is no required leveraging of funds 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 braid funds, 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 (i) businesses; (ii) industry associations; (iii) labor organizations; (iv) CBOs; (v) education and training providers; and/or (vi) federal, state, and local government programs. Leverage funds may include the WIOA Title IB formula funds, provided this project's scope falls under the allowable activities of those funds. All leveraged funds will be subject to the reporting requirements contained in Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements (WSD19-05)* (December 4, 2019) and Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance), Section [200.306](#) Cost sharing or leveraging funds.<sup>9</sup>

Leverage funds are a contribution of funds made available to the subrecipient to be explicitly used for project activities and must be consistent with the allowable activities of the fund source. The awarded subrecipient has control over and disburses these funds. 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.

---

<sup>9</sup> All Workforce Services Directives cited in this SFP can be found on the [EDD website](#).

### **E. Allowable Uses of Funds**

The funds awarded in this SFP must be used to assist ETPF and ESP program awardees in successfully implementing projects. 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.

### **F. 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 for the definition of administrative costs.

## **VI. Submission**

One proposal will be accepted by each applicant. Do not submit more than one proposal. The entire proposal must be submitted electronically by the deadline.

### **A. Notice of Intent to Apply**

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to [WSBGrants@EDD.ca.gov](mailto:WSBGrants@EDD.ca.gov) by noon on December 29, 2022. The subject line should reflect "Intent to Apply: ETPF TA PY 22-23." Applicants that do not provide this email notification may still apply for funding. These non-binding notifications will help the EDD develop a more efficient process for reviewing grant applications in this competition.

### **B. Submission and Format**

The applicant must electronically submit the entire proposal package as a ZIP file to [WSBGrants@edd.ca.gov](mailto:WSBGrants@edd.ca.gov) with the subject line "[Applicant Name] ETPF TA PY22-23 Proposal." The entire proposal package, including all elements and the Cover/Signature page with electronic signature, is due by 3 p.m. on Tuesday, November 29, 2022. The Project Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word.

- Documents must be saved according to the following naming convention: "[Applicant Name] ETPF TA PY22-23 [Name of Document]"
- The applicant may utilize an acronym for their organization if desired. 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 be saved according to the naming convention: "[Applicant Name] ETPF TA PY22-23 CoverPage".
- Letters should be grouped by category and submitted as two separate PDFs with the following naming conventions: "[Applicant Name] ETPF PY22-23 CommitLetters" and "[Applicant Name] ETPF PY22-23 Partner Letters".
- The applicant may utilize an acronym for their organization if desired. File names must not exceed 40 characters.

- Submit any additional binding documents and Creative Commons Attribution License Verifying Document (if applicable) in Adobe PDF.

### C. Important Dates & Deadlines

**Figure 1: Application Timeline**

Event	Date
SFP release	Monday, December 6, 2022
Last date to submit questions for the webinar	December 15, 2022, by 12 noon PT
Deadline to preregister for the webinar	December 19, 2022
Informational Webinar	December 20, 2022, at 2 p.m. PT
Notice of Intent to Apply	December 29, 2022 by 12 noon PT
Proposals due	January 5, 2023, by 3 p.m. PT
Proposal review and evaluation	January 9 - 13, 2023
Deadline to appeal	January 12, 2023
Award announcements	February 2023
Estimated project start date	April 1, 2023

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

An informational webinar will be held on Tuesday, December 20, 2022, at 2 p.m. PT. This webinar will provide a detailed overview of the SFP and a final opportunity for applicants to ask specific questions about the application process. Preregistration is required for all participants. Submit preregistration requests to [WSBGrants@EDD.ca.gov](mailto:WSBGrants@EDD.ca.gov) no later than December 19, 2022, with the subject “Preregistration ETPF.” Registrants will receive a confirmation email containing a link to register for the webinar and an attachment entitled “Frequently Asked Questions” (FAQs). Applicants must thoroughly review the SFP, the Proposal Package Instructions in Appendix A, and the FAQs before submitting questions for the webinar. Submit inquiries for the webinar to [WSBGrants@EDD.ca.gov](mailto:WSBGrants@EDD.ca.gov) with the subject “ETPF SFP Inquiry.” All inquiries must be received no later than Thursday, December 15, 2022, by 12 noon PT. After the webinar, a compiled list of questions and answers will be posted on the [EDD website](#).

### VII. Award

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 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 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. The scoring value of each section of the SFP is as follows:

**Figure 2: Scoring Rubric**

<b>Narrative Criteria</b>	<b>Maximum Points</b>
Section I – Technical Assistance Plan	41
Section II – Data Analysis and Performance Measures	23
Section III – Statement of Capacity and Capabilities	30
Section IV – Budget Summary Narrative and Plan	6
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>

Only proposals that score in the top tier, are deemed meritorious, and are in the state's best interest will be recommended for funding. The EDD reserves the right to conduct on-site reviews before final funding recommendations. After completion of the evaluation process, the EDD Director will receive the funding recommendations. In consultation with the EDD, the Labor and Workforce Development Agency Secretary will make final funding decisions based on the ranked scores and other factors such as past performance, innovative approach, and uniqueness of the project.

Projects selected for funding are contingent on the revision and approval of the project exhibits. Project exhibits are not automatically approved. Awardees may be required to revise the project exhibits to comply with federal and state mandates. The EDD Special Initiative Support Group will provide guidance should revisions be necessary.

## B. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult Appendix A for detailed instructions on adequately completing and submitting all application elements to ensure all requirements have been met. 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 for the proposal to be forwarded for evaluation and scoring. See sections IV., V., and VI. and Appendix A for more information on application and submission requirements.

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

WSBGrants@EDD.ca.gov by the 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:

- The 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
- All corrective documentation
- 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 WSBGrants@EDD.ca.gov

The WSB/DDO will respond to appeals via email. The review will be limited to determining whether the corrective actions taken by the applicant were successful and whether the proposal meets the minimum application requirements of the SFP to be evaluated.

### **C. Award Notification**

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by February 2023.

### **D. Subgrant**

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 in the form of a subgrant under this SFP. The time needed for such official action will affect the awardee's ability to meet the project term dates.

The EDD will contact the awardees to finalize the subgrant details. The EDD may request that the subgrant incorporate changes to the original project proposals. After any necessary negotiations, the EDD will mail the finalized subgrant to the awardee for signature. Once the ETPF TA PY 22-23 subgrant is complete, the awardee becomes a subrecipient of the EDD. The state expects subgrant negotiations to begin in February 2023, with a projected start date of April 1, 2023.

## **VIII. Administrative Requirements**

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

### **A. Monitoring and Audits**

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

### **B. Record Retention**

Subrecipients 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 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. Reporting**

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

Subrecipients will be required to submit monthly financial and participant reports using CalJOBS<sup>SM</sup>. Subrecipients will also be required to submit monthly narrative progress reports on the status of the projects. A project closeout report is due within 60 days of the project termination date. See *Monthly and Quarterly Financial Reporting Requirements (WSD19-05)* (December 4, 2019) 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 *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. These requirements are detailed in governing documents, including the WIOA and its associated federal regulations, OMB Circulars, and Title 29 of the *Code of Federal Regulations*.

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

Subrecipients of a federal award obtain the title to intangible property once it has been acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from the United State Department of Labor (DOL). 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 in the manner 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 Communication-Certain Information Requirement**

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

1. The percentage of the total costs of the program or project which will be financed with Federal money.
2. The dollar amount of Federal funds for the project or program.
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

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

## **H. Proposal Evaluation Process**

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

## APPENDICES

## Appendix A: Proposal Package Instructions

Applicants must follow the specific 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 SFP exhibits, Partnership Agreement Letters, and optional Commitment Letters are not included in the 10-page limit, which applies only to the narrative. If you have questions regarding the proposal package after carefully reviewing the SFP and Appendices, please email the EDD Grants Team at [WSBGrants@EDD.ca.gov](mailto:WSBGrants@EDD.ca.gov).

### Format and Document Order

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure a complete grant package submission:

<b>1. Cover/Signature Page</b>	
<b>2. Executive Summary</b>	
<b>3. Exhibit A – Project Narrative (must include the following sections)</b>	
I. Technical Assistance Plan	
II. Data Analysis and Performance Measurements	
III. Statement of Capacity and Capabilities	
IV. Budget Summary Narrative and Plan	
<b>4. Exhibits</b>	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
<b>5. Partnership Agreement Letters</b>	
<b>6. Optional Commitment Letters</b>	

## **Cover/Signature Page**

The Cover/Signature page must be completed in its entirety and submitted electronically as a PDF document with the authorized signatory's electronic signature. Ensure that contact information for both the authorized contact person and the authorized signatory is correct. Save this document according to the following naming convention: [Applicant Name] EPTF TA PY 22-23 CoverPage. For example, "OrgXYZ EPTF TA PY 22-23 CoverPage." File names must not exceed 40 characters.

## **Executive Summary**

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. See the bulleted list below for specific instructions. Save this document according to the following naming convention: [Applicant Name] EPTF TA PY 22-23 ExecSum. For example, "OrgXYZ EPTF TA PY 22-23 ExecSum."

## **Technical Assistance Plan**

- This section should summarize the Project Narrative.
- Use complete sentences and proper grammar.

## **Expertise in Serving Target Populations**

- Demonstrate the applicant and partners (if applicable) have expertise in serving the target population(s).

## **Service Model**

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

## **Partner Highlights**

- Bulleted list of partners.
- Indicate what services partners will provide.

## **Goal Measurement Methodology**

- Describe how communities of practice will be conducted and lessons learned 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 that reflect a meaningful change in the workforce system.
- Please include the proposed outcomes of your project in a short narrative.

## **Project Narrative – Exhibit A**

The narrative should convey how the applicant’s approach will lead to the success of program awardees, target population(s), and the workforce system. The entire Project Narrative must be written in MS Word using Calibri 12-point font, limited to 10 pages with one-inch margins, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond the 10-page limit will not be considered. The other required exhibits and attachments do not count towards the page limit. Save this document according to the following naming convention: [Applicant Name] ETPF PY 22-23 Narrative. For example, “OrgXYZ ETPF TA PY22-23 Narrative.”

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

- I. Technical Assistance Plan (41 points)
- II. Data Analysis and Performance Measures (23 points)
- III. Statement of Capacity and Capabilities (30 points)
- IV. Budget Summary Narrative and Plan (6 points)

For each section to be considered complete, applicants must cite supporting data as applicable. Relevant data sources may include the EDD Labor Market Information Division (LMID), the Bureau of Labor Statistics, the U.S. Census, local surveys, consultation with industry associations, Local Areas, mandatory and non-mandatory partners, case studies, or past performance. The data should reflect the applicant’s comprehensive understanding of the issues specific to the workforce system, demonstrate the need for the proposed project, justify the project’s approach, and suggest the potential for success.

The narrative must be organized as follows, include the headers indicated in bold, and address the bulleted prompts. **Each section will be reviewed and scored individually for content according to the instructions below.**

### **Project Narrative Instructions for Completing Exhibit A:**

#### **Section I: Technical Assistance Plan (Maximum 41 points)**

##### **I.1. Technical Assistance Approach (Score Range 0–15 points)**

- Provide an overview of the individual and group-based TA that will be provided to project awardees that will drive innovation and systems change.
- Describe strategies for coordinating activities, including team building, knowledge sharing, and additional activities.
- Explain how ETPF program awardees will be assisted with designing, developing, and implementing projects to foster workforce equity for the target populations.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.



## **I.2. Communities of Practice and Convenings** (Score Range 0-10 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.
- Identify how goals can be leveraged to help gain bigger-picture perspectives.

## **I.3. Sustainability** (Score range 0-10 points)

- Describe the plan for providing guidance and assistance to projects in developing sustainability plans and institutionalizing practices.
- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant period and promote project continuation past-state investment.
- Identify strategies to increase employer engagement, improve the connectivity of partnership networks, and scale the IET program model.
- Identify strategic and sustainable partnerships with employers that will hire, provide WBL, and assist with program development and other program elements.
- Outline strategies that will improve employment outcomes for the target populations and lead to innovation and systems change.

## **I.4. Project Work Plan** (Score range 0-6 points)

- Complete and attach the Project Work Plan (SFP Exhibit I) that includes detailed objectives/activities, milestones, and timelines that will demonstrate how the project's goal will be achieved. Essential program elements with specific outcomes must categorize the project work plan.

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

## **Section II: Data Analysis and Performance Measures (Maximum 23 points)**

### **II.1. Goal Measurement** (Score range 0–10 points)

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

### **II.2. Goal Effectiveness** (Score range 0–10 points)

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

### **II.3. Data Measurement and Analysis** (Score range 0–3 points)

- Describe the assessments and tools that will be utilized to gather real-time data and analyze program performance that will lead to informed and ongoing decisions that will improve program outcomes and impact.
- Clearly explain the data metrics, collection frequency, and analysis method.

## **Section III: Statement of Capacity and Capabilities (Maximum 30 points)**

### **III.1. Capability and Knowledge** (Score range 0–10 points)

- Describe experience serving or providing technical assistance for services to the target population or other populations with barriers to employment.
- Describe your experience with virtual instruction and training.

### **III.2. Infrastructure/Staffing** (Score range 0–10 points)

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

### **III.3. Past/Present Performance** (Score range 0–10 points)

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

## **Section IV: Budget Summary Narrative and Plan (Maximum 6 Points)**

### **IV.1. Budget Summary Plan** (Score range 0–3 points)

- Provide a detailed narrative justification for all line items in the Budget Summary (SFP Exhibit F). Narratives should include how the proposed costs are necessary and reasonable regarding benefits to project awardees.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G).

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

#### **IV.2. Cost Effectiveness (Score range 0–3 points)**

- Complete and attach the Budget Narrative (SFP Exhibit F2) that details the specific line item costs of the Budget Summary Plan (SFP Exhibit F).
- Provide a detailed justification for each line item cost contained in the Budget Narrative (SFP Exhibit F2). For example, staff salaries should include a narrative of the staff activities and the percentage of salary charged to the project.

**See exhibit instructions below** for detailed information on how to complete Exhibits F and F2.

#### **Exhibit Instructions**

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit as an MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ ETPF TA PY 22-23 ExE for Exhibit E. Names can be no longer than 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

#### **Exhibit F Budget Summary**

- The WIOA 15 Percent Funds column must contain the cost of each expense item and must total the requested grant funds.
- Under Amount Leveraged, enter the cash and/or in-kind resources identified in the Project Narrative (Exhibit A) and documented in commitment letters.
- 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, row P, using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- The In-Kind/Cash column in the Budget Summary Plan (Exhibit F) must equal the Total Cash/In-Kind Contributions in the Partner Roles and Responsibilities (Exhibit J) and commitment letters.
- The amounts entered for row P 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 subrecipients to carry out a portion of the grant services, Section II is the Supplemental Budget (Exhibit G) Section III: Subrecipients 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.

## Exhibit F2 Budget Narrative

- 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 detailed justification of staff salaries should include the title or position, a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- **In section (A-D) Staff Salaries**, enter the total dollar amount of the Salaries paid and benefits charged to the grant (WIOA 15%) 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 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 (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 key staff are required to attend quarterly meetings, communities of practice, and other activities coordinated by EDD-approved TA providers; include all travel costs 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 with the asterisk symbol are based on the FTE for program staff).
- **In section G**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives [WSD16-16](#), Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), [WSD16-10](#), Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and [WSD17-08](#), Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
  - In line item 1, list the total amount of Equipment and Furniture items less than \$5,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
  - In line item 2, enter the total expense amount of Equipment and Furniture items greater than \$5,000. In the indicated space, include the item's name, cost, and quantity; if any items are listed in G.2., complete Exhibit G.
  - In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.

### **Exhibit F2 Budget Narrative, cont.**

- **NA- In section H**, enter the total estimated testing and instructional materials expenses. In the indicated space, provide a detailed description of the purpose and planned use of the testing and instructional materials.
- **NA- In section I**, enter the total estimated budget for Tuition and Payments/Vouchers on the line provided. In the space under the section, provide a detailed narrative of the program costs, sector-specific training, certificate programs, and training costs for outside training providers.
- **NA- In section J**, provide the number of planned participants enrolled in WBL. List employers and industries offering WBL. The following activity codes are considered WBL defined in WSD19-06: 218, 219, 224, 301, 304, 308, 321, and 325.
- **NA- In section K**, state the planned number of participants to receive training and detail the type of training.
- **NA- In section L**, include the estimated cost of Supportive Services on the line provided. This includes gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Provide a detailed description of the specific services that will be provided.
- **In Section M**, include the total cost of Contractual Services (Exhibit G, complete if applicable) on the line provided. Describe in detail.
- **In section N**, enter the total Indirect Costs on the line provided. The Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFR200.
- **In section O**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections.

### **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, the Supplemental Budget (Exhibit G), Section I: Equipment 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. Section II of the Supplemental Budget (Exhibit G) is for contractual services. Contractual Services must be completed.
- 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 for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section 200.407. Refer to EDD Directives WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017), WSD16-10, Subject: Property – Purchasing, Inventory, and Disposal (November 10, 2016), and WSD17-08, Subject: Procurement of Equipment and Related Services (March 14, 2018) for Procurement Guidelines.
- 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.

### **Exhibit G Supplemental Budget- Section I: Equipment, cont.**

- 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 II Subrecipient**

- If an applicant plans to sub-award funds to a subrecipient to carry out a portion of the grant services, the Supplemental Budget (Exhibit G), Section III: Subrecipient must be completed.
- The Service Provider Name column must list the subrecipient's name.
- The Subawarded 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 Subawarded Amount column and select "Update Field" to populate the total award for each amount listed in the Subawarded Amount column.

### **Exhibit G Supplemental Budget- Section III: Contractor**

- 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(s) cost for each service listed in the Description-Type of Service column.
- The Service Provider (If Known) column must list the contractor's name 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 I Project Work Plan**

- Enter each quarter's objectives, activities, and major milestones in column A.
- Column A may be used to describe the following, as applicable to the project: Start-up Activities, Convenings, Virtual CoP Meetings, Program Assessment, Trainings, Development of Open-Data Resource, Performance Activities, Quarterly Status Reporting, Closeout Activities, and Other.
- Enter estimated dates or date ranges for each activity in Column B.
- To add rows, place the cursor between lines at the far left side of the table until the blue plus sign appears, then select the plus sign (+).
- The Deliverables column should list the expected results (for example, specific improvements in the workforce or service delivery system) of each item in the Activities column.
- The Outcomes column should describe the benefits participants will derive from participating in the planned activities.
- List the responsible partner(s) that will be implementing the activity(ies). To add rows, place the cursor between lines at the far left side of the table and select the "+" symbol.

### **Exhibit J Partner Roles and Responsibilities**

- List all partners in the Organization column under the heading the partner corresponds to.
- To add a row for additional partners, hover over a row in the far left and select the "+" symbol. Then copy and paste the preformatted rows into the newly added rows using the paste option "Overwrite Cells."
- Enter the contribution amounts pledged in the required commitment letters in the Cash/In-Kind Contribution Amount column.
- Right-click "Update Field" to populate the Total Cash/In-Kind Contribution cell.
- Roles and responsibilities should be clearly summarized in terms of specific tasks, services, or support partners will provide for each organizational type.
- A more in-depth description of roles and responsibilities can be provided in the Project Narrative.
- List the funding source under the Fund Source column for partners providing leveraged funds.
- Check "Yes" in the Partnership Agreement Letter column if a partner provided a partnership agreement letter.

## **Commitment Letters**

There is no requirement to provide this project with leveraged funds such as cash and in-kind contribution. Applicants are encouraged to provide a letter to verify the dollar amount and sources of contributions from each entity pledging cash or in-kind resources to the project. The letters should clearly define the parameters of the contribution and include the exact cash amount or an estimate of the in-kind dollar amount of the contribution. These letters' individual amounts and totals 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. If a partner or partners contribute, the applicant is encouraged to provide a letter that conforms to the stated guidelines.

Optional Commitment Letters should contain the following:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from or enhance what already exists locally.
- Sign each letter by an authorized signatory representative of the partner agency with the contact name, title, and telephone number.
- Date each letter within the grant competition period between December 5, 2022 and January 5, 2023
- Submit together in one continuous PDF entitled “[Applicant Name] ETPF TA PY 22-23 Commit Letters”. For example, “ABCOrg ETPF TA PY 22-23 Commit Letters”. Names must not exceed 40 characters.

**Note** – If one organization provides cash/in-kind contributions for several aspects of the project, provide a clear, easily identifiable total. (For example, the Program Manager’s time has an estimated value of \$10,000. Our organization will also donate facilities for training valued at \$5,000. We will provide laptops for virtual training and distance learning valued at \$25,000. The total value of our organization’s in-kind contribution is \$40,000.)



### **Partnership Agreement Letters**

Applicants must submit Partnership Agreement Letters from all partner that clearly identifies the partner organization type. All letters must be submitted together in one continuous PDF entitled “[Applicant Name] ETPF TA PY 22-23 Partner Letters”. For example, “ABCOrg ETPF TA PY 22-23 Partner Letters.” Names must not exceed 40 characters. Applicants are encouraged to create a Table of Contents (TOC) to identify the type of partner letters included in the PDF file. Refer to the TOC and Partnership Agreement Letter samples on Pages 15-17 to ensure that each partnership agreement letter contains the following:

- Identify the partner organization type in each letter.
- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from what already exists locally.
- Describe the extent of the partnership and its anticipated outcomes.
- Date each letter within the grant competition period between December 5, 2022, and January 5, 2023
- Identify an agency contact person and telephone number.
- Sign each letter by an authorized signatory representative of the partner agency.

Applicants must submit agreement letters from each of their recommended partners. If the applicant is one of the partners and/or provides required cash or in-kind contributions or leveraged resources, they must provide their own letter to document the commitment. See Appendix A for more information on submitting partnership agreement letters. Applications that do not attach the partnership agreement letters from each partner will be deemed non-responsive.

Equity Target Population Fund Technical Assistance  
Program Year 2022-23 Partnership Agreement Letters  
Table of Contents

**Workforce Partners**.....  
XYZ Organization/ Title I Local Area.....13  
**Education and Training Partners**.....  
123 Adult School.....14  
**Employer Partners**.....  
Building Co-Construction.....15  
**Community-Based Organization Partners**.....  
Connect Resource Center.....16

SAMPLE

XYZ Organization Letterhead  
1234 Any Place  
Anytown, CA 95555

December 5, 2022

Workforce Services Branch, MIC 88  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

Subject: Equity Target Population Fund Technical Assistance Program Year 20XX-XX-Title I  
Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter serves as evidence that XYZ Organization is the Title I partner for (Name of applicant organization) for the Equity Target Population Fund Technical Assistance Program Year 20XX-XX grant. XYZ has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

XYZ Organization provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. XYZ has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation).

XYZ will provide (target population) served by (Applicant) with access to all America's Job Centers of California (AJCC) services and the opportunity to receive additional services, including:

- Career assessment and counseling
- Career exploration workshops
- Referrals to education/training programs
- Job search assistance
- State approved training programs

Sincerely,

*Jane Doe*

Jane Doe, Executive Director  
XYZ Organization

123 Adult School Letterhead  
7894 This Place  
Funkytown, CA 95554

December 23, 2022

Workforce Services Branch, MIC 88  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

Subject: Equity Target Population Fund Technical Assistance Program Year 20XX-XX- Education Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter serves as evidence that 123 Adult School is the Education partner for (Name of applicant organization) for the Equity Target Population Fund Technical Assistance Program Year 20XX-XX grant. 123 has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

123 Adult School provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. 123 has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation).

123 will provide the following but is not limited to:

- Assist in curriculum design
- Provide students personalized education plans, career training and life skills development
- Provide insight into (target populations) employment needs
- Commit to hiring qualified program candidates

Sincerely,

*Joe Shmoe*

Joe Shmoe, Executive Director  
123 Adult School  
Building Co Construction Letterhead  
4567 Palace Avenue

Uptown, CA 95551

December 29, 2022

Workforce Services Branch, MIC 88  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

Subject: Equity Target Population Fund Technical Assistance Program Year 20XX-XX-Employer  
Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter is evidence that Building Co Construction is the employer partner for (Name of applicant organization) for the Equity Target Population Fund Technical Assistance Program Year 20XX-XX grant. Building Co has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

Building Co-Construction provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. Building Co has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation). Building Co will provide (target population) served by (Applicant) with access to the following but not limited to:

- Provide an effective model of job readiness and training
- Offer apprenticeships, internships, and paid job experience
- Provide employment opportunities for qualified workers

Sincerely,

*John Smith*

John Smith, Executive Director  
Building Co-Construction

Connect Resource Center Letterhead  
1478 Lotus Drive  
Motown, CA 95558

December 30, 2022

Workforce Services Branch, MIC 88  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

Subject: Equity Target Population Fund Technical Assistance Program Year 20XX-XX-  
Community-Based Organization Partner Agreement Letter

Dear EDD Review Committee,

This Partnership Agreement Letter serves as evidence that Connect Resource Center is the Title I partner for (Name of applicant organization) for the Equity Target Population Fund Technical Assistance Program Year 20XX-XX grant. Connect has worked closely with (Applicant) since 20XX to assist (target population) and is committed to continuing our partnership with (Applicant).

Connect Resource Center provides job seekers with re-employment assistance and connects them with workforce development programs and supportive services. Connect has been providing services to (target populations) for XX years and has extensive experience (provide any additional explanation). Connect will provide (target population) served by (Applicant) with access to the following services but not limited to:

- Referrals to education/training programs
- Individual counseling
- Legal services
- Workforce development support
- Child care
- Housing placement assistance
- Other wrap-around supportive services

Sincerely,

*Tim Turner*

Tim Turner, Executive Director

Connect Resource Center

## **Appendix B: WIOA 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 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 (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program
10. Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America’s Job Center of California<sup>SM</sup> (AJCC) must provide “meaningful assistance” to individuals seeking assistance in filing a UI claim. The term “meaningful assistance” means:
  - 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 C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget 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 outlined 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 leveraging funds 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 deciding whether or not a cost would be considered allowable.

The legend key below and the definitions are intended to help the user understand whether a cost item is allowable.

**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

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 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	<a href="#">200.421</a>	
2	Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3	Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4	Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5	Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6	Bad debts	U	U	U	<a href="#">200.426</a>	
7	Bonding costs	A	A	A	<a href="#">200.427</a>	
8	Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9	Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10	Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11	Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12	Conferences	A	A	A	<a href="#">200.432</a>	
13	Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14	Contributions and donations	U	U	U	<a href="#">200.434</a>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	

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

#	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	

#	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
51	Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
52	Training and education costs	A	A	A	<a href="#">200.472</a>	
53	Transportation costs	A	A	A	<a href="#">200.473</a>	
54	Travel costs	AC	AC	AP	<a href="#">200.474</a>	
55	Trustees	A	A	NS	<a href="#">200.475</a>	

## Appendix D: Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of 7.5 percent. As stated in Code Federal Regulations (CFR) 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. “The administration costs are expenditures incurred by direct grant recipients, 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 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 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 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 Solicitation for Proposals (SFP):

- **America's Job Center of California<sup>SM</sup> (AJCC)**  
Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**  
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Community Colleges Economic and Workforce Development (CCEWD)**  
Industry-specific services, grant-funded initiatives, and technical assistance to support business growth
- **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 (CDE)**  
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)**  
Opportunities for Californians to gain employable lifetime skills and provide employers with a highly skilled and experienced workforce while strengthening California's economy
- **California Department of Rehabilitation (DOR)**  
Services and advocacy for employment, independent living, and equality for individuals with disabilities
- **California Department of Social Services (CDSS)**  
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 DEA SFP. This site contains or 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](#))**
- **CalJOBS<sup>SM</sup> ([CalJOBS](#))**  
The CalJOBS<sup>SM</sup> system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to search for jobs easily, 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 significant 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 ([DB 101](#))**  
Gives tools and information on health coverage, benefits, and employment
- **Division of Apprenticeship Standards ([DAS](#))**  
Apprenticeship programs’ search
- **Final Rule ([Uniform Guidance](#))**  
Uniform Guidance applies to all Federal awards (i.e., funds awarded under this SFP)
- **Labor Market Information ([LMID](#))**  
Find labor market information industry/business that can be useful in preparing your 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
- **DAS ([Pre-apprenticeships](#))**  
Information on the quality elements of a pre-apprenticeship program

- **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 ([DOL ETA](#))**  
The U.S. DOLETA is the federal agent for the WIOA program
- **Workforce Development Solicitation for Proposals ([SFP](#))**  
The WIOA SFPs and related information can be accessed from the EDD’s SFP page
- **WorkforceGPS ([WorkforceGPS](#))**  
An integrated workforce system network sponsored by the DOL Employment and Training Administration
- **Workforce Innovation and Opportunity Act ([WIOA](#))**  
The Act governing the funds made available in this SFP

## Appendix F: CalJOBS<sup>SM</sup> 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 the table): Meadco ScriptX ActiveX 7.4/ Object <sup>1</sup> / Microsoft Silverlight 3 <sup>2</sup> 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 the 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](#)
-  [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, specific 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+	<a href="#">Adobe Acrobat Reader</a>
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	<a href="#">Meadco ScriptX</a>
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:  <a href="#">2012 MS RSClientPrint Instructions</a></p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.            A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p><a href="#">DynamSoft</a>            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 when 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 frequently attached as 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 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, 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 to version 4.3.1

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, such 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 browser versions, your browser should be updated to avoid compatibility issues.