NOTICE OF AVAILABILITY OF FUNDS

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

Workforce Innovation and Opportunity Act
Employment Social Enterprise Program Year 2022-23

Solicitation for Proposals

March 2023

Proposal Package Instructions and Exhibits

The following contains the required exhibits for the Program Year 2022-23 (PY 22-23) Employment Social Enterprise Program (ESE) 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.

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

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I. Overview

The Employment Development Department (EDD), on behalf of the California Labor and Workforce Development Agency (LWDA), announces the availability of up to $10 million in the *Workforce Innovation and Opportunity Act* (WIOA) Governor's discretionary funds for the Employment Social Enterprise (ESE) Program Year 2022-23 (PY 22-23) Solicitation for Proposals (SFP). The ESE PY 22-23 grants will be awarded to design, develop, and implement programs to provide enhanced transitional employment services and support those facing significant employment barriers. The ESE will promote job training opportunities and transitional employment through social enterprise programs for the hardest-to-serve individuals to provide economic self-sufficiency and life stability.

A. Purpose

The ESE PY 22-23 grant competition solicits proposals that will build on existing Employment Social Enterprise (ESE)[1] programs and/or collaborate with the state's successful ESE programs that have a proven track record of assisting people who face significant barriers to employment to acquire job-readiness and vocational skills, get jobs, stay employed, and build better lives. This program will build on the success of the ESE program model as the first step to employment stability and success for the target populations as a priority program intervention. The programs will also coordinate with the state efforts across multiple agencies and departments to increase access and retention of transitional employment through Social Enterprises (SE)[2] to support recruitment, wrap-around support, case management, and job placement of the participants in the ESE program.

The ESE also seeks innovative projects that demonstrate effectiveness in providing jobs, support services, and on-the-job (OJT) training while earning revenue from delivering products and services that they reinvest in people. By selling high-quality products and services and investing the money they make in their businesses and their people by providing good, paying jobs and vital support services that help their employees bust through barriers to employment. To this end, the ESE will focus on the first step to transitioning participants into the workforce by placing individuals into employment, typically in a supported employment setting, to help them earn wages while building work experience, improving job skills, and providing supportive services and wrap-around support such as housing, access to childcare, mental health services, job coaching, and much more. When employees are ready, ESEs will help them find and keep their next good job[3] and continue building on their success.

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[1] Employment social enterprises (ESEs) are businesses achieving transformative social impact-providing jobs, training, and support to people breaking through barriers to employment.

[2] Social enterprises (SEs) are competitive, revenue-generating businesses with a clear social mission to hire and train people who are striving to overcome employment barriers including homelessness, incarceration, substance abuse, mental illness, and limited education.

[3] Detailed information relating to the Good Jobs Champions Group definition can be found on the Aspen Institute website.

ESE programs are encouraged to propose and test innovations and work with their partners to support transitional employment, education, job training, upskilling, and placement programs, which are critical for long-term stability and success.

B. Availability

Applicants may apply for funding of up to $2,000,000. The EDD anticipates awarding between 5-10 projects. The state may choose to exceed the maximum amount for awards based on the availability of funds. The period of performance (POP) for projects funded under this SFP will be between 18 to 24 months, with an anticipated start date of June 1, 2023, and an end date no later than March 31, 2025. This POP includes all necessary implementation and start-up activities. Grant funds will not be available for longer than 24 months. No obligation of funds will be allowed before or beyond the grant POP. Any funds not expended for budgeted grant activities during the grant agreement shall be returned to the state.

C. Target Populations

Applicants may choose to serve population(s) based on the service area's needs, including but not limited to the individual with a barrier to employment listed and defined below.

1. Justice-involved Individuals[4]

A justice-involved individual is defined as an adult who (a) 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) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

2. Disconnected Young Adults[5]

For this SFP, disconnected young adults are people who meet the criteria for WIOA-eligible out-of-school youth ages 18-24 and are disconnected from school and work.

3. Long-term-unemployed individual[6]

Long-term unemployment refers to the number of previously employed people in the United Sates who have been facing unemployment for at six months.

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[4] WIOA Public Law 113-128, Section 3(38)(a) and (b)

[5] WIOA Public Law 113-128, Section 129(a)(1)(B)

[6] The term "unemployed individual" means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for purposes of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

4. Older workers

The term "older individual" means an individual age 55 or older.

5. People with Disabilities (PWD)[7]

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

6. Veterans[8]

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. Individuals must belong to one of the following priority groups to be eligible to participate. Each group has different characteristics; however, individual veteran participants can belong to more than one group: campaign, disabled, recently separated, veterans with significant barriers, and other covered veterans.

7. English Language Learners (ELL)

The WIOA Title II defines an English language learner, Section 203(7), as a person who has limited ability in speaking, reading, writing, or understanding the English language and (a) their native language is a language other than English, or (b) they live in a family or community environment where a language other than English is the dominant language.

C. Eligibility

Applicants: ESEs or ESEs providers collaborating with the public workforce development system (WSD) and human service partners, non-profit organizations, and Community-Based Organizations (CBOs) are eligible to apply.

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[7] 42 U.S.C. Section 12102 1(a)(b)(c)
[8] 38 U.S.C. Section 101

Definition of Eligible Applicants

Employment social enterprise means a nonprofit or for-profit organization that meets all the following requirements:
- organized as a social purpose corporation or a benefit corporation, or as an organization incorporated within a larger organization.
- demonstrates evidence of a mission to provide and access employment and social support with OJT and life skills training to a direct labor the force comprised of individuals with a "barrier to employment," as that the phrase is defined in Section 3102 of Title 29 of the United States Code, as that section read on January 1, 2021
- evidence-based and utilizes data-driven policies in implementing procedures and measuring outcomes
- produces or assembles goods or provides services, or a combination of both

Participants: All individuals must be at least 18 years of age and meet WIOA Title I eligibility requirements to participate in the ESE PY 22-23 program.

Collaborative Partners: This grant program seeks innovative projects that increase access to employment and retention of stable jobs for the target populations by focusing on ESEs, with collaborative partners as needed, to enhance the project's success. Applicants are strongly encouraged to collaborate with other ESEs, public WSDs, human service partners, and CBOs to support participants in completing education and training programs and provide case management, wrap-around, supportive, and follow-up services.

All applicants are encouraged to work with the organization(s) providing SE programs in the service region(s) and provide a connection the workforce development system (WDS) partners such as:
- A Title I Local Area in the service region(s)
- A Title III Wagner-Peyser local office in the service area

Applicants serving veterans are encouraged to partner with the following:
- Title III Wagner-Peyser Local EDD Jobs for Veterans State Grant staff
- Applicants serving homeless PWD must partner with the following:
- Title IV Vocational Rehabilitation
- Department of Rehabilitation

Applicants serving justice-involved individuals are encouraged to partner with the following:
- County or California Department of Corrections and Rehabilitation probation or diversion programs such as drug courts, veterans' courts, community courts, or other specialty courts, as well as the Prison to Employment initiative to strengthen linkages between the state workforce and corrections systems

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Applicants serving PWD must partner with the following:

- o Title IV Vocational Rehabilitation (VR)
- o Department of Rehabilitation (DOR)
- o Title III Wagner-Peyser local EDD Youth Employment Opportunity Program (YEOP) for specialization in serving youth with disabilities

Partnerships with other ESE Employers

Applicants should develop strategic partnerships with other ESE employers to provide outreach and assist ESE participants with next good job placement into competitive employment by a) identifying employers willing and able to work with ESE participants; b) seeking out employers who provide good jobs, such as those that are full-time, pay high wages (including benefits), have a long or indefinite duration, and/or are in occupations with clear career pathways.

Other Partners

ESEs are well-positioned to partner with (and build) programs that develop in-demand credentials through Registered Apprenticeship Programs or industry-aligned pre-apprenticeship programs. Therefore, the state also encourages applicants to create partnerships with: (i) human service programs9; (ii) CBOs; (iii) HRTPs; (iv) the Division of Apprenticeship Standards (DAS) or other apprenticeship initiatives; (v) Other State Plan partners; (vi) other WIOA programs; (vii) personal support provider (PSP)10; (viii) education and training provider(s) in the service region or same industry sector as the ESE; (ix) special grants such as the Prison to Employment 2.0 Regional Partnership (P2E 2.0); and (x) additional initiatives beyond those required by the program, whenever such additional partnerships are both feasible and relevant to the project. Robust applications will clearly articulate how ESEs and their partners execute each program phrase successfully.

II. Project Design

Individuals with significant barriers to employment face challenges that make employment a goal that can seem unattainable; therefore, a job means much more than a paycheck; it means independence, self-confidence, and security. For employers, hiring individuals in the target populations can provide loyal employees who often improve productivity and staff morale; however, adults face several barriers that make finding and maintaining employment challenging. Barriers include but are not limited to mental health challenges, substance use, and addiction; physical or mental disabilities; and lack of vocational skills or training; long-term

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[9] Human service programs can include CalWORKs, CalFresh, CalFresh Employment and Training (E&T), Refugee Programs, and other programs under the health and human services umbrella. CalFresh E&T does not exist in all counties.

[10] Personal support providers provide supportive services to participants to help them stay employed or engaged in education and training and incentivize participants through regular reporting and incentive payment for providing proof of employment or training.

unemployment. These barriers can be solved through transitional employment through ESEs that provide these individuals with jobs, support services, OJT training while earning wages, and support their job retention through unique and comprehensive services.

Therefore, the ESE project design must describe an approach to identify, reach out to, and address the barriers and needs of these specific populations to provide them with the employment and supportive services they need. Also, people transitioning into employment usually have difficulty entering living wage jobs immediately. These ESE projects can provide help to those with significant barriers to employment to gain work experience, develop soft and hard skills, achieve stability in their lives, and transition to unsubsidized employment with a living wage and/or a career ladder to good-quality jobs as outlined in the CWDB's 2020-23 Unified Strategic Workforce Development Plan (State Plan).[11] To support ESE goals, applicants must design programs to include outreach, marketing, and retention strategies that are inclusive to attract and effectively serve the target populations.

A. Goals and Objectives

The ESE program aims to place employment at the heart of the program strategy to transform how people with significant barriers to employment can transition into the workforce. The proposed program model will build on the success of the state's mission-driven businesses focused on hiring and assisting the target populations who face barriers to employment to acquire employment stability and success by providing funding for the outreach to program participants, support and case management services, and job placement into jobs. The ESE project will support recruitment, wrap-around/case management support, and career advancement to supplement business revenue generated by the social enterprise. The goals of this program should focus on building the capacity of ESEs to provide support services to participants to increase retention and success in the program. Successful projects will expand the scale and reach of the ESEs by leveraging business revenue to cover the wages of the participants in the program.

Applicants are encouraged to consult the State Plan to ensure their projects align with the state's workforce development goals. California can expand ESEs that address the inequities that have disproportionately impacted this grant's targeted populations. Applicants must demonstrate how their project will direct existing resources and efforts in new and effective ways to serve the target populations. Successful proposals will explain how the project is replicable, scalable, and sustainable at the regional or systemic level. The lessons learned will be shared with local workforce development boards, the Regional Planning Units (RPU), the state, and other stakeholders to create lasting change and improvements in the workforce system.

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[11] The State Plan emphasizes the establishment and expansion of a High Road workforce system that prioritizes job quality, equity, worker voice, and environmental sustainability. See the High Road Training Partnerships and High Road Project Profiles webpages for examples of innovative projects that align with state goals.

B. Strategies

The overall strategies of the ESE should provide opportunities for innovation, testing new approaches, and adapting best practices to provide the target population(s) with work readiness skills to prepare the participants for employment, as well as vocational skills training to prepare the participants for their next good job. Competitive projects will offer skills training programs through ESE programs designed to build skills for good jobs that pay at least a living wage based on the [Massachusetts Institute of Technology](#) (MIT) living wage standard for local regions. In pursuit of these goals and strategies, applicants may: (i) create new tools, (ii) borrow methods from other disciplines, and/or (iii) apply models from other sectors or population-specific strategies to achieve the desired outcomes.

The ESE intervention strategies should consist of but not be limited to providing work experience; employment supports and services, while employed, designed to help participants sustain employment, including (i) job-readiness skills training, job search assistance, and career counseling; (ii) training to build vocational, and/or technical skills; (iii) work supports, clothing, transportation, or housing assistance. Life stability supports while employed should include (i) financial education; (ii) food security (for example, food pantries, reduced-price meals, nutritional education); (iii) access to public benefits and tax preparation; post-employment support services after leaving the ESE program, including (i) retention support after the transition into the next good job. To ensure the quality, effectiveness, and delivery of the projects being funded, competitive proposals should include: (i) strong outreach, marketing, and retention plans (ii) equal access; and (iii) the implementation of evidence-based strategies that provide a holistic suite of wrap-around support and case management with a trauma-informed approach designed to address the needs of the workers in the target population.

C. Job Readiness Training and Employment Services

Through the ESE and strong collaboration with partners, the program will assess each participant's job readiness and provide customized support to foster positive job placement outcomes. This support includes interview prep, job search, resume building, computer proficiency, and strengthening commutations skills designed to address the needs of the target population(s) are essential elements of this program. Based on a solid outreach plan, the ESE must focus on providing transitional employment services that place individuals into employment, typically in a supportive employment environment, to help participants earn wages while preparing them for unsubsidized employment by building work experience and improving job skills. Applicants must help workers achieve sustained employment and earnings gains (toward economic self-sufficiency) and enhance quality. Employment at the ESE allows participants to build their skills and confidence in a supportive environment while earning a paycheck.

D. Supportive Services, Wrap-Around Support, and Case Management

The ESE projects will also offer a holistic suite of wrap-around support, case management, and supportive service interventions designed to address the needs of the target populations to bolster long-term employment stability. Support services might include help with childcare, housing, transportation, financial literacy, or mental health counseling. Wrap-around support and case management should have a trauma-informed approach tailored to the individual's cultural, personal, educational, and professional needs to ensure and professional needs to ensure full engagement in education, credential attainment, upskilling opportunities to increase the likelihood of job placement, and retention in higher-wage jobs. As well as wrap-around support that will be provided to transition participants to unsubsidized employment, higher education, or credential attainment in the future.

Below is a list of examples of the workforce and supportive service interventions that have been piloted in other successful ESE program collaborations that meet the requirements listed above:

- **System-level services** led by the program's partners are designed to increase the coordination of participant-level services across partner agencies. For example, organization partners can provide guidance, training, and tracking systems for partners to implement the program's approach of co-enrolling participants immediately into transitional employment services at their SE and into either WIOA Adult or Youth program services at their WDS partner.
- **Transitional job placement** by creating multiple training and employment options for participants at the ESE with transitional employers more friendly to hiring individuals from the target populations (bridge employers).
- **Training and assessment services** include (a minimum of) 300 hours of OJT and any specialized training that accompanies it (at SE and WDS partners). These services may also include work readiness training delivered through classes and OJT during transitional employment (at SE and WDS partners)
- **Supportive services** are provided by SE, WDS, and PSP partners (or indirectly through a referral) and coordinated through case managers at each partner agency.
- **Job placement services** delivered by SE and WDS partners and intended to help participants identify and obtain long-term employment with either competitive or bridge employers after completing ESE employment.

III. Budgeting and Performance Requirements

A. Funding Request

Applicants may apply for funding of up to $2,000,000 to serve the target populations. The target populations with high barriers will require more intense support and be more expensive to help; therefore, applicants may serve any number of participants but must provide a reasonable and necessary cost per participant. The average price per participant may vary based on geographic location, target population, service type, and intensity. These funds will support projects that can leverage other resources to maximize the project's impact, earn the maximum return on investment, and foster project replication and sustainability.

B. Leveraging Funds and Resources

Applicants must demonstrate the ability to leverage at least 20 percent of their budget with funds or services from other sources, ideally business revenue from the ESE. The leverage needed for funds is based on the total grant funding requested. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the project's success. Leveraged resources can come from a variety of sources, including but not limited to: (i) businesses, including revenue from ESE business enterprises, (ii) industry associations, (iii) labor organizations, (iv) CBOs, (v) education and training providers, and/or (vi) federal, state, and local government programs. The leveraged funds may include other WIOA 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 WSD 19-05 Subject: *Monthly and Quarterly Financial Reporting Requirements* (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.[12]

Leveraged 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.

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[12] All Workforce Services Directives cited in this SFP can be found on the EDD website.

C. Allowable Uses of Funds

Applicants must spend most of the grant funds on projects that provide job readiness training, employment services, supportive services, wrap-around support, and case management to help participants earn wages while preparing them for transitional employment by building work experience and improving their job skills. The proper and improper use of grant funds is governed by: (i) the WIOA and its associated federal regulations, (ii) state and federal directives, and (iii) the Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements. Refer to Appendices B, C, and D for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

D. Administrative Cost Limits

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Refer to Appendix D for the definition of administrative costs.

IV. Application and Program Requirements

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

A. Required Exhibits and Attachments

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

*Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFR200, and a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted with the application package to be considered for funding.

B. Registration with the System for Award Management (SAM)

Applicants must register with the SAM to apply for and receive funding for this initiative. **Note**: SAM registration must be reviewed and updated every 12 months to keep accounts current, accurate, and complete in the SAM database. To remain eligible for funding, applicants must maintain an active registration in the SAM database. Applicants must ensure the SAM registration information is current before submitting an application for funding. The registration and/or renewal process can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. The applicant must have all information up to date and accessible through the SAM before submitting the application. Visit the SAM website for more information about registration requirements.

C. Partnership Agreement Letters

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

D. Commitment Agreement Letters

Applicants must 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 contribution parameters 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 Exhibit J's. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners contribute, the applicant must provide a letter that conforms to the stated guidelines.

Regardless of the source, all leveraged funds must be documented in a commitment agreement letter supplied by the funding agency. If the lead applicant is providing contributions, the applicant organization must provide a letter that conforms to the stated guidelines. Contributions mentioned in the narrative or documented in exhibits will not be considered official if no commitment letter is included to verify the leveraged funds.

E. Performance Goals

Applicants can reference the state's negotiated performance goals as a point of reference for creating performance goals for the project. Refer to Appendix A, WSIN21-51, Subject: *State Negotiated Performance Goals PY 22 and 23* (June 14, 2022), and WSIN21-14, Subject: Local Area *Negotiated Performance Goals PY 22 and 23* (October 13, 2022) for more information about performance goals.

In addition to the WIOA performance measures, the state requires subrecipients to track total participants enrolled in education, training, and employment. For this SFP, the applicant is

encouraged to employ or place participants into jobs with ESEs leading to long-term employment stability as measured by the program outcomes outlined below. Applicants should tailor performance goals to the project needs and employ the ESE participants with wages that meet or exceed the local MIT living wage standard. The project narrative explanation of performance goals must reflect a data-driven local/regional economic analysis that supports the proposed project performance outcomes goals.

Measurable employment and job quality outcomes outlined in the project plan should include the following:
- Number of participants who entered employment in the ESE program
- Median Earnings of participants during employment in the ESE program
- Hourly wages met or exceeded earnings compared to MIT's Living Wage during employment at the ESE or in "next step" jobs
- Average Number of hours worked during the ESE program
- ESE employment retention rates 3,6 and 12 months
- Number of Participants who received job benefits during employment
- Number of participants who transitioned into the next good job at a higher wage than ESE employment (or hourly wages that meet or exceed the local MIT Living Wage
- Number of participants who transitioned to higher education
- Number of participants who completed higher education during the grant period
- Number of participants who enrolled in credential programs
- Number of participants who received credential attainment at or above 55% during the grant period

F. Collaboration with the EDD

The EDD requires key project staff to attend mandatory quarterly meetings. The EDD Special Initiatives Support Team is responsible for grant administration and oversight. Key project staff must work closely with the EDD team for technical assistance, CalJOBS^{SM} training, and guidance during start-up, implementation, and the grant POP. Applicants must also participate in the community of practice meetings and other activities organized by external technical assistance and evaluation providers selected by the EDD to provide technical assistance and evaluate projects. See section VII.C. of the SFP for more information.

V. Submission

Only one proposal will be accepted by each applicant. If EDD receives more than one application from one applicant, only the first one received will be accepted, while the others will be disqualified.

A. Submission and Format

The applicant must electronically submit the proposal package as a ZIP file to WSBGrants@edd.ca.gov with the subject line "[Applicant Name] ESE PY22-23 Proposal." The proposal package, including all elements and the Cover/Signature page with the electronic signature of the signatory authority, is due by 3 p.m. on Monday, May 8, 2023. The Project Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word.

- o Documents must be saved according to the following naming convention: "[Applicant Name] ESE PY22-23 [Name of Document]".
- o 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.

- o The Cover/Signature page must be saved according to the naming convention: "[Applicant Name] ESE PY22-23 CoverPage".
- o Letters should be grouped by category and submitted as two separate PDFs with the following naming conventions: "[Applicant Name]ESE PY22-23 CommitLetters" and "[Applicant Name] ESE PY22-23 Partner Letters".
- o The applicant may utilize an acronym for their organization if desired. File names must not exceed 40 characters.
- o Submit any additional binding documents and Creative Commons Attribution License verifying Documents (if applicable) in Adobe PDF.

B. Important Dates and Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	March 27, 2023
Last date to submit questions for the webinar	April 5, by noon PT
Deadline to preregister for the webinar	April 11, 2023, at 10 a.m. PT
Informational Webinar	April 11, 2023, at 10 a.m. PT
Notice of Intent to Apply	April 20, 2023, by noon PT
Proposals due	Monday, May 8, 2023, by 3 p.m. PT
Proposal review and evaluation	May 15, 2023-May 19, 2023,
Deadline to appeal	May 16, 2023
Award announcements	June 2023
Estimated project start date	June 2023

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

C. Questions and Answers

An informational webinar is scheduled on April 11, 2023, at 10 a.m. PST to review application requirements and answer questions. The webinar will be the applicant's final opportunity to ask specific questions about the SFP and the application process. Preregistration is required for all participants. Refer to the EDD's Workforce Development Solicitation for Proposals website for the preregistration link. To complete the preregistration, an applicant must fill out the pre-registration information. After successfully preregistering, a system-generated email will provide the webinar link. Before submitting questions, applicants must thoroughly review the SFP and the Proposal Package Instructions in Appendix A.
Submit inquiries for the webinar to WSBGrants@EDD.ca.gov with the subject "ESE PY22-23 SFP Inquiry". Questions must be received before noon PST on April 5, 2023. Since the webinar will not be recorded, the attendees will receive a webinar summary of the content and Q&As via email within 1-2 days following the webinar. A compiled list of all the questions and answers received before, during, and after the webinar will post to the EDD website approximately one week after the informational webinar.

D. Delivery

Applicants must submit a complete proposal package with all required elements to WSBGrants@EDD.ca.gov signed by the signatory authority as stated in the resolution for signatory authority by Monday, May 8, 2023, by 3 p.m. PT. Refer to Appendix A for further guidelines on electronic submission and IV. D. Agreement and Contracting for the signatory authority requirements for the Subgrant Agreement (contract).

Refer to Appendix A for further guidelines on electronic submission and IV. D. Agreement and Contracting for the signatory authority requirements for the Subgrant Agreement (contract).

VI. Award and Contracting Process

After the deadline, the EDD will: (i) vet the proposals based on the minimum qualifications established in this SFP and (ii) administer a competitive evaluation for all proposals that meet the minimum qualifications. Funding decisions are based on scoring criteria, performance history, and regional and target population needs. The EDD will notify all applicants regarding the status of submitted proposals. A summary of projects funded under this SFP will be publicly posted on the EDD website.

A. Proposal Review, Scoring, and Evaluation

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

Figure 4: Scoring Rubric

Narrative Criteria	Maximum Points
Section I – Statement of Need	20
Section II – Project Plan	20
Section III – Performance Goals	15
Section IV – Partnerships and Leveraged Resources	10
Section V – Viability of Business Plan and Revenue	20
Section VI – Budget Summary Narrative and Plan	15
Minimum and Other Requirements Total Maximum	**100**

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

B. Appeals Process

A proposal may be disqualified for not meeting the application requirements. Read the SFP carefully and consult Appendix A for detailed instructions on adequately completing and submitting all application elements and ensuring all requirements have been met. An appeal of the disqualification decision may be filed; however, take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline
- Proposals that do not meet the submission deadline or requirements will be deemed incomplete and, consequently, will not be evaluated for funding
- 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 III., IV., and V. of the SFP 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 when 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:

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for the appeal, including citations to the SFP and pertinent documents
- A statement of the relief sought
- Any and all corrective documentation (for example, if a match commitment letter did not contain the exact amount of the match, the applicant must include a new match commitment letter that meets the requirements indicated in the SFP and Appendix A)
- A scanned copy of the statement with an original wet signature of the authorized signatory of the organization
- Appeals must be submitted in PDF form to WSBGrants@edd.ca.gov

The EDD 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 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 June 2023. An award offer does not constitute approval of the application as submitted. The applicant is required to negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

D. Agreement and Contracting

The EDD will contact the subrecipients to finalize the Subgrant Agreement (contract) details. The EDD may request that the contracts incorporate changes to the original project proposals. After all, exhibits are finalized, the awardee will officially enter into a contract with EDD to provide the services and serve the number of participants listed in the contract for the amount awarded. Any unauthorized deviation or non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization to accomplish and that your infrastructure supports the administrative and operational requirements. The state expects contract negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the subrecipient to funding. The EDD reserves the right to terminate any funding offer if a subrecipient does not negotiate in good faith. Subrecipients are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before accepting funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions and the projected work plan.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with federal and state mandates during the approval and contract negotiation process. The Special Initiatives Support Group will guide finalizing the exhibits and verify that all requirements are met to be incorporated into the official Subgrant Agreement (contract). The subrecipients must submit a resolution for signatory authority designating the position having the authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a subrecipient does not comply with the revision process and the terms of the Subgrant Agreement.

VII. Administrative Requirements

To qualify for awarded funds, successful applicants must comply with all administrative and reporting requirements. Applicants that do not comply may be de-obligated. Refer to WSD16-03, Subject: Unilateral De-Obligation (July 20, 2016), for more guidance.

A. Monitoring and Audits

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

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

B. Record Retention

Subrecipients must maintain the sufficient project and fiscal records to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. Subrecipients will retain all records pertinent to the contract for five years from the date of the final payment of the contract unless a more extended period of record retention is stipulated.

C. Reporting

All subrecipients must have access to the CalJOBS^{SM} website to report expenditures, participant information, and outcome data to the state promptly and accurately. Refer to Appendix F: CalJOBS Workstation and Software Requirements for more details. The state will provide training on how to use the CalJOBS^{SM} reporting system. Review Types of Work-Based Learning WIOA Desk References and WSD19-06, Subject: *CalJOBS^{SM} Activity Codes* (December 27, 2019) for guidance on entering grant activity codes. See WSD20-10, Subject: *CalJOBS^{SM} Participant Reporting* (April 8, 2021), for more information regarding participant reporting requirements.

Subrecipients will be required to submit monthly financial and participant reports using CalJOBS^{SM}. Subrecipients will also be required to submit quarterly narrative progress reports (QPR) on the status of the projects, which is a condition of the contract. Failure to properly report may result in cash hold and de-obligation. Refer to WSD19-05, Subject: *Monthly and Quarterly Financial Reporting Requirements* (December 4, 2019), for further information.

D. Closeout

Project closeout reports are due within 60 days of the project termination date. Applicants should include costs associated with closeout activities in the budget plan. Refer to WSD16-05, Subject: WIOA Closeout Requirements (July 29, 2016), for further guidance.

E. Compliance

All funds are subject to state and federal statutory and regulatory requirements, including the WIOA and its associated federal regulations, OMB Circulars, Title 29 of the *Code of Federal Regulations*, and compliance with the Subgrant Agreement.

F. Intellectual Property Rights/Creative Common Attribution License

Subrecipients of a federal award obtain the title to intangible property once acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from the EDD. Further, the DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes (Uniform Guidance Section 200.315[a],[d]). In addition, the DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work as specified by the recipient (DOL Exceptions 2 CFR Section 2900.13). Refer to WSD16-10, Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016) for more information.

G. Public Communications – Certain Information Requirement

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

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. Evaluation

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

APPENDICES

Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required exhibits, mandatory partnership agreement letters, match commitment letters, and optional letters of support are not included in the 15-page limit, which applies only to the narrative. After carefully reviewing the SFP and Appendices, questions regarding the proposal package can be emailed to the EDD staff at **WSBGrants@edd.ca.gov**.

Format and Document Order

The following chart lists the 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.

1. Cover/Signature Page	
2. Executive Summary	
3. Project Narrative – Exhibit A (must include the following sections)	
I. Statement of Need	
II. Project Plan	
III. Performance Goals	
IV. Partnerships and Leveraged Resources	
V. Statement of Capabilities	
VI. Budget Summary Narrative and Plan	
4. Exhibits	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative-A copy of the Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted with the application package to be considered for funding.	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
5. Commitment Letters	
6. Partnership Agreement Letters	

Cover/Signature Page

The Cover/Signature page must be completed and submitted electronically as a PDF document with the electronic signature of the signatory authority designated by the organization applying. Ensure that contact information for both the designated contact person and the authorized signatory authority is correct. Save this document according to the naming convention: "[Applicant Name] ESE PY 22-23 CoverPage". For example, "OrgXYZ ESE 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 naming convention: "[Applicant Name] ESE PY 22-23 ExecSum". For example, "OrgXYZ ESE PY 22-23 ExecSum". File names must not exceed 40 characters.

ESE Programs and Industry(ies) of Focus
- Targeted organizations and industries must be listed alphabetically and adequately capitalized (for example, Advanced Manufacturing, Business Services, Cybersecurity, Healthcare, Information Technology, and Security Services).
- Do not include a narrative in this space.

Counties to be Served
- If serving more than one county, list counties in alphabetical order.

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

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

Outreach Plan for Targeted Populations to be Served
- Provide an abstract of outreach plan highlights (this section should summarize the project outreach
- Use complete sentences and proper grammar.

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

Exhibit A: Project Narrative

The applicant should demonstrate in the Project Narrative how the applicant's project plan will lead to the success of the target population(s). The entire Project Narrative must be written in MS Word using Calibri 12-point font, limited to 15 pages. Anything beyond the 15-page limit will not be considered. The other required exhibits and attachments do not count toward the page limit. Save this document according to the following naming convention: "[Applicant Name] ESE PY 22-23 [Exhibit]". For example, "OrgXYZ ESE PY 22-23 ExA". File names must not exceed 40 characters.

The Project Narrative must include the following seven sections in the following order as indicated in Exhibit A:
  I.   Statement of Need (20 points)
  II.   Project Plan (20 points)
  III.   Performance Goals (15 points)
  IV.   Partnerships and Leveraged Resources (10 points)
  V.   Statement of Capabilities (20 points)
  VI.   Budget Summary Narrative and Plan (15 points)

For each section to be considered complete, applicants must cite supporting data. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), MIT living wage for the local area, local surveys, or any other reliable data source such as consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should reflect the applicant's comprehensive understanding of the issues specific to the target population, demonstrate the need for the proposed project, justify the project's approach, and make a case for the potential for success. The data should also support the focus on the regionally specific impacts on the risk of the target population(s) and/or evidence of best program design practices to support the target population(s). Applicants should use local data sources that illustrate the experience of individuals and specific communities in need, such as analyses of local news articles, to support the other data presented in the narrative.

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.

Section I – Statement of Need (Maximum 20 points)
I.1. Target Region **(Score Range 0–5 points)**
- Describe the target region(s), including an estimated number of the target population(s) in the region(s).
- Describe the unmet needs of the target population(s), including gaps in services.
- Explain how the unmet need was determined and what factors contributed to the unmet need.
- Provide supporting data and sources.

I.2. Target Group Description (Score range 0–10 points)
- Describe the characteristics of the target population(s).
- Describe common and significant barriers to employment, training, and services.
- Identify and describe the supportive service needs.
- Describe basic and occupational skills gaps and needs.
- Provide a clear strategy to address skills gaps and improve the labor market and skills outcomes.
- Discuss current challenges with employment and retention and how the project will address them.
- Provide a clear justification for the project, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population(s) will be addressed.
- Cite data sources.

I.3. Targeted ESE (Score Range 0-5 points)
- Describe the ESE where participants will be trained and placed.
- Indicate the criteria that qualify the target occupations as good quality jobs (as defined on page 1 of the SFP).
- Demonstrate the demand for skilled workers in the target industries in the service region, including how the demand was determined.
- Describe the current and projected employment opportunities in the targeted industry sector(s) and geographic service region, including a forecast of the approximate number of jobs available in the target industries.
- Assess the individual skill levels of the demographic population and compare the skills needed by the industry sector(s) that justify the project's recruitment, training, and employment strategies.
- Provide wage data for specific occupation(s) based on the MIT living wage standard.

Section II – Project Plan (Maximum 20 points)
II.1. Outreach/Recruitment (Score range 0–5 points)
- Identify the culturally relevant outreach and recruitment methods specific to the target population(s) that will be used to recruit program participants.
- Describe the outcomes and lessons learned if the organization or other agency has used this project's outreach and recruitment methods.
- Explain how these outreach methods will ensure equity goals are met.
- Demonstrate how these methods will reach a significant percentage of the target population(s) in a replicable, effective, and timely manner.

II.2. Planned Service Approach (Score range 0–5 points)
- Complete and attach the Project Work Plan (Exhibit I).
- Describe the project work plan and how the objectives, activities, outcomes, and milestones will be achieved.
- Demonstrate how the approach addresses the challenges in the Statement of Need.
- Indicate what best practices will be applied and how building upon them will result in an innovative new approach.
- Describe the services and training used to achieve the planned goals and objectives.
- Describe how the service delivery plan will address the barriers to the target population(s), transition participants into employment, and/or help participants achieve ongoing career advancement and sustainability.
- Demonstrate how services and training will enable participants to increase their vocational and job readiness skills, attain and retain employment, enter career pathways, and advance in the target industries.
- Describe how the project will strengthen collaboration, support co-enrollment, provide clear pathways to employment, and provide support and follow-up services to ensure participant success.
- Explain how the project is replicable, scalable, and sustainable at the regional or systemic level.

II.3. Job Readiness and Transitional Employment Training (Score range 0–5 points)
- Demonstrate a central approach for providing required job skills and one or more certified training and WBL programs during transitional employment to prepare participants for good quality unsubsidized jobs in the demand sector in their region.
- Demonstrate a strategy to utilize or develop pre-apprenticeship, apprenticeships, PWEX, or other WBLs to train for unsubsidized employment.
- Demonstrate that the approach to providing job skills and certified training and WBL programs balances participant and community needs with those of employers.
- Demonstrate how you will provide transitional employment training, including work readiness training delivered through classes and OJT and accompanying work-readiness assessments.
- Demonstrate that the proposed strategy seeks to build the infrastructure necessary to support future WBL, certified training, or job readiness training programs.

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

II.4. Supportive Services and Wrap-Around Support (Score range 0–5 points)
- Explain the strategy to develop capabilities and increase access to training by focusing on target population-specific outreach, staff development, policy development, barrier removal, and intensive case management services.
- Demonstrate a strong collaboration, strategic co-enrollment, equal access, and the implementation of evidence-based strategies that offer a holistic suite of wrap-around support, case management, and supportive service interventions designed to address the needs of the target population(s).
- Demonstrate an approach to provide wrap-around support and case management with a trauma-informed approach tailored to the individual's cultural, personal, educational, and professional needs to ensure full engagement in education, credential attainment, upskilling opportunities that increase the likelihood of job placement and retention in higher wage jobs.
- Explain the type of wrap-around support and case management that will enable participants to focus on learning opportunities. Examples can include but are not limited to providing assessments, access to career navigation training, customized occupational skills training, finding employment opportunities with career ladders, and childcare subsidies.
- Explain the type of pay-for-support services and wrap-around support that will be provided to transition participants to unsubsidized employment or training.

Section III – Performance Goals (Maximum 15 Points)

III.1. Performance Goals Matrix (Score range 0–5 points)
- Describe program outcomes for participants in ESE programs to include:
- Number of participants who entered employment in the ESE program
- Median Earnings of participants during employment in the ESE program
- Hourly wages met or exceeded earnings compared to MIT's Living Wage during employment at the ESE or in "next step" jobs.
- Average Number of hours worked during the ESE program
- ESE employment retention rates 3,6 and 12 months
- Number of Participants who received job benefits during employment
- Number of participants who transitioned into the next good job at a higher wage than ESE employment (or hourly wages that meet or exceed the local MIT Living Wage
- Number of participants who transitioned to higher education
- Number of participants who completed higher education during the grant period
- Number of participants who enrolled in credential programs

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- Number of participants who received credential attainment at or above 55% during the grant period

III.1. Performance Goal Measurements (Score range 0–5 points)
- Describe all planned goals, including participant access to transitional employment services that place individuals into subsidized employment to help them earn wages while preparing them for unsubsidized employment.
- Describe goals for providing one or more training programs that lead to an industry-recognized certification and/or prepare participants for good quality jobs in demand sectors in their region.
- Describe the goals to place SE employment at the heart of the program strategy to transform how the target population can transition into the workforce.
- Describe goals to provide ESE strategies to hire and assist the target population in acquiring employment stability and success through outreach to program participants, support and case management services, and job placement into unsubsidized jobs.
- Describe goals to build the capacity of ESEs to provide support services to participants to increase retention and success in the program.
- Describe the goals to expand the scale and reach of the ESEs by leveraging business revenue to cover the wages of the participants in the program.

III.2. Performance Goal Effectiveness (Score range 0–5 points)
- Identify and describe anticipated employment and job quality outcomes in the in-demand sectors and among the target population(s).
- Describe how the project goals will be measured.
- Provide a baseline to demonstrate the project's impact on the target population(s).
- If a baseline does not exist, state when a baseline measurement will be taken for the project (must have one).
- Describe how the identified outcomes will result in sustained, meaningful partnerships to increase long-term employment with living wages for the target population(s) and create systemic change.
- Describe the data-driven local/regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment.

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Section IV – Partnerships and Leveraged Resources (Maximum 10 points)
IV.1. Partner Roles and Responsibilities (Score range 0–5 points)
- Complete and attach the Partner Roles and Responsibilities (Exhibit J).
- Describe how regional partnerships have been or will be successfully formed with each mandatory partner and other partners or partner agencies committed to good quality job outcomes for participants.
- Explain how partnerships will be used to coordinate and provide services.
- Describe the roles and responsibilities of each mandatory and optional partner in terms of specific tasks, services, or support that will be provided.
- Understanding changing situations, provide a brief statement that ensures a contingency plan to ensure project success (meeting goals) in case any of the partnerships drops or does not come through during the performance period.

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

IV.2. ESE Outreach and Engagement (Score range 0–5 points)
- Describe how the SE employer will be identified and incorporated in developing the sector strategy approach and each project plan part.
- Describe how non-ESE providers will develop strategic partnerships with SE employers to provide outreach and assist with placement needs.
- Describe how the project will identify employers willing and able to work with (the many barriers of) ESE participants.
- Describe the outreach and engagement strategies for seeking out SE employers who provide good jobs, such as those that are full-time, pay high wages (including benefits), have a long or indefinite duration, and/or are in occupations with the possibility of advancement.
- Describe how employers will make it easy for participants to transition into permanent employment.
- Describe how the programs will be modified to include transitional employment opportunities and/or training.

Section V – Statement of Capabilities (Maximum 10 points)
V.1. Capability and Knowledge (Score range 0–5 points)
- Demonstrate or identify opportunities to expand capabilities and knowledge in conducting and administering programs for the target population(s).
- Identify opportunities to use new approaches to serve the target population through new partnerships, staff development, and targeted outreach.
- Demonstrate capacity to collect and report financial and participant performance data as required per the SFP.

- Describe past or present projects that prepared participants for good jobs and how grant funds will build on these experiences.
- Include planned/actual number served, planned/actual placed into employment, planned/actual number trained, types of employment, or other pertinent information relevant to the success of this project.
- Describe past success in preparing participants for good-quality jobs defined in the SFP. Provide concrete performance outcomes.
- If the organization has limited experience and/or capacity, describe how past or current partnerships with higher capacity, more experienced agencies satisfy the requirements in this section.

V.2. Staffing and Organizational Capacity (Score range 0–5 points)
- Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population(s).
- Include the proposed staffing plan for this project and detail staff experience working with the target population(s) in the identified capacity.
- List and describe all key positions that will carry out the project.
- Provide an organizational structure to show the team's competency and ability to meet the administrative requirements of the SFP.
- If staff is not currently identified, describe the process of identifying, hiring, or appointing key staff, the timeline, and the training provided during the project start-up period.
- Describe the organization's capacity to lead all mandatory and optional partners.
- Describe your organization's experience with or training in diversity, equity, and inclusion practices.

Section VI- Budget Summary Narrative and Plan (Maximum 15 Points)
VI.1. Budget Plan (Score range 0–10 points)
- Complete and attach the Budget Summary (Exhibit F).
- If applicable, complete and attach Supplemental Budget (Exhibit G).
- Explain how the proposed costs are necessary and reasonable regarding benefits to participants.
- Demonstrate that most project costs are allocated to providing or connecting to existing certified training and WBL activities, as well as wrap-around support and case management for the benefit of the participants served.
- Demonstrate that the project can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability.
- Demonstrate a minimum of 20 percent leverage funds or services from other sources based on the total grant funding requested.
- Explain how the project will braid funds, leverage human capital, and utilize other resources to maximize the success of the project.

- Explain the variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs that the project will leverage.
- Explain how other WIOA funds will be leveraged within the project's scope of allowable activities of those funds.

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

VI.2. Budget Cost Effectiveness (Score range 0–5 points)
- Complete and attach the Budget Narrative (Exhibit F2).
- The figures in Exhibit F2 must align with Exhibit F.
- The narrative clearly explains all line items in the Budget Summary (Exhibit F).
- Demonstrate that assigned personnel funded by the project has adequate time and resources to achieve project goals and outcomes.
- Identify travel costs for key project staff to attend mandatory quarterly meetings, communities of practice, and other activities planned by the approved TA provider.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items in the Supplemental Budget (Exhibit G) and how they will support the project's goals.
- Explain how the proposed costs are necessary and reasonable regarding benefits to participants.
- Explain how the budget will provide cohort-based training, WBL, wrap support, and case management through partnerships and leveraging funds.

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

Exhibit Instructions

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit all exhibits as Microsoft Word documents with the following title: "[Applicant Name] ESE PY 22-23 [Exhibit]". For example, "UnityOrgXYZ ESE PY 22-23 ExF" for Exhibit F. File names must not exceed 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

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).
  - o In column 1, list each staff position.
  - o 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).
  - o In column 3, enter the staff Fringe Benefit-cost.
  - o 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).

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- **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.
    - o 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.
    - o 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.
    - o In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- **NA- In section H**, enter the total estimated testing and instructional materials expenses. In the indicated space, describe 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, give 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 unavailable through any other source. Provide a detailed description of the specific services that will be provided.
- **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**.
    - ***Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFR200, and a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted with the application package to be considered for funding.
- **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.
- 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 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 Subwarded Amount column must contain the desired subward 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

- Describe the goals of the project in the space provided.
- In the space provided, list barriers or external factors that may affect the implementation of the project or impede the attainment of project goals. Describe the plans to overcome the barriers.
- Enter activities, start and end dates, deliverables, outcomes, and the partner(s) responsible for each anticipated program goal and milestone for each quarter of the project term.
- The Activities column may be used to describe the following, as applicable to the project: start-up activities, business partners selected to hire, outreach and recruitment, screening/enrollment/assessment, work activities (preparation/readiness, PWEX, transitional job, OJT, WBL), employment retention and follow-up, closeout activities, and other.
- Enter estimated dates or date ranges for each activity in the Start Date and End Date columns.
- 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) 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.

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

Commitment Agreement Letters

Applicants must demonstrate the ability to leverage at least 20 percent of their budget with funds or services from other sources. The leverage needed for funds is based on the total grant funding requested. Applicants must 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 contribution parameters 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 must provide a letter that conforms to the stated guidelines.

Regardless of the source, all leveraged funds must be documented in a commitment agreement letter supplied by the funding agency. If the lead applicant is providing contributions, the applicant organization must provide a letter that conforms to the stated guidelines. Contributions mentioned in the narrative or documented in exhibits will not be considered official if no match commitment letter is included to verify the match.

Each commitment letter must 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.
- Be signed by an authorized signatory representative of the partner agency with the contact name, title, and telephone number.
- Be dated within the grant competition period between March 27, 2023, and May 8, 2023.
- Be submitted together in one continuous PDF entitled "[Applicant Name] ESE PY 22-23 Commit Letters". For example, "ABCOrg ESE 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 $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.) Applicants not providing letters verifying leveraged funds will be deemed non-responsive and not be considered for funding.

Leveraged Funds Details

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

Requested Funds: $2,000,000
Minimum Leveraged Funds: ($2,000,000) x (20%) = $400,000

Leveraged resources can be leveraged from various sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may include other WIOA funds, provided this project's scope falls under the allowable activities of those funds. Leveraged funds will be subject to the reporting requirements in WSD19-05 Subject: *Quarterly and Monthly Financial Reporting Requirements* (December 4, 2019) and Title 2 CFR Part 200: Uniform Guidance, Section 200.306.

The definition of "cash contribution" is 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 funding source. The awarded subrecipient has control over and disburses these funds. Examples include but are not limited to, funding received from employers, foundations, private entities, or local governments.
"In-kind contribution" is a contribution of non-cash resources explicitly used for project activities. This type of contribution includes, but is not limited to, donated personnel or staff, services, and use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource, and the value of the space and instruction qualifies as an "in-kind" contribution.

Partnership Agreement Letters

Applicants must submit letters of agreement for any partnerships established in the proposal. Each partnership agreement letter must:

- Describe each partner's specific roles and responsibilities related to the project goals in detail.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.
- Be dated within the grant competition period between March 27, 2023, and May 8, 2023.
- Letters must be submitted in one continuous PDF entitled "[Applicant Name] ESE PY 22-23 Partner Letters". For example, "ABCOrg ESE PY 22-23 Partner Letters." Names must not exceed 40 characters.

Applications not attaching the partnership agreement letters from each partner included in the proposal will be deemed non-responsive and not considered for funding.

Appendix B: WIOA Allowable Activities

The WIOA permits three 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^{SM} (AJCC) must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means the following:

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

- Assisting by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time

- Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under the WIOA

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 include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training

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 being placed in unsubsidized employment and after exiting the project. The follow-up is intended to support the client in retaining employment and improving their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be available, not all registered participants placed into unsubsidized employment will need or want such services.

Appendix C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the WIOA must comply with the OMB Uniform Guidance 2 CFR Part 200 and U.S. DOL exceptions 2 CFR Part 2900. In general, to be an allowable charge under the WIOA, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award

- Be allocable to the award

- Conform to any limitations or exclusions set forth in the award

- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity

- Be accorded consistent treatment

- Be determined in accordance with generally accepted accounting principles

- Not be used to meet cost-sharing or matching requirements of any other federally-financed program (without prior approval from the state)

- Be adequately documented

Below is a high-level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide rather than a final authority for determining whether a cost would be considered allowable. The legend key below, along with the definitions, is intended to help the user understand whether a cost item is allowable or not.

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

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	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24	General cost of government	NS	NS	U/A	200.444	
25	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Proposal costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	

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	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
55	Trustees	A	A	NS	200.475	

Appendix D: Administrative Costs

Under the WIOA, there is an administrative cost limit of 10 percent. As stated in 20 CFR Section 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. "The costs of administration are expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, and local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect."

2. The costs of administration are the costs associated with performing the following functions:

   a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:

   ● Accounting, budgeting, financial, and cash management functions
   ● Procurement and purchasing functions
   ● Property management functions
   ● Personnel management functions
   ● Payroll functions
   ● Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
   ● Audit functions
   ● General legal services functions
   ● Developing systems and procedures, including information systems, required for these administrative functions
   ● Fiscal agent responsibilities

   b. Performing oversight and monitoring responsibilities related to WIOA administrative functions

   c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space

   d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system

   e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and

payroll systems), including the purchase, systems development, and operating costs of such systems

3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:

   a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods

   b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained

   c. Except as provided in item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs

   d. Continuous improvement activities are charged to the administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained

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

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

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

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

Appendix E: Internet Resources

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

- **America's Job Center of California℠ (**AJCC**)**
  Central location for information about Job/Career Centers and related links.

- **California Association for Local Economic Development (**CALED**)**
  Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.

- **California Community Colleges Economic and Workforce Development (**CCCEWD**)**
  The primary system for delivering career technical education and workforce training to Californians.

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

- **California Department of Health Care Services (**DHCS**)**
  Provides services to preserve and improve the health status of all Californians.

- **California Department of Education (**DOE**)**
  Programs available to provide adults with the knowledge and skills necessary to participate effectively as productive citizens and workers.

- **California Department of Industrial Relations-Division of Apprenticeship Standards (**DIR-DAS**)**
  Provides opportunities for workers to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. Contains information on the quality elements of apprenticeship and pre-apprenticeship programs.

- **California Department of Rehabilitation (**DOR**)**
  Services and advocacy for employment, independent living, and equality for individuals with disabilities.

- **California Department of Social Services (**DSS**)**
  Oversight and administration of programs serving California's most vulnerable residents.

- **California Employment Development Department (**EDD**)**
  The EDD is the administrative entity for the WIOA ESP SFP. This site contains links to a wide range of employment and training resources, including labor market information.

- **California's 2020-2023 Unified Strategic Workforce Development Plan (**State Plan**)**
  The State Plan represents an agreement among partners identified in the WIOA and

serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.

- **CalJOBS^{SM} (**CalJOBS**)**
  The CalJOBS^{SM} system is California's online resource to help job seekers and employers navigate the state's workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

- **California Labor and Workforce Development Agency (**LWDA**)**
  The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers, including the EDD.

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

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

- **Disability Benefits 101 (**DB 101**)**
  Gives tools and information on health coverage, benefits, and employment.

- **Final Rule (**Uniform Guidance**)**
  Uniform Guidance applies to all Federal awards, including funds awarded under this SFP.

- **EDD Labor Market Information Division (**LMID**)**
  Find labor market information to research and write the proposal.

- **Local Workforce Development Areas (**Local Area**)**
  A listing of Local Areas with addresses and contact information.

- **Office of Management and Budget (**OMB**)**
  The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.

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

- **United States Census Bureau (**Census Bureau**)**
  Serves as the leading source of quality data about people, business, and economy.

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

- **U.S. Chamber of Commerce – Institute for Competitive Workforce (**ICW**)**
  Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.

- **U.S. Department of Labor Employment and Training Administration (**DOLETA**)**
  The U.S. DOLETA is the federal agent for the WIOA program.

- **Workforce Development Solicitation for Proposals (**SFP**)**
  WIOA-funded SFPs and related information can be accessed from the EDD's SFP page.

- **WorkforceGPS (**WorkforceGPS**)**
  An integrated workforce system network sponsored by the DOL Employment and Training Administration.

- **Workforce Innovation and Opportunity Act (**WIOA**)**
  The act governing the funds made available in this SFP.

Appendix F: CalJOBS^{SM} 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[1]/ Microsoft Silverlight 3[2] DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380k or higher
Staff/ Administrator Workstation	Processor: PIII or higher Memory: 2GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) 3rd-Party Software (described after 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 the Latest version

Mobile Browsers

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

iOS

- Safari for iOS

- Google Chrome for iOS

- Firefox for iOS

Android

- Google Chrome for Android

- Firefox for Android

Client Workstations (Third-Party Software)

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

Figure 2: Third-Party Software

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	[Adobe Acrobat Reader](#)
Adobe Flash	v11+	v11+	[Adobe Flash](#)
Meadco ScriptX	v7.4+	v7.4+	[Meadco ScriptX](#)
Microsoft RSClientPrint for SSRS reports			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.
DynamSoft HTML5 Document Scanning			[DynamSoft](#) Download DynamicWebTWAINHTML5Edition.exe

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed content; all settings are automatically restored to default settings, and no permanent changes are saved. ScriptX v7.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

Adobe Acrobat Reader 11: Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some resources available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

Adobe Flash 11: The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be client firewalls and security obstructions that may keep the videos from functioning correctly.

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

Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.

VOS uses CKEditor version 4.3.1

The version 14.0 Virtual One Stop (VOS) currently uses version 4.3.1 of CKEditor. CKEditor is used within the VOS system to allow you to use common word processing features in the system with such things as job descriptions, resumes, and cover letters.

CKEditor supports all popular browsers, including Chrome, Firefox, Internet Explorer, Opera, and Safari. However, Internet Explorer 7 (or lower) and Firefox 3.6 are no longer supported (CKEditor 4.1.3 was the last version to support Internet Explorer 7 and Firefox 3.6).

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.

If using these unsupported browser versions, the browser should be updated to avoid compatibility issues.