

Questions and Answers

1. Can an organization still apply if funds are needed to lease a facility? Can a home address be used for a temporary location? Is a lease agreement letter required?

If your organization is an ESEs or ESEs provider collaborating with the public WSD and human service partners, non-profit organizations, or CBOs, you are eligible to apply. Applicants can budget to lease a facility or purchase equipment as an operating expense or program cost. The address or lease agreement is not necessary for budgeting. Refer to Appendices B, C, and D for the general requirements of these funds and WSD17-08, Subject: Procurement of Equipment and Related Services.

2. Is there any assistance or exceptions for non-profit organizations that had to start over from Covid 19? Possible waivers or reductions of required existing donations? Can an organization use losses to our advantage at all?

No, this funding is not for directly assisting organizations for business purposes. 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. Refer to Section I: Overview C. Eligibility for more information.

3. Are there any restrictions against automotive training centers programs?

No.

4. Where can an applicant find examples of completed proposals?

There are no examples of completed proposals available. However, the SFP provides detailed instructions in Appendix A: Proposal Package Instructions for completing all the forms, exhibits, and submission instructions.

5. If an organization has as a limited capacity for students in a training center and has no issues recruiting students, how important is it to have an outreach plan?

Outreach and recruiting are essential to ensure that the project is increasing the number of participants in the target populations being served. Therefore, successful outreach and recruitment plans are considered during the evaluation. If the ESE has an existing outreach and recruitment plan that they are using and is thriving. In that case, building on the current practice outlined in Exhibit A: Project Narrative, Section II.2. Outreach/Recruitment is acceptable.

6. In Appendix A (page 34 of the SFP), the budget form instruction reads, "The WIOA 15 Percent Funds column must contain the cost of each expense item and must total the requested grant funds". Why is this column titled 15 Percent Funds, 15% of what?

The ESE PY 22-23 is funded by the Workforce Innovation and Opportunity Act (WIOA) Governor's 15% discretionary funds; therefore, the budget form refers to the number of dollars that an organization will use for each line item from the total funding request or WIOA 15 Percent Funds.

7. In Appendix A (page 35 of the SFP), the budget request instruction reads, "Award recipients and key staff are required to attend quarterly meetings, communities of practice, and other activities coordinated by EDD-approved TA providers." Our budget introduces one new full-time hire and includes several existing staff members at 15-20% FTE. How do we determine which staff are "key" and therefore required to attend?

This is up to the organization to decide which administrative, or program staff will be required to attend the meeting and budget accordingly.

8. In Appendix A (page 36 of the SFP), the budget narrative instruction says, "Give a detailed narrative of the program costs, sector-specific training, certificate programs, and training costs for outside training providers." Our ESE trains disconnected young adults (former foster youth) in various aspects of the filmmaking trade. Each young person will explore their unique path; we cannot anticipate every career training cost in one narrative. May we give a representative sample and describe it as such?

Yes, however, you will need to provide a cost associated with the training in the budget. See Appendix A: Proposal Package Instructions for completing all the forms, exhibits, and submission instructions.

9. In Appendix A (page 36 of the SFP), the budget narrative instruction says, "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." Can you supply a link to this information?

The following are work-based learning (WBL) programs under the WIOA: pre-apprenticeship programs, registered apprenticeships, work experience, internships, transitional jobs, OJT, customized training, and incumbent worker training. Refer to the [Work Based-Learning Desk Reference](#) and [WSD19-06](#), Subject: *CalJOBS Activity Codes*, for more information.

10. In Appendix A (page 36 of the SFP), the budget narrative instruction describes Supportive Services as, "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." While many such costs can be anticipated specifically, we may not anticipate every need. Is what we submit considered a representative sample?

Yes, or any other costs to supportive services.

11. If an ESE is a film production studio and social enterprise and the various components of a film editing bay would cost far less than \$5,000 but may come to more than \$5,000. Can such purchases be listed as under \$5,000 on Exhibit G Supplemental Budget?

If the total of all the equipment is over \$5,000, than Exhibit G: Supplemental Budget must be completed and each piece of equipment with the cost would be listed or itemized in the Equipment section. See Supplemental Budget for Equipment instructions on page 37.

12. Is it acceptable to engage, for example, a project evaluator or a trauma-informed trainer as a contractor under this funding?

Yes. See Appendix A: Exhibit G Supplemental Budget for Contractor instructions on page 38.

13. Does private foundations need to sign a Commitment letter stating their agreement that all or part of a grant award toward activities included in the proposed project is a named cash match?

All organizations, including the applicant's organization, must sign a commitment letter if they are leveraging a portion or all the 20 percent of the total requested grant funds through cash and in-kind contributions. See Section III.B. Leveraging Funds and Resources and Appendix A of the SFP, the section on Commitment Agreement Letters.

14. Please describe the difference between mandatory and non-mandatory partners.

Mandatory partners are required partners in the project and require a partnership agreement letter. Non-mandatory partners are unnecessary for the project, and a partnership agreement letter is optional.

15. Please detail what is allowable for "subsidized employment?"

Subsidized, work-based training and employment typically refers to a program activity in which grant funds are used to subsidize all or a portion of a participant's hourly wage for a specific period while the participant receives OJT and/or employment.

16. Is a Title I Local Area in the service region the same as a Workforce Development Board? Is a Title III Wagner-Peyser local office in the service area the same as an EDD local office? Can the EDD provide a local office contact person?

A Local Workforce Development Board and a Local Area differ; however, either will fulfill the Title I partnership requirement. A Title III provider is not necessarily a local EDD office, as the EDD does not run all of America's Job Centers of CaliforniaSM (AJCCs). The applicant organization must contact the appropriate offices in the service area to secure the required partnerships. Refer to SFP Appendix E for links to locate Local Areas and AJCCs.

17. If an organization does not employ directly but provides vocational training, resources, housing, support, and job placement into our network of businesses, as well as training businesses that are interested in being "first stop" employees for trafficking survivors. Can that organization apply?

Yes, if your organization is an ESEs or ESEs provider collaborating with the public WSD and human service partners, non-profit organizations, or CBOs, you are eligible to apply. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

18. Would this program fund existing SE programs? Or are only new ones to be created via this funding?

This funding is for existing ESEs or ESEs providers collaborating with the public WSD and human service partners, non-profit organizations, or CBOs to design, develop, and implement the ESE grant projects. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

19. What is the definition of "social purpose corporation" for this funding? We are a mission-driven for-profit, but not a B-corporation.

A social purpose corporation (SPC) is a type of for-profit corporation in some U.S. states that enable but does not require considering social or environmental issues in decision-making. SPCs are like benefit corporations (B corporations) and flexible purpose corporations (FPCs). Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants. See CA [SB-1301 Corporate Flexibility Act of 2011: Social Purpose Corporation Act](#).

20. Can the training and workforce services providers be the same entity?

Yes.

21. Will an attendee list be shared for partnership development?

No.

22. Can a consortium apply together for this funding?

Yes. Proposals will only be accepted from ESEs providers collaborating with other ESEs, public WSD and human service partners, non-profit organizations, and CBOs are eligible to apply.

23. If an organization is a non-profit 501c3, the administrative agent to the LWDA, and the provider of career services for WIOA. Are they considered an ESE, and would they be able to apply?

No, but a non-profit can collaborate with an ESEs provider and apply. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

24. An organization that is a trainer and incubator for Latinx immigrants wanting to develop their small businesses (worker-owned cooperatives), is this project idea eligible as an ESE program?

Yes, in collaboration with an ESE provider. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

25. How do you ensure participants in your ESE do not just want to stay there forever instead of moving to a permanent job?

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, knowing that some participants may find a permanent job at the ESE after the life of the grant.

26. Do all participants need to be in the target populations, or just a percentage of them?

Eligible ESEs applicants must demonstrate evidence of a mission to provide and access employment and social support with OJT and life skills training to direct labor the force comprised of individuals with a "barrier to employment," as the phrase is defined in Section 3102 of Title 29 of the United States Code, as that section read on January 1, 2021. Applicants must 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 as target populations in the SFP.

27. Can a documented Negotiated Indirect Cost Rate Agreement (NICRA) be used instead of the 10% administration cost limit?

No, the 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. 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.

28. Can the leveraged funds be from state or federal funds?

Yes. See Section III. B. Leveraging Funds and Resources for more information.

29. Does leveraging 20% in-cash or in-kind need to be arranged upfront before the grant is awarded?

Yes, 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' 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.

30. Does an ESE have to be certified by a local EDC?

No, this funding is for certified or non-certified ESE provider as long as they meet the eligibility requirements of the grant. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

31. Are ESE participant wages for OJT eligible expenses?

Yes.

32. Can you expound on the eligibility requirements? Can an organization that provides career services but not employment and OJT apply or partner with someone?

If your organization is an ESEs or ESEs provider collaborating with the public WSD and human service partners, non-profit organizations, or CBOs, you are eligible to apply. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

33. With a relatively small number of grant awards given, are you looking for larger-scale initiatives?

Not necessarily, applicants may apply for funding of up to \$2,000,000. The EDD anticipates awarding between 5-10 projects.

34. Are the dispersal of funds scalable for a small non-profit that produces meaningful employment but not at a large scale?

Yes, this is an opportunity for an ESE or a small non-profit to collaborate with an ESE to ramp up the services and produce meaningful employment for the target populations.

35. Can participants be served in other local WIOA Title I grant programs? Or is that considered duplicative, and they would be ineligible for funds under this ESE PY 22-23?

System-level services led by the program's partners designed to increase the coordination of participant-level services across partner agencies are encouraged. 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 ESE and into either WIOA Adult or Youth program services at their WDS partner. Refer to Section II: D. for more information on workforce and supportive service interventions.

36. Are organizations required to provide a W2 to OTJ participants?

Yes.

37. Can wages for OJT participants count as part of the 51% budget allocated to job readiness training, employment services, supportive services, wrap-around support, and case management?

Yes.

38. Would the purchase of computers be allowed for the use of funds?

Yes. Refer to Appendices B, C, and D for the general requirements of these funds and [WSD17-08](#), Subject: Procurement of Equipment and Related Services.

39. How are participants' performance/program data tracked through this grant? Will awarded programs use CalJOBSSM or another system for data tracking?

All subrecipients must have access to the CalJOBSSM 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 CalJOBSSM reporting system. Review [WorkforceGPS Work Based-Learning Desk Reference](#) for types of Work-Based Learning and [WSD19-06](#), Subject: *CalJOBS Activity Codes* (December 27, 2019) for guidance on entering grant activity codes. See [WSD20-10](#), Subject: *CalJOBSSM Participant Reporting* (April 8, 2021), for more information regarding participant reporting requirements.

40. How do you submit the notice of intent to apply, due April 18, 2023?

There was a typo in the Solicitation for Proposals (SFP); the deadline to submit NOI is no later than April 20, 2023, by noon PT. The NOI must be emailed to WSBGrants@edd.ca.gov with the "Notice of Intent." The email's body should include the applicant organization's name and the population(s) the applicant intends to serve. Submitting an NOI does not obligate an organization to apply.

41. Do non-profit organizations need to be certified as ESE to be eligible to apply?

If your organization is an ESEs or ESEs provider collaborating with the public WSD and human service partners, non-profit organizations, or community-based organizations (CBOs), you are eligible to apply. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.

42. If we are putting forward revenue-generating projects as leverage (this is allowed in the SFP), what documentation do you want if there's no commitment letter from a partner per se?

If you, as the lead agency, will be providing the 20% leveraged amount, then one commitment letter stating the leverage amount will suffice from your agency. If other partners are not leveraging funds, you must submit a partnership agreement letter for each.

43. Do all documents need to be submitted in 12 pt. Calibri or Calligraphy?

The required font for all documents is Calibri 12 pt. for accessibility.

44. Does "job readiness training" staff for the project include the technical/industry staff on the ESE payroll who are working either alongside or supporting the participants when they are working in the transitional job? or is it intended to focus more on "program" staff for employment only?

Both staffing costs, indirect and administrative, are acceptable. However, the 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. 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.

45. Do you need to know who your employment partners are before submitting the grant?

Partnership agreement letters are only required if you are an ESE provider applying in collaboration with another ESE, the public WSD and human service partners, non-profit organizations, or CBOs.

46. What is a CBO?

A CBO is a community-based organization with a 501(c)(3).

47. Is it allowed to have Joint Ventures between non-profits to submit applications?

No, an organization must be an ESE or ESE provider collaborating with the public WSD and human service partners, non-profit organizations, or CBOs to be eligible to apply. Refer to Section I: Overview C. Eligibility for more information and the definition of Eligible Applicants.