NOTICE OF AVAILABILITY OF FUNDS

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

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

Solicitation for Proposals

April 2023

This Equity Target Population Fund Technical Assistance is funded by a grant award totaling $1.4 million (100%) from the U.S. Department of Labor, with $0 (0%) financed from non-federal sources.

Proposal Package Exhibits

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

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

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

I. Contents

I. Overview

The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to $1.4 million from the *Workforce Innovation and Opportunity Act* (WIOA) Governor's Discretionary Fund for the Employment Social Enterprise (ESE) Technical Assistance (TA) funding opportunity for Program Year 2022-23 (PY 22-23). The ESE TA awardee will be responsible for providing meaningful technical assistance to ESE PY 22-23 program awardees as they plan and implement social enterprise projects that accelerate outcomes for underserved populations facing significant barriers to employment.

A. Purpose

The ESE TA PY 22-23 announcement aims to increase equity and improve outcomes for underserved populations facing significant barriers to employment by providing necessary guidance and support to program awardees in their pursuit of successful ESE programs and participant outcomes. Applicants are expected to base their overall approach on the Social Enterprise[1] (SE) model and advance the work being done in this space. Accordingly, the ESE TA PY 22-23 grant will fund the assessment, analysis, and improvement of those service delivery approaches currently associated to the SE models being utilized by the ESEs in the program.

Partnerships with established ESE programs that have demonstrated the ability to provide meaningful assistance to populations facing significant barriers to employment are encouraged. Applicants should prioritize partnerships with organizations that have documented success working with the program's target populations. ESE PY 22-23 projects will coordinate with efforts throughout the state, across agencies and departments, to increase access to and retention of the transitional employment component of the SE model – supporting recruitment, wrap-around services, case management, and job placement for project participants.

In their proposals, applicants must demonstrate experience providing technical assistance to SEs or in support of innovative workforce service programs for underserved Californians, with a focus on learning and sustainability. The TA awardee will work in close coordination with (i) the ESE PY 22-23 program awardees, (ii) the EDD project managers, and (iii) all other relevant stakeholders to:

- Help build ESE organizational and leadership capacity.
- Help define and prioritize realistic growth, expansion, and impact of the ESE program.
- Help build ESE programs to better serve the target populations facing significant barriers to unemployment.
- Help develop and implement a comprehensive and data-driven program model that supports quality ESE jobs.

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[1] Social enterprise (SE) models provide a clear social mission to hire and train people who are striving to overcome employment barriers including homelessness, incarceration, substance abuse, mental illness, and limited education.

- Support ESE jobs that demonstrate effective prioritization of long-term employment retention.
- Close service gaps by recommending changes to program service delivery models and helping program awardees implement any actionable items resulting from TA recommendations.
- Scale effective program designs to inform SEs models statewide and nationally.
- Help develop strategic partnerships to provide ESE participants with upskiling opportunites or secure next step employment.
- Help build partnerships that will provide participants with in-demand credentials, whether through Registered Apprenticeship Programs or industry-aligned pre-apprenticeship programs.

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

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

B. Goals and Objectives

Successful applicants will demonstrate their ability to provide individual and group-based assistance to program awardees in line with the goals and objectives of the ESE PY 22-23 program. In addition, applicants must demonstrate how they will provide an accessible virtual forum for cross-project communication, both during meetings with program awardees and beyond. The TA program's desired outcomes are: (i) to deliver technical assistance in the development and testing of new training models, along with any necessary supportive services; (ii) to support the successful transition of program participants into competitive employment by connecting them with “next-step” jobs which align with the focus of each regionally-tailored ESE project.

The TA provider will host conference calls, webinars, communities of practice (CoP)[2] meetings, and other supportive activities as needed. This will require the TA provider to develop additional means of effective communication, idea-sharing, and mentoring among program awardees. The TA team must have knowledge of and experience with:

- Employment Social Enterprise as a workforce development strategy
- Sector-focused industry partnerships and workforce development
- Technology-based approaches to education and training
- Serving a special population faced with significant barriers to employment, such as the target populations listed in Section I.C. of the ESE PY 22-23 SFP
- Best practices for offering resources to program awardees that are both accessible and relevant, recognized both nationally and at the state level
- Supporting organizational learning and ongoing quality and program improvement
- Outcomes-based program and performance management

The TA team should leverage existing best practices and help develop tools to support program awardees in their efforts to provide assistance and achieve positive employment outcomes to the target populations. To assess and ensure project alignment with state goals, the TA provider must demonstrate knowledge of the 2020-2023 Unified Strategic Workforce Development Plan (State Plan).

TA activities must support the following goals and objectives:

Project Objectives

- Hold virtual CoP meetings to facilitate project development and encourage peer-to-peer engagement and learning.
- Develop strategies and expertise in recruitment, employment, supportive services, retention, and career placement for the target populations.
- Coordinate technology-enabled training for awardees on topics relevant to their needs.
- Assist with the implementation of specific measures to ensure equal access to employment, education and training through the provision of supportive services, including case management.
- Assess best practices to develop workforce strategies that connect participants with high-quality jobs and vital wrap-around services.
- Work with EDD/LWDA, the program grantees, and an Optional Learning Partner to identify when project goals, deliverables, and outcomes are not being met.
- Provide ongoing coaching, consultation, and support to program awardees, and identify alternative methods to accomplish project goals.
- Provide real-time feedback to program awardees to achieve program outcomes, implement new strategies, measures, and actions as goals emerge and evolve.

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

- Work with EDD/LWDA and grantees to identify the supportive services that most directly address the needs of the target populations served.
- Work with EDD/LWDA, the program grantees, and an Optional Learning Partner to identify metrics that track supportive services received and that can evaluate the impact of support services and coordinated case management on participant SE job retention and the rate successful transition to competitive employment.
- Develop staff to build capacity for coordinated case management, both within an organization and across organizations.
- Identify national best practices for supporting job retention and career advancement into competitive employment.
- Consult a learning partner with experience in program evaluation that has the proven ability to guide the learning, development and delivery of SE programming.

II. Project Design

Proposals must reflect how an innovative TA plan will achieve the project goals and objectives outlined above. Applicants may create new tools, borrow methods from other disciplines, or apply models from other TA programs to achieve the desired outcomes. Strong collaboration, strategic partnerships, equal access, and technology-based solutions are at the core of this program. Successful applicants will present creative plans to provide training, team building, knowledge sharing, learning, and utilizing technological resources to meet the program-related requirements. Applicants are encouraged to collabrate with partners, including evaluation and learning organizationsto provide this full scope of TA services.

A. Required TA Services

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

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

In addition, TA awardees must coordinate and facilitate meetings, trainings, and activities attended by the EDD and program awardees as described in Section IV.E., including but not limited to: convenings, planning meetings, CoP meetings, and partner meetings.

B. Strategies

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

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

Successful applicants will demonstrate how the proposal is practicable and replicable and provide a sustainability plan to institutionalize practices.

C. Applicants

Applicants must be organizations with the capacity, relationships, and expertise to deliver the necessary TA services statewide. Proposals will be accepted from:

- Public workforce develoment agencies
- Human service or social service agencies
- Community-Based Organizations (CBOs)
- Business-related non-profit organizations
- Non-profit or for-profit social benefit corporations
- Labor organizations
- Workforce intermediaries
- Organizations with operational components similar to those currently associated with the SE model

Individuals are not eligible to apply.

D. Service Recipients

The awardee for this funding opportunity must provide meaningful technical assistance to ESE PY 22-23 program awardees. The awardee must have the capacity and expertise to provide TA in support of projects serving populations faced with significant barriers to employment. Strong applicants will clearly articulate a TA approach, including strategies to successfully coordinate activities, conduct team-building exercises, and implement learning and knowledge sharing.

ESE service receipients are nonprofit or for-profit organizations that meet all the following requirements:

- Program awardees must: (i) produce or assemble a good, (ii) provide a service, or (iii) provide a combination of both.
- Program awardees must either: (i) be organized as a social-purpose or benefit corporation, or (ii) exist as an organization incorporated within a larger social-purpose or benefit corporation.
- Program awardees must access and provide employment and social support with On the Job Training (OJT) and life skills training to a direct labor force comprised of individuals with a "barrier to employment."[3]
- Program awardees must implement procedures and measure outcomes according to evidence-based, data-driven policies.

E. Target Populations

The TA awardee must be up-to-date on the best practices for working with underserved populations experiencing significant barriers to employment. The target populations for ESE PY 22-23 are:

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 the ESE PY 22-23 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 Individuals[6]

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

4. Older workers

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

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[3] As that phrase is defined in Section 3102 of Title 29 of the United States Code, as that section read on January 1, 2021

[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.

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.

Note – 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.

F. Data and Supporting Evidence

Applicants must substantiate the TA strategies proposed in their proposal. Relevant data sources may include case studies, past performance, or any other reliable data sources. The TA awardee is expected to design assessments and tools to gather real-time data and analyze program performance. In this performance analysis, the TA awardee will use a learning approach that leads to informed decision-making, which in turn improves outcomes and increases the program’s impact on its target populations.

At a minimum, data must include a baseline for all program awardees. Applicant proposals must clearly explain the data metrics, collection frequency, and analysis method implemented. The EDD reserves the right to request a review of any assessments created using funds from this project. Data from assessments developed and administered to evaluate projects should directly inform and apply learnings from that evaluation to improve overall service delivery and help refine both the evaluation plan and the final report.

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

[8] 38 U.S.C. Section 101

III. Application & Program Requirements

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

A. Application Requirements

1. Required Exhibits and Attachments

- **SFP Cover/Signature Page** – Electronic submissions only
- **Executive Summary** – Abstract of the project
- **Exhibit A: Proposal Narrative** – Describes the project design with clear rationale in a narrative form
- **Exhibit I: Project Work Plan** – Provides roles, responsibilities, and milestones for project implementation
- **Exhibit J: Partner Roles and Responsibilities** – Reflects the cash and/or in-kind pledge recorded in each of the corresponding Partnership and Optional Commitment Letters
- **Exhibit F: Budget Summary** – Lists line item costs for project activities and administration
- **Exhibit F2: Budget Narrative** – Justification of the costs in each line item of the Budget Summary
- **Exhibit G: Supplemental Budget (if applicable)** – Only required if the proposal includes the purchase of any equipment over $5,000 or the procurement of any contractual services (regardless of the dollar amount)
- **Partnership Agreement Letters** – Proposals which include project partners must submit Partnership Agreement Letters
- **Optional Commitment Letters** – Any partner pledging cash or in-kind contributions is encouraged to submit a Optional Commitment Letter, including the lead applicant

2. Proposal Narrative – Exhibit A

The Proposal Narrative must include the following sections in the order listed and must address the specific questions outlined in Appendix A:

- I. Technical Assistance and Evaluation Plan
- II. Data Analysis and Performance Measurements
- III. Statement of Capacity and Capabilities
- IV. Budget Summary Narrative and Plan

B. Program Requirements

1. Partnerships

Applicants must have the expertise, resources, and capacity to provide TA to ESE PY 22-23 program awardees as they help the program's target populations overcome barriers to employment, as outlined in Section I.C. of the ESE PY 22-23 SFP. The EDD anticipates that most applicants will not singularly possess the expertise or capacity to manage the project unassisted and should engage partners. Partnerships are strongly encouraged to establish a stronger support network for successful program outcomes. Therefore, the applicant must demonstrate in the Project Narrative they have the capability to deliver TA and must identify any project partners and how their collaboration will promote the goals and objectives outlined in the SFP. Applicants proposing partnerships must submit Partnership Agreement Letters and describe the roles and expected contributions of each partner. See Appendix A for more information on submitting Partnership Agreement Letters. The EDD's reading evaluators will determine if those that apply have the capacity and expertise to provide the necessary TA and will select the most qualified applicant.

Additional partnerships that enhance the success of program awardees are encouraged, based on the needs of the target populations in each geographic region.

2. Performance Goals

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

Technical Assistance Design Report and Related Materials–

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

3. Collaboration with the EDD

Applicants must budget for and plan to attend three convenings throughout the grant period to bring together state partners and awardees. These convenings will occur:

- Within the first six months of implementation
- At the program's mid-point, and
- In the last two quarters of their project

Timing will be determined by state partners and subrecipients. The purpose of the convenings is to develop a nuanced, big picture perspective on how to overcome the barriers to employment being faced by the underserved target populations. Agendas and programs for convenings will be developed in coordination with the EDD in order to include support on topics related to grant administration, performance, and CalJOBS[SM], in addition to the programmatic and subject matter content provided by the TA awardee.

The EDD requires all key project staff to attend mandatory quarterly meetings. Key project staff may also be required to collaborate with EDD Project Managers throughout the TA grant's period of performance, including CalJOBS[SM] training and guidance during start-up and implementation. See Section VIII.C. for more information.

The TA awardee must coordinate and facilitate monthly CoP and partner meetings. The CoP meetings will allow the TA provider to share knowledge and to network with program awardees, workforce experts, partners, the EDD, and other key stakeholders. The meetings will allow program awardees to engage with innovative ideas and promote new ways of implementing their various projects.

IV. Funding and Budgetary Requirements

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

A. Availability

A total of $1.4 million in the WIOA Governor's Discretionary Funds are available through this SFP. The funds awarded in this SFP must be used for hiring or appointing staff and for staff travel cost to attend mandatory convenings and other meetings. Additional discretionary funding may be provided to support extending the project into the next program year. In the event such discretionary funding becomes available, awardees will be expected to assist ESE PY -22-23 program awardees with any additional funds provided.

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

B. Project Term

The period of performance (POP) for projects funded under this SFP will be between 18 to 24 months, with an anticipated program start date of June 1, 2023. Projects will conclude 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 period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

C. Registration with the System for Award Management

Applicants must register with the System for Award Management (SAM) in order to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months in order to remain current, accurate, and complete in the SAM database. A recipient must maintain an active registration with current information at all times during which it has an application under consideration or an active federal award, including federal funding distributed through the EDD. Applicants must ensure that this information is updated well in advance of submitting an application for funding. Proposals received with an inactive registration will not be evaluated and will be disqualified.

Note – The process of registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. It is the applicant's responsibility to have all information up to date and accessible through the SAM prior to submitting the application. Visit the SAM website for more information about registration requirements.

D. Cost Sharing

There is no cost sharing requirement for this project. However, the applicant is encouraged to leverage other resources to maximize the impact of their proposed project, earn the maximum return on investment, and foster project replication and sustainability. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize success for the project. Resources can be leveraged from a variety of sources, including but not limited to: (i) businesses, (ii) industry associations, (iii) labor organizations, (iv) CBOs, (v) education and training providers, and/or (vi) federal, state, and local government programs.

Leverage funds may include the WIOA Title IB formula funds, provided the scope of the proposal 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 matching.[9]

Leverage funds are a contribution of funds made available to the subrecipient, to be used specifically 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 how to properly document pledge contribution agreements.

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

E. Allowable Uses of Funds

The funds awarded in this SFP must be used to assist ESE PY 22-23 program awardees in the successful implementation of their respective projects. The WIOA and its associated federal regulations, state and federal directives, and Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements govern the use of the grant funds. Refer to Appendix B and Appendix C for the general requirements dictating proper use of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

F. Administrative Cost Limits

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

V. Submission

Only one proposal will be accepted from each applicant. If the EDD receives more than one application from a single applicant, the first application received will be the only one accepted. Any subsequent submissions will be disqualified. **The entire proposal must be submitted electronically by the deadline**.

A. Notice of Intent to Apply

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to WSBGrants@EDD.ca.gov by noon on April 25, 2023. The subject line must adhere to the following naming convention: [Applicant Name] Intent to Apply: ESE TA PY 22-23. Applicants that do not provide this email notification may still apply for funding. These non-binding notifications are only intended to help the EDD develop a more efficient process for reviewing the grant applications in this competition.

B. Submission Format

Each applicant must submit their proposal package via email as a compressed (or "Zipped") file. Emails must be sent to WSBGrants@edd.ca.gov. The subject line of each application submission email must adhere to the following naming convention: [Applicant Name] ESE TA PY 22-23 Proposal. The proposal package is due by 3 p.m. on Monday, May 15, 2023. The Project Narrative, Executive Summary, and all Exhibits must be submitted in Microsoft Word format.

- Documents must must adhere to the following naming convention: [Applicant Name] ESE TA PY 22-23 [Name of Document].
- Applicants may utilize an initialism for their organization's name if desired. Please use the organization's CalJOBS initialism, if available. File names must not exceed 40 characters.
- The Cover/Signature page, Partnership Agreement Letters, and Optional Commitment Letters must be submitted in PDF form.

- The Cover/Signature page must adhere to the following naming convention: [Applicant Name] ESE TA PY 22-23 CoverPage.
- The Cover/Signature page must include the signature of the signatory authority listed on the form.
- Parnership Agreement and Optional Commitment Letters should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: [Applicant Name] ESE TA PY 22-23 CommitLetters and [Applicant Name] ESE TA PY 22-23 PartnerLetters.
- Submit any additional documentation in Adobe PDF.

C. Important Dates & Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	April 17, 2023
Last date to submit questions for the webinar	April 21, 2023 by 12 noon
Deadline for webinar pre-registration	April 25, 2023 by 9 a.m.
Informational Webinar	April 25, 2023 at 10 a.m.
Notice of Intent to Apply	May 2, 2023 by 12 noon
Proposals due	May 15, 2023 by 3 p.m. PT
Proposal review and evaluation	May 18-May 19, 2023
Deadline to appeal	May 22, 2023 by 3 p.m. PT
Award announcements	June 2023
Estimated project start date	June 2023

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

D. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled on April 25, 2023 at 10 a.m. PST. This webinar will be the final opportunity for applicants to ask specific questions regarding the SFP and the overall application process. Pre-registration is required for all participants. Refer to the EDD’s Workforce Development Solicitation for Proposals website for the pre-registration link. To complete the process and gain access to the webinar, each applicant must fill out their information as prompted by the pre-registration link. Upon completion, a system-generated email will be sent which will include a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP, the Proposal Package Instructions provided in Appendix A in particular. Email inquiries for the webinar to WSBGrants@EDD.ca.gov with the subject line: [Applicant Name] ESE TA PY 22-23 SFP Inquiry. All inquiries must be received before noon PST on April 21, 2023.

Please note, this webinar will not be recorded.

All registered attendees will receive a summary of the content covered during the webinar, along with a copy of all the answered questions. These resources should be distributed via email one to two days after the webinar. In addition, a comprehensive list of all questions and answers received over the course of the solicitation will post to the EDD website approximately one week after the informational webinar.

E. Delivery

Applicants must submit a complete proposal package with all required elements to WSBGrants@EDD.ca.gov by no later than 3 p.m. PT on Monday, May 15, 2023. The Cover Signature Page must be signed by the signatory authority as stated in the resolution for signatory authority

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

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

A. Proposal Review, Scoring, and Evaluation

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

Figure 2: Scoring Rubric

Narrative Criteria	Maximum Points
Section I – Technical Assistance Plan	38
Section II – Data Analysis and Performance Measures	23
Section III – Statement of Capacity and Capabilities	30
Section IV – Budget Summary Narrative and Plan	9
Minimum and Other Requirements Total Maximum	**100**

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

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

B. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult Appendix A for detailed instructions on how to properly complete and submit all application elements to ensure all applicable requirements have been met.

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

- There is no appeal process for not meeting the proposal submission deadline
- Final funding decisions cannot be appealed
- The application requirements are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. See Sections IV, V, and VI and Appendix A for more information on application and submission requirements.

The EDD will distribute disqualification letters to applicants by both mail and email. Applicants have seven calendar days from the date their disqualification email is received in which to appeal. Please send all appeals to WSBGrants@EDD.ca.gov by close of business on the seventh calendar day.

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

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

The WSB/DDO will respond to all appeals via email. The review of each appeal will be limited to determining whether the corrective actions taken by the applicant were successful in addressing the non-responsiveness indicated in their disqualification letter and whether the proposal now meets the minimum application requirements relayed the SFP in order 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.

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

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

A. Monitoring and Audits

During the POP, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the WIOA funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely manner. Complete and accurate reporting is essential during the monitoring process. Subrecipients that expend over $750,000 in federal funds from any source must complete a single audit or program-specific audit for the fiscal year in accordance with 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 will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. Subrecipients will retain all records pertinent to the grant contract for a period of five years from the date of the final payment of the contract, unless a longer 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 in a timely and accurate manner. See Appendix F for applicable CalJOBS[SM] Workstation and Software Requirements. The state will provide training on how to use the CalJOBS[SM] reporting system. Review Types of Work-Based Learning WIOA Desk References and Cal JOBS Activity Codes 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 monthly narrative progress reports on the status of the projects. A project closeout report is due within 60 days of the project termination date. See WSD19-05, Subject: *Monthly and Quarterly Financial Reporting Requirements* (December 4, 2019) for further information.

D. Closeout

Both an subgrant line item closeout and narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan. See WSD16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016) for further guidance.

E. Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, the WIOA and its associated federal regulations, OMB Circulars, and Title 29 of the *Code of Federal Regulations*.

F. Intellectual Property Rights/Creative Common Attribution License

Subrecipients of a federal award obtain the title to intangible property once it has been acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from the United State Department of Labor

(DOL). Further, the DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes (Uniform Guidance Section 200.315[a],[d]).

In addition, the DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient (DOL Exceptions 2 CFR Section 2900.13). Refer to 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) provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the state to determine the effectiveness of the Governor's Discretionary Funds in addressing identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide evaluation takes place, the subrecipient will be required to participate in that evaluation by providing the requested data and information. Therefore, throughout the POP subrecipients must document lessons learned and effective practices ascertained through this project.

APPENDICES

Appendix A: Proposal Package Instructions

Applicants must follow the specific instructions indicated below and complete all requested exhibits included in the SFP announcement. The Cover/Signature Page, Executive Summary, Proposal Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required SFP exhibits, Partnership Agreement Letters and Optional Commitment Letters are not included in the 10-page limit, which applies only to the narrative. If you have any questions regarding the proposal package after having carefully reviewed the SFP and its appendices, please email the EDD's Grants and Solicitations Unit at WSBGrants@EDD.ca.gov.

Format and Document Order

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

1. Cover/Signature Page	
2. Executive Summary	
3. Exhibit A – Proposal Narrative **(must include the following sections)**	
I. Technical Assistance Plan	
II. Data Analysis and Performance Measurements	
III. Statement of Capacity and Capabilities	
IV. Budget Summary Narrative and Plan	
4. SFP Exhibits	
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	
5. Partnership Agreement Letters	
6. Optional Commitment Letters	

G. 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 signatory authority is correct. Save this document according to the following naming convention: [Applicant Name] ESE TA PY 22-23 CoverPage. For example, "OrgXYZ ESE TA PY 22-23 CoverPage." File names must not exceed 40 characters.

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

1. Technical Assistance Plan

Summarizes the Proposal Narrative using complete sentences and proper grammar.

2. Expertise Serving Target Population

Demonstrates that the applicant and their partners (if applicable) can provide meaningful technical assistance to ESE PY 22-23 program awardees as they design, develop, and implement projects that accelerate employment strategies for underserved populations facing significant barriers to employment.

3. Service Model

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

4. Partner Highlights

A bulleted list of partners that specifies what each partner plans to contribute.

5. Goal Measurement Methodology

- Describe how Communities of Practice will be conducted and how Lessons Learned will be identified and addressed to tailor and adapt services based on program awardee needs.
- Explain how TA activities will be documented.
- Indicate how the applicant will establish a baseline for each program awardee project.

- Describe the specific measures the applicant will implement to ensure equal access.

6. **Proposed Outcomes**
   - Proposed outcomes are not the same as performance goals. Outcomes are short-term and long-term results that reflect a meaningful change in the workforce system.
   - Please include a short narrative detailing the projected outcomes for your project.

I. Proposal Narrative – Exhibit A

The Proposal Narrative should clearly convey how the applicant's approach will lead to the success of program awardees, potential participants, and the workforce system. **There is a ten page limit for Exhibit A.** Anything beyond the 10-page limit will not be considered. The other required exhibits and attachments do not count towards this page limit.

The Proposal Narrative must be submitted in MS Word format single-spaced, in Calibri 12-point font on 8.5 x 11-inch pages. Save this document according to the following naming convention: [Applicant Name] ESE PY 22-23 Narrative. For example, "OrgXYZ ESE TA PY22-23 Narrative."

The Proposal Narrative must include the following sections in the order listed, as indicated in Exhibit A:

- I. Technical Assistance Plan
- II. Data Analysis and Performance Measurements
- III. Statement of Capacity and Capabilities
- IV. Budget Summary Narrative and Plan

For each section to be considered complete, applicants must cite supporting data as applicable. Relevant data sources may include: (i) the EDD Labor Market Information Division (LMID); (ii) the Bureau of Labor Statistics; (iii) the U.S. Census; (iv) local surveys; (v) case studies; (vi) past performance; and (vii) consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should:

- Reflect the applicant's comprehensive understanding of the issues specific to the workforce system
- Demonstrate the need for the proposed project
- Justify the project's approach, and
- Suggest the potential for success

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

Instructions for Completing The Proposal Narrative (Exhibit A):

Section I: Technical Assistance Plan

I.1. Technical Assistance and Evaluation Approach

- Provide an overview of the individual and group-based TA and evaluation that will be provided to project awardees that will drive innovation and sustainability.
- Describe strategies for coordinating activities that promote team building and knowledge sharing.
- Explain how ESE program awardees will be assisted with the design, development, and implementation of their projects to help foster workforce equity for the target population.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

I.2. Communities of Practice and Convenings

- Describe the methods and approach that will be utilized for the development and implementation of CoPs.
- Describe the vision, goals, and outcomes for CoPs and other convenings.
- Explain strategies for conducting successful virtual convenings in compliance with COVID-19 regulations.
- Identify how goals can be leveraged to help broaden perspectives.

I.3. Sustainability

- Describe the plan for providing guidance and assistance to projects developing sustainability plans and institutionalizing practices.
- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant's period of performance.
- Identify strategies to increase employer engagement, improve connectivity of partnership networks, and scale the ESE program model.
- Identify strategic and sustainable partnerships with employers that will assist with program development, facilitate WBL, and hire successful participants.
- Outline strategies that will improve employment outcomes for the target populations and promote innovation and sustainability.

I.4. Project Work Plan

- Complete and attach the Project Work Plan (SFP Exhibit I), which includes a detailed account of objectives and their corresponding activities, milestones, and timelines intended to demonstrate how the goal of the project will be achieved. The project work plan must be categorized by essential program elements with specific outcomes.

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

Section II: Data Analysis and Performance Measures

II.1. Goal Measurement

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

II.2. Goal Effectiveness

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

II.3. Data Measurement and Analysis

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

Section III: Statement of Capacity and Capabilities

III.1. Capability and Knowledge

- Describe their experience: (i) directly serving underserved populations facing significant barriers to employment or (ii) providing TA in support of such services.
- Describe experience with virtual instruction and training.

III.2. Infrastructure/Staffing

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

III.3. Past/Present Performance

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

Section IV: Budget Summary Narrative and Plan

IV.1. Budget Summary Plan

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

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

IV.2. Cost Effectiveness

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

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

IV.3. Cumulative Expenditure Plan

- Complete and attach the Expenditure Plan (SFP Exhibit E), which should align with the Total Funding amount included in SFP Exhibit F.

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

J. Exhibit Instructions

Complete only the required information in the exhibits. Do not change or alter the exhibits. All exhibits must be completed accurately. Submit as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, "CommunityOrgXYZ ESE TA PY 22-23 ExE" for Exhibit E. Names can be no longer than 40 characters.

Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

K. 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). This should correspond with the amounts documented in the Optional Commitment Letters, if included.
- The Total Project Budget column includes calculated fields that must be populated. Once all the preceeding 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 documented in Exhibit J: Partner Roles and Responsibilities (and the Optional Commitment Letters, if included).
- The amounts entered for Row P in the Budget Summary Plan (Exhibit F) must match those reported 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, Section I (Equipment) of the Supplemental Budget (Exhibit G) must be completed.
- If an applicant plans to award funds for sub-recipients to carry out a portion of the grant services, Sections II (Subrecipient) and III (Contractor) of the Supplemental Budget (Exhibit G) must be completed.
- If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, Section III (Contractor) of the Supplemental Budget (Exhibit G) must be completed.

L. 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: each 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 their salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to participants.
- **In Sections A-D: Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant (WIOA 15%) in the line provided.
- Utilize Line Items A-D from the Budget Summary Plan (Exhibit F) to complete the table in Section A of the Budget Narrative (Exhibit F2).
    - In Column 1, list each staff position.
    - In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
    - In Column 3, enter the staff Fringe Benefit cost.

    - In Column 4, calculate the Total by adding the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.
- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and 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 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives WSD16-16, Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), WSD16-10, Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and WSD17-08, Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
    - In Line Item 1, enter the total expenditure for Equipment and Furniture items that cost less than $5,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
    - In Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than $5,000. In the indicated space, include the item's name, cost, and quantity. If any items are listed in Section G.2., complete Exhibit G.
    - In Line Item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- **In Section H (if applicable)**, enter the total estimated expenses for testing and instructional materials. In the indicated space, provide a detailed description for the planned use of the testing and instructional materials.
- **In Section I (if applicable)**, enter the total estimated budget for Tuition and Payments/Vouchers on the line provided. In the space under the section, provide a detailed narrative of the program costs, sector-specific training, certificate programs, and training costs for outside training providers.
- **In Section J (if applicable)**, provide the number of planned participants enrolled in WBL. List the 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.
- **In Section K (if applicable)**, state the planned number of participants to receive training and detail the type of training.
- **In Section L (if applicable)**, include the estimated cost of Supportive Services on the line provided. This includes gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Provide a detailed description of the specific services that will be provided.
- **In Section M**, include the total cost of Contractual Services (complete Exhibit G, if applicable) on the line provided. Describe the services contracted 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 and IV of the

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 any additional costs that do not fit into the specific categories of the prior sections.

M. 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. 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 in the column and select "Update Field."
- To populate the Total cells in the final row of Columns 3 and 5, right-click on each cell and select "Update Field."

N. Exhibit G Supplemental Budget- Section II Subrecipient

- If an applicant plans to award and fund a subrecipient to carry out a portion of the grant services, the Supplemental Budget (Exhibit G), Section III: Subrecipient must be completed.
- The Service Provider Name Column must list the subrecipient's name.

- The Subawarded Amount Column must contain the desired subaward amount of each service provider listed in the Service Provider Name Column.
- The Deliverables Column must contain the deliverables contributing to the grant objectives for each provider listed in the Service Provider Column.
- Right-click on the Total cell in the Subawarded Amount Column and select "Update Field" to populate the total award for each amount listed in the Subawarded Amount Column.

O. Exhibit G Supplemental Budget- Section III: Contractor

- Section II of the Supplemental Budget (Exhibit G) is for contractual services. Contractual Services must be completed.
- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section III: Contractor must be completed.
- The Description-Type of Service Column must list the type of services the contractor will provide through procurement.
- The Cost Column must contain the service cost for each service listed in the Description-Type of Service Column.
- The Service Provider (If Known) Column must list the name of the contractor that will be competitively procured to provide the contractual services for each service listed in the Description-Type of Service Column.
- Right-click on the Total cell in the Cost Column and select "Update Field" to populate the total cost for each amount listed in the Cost Column.

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

Q. Exhibit J Partner Roles and Responsibilities

- List all partners in the Organization Column, under the appropirate heading.
- To add a row for additional partners, hover over a row in the far left column and select the plus sign symbol when it appears. Then, copy and paste the preformatted rows into the newly added rows using the paste option "Overwrite Cells."

- Enter the contribution amounts for the Cash/In-Kind Contribution Amount Column, if available.
- Right-click "Update Field" to populate the Total Cash/In-Kind Contribution Cell.
- The Roles and responsibilities Column should include consice summaries of the 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.

R. Optional Commitment Letters

There is no leverage fund requirement, therefore Commitment Letters are not required. Applicants are encouraged to provide a letter to verify the dollar amount and the source of contributions from each entity that pledge cash or in-kind resources to the project. The letters should clearly define the parameters of the contribution and include the exact cash amount or an estimate of the in-kind dollar amount of the contribution. If provided, the individual amounts and totals in these letters should 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 are providing a contribution, the applicant is encouraged to provide a letter that conforms to the stated guidelines.

Optional Commitment Letters should meet the following criteria:

- Each letter must describe in detail the specific roles and responsibilities of each partner.
- Each letter must describe how the services proposed will differ from or enhance what already exists locally.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with the contact’s name, title, and telephone number.
- Each letter must be dated within the grant competition period, between April 17, 2023 and May 15, 2023.
- All Optional Commitment Letters must be submitted together in one continuous PDF entitled: [Applicant Name] ESE TA PY 22-23 Commit Letters. For example, “ABCOrg ESE TA PY 22-23 Commit Letters.” Names must not exceed 40 characters.

S. Partnership Agreement Letters

Applicants must submit Partnership Agreement Letters from all potential partners that clearly identify the partner’s organization type. All letters must be submitted together in one continuous PDF entitled: [Applicant Name] ESE TA PY 22-23 Partner Letters. For example, “ABCOrg ESE TA PY 22-23 Partner Letters.” Names must not exceed 40 characters.

Ensure that each Partnership Agreement Letter meets the following criteria:

- Each letter must identify each partner’s organization type.
- Each letter must describe in detail the specific roles and responsibilities of each partner.

- Each letter must describe how the proposed services will differ from what already exists locally.
- Each letter must describe the extent of the partnership and its anticipated outcomes.
- Each letter must provide an agency contact person and telephone number
- Each letter must be dated within the grant competition period between April 17, 2023 and May 15, 2023.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with their contact name, title, and telephone number

Applications that do not attach the Partnership Agreement Letters from each partner will be deemed non-responsive. The applicant must provide their own Partnership Agreement Letter and follow the same format indicated in the instructions above.

Appendix B: WIOA Allowable Activities

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

Basic Career Services

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

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

3. Initial assessment of skill levels including:
    - Literacy
    - Numeracy
    - English language proficiency
    - 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: (i) child care; (ii) child support; (iii) medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; (iv) benefits under the CalFRESH Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); (v) assistance through the earned income tax credit; (vi) assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program.

10. Provision of information and assistance regarding the filing of claims for Unemployment Insurance (UI). The America's Job Center of California℠ (AJCC) must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" includes:
    - Assistance on-site by staff who are well-trained in UI claim filing and the rights and responsibilities of claimants.
    - Assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
    - Assistance in establishing financial aid eligibility for training and education programs not funded under WIOA.

Individualized Career Services

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
    - Diagnostic testing and use of other assessment tools.
    - In-depth interviewing and evaluation to identify employment barriers and employment goals.

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

3. Group counseling

4. Individual counseling

5. Career planning

6. Short-term pre-vocational services, including development of: (i) learning skills, (ii) communication skills, (iii) interviewing skills, (iv) punctuality, (v) personal maintenance skills, and (vi) 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 (IET) programs

Follow-up Services
Follow-up services, such as counseling regarding the workplace, are provided for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment. Participants may receive follow-up services for up to 12 months after the first day of employment.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Appendix C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) (2 CFR Part 200) and Department of Labor (DOL) exceptions (2 CFR Part 2900). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award
- Be allocable to the award
- Conform to any limitations or exclusions set forth in the award
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity
- Be accorded consistent treatment
- Be determined in accordance with generally accepted accounting principles
- Not be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the State)
- Be adequately documented

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

The information included in legend key below, along with the corresponding definitions, is intended to help the user understand whether a cost item is allowable or not.

Figure 1: Allowable Costs Legend

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

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Figure 2: Cost Items Matrix

#	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local, and 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	

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

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

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

Appendix D: Administrative Costs

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

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

2. The costs of administration are the costs associated with performing the following functions:
   a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
      - Accounting, budgeting, financial and cash management functions
      - Procurement and purchasing functions
      - Property management functions
      - Personnel management functions
      - Payroll functions
      - Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
      - Audit functions
      - General legal services functions
      - Developing systems and procedures, including information systems, required for these administrative functions
      - Fiscal agent responsibilities

   b. Performing oversight and monitoring responsibilities related to WIOA administrative functions.
   c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
   d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
   e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
   a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in Item 2 of this section and programmatic services or activities

must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
   b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
   c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
   d. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

4. Costs of the following information systems including the purchase, systems development, and operational costs (for example, data entry) are charged to the program category:
   a. Tracking or monitoring of participant and performance information
   b. Employment statistics information, including job listing information, job skills information, and demand occupation information
   c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities
   d. Local Workforce Development Area performance information
   e. Information relating to supportive services and unemployment insurance claims for program participants

5. Where possible, entities identified in Item 1 must make efforts to streamline:
   a. Services in item 2a-2e of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

Appendix E: Internet Resources

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

- **America's Job Center of California℠ (AJCC)**
  Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**
  Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Community Colleges Economic and Workforce Development (CCEWD)**
  Industry-specific services, grant-funded initiatives and technical assistance to support business growth
- **California Department of Finance-Demographic Research (DOF)**
  State finance census data including population by gender, age, and race by county
- **California Department of Health Care Services (DHCS)**
  Provides services to preserve and improve the health status of all Californians
- **California Department of Education (CDE)**
  Programs available to provide adults with knowledge and skills necessary to participate effectively as productive citizens and workers
- **California Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS)**
  Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy
- **California Department of Rehabilitation (DOR)**
  Services and advocacy for employment, independent living and equality for individuals with disabilities
- **California Department of Social Services (CDSS)**
  Oversight and administration of programs serving California's most vulnerable residents
- **California Employment Development Department (EDD)**
  The EDD is the administrative entity for the WIOA DEA SFP. This site contains or links to a wide range of employment and training resources, including labor market information

- **California's 2020-2023 Unified Strategic Workforce Development Plan (State Plan)**

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

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

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

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

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

- **Division of Apprenticeship Standards (DAS)**
  Apprenticeship programs' search

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

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

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

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

- **DAS (Pre-apprenticeships)**
  Information on the quality elements of a pre-apprenticeship program

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

- **United States Census Bureau (Census Bureau)**
  Serves as the leading source of quality data about people, 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)**
  The WIOA SFPs and related information can be accessed from the EDD's SFP page

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

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

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

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

Desktop Browsers

- Google Chrome | Download Latest Version
- Microsoft Internet Explorer 11 or higher | Download Latest Version
- Mozilla Firefox | Download Latest Version

- Apple Safari | Download Latest Version
- Opera | Download Latest Version
- Microsoft Edge | Download Latest version

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

iOS

- Safari for iOS
- Google Chrome for iOS
- Firefox for iOS

Android

- Google Chrome for Android
- Firefox for Android

Client Workstations (Third-Party Software)
As indicated in the preceding table certain freely available third-party software is required on client workstations to maximize all of the features in the Virtual OneStop suite.

Figure 2: Third-Party Software

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site: 2012 MS RSClientPrint Instructions 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 of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

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

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

VOS uses CKEditor version 4.3.1

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

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

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.
If you are using these unsupported browsers versions, your browser should be updated to avoid compatibility issues.