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
**Reemployment Services and Eligibility Assessment Collaborative Redesign
Technical Assistance
Program Year 2023-24**

Solicitation for Proposals

April 2023

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

This Reemployment Services and Eligibility Assessment Collaborative Redesign Technical
Assistance is funded by a grant award totaling $1 million (100%) from the U.S. Department of
Labor, with $0 (0%) financed from non-federal sources.

Proposal Package Instructions and Exhibits

Proposal Package Exhibits

The following contains the required exhibits for the Reemployment Services and Eligibility Assessment (RESEA) Collaborative Redesign Technical Assistance (CRTA) Program Year 2023-24 (PY 23-24) grant opportunity. Select each exhibit link individually and download each before saving the Solicitation for Proposals (SFP) to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

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

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

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I. Overview

The Employment Development Department (EDD) announces the availability of up to $1 million from the Reemployment Services and Eligibility Assessment (RESEA) Grant for the RESEA Collaborative Redesign Technical Assistance (CRTA) Program Year (PY) 2023-24. The RESEA CRTA grant intends to fund an organization with the expertise to drive innovation and system change in the RESEA program and foster learning for continuous improvement, successful outcomes, and profound program impact. The RESEA CRTA awardee will assist the EDD with redesigning the RESEA program.

A. Purpose

The RESEA CRTA grant's purpose is to optimize the RESEA program to improve outcomes for claimants most likely to exhaust Unemployment Insurance (UI), leveraging the insights of local practitioners to co-design strategies for more effective implementation and coordination of services. Additionally, the grant will use the RESEA program as a case study for enacting systems change across the state workforce development system, building the processes to do agile planning and service delivery when future economic shocks occur, and helping develop a broader and more effective California reemployment strategy.

The RESEA CRTA grant supports the assessment and development of strategies for improving the current service delivery approaches through a learning framework and a strong community of practice (CoP) with state and local leaders from the workforce development system. For this SFP, the workforce development system (WDS) is defined as a network of partners that include workforce development providers, community-based organizations (CBOs), and educational providers and may consist of labor unions and any additional partners that the EDD deems necessary to support the program improvements. Therefore, the EDD will work with the local EDD/RESEA field staff and management to identify and request participation from their local workforce development system operators and direct the TA provider to coordinate innovation cohorts or learning communities of practice (CoP) that include workforce partners who want to participate in the RESEA redesign collaborative design discussions and meetings. The grantee will create a collaborative process for developing a RESEA delivery model to ensure that the network of partners works together to meet program goals, test innovations, and develop best practices for improving equity outcomes and systems change.

The EDD will contract a RESEA program evaluation provider through a separate SFP that will provide an assessment and evaluation of the Employment Development Department's Reemployment Services and Eligibility Assessment program. The evaluator will outline the components of RESEA in California and map those components to the existing evidence base. For components with no evidence base, the evaluator will propose rigorous evaluation strategies to produce casual evidence, including designs recognized by the Clearinghouse for Labor Evaluation and Research (CLEAR) to produce high or moderate casual evidence. The evaluator will also conduct an analysis of the current RESEA Worker Profiling and Reemployment Services (WPRS) Selection System; provide alternative profiling approaches that consider accuracy and equity; and compare and evaluate these different approaches.

The RESEA CRTA grant awardee will work in close coordination with the contracted RESEA program evaluator, workforce development leaders, stakeholders, and the EDD staff to (i) engage in strategic planning, (ii) innovate and implement changes to service delivery models, (iii) close service gaps, (iv) build organizational capacity, and (v) scale effective program design to inform workforce policy statewide. A successful grant applicant will organize the work plan around the following questions:

1. How do we improve employment outcomes for people in the UI system at risk of long-term unemployment?
2. How do we structure the RESEA program to elevate local innovation and collaboration to improve employment outcomes for people at risk of long -term unemployment?
3. How do we redesign our systems and formalize culture change to allow for adaptive planning and execution in the face of future economic shocks and shocks due to climate change and extreme weather and other natural disasters?
4. How do we use RESEA as a case study to develop a broad employment strategy?

The RESEA CRTA provider is expected to serve as a learning partner and work collaboratively with the RESEA evaluator to provide data-driven recommendations to inform the decisions of the EDD and state and local WDS stakeholders. The grant outputs, including progress and analytical reports, will inform adaptations, shifts, and recommendations to the RESEA work as new lessons emerge to support real-time feedback and learning.

B. Goals and Objectives
The EDD UI Branch and Workforce Services Branch (WSB) are partners in the broader public workforce system and are responsible for implementing and overseeing the RESEA program. Beginning in 2005, the U.S. Department of Labor, Employment and Training Administration funded the voluntary UI Reemployment and Eligibility Assessment (REA) program to address individual reemployment needs of UI claimants, as well as prevent and detect improper benefit payments. In 2015, the Reemployment Services and Eligibility Assessment (RESEA) program replaced the REA program providing greater access to reemployment services and services previously offered under the REA program.

In Fiscal Year (FY) 2018, amendments to the Social Security Act permanently authorized the RESEA program and implemented several significant changes, including formula-based funding and a series of requirements to increase the use and availability of evidence-based reemployment interventions and strategies. The permanent RESEA program aims to:
- Reduce UI duration through improved employment outcomes
- Strengthen UI program integrity
- Promote alignment with the vision of the Workforce Innovation and Opportunity Act (WIOA)
- Establish RESEA as an entry point to other workforce system partners

It is the goal of the EDD to engage its state and local stakeholders to redesign California's (CA) RESEA program to promote collaboration through CoP and partnerships with Wagner-Peyser (WP) field offices, UI, Local Workforce Development Boards (Local Boards) and the WSB, to deliver RESEA services to UI claimants identified as most likely to exhaust their UI benefits before returning to work.

C. Sustainability and Systems Change Objectives
The program and system-level recommendations will be consistent with the EDD and RESEA framework for system change to enhance equity by increasing access to workforce development programs and, better-quality jobs. Recommendations will drive service delivery improvement through targeted outreach, increased access to career assessment, referral to supportive services or training, and providing comprehensive and coordinated case management services. This framework outlines principles intended to drive system change within a WDS that relies on enhanced connectivity and coordination among workforce partners, including education, CBOs, and labor unions.

II. Project Design
The scope of the TA may include, but is not limited to, conference calls, webinars, workshops, office hours, interviews, and/or in-person meetings to accomplish the following:
- **Program Analysis**: Examination of existing RESEA program components and system-level co-dependencies through data analysis, stakeholder interviews, and process mapping to inform program redesign, including a process to launch pilot sites and re-imagine/redefine program outcomes.
- **Case Studies and Policy Scans**: Bring in promising practices of state and national sites using RESEA funds in innovative and effective ways to inform program analysis, redesign, and implementation.
- **Design and Facilitation**: Capacity building and strategic partnership for EDD and LWDA leaders to identify ways to support the future pilot sites and other grant recipients as partners by modeling processes and systems leadership that facilitate working across systems.
- **Program and System-Level Recommendations**: Synthesizing data collected through program analysis, case studies, policy scans, and collaborative design work of innovation cohorts. Produce a set of recommendations to guide program redesign, innovation, and a broader CA mass employment strategy that includes braided funding models, innovation, and cross-system collaboration.

A. Required TA Services
Proposals must reflect how an innovative system building and TA Plan will achieve the abovementioned project goals and objectives. The successful applicant will demonstrate its ability to perform the following:
- Engage the California's America Job Centers of California (AJCCs) field division as a learning cohort

- Create and support a learning community focused on improved employment outcomes, and the promotion of ongoing innovation and quality improvement
- Address individual program and/or department challenges and help pivot when necessary
- Create CoP meetings to support collective learning, shared problem-solving, and best practices
- Leverage existing best practices and help develop tools to better serve the RESEA participants experiencing barriers to workforce success
- Convene focus groups with workers, employers, other stakeholder, and community partners if needed to better understand workers and their needs
- Coordinate training on relevant topics for the program providers and stakeholders

In addition, the TA provider must coordinate and facilitate meetings attended by the EDD and LWDA, as well as representatives from the broader WDS, including but not limited to: convenings, planning sessions, CoP meetings, and partner meetings. The RESEA CRTA awardee will coordinate with the RESEA evaluator to avoid duplication of services and promote system change.

B. Strategies
The TA providers is expected to engage state leaders and their stakeholders and programs to drive transformation in workforce development systems to achieve equitable outcomes. These efforts should result in strategies that were taken to (i) work with a broad mix of stakeholders on evidence-based solutions; (ii) demonstrate the capacity to leverage national networks to identify solutions to drive change; (iii) assess which program design will meet our goals; (iv) increase staff and partner capacity to work across systems to ensure ongoing systems improvement; and (v) establish the systems and infrastructure to facilitate co-case management and program transition processes for the participants. Successful applicants will demonstrate how the proposal is practicable and better position the EDD to be equipped with a plan to incubate new solutions, accelerate innovation, and drive impact. Throughout the grant's period of performance, the TA provider will use the evaluation data as a developmental tool to ensure quality improvement, innovation, and the overall sustainability of the project strategies being employed.

C. Applicants
Proposals will be accepted from (i) Non-profit organizations, foundations, and philanthropies; (ii) institutions of higher education or consortium of institutions of higher education; (iii) community-based organizations (CBOs); (iv) for-profit entities, including consulting firms; Individuals are not eligible to apply. The applicants must be based in the U.S.

D. TA Service Recipients

The EDD will award one grant under the PY 23-24 RESEA CRTA SFP. The awardee must be a strategic partner and provide TA to the EDD, UI, and state and local WDS stakeholders. Strong applicants will clearly articulate a TA approach with strategies to coordinate activities successfully, conduct collaborative and inclusive processes, and implement knowledge sharing.

E. Data and Supporting Evidence

In partnership with the RESEA Evaluator, the TA awardee is expected to design assessments and tools to gather real-time data and analyze program performance using a learning approach that leads to consistently informed decision-making that will improve program outcomes and impact RESEA program participants. At a minimum, data must include a baseline for the RESEA program as it is today. The EDD reserves the right to request a review of any assessments created using funds from this project. Applicants must substantiate the capacity for TA strategies proposed in the application. A relevant data source may include case studies, past performance, or other reliable sources.

III. Application and Program Requirements

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

A. Required Exhibits and Attachments

- **Cover/Signature Page:** Electronically signed copies required
- **Executive Summary:** Abstract of the project
- **Exhibit A Project Narrative:** Describes the project design with a clear rationale in a narrative form
- **Exhibit F Budget Summary:** Lists line-item costs for project activities and administration
- **Exhibit F2 Budget Narrative:** Item cost for project activities
- **Exhibit G Supplemental Budget (if applicable):** Required if the proposal includes the purchase of any equipment over $5,000 or the procurement of any contractual services and subawards to carry out the grant services regardless of the dollar amount
- **Exhibit I Project Work Plan** Provides roles, responsibilities, and milestones for project implementation

B. Partnerships

Partnerships are encouraged to establish a more robust support network and necessary subject area expertise for successful project outcomes. Therefore, the applicant must demonstrate in the Project Narrative how it will deliver TA and must identify the project partners and how the collaboration will successfully execute the required SFP goals and objectives. Applicants proposing partnerships are encouraged to submit Partnership Agreement Letters and describe

each partner's roles and expected contributions. See Appendix A for more information on submitting Partnership Agreement Letters. The EDD Evaluators will determine if the project team has the capacity and expertise to provide TA and select the most qualified applicant.

C. Project Deliverables

Applicants must demonstrate how their project plan will achieve the objectives of this SFP, including recommended RESEA redesign changes to the program and workforce system and toolkits for redesign implementation and replication. In addition, the selected awardee will be required to submit quarterly narrative reports describing the TA project's successes and progress.

D. Collaboration with the EDD

Applicants must budget for and plan to attend proposed convenings to achieve the objectives of this solicitation throughout the grant period to bring together stakeholders, build a learning community conduct research. The convenings and other learning community activities drive innovation and systems change and foster ongoing collaboration. Agendas and programs for convenings will be developed in coordination with the EDD to support the programmatic approach and subject matter content provided by the TA awardee. The EDD requires critical project staff to attend key meetings determined essential to the project's outcome. Key project staff may also be required to collaborate with the EDD program leads for TA throughout the grant. See section VIII.C. Reporting for more information.

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 million in the RESEA grant are available through this SFP. The funds awarded in this SFP must achieve the goals and objectives of this SFP. The funds awarded must be used to hire or appoint staff and for staff travel costs to attend mandatory convenings and other meetings. The TA providers is expected to engage state leaders and their stakeholders and programs to drive transformation in workforce development systems to achieve equitable outcomes under WIOA. The proposed funding is based on the anticipated availability of relevant funds; should anything change, the EDD reserves the right to adjust based on the funding level.

B. Project Term

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

C. Registration with the System for Award Management
Applicants must register with the System for Award Management (SAM) to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must maintain active registration with current information during any period the organization has an application under consideration or an active federal award, including federal funding distributed through the EDD. Applicants must ensure that this information is updated before applying for funding. Proposals received with an inactive registration will not be evaluated and therefore disqualified.

Note: The registration and/or renewal process can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. The applicant must have all information up to date and accessible through the SAM before submitting the application. Visit the SAM website for more information about registration requirements.

D. Allowable Uses of Funds
The funds awarded in this SFP must be used to achieve the objectives of this SFP. The proper and improper use of grant funds is governed by: (i) the WIOA and its associated federal regulations, (ii) state and federal directives, and (iii) the Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements. Refer to Appendices B, C, and D for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

E. Administrative Cost Limits
The administrative portion of indirect costs charged to this grant and the total direct administrative charges may not exceed the maximum 10% admin for the grant.
Indicate how indirect costs are determined (Negotiated Indirect Cost Rate Agreement (NICRA), Cost Allocation Plan (CAP), or De Minimis. 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. Please refer to Appendix D for the definition of administrative costs and directive WSD18-15 for more information on indirect costs.

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

A. Notice of Intent to Apply
Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to WSBSFP3@edd.ca.gov by noon on May 30, 2023. The subject line should reflect "Intent to Apply: RESEA CRTA PY 23-24." Applicants that do not provide this email notification

may still apply for funding. These non-binding notifications will help the EDD develop a more efficient process for reviewing grant applications in this competition.

B. Submission and Format

The applicant must electronically submit the proposal package as a ZIP file to WSBSFP3@edd.ca.gov with the subject line "[Applicant Name] RESEA CRTA for PY 23-24 Proposal." The proposal package, including all elements and the Cover/Signature page with electronic signature, is due by June 5, 2023. The Project Narrative, Executive Summary, and all exhibits must be submitted in Microsoft Word.

Format
- Documents must be saved according to the following naming convention: "[Applicant Name] RESEA CRTA for PY 23-24 [Name of Document]."
- The applicant may utilize an acronym for their organization if desired. File names must not exceed 40 characters.
- The Cover/Signature page, partnership agreement letters, and commitment letters must be submitted in PDF form.
- The Cover/Signature page must be saved according to the naming convention: "[Applicant Name] RESEA CRTA for PY 23-24 Cover Page."
- Letters should be grouped by category and submitted as two separate PDFs with the following naming conventions: "[Applicant Name] RESEA CRTA for PY 23-24 Commit Letters" and "[Applicant Name] RESEA CRTA for PY 23-24 Partner Letters."
- Submit any additional binding documents and Creative Commons Attribution License Verifying Document (if applicable) in Adobe PDF.

C. Important Dates and Deadlines

Figure 1: Application Timeline

Event	Date
SFP release	**April 25, 2023**
Last date to submit questions for the webinar	**May 15, 2023, by 12 noon**
Deadline to preregister for the webinar	**May 23, 2023, by 9 a.m. PT**
Informational Webinar	**May 23, 2023, at 10 a.m. PT**
Notice of Intent to Apply	**May 30, 2023, by 12 noon**
Proposals due	**June 5, 2023, by 3 p.m. PT**
Proposal review and evaluation	**June 12, 2023, to June 13, 2023**
Deadline to appeal	**June 13, 2023**
Award announcements	**August 2023**
Estimated project start date	**September 2023 (pending exhibit approvals)**

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

D. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled on May 23, 2023, at 10 a.m. PST. This webinar will be the final opportunity for applicants to ask specific questions regarding the SFP and the 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 access the webinar, applicants must fill out their information as prompted by the pre-registration link. Upon completion, a system-generated email will be sent, including a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP and the Proposal Package Instructions in Appendix A. Email inquiries for the webinar to WSBSFP3@edd.ca.gov with the subject line: [Applicant Name] RESEA CRTA TA PY 23-24 SFP Inquiry. All questions must be received before noon PST on May 15, 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 during the solicitation will be posted 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 WSBSFP3@edd.ca.gov by 3 p.m. PT on June 5, 2023. The Cover Signature Page must be signed

by the person holding the current position designated by the applicant in the resolution for signatory authority as the current authorized contract signatory.

VI. Award

After the deadline, the EDD will (i) vet the proposals based on the minimum qualifications established in this SFP and (ii) administer a competitive evaluation for all proposals that meet the minimum qualifications. The funding decision is based on the scoring criteria, past TA performance history, innovative approach, and project uniqueness. The EDD will notify all applicants regarding the status of submitted proposals. A summary of projects funded under this SFP will be publicly posted on the EDD website.

A. Proposal Review, Scoring, and Evaluation

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

Figure 4: Scoring Rubric

Narrative Criteria	Maximum Points
Section I – Technical Assistance Plan	20
Section II – Service Delivery and Effectiveness	20
Section III – Project Sustainability and System Change	20
Section IV – Data Analysis and Project Deliverables	20
Section V – Statement of Capacity and Capabilities	10
Section VI – Budget Summary Narrative and Plan	10
Minimum and Other Requirements Total Maximum	**100**

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

Funding is contingent on the revision and approval of the project exhibits. Project exhibits are not automatically approved. The awardee may be required to revise project exhibits to comply with federal and state mandates. The EDD's Special Programs Unit will provide guidance should revisions be necessary.

B. Appeals Process

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

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

The EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to WSBSFP3@edd.ca.gov by the close of business on the seventh calendar day. The appellant must submit the facts in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for the appeal, including citations to the SFP and pertinent documents
- A statement of the relief sought
- All corrective documentation (for example, if a match commitment letter did not contain the exact amount of the match, the applicant must include a new match commitment letter that meets the requirements indicated in the SFP and Appendix A)
- A scanned copy of the statement with an original wet signature of the authorized signatory of the organization
- Appeals must be submitted in PDF form to WSBSFP3@edd.ca.gov

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

C. Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by August 2023. An award offer does not constitute approval of the application as submitted. The applicant is required to negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

VII. Administrative Requirements

To qualify for awarded funds, successful applicants must comply with all administrative and reporting requirements. Awardees that do not comply may be de-obligated.

A. Monitoring and Audits

During the POP, grant recipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of federal funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to contractors, and communicate with reviewers in a timely manner. Complete and accurate reporting is essential during the monitoring process. Grant recipients that expend over $750,000 in federal funds from any source must complete a single or program-specific audit for the fiscal year per the Single Audit Act for State and Local Agencies, 1996 Amendments, Public Law 104-156. Refer to WSD20-03, Subject: *Audit Requirements* (October 13, 2020) for more information.

B. Record Retention

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

C. Reporting

Awardee is expected to maintain contact with the EDD throughout the program and provide updated reports as requested. Awardee is required to submit monthly and quarterly narrative progress reports, along with their respective invoices, to the Special Programs Unit to ensure the goals and objectives of this grant are being met. Additionally, reporting requirements and timelines will be discussed during contract negotiations.

D. Closeout

Following the Uniform Guidance, 2 CFR 200.344 Closeout, Federal award recipients are required to submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award and per the EDD's established guidance.

E. Compliance

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

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

G. Public Communication-Certain Information Requirement
Pursuant to P.L. 117-103, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:
1. The percentage of the total costs of the program or project which will be financed with Federal money.
2. The dollar amount of Federal funds for the project or program.
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

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

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APPENDICES

Appendix A: Proposal Package Instructions

Applicants must follow the specific instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required SFP exhibits, Partnership Agreement Letters, and optional Commitment Letters are not included in the 10-page limit, which applies only to the narrative. If you have questions regarding the proposal package after carefully reviewing the SFP and Appendices, please email the EDD Grants Team at WSBSFP3@EDD.ca.gov.

Format and Document Order

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

1. Cover/Signature Page	
2. Executive Summary	
3. Project Narrative – Exhibit A (must include the following sections)	
I. Technical Assistance Plan	
II. Service Delivery and Effectiveness	
III. Project Sustainability and System Change	
IV. Data Analysis and Project Deliverables	
V. Statement of Capacity and Capabilities	
VI. Budget Summary Narrative and Plan	
4. Exhibits	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Optional Partnership Agreement Letters	

Cover/Signature Page

The Cover/Signature page must be completed and submitted electronically as a PDF document with the electronic signature of the signatory authority designated by the organization applying. Ensure that contact information for both the designated contact person and the authorized signatory authority is correct. Save this document according to the naming convention: [Applicant Name] RESEA CRTA PY 23-24 CoverPage. For example, "OrgXYZ EPTF TA PY 23-24 CoverPage." File names must not exceed 40 characters.

Executive Summary

The Executive Summary is limited to two pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten. See the bulleted list below for specific instructions. Save this document according to the following naming convention: [Applicant Name] RESEA CRTA PY 23-24 ExecSum. For example, "OrgXYZ RESEA CRTA PY 23-24 ExecSum."

Project Design

- Describe how the applicant will provide a program analysis of the RESEA program utilizing existing RESEA components and system-level co-dependencies through data analysis, stakeholder interviews, and process mapping.
- Explain how the applicant will conduct case studies and policy scans to determine promising practices and innovative solutions.
- Describe how the applicant will provide technical assistance to the workforce development system, including capacity building and strategic partnerships.
- Explain how the applicant will provide program-and system-level recommendations to guide program redesign, innovation, and a broader CA mass employment strategy.

Project Strategies

- Describe how communities of practice will be conducted and lessons learned to support the RESEA redesign.
- Provide a bulleted list of all partners who will be included in the TA efforts.
- Explain how TA activities will be documented.
- Explain how the applicant will assess program redesign, ensuring ongoing systems improvement and drive systems change.

Project Deliverables

- Identify how the objectives of this SFP will be achieved.
- Identify how the applicant will stay current on monthly and quarterly narratives and invoices to meet the EDD's reporting requirements and complete the project on time.
- Explain how the final project will also identify the implementation and replication of the RESEA redesign.

Exhibit A: Project Narrative

The narrative should convey how the applicant's approach will lead to the success of the RESEA population(s), and the workforce system. The entire Project Narrative must be written in MS Word using Calibri 12-point font, limited to 10 pages with one-inch margins, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond the 10-page limit will not be considered. The other required exhibits and attachments do not count towards the page limit. Save this document according to the following naming convention: [Applicant Name] Redesign Fund PY 23-24 Narrative. For example, "OrgXYZ RESEA CRTA PY23-24 Narrative."

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

    I.   Technical Assistance Plan (20 points)
    II.   Service Delivery and Effectiveness (20 points)
    III.   Project Sustainability and System Change (20 points)
    IV.   Data Analysis and Project Deliverables (20 points)
    V.   Statement of Capacity and Capabilities (10 points)
    VI.   Budge Summary narrative and Plan (10 points)

Applicants must cite supporting data as applicable for each section to be considered complete. Relevant data sources may include the EDD Labor Market Information Division (LMID), the Bureau of Labor Statistics, the U.S. Census, local surveys, consultation with industry associations, Local Areas, mandatory and non-mandatory partners, case studies, or past performance. The data provided in the application should reflect the applicant's comprehensive understanding of the issues specific to the workforce system's RESEA program, demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success. The narrative must be organized as follows, include the headers indicated in bold, and address the bulleted prompts. Each section will be reviewed and scored individually for content according to the instructions below.

Project Narrative Instructions for Completing Exhibit A:
Section I: Technical Assistance Plan (Maximum 20 points)

I.1. Technical Assistance Approach (Score Range 0–5 points)
- Provide an overview of the TA for the project that will drive innovation and systems change.
- Describe strategies for coordinating activities and examining existing RESEA program components and system-level co-dependencies through data analysis, stakeholder interviews, and process mapping to inform program redesign, including a process to launch pilot sites and re-imagine/redefine program outcomes.
- Describe promising practices of state and national sites using RESEA funds in innovative and effective ways to inform program analysis, redesign, and implementation.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

I.2. Project Design (Score range 0–5 points)

- Describe the project design, including capacity building and strategic partnership for EDD and LWDA leaders.
- Identify ways to support the future pilot sites and other grant recipients as partners by modeling processes and systems leadership that facilitate working across systems.
- Identify ways to synthesize data collected through program analysis, case studies and policy scans, and collaborative design work of innovation cohorts.
- Identify ways to produce a set of recommendations to guide program redesign, innovation, and a broader CA mass employment strategy that includes braided funding models, innovation, and cross-system collaboration for UI claimants with other workforce system partner programs.

I.3. Convenings with RESEA Program Staff and Evaluator (Score Range 0-5 points)

- Describe the plan to assist in completing this work through regular intervals (e.g., monthly) to facilitate TA with the RESEA Team.
- Describe the plan to facilitate meetings with different offices within the EDD that oversee various RESEA components.
- Describe the method to identify challenges to the work where the EDD's assistance is needed.
- To ensure continuity and completeness of the work, explain how you will keep the stakeholder updated on discussions related to changes in RESEA's design that would be relevant for evaluation.

I.4. Project Work Plan (Score Range 0–5 points)

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

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

Section II: Service Delivery and Effectiveness (Maximum 20 points)

II.1. Service Deliverables (Score range 0–10 points)

- Explain how the project will engage the California's America Job Centers of California (AJCCs) field division as an opportunity to learn with each other.
- Explain how the project will create and support a learning community promoting ongoing innovation and quality improvement.
- Explain how the project will address individual program and/or department challenges and help pivot when necessary.
- Explain how the CoP meetings will support collective learning, shared problem-solving, and best practices.

- Explain how the project will leverage existing best practices and help develop tools to serve better the RESEA participants experiencing barriers to workforce success
- Describe how the project will convene focus groups if needed to understand workers and their needs better.
- Describe how the project will coordinate training on relevant topics for the program providers and stakeholders.

II.2. Service Delivery Effectiveness (Score range 0–10 points)

- Explain how the final project will also identify the implementation and replication of the RESEA redesign.
- Explain how the services will strengthen program integrity and effectiveness, and reduce UI duration through improved employment outcomes.
- Describe the project's alignment with the goals and objectives of the RESEA program.
- Explain how the project will establish RESEA as an entry point to other workforce system partners.
- Identify how the applicant will stay current on monthly and quarterly narratives and invoices to meet the EDD's reporting requirements and complete the project on time.
- Describe how communities of practice will be conducted and lessons learned to support the RESEA redesign.
- Explain how TA activities will be documented.
- Explain how the applicant will assess program redesign, ensuring ongoing systems improvement and drive systems change.

Section III: Project Sustainability and System Change (Maximum 20 points)

III.1. Project Sustainability (Score range 0–10 points)

- Describe how the project will improve employment outcomes for people in the UI systems at risk of long-term unemployment.
- Describe the redesign structure and how it will elevate local innovation and collaboration to improve employment outcomes for people at risk of long-term unemployment.
- Describe how the project will redesign the RESEA system and formalize culture change to allow for adaptive planning and execution in the face of future economic shocks.
- Describe how the project will use RESEA as a case study for broad changes in the state's workforce development system.

III.2. System Change (Score range 0–10 points)

- Identify and describe anticipated outcomes indicating systemic change which will lead to replicability and sustainability of the RESEA program statewide.
- Describe the plan for guiding and assisting the RESEA program in developing sustainability plans and institutionalizing practices.

- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant period and promote project continuation past-state investment.

Section IV: Data Analysis and Project Deliverables (Maximum 20 Points)

IV.1. Data Analysis (Score range 0–10 points)
- Describe the assessments and tools that will be utilized to gather real-time data and analyze program performance that will lead to informed and ongoing decisions that will improve program outcomes and impact.
- Clearly explain the data metrics, collection frequency, and analysis method.

IV.2. Project Deliverables (Score range 0–10 points)
- Identify how the objectives of this SFP will be achieved.
- Identify how the applicant will stay current on monthly and quarterly narratives and invoices to meet the EDD's reporting requirements and complete the project on time.
- Explain how the final project will also identify the implementation and replication of the RESEA redesign.

Section V: Statement of Capacity and Capabilities (Maximum 10 points)

V.1. Capability and Knowledge (Score range 0–5 points)
- Describe your experience serving or providing technical assistance for services to the target population or other populations with barriers to employment.
- Describe your experience with virtual instruction and training.

V.2. Infrastructure/Staffing (Score range 0–5 points)
- Provide an overview of the individuals and organizations staff providing or assisting the TA provider such as subcontractors or other partners.
- Describe their capacity and experience to provide individualized technical assistance.
- Identify the project partners.
- Explain what services the partnerships will coordinate.

Section VI – Budget Summary Narrative and Plan (Maximum 10 points)

VI.1. Budget Summary Plan (Score range 0–5 points)
- Provide a detailed narrative justification for all line items in the Budget Summary (SFP Exhibit F). Narratives should include how the proposed costs are necessary and reasonable regarding benefits to project awardees.
- If applicable, provide a detailed narrative justification for purchases and/or contracted items in the Supplemental Budget (SFP Exhibit G).

V1.2. Cost Effectiveness (Score range 0–5 points)

- Complete and attach the Budget Narrative (SFP Exhibit F2) that details the specific line-item costs of the Budget Summary Plan (SFP Exhibit F).
- Provide a detailed justification for each line-item cost in the Budget Narrative (SFP Exhibit F2). For example, staff salaries should include a narrative of the staff activities and the percentage of salary charged to the project.
- Describe your organization's experience with or training in diversity, equity, and inclusion practices.

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

Exhibits Instructions

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit as an MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ RESEA CRTA PY 23-24 ExE for Exhibit E. Names can be no longer than 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

Exhibit F: Budget Summary

- The Grant Funds column must contain the cost of each expense item and must total the requested grant funds.
- Under Amount Leveraged, enter the cash and/or in-kind resources identified in the Project Narrative (Exhibit A) and documented in commitment letters.
- The Total Project Budget column includes calculated fields that must be populated. Once all data is entered, right-click inside each field and select "Update Field" to populate each line item—complete Total Funding, row P, using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- The In-Kind/Cash column in the Budget Summary Plan (Exhibit F) must equal the Total Cash/In-Kind Contributions in the Partner Roles and Responsibilities (Exhibit J) and commitment letters.
- The amounts entered for row P in the Budget Summary Plan (Exhibit F) must match those listed on the Cover/Signature page.
- If the applicant plans to purchase equipment with a unit cost of $5,000 or more and a useful life span of more than one year, the Supplemental Budget (Exhibit G), Section I. Equipment must be completed.
- If an applicant plans to sub-award funds to subrecipients to carry out a portion of the grant services, Section II is the Supplemental Budget (Exhibit G) Section III: Subrecipients must be completed.
- If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section III: Contractor must be completed.

Exhibit F2: Budget Narrative

- Provide a detailed justification in the Budget Narrative (Exhibit F2) for each line-item cost contained in the Budget Summary Plan (Exhibit F). For example, a detailed justification of staff salaries should include the title or position, a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- **In section (A-D) Staff Salaries**, enter the total dollar amount of the Salaries paid and benefits charged to the grant in the line provided.
- Utilize line items A-D from the Budget Summary Plan (Exhibit F) to complete the table in section A of the Budget Narrative (Exhibit F2).
  - In column 1, list each staff position.
  - In column 2, multiply the number of full-time equivalents (FTE) by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
  - In column 3, enter the staff Fringe Benefit-cost.
  - In column 4, calculate the Total by adding (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of line items A-D below the table.
- **In section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and key staff are required to attend quarterly meetings, communities of practice, and other activities coordinated by EDD-approved TA providers; include all travel costs in the budget.
- **In section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in column 2 of the items listed in column 1. (The items in column 1 with the asterisk symbol are based on the FTE for program staff).
- **In section G**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives WSD16-16, Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), WSD16-10, Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and WSD17-08, Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
  - In line item 1, list the total amount of Equipment and Furniture items less than $5,000 per unit, indicate lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
  - In line item 2, enter the total expense amount of Equipment and Furniture items greater than $5,000. In the indicated space, include the item's name, cost, and quantity; if any items are listed in G.2., complete Exhibit G.
  - In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- **NA- In section H**, enter the total estimated testing and instructional materials expenses. In the indicated space, provide a detailed description of the purpose and planned use of the testing and instructional materials.

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

Exhibit G: Supplemental Budget- Section I: Equipment
- If the applicant plans to purchase equipment with a unit cost of $5,000 or more and a useful life span of more than one year, the Supplemental Budget (Exhibit G), Section I: Equipment must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. Section II of the Supplemental Budget (Exhibit G) is for contractual services. Contractual Services must be completed.
- All equipment with a unit cost of $5,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.
- A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section 200.407. Refer to EDD Directives WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017), WSD16-10, Subject: Property – Purchasing, Inventory, and Disposal (November 10, 2016), and WSD17-08, Subject: Procurement of Equipment and Related Services (March 14, 2018) for Procurement Guidelines.
- The Item Description column must list all equipment costing $5,000 or more.
- The Quantity column must contain the desired amount for each item in the Item Description column.
- The Cost Per Item column must contain the cost for each item listed in the Item Description column.

- Right-click each cell in the Total Cost column and select "Update Field" to populate the total cost for each item listed in the Item Description column.
- The Percent Charged to Project column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project column.
- To populate the Total Cost Charged to Project column, right-click each cell in the column and select "Update Field."
- To populate the Total cells in the final row of columns 3 and 5, right-click on each cell and select "Update Field."

Exhibit G: Supplemental Budget- Section II Subrecipient
- If an applicant plans to sub-award funds to a subrecipient to carry out a portion of the grant services, the Supplemental Budget (Exhibit G), Section III: Subrecipient must be completed.
- The Service Provider Name column must list the subrecipient's name.
- The Subwarded Amount column must contain the desired subward amount of each service provider listed in the Service Provider Name column.
- The Deliverables column must contain the deliverables contributing to the grant objectives for each provider listed in the Service Provider column.
- Right-click on the Total cell in the Subawarded Amount column and select "Update Field" to populate the total award for each amount listed in the Subawarded Amount column.

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

Exhibit I: Project Work Plan
- Enter each quarter's objectives, activities, and major milestones in column A.
- Column A may be used to describe the following, as applicable to the project: Start-up Activities, Convenings, Virtual CoP Meetings, Program Assessment, Trainings,

Development of Open-Data Resource, Performance Activities, Quarterly Status Reporting, Closeout Activities, and Other.

- Enter estimated dates or date ranges for each activity in Column B.
- To add rows, place the cursor between lines at the far-left side of the table until the blue plus sign appears, then select the plus sign (+).
- The Deliverables column should list the expected results (for example, specific improvements in the workforce or service delivery system) of each item in the Activities column.
- The Outcomes column should describe the benefits participants will derive from participating in the planned activities.
- List the responsible partner(s) that will be implementing the activity(ies). To add rows, place the cursor between lines at the far-left side of the table and select the "+" symbol.

Appendix B: Allowable Costs and Cost Items Matrix

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

- Be necessary and reasonable for the performance of the award

- Be allocable to the award

- Conform to any limitations or exclusions outlined in the award

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

- Be accorded consistent treatment

- Be determined in accordance with generally accepted accounting principles

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

- Be adequately documented

Below is a high-level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide rather than a final authority for deciding whether a cost would be considered allowable.

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

Figure 1: Allowable Costs Legend

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

Users should delve further into the various information sources if a cost item is denoted with two or more legend keys, as they may provide the additional necessary clarity. If this effort does not provide the essential information, then the project manager or Regional Advisor should be contacted. The "NS" legend key means that information may not be readily available. In this event, other information sources should be sought before contacting the project manager or Regional Advisor. The "AP" legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Figure 2: Cost Items Matrix

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	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	AC/U	AC/U	AC/U	200.435	

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

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian 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	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
51	Termination costs	AC/U	AC/U	AC/U	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 C: Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of 10 percent. As stated in Code Federal Regulations (CFR) 683.215, the following WIOA Title I function, and activities constitute the costs of administration subject to the administrative cost limitation:

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

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

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

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

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

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

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

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

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

3. Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs

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

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

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

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

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

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

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

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

Appendix D: Internet Resources

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

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

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

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

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

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

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

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

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

- **California Department of Social Services (**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 RESEA SFP. This site contains links to a wide range of employment and training resources, including labor market information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix E: Workstation and Software Requirements

Figure 1: Workstation Requirements (VOS v16.x)

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

Supported Browsers

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

Desktop Browsers

- Google Chrome | Download Latest Version

- Mozilla Firefox | Download Latest Version

- Apple Safari | Download Latest Version

- Opera | Download Latest Version

- Microsoft Edge | Download the Latest version

Mobile Browsers

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

iOS

- Safari for iOS

- Google Chrome for iOS

- Firefox for iOS

Android

- Google Chrome for Android

- Firefox for Android

Client Workstations (Third-Party Software)

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

Figure 2: Third-Party Software

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	Adobe Flash
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.
DynamSoft HTML5 Document Scanning			DynamSoft Download DynamicWebTWAINHTML5Edition.exe

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

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

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

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

VOS uses CKEditor version 4.3.1

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

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

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

If you are using these unsupported browser versions, your browser should be updated to avoid compatibility issues.