

# **NOTICE OF AVAILABILITY OF FUNDS**

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

## **Displaced Oil and Gas Workers Fund Program Year 2023-24 Solicitation for Proposals**



**October 2023**

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## Proposal Package Instructions and Exhibits

The following contains the required exhibits for the Displaced Oil and Gas Worker Fund grant opportunity for Program Year (PY) 2023-24. 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

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

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## I. DOGWF Program Overview

The Employment Development Department (EDD), in collaboration with the California Labor and Workforce Development Agency (LWDA), is opening a funding opportunity of up to \$36.5 million from the State of California General Fund. This is for the Displaced Oil and Gas Workers Fund (DOGWF) for PY 23-24. The core aim of this funding, along with the upcoming DOGWF Technical Assistance and Evaluation grant set to launch in early-2024, is to pioneer initiatives that guide displaced Oil and Gas workers into new jobs and career trajectories. The mission extends beyond singular sectors, with a commitment to securing stable, well-compensated, and gratifying roles for these workers across diverse industries.

The DOGWF PY 23-24 program grant will address the needs of displaced workers in the oil and gas sector. This initiative aims to support these workers in transitioning into sectors that match their skills and expertise and offer comparable wages. DOGWF awardees will act as lead organizations if proposals include a consortia or multiple partnerships. Awardees will assist with disseminating funds to partner programs, ensure program goals, work closely with EDD project managers, and provide program updates as needed. To achieve this, the grant encourages collaborations among educational institutions, labor unions, employers, workforce intermediaries, and community-based organizations. These partnerships will craft training programs aligned with current industry demands. The DOGWF's primary focus is not just to provide training and job opportunities but to support displaced workers in their transition to new roles that are stable and offer growth potential.

### A. Background

In September 2020, California Governor Gavin Newsom issued Executive Order N-79-20, mandating a 40% reduction in greenhouse gas emissions by 2030, the phase-out of gasoline-powered vehicles by 2035, and that set a target for achieving carbon neutrality by 2045. Worker representatives expressed concern about potential job loss and lack of support for impacted workers. Local governments in oil and gas-dependent regions also voiced apprehension about the impact on tax revenue. In response, the \$40 million Displaced Oil and Gas Worker Fund was established in February 2022 to, “support workers on the front lines of the state’s transition to carbon neutrality and specifically workers in California’s oil, gas, and related industries, with the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs.”

### B. Purpose

The DOGWF grant is designed to support awardees in leading initiatives that align with the objectives of assisting workers affected by the transition away from the oil and gas industry. The primary focus of the grant is to guide these workers into high-quality, careers, defined as "good jobs" by the Aspen Institute's Good Jobs Champions Group<sup>1</sup>. These jobs not only offer economic stability and clear pathways for mobility but also respect the contributions of workers

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<sup>1</sup> [Aspen Institute’s Good Jobs](#)

and provide them with a voice in the workplace. While the grant encourages connections with High Road Training Partnerships (H RTP), it does not mandate them, allowing awardees the flexibility to explore various strategies that best suit their goals and the needs of the workers they aim to support.

DOGWF awardees will actively engage in Communities of Practice (CoP) convenings and webinars. This participation will be instrumental in shaping best practices and sharing insights gained, all aimed at enhancing worker outcomes. The collaboration and knowledge exchange fostered through these activities will contribute to the overall success and impact of the program for the displaced workers.

Upon final selection, DOGWF awardees will collaborate with a diverse array of stakeholders, including Technical Assistance providers, project managers, state and local agencies, and labor partners. This collaborative approach aims to strengthen project capacity, apply proven strategies, bridge service gaps, and develop effective program design. Together, these efforts will define and measure success, ensuring that the program's impact reaches individual participants and resonates throughout the broader project and program scope.

Selected DOGWF awardees will be responsible for overseeing the distribution of grant funds, aligning expenditures with the agreed-upon budget and plan. To enhance the impact of the funding, awardees are encouraged to explore additional workforce resources, such as the Department of Labor's Dislocated Worker program and California State General Funds. By leveraging these additional resources, awardees can further strengthen and support the proposed projects, ensuring a more robust response to the needs of displaced workers in the oil and gas industry.

### **C. Project Goals and Objectives**

The DOGWF Grant is committed to facilitating a just and sustainable shift for workers displaced from the oil and gas industry. The primary focus of this initiative is to enhance the prospects of these individuals by offering targeted education, training, and re-employment opportunities. The allocation of grant funds is strategically designed to amplify these opportunities for the affected workers, with the following key objectives:

#### **1. Workforce and Economic Development**

- Encourage the development of California's skilled workforce through support for demand-driven skills.
- Assist employers in meeting workforce needs by placing skilled workers transitioning from the oil and gas sector into vacancies.
- Increase the employment rate of displaced workers in high-quality jobs.
- Facilitate the transition of workers to new high-quality jobs following job loss and dislocation.

- Recognize and respond to industry trends influenced by gas emission reduction policies and consumer behavior.
- Align training and re-employment strategies with the needs of the regional labor market as well as individual worker needs.

## **2. Equitable Transition**

- Support displaced oil and gas industry workers' transition into high quality employment that limit or eliminate potential reductions in earnings.
- Enhance displaced oil and gas industry workers' ability to utilize their unique and high-level transferrable skills in new employment opportunities.
- Ensure an equitable transition for displaced oil and gas industry workers, particularly those hailing from marginalized communities or facing significant employment barriers, by limiting the impact of lost wages.
- Create or facilitate access to education and training opportunities that bridge the gap between displaced oil and gas industry workers' existing skill sets and skills needed for employment in new industries. Training opportunities should acknowledge and utilize the high level of pre-existing skills and aim to minimize the duration of additional training needed to accelerate re-employment.
- Support and promote credentialing initiatives to bolster the employability of displaced workers in new sectors.
- Remove hurdles preventing displaced workers from obtaining sustainable, high-quality jobs in new sectors, that limit any loss in wages.
- Increase the rate at which displaced workers are placed in high-quality jobs with sustainable wages comparable to their prior employment.
- Prioritize long-term economic stability, mobility, and security for displaced workers through targeted initiatives and support structures.

## **3. Partnerships and Collaboration**

- Foster partnerships with educational institutions, unions, industry leaders, and community organizations to provide comprehensive support for displaced workers.
- Collaborate with industry partners to identify emerging job trends and align training programs accordingly.
- Engage with community organizations to provide holistic support services, including mental health resources, financial planning, and housing assistance.
- Engage with displacing employers, where possible, to facilitate transition to new employment, and to document or certify any existing skillsets of displaced workers.
- Engage with employers in industry sectors that are likely to have demand for skills like those in the oil and gas industry, potentially including but not limited to green energy, utilities, transportation, manufacturing, and construction.



## II. Project Design

DOGWF is prepared to award entities with the expertise to support the fair and sustainable transition of displaced workers from the oil and gas industry to other sectors. Proposals must detail how the objectives and goals, as previously outlined, will be achieved through an innovative and comprehensive plan, tailored to address the needs of displaced workers. These entities must concentrate their efforts on specific target populations and regions and be prepared to support the functions detailed in the proposal, as well as the broader goals of the initiative. They will play a crucial role in the success of this initiative by encouraging collaboration, employing evidence-based strategies, and ensuring that the intended outcomes are realized.

### A. Program Strategies

In pursuit of the following strategies, applicants may: (i) create new tools, (ii) borrow methods from other disciplines, and/or (iii) apply models from other sectors or population-specific strategies to achieve the desired outcomes. To ensure the quality, effectiveness, and delivery of the projects being funded, competitive proposals should foreground: (i) strong collaboration with employers, labor partners, community-based organizations, and other workforce entities; (ii) strategic co-enrollment; (iii) equal access; and (iv) the implementation of evidence-based strategies that provide wrap-around support and case management with a trauma-informed approach<sup>2</sup>. Please note, financial stipends will only be available to trainees who are participating in designated training program and incentives programs can be developed to encourage specific job search activities, to support their participation and successful outcomes.

### B. Funding Cap and Participant Reach

To ensure equitable distribution of grant funds and maximize the program's impact, a funding cap of \$15,000 per participant is highly encouraged. This cap strategically balances the program's resources with the goal of serving a diverse group of displaced or at-risk workers. The program aims to serve between 2,500 to 3,000 workers through current funding, optimizing the use of available funds. EDD reserves the right to adjust this funding cap based on recruitment trends and the evolving needs of workers. This approach aligns with the program's overarching goals of delivering targeted, effective support to those most in need.

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<sup>2</sup> a trauma-informed approach would mean recognizing that many of the workers who have been or will be displaced from the oil and gas industry may be experiencing significant stress and trauma as a result of their job loss and the uncertainty about their future.

[Substance Abuse and Mental Health Services Administration \(SAMHSA\). \(2014\). SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach. HHS Publication No. \(SMA\) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration.](#)

## C. Target Region

The grant targets three specific counties with particularly high concentrations of displaced or soon-to-be displaced workers: (1) **Kern County**, (2a) **Contra Costa County**, and (2b) **Los Angeles County**. Priority scoring will be given to applicants with proposed service area in three targeted counties, Contra Costa County, Los Angeles County, and Kern County due to its unique vulnerability to the industry's phase-out, given worker density and the number of workers employed in the industry<sup>3</sup>. Workers in counties other than those specifically targeted by the grant can be deemed eligible to receive services in instances where a need for DOGWF support can be substantiated.

## D. Partnerships

Successful collaboration with various stakeholders is vital for achieving the program's objectives. These partnerships may include labor organizations, education and training providers, industry representatives, employers from targeted industries, and workforce services providers. Applicants that can demonstrate robust partnerships that align with the project's design will be better positioned to address the unique needs of the target population.

In the Project Narrative, applicants should illustrate their ability to coordinate and lead project partners, foster program development, and articulate how these collaborations will contribute to the successful realization of the goals and objectives. The selection will be based on demonstrated capacity and expertise, focusing on comprehensive project design and strategies leading to successful re-employment and wage loss reduction for the target population. Applicants are strongly encouraged to continuously explore additional partnerships that can enhance project success throughout its lifespan.

Support from partners may encompass various areas including, but not limited to, the following:

- Local workforce development areas
- Education and training providers
- Tribal organizations
- Employers
- Various community-based organizations, including faith-based, business-based, labor-based, cultural-based, and services-based organizations
- Labor organizations

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<sup>3</sup> Over half of oil and gas workers are in just three counties: Kern, Los Angeles, and Contra Costa. These counties are also home to over 80% of all Core Workers. To assess harm for each region, considerations should include worker density (number of oil and gas workers) and the local economy's dependence on oil and gas, including its share of income tax, property tax, or similar revenues.

Further partnerships tailored to enhance program success, based on target populations and geographic regions, are strongly encouraged. These strategic collaborations may offer insights into employer needs, worker readiness, labor market demand, and other essential knowledge to shape re-employment strategies, skills assessments, and curriculum design.

Employer-partners may also contribute through the following:

- Participation in work-based learning and training initiatives
- Enhancements to skill assessment and onboarding processes
- Transparency in sharing training and advancement procedures
- Advocacy for considering qualified program participants in hiring decisions

### **1. Employer Partners**

Employer-partners are essential for the program's success. The expectation for these partners includes the following:

- i. Creating employment pathways to transition workers into roles with competitive pay and benefits.
- ii. Exploring formal agreements to evaluate program participants for potential roles within their organizations.

### **2. Securing Partnership Commitments**

Applicants should outline a plan for engagement with all required partners, including any existing commitments and strategies for securing future commitments. Partnership commitment letters are not required at the time of the initial application. However, applicants should demonstrate their ability to obtain these commitments within the first 90 days of the project. For applicants with existing partnerships, submission of commitment letters at the time of application is highly recommended. For partnerships in the formation phase, a description of current progress and planned activities for relationship development should be included.

## **E. Program Services**

Successful applicants must provide a high level of program services including access to a robust suite of case management and supportive services, but not limited to, the following:

### **1. Comprehensive Assessment**

Upon enrollment, participants will undergo a Comprehensive Assessment designed to evaluate both the immediate and long-term needs stemming from job and wage loss. This assessment will cover a range of factors, including education and training needs, work history, skills, financial security, mental health, and access to essential services like transportation, childcare, and health care.

The assessment will also include a focused evaluation of the skills, abilities, and interests of displaced workers from the oil and gas industry. The objective is to identify existing skill sets

and match them to career pathways in other industries where similar skills are in demand. This targeted approach aims to facilitate quicker re-employment that aligns with the participants' skill sets and minimizes or eliminates any wage reduction.

To ensure uniformity and effectiveness in the assessment process, the TA will help develop a standardized tool that will be utilized across all programs.

## **2. Prior Learning Assessment and Skills Certification**

Skill assessments may include certification from dislocating employers or training and education providers to define and verify the skills of core worker populations. This approach will facilitate more accurate placement in education and training programs and accelerate their completion.

## **3. Job Search and Placement Support**

Applicants will identify regionally in-demand jobs and career pathways, developing programs to bridge the skill gaps between displaced oil and gas workers and new industries. Strong employer partnerships will be vital to ensure meaningful job placement that acknowledges existing skills, expedites re-employment, and minimizes or eliminates wage reductions. Job placement support will include training for participants in job search methods, including on-line applications, resumes and job interview preparation.

## **4. Benefits Advising and Navigation**

Awardees will collaborate with stakeholders to guide participants through various processes related to their displacement, including unemployment insurance, health insurance, and retirement services.

## **5. On-The-Job Training and Work-Based Learning**

Participants are highly encouraged to engage in hands-on training across diverse occupations and industries while earning an income. These optional training programs lead to employer-recognized certifications and can include on-the-job training, work-based learning programs, registered apprenticeship programs, and pre-apprenticeship programs. Partnerships with Division of Apprenticeship Standards (DAS) approved apprenticeships are encouraged.

## **6. Wrap-Around Services**

Projects will offer case management, career counseling, and navigation services to help participants overcome barriers to re-employment and ensure access to essential services. Collaboration, co-enrollment, and integrated service delivery with key program partners are recommended strategies for successful job placement. These services will be available for as long as needed, including post-project exit, subject to the availability of funding.

## **7. Supportive Services**

Applicants will design wrap-around, and supportive services tailored to meet individual participants' needs. This will include transportation vouchers, childcare assistance, mental

health support, and financial literacy training. Subsidies for childcare and transportation will be customized to address participants' linguistic, cultural, educational, and professional requirements, ensuring full engagement with available services. Additionally, financial stipends for living expenses will be provided to trainees while they are engaged in training programs and incentives programs can be developed for job search activities, further facilitating participants successful re-employment.

### **III. Eligibility**

#### **A. Applicants**

Applications will be accepted from the following entities:

- Public and private non-profit organizations
- Local Workforce Development Areas
- Education and training providers
- Community-based organizations (CBOs) and faith-based organizations
- Labor organizations

#### **B. Participants**

The DOGWF Program grant services are primarily designed to support two groups: Core Workers, who are directly engaged in oil or gas extraction and refinement, and Core Adjacent Workers, who are in occupations that exist in the oil and gas industry but also have potential in other industries. For example, pipefitters and welders may face a moderate degree of difficulty transitioning to comparable work in other industries.

The main objective of the program is to assist workers who are currently facing displacement or are at imminent risk of displacement.

In addition, it should be noted that the EDD reserves the right to extend eligibility to other impacted workers based on worker dislocation trends. This approach ensures that while the initial focus is on Core and Core Adjacent Workers, the program retains the flexibility to expand its support to other jobs within the Gas and Oil industry such as: Clerical Workers, Executives, Engineers, Senior Managers, and Gas Station Attendants if layoffs for these groups become significant or if other groups of workers become significantly impacted. This flexibility ensures that the grant funds can be directed where they are most needed, even as circumstances change.

## **1. DOGWF Core Workers**

DOGWF's Core Worker population includes workers with Frontline Occupations Unique to the Industry.

## **2. DOGWF Core Adjacent Workers**

DOGWF's Core Adjacent Populations consist of workers from the following categories:

- Frontline Occupations Common in the Oil and Gas Industry- including but not limited to construction occupations; installation, maintenance, and repair occupations; production occupations; and transportation and material moving occupations.
- Clerical and Administrative Support Staff- of particular interest due to equity concerns, this population does not include executive leadership, management, or any other professional occupation related to the industry.

To ensure equitable distribution of resources and optimize the program's impact, budgets should consider a funding cap of \$15,000 per participant. EDD reserves the right to adjust this cap based on recruitment trends and the evolving needs of displaced workers. The program aims to serve between 2,500 to 3,000 workers.

## **IV. Application and Program Requirements**

All applications must adhere to Application Package requirements, use the required format, and include all the requested information and attachments; otherwise, the application will be deemed nonresponsive. Applications that do not meet the minimum requirements will not be scored or considered for funding. Refer to SFP Instructions in [Appendix A](#) for guidance on how to properly complete format and submit all elements of the Application package. A maximum of 15 pages (12-point Calibri font, single-spaced) will be accepted for the Project Narrative. Applicants have the flexibility to decide how they want to distribute the 15 pages over the Project Narrative.

Only one Application Package will be accepted from each applicant. Do not submit more than one Application Package. Applicants should leverage increased partnerships as the program continues but only the initial partnerships of the applicant will collectively develop the Application Package based on shared visions and goals that address the needs of this grant. All proposals must adhere to the required format to be competitive and must include all the requested information and attachments. Refer to the Proposal Instructions for details on how to properly complete all required documents.

## A. Data and Supporting Evidence

Successful applications for the DOGWF Program Grant must incorporate both quantitative and qualitative supporting data from various credible sources that highlight the socio-economic, environmental, and community-wide factors relevant to the application. This data should convey the applicant's in-depth understanding of the unique challenges and opportunities related to the recruitment, training, and job placement of displaced workers from the oil and gas industry, reflecting the potential for success in addressing each service area's distinct barriers.

Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or other trustworthy data sources such as consultations with industry associations, local jurisdictions, or both mandatory and non-mandatory partners. Applicants are also encouraged to utilize local data that paints a picture of the experiences and needs of specific communities and individuals. This might include analyses of local news articles, reputable social media groups, or information gathered from interviews, focus group sessions, or surveys. [Appendix E](#) provides suggestions for various data sources and tools that applicants and successful awardees may find useful in crafting a compelling and well-informed application.

## B. Required Exhibits and Attachments

- **Cover/Signature Page:** Electronic signed copies required.
- **Proposal Summary:** Abstract of the project.
- **Exhibit A – Project Narrative:** Describes the project design with a clear rationale in narrative form.
- **Exhibit I – Project Work Plan:** Provides roles, responsibilities, and milestones for project implementation.
- **Exhibit J – Partner Roles and Responsibilities:** Verifies roles and responsibilities of partners.
- **Exhibit F – Budget Summary:** Lists line-item costs for project activities and administration.
- **Exhibit F2 – Budget Narrative:** Justification of the expenses in each line item.
- **Exhibit G – Supplemental Budget (if applicable):** Required if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of the dollar amount.
- **Partnership Agreement Letters (optional):** These letters may be included to formally document any collaborations or partnerships that will play a role in the project, outlining the nature and terms of the agreement.
- **Commitment Letters (optional):** Applicants may choose to include these letters to demonstrate specific commitments made by stakeholders, employers, or other parties involved, detailing their intended contributions and support for the project.

## C. Performance Goals

### 1. Required Performance Goals

In the project narrative for the DOGWF Program Grant, applicants are required to monitor and strive towards all six identified performance goals listed down below. Once a DOGWF Technical Assistance provider has been selected, this organization will provide DOGWF Program awardees with consistent methodology and training towards performance goals. These performance goal serve as key indicators for the program's effectiveness, and aid in facilitating the transition of workers into high-quality jobs.

**Limiting Wage Loss** – Programs must minimize the percentage loss of wages for displaced workers. To measure this, applicants must track earnings among participants before and after layoff. Comparing these figures will serve as a key indicator of the program's effectiveness in limiting wage loss.

**Credential Attainment** – Measure the rate of credential attainment among participants. Methodology for tracking credential attainment will be provided through Technical Assistance.

**Employment Rates** – Tracking employment rates in the second and fourth quarters after program exit.

**Skill Gains** – Assess measurable skill gains achieved through the program.

**Sustained Employment** – Assess the percentage of participants who maintain employment for a period of one year following program completion. Consider additional factors like job satisfaction or job level.

**Transition to Quality Jobs** – Measure the rate at which participants move into high-quality jobs, defined initially by wage standards, within a specified timeframe. For this goal, "high-quality jobs" are benchmarked against the MIT Living Wage Standard<sup>4</sup>.

## D. Collaboration with EDD

The EDD requires key project staff to participate in training opportunities and project evaluation activities and attend mandatory quarterly meetings. Key project staff may also be required to partner with EDD project management staff for technical assistance including CalJOBS<sup>SM</sup> training and guidance during start-up, implementation, and throughout the grant period of performance. Start-up and training activities may take up to six months.

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<sup>4</sup> Living Wage Calculator (mit.edu)



## **E. Reporting Capacity**

All reporting requirements will be fulfilled through the state's required reporting system, CalJOBS. Applicants that do not currently have access must have the capacity to gain access to and report through CalJOBS. See section VIII.C. Reporting for more information.

Participants enrolled in the grant program must be entered into CalJOBS. Additional metrics, including participant co-enrollments, will be tracked. Partners must ensure that the appropriate data sharing agreements are in place to support implementation of this project.

Additional reporting requirements may be implemented throughout the course of the project including, but not limited to, monthly or quarterly narrative reporting.

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

### **A. Available Funds**

A total of \$36.5 million in General Fund dollars are available through this Solicitation for Proposals (SFP). The EDD anticipates funding approximately three to five awards, with individual grant amounts ranging from a minimum of \$2 million to a maximum of \$12 million. Determination of funding requests, projected participants, and other performance measures should consider factors specific to the service area, target population, and reasonable costs for proposed services. Leveraged resources are encouraged but not required. Awarding decisions depend on fund availability. Please note that all funding estimates and dates are subject to change, and the EDD reserves the right to adjust awards based on actual funding levels.

### **B. Project Term**

The Period of Performance (POP) for projects funded under this SFP will be up to 33 months with an anticipated start date of June 2024. 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 grant funds not expended during the grant agreement period shall be returned to the EDD.

### **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 always maintain an active registration with current information during which it has an application under consideration or an active state award, including state funding distributed through the EDD. Applicants must ensure that this information is updated well in advance of applying 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**

While there's no required financial match for this project, applicants are strongly encouraged to leverage additional resources to amplify the project's impact, optimize return on investment, and ensure long-term sustainability. Leveraged resources can include braided funds, human capital, and other contributions from a diverse array of sources such as businesses, industry associations, labor organizations, community-based organizations (CBOs), educational institutions, and government programs at various levels.

Leveraged funds specifically refer to monetary or resource contributions made available to the awarded grantees for project activities. These funds must align with the project's allowable activities, and the grantees have the authority to control and disburse them. In addition to financial contributions, in-kind resources are also welcomed. These are non-cash contributions directly used for project activities, such as donated personnel, services, and equipment or space usage. Grantees are also encouraged to co-enroll participants with the Workforce Innovation and Opportunity Act (WIOA) Title I, making them eligible for California Training Benefits.

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

The awarded funds must be used to assist DOGWF program awardees in implementing projects that achieve the stated program goals and objectives. The General Fund, its regulations and directives, Government Codes, and Department of Finance (DOF) Guidance for Grants and Agreements will govern the use of the grant funds. Appendix B and Appendix C provide general requirements. These funds cannot be used to purchase real property or construct buildings.

#### **F. Administrative Cost Limits**

A maximum of 10 percent of the total project budget will be allowed for administrative costs. Please refer to [Appendix C](#) for the definition of administrative costs.

### **VI. Application Submission**

One proposal will be accepted from each applicant. Do not submit more than one proposal. The entire proposal must be submitted electronically by the deadline. All applicants must submit a cover page with an electronic signature by 3 p.m. PT on November 13, 2023.

#### **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 [WSBSFP2@EDD.ca.gov](mailto:WSBSFP2@EDD.ca.gov) by noon on October 25, 2023. The subject line should

reflect “Intent to Apply: DOGWF Program PY 23-24.” Applicants that do not provide this email notification may still apply for funding. These non-binding notifications will help inform the EDD to develop a more efficient process for reviewing grant applications in this competition.

**B. Submission and Format**

Electronically submit the entire proposal package as a ZIP file to WSBSFP2@EDD.ca.gov with the subject line “[Applicant Name] DOGWF Program 23-24 Proposal.” The entire proposal package, including all elements, is due by 3 p.m. PT on November 13, 2023.

The Project Narrative, Cover Page, Executive Summary, and all Exhibits must be submitted in the Microsoft (MS) Word file format. Documents must be saved according to the following naming convention: [Applicant Name] DOGWF Program PY 23-24 [Name of Document]. The applicant may utilize an acronym if desired. For example, “OrgXYZ DOGWF Program PY 23-24 ExecSum” for the Executive Summary or “xyzORG DOGWF Program PY23-24 ExE” for Exhibit E. File names can be no longer than 40 characters.

Partnership Agreement and optional Commitment letters must be submitted as a portable document format (PDF). Letters should be grouped together by category and submitted as one PDF with the following naming convention: [Applicant Name] DOGWF Program PY 23-24 Commit Letters and [Applicant Name] DOGWF Program Partner Letters. For example, ABCOrg DOGWF Program PY 23-24 Commit Letters and ABCOrg DOGWF Program PY 23-24 Partner Letters. File names can be no longer than 40 characters. If submitting Partnership Agreement and/or Commitment letters, clearly identify the partner organization type in each letter.

**C. Important Dates and Deadlines**

**Figure 2: Application Timeline**

<b>Event</b>	<b>Date</b>
SFP release	October 2, 2023
Last date to email questions to EDD	October 13, 2023, by 3 p.m. PT
Informational Webinar	October 17, 2023, at 10 a.m. PT
Notice of Intent to Apply	October 25, 2023, by 12 noon PT
Proposals due	November 13, 2023, by 3 p.m. PT
Proposal review and evaluation	November 27, 2023 – December 1, 2023
Deadline to appeal	November 27, 2023
Award announcements	January 2024
Estimated project start date	June 2024

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

An informational webinar is scheduled for October 17, 2023, at 10 a.m. PT to review application requirements and answer questions. This will be the applicant’s final opportunity to ask specific questions about the SFP and the application process. Preregistration is required for all

participants. Please register through the [Webinar Registration](#) page no later than October 17, 2023, by 10 a.m. Registrants will receive a confirmation email containing a link to the webinar. Applicants must thoroughly review the SFP and the Proposal Package Instructions in Appendix A, prior to submitting questions.

Submit inquiries for the webinar to [WSBSFP2@EDD.ca.gov](mailto:WSBSFP2@EDD.ca.gov) with the subject as “DOGWF PY 23-24”. Inquiries must be received no later than October 15, 2023, at 3 p.m. PT. The EDD will not be recording the informational webinar. Instead, all registered attendees will receive an email containing the submitted questions, answers, and webinar summary in a follow-up email after the conclusion of the informational webinar. A complete list of questions and answers will be compiled and posted on the EDD website following the informational webinar.

## **VII. Award and Contracting Process**

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 publicly 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 with 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 3: Scoring Rubric**

Narrative Criteria	Maximum Points
Section I – Statement of Need	9
Section II – Target Group	8
Section III – Project Plan	35
Section IV – Performance Goals	15
Section V – Partnerships and Leveraged Resources	15
Section VI – Statement of Capabilities	20
Section VII – Budget Summary Narrative and Plan	8
<b>Bonus Points</b>	
Regional Priority – Section I.1*	10
Minimum and Other Requirements Total Maximum	120

Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest 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 the geographic distribution of funds, past performance, innovative approach, and uniqueness of the project.

All projects selected for funding are contingent on the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Awardees may be required to revise the project exhibits to comply with state mandates during the approval contract negotiation process. The EDD Dislocation, Climate, and Special Populations Support Group will provide guidance should revisions be necessary.

## **B. Appeal Process**

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult section IV. Required Proposal Content and section V. Proposal Submission to ensure all program requirements have been adequately addressed in your proposal and that proposals are submitted completely and correctly. An appeal of the disqualification decision may be filed, however, please take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements are those conditions that must be met for the proposal to be forwarded for evaluation and scoring. See section IV. Required Proposal Content and section V. Proposal Submission for more information.

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 [WSBSFP2@edd.ca.gov](mailto:WSBSFP2@edd.ca.gov) by 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 appeal, including citations to the SFP and pertinent documents
- A statement of the relief sought
- A scanned copy of the statement with an original wet signature of the authorized signatory authority of the organization
- Appeals must be submitted in PDF form to [WSBSFP2@edd.ca.gov](mailto:WSBSFP2@edd.ca.gov)

The WSB Deputy Director's Office (DDO) will respond to appeals via email. The review will be limited to determining whether the proposal met the Application Requirements of the SFP.

## **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 January 2024.

## **D. Subcontractor Procurement**

Subcontractor procurement processes must adhere to state and local requirements.

## **VIII. Administrative Requirements**

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

## **A. Monitoring and Audits**

During the performance period, grantees will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of funds. Grantees and 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 and accurate manner. Complete and accurate reporting is essential during the monitoring process.

## **B. Record Retention**

Subrecipients must maintain project and fiscal records for state and local reviewers to evaluate project effectiveness and fund use. The system should include original and summary data sources. Records must be kept for at least five years after the final payment, or as stipulated.

## **C. Reporting**

Awardees must maintain regular contact with the EDD, provide periodic progress reports as requested, and adhere to reporting requirements and timelines to ensure the project's goals and objectives are met. The EDD will assign a Project Manager to oversee the project, and the program must submit monthly and quarterly narrative progress reports and invoices. Reporting requirements and timelines will be discussed during contract negotiations.

## **D. Performance Reporting**

All grantees must have access to the CalJOBS website to report participant information and outcome data to the state in a timely and accurate manner. The state will provide training on how to use the CalJOBS reporting system. Additionally, the grantee and any subrecipients will be required to submit monthly progress reports which include narrative on the status of the project.

See Appendix I for the CalJOB Workstation and Software Requirements.

## **E. Fiscal Requirement and Reporting**

The grantee is required to submit invoices and supporting documentation to receive reimbursement for expenditures incurred. The grantee must maintain a ledger that shows the total amount of funds available for the program, and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subaward agreement number, invoice date, payment date, and a description of the payment. Individual divisions may require additional ledger information. Applicants must indicate the accounting platform they propose to use.

Additionally, the grantee will prepare and submit monthly financial reports and quarterly expenditure reports, or as requested, in formats prescribed by the EDD. The grantee must establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Principles, other state regulatory requirements, and the direction of the EDD.

## **F. Closeout**

A narrative closeout report must be submitted within 60 days after the end of the grant term. This closeout period is critical for liquidating remaining obligations and submitting final fiscal and program documents. Grantees or subrecipients must include closeout activity costs in the budget plan. The closeout package will be used to confirm that all required administrative actions and work have been completed.

## **G. Compliance**

All funds are subject to their related state statutory and regulatory requirements. The grantee is responsible for evaluating each subrecipient's risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing state general funds and regulatory requirements, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

## **H. Intellectual Property Rights/Creative Common Attribution License**

Subrecipients of a state award gain title to intangible property upon acquisition and must use it for the authorized purpose. The property cannot be encumbered without approval from the California Labor and Workforce Development Agency. The Agency has the right to obtain, reproduce, publish, or use data produced under a state award for state purposes and authorize others to do so.

## **I. Program Evaluation**

The state will conduct a statewide evaluation of the activities funded by this SFP. Awardees and subrecipients must participate in the evaluation by providing requested data and information. During the POP, awardees and subrecipients should document lessons learned and effective practices. The EDD may set priorities, evaluate progress, and discuss new strategies at designated points throughout the year.



## Appendices

## Appendix A: Proposal Package Instructions

Applicants must complete all requested exhibits included in the SFP announcement, following the specific instructions below. The Executive Summary, Project Narrative, and all Exhibits must be completed in Calibri 12-point font. The 15-page limit applies only to the narrative, and excludes the Executive Summary, the required SFP exhibits, and any optional Commitment Letters. Please email the EDD Grants and Solicitations Unit at [WSBSFP2@EDD.ca.gov](mailto:WSBSFP2@EDD.ca.gov) after carefully reviewing the SFP and Appendices with any remaining questions.

### 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.

Document Order	Check Box
<b>1. Cover/Signature Page</b>	
<b>2. Executive Summary</b>	
<b>3. Exhibit A – Project Narrative (must include the following sections)</b>	
Section I – Statement of Need	
Section II – Target Group	
Section III – Project Plan	
Section IV – Performance Goals	
Section V – Partnerships and Leveraged Resources	
Section VI – Statement of Capabilities	
Section VII – Budget Summary Narrative and Plan	
<b>4. SFP Exhibits</b>	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
<b>5. Commitment Letters (optional)</b>	
<b>6. Partnership Agreement Letters (optional)</b>	

## **Required Exhibits and Attachments**

### **1. Cover/Signature Page**

The Cover/Signature page must be completed in its entirety and submitted electronically as a PDF document with the authorized signatory's electronic signature. Ensure that contact information for both the authorized contact person and the authorized signatory is correct. Save this document according to the following naming convention: [Applicant Name] DOGWF Program PY 23-24 CoverPage. For example, "OrgXYZ DOGWF Program PY 23-24 CoverPage." File names must not exceed 40 characters.

### **2. 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] DOGWF PY 23-24 ExecSum. For example, "OrgXYZ DOGWF PY 23-24 ExecSum."

## **Instructions on What to Include in an Executive Summary**

### **Counties to be Served**

- If serving more than one county, list counties in alphabetical order.

### **Proposal Plan**

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

### **Industry(ies) of Focus**

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

### **Key Partners**

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

### **Proposed Outcomes**

- Proposed outcomes are not the same as performance goals. Outcomes are mid- and long-term results that reflect a meaningful change in the workforce system.
- Be sure to include the proposed outcomes of the project in a short narrative.

### **3. Exhibit A – Project Narrative**

The narrative should clearly convey how the applicant’s approach will lead to the success of program awardees, target population(s), and the workforce system. The full Project Narrative must be written in MS Word using Calibri 12-point font, limited to 15 pages for the Project Narrative, single-spaced, and one-sided on 8.5 x 11-inch pages. Anything beyond the 15-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] DOGWF Program PY 23-24 Narrative. For example, “OrgXYZ DOGWF Program PY 23-24 Narrative.”

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

1. Statement of Need
2. Target Populations
3. Project Plan
4. Performance Goals
5. Partnership and Leveraged Resources
6. Statement of Capabilities
7. Budget Summary Narrative and Plan

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

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

### Section I: Statement of Need (Maximum 19 points)

#### I.1. Target Region (Score range 0-3 points) (+ up to 10 bonus points)

- Describe the targeted region(s), including an estimated number of displaced oil and gas workers in the target region.
- Discuss the impact of California's Just Transition on the oil and gas industry within the region and the need for the proposed services.
- Bonus Points for Specific Regions (Score up to +10 points): If the targeted region includes Kern County, Contra Costa County, or Los Angeles County, provide data and reasoning for focusing on these areas. (To earn the full 10 points, proposals must demonstrate significant understanding of the unique needs of these counties and align their proposals to address these specific needs).

#### I.2. Targeted Industry Sector (Score range 0-3 points)

- Describe the targeted sustainable industry sector(s) where participants will be retrained and placed, and why these industries were selected.
- Describe the type of training certifications that will be available in the programs that will match the target sustainable industry sectors or occupations.
- Demonstrate the demand for skilled workers in the targeted industries in the proposed service region, including how the demand was determined.
- Demonstrate that employer partners in these sustainable industries are experiencing a demand for skilled workers and are willing to hire participants who successfully complete the program.
- Cite data sources.

#### I.3. Employment Opportunities/Skills Gap (Score range 0-3 points)

- Describe the current and projected employment opportunities in the targeted industry sector in the proposed geographic service region.
- Provide a forecast of the approximate number of jobs available in the targeted sustainable industry in the proposed geographic service region.
- Describe the skills gap between what is needed by the sustainable industry and the skill levels of the displaced oil and gas workers.
- Describe any possible challenges with employment and retention in the industry. Provide a clear strategy to improve labor market and skills outcomes.
- Cite sources of data that include employer partner demand for employees that complete the proposed training programs.

## **Section II: Target Group (Maximum 8 points)**

### **II.1. Target Group Description (Score range 0-4 points)**

- Describe the characteristics of the displaced oil and gas workers that will be served by this project.
- Describe common and significant barriers to re-employment, retraining, and services.
- Identify and describe the supportive services needed to facilitate transition to new industries.
- Describe the existing skills of the target group and the additional skills needed for sustainable industries.
- Provide a clear justification for the project, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population will be addressed.

### **II.2. Outreach/Recruitment of Target Population (Score range 0-4 points)**

- Identify the outreach and recruitment methods that will be used to recruit program participants.
- Demonstrate how these methods will enable the program to reach a significant percentage of the displaced oil and gas workers in a replicable, effective, and timely manner.
- Explain how the program will collaborate with industry partners, local government agencies, community organizations, and labor organization to facilitate outreach and recruitment.

## **Section III: Project Plan (Maximum 35 points)**

### **III.1. Service Approach (Score range 0-5 points)**

- Demonstrate how the program's overall strategic approach addresses the challenges described in the Statement of Need.
- Describe the types of services and training that will be used to achieve the planned goals and objectives.
- Describe how the service delivery plan will address the barriers faced by the displaced oil and gas workers, transition them into new industries, and/or help them attain ongoing career advancement and sustainability.
- Demonstrate how a comprehensive service model will enable program participants to attain employment in sustainable industries with opportunities to advance.
- Describe how the project will successfully strengthen collaboration, support co-enrollment, provide clear pathways to new employment, and provide support services and follow-up services to ensure that participant success will continue after job placement.

### III.2. Work-Based Learning/Certified Training (Score range 0-5 points)

- Demonstrate that the technical or occupational skills targeted in this project are informed by standards developed or endorsed by the new industries and/or employers.
- Explain how this strategy results in high quality employment with sustainable wages in the proposed service region.
- Identify the training programs available, the credentials participants will receive upon completion, and how these programs will lead to high quality employment.

### III.3. Occupational/Wage Range (Score range 0-5 points)

- Describe the occupations in which participants will be trained or employed.
- Provide evidence in the form of expected wage and benefit data to demonstrate jobs resulting from the training programs meet the criteria for high quality.
- Provide an explanation describing how the listed occupations were determined, including any involvement of the new industries or employers.
- Describe your experience with using stipends in similar programs and outline your proposed plan for implementing stipends to promote training participation and successful outcomes in this program.
- Cite sources of data.

### III.4. Employer Outreach/Recruitment (Score range 0-5 points)

- Identify the outreach and recruitment methods that will be used to reach and recruit target employers in the new industries.
- Explain how employers will be engaged to play an active role in program design and in supporting participant training and employment.
- Demonstrate how new and current partnerships actively engage employers within the selected industry sector(s) to identify industry needs and employment opportunities for the displaced oil and gas workers.

### III.5. Systemic Change and Integrated Service Delivery (Score range 0-5 points)

- Demonstrate the capability to expand or create infrastructure that will allow expansion of new programs beyond the life of the grant.
- Describe how partners will operate as an integrated resource team, eliminating barriers to accessing a full breadth of wraparound services that help displaced oil and gas workers successfully transition to new industries.
- Identify strategies that will foster systemic change in the workforce system and encourage the use of comprehensive training programs to provide accelerated training to displaced oil and gas workers.

### III.6. Project Plan (Score range 0-5 points)

- Complete and attach the Project Work Plan (SFP Exhibit I) that includes a detailed timeline of objectives, activities, and major milestones that will demonstrate how you will achieve the goal of the project.
- The project work plan must be categorized by essential program elements.

### III.7. Skill Verification and Job Placement Support (Score Range 0-5 points)

- Explain the approach for skill assessments, emphasizing certifications from prior employers or training providers, and highlight the benefits of Credit for Prior Learning (CPL) and Prior Learning Assessments (PLA).
- Detail the strategies for identifying regionally in-demand careers, illustrating how the program bridges skill gaps and facilitates prompt re-employment with minimized wage reductions.
- Describe the methods of engaging employers to recognize and value the specialized skills of displaced oil and gas workers, ensuring their meaningful placement in new industries.

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

## **Section IV: Performance Goals (Maximum 15 points)**

### IV.1. Performance Goals Matrix (Score Range 0-5 points)

- Ensure that the data provided in the narrative aligns with required performance goals.
- Describe all planned goals in detail.
- Provide a narrative explanation for the chosen performance goals, demonstrating how they are informed by a data-driven local economic analysis and how they relate to service delivery, target populations, and skills attainment.

### IV.2. Goal Measurement (Score Range 0-5 points)

- Identify and describe anticipated outcomes for increasing employment among displaced oil and gas workers.
- Describe how the project goals will be measured and provide further clarification to demonstrate their impact on the new industries and the target population.

### IV.3. Goal Effectiveness (Score Range 0-5 points)

- Identify and describe anticipated outcomes indicating systemic change which will lead to sustained, meaningful partnerships with state and local agencies/organizations and local/regional in-demand businesses to increase long-term employment of the target population.



## **Section V: Partnerships and Leveraged Resources (Maximum 15 points)**

### **V.1. Partnerships (Score range 0-8 points)**

- Describe how the program has successfully formed regional partnerships with the required partners.
- Provide descriptions of formal or informal agreements that exist with the partners.
- Identify the role of any employer partners including interest in hiring participants that complete training.
- Demonstrate that a high level of coordination already exists or that formalized linkages are in the process of being established.
- Programs must secure and attach a separate signed “Partnership Agreement” letter from all partners.

### **V.2. Partner Roles and Responsibilities (Score range 0-3 points)**

- Complete and attach the Partner Roles and Responsibilities (Exhibit J).
- Describe how partnerships will be used to coordinate and provide services under this proposal.
- Roles and responsibilities should be clearly defined in terms of specific tasks, services, or support that they will provide for each organizational type.
- Describe how the program has successfully formed partnerships with other partner agencies including (as applicable) community colleges, local organizations, local training organizations, public/private employers, community and business development organizations, labor organizations, and other key stakeholders that serve the target population, including advocacy groups, faith-based and community based organizations, and training providers that will be used to coordinate and provide services under this proposal.
- Explain how employer partnerships will ensure that displaced oil and gas workers have access to high-quality employment options after completing the program.

**See exhibit instructions below** for detailed information on how to complete Exhibits J.

### **V.3. Employer Engagement (Score Range 0-4 points)**

- Describe how employers have been engaged in the development of the sector strategy approach and how they will continue to provide industry-based advice on curricula, career pathways, program delivery, and employment opportunities.
- Describe employer partner’s past and present commitment to hiring and/or job placement services for displaced oil and gas workers.
- Describe employer interest and demand for participants.
- Describe how the project will lead to systemic change and promote sustainability and replication of successful industry partnerships, leading to increased employment and retention in significant work with a career pathway for the target population.

## **Section VI: Statement of Capabilities (Maximum 20 points)**

### **VI.1. Capability and Knowledge (Score Range 0-5 points)**

- Describe the applicant organization's capabilities and knowledge in conducting and administering programs for displaced oil and gas workers or for similar displaced workers.
- Describe the applicant's ability to collect and report financial and participant performance data as required.

### **VI.2. Infrastructure/Staffing (Score Range 0-10 points)**

- Describe the applicant organization's infrastructure and capacity that demonstrates the applicant's ability to provide services to displaced oil and gas workers.
- Include the proposed staffing for this project and detail their experience working with the target population.
- Provide a listing and describe all key positions required to carry out the project.
- Provide evidence demonstrating the staff's skills, knowledge, and experience in carrying out their assigned activities and show that staff possess a record of working with the target population.
- If staff are not currently identified, describe the process of identifying, hiring, or appointing key staff and the training that will be provided within the allotted project start-up period.

### **VI.3. Past/Present Performance (Score Range 0-5 points)**

- Describe past or present accomplishments in working with a project(s) serving the target population and how grant funds will build on these successes.
- Include examples of accomplished outcomes.
- Describe past and present performance levels as of the end of the project.
- Include information such as planned/actual number served, planned/actual placed into employment, planned/actual number trained, types of employment, or other pertinent information relevant to the success of this project.

## **Section VII: Budget Summary Narrative and Plan (Maximum 8 Points)**

### **VII.1. Budget Summary Plan (Score Range 0-4 points)**

- Complete and attach the Budget Summary Plan (Exhibit F) that details the specific line-item costs of the proposal. Provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (Exhibit G), if applicable.
- Costs must be necessary, reasonable, and allowable in accordance with the DOGWF guidelines and the applicable Directives and OMB circulars.
- Provide an explanation of how costs are necessary, reasonable, and allowable.

## VII.2. Cost Effectiveness (Score Range 0-4 points)

- Complete and attach the Budget Narrative (Exhibit F2).
- Provide a detailed narrative justification in the Budget Narrative (Exhibit F2) for all line items contained in the Budget Summary (Exhibit F) and for each line-item cost contained in the Budget Narrative (Exhibit F2).
- Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

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

### 4. Exhibit F Budget Summary

- 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 using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.
- Under Amount Leveraged, enter the amount identified in the Project Narrative (Exhibit A) and documented in commitment letters.
- The amounts entered for Total Funding 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.

### 5. 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. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **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. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **In section G**, enter the estimated total of required or targeted activities paid expenses to the grant in the line provided. In the indicated space, provide a detailed description of the purpose and planned expenses for participant stipends, training/tuition, work-based learning, and supportive services. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.
- **In section H**, 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.
- **Section K**, include the total cost of Contractual Services (Exhibit G, complete if applicable) on the line provided. Describe in detail.
- **In section L**, 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 M**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections. Specify whether an expense is for Administrative or Program. Enter the estimated total of Administrative and Program

expenses on the line provided.

## 6. 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 *Allowable Costs and Prior Written Approval* (WSD16-16), *Property – Purchasing, Inventory, and Disposal* (WSD16-10), and *Procurement of Equipment and Related Services* (WSD17-08) 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."

## **Section II: Subrecipient**

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

## **Section II: 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.

## **7. 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 specific project goals and how the plans will be achieved within each quarter. Include activities, start date, end date, outcomes/deliverables, outputs, and responsible partner in the respective columns.
- To add rows, place the cursor between lines at the far-left side of the table and select the "+" symbol.

## 8. Exhibit J Partner Roles and Responsibilities

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

## 9. Partnership Agreement Letters

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

- Describe each partner's specific roles and responsibilities related to the project goals in detail.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.
- Be dated within the grant competition period between October 2, 2023, and November 13, 2023.
- Letters must be submitted in one continuous PDF entitled “[Applicant Name] DOGWF Program PY 23- 24 Partner Letters”. For example, “ABCOrg DOGWF Program PY 23-24 Partner Letters.” Names must not exceed 40 characters.

## 10. Commitment Letters

There is no match requirement therefore, Commitment Letters are not required. Applicants are encouraged to provide a letter to verify the dollar amount and sources of contributions from each entity pledging a 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. The individual amounts and totals in these letters must match those listed in Exhibit J. In the case of a discrepancy, the dollar amount pledged in the

letter will be used in all calculations. If a partner or partners are providing a contribution, the applicant is encouraged to provide a letter that conforms to the stated guidelines.

Optional Commitment Letters should contain the following:

- Describe in detail the specific roles and responsibilities of each of the partners.
- Describe how the services will differ from or enhance what already exists locally.
- Sign each letter by an authorized signatory representative of the partner agency with the contact's name, title, and telephone number.
- Date each letter within the grant competition period, between September 29, 2023, and November 13, 2023.
- Submit together in one continuous PDF entitled "[Applicant Name] DOGWF Program PY 23-24 Commit Letters". For example, "ABCOrg DOGWF Program PY 23-24 Commit Letters". Names must not exceed 40 characters.

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



## **Appendix B: Allowable Costs**

In general, to be an allowable charge, a cost must meet the following criteria:

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

## Appendix C: Administrative Costs

Administrative costs are limited to 10 percent of the grantees total award. The following 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 subrecipients, which are not related to the direct provision of 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:
    - i. Accounting, budgeting, financial and cash management functions
    - ii. Procurement and purchasing functions
    - iii. Property management functions
    - iv. Personnel management functions
    - v. Payroll functions
    - vi. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
    - vii. Audit functions
    - viii. General legal services functions
    - ix. Developing systems and procedures, including information systems, required for these administrative functions
    - x. Fiscal agent responsibilities
  - b. Performing oversight and monitoring responsibilities related to 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 grant.
  - 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 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 (e.g., 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 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: Allowable Services**

This SFP permits the following participant services. EDD reserves the right to allow additional activities not included, if deemed beneficial, appropriate, and reasonable to achieve employment and job retention outcomes for participants, or other grant objectives. Grantees must receive prior approval from the EDD to conduct activities not included in this SFP or otherwise determined allowable by EDD.

### **Basic Career Services**

1. Determinations of whether the individual is eligible to receive services
2. Outreach, intake, and orientation to information and other services available
3. Initial assessment of skill levels including literacy, numeracy, digital literacy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs
4. Job search, placement assistance, and career counseling, including the following:
  - Information on in-demand industry sectors and occupations
  - Information on nontraditional employment
  - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services
5. Systems navigation assistance and referrals to other programs and services
6. 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 and credentials necessary to obtain the vacant jobs listed
  - Information relating to local, in-demand occupations including earnings, skill requirements, and opportunities for advancement
7. Information relating to the availability of supportive services or assistance including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the CalFRESH Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program
8. Assistance in establishing eligibility for financial aid for training and education programs not provided under this grant

## **Individualized Career Services**

1. Comprehensive and specialized assessments of skill levels and service needs, which may include the following:
  - Diagnostic testing and use of other assessment tools
  - In-depth interviewing and evaluation to identify employment barriers and employment goals
2. Development of an individual employment plan to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals, including information about existing IET course offerings
3. Group or individual counseling
4. Career planning, career pathways planning assistance, career advancement assistance
5. Workforce preparation activities and pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for employment or training
6. Financial literacy services
7. Out-of-area job search assistance and relocation assistance
8. English language acquisition
9. High school completion/equivalency
10. Work based learning/subsidized employment
11. Navigator services including assistance with accessing other programs and services
12. Case management
13. Job development, job placement, secondary job placement

## **Follow-up and Job Retention Services**

Follow-up and job retention services, such as counseling regarding the workplace, supportive services to support job retention, career pathways development, assistance with workplace accommodations, secondary job placement, and other job retention and follow up services for participants who are placed in unsubsidized employment.

## Appendix E: Internet Resources

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

- **America's Job Center of California<sup>SM</sup> (AJCC)**  
Central location for information about Job/Career Centers and related links
- **California Association for Local Economic Development (CALED)**  
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California
- **California Adult Education Program Integrated Education and Training in CA Research Brief (CAEP)**  
Integrated Education and Training in 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 ELL 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](#))**  
 California’s Unified Strategic Workforce Development Plan (State Plan) 2020-2023 represents agreement among partners identified in the Workforce Innovation and Opportunity Act and serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.
- **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
- **High Quality Jobs ([Job Quality](#))**  
 A library of resources to define, assess, and improve job quality
- **Integrated Basic Education Skills and Training ([I-BEST](#))**  
 Information on Washington’s dual teacher, accelerated training model
- **Integrated Education and Training: A Career Pathways Policy & Practice ([CLASP](#))**  
 Presents the findings from a survey of adult education providers in 43 states on Integrated Education and Training
- **Integrated Resources Team ([IRT](#))**  
 Resources on the IRT service delivery model
- **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
- **California Department of Industrial Relations: Apprenticeships ([Pre-apprenticeships](#))**  
Information on the quality elements of a pre-apprenticeship program
- **Resources for Grant Recipients ([Resources](#))**  
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients
- **Multi- State Sector Strategy Project ([State Sector Strategies](#))**  
On-going multi-State project focused on accelerating the adoption of sector strategies
- **U.S. Census Bureau ([Census](#))**  
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



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

**Figure 2: Third-Party Software**

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<a href="#">Adobe Acrobat Reader</a>
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	<a href="#">Meadco ScriptX</a>
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p><a href="#">2012 MS RSClientPrint Instructions</a>            Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.            A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p><a href="#">DynamSoft</a>            Download DynamicWebTWAINHTML5Edition.exe</p>

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer’s browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place 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.