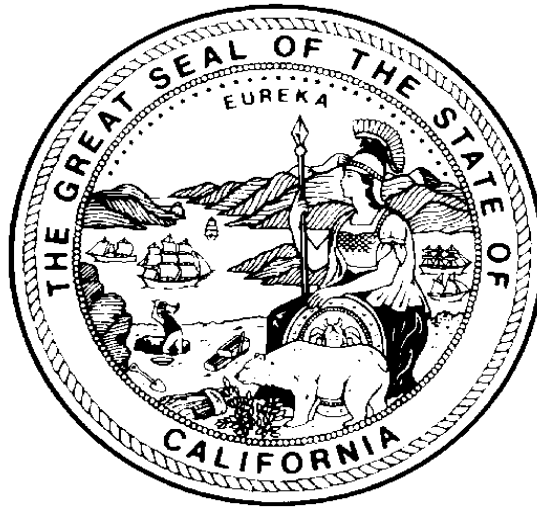# NOTICE OF AVAILABILITY OF FUNDS

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

**English Language Learner Integrated Education and Training Fund
Technical Assistance and Developmental Evaluation
Program Year 2022-23
Solicitation for Proposals**

November 2023

The Employment Development Department is an equal opportunity employer/program.
Auxiliary Aids and Services are available upon request to individuals with disabilities. Request
for services, aids and alternate formats may be made by calling
1-916-654-8434. TTY users please call the California Relay Services at 711.

Proposal Package Exhibits

The following contains the required exhibits for the English Language Learner Integrated Education and Training (ELL IET) Fund Technical Assistance (TA) and Developmental Evaluation (DE) grant opportunity for Program Year 2022-23 (PY 22-23). Select each exhibit link individually and download the corresponding forms before saving the solicitation for proposals (SFP) to a personal computer. Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

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

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I. Overview

The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to $1 million in California state general funds appropriated by Senate Bill (SB 178), the 2022 State Fiscal Year budget, for Technical Assistance (TA) and Developmental Evaluation (DE) of the English Language Learner (ELL) Integrated Education and Training (IET) Fund. The ELL IET Fund TA DE awardee team will be responsible for providing meaningful TA to ELL IET Fund PY 22-23 program awardees as they design, develop, and implement projects that expand IET course offerings across the state and accelerate employment and re-employment strategies for English Language Learners; and for conducting an evaluation that summarizes lessons learned and makes recommendations for future projects.

A. Purpose

The ELL IET Fund TA DE PY 22-23 grant aims to increase equity and improve outcomes for adult ELLs facing significant barriers to employment and education by providing necessary guidance and support to program awardees in their development of successful ELL IET programs. Applicants are expected to base their overall approach on the Integrated Education and Training (IET) model and advance the work in this space by conducting ongoing TA and developmental evaluations. Accordingly, the ELL IET Fund TA DE PY 22-23 grant will fund the assessment, analysis, and improvement of those service delivery approaches currently associated with the IET models the funded programs utilize. The TA awardee will work in close coordination with (1) ELL IET Fund PY 22-23 program awardees, (2) EDD project managers, and (3) all other relevant stakeholders to conduct ongoing TA and developmental evaluation and to complete a final evaluation report.

In collaboration with workforce and education partners, project stakeholders, and the EDD, the TA and evaluation awardee will be responsible for creating and sustaining a larger collaborative community centered upon the IET model and the goals and objectives of this specific ELL IET program. This includes facilitating connectivity among program awardees, assistance with coordinating local and regional connectivity to develop grantee networks, developing successful strategies, sharing best practices, and identifying and addressing challenges as they occur throughout the life of the grant. Program outputs, including progress and analytical reports, will inform adaptations, shifts, and recommendations to the work as new lessons emerge to support real-time feedback and learning. The TA and evaluation awardee will facilitate targeted connectivity with other programs funded by the EDD and other state partners serving English learner populations, including, but not limited to, programs aimed at serving refugees, immigrants, and migrant/seasonal farmworkers.

The ELL IET Fund PY 22-23 TA DE award seeks to identify best practices and address any challenges presented in (1) developing new IET curriculum or course offerings, (2) developing connectivity, co-enrollment, and co-case management strategies between education and workforce partners, (3) employer engagement, and (4) outreach and recruitment of ELLs from

underserved or marginalized communities including but not limited to refugees, immigrants, and migrant/seasonal farmworkers.

B. Goals and Objectives

The ELL IET PY 22-23 Fund seeks to create sustainable change in workforce and education programming to enhance the lives of California's immigrant population through accelerated education and training opportunities that will ensure equitable access to employment in high quality jobs. The ELL IET PY 22-23 TA DE awardee will assist program awardees in achieving those outcomes by providing ongoing guidance, technical assistance, training, and stakeholder coordination support that will help projects expand and enhance IET course offerings and other workforce opportunities for ELLs in accordance with the goals of the ELL IET Fund PY 22-23 Program SFP: Equity, Acceleration, Workforce and Economic Development, and Sustainability and System Alignment.

The TA DE awardee should leverage existing best practices and develop new tools as needed to support program awardees in their efforts to utilize existing IET course offerings, expand IET course offerings, and achieve positive employment outcomes for ELLs. The TA and evaluation awardee will host conference calls, webinars, Communities of Practice (CoP), and other technical assistance, training, and coordination activities as needed. This will require the TA and evaluation awardee to develop additional means of effective communication, idea-sharing, mentoring among program awardees, and individual program consultation. Applicants must demonstrate how they will provide an accessible virtual forum for cross-project communication during meetings with program awardees and beyond. The TA DE awardee will develop tools for continuous learning, including critical metrics and milestones to be tracked for immediate course correction and program improvement.

Project TA goals and objectives include the utilization of the iterative process with strong feedback loops to support the following:
- Development of strategies for implementing new IET curriculum or course offerings.
- Development of strategies to engage with workforce, education, and human services partners with to foster connectivity, co-enrollment, and co-case management.
- Development of strategies for successful employer engagement, including inclusion of employers in IET development and implementation, work-based learning opportunities, job development, and participant job placement and retention.
- Development of successful outreach strategies for recruiting ELLs from underserved or marginalized communities, including but not limited to refugees, immigrants, and migrant/seasonal farmworkers.
- Development of successful strategies to ensure equitable access to employment, education, and training for ELLs.
- Development of successful education, training, case management, job development, job retention, and wrap-around services strategies that assist ELLs in obtaining high-quality jobs in the occupations of their IET certifications.

- Development of successful strategies for the provision of support services to strengthen training completion, job placement, and job retention outcomes.
- Identification of the supportive services that most directly address the needs of ELLs served.
- Identification of metrics that track supportive services received and that can evaluate the impact of support services on participant training completion, job placement, job retention, or further education.
- Identification of the IET courses that most directly address the needs of the English Language Learners served.
- Identification of metrics that can evaluate the impact of IET courses and strategies on participant job placement and retention in occupations related to their IET credentials.
- Supporting the development of local/regional service provider networks that support cross-systems alignment, blending and braiding of resources, and co-enrollment between the ELL IET program and refugee, immigrant, and migrant/seasonal farmworker programs and other programs commonly accessed by ELL populations.
- Developing staff to build capacity for coordinated case management within and across organizations, including cross-training with relevant partners.
- Identifying best practices for supporting job retention, secondary job placement or career advancement, and further education.

Learning Objectives include, but are not limited to, the following:
- Identification of cross-cutting themes amongst best practices, challenges, challenge solutions, and systemic barriers experienced by program awardees and education and workforce partners while developing new IET curricula or course offerings.
- Identification of cross-cutting themes amongst best practices, challenges, challenge solutions, and systemic barriers presented in developing connectivity, co-enrollment, and co-case management strategies between education and workforce partners.
- Identification of cross-cutting themes amongst best practices, challenges, challenge solutions, and systemic barriers to successful employer engagement.
- Identification of cross-cutting themes amongst best practices, challenges, challenge solutions, and systemic barriers in successful outreach and recruitment of ELLs from underserved or marginalized communities including but not limited to refugees, immigrants, and migrant/seasonal farmworkers.
- Summarization and evaluation of any other cross-cutting themes amongst project successes, challenges, and project outcomes that can be used to inform future funding investments and program designs.
- Development of a roadmap for sustaining, replicating, and scaling the IET models used by ELL IET project awardees.

II. Project Design
Proposals must reflect an innovative TA and developmental evaluation plan to achieve the above project goals and objectives. Applicants may create new tools, borrow methods from other disciplines, or apply models from other TA programs and program evaluations to achieve

the desired outcomes. Successful applicants will present creative plans to provide training, team building, knowledge sharing, learning, and utilizing technological resources to meet the program-related requirements and support strong participant outcomes from ELL IET projects.

The TA and evaluation awardee will provide project awardees with ongoing feedback as a developmental tool for quality improvement, innovation, and sustainability. Strong applicants will demonstrate the capacity to provide individualized assistance based on in-demand industry sectors, ELL IET program strategies, outcome data collection tools and processes, each program awardee's needs, and the unique barriers of the geographic regions and target populations being served utilizing the strategies and required activities outlined below.

A. TA and Developmental Evaluation Strategies and Required Activities
The ELL IET Fund TA DE PY 22-23 awardee will facilitate connectivity among program awardees and conduct stakeholder coordination as follows:
- Individual program consultation for continuous learning and program improvement
- Coordination of technology-enabled training for awardees on topics relevant to their needs.
- Creating and supporting a learning community for ongoing innovation and quality improvement.
- Convening regularly scheduled Communities of Practice that include project awardees, project partners, and relevant stakeholders.
- Sharing identified best practices and other lessons learned between funded program awardees with a combination of written materials, webinars, trainings, and CoPs, open to project awardees, project partners, and relevant stakeholders.
- Coordination and facilitation of virtual and/or in-person convenings.
- Assisting with developing and/or refining IET partnership structures and each partner's organizational capacity.
- Providing support to project awardees with local and/or regional stakeholder engagement and coordination, including assistance with defining or refining roles and responsibilities between project awardees, funded project partners, and other local/regional stakeholders engaged in service provision to ELLs.
- Facilitation of targeted connectivity with other programs funded by the EDD and other state partners serving ELL populations, including programs aimed at serving refugees, immigrants, and migrant/seasonal farmworkers. This may include collaboration with TA providers and project staff in the targeted programs.
- Provision of support to project awardees by making connections to local and regional stakeholders serving ELL populations, including programs aimed at serving refugees, immigrants, and migrant/seasonal farmworkers. Stakeholder coordination support should include support for program awardees in developing partner meetings, developing referral and recruitment networks, establishing integrated service delivery or co-case management strategies, and encouraging cross-training.

The ELL IET Fund TA DE PY 22-23 awardee will provide guidance, technical assistance, and training support to ELL IET-funded projects, as follows:

- Providing ongoing engagement, coaching, consultation, and support to program awardees.
- Providing real-time feedback to program awardees to achieve program outcomes and implement new strategies, measures, and actions as goals emerge and evolve.
- Addressing individual project challenges and identifying when alternative methods are needed to accomplish project goals or when there is a need to adjust goals.
- Scheduling office hours to assist program awardees to ensure individual project needs are met.
- Coordinating training on relevant topics for program awardees.
- Assisting with closing service gaps by recommending changes to program service delivery models and helping program awardees implement any actionable items resulting from TA recommendations.
- Coordination with the EDD to ensure technical assistance and training are in alignment with allowable activities, project goals, and data collection and reporting requirements.
- In coordination with EDD, assist program awardees in effectively collecting and utilizing participant data.
- Provision of other technical assistance, training, and support needed, as identified by ongoing review of project activities and program evaluation efforts.
- Provision of assistance and guidance in developing sustainability plans to ensure project practices are institutionalized and work continues beyond the grant period of performance.

The ELL IET Fund TA DE PY 22-23 awardee will disseminate best practices and learnings from this program with the broader workforce system. Potential methods may include:

- Report outs or presentations at workforce system meetings, webinars, conferences, Communities of Practice, or trainings.
- Disseminating best practices and other lessons learned to the broader workforce system through a combination of written materials, webinars, trainings, and/or Communities of Practice open to local workforce development areas, community-based organizations, and other workforce system stakeholders.

The ELL IET Fund TA DE PY 22-23 awardee will provide a final summary report of the TA and developmental evaluation of the project that includes, but is not limited to, the following:

- Analysis of whether projects met the goals and objectives outlined in the ELL IET PY 22-23 Fund SFP of (1) Equity, (2) Acceleration, (3) Workforce and Economic Development, and (4) Sustainability and System Alignment; what practices most contributed to meeting those goals; and what systemic barriers may have hindered the achievement of those goals.
- Assessment of the IETs developed, whether they led to successful training and employment outcomes for ELLs.

- Analysis of what activities and/or practices led to participant achievement in employment and training.
- Analysis of whether any systemic barriers may have hindered participant success and recommendations for how to address them.
- Assessment of the local/regional IET partnership models, including (1) how they led to or hindered project success, (2) identification of any gaps or overlaps in service provision, and (3) best practices for coordination between educational programs and the workforce system to ensure equitable access and outcomes for ELLs.
- Identification of best practices, lessons learned, challenges, and challenge solutions over the life of the ELL IET project.
- Recommendations for sustaining, replicating, and scaling ELL IET program models statewide.
- Summary of the technical assistance that assisted program awardees in achieving project goals.

B. Applicants

Applicants for the ELL IET Fund TA must be organizations with the capacity, relationships, and expertise to deliver the necessary TA services statewide. Proposals from non-profit organizations, labor organizations, community colleges, adult education providers, workforce boards, and education and training providers will be accepted. Applicants may collaborate with partners or form a team to provide the full scope of TA and evaluation services for the ELL IET Fund. Individuals are not eligible to apply.

In their proposals, applicants must demonstrate that they have relevant experience providing technical assistance and conducting evaluations of workforce and/or education programs. Experience specific to providing TA and conducting evaluations of programs centered around services to various ELL populations, having an IET component or design, and/or serving other underserved Californians must also be demonstrated.

Applicants must have knowledge of and experience with:
- IET as a workforce development and educational strategy
- Sector-focused industry partnerships and workforce development
- Technology-based approaches to education and training
- Serving adult English Language Learners, including refugees, immigrants, and farmworkers faced with significant barriers to employment and education
- Best practices for offering resources to program awardees that are both accessible and relevant
- Supporting organizational learning and ongoing quality and program improvement
- Outcomes-based program and performance management
- Workforce, education, and human services programs
- The 2020-2023 Unified Strategic Workforce Development Plan (State Plan)

C. Program Awardees

The ELL IET Fund TA DE awardee must provide meaningful technical assistance to ELL IET Fund program awardees, including ongoing evaluation and learning of program awardee efforts towards meeting the goals and objectives of the ELL IET Fund. ELL IET Fund program awardees that the TA provider will support include education institutions, workforce services providers, and community-based organizations utilizing existing IET programs and developing new IET curricula and course offerings to increase access to education, training, and employment for ELLs. In addition, program awardees have developed project teams that include required partners needed to achieve the goals and objectives of the ELL IET Fund. The TA DE awardee's support will extend to the entire project team, not just the awarded fiscal agent or lead on the ELL IET project.

D. Target Populations

The Technical Assistance (TA) awardee for the ELL IET Fund Program should be well-versed in strategies for assisting underserved populations facing significant employment barriers. The eligible population for this program is adult English Language Learners (ELLs). An English language learner, as defined by WIOA Title II, Section 203(7), and incorporated into this program through reference in this solicitation, is an individual who has limited ability in speaking, reading, writing, or understanding English. These individuals' native language is a language other than English, or they live in a family or community where a language other than English is the dominant language.

TA providers must work with each program awardee to determine the specific demographics and needs of English Learners in each service area. This may include making recommendations and providing TA and training to program awardees on equitable access and inclusion for English Learner populations that are historically underserved or are underrepresented in enrollments, including, but not limited to, refugees, migrant/seasonal farmworkers, ELLs with basic skills deficiencies and/or low literacy levels, and ELLs with a disability.

Eligible participants are adult English language learners who reside in the state of California. In alignment with Senate Bill 178, participants "who are not lawfully present in the United States may participate in and benefit from services. To implement this provision, an entity or person shall not seek (b) unnecessary information to determine eligibility, including immigration or citizenship status."

The TA provider should be prepared to offer support and resources tailored to this population's unique needs and challenges.

E. Data and Supporting Evidence

The TA awardee is expected to develop assessment tools for collecting real-time data and analyzing the program's performance. This analysis should adopt a learning approach that facilitates informed decision-making, enhancing outcomes and amplifying the program's impact on its target populations. Program awardees will report participant data in CalJOBS^{SM} and be accessible to the TA DE awardee for TA and developmental evaluation purposes. The TA DE

awardee may be responsible for collecting additional data and information on implementation milestones and qualitative outcomes that are not captured in CalJOBSSM or monthly narrative reports submitted to EDD by project awardees.

All program awardees must provide data and information to the TA DE awardee necessary to conduct TA DE activities. Proposals should clearly articulate the data metrics, the frequency of data collection, and the method of analysis to be used. The EDD reserves the right to request a review of any assessments created using funds from this project. Data from assessments developed and administered to evaluate projects should directly inform and apply learnings from that evaluation to improve overall service delivery and help refine the evaluation plan and the final report.

III. Application & Program Requirements

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

Application Requirements

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

B. **Proposal Narrative – Exhibit A**
    The Proposal Narrative must include the following sections in the order listed and must address the specific questions outlined in Appendix A:
    - I. Technical Assistance and Developmental Evaluation Plan (44 pts.)
    - II. Data Analysis and Performance Measurements (23 pts.)
    - III. Statement of Capacity and Capabilities (24 pts.)
    - IV. Budget Summary Narrative and Plan (9 pts.)

Program Requirements

C. **Partnerships**
Applicants must possess the expertise, resources, and capacity to provide Technical Assistance to ELL IET Fund program awardees and to conduct a project evaluation. Given the complexity of the project, applicants may benefit from incorporating partnerships into TA and evaluation plans to achieve all objectives and required activities, enhance the support network, and increase the likelihood of successful program outcomes.

Partnerships with established ELL IET programs that have demonstrated the ability to provide meaningful assistance to English Language Learners are also encouraged. Applicants should prioritize partnerships with organizations that have documented success working with the program's target populations or expertise in an area beneficial to the scope of the TA and evaluation requirements.

In the Project Narrative, applicants must demonstrate their ability to deliver TA as a single organization or project team, identifying any project partners. If partnerships are proposed, applicants must submit Partnership Agreement Letters and outline each partner's roles and expected contributions. More information on submitting Partnership Agreement Letters can be found in Appendix A.

The EDD's reading evaluators will assess whether applicants have the necessary capacity and expertise to provide the required TA and will select the most qualified applicant. Additional partnerships that can enhance the success of program awardees, based on the needs of the target populations in each geographic region, are encouraged.

D. **Collaboration with the EDD**
Applicants must budget for and plan to coordinate and facilitate three in-person and/or virtual convenings throughout the grant period to bring together state partners and awardees. These convenings will occur:

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

Timing will be determined in coordination with state partners and ELL IET Program awardees. The convenings aim to develop a nuanced, big picture perspective on overcoming the barriers to employment faced by the underserved target populations. Agendas and programs for convenings will be developed in coordination with the EDD to include support on topics related to grant administration, performance, and CalJOBS^{SM}, in addition to the programmatic and subject matter content provided by the TA awardee.

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

The TA awardee must coordinate and facilitate CoP and partner meetings. The CoP meetings will allow the TA provider to share knowledge and network with program awardees, workforce experts, partners, the EDD, and other key stakeholders. The meetings will enable program awardees to engage with innovative ideas and promote new project implementation methods.

IV. Funding and Budgetary Requirements

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

A. Availability

A total of $1 million in General Fund dollars from the ELL IET Fund of the California State General Fund are available through this SFP. It is anticipated that only one application will be awarded. Leveraged resources are encouraged where possible, but there is no requirement for leveraged funds.

Determination of funding requests and other performance measures should consider demonstrating successful TA plans, relevant experience, and reasonable costs for proposed services. Awarding decisions are based on the availability of funds.

Note – Proposed funding is based on the anticipated availability of relevant funds. Should anything change, the EDD reserves the right to make adjustments based on the level of funding. Estimated amounts and dates are not final and are subject to change.

B. Project Term

The period of performance (POP) for the TA DE awardee funded under this SFP will be approximately 34 to 38 months. Program awardees that the ELL IET Program SFP financed that the TA DE awardee will support have an anticipated program start date of October 1, 2023, so the TA DE Provider will begin work as soon as contracts are executed, anticipated to be by January 1, 2024. Projects will conclude no later than March 31, 2027. This POP includes all necessary implementation and start-up activities. Grant funds will not be available beyond

March 31, 2027. No obligation of funds will be allowed before or beyond the grant period of performance. Any funds not expended during the grant agreement period shall be returned to the state.

C. Registration with the System for Award Management

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

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

D. Cost Sharing

There are no required leveraged funds for this project. However, the applicant is encouraged to leverage other resources to maximize the project's impact, earn the maximum return on investment, and foster project replication and sustainability. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the project's success. Resources can be leveraged from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education, and training providers, and/or federal, state, and local government programs.

Leveraged funds are a contribution of funds or resources made available to the grantee to be explicitly used for project activities and must be consistent with the allowable activities of the fund sources. The awarded grantee has control over and disburses these funds.

The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. Examples include but are not limited to donated personnel, services, and use of equipment or space.

E. Allowable Uses of Funds

The funds awarded in this SFP must provide technical assistance to ELL IET TA DE PY 22-23 program awardees in successfully implementing their ELL IET projects and conducting ongoing and final evaluations of the ELL IET program.

Projects will be developing new or utilizing existing IET programming and curriculum in partnership with employers and education partners, developing employer partnerships for work-based learning, training, and job placement, providing direct services to participants, appointing project staff or hiring new project staff, providing staff development, training, and cross-training to program and partner staff, allowing travel for staff to attend mandatory meetings, trainings, or events, and other costs associated with operating the project and meeting the project goals and objectives.

Allowable costs for the TA grantee include:

- Any costs associated with the provision of TA to ELL IET program awardees include but are not limited to personnel, materials, travel, and virtual platforms.
- Any costs associated with coordinating project partners and stakeholders, including collaboration with other EDD and external programs, will enhance learning objectives, project performance, and opportunities for co-enrollment for program awardees. Associated costs may include, but are not limited to, costs for personnel, materials, travel, and virtual platforms.
- Any costs associated with ongoing information and data collection and evaluation activities.
- Any costs associated with creating a final evaluation of project outcomes and lessons learned.
- Costs associated with disseminating or sharing lessons learned and/or a final evaluation during the contract period.

The California State General Fund and its associated state regulations, state directives, applicable Government Codes including but not limited to 16300 and 13303, and California Department of Finance (DOF) Guidance for Grants and Agreements govern the use of the grant funds. Refer to Appendix C and Appendix D for the general requirements dictating the proper use of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

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

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

A. Notice of Intent to Apply

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by sending a short email message with the applicant organization's name and address to WSBSFP1@edd.ca.gov by noon on November 22, 2023. The subject line must adhere to the following naming convention: [Applicant Name] Intent to Apply: ELL TA PY 22-23. Applicants who do not provide this email notification may still apply for funding. These non-binding notifications are only intended to help the EDD develop a more efficient process for reviewing the grant applications in this competition.

B. Submission Format

Each applicant must submit their proposal package via email as a compressed (or "Zipped") file. Emails must be sent to WSBSFP1@edd.ca.gov. The subject line of each application submission email must adhere to the following naming convention: [Applicant Name] ELL TA PY 22-23 Proposal. The proposal package is due by 3 p.m. on December 11, 2023. The Project Narrative, Executive Summary, and all Exhibits must be submitted in Microsoft Word format.

- Documents must adhere to the following naming convention: [Applicant Name] ELL TA PY 22-23 [Name of Document].
- Applicants may utilize an initialism for their organization's name if desired. Please use the organization's CalJOBS^{SM} initialism, if available. File names must not exceed 40 characters.
- The Cover/Signature page, Partnership Agreement Letters, and Optional Commitment Letters must be submitted in PDF form.
- The Cover/Signature page must adhere to the naming convention: [Applicant Name] ELL TA PY 22-23 CoverPage.
- The Cover/Signature page must include the signature of the signatory authority on the form.
- Partnership Agreement and Optional Commitment Letters should be grouped by category, submitted as two separate PDFs, and saved per the following naming conventions: [Applicant Name] ELL TA PY 22-23 CommitLetters and [Applicant Name] ELL TA PY 22-23 PartnerLetters.
- Submit any additional documentation in Adobe PDF.

C. Important Dates & Deadlines
Figure 1: Application Timeline

Event	Date
SFP release	November 2, 2023
Last date to submit questions for the webinar	November 13, 2023
Deadline for webinar pre-registration	November 16, 2023, by 9 a.m. PST
Informational Webinar	November 16, 2023, at 10 a.m. PST
Notice of Intent to Apply	November 22, 2023, by noon PST
Proposals due	December 11, 2023, by 3 p.m. PST
Proposal review and evaluation	December 18, 2023 - December 20, 2023
Deadline to appeal	December 20, 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 an addendum to this SFP.

D. Questions and Answers

An informational webinar to review application requirements and answer questions is scheduled on November 16, 2023, at 10 a.m. PST. This webinar will be the final opportunity for applicants to ask specific questions regarding the SFP and the application process. Pre-registration is required for all participants. Refer to the EDD's Workforce Development Solicitation for Proposals website for the pre-registration link. To complete the process and access the webinar, applicants must fill out their information as prompted by the pre-registration link. Upon completion, a system-generated email will be sent, including a ZOOM link for the webinar.

Before submitting questions, applicants must thoroughly review the SFP Proposal Package Instructions provided in Appendix A. Email inquiries for the webinar to WSBSFP1@EDD.ca.gov with the subject line: [Applicant Name] ELL TA PY 22-23 SFP Inquiry. All inquiries must be received before noon PST on November 13, 2023.

Please note this webinar will not be recorded.

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

E. Delivery

Applicants must submit a complete proposal package with all required elements to WSBSFP1@EDD.ca.gov by no later than 3 p.m. PT on December 11, 2023. The Cover Signature

Page must be signed by the signatory authority as stated in the resolution for signatory authority

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

VI. Award

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

A. Proposal Review, Scoring, and Evaluation

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

Figure 2: Scoring Rubric

Narrative Criteria	Maximum Points
Section I – Technical Assistance Plan	44
Section II – Data Analysis and Performance Measures	23
Section III – Statement of Capacity and Capabilities	24
Section IV – Budget Summary Narrative and Plan	9
Maximum Total Points	**100**

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

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

B. Appeal Process

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

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

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

The EDD will distribute disqualification letters to applicants by email. Applicants have seven calendar days from the date their disqualification email is received in which to appeal. Please send all appeals to WSBSFP1@EDD.ca.gov by the close of business on the seventh calendar day.

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

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for appeal, including citations from the SFP and other pertinent documents
- A statement of the relief sought
- All corrective documentation
- A scanned copy of the statement with the original wet signature of the authorized signatory authority for the applicant organization
- Appeals must be submitted in PDF form to WSBSFP1@EDD.ca.gov

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

C. Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be emailed by January 2024.

D. Agreement and Contracting

The EDD will contact the awardee to negotiate and finalize contract details. The EDD may request that the contracts incorporate changes to the original project proposals. After the contract is finalized, the awardee will officially enter into a contract with EDD to provide the services listed in the contract for the amount awarded. Any unauthorized deviation or non-

responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization and that your infrastructure supports the administrative and operational requirements. The state expects contract negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the grantee to funding. The EDD reserves the right to terminate any funding offer if a grantee does not negotiate in good faith. Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before accepting funds awarded under this SFP. The time needed for such official action will affect the grantee's ability to meet the project terms and conditions and the projected work plan.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Grantees may be required to revise the project exhibits to comply with applicable federal and state mandates during the approval and contract negotiation process. The Special Populations Support Unit will guide the finalization of the exhibits and verify that all requirements are met to be incorporated into the official contract. The awardees must submit a resolution for signatory authority designating the position's authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a grantee does not comply with the contract's revision process and terms.

VII. Administrative Requirements

Successful applicants must comply with all administrative and reporting requirements to remain eligible for awarded funds. Grantees 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 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 promptly and accurately. Complete and accurate reporting is essential during the monitoring process.

B. Record Retention

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

C. Fiscal Requirement and Reporting

The grant is a cost-reimbursable contract. The grantee must 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 payment description. 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 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.

D. Closeout

The closeout period is the 60 days after a grant agreement has reached its term end date or its funding has been fully utilized. During this period, the grantee submits a closeout package to the state, and the state confirms that the grantee has completed all applicable administrative actions and required work. The closeout period is a critical piece in the cycle of a grant. It is used by the grantee to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. Closeout documents and an end-of-project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan.

E. Compliance

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

F. Intellectual Property Rights/Creative Common Attribution License

Grantees of a state award obtain the title to intangible property once acquired. The grantee must use the property for the authorized initial purpose and must not encumber the property without approval from the California Labor and Workforce Development Agency (Agency). Further, the Agency has the right to obtain, reproduce, publish, or otherwise use the data produced under a state award and authorize others to receive, reproduce, publish, or otherwise use such data for state purposes.

APPENDICES

Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Proposal Narrative, and all Exhibits must be completed in Calibri 12-point font. The Cover/Signature Page, Executive Summary, required SFP exhibits, Partnership Agreement Letters, and Optional Commitment Letters are not included in the 10-page limit, which applies only to the narrative. If you have any questions regarding the proposal package after carefully reviewing the SFP and its appendices, please email the EDD's Grants and Solicitations Unit at WSBSFP1@EDD.ca.gov.

Format and Document Order

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

1. Cover/Signature Page	
2. Executive Summary	
3. Exhibit A – Proposal Narrative **(must include the following sections)**	
I. Technical Assistance Plan	
II. Data Analysis and Performance Measurements	
III. Statement of Capacity and Capabilities	
IV. Budget Summary Narrative and Plan	
4. SFP Exhibits	
Exhibit F – Budget Summary	
Exhibit F2 – Budget Narrative	
Exhibit G – Supplemental Budget (if applicable)	
Exhibit I – Project Work Plan	
Exhibit J – Partner Roles and Responsibilities	
5. Partnership Agreement Letters	
6. Optional Commitment Letters	

1. **Cover/Signature Page**
   The Cover/Signature page must be completed and submitted electronically as a PDF document with the electronic signature of the signatory authority designated by the organization applying. Ensure that contact information for both the designated contact person and the signatory authority is correct. Save this document according to the following naming convention: [Applicant Name] ELL IET TA PY 22-23 CoverPage. For example, "OrgXYZ ELL IET TA PY 22-23 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 the bulleted list below for specific instructions. Save this document according to the following naming convention: [Applicant Name] ELL IET TA PY 22-23 ExecSum. For example, "OrgXYZ ELL IET TA PY 22-23 ExecSum."

   A. **Technical Assistance Plan**
      Summarize the Proposal Narrative using complete sentences and proper grammar.

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

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

   D. **Partner Highlights**
      A bulleted list of partners that specifies what each partner plans to contribute.

   E. **Goal Measurement Methodology**
      - Describe how Communities of Practice will be conducted and how Lessons Learned will be identified and addressed to tailor and adapt services based on program awardee needs.
      - Explain how TA activities will be documented.

- Indicate how the applicant will establish a baseline for each program awardee project.
- Describe the specific measures the applicant will implement to ensure equal access.

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

3. Proposal Narrative – Exhibit A

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

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

The Proposal Narrative must include the following sections in the order listed, as indicated in Exhibit A:
- I. Technical Assistance Plan (44 points)
- II. Data Analysis and Performance Measurements (23 points)
- III. Statement of Capacity and Capabilities (24 points)
- IV. Budget Summary Narrative and Plan (9 points)

Applicants must cite supporting data as applicable for each section to be considered complete. Relevant data sources may include (i) the EDD Labor Market Information Division (LMID), (ii) the Bureau of Labor Statistics, (iii) the U.S. Census, (iv) local surveys, (v) case studies, (vi) past performance; and (vii) consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should:
- Reflect the applicant's comprehensive understanding of the issues specific to the workforce system
- Demonstrate the need for the proposed project
- Justify the project's approach
- Suggest the potential for success

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

Instructions for Completing the Proposal Narrative (Exhibit A):

Section I: Technical Assistance Plan (Maximum 44 points)

I.1. Technical Assistance Approach (0-10 points)
- Provide an overview of the individual and group-based TA that will be provided to project awardees in alignment with the TA goals and objectives outlined in this solicitation.
- Describe strategies for coordinating activities that promote team building and knowledge sharing.
- Explain how ELL IET program awardees will be assisted with the design, development, and implementation of their projects to help foster workforce equity for the target population.
- Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

I.2. Evaluation Methodology (0-10 points)
- Identify the data that will be collected from awardees and how that data will be collected. Explain the rationale for the selection.
- Describe assessment methodologies for analyzing performance to develop a final summary report and justify the validity of any evaluative tools.
- Describe how awardee activities will be documented.
- Indicate when a baseline will be established in the project and describe how progress will be assessed.
- Demonstrate the capacity to develop a final summary report with all the required elements. Cite any additional elements the report will include.
- Describe the approach to developing a final summary report with actionable recommendations that encourage a systemic shift toward greater collaboration in the workforce system.

I.3. Communities of Practice and Convenings (0-8)
- Describe the methods and approach that will be utilized for developing and implementing CoPs.
- Describe the vision, goals, and outcomes for CoPs and other convenings.
- Explain strategies for conducting successful virtual and/or in-person convenings.
- Identify how goals can be leveraged to help broaden perspectives.

I.4. Sustainability (0-8)
- Describe the plan for providing guidance and technical assistance to program awardees on developing sustainability plans and institutionalizing practices.
- Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant's period of performance.

- Identify strategies to improve connectivity of partnership networks and scale the ELL IET program model.

I.5. Project Work Plan (0-8 points)
- Complete and attach the Project Work Plan (SFP Exhibit I), which includes a detailed account of objectives and their corresponding activities, milestones, and timelines intended to demonstrate how the goal of the project will be achieved. The project work plan must be categorized by essential program elements with specific outcomes.

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

Section II: Data Analysis and Performance Measures (Maximum 23 points)

II.1. Goal Measurement (0-8 points)
- Clearly define the goals for program awardees and workforce system improvement.
- Describe the process for assisting program awardees with setting milestones.
- Describe how activities will be documented.
- Indicate when the project baseline will be established and describe how progress will be assessed.

II.2. Goal Effectiveness (0-10 points)
- Describe how the goals set for program awardees will improve participant experience during the project term.
- Identify and describe anticipated outcomes indicating systemic change which will lead to replicability and sustainability of projects.

II.3. Data Measurement and Analysis (0-5 points)
- Describe the assessments and tools that will be utilized to gather and analyze the real-time program performance data necessary to inform ongoing decisions and improve program impact and outcomes.
- Clearly explain the data metrics used, the frequency of collection, and the method of analysis.

Section III: Statement of Capacity and Capabilities (Maximum 24 points)

III.1. Capability and Knowledge (0-8 points)
- Describe their experience: (i) directly serving underserved populations facing significant barriers to employment or (ii) providing TA in support of such services.
- Describe experience with virtual instruction and training.

III.2. Infrastructure/Staffing (0-8 points)
- List the individuals and organizations providing TA and evaluation.
- Describe their capacity and experience to provide individualized assistance based on each program awardee's needs, the unique barriers of each target population, and geographic regions served.
- Identify project partners and explain what services the partnerships will coordinate and provide based on each program awardee's needs; the unique barriers of the target populations and geographic regions being served.
- Complete and attach the Partner Roles and Responsibilities (SFP Exhibit J), detailing how the collaboration will successfully execute the required SFP goals and objectives.

III.3. Past/Present Performance (0-8 points)
- Describe knowledge and experience working directly with other efforts.
- Demonstrate how best practices will be implemented to serve program awardees.

Section IV: Budget Summary Narrative and Plan (Maximum 9 points)

IV.1. Budget Summary Plan (0-5 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 (SFP Exhibit G), if applicable.
- Costs must be necessary, reasonable, and allowable in accordance with the ELL IET TA guidelines and the applicable Directives and OMB circulars.
- Provide an explanation of how costs are necessary, reasonable, and allowable.

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

IV.2. Cost Effectiveness (0-4 points)
- Complete and attach the Budget Narrative (SFP Exhibit F2), which details the specific line-item costs of the Budget Summary Plan (SFP Exhibit F).
- Provide a detailed narrative justification for each line-item cost contained in the Budget Narrative (SFP Exhibit F2) for all 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 exhibit instructions below for detailed information on how to complete Exhibits F and F2.

Exhibit Instructions

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

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

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 sub-recipients to carry out a portion of the grant services, Sections II (Subrecipient) and III (Contractor) of the Supplemental Budget (Exhibit G) must be completed.
● If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services the Supplemental Budget (Exhibit G) must be completed.

4. **Exhibit F2 Budget Narrative**
● Provide a detailed justification in the Budget Narrative (Exhibit F2) for each line-item cost contained in the Budget Summary Plan (Exhibit F). For example, a detailed justification of staff salaries should include: each title or position; a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of their salary charged to the grant.
● All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to participants.
● **In Sections A-D: Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant in the line provided.
● Utilize Line Items A-D from the Budget Summary Plan (Exhibit F) to complete the table in Section A of the Budget Narrative (Exhibit F2).
    ○ In Column 1, list each staff position.

- In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
- In Column 3, enter the staff Fringe Benefit cost.
- In Column 4, calculate the Total by adding the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.
- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and key staff are required to attend quarterly meetings, Communities of Practice, and other activities coordinated by EDD-approved TA providers; include all travel costs in the budget.
- **In Section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in Column 2 of the items listed in Column 1 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of Furniture and Equipment on the line provided. Refer to EDD Directives WSD16-16, Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017), WSD16-10, Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016), and WSD17-08, Subject: *Procurement of Equipment and Related Services* (March 14, 2018) for Procurement Guidelines.
  - In Line Item 1, enter the total expenditure for Equipment and Furniture items that cost less than $5,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
  - In Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than $5,000. In the indicated space, include the item's name, cost, and quantity. If any items are listed in Section G.2., complete Exhibit G.
  - In Line Item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- **In Section H (if applicable)**, include the total cost of Contractual Services (Exhibit G, complete if applicable) on the line provided. Describe in detail.
- **In Section I (if applicable)**, 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 J**, 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.

5. **Exhibit G Supplemental Budget- Section I: Equipment**
   - If the applicant plans to purchase equipment with a unit cost of $5,000 or more and a useful life span of more than one year, the Supplemental Budget (Exhibit G), Section I: Equipment must be completed.

- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. All equipment with a unit cost of $5,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.
- A separate request to purchase equipment must be submitted for approval to the EDD. See Basic Considerations in OMB Uniform Guidance Section 200.407. Refer to EDD Directives WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017), WSD16-10, Subject: Property – Purchasing, Inventory, and Disposal (November 10, 2016), and WSD17-08, Subject: Procurement of Equipment and Related Services (March 14, 2018) for Procurement Guidelines.
- The Item Description Column must list all equipment costing $5,000 or more.
- The Quantity Column must contain the desired amount for each item in the Item Description Column.
- The Cost Per Item Column must contain the cost for each item listed in the Item Description Column.
- Right-click each cell in the Total Cost Column and select "Update Field" to populate the total cost for each item listed in the Item Description Column.
- The Percent Charged to Project Column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project Column.
- To populate the Total Cost Charged to Project Column, right-click each cell in the column and select "Update Field."
- To populate the Total cells in the final row of Columns 3 and 5, right-click on each cell and select "Update Field."

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

7. **Exhibit G Supplemental Budget- Section III: Contractor**
   ● Section II of the Supplemental Budget (Exhibit G) is for contractual services. Contractual Services must be completed.
   ● If an applicant plans to procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the Supplemental Budget (Exhibit G), Section III: Contractor must be completed.
   ● The Description-Type of Service Column must list the type of services the contractor will provide through procurement.
   ● The Cost Column must contain the service cost for each service listed in the Description-Type of Service Column.
   ● The Service Provider (If Known) Column must list the 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.

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

9. **Exhibit J Partner Roles and Responsibilities**
    - List all partners in the Organization Column, under the appropriate heading.
    - To add a row for additional partners, hover over a row in the far-left column and select the plus sign symbol when it appears. Then, copy and paste the preformatted rows into the newly added rows using the paste option "Overwrite Cells."
    - Enter the contribution amounts for the Cash/In-Kind Contribution Amount Column, if available.
    - Right-click "Update Field" to populate the Total Cash/In-Kind Contribution Cell.
    - The Roles and responsibilities Column should include concise summaries of the specific tasks, services, or support partners will provide for each organizational type. A more in-depth description of roles and responsibilities can be provided in the Project Narrative.
    - List the funding source under the Fund Source Column for partners providing leveraged funds.
    - Check "Yes" in the Partnership Agreement Letter Column if a partner provided a Partnership Agreement Letter.

10. Optional Commitment Letters

There is no leverage fund requirement; therefore, Commitment Letters are not required. Applicants are encouraged to provide a letter to verify the dollar amount and the source of contributions from each entity that pledges cash or in-kind resources to the project. The letters should clearly define the contribution parameters and include the exact cash amount or an estimate of the in-kind dollar amount of the contribution. If provided, the individual amounts and totals in these letters should match those listed in Exhibit J. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners contribute, the applicant is encouraged to provide a letter conforming to the stated guidelines.

Optional Commitment Letters should meet the following criteria:
- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must describe how the services proposed will differ from or enhance what already exists locally.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with the contact's name, title, and telephone number.
- Each letter must be dated within the grant competition period between November 2, 2023, and December 11, 2023.
- All Optional Commitment Letters must be submitted together in one continuous PDF entitled: [Applicant Name] ELL IET TA PY 22-23 Commit Letters. For example, "ABCOrg ELL IET TA PY 22-23 Commit Letters." Names must not exceed 40 characters.

11. Partnership Agreement Letters

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

Ensure that each Partnership Agreement Letter meets the following criteria:
- Each letter must identify each partner's organization type.
- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must explain how the proposed services will differ from what already exists locally.
- Each letter must describe the extent of the partnership and its anticipated outcomes.
- Each letter must provide an agency contact person and telephone number.
- Each letter must be dated within the grant competition period between November 2, 2023, and December 11, 2023.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with their contact's name, title, and telephone number.

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

Appendix B: ELL IET Program Allowable Services

This SFP is to fund technical assistance and developmental evaluation for programs conducting 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 the EDD. The TA provider will be expected to provide recommendations to EDD on any additional activities requested by program awardees, including whether they will benefit participants or help meet other grant objectives.

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, 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 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 the 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

Integrated Education and Training

Integrated adult education and literacy activities including English language instruction, adult basic education, and high school diploma/high school equivalency, combined with employability skills and workforce training activities in a specific occupation or occupational cluster.

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 C: Allowable Costs

In general, to be an allowable charge under the <mark>ELL IET</mark> grant, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award
- Be allocable to the award
- Conform to any limitations or exclusions set forth in the award
- Be determined in accordance with generally accepted accounting principles
- Be adequately documented

Appendix D: 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 local grant recipients, local grant subrecipients, local fiscal agents, and 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:
      - Accounting, budgeting, financial and cash management functions
      - Procurement and purchasing functions
      - Property management functions
      - Personnel management functions
      - Payroll functions
      - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
      - Audit functions
      - General legal services functions
      - Developing systems and procedures, including information systems, required for these administrative functions
      - Fiscal agent responsibilities
   b. Performing oversight and monitoring responsibilities related to 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 sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
   a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in Item 2 of this section and programmatic services, or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
   b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
   c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients, and contractors are program costs.
   d. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

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

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

Appendix E: Internet Resources

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

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

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

- **California Community Colleges Economic and Workforce Development (**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 ELL IET SFP. This site contains or links to a wide range of employment and training resources, including labor market information

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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