

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
DISABILITY EMPLOYMENT ACCELERATOR  
SOLICITATION FOR PROPOSALS**

## **Section 4 – Proposal Submission Instructions**

### Proposal Deadline

The deadline for the **receipt** of proposals is **Wednesday, April 29, 2016, by 3:00 p.m. PDT - late proposals will not be accepted**. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

**The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline.** All proposals, whether mailed, delivered by courier service, or hand delivered, must be received by the EDD's WSB on or before April 29, 2016, by 3:00 p.m. The EDD's WSB will accept hand or courier-delivered proposals between 8:00 a.m. and 3:00 p.m. daily, excluding Saturdays, Sundays, and State holidays, through April 29, 2016. Documents required in the proposal submission are listed in Section 5.C., Format and Document Order.

### **Proposal Delivery Method and Addresses**

Proposals may be submitted by mail, courier service, or hand delivery. Since an original signature is required, **proposals may not be e-mailed or faxed**.

#### **Mail**

ATTN: WIOA DEA SFP – Kasia DeMauri  
Workforce Services Branch, MIC 21  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

#### **By Courier**

ATTN: WIOA DEA SFP – Kasia DeMauri  
Workforce Services Branch, MIC 21  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

#### **Hand Delivery**

ATTN: WIOA DEA SFP – Kasia DeMauri  
Workforce Services Branch, MIC 21  
Employment Development Department  
722 Capitol Mall, Room 1100, Building Agents Office  
Sacramento, CA 95814

## Section 5 – Required Proposal Content

All proposals must adhere to the required format in order to be competitive and must include all of the requested information, completed forms and attachments. The proposal must meet the minimum requirements listed below. Proposals that do not adhere to the minimum requirements will not be scored or considered for funding. Applicants must use the specific instructions and complete all requested forms included with this SFP.

### A. Minimum Requirements

1. Applicants must demonstrate their knowledge, experience and capacity for serving PWD by completing the accompanying **Project Proposal Narrative Form**. Applicants are required to complete the **Project Work Plan (SFP Form 1)** that includes detailed objectives/activities and timelines for the DEA project.
2. Applicants will be required to collaborate with a minimum of two businesses that will commit to develop and implement an “earn and learn” strategy to recruit, train and hire job-ready PWD, creating a career pathway to self-sufficiency. Applicants will also be required to provide a list of partners that will participate in the DEA project. Applicants are required to complete the **Partners Roles, Responsibilities and Resources Form (SFP Form 2)**.
3. Applicants can submit a proposal for up to \$150,000. Final awards may be adjusted depending on the number of successful applicants.
4. Participating grantees are required to submit a **Budget Summary Plan (SFP Form 3)** and a detailed justification for expenditures contained in the plan. Participating grantees are required to submit a **Supplemental Budget Summary (SFP Form 4)** if the grantee plans to purchase any equipment over \$5,000 or procure any contractual services.
5. Applicants must meet the other requirements listed below. Proposals that do not adhere to these requirements will be scored; however, for each requirement not met, a penalty will be assessed as detailed below.

Other Requirements	Penalty
Proposal narrative is limited to 8 pages. Additional pages will be removed and not included in the review. Attachments (SFP Form 1-4) are not included in the page limit.	3 points deducted
Proposal narrative must be in a font no less than 12 point.	1 point deducted

## B. Bonus Points Requirements

### **Match**

It becomes increasingly important to leverage other public and private resources to support and sustain the activities of serving people with disabilities and connecting them to employment. It is the intent of this SFP to fund projects that can leverage other resources to maximize the impact of the project, the return on investment and to better ensure sustainability. Applicants must demonstrate cash and/or in-kind match on SFP Form 3- Partners Roles, Responsibilities and Resources Chart to receive bonus points as follows:

- a. Match is 50 to 75 percent of the requested funds – 2 bonus points, or
- b. Match is greater than 75 percent of the requested funds – 4 bonus points

For the purposes of this SFP, match may include WIOA or non-WIOA funds made available to the applicant to be used specifically for this proposal's activities. Matching funds will be subject to the reporting requirements contained in Directive [WSD12-3](#), Quarterly and Monthly Financial Reporting Requirements.

The definition of cash match is a contribution of funds made available to the grantee, to be used specifically for these project activities and must be consistent with the allowable activities of the fund source. The awarded grantee has control over and disburses these funds. Examples include: funding received from employers, foundation, private entities or local governments.

The definition of in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services and use of equipment or space.

## C. Format and Document Order

Applicants must use the specific instructions and complete all requested forms included in the SFP announcement. If you have any questions regarding the proposal package, please email Kasia DeMauri at: [kasia.demaury@edd.ca.gov](mailto:kasia.demaury@edd.ca.gov).

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.

<b>1. Proposal Narrative Form (limited to 8 pages). The Proposal Narrative Form includes the following sections:</b>	<input type="checkbox"/>
I. Statement of Need	<input type="checkbox"/>
II. Targeted Group	<input type="checkbox"/>
III. Project Work Plan	<input type="checkbox"/>
IV. Partnerships and Leveraged Resources	<input type="checkbox"/>
V. Outputs and Outcomes	<input type="checkbox"/>
VI. Organizational Profile	<input type="checkbox"/>
VII. Budget Summary Narrative and Plan	<input type="checkbox"/>
<b>2. SFP Forms</b>	
SFP Form 1– Project Work Plan	<input type="checkbox"/>
SFP Form 2– Partner Roles, Responsibilities and Resources Chart	<input type="checkbox"/>
SFP Form 3– Budget Summary Plan	<input type="checkbox"/>
SFP Form 4– Supplemental Budget (if applicable)	<input type="checkbox"/>

### Proposal Package Forms

- [Proposal Narrative Form](#) (DOC)
- [SFP Form 1 – Project Work Plan](#) (DOC)
- [SFP Form 2 – Partner Roles, Responsibilities and Resources Chart](#) (DOC)
- [SFP Form 3 – Budget Summary Plan](#) (XLS)
- [SFP Form 4 – Supplemental Budget Form \(if applicable\)](#) (DOC)