

NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department
in coordination with the
California Workforce Development Board

on behalf of the California Labor and Workforce Development Agency
Workforce Innovation and Opportunity Act

Disability Employment Accelerator (DEA)

Solicitation for Proposals (SFP)



April 2016

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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

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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)

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

Section 1 – Overview

A. Purpose

The Employment Development Department (EDD), in coordination with the California Workforce Development Board (State Board) and the California Labor and Workforce Development Agency (LWDA), announce the availability of up to \$1.4 million in Workforce Innovation and Opportunity Act (WIOA) discretionary funds to design, develop, and implement projects that accelerate employment and re-employment strategies for people with disabilities (PWDS).

Historically, PWDSs are employed at rates less than half of the general population. Developing workforce models that improve services for PWDS remains a priority in the California Workforce Development System. Over the past 10 years, there have been various efforts to develop models.

In California, the Disability Employment Initiative (DEI) model has proven to be a valuable approach to serving PWDS. This model includes training a Disability Resource Coordinator (DRC), participating in statewide quarterly meetings with other grantees and quarterly site visits with the EDD Project Advisor.

California’s Strategic Workforce Development Plan 2013-2017 - “Shared Strategy for a Shared Prosperity” (Strategic Plan) prioritizes regional coordination among key partners, sector-based employment strategies, skill attainment through “earn and learn” and other effective training models (including, but not limited to apprenticeship), and the development of career pathways. The EDD and the State Board are currently administering the Workforce Accelerator Fund (WAF) that further advances the goals of California’s Strategic Plan and builds workforce system infrastructure and capacity through:

- Collaboration among partners in the development of service delivery strategies and alignment of resources to better connect disadvantaged and disconnected job seekers to employment (Blending and Braiding Funds, Integrated Resource Teams (IRT), db101.org, etc.)
- Innovation that creates new or adapts existing approaches, accelerates the application of promising practices in workforce development leading to employment (Business Engagement and Education, Creating one-on-one relationships with hiring managers, etc.)
- The adoption of proven strategies and innovations that are sustained beyond the grant period (Service Delivery Improvements, Establishing Employment Networks (EN), Ticket to Work, Partnership Plus, etc.)

The Disability Employment Accelerator (DEA) funds will be available for Local Workforce Development Areas (Local Areas) seeking innovative ways to strengthen business partnerships around in-demand jobs. The DEA project will focus on creating linkages and engaging businesses in high-growth industries. Local Areas will

strive to use these business linkages to develop “earn and learn” service strategies (On-the-Job Training, Transitional Jobs, Work Experience, etc.) that ensure PWDs have the necessary skills to obtain and retain competitive, integrated employment.

Similar to the WAF, the aim of the DEA is to fund “ground up” solutions to some of the most difficult challenges that are keeping PWDs from getting hired, being retained and advancing along a career path. We anticipate that the outcomes achieved through the DEA will be shared and used by California’s stakeholders to create lasting improvements in the workforce system.

B. Eligible Applicants

The intent of the SFP is to expand on the success of California’s 2015 DEA, DEI and the WAF 1.0 Funding. Proposals will be accepted from Local Areas. Individuals are not eligible to apply.

This SFP requires a mandated partnership between 1) the Local Areas, 2) the local EDD Workforce Services Branch (WSB) and 3) the Disability Policy, Employment and Collaboration (DPEC) staff. In addition, applicants must demonstrate a high level of coordination already exists or formalized linkages are in the process of being established with partners such as Community College Departments for Disabled Student Programs and Services (DSPS/DSS), Department of Rehabilitation (DOR), Regional Center, Center for Independent Living, etc.

Applicant Requirements

Each applicant must identify a minimum of two regional high-demand businesses and provide a clear strategy to partner with these employers to increase employment and retention opportunities for people with disabilities including:

- Recognizing the existing skills of PWDS rather than focusing on the possible need for additional vocational training
- Improving the one-on-one relationships with hiring managers to increase individualized referrals of qualified PWDS
- Creating or expanding “earn and learn” opportunities for PWDS such as paid internships in significant work settings, formal apprenticeship, on-the-job training or other work-based learning possibilities
- Educating high-demand industry sectors on the value of hiring skilled PWDS

Strong business partnerships are an essential element of the DEA’s goal to expand employment for PWDS.

C. Funding Availability

For the purpose of this Solicitation for Proposal, up to \$1.4 million is available from the WIOA Governor’s discretionary funds. Applicants should submit proposals for up to \$150,000. The State Board and the EDD anticipate funding grants for projects for up to 18 months in duration. Projects must demonstrate a significant match of cash or in-kind support for their project activities.

D. Allowable Uses of Funds

The use of funds awarded in this SFP will lead directly to employment with a high-demand business. The use of funds is governed by the WIOA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements. The Appendices A, B, and C describe the general requirements pertaining to these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

E. Administrative Cost Limits

A maximum of ten percent of the total project budget will be allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix B, Administrative Costs.

F. Length of Project

The performance period for projects awarded under this SFP will be up to 18 months. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the State.

Section 2 – Significant Dates

Event	Date *
Invitation for Proposals Release	April 5, 2016
Last date to e-mail questions to EDD	April 12, 2016
Last date for EDD to respond to questions	April 15, 2016
Proposals Due	April 29, 2016 by 3:00 p.m.
Proposal review and evaluation	May 2 through May 6, 2016
Award announcements	May 11, 2016
Package to Financial Management Unit	May 13, 2016
Project Start Date	June 1, 2016

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

Section 3 – Questions and Answers

The EDD will be using an electronic question and answer process. Questions must be e-mailed to kasia.demauro@edd.ca.gov and received no later than April 12, 2016.

Answers will be posted on EDD's website:

http://www.edd.ca.gov/Jobs_and_Training/Funding_Opportunities.htm

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.

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 PWDS 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 PWDS, 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.

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

1. Proposal Narrative Form (limited to 8 pages). The Proposal Narrative Form includes the following sections:	<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"/>
2. SFP Forms	
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"/>

Section 6 – Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion		Maximum Points
Narrative Section I	Statement of Need	5
Narrative Section II	Targeted Group	5
Narrative Section III	Project Workplan	30
Narrative Section IV	Partnership and Leveraged Resources	20
Narrative Section V	Outputs and Outcomes	30
Narrative Section VI	Organizational Profile	5
Narrative Section VII	Budget Summary Narrative and Plan	5
Subtotal (Excluding Bonus Points)		100
Bonus Points–Match: Two bonus points if match is 50-75 percent; Four bonus points if match is greater than 75 percent		4
Total Possible Points (Including Bonus Points)		104

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the State will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, funding recommendations will be made to the EDD Director. The Labor Agency Secretary, in consultation with the EDD Director and the State Board Executive Director will make final funding decisions.

B. Notification of Recommendation for Funding

The State expects award decisions to be announced in May 2016.

C. Contracting

The EDD will contact the awardees to finalize contract details. In some cases, EDD may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, EDD will mail the subgrant agreement (contract) to the awardees for signature. The State expects the contract negotiations to begin in May with a project start date as early as June 1, 2016.

Awardees are advised to consider whether an official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the awardees ability to meet the earliest project start date of June 1, 2016.

Section 7 – Administrative Requirements

A. Monitoring and Audits

Grantees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIOA 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 in a timely and accurate manner.

Awardees that are units of local government, or non-profit entities as defined by OMB Circular A-133, must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are subrecipients under WIOA Title I and that expend more than the minimum level specified in OMB Circular A-133 (\$500,000 as of January 1, 2004) must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit.

B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, State, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

C. Reporting

Grantees must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate through the State's required reporting system. The State has developed a system for reporting data collected by grantees. Grantees will be required to have access to CalJOBSSM reporting system. The State will provide training on how to use the State's CalJOBSSM reporting system. See Appendix E for the CalJOBSSM Workstation and Software Requirements.

Grantees will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBSSM. In addition, grantees will be required to submit monthly progress reports which include narrative on the status of the projects. Upon closeout of the project an End of Project report is required.

D. Closeout

A subgrant/line item closeout will be required 60 days after the completion of the grant period. The State is in the process of revising the closeout handbook. Until such time, applicants will use WIA Directive WSD09-12, WIA Closeout Handbook which provides specific instructions for closeout. Applicants should include costs associated with closeout activities into the budget plan.

E. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars and Title 29 of the Code of Federal Regulations.

F. Evaluation

WIOA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce development activities. Evaluation of statewide activities allows the State to determine the effectiveness of the Governor's Discretionary funds in addressing the identified statewide needs. As a result, the State may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information. Therefore, all award recipients are expected to document lessons learned, and effective/promising practices ascertained through this project.

APPENDIX A

WIOA Allowable Activities

The Workforce Innovation and Opportunity Act (WIOA) permits three types of career services: basic career services, individualized career services, and follow-up services.

Basic Career Services

1. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
2. Outreach, intake, and orientation to information and other services available through the one-stop delivery system.
3. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
4. Job search and placement assistance, and, when needed by an individual, career counseling, including:
 - a. Information on in-demand industry sectors and occupations.
 - b. Information on nontraditional employment.
 - c. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.
5. Provision of referrals to and coordination of activities with other programs and services including: programs and services within the one-stop delivery system and, when appropriate, other workforce development programs.
6. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas.
 - b. Information on job skills necessary to obtain the vacant jobs listed.
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.

8. Provision of understandable and accurate information about how the Local Workforce Development Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Provision of understandable and accurate 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), assistance through the earned income tax credit, and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program.
10. Provision of information and assistance regarding filing claims for unemployment insurance (UI), by which the America's Job Center of CaliforniaSM must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means:
 - a. Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants; or
 - b. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
 - c. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - a. Diagnostic testing and use of other assessment tools.
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information about, the eligible training providers.
3. Group counseling.
4. Individual counseling.
5. Career planning.
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.

7. Internships and work experiences that are linked to careers.
8. Workforce preparation activities.
9. Financial literacy services.
10. Out-of-area job search assistance and relocation assistance.
11. English language acquisition and integrated education and training programs.

Follow-up Services

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

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

APPENDIX B

Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of ten percent. The following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

- a. The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant sub-recipients, local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- b. The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - i. Accounting, budgeting, financial and cash management functions
 - ii. Procurement and purchasing functions
 - iii. Property management functions
 - iv. Personnel management functions
 - v. Payroll functions
 - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
 - vii. Audit functions;
 - viii. General legal services functions;
 - ix. Developing systems and procedures, including information systems, required for these administrative functions; and
 - x. Fiscal agent responsibilities
 - (2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.
 - (3) 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.
 - (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - (5) 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.

- c. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
- (1) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) 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.
 - (2) 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.
 - (3) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of sub-recipients and contractors are program costs.
 - (4) 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.
 - (5) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
 - i. Tracking or monitoring of participant and performance information.
 - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
 - iv. Local Workforce Development Area performance information.
 - v. Information relating to supportive services and unemployment insurance claims for program participants.
- d. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

APPENDIX C

Allowable Costs and Cost Items Matrix

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

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

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

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

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

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary

information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

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

Cost Items Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	200.421	
2	Advisory councils	AC/U	AC/U	AC/U	200.422	
3	Alcoholic beverages	U	U	U	200.423	
4	Alumni/ae activities	U	NS	NS	200.424	
5	Audit services	AC/U	AC/U	AC/U	200.425	
6	Bad debts	U	U	U	200.426	
7	Bonding costs	A	A	A	200.427	
8	Collection of improper payments	A	A	A	200.428	
9	Commencement and convocation costs	AC/U	NS	NS	200.429	
10	Compensation – personal services	A/U	A/U	A/U	200.430	
11	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	

Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
16 Depreciation	AC	AC	AC	200.436	
17 Employee health and welfare costs	A	A	A	200.437	
18 Entertainment costs	U/AP	U/AP	U/A ^P	200.438	
19 Equipment and other capital expenditures	AP/I	AP/U	AP/I	200.439	
20 Exchange rates	AP	AP	AP	200.440	
21 Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22 Fund raising and investment management costs	U/AP/A	U/AP, A	U/AP/A	200.442	
23 Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24 General cost of government	NS	NS	U/A	200.444	
25 Goods or services for personal use	U/AP	U/AP	U/A ^P	200.445	
26 Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27 Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28 Intellectual property	A/U	A/U	A/U	200.448	
29 Interest	AC/U	AC/U	AC/U	200.449	
30 Lobbying	U	U	U	200.450	
31 Losses on other awards or contracts	U	U	U	200.451	
32 Maintenance and repair costs	A	A	A	200.452	
33 Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34 Memberships, subscriptions, and professional activity	A/U	A/U	A/U	200.454	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	costs					
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Proposal costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	
55	Trustees	A	A	NS	200.475	

APPENDIX D

Internet Resources

The following websites provide additional information that may help on developing project plans, building partnerships, obtaining data, and responding to questions in the Veterans' Employment-Related Assistance Program SFP.

California Employment Development Department (EDD)

The EDD is the administrative entity for the WIOA SFP. This site contains or links to a wide range of employment and training resources, including labor market information.

California Association of County Veterans Service Officers

Lists the veterans' service office by county.

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 Department of Finance-Demographic Research

State finance census data including population by gender, age and race by county.

California Department of Health Care Services

Provides services to preserve and improve the health status of all Californians.

California Department of Industrial Relations/Division of Apprenticeship Standards

Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.

Division of Apprenticeship Standards (DAS)

Apprenticeship programs' search.

Doleta.gov

Information on the quality elements of a pre-apprenticeship program

California Department of Rehabilitation (CDR)

Services and advocacy for employment, independent living and equality for individuals with disabilities.

Department of Labor Employment and Training Administration (DOL ETA) – Workforce Innovation and Opportunity Act

Act governing the funds made available in this SFP.

California Department of Social Services (CDSS)

Oversight and administration of programs serving California's most vulnerable residents.

California Department of Veteran Affairs (CDVA)

Services for California's veterans & their families.

Labor Market Information (LMID)

Find labor market information industry/business that can be useful in preparing your proposal.

Workforce Development Solicitation for Proposals (SFP)

The WIOA SFPs and related information can be accessed from the EDD's SFP page.

California Labor and Workforce Development Agency (Labor Agency)

The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department.

California One-Stop Career Centers and Veterans Services Offices

Central location for information about One-Stop Career Centers and related links, including Veterans Services Offices located in California.

California Regional Economies Project

The California Regional Economies Project provides state and local economic and workforce development organizations with information about each regional economy and labor market in California.

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 (State Board)

The State Board establishes policy for, and provides guidance to, local Workforce Development Boards, which provide services under the WIOA.

Local Workforce Development Areas (Local Area)

A listing of LWIOAs 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.

Office of Management and Budget

Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Final Rule (Uniform Guidance)

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

State Sector Strategies

On-going multi-state project focused on accelerating the adoption of sector strategies.

U.S. Department of Labor Employment and Training Administration (DOLETA)

The U.S. DOLETA is the federal agent for the WIOA program.

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. Small Business Administration

Guidance and resource information to owners and operators of small businesses.

Workforce3 One –

Workforce3One is sponsored by the U.S. Department of Labor, Employment and Training Administration. The Workforce3 One is an integrated workforce system network.

Congress.gov

Veterans' WIOA Link WIOA Guidelines regarding follow-up procedures.

APPENDIX E

State Reporting System

Hardware and Software Requirements

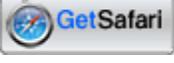
VOS v16.x

Workstation Requirements

System	Hardware Required	Software Required	Connectivity
Client Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2 GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher</p> <p>3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object¹/ Microsoft Silverlight 3² DynamSoft HTML5 Document Scanning</p>	<p>Minimum: Dedicated broadband or high speed access, 380k or higher</p>
Staff/ Administrator Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional)</p> <p>3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning</p>	<p>Minimum: Dedicated broadband or high speed access, 380Kbps or higher</p>

Supported Browsers:

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

-  Microsoft Internet Explorer 10 or higher | [Download Latest Version](#)
-  Mozilla Firefox 30 or higher | [Download Latest Version](#)
-  Apple Safari 5 or higher | [Download Latest Version](#)
-  Google Chrome 36 or higher | [Download Latest Version](#)
-  Opera 22 or higher | [Download Latest Version](#)

Client Workstations (Third-Party Software)

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

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	http://get.adobe.com/reader/otherversions/
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	http://scriptx.meadroid.com/home.aspx
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p>http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/</p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.</p> <p>A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p>http://www.dynamsoft.com</p> <p>Download DynamicWebTWINHTML5Edition.exe</p>

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

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

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

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

Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.

VOS uses CKEditor version 4.3.1

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

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

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

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