

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 2016-17**

SOLICITATION FOR PROPOSALS (SFP)



March 2017

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 916-654-7799 (voice). TTY users, please call the California Relay Service at 711.

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Proposal Package Instructions and Forms

The following contains the Disability Employment Accelerator (DEA) Solicitation for Proposals (SFP) instructions and required forms. Applicants should carefully read the SFP for the required elements and follow the proposal instructions in order to meet proposal application requirements.

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

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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), announces the availability of up to \$2 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 (PWD).

Historically, PWD are employed at rates less than half of the general population. Developing workforce models that improve services for PWD remains a priority in the California Workforce Development System. The WIOA also highlights PWD as a target population in need of services to increase employment outcomes. 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 PWD. This model includes establishing and training a Disability Resource Coordinator (DRC), participating in statewide quarterly meetings with other subrecipients and quarterly site visits with the EDD Project Advisor.

California's Unified Strategic Workforce Development Plan 2016-20 for the WIOA 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) and Disability Employment Accelerator 2015-16 (DEA 15-16) that further advance the goals of California’s Strategic Plan and builds workforce system infrastructure and capacity through the following:

- Collaboration among partners in the development of service delivery strategies and alignment of resources to better connect disadvantaged and disconnected job seekers to employment (e.g., 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 (e.g., 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 (e.g., maintaining a DRC, improving service delivery, establishing Employment Networks (EN), participating in Ticket to Work, developing Partnership Plus Agreements with California Department of Rehabilitation (DOR), etc.).

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The DEA funds will be available for Local Workforce Development Areas (Local Area), education and training providers, private non-profit organizations, private for-profit organizations, and faith-based/community based organizations seeking innovative ways to strengthen business partnerships around in-demand jobs. Individuals are not eligible to apply.

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 (e.g., Work Experience, Transitional Jobs, Pre and/or Registered Apprenticeships, On-the-Job Training, etc.) that ensure PWD have the necessary skills to obtain and retain competitive, integrated employment.

The aim of the DEA is to fund “ground up” solutions to some of the most difficult challenges that are keeping PWD 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 DEA 15-16, WAF and DEI Funding. Proposals will be accepted from Local Areas, education and training providers, private non-profit organizations, private for-profit organizations, and faith and/or community-based organizations. Individuals are not eligible to apply.

This SFP requires a local WIOA partnership/collaboration including but not limited to (1) Title I Local Area, (2) Wagner-Peyser, and (3) the EDD Workforce Services Branch (WSB) Disability Policy, Employment and Collaboration (DPEC) staff. Applicants are required to submit “Partnership Agreement” letters from designated partners (excluding DPEC staff). Please review Section 5 of the SFP and the Proposal Instructions for more information regarding Partnership Agreement letters.

In addition, applicants must demonstrate that strong relationships already exist or are in the process of being established with partners such as Community College Departments for Disabled Student Programs and Services (DSPS/DSS), DOR, Regional Center, Center for Independent Living, and other organizations that focus on serving PWD and increasing participation in the workforce.

Applicant Requirements

Only one application/proposal will be accepted from each Local Area. If the applicant is not a Title I Local Area, but is partnering with one, per the above stated requirement, the Title I Local Area designated as the applicant’s partner is not eligible to apply for separate funding.

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

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 PWD, including the following:

- Recognizing the existing skills of PWD 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 PWD.
- Creating or expanding "earn and learn" opportunities for PWD, such as paid work experience or internships in significant work settings, formal apprenticeship, on-the-job training, or other work-based learning possibilities.
- Educating high-demand industry sector businesses on the value of hiring skilled PWD.

C. Funding Availability

Through this SFP, up to \$2 million is available from the WIOA Governor's discretionary funds with a maximum award of \$350,000 for each subrecipient. The State Board and the EDD anticipate funding grants for projects up to 24 months in duration. Projects must demonstrate at least a 30 percent 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 10 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 24 months. No obligation or commitment of funds will be allowed prior to or beyond the grant period of

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performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

It is expected that the first two months of the project will be used for administrative DEA organization and start-up including the hiring of a DRC.

Understanding the components and best practices of the Department of Labor, Employment and Training Administration (DOLETA) DEI is critical. The DEA was established to continue and enhance the systemic change that resulted from the DEI.

The EDD requires the DRC to participate in training opportunities outlined by the EDD Project Advisor. The Project Advisor is also available for training, guidance and technical assistance during start-up, implementation, and throughout the grant period of performance. Start-up and training activities may take up to six months.

Section 2 – Significant Dates

Event	Date *
SFP release	March 1, 2017
Informational teleconference	March 7, 2017
Last date to email questions to EDD	March 10, 2017
Last date for EDD to respond to questions	March 27, 2017
Proposals due	March 30, 2017 by 3:00 p.m. PT
Proposal review and evaluation	April-May 2017
Award announcements	June 2017
Estimated project start date	June 30, 2017

***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

An informational teleconference will be held on **March 7, 2017** at 9:30 a.m. PT. For call-in information please send an email request to eddwsbsfp2@edd.ca.gov by 12 noon, Monday, March 6, 2017.

Additionally, the EDD will be using an electronic question and answer process beginning March 1, 2017. Questions must be emailed to eddwsbsfp2@edd.ca.gov and received no later than March 10, 2017. Questions received and their answers will be compiled and posted on the EDD website [Workforce Development SFP](#) section no later than March 27, 2017.

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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 or provide a detailed approach regarding the development and implementation of strategies for serving PWD. Applicants must complete the accompanying **Project Proposal Narrative (SFP Form PN)**. 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 work-ready PWD, creating a career pathway to self-sufficiency.
3. 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 Chart (SFP Form 2)**.

3a. Required Local Area Partnership

This SFP requires a local WIOA partnership/collaboration including but not limited to (1) Title I Local Area, (2) Wagner-Peyser and (3) the WSB Disability Policy, Employment and Collaboration (DPEC) staff. Applicants are required to submit “Partnership Agreement” letters from designated partners (excluding DPEC staff). Partnership Agreements with required partners are mandatory for this SFP. The Partnership Agreement letter must include the following information:

- Describe in detail the specific roles/responsibilities the partner will have in the grant.
- Describe how the services will differ from what already exists locally.
- Demonstrate that a high level of coordination exists and the extent of the partnership and its anticipated outcomes.
- Identify an agency contact person and telephone number.
- Be dated between March 1, 2017 and March 30, 2017.
- Be signed by an authorized signatory representative of the partner agency.

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Applications that do not attach Partnership Agreements from the required partners will be deemed non-responsive and not considered for funding.

Although a Local Area and a Local Workforce Development Board (Local Board) are not the same by definition, either one will fill the requirement in the Partnership Agreement.

Applicants can submit a proposal for up to \$350,000. Final awards may be adjusted depending on the number of successful applicants. Please consider the following when determining the amount requested:

Amount Requested	Minimum Number of Participants Enrolled in DEA	Minimum Number of DEA Enrolled Participants Who are New Participants	Number of DEA Participants Employed (Unsubsidized)	Minimum Match / Leverage
\$350,000	55	44	36	\$105,000
\$325,000	43	34	28	\$97,500
\$300,000	37	30	24	\$90,000
\$275,000	31	25	20	\$82,500

4. Participating subrecipients are required to submit a **Budget Summary Narrative and Plan** (SFP Form 3) **and** a detailed justification for expenditures contained in the plan under **Section VII of the Project Proposal Narrative (SFP Form PN)**. Participating subrecipients are required to submit a **Supplemental Budget (SFP Form 4)** if the grantee plans to purchase any equipment over \$5,000 or procure any contractual services.
5. **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.

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 Workforce Services Directive [WSD16-13](#), Quarterly and Monthly Financial Reporting Requirements.

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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.

The minimum required match is 30 percent of the requested funds (e.g., Request = \$350,000 then required match is \$105,000). Applicants must demonstrate cash and/or in-kind match on the *Partners Roles, Responsibilities and Resources Chart* (SFP Form 3) in order to meet the minimum requirements of the SFP.

6. Applicants should also consider the 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
1. Proposal narrative (SFP Form PN) is limited to 12 pages single spaced (additional pages will be removed and not included in the review and scoring).	3 points deducted
<i>Required Signature Page (SFP Form SIG), required Attachments (SFP Form 1-4), required Partnership Agreement letters and optional letters of support are not included in the page limit – please limit optional letters of support to 2.</i>	
2. Proposal narrative font must be Arial and no smaller than 12 point.	2 points deducted

B. Bonus Points Requirements

Additional Match is one of the following:

- 31 to 65 percent of the requested funds = 2 bonus points
- Greater than 65 percent of the requested funds = 4 bonus points

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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 EDD Staff at eddwsbsfp2@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. Signature Page (SFP Form SIG)	<input type="checkbox"/>
2. Proposal Narrative (SFP Form PN limited to 12 pages) The SFP Form PN 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"/>
3. 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 Narrative and Plan	<input type="checkbox"/>
SFP Form 4 – Supplemental Budget (if applicable)	<input type="checkbox"/>
4. Partnership Agreement Letters	<input type="checkbox"/>
5. Optional Letters of Support – Limit 2	<input type="checkbox"/>

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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
PN Section I – Statement of Need	5
PN Section II – Targeted Group	5
PN Section III – Project Work Plan	30
PN Section IV – Partnership and Leveraged Resources	20
PN Section V – Outputs and Outcomes	30
PN Section VI – Organizational Profile	5
PN Section VII – Budget Summary Narrative and Plan	5
Minimum and Other Requirements Total Maximum	100
Bonus Points	4
Minimum required match is 30 percent. 2 bonus points awarded if match is 31-65 percent. 4 bonus points awarded if match is greater than 65 percent.	
Total Maximum Possible	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 LWDA 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 June 2017.

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By Courier

ATTN: WIOA DEA SFP/Appeals – Kasia DeMauri
Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Room 2099
Sacramento, CA 95814

In Person

ATTN: WIOA DEA SFP/Appeals – Kasia DeMauri
Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Building Agents Office
Lobby Room 1100
Sacramento, CA 95814

D. Contracting

The EDD will contact the awardees to finalize agreement/contract details. In some cases, the EDD may request that the agreements/contracts incorporate changes to the original project proposals. After the agreement/contract negotiations, if any, the EDD will mail the agreement/contract to the awardees for signature. The state expects agreement/contract negotiations to begin in May or June 2017 with a project start date estimated as early as June 30, 2017.

Subrecipients are advised to consider whether an official action by a Local Board, 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 an official action may affect the subrecipient's ability to meet the award acceptance deadline and the earliest project start date, June 30, 2017.

Section 7 – Administrative Requirements

A. Monitoring and Audits

Subrecipients will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

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Awardees that are units of local government, or non-profit entities ([definitions](#)), 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 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards 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

Subrecipients 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 subrecipients. Subrecipients will be required to have access to the state's CalJOBSSM reporting system. The state will provide training on how to use the CalJOBS reporting system. See Appendix E for the CalJOBS Workstation and Software Requirements.

Subrecipients will be required to submit monthly financial and participant reports, data elements including participant information, project activities, and expenditures using CalJOBS. In addition, subrecipients will be required to submit monthly progress reports that include narrative on the status of the projects. Within 60 days of the project term date, a project closeout report is required. Further guidance regarding reporting and closeout requirements can be found in *Monthly and Quarterly Financial Reporting Requirements* ([WSD16-13](#)) and *WIOA Closeout Requirements* ([WSD16-05](#)) on the [EDD Website](#).

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D. Performance Goals

The overall Performance Goals provided are a point of reference for applicants when reviewing their local Goals. The state recognizes that the local goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining goals. Planned goals must be described by applicants. Applicants must provide an explanation as indicated in the Proposal Package Instructions for Section V – Outputs and Outcomes of the Proposal Narrative. The State’s WIOA Performance Goals are proposed but not limited the following:

PY 16-17 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	65.0%
Employment Rate 4th Quarter After Exit	62.5%
Median Earnings ⁸ 2nd Quarter After Exit	\$4,957
Credential Attainment within 4 Quarters After Exit	52.9%

PY 17-18 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	68.0%
Employment Rate 4th Quarter After Exit	65.5%
Median Earnings ⁹ 2nd Quarter After Exit	\$5,157
Credential Attainment within 4 Quarters After Exit	55.9%

The WIOA Sec. 116 (b) requires the state to reach agreement with the Secretary of Labor on state level performance goals for *Wagner-Peyser Act*, WIOA Title 1B Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2016. For the purposes of this SFP the proposal narrative explanation pertaining to performance goals, should reflect a data driven local economic analysis leading to the proposed local area performance goals, in connection to service delivery, target populations, and skills attainment. In addition to the WIOA performance measures, the State is requiring subrecipients to track total participants enrolled in education or training and training related employment. Data written in the narrative should be reflected in the Performance Goals Chart in Section V of the Project Proposal Narrative (SFP Form PN). All data associated with performance will be required to be tracked in CalJOBS.

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E. Closeout

A subgrant/line item closeout will be required 60 days after the completion of the grant period. Refer to [WSD16-05](#). Applicants should include costs associated with closeout activities into the budget plan.

F. 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*.

G. Evaluation

The 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.

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**APPENDIX A
WIOA Allowable Activities**

The WIOA permits three types of career services: basic career services, individualized career services, and follow-up services.

Basic Career Services

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
- Outreach, intake, and orientation to information and other services available through the one-stop delivery system.
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- Job search and placement assistance, and, when needed by an individual, career counseling, including:
 - 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 other than those traditionally offered through the one-stop delivery system.
- 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.
- 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 the following:
 - Job vacancy listings in labor market areas.
 - Information on job skills necessary to obtain the vacant jobs listed.
 - Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.

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- Provision of performance information and program cost information on eligible providers of training services by program and type of providers.
- Provision of understandable and accurate information about how the Local Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
- 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.
- 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 the following:
 - Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants, or 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.
 - Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- 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.

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- Group counseling.
- Individual counseling.
- Career planning.
- 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.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- 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.

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**APPENDIX B
Administrative Costs**

Under the 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:

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 WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

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

- Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - Accounting, budgeting, financial and cash management functions,
 - Procurement and purchasing functions,
 - Property management functions,
 - Personnel management functions,
 - Payroll functions,
 - Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports,
 - Audit functions,
 - General legal services functions,
 - Developing systems and procedures, including information systems, required for these administrative functions, and
 - Fiscal agent responsibilities.
- Performing oversight and monitoring responsibilities related to WIOA administrative functions.
- 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.
- Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.

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Costs of information systems related to administrative functions (e.g., personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

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

Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.

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

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**APPENDIX C
 Allowable Costs and Cost Items Matrix**

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

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

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

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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	
16	Depreciation	AC	AC	AC	200.436	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22	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/AP	200.445	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
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	
56	Advertising and public relations	A/U	A/U	A/U	200.421	
57	Advisory councils	AC/U	AC/U	AC/U	200.422	
58	Alcoholic beverages	U	U	U	200.423	
59	Alumni/ae activities	U	NS	NS	200.424	
60	Audit services	AC/U	AC/U	AC/U	200.425	
61	Bad debts	U	U	U	200.426	
62	Bonding costs	A	A	A	200.427	
63	Collection of improper payments	A	A	A	200.428	
64	Commencement and convocation costs	AC/U	NS	NS	200.429	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
65	Compensation – personal services	A/U	A/U	A/U	200.430	
66	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
67	Conferences	A	A	A	200.432	
68	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
69	Contributions and donations	U	U	U	200.434	
70	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
71	Depreciation	AC	AC	AC	200.436	
72	Employee health and welfare costs	A	A	A	200.437	
73	Entertainment costs	U/AP	U/AP	U/AP	200.438	
74	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
75	Exchange rates	AP	AP	AP	200.440	
76	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
77	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
78	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
79	General cost of government	NS	NS	U/A	200.444	
80	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
81	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
82	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
83	Intellectual property	A/U	A/U	A/U	200.448	
84	Interest	AC/U	AC/U	AC/U	200.449	
85	Lobbying	U	U	U	200.450	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
86	Losses on other awards or contracts	U	U	U	200.451	
87	Maintenance and repair costs	A	A	A	200.452	
88	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
89	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
90	Organization costs	U/AP	U/AP	U/AP	200.455	
91	Participant support costs	AP	AP	AP	200.456	
92	Plant and security costs	A	A	A	200.457	
93	Pre-award costs	AP	AP	AP	200.458	
94	Professional services costs	A	A	A	200.459	
95	Proposal costs	A	A	A	200.460	
96	Publication and printing costs	A	A	A	200.461	
97	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
98	Recruiting costs	A/U	A/U	A/U	200.463	
99	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
100	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
101	Scholarships and student aid costs	AC	NS	NS	200.466	
102	Selling and marketing	U/AP	U/AP	U/AP	200.467	
103	Specialized service facilities	AC	AC	AC	200.468	
104	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
105	Taxes	AC	AC	AC	200.470	
106	Termination costs	AC/U	AC/U	AC/U	200.471	
107	Training and education costs	A	A	A	200.472	
108	Transportation costs	A	A	A	200.473	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
109	Travel costs	AC	AC	AP	200.474	
110	Trustees	A	A	NS	200.475	

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**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.

- **America's Job Center of CaliforniaSM ([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 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 Industrial Relations-Division of Apprenticeship Standards ([DIR-DAS](#))**
Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.
- **California Department of Rehabilitation ([DOR](#))**
Services and advocacy for employment, independent living and equality for individuals with disabilities.
- **California Department of Social Services ([CDSS](#))**
Oversight and administration of programs serving California's most vulnerable residents.
- **California Employment Development Department ([EDD](#))**
The EDD is the administrative entity for the WIOA DEA SFP. This site contains or links to a wide range of employment and training resources, including labor market information.
- **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.

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- **California Regional Economies Employment ([CREE](#)) Series**
The California Regional Economies Employment Series 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 (Local Board), which provide services under the WIOA.
- **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.
- **[Preapprenticeships](#)**
Information on the quality elements of a pre-apprenticeship program
- **[State Sector Strategies](#)**
On-going multi-state project focused on accelerating the adoption of sector strategies.
- **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.

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- **U.S. Department of Labor Employment and Training Administration ([DOLETA](#))**
The U.S. DOLETA is the federal agent for the WIOA program.
- **Workforce Development Solicitation for Proposals ([SFP](#))**
The WIOA SFPs and related information can be accessed from the EDD's SFP page.
- **[WorkforceGPS](#)**
WorkforceGPS is sponsored by the U.S. Department of Labor, Employment and Training Administration.
The WorkforceGPS is an integrated workforce system network.
- **Workforce Innovation and Opportunity Act ([WIOA](#))**
Act governing the funds made available in this SFP.

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**APPENDIX E
 State Reporting System
 Hardware and Software Requirements**

VOS v16.x

Workstation Requirements

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

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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 DynamicWebTWAINHTML5Edition.exe</p>

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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.