

## 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 2018-19**

### **SOLICITATION FOR PROPOSALS**



October 2018

*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 A – Project Proposal Narrative](#)
- [SFP Form I – Project Work Plan](#)
- [SFP Form J – Partner Roles and Responsibilities](#)
- [SFP Form F – Budget Summary](#)
- [SFP Form G – Supplemental Budget](#)

## **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) Governor’s discretionary funds to design, develop, and implement projects that accelerate employment and re-employment strategies for people with disabilities (PWD)<sup>1</sup>, including college students who are close to fulfilling their degree requirements and/or college graduates.

According to the U.S. Census Bureau data (May 2018, 12-month moving average) currently, only 17.4 percent of PWD are employed compared to the 63.7 percent of the entire working age population in California. Relatively, PWD with a college degree (Associate’s degree or higher) are employed at a rate of 24.7 percent compared to the entire working age population in California with an Associate degree or higher at 73.0 percent (see Appendix D). Therefore, Developing workforce models that improve services for the working age population with a focus on PWD’s with a college degree remains a priority in the California Workforce Development System. Over the years, there have been various efforts to develop successful models.

Previously, the Disability Program Navigator (DPN) implemented in the America’s Job Centers of California<sup>SM</sup> (AJCCs) in 2003-2010 was a successful program that linked and built relationships with Medicaid/Medicare Services. The Navigators provided training to all staff members on work incentive for individuals receiving SSI/SSDI benefits such as the (Ticket to Work), Plan for Self-Support, Blind Work Expenses, Extended Period of Eligibility, Continuation of Medicare, Continuation of SSI, Continuation of Medicaid, IRWE, Disability Etiquette and Disability Sensitivity. The Navigators allowed staff members to be better equipped in regard to working with individuals with disabilities and the initiatives to increase persons to use the Ticket to Work program. This increased coordination of services and training in the One Stops.

Currently, 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 Manager/Advisor.

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<sup>1</sup> An individual who has had an assessment of eligibility and vocational rehabilitation (VR) needs resulting in a finding that they have a physical or mental impairment which causes a substantial impediment to employment and that they require VR services to prepare for, secure, retain, advance in, or regain employment [Section 413(a)(1)(A-C)].

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The DRC acts as a subject-matter expert and liaison between subrecipient organization, the WIOA Title I organization, the education and training organization(s) and other partner(s) staff. California's WIOA Unified Strategic Workforce Development Plan 2016-20 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), Disability Employment Accelerator 2016-17 (DEA 16-17) and the Disability Employment Accelerator 2017-18 (DEA 17-18) 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, Disability Benefits 101, 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.) of individuals with barriers to employment including PWD.
- 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, participating in the Social Security Administration Ticket to Work program, developing Partnership Plus Agreements with the California Department of Rehabilitation (DOR), etc.).

The DEA funds will be available for Local Workforce Development Areas (Local Areas), education and training providers, private non-profit organizations, private for-profit organizations, and faith/community-based organizations seeking innovative ways to strengthen business partnerships around in-demand jobs. Recipients of the DEA 17-18 grant funding and individuals are not eligible to apply.

In conjunction with the WIOA, which highlights PWD as a target population in need of services to increase employment outcomes, the DEA project will focus on creating program linkages with a variety of service providers that assist PWD find and keep employment on a career path. Given the high percentage (approximately 48 percent) of college graduates with disabilities who are not employed, partnering with the Disabled Student Programs and Services (DSPS) department at two and four-year colleges will be an integral part of the DEA project. Subrecipients will also strive to engage businesses in high-growth industries and partner with businesses to develop earn-and-learn training opportunities (e.g., Paid Work Experience (PWEX), Transitional Jobs (TJ), Pre and/or Registered Apprenticeships, On-the-Job Training (OJT), etc.). A major objective of the DEA is to ensure PWD, including college graduates, have the necessary work-based skills to obtain and retain competitive, integrated employment which offers a career path to advancement.

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The aim of the DEA is to fund “ground up” solutions to some of the most difficult challenges that are keeping PWD from being hired, retained and advancing along a career path. The EDD 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 16-17, DEA 17-18, 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. **Recipients of the DEA 17-18 grant funding and individuals using such funds are not eligible to apply.**

This SFP requires a local WIOA partnership/collaboration, including, but not limited to, (1) WIOA Title I Local Area and (2) Local EDD/Wagner-Peyser. Award recipients will also work closely with the EDD Central Office Workforce Services Division staff. Applicants are required to submit Partnership Agreement letters from the Title I Local Area and the Local EDD/Wagner-Peyser authorized representative. **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 two and four-year college departments of DSPS, DOR, Regional Center, Center for Independent Living and other organizations that focus on serving PWD and increasing participation in the workforce.

## **C. Eligible Participants**

Only one application/proposal will be accepted from each applicant.

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

Each applicant must identify a minimum of three 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/work-based training opportunities for PWD such as PWEX, TJ or internships in significant work settings, pre or registered apprenticeships or OJT.
- Educating high-demand industry sector businesses on the value of hiring skilled PWD.

Attempting to close the employment rate gap between college graduates with disabilities and those without disabilities is a mandatory objective for subrecipients of the DEA.

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Each DEA project must serve college graduates with disabilities as a percentage of its total enrollment. The minimum requirement is 50 percent college graduates of the total number enrolled. It is expected that the focus for these individuals will be earn-and-learn training that supplements the formal education with work-based skills that lead to competitive, integrated employment in the individual's degree field with potential for career growth<sup>2</sup>.

#### **D. Funding Availability**

Through this SFP, up to \$2 million is available from the WIOA Governor's discretionary funds. The State Board and the EDD anticipate awarding grants for projects up to 24 months in duration. Applicants must demonstrate at least a 40 percent match of cash or in-kind support for their project activities. The 40 percent match is based on the total amount of funding requested by each applicant. Applicants may submit proposals for funding up to \$350,000.

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

The use of funds awarded in this SFP will lead directly to employment with a high-demand business. It is expected that funding will be used for (1) providing direct services to participants, such as short term prevocational training services, supportive services and earn-and-learn/work-based training; (2) hiring or appointing a DRC; and (3) training and travel for the DRC and staff to attend quarterly meetings. 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.

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

A maximum of 7.5 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*.

#### **G. 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 performance. Any grant funds not expended during the grant agreement period shall be returned to the State.

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<sup>2</sup> WIOA describes competitive integrated employment as: part or full-time work performed by an individual which is compensated by at least minimum wage under the Fair Labor Standards Act; occurs in a location which affords the opportunity to interact with other individuals who do not have disabilities; and provides opportunity for advancement similar to that of non-disabled peers in similar positions [Section 404 (5) for complete definition].

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It is expected that the first two months of the project will be used for administrative DEA organization and start-up including the hiring or appointment 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, including quarterly meetings. The DRC will also partner with an EDD Project Manager/Advisor who is 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	October 24, 2018
Informational teleconference	November 13, 2018
Last date to email questions to EDD	November 19, 2018
Last date for EDD to respond to questions	November 23, 2018
<b>Proposals due</b>	<b>December 13, 2018 by 3 p.m. PT</b>
Proposal review and evaluation	December 13 - 28, 2018
Award announcements	February 2019
Estimated project start date	March 2019

**\*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 November 13, 2018, at 10 a.m. PT to review application requirements and answer questions regarding the SFP. For call-in information please send an email request to [EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov) by 12 noon on Friday, November 9, 2018.

Additionally, the EDD will be using an electronic question and answer process beginning October 29, 2018. Questions must be e-mailed to [EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov) no later than November 19, 2018. Questions received and their answers will be compiled and posted on the EDD website [Workforce Development SFP](#) web page no later than December 7, 2018.

## Section 4 – Proposal Submission

### Proposal Deadline

The deadline for the **receipt** of proposals is **Thursday, December 13, 2018, on or before 3 p.m. PT - late proposals will not be accepted**. The date or time on a postmark or other courier’s documentation is irrelevant to satisfying the submission deadline. **Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.**

All proposals, whether mailed, delivered by courier service, or delivered in person by the applicant, **must be received on or before 3 p.m. PT, Thursday December 13, 2018**. The EDD Workforce Services Branch (WSB) will accept in-person or courier-delivered proposals between 8 a.m. and 3 p.m. daily, excluding Saturdays, Sundays, and State holidays, through December 13, 2018. Documents required in the proposal submission are listed in Section 5.C., *Format and Document Order*.



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Applicants are required to identify a minimum of three in-demand businesses written in the WIOA mandate local and/or Regional Workforce plans with occupations outlined in the WIOA mandated local and/or Regional Workforce plans. Applicants will commit to partnering in order to develop and implement an earn-and-learn/work-based training strategy to recruit, train and hire work-ready PWD, creating a career pathway to self-sufficiency. Examples of earn-and-learn/work-based training are PWEX, TJ, pre and registered apprenticeships, and OJT.

Applicants must provide Disability Benefits services in order to help customers understand the connections between work and benefits. Designated staff will assist workers to better understand the challenges of long term Social Security Administration benefits and the limits to income and other quality of life issues. Staff will develop a standard training tool that includes alternatives to SSDI. The EDD recommends tools such as DB 101 (see Appendix D) because it provides:

- **Information:** Learn about benefits program and rules around work. Get answers to frequently asked questions. Find out how to avoid common pitfalls.
- **Calculators:** Get results tailored just for you that helps you plan and set goals for work. Get tips for success for your individual situation.
- **Experts:** Find answers to your questions. Connect to community resources. Get help understanding the next steps. DB 101's **Get Expert Help** connects individuals to a real person who can help with each individuals situation.

The tools will assist people with disabilities and service providers understand the connections between work and benefits. The training of the staff on the use of the tools is an additional way that staff will be able to provide informed choices and assist with creating a work plan.

1Applicants will also be required to provide a list of partners that will participate in the DEA project. Applicants are required to complete the **Partner Roles and Responsibilities (SFP Form J)**.

This SFP requires a local WIOA partnership/collaboration including but not limited to (1) WIOA Title I Local Area, (2) Local EDD/Wagner-Peyser, and (3) the Central Office Workforce Services staff. Applicants are required to submit "Partnership Agreement" letters from the WIOA Title I Local Area and the Local EDD/Wagner-Peyser authority. **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 or enhances 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.
- Date letters between October 24, 2018 and December 13, 2018.
- Signed by an authorized signatory representative of the partner agency.

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**Applications that do not attach Partnership Agreement letters 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 of a WIOA Title I Local Area in the Partnership Agreement.

Applicants can submit a proposal for up to \$350,000. Final awards and participant numbers may be adjusted depending on the number of successful applicants. Please use the following chart as a guide when considering the amount of your request:

Amount Requested*	Minimum Number of PWD enrolled in DEA (50% of PWD must have college degrees or will graduate during the grant term)	Minimum Number (80%) of PWD Who are <b>New</b> Participants	Number of enrolled PWD placed in earn-and-learn training	Number of enrolled PWD placed in unsubsidized employment on a career path	Minimum Match / Leverage (40%)
\$350,000	60	48	30	42	\$140,000
\$300,000	50	40	25	35	\$120,000
\$250,000	40	32	20	28	\$100,000
\$225,000	35	28	18	25	\$90,000
\$175,000	25	20	13	18	\$70,000

**\*Amounts illustrated are for guidance only. Any appropriate amount up to \$350,000 may be submitted.**

Applicants are required to submit a **Budget Summary (SFP Form F)** and a detailed justification for expenditures contained in the plan under **Section VII of the Project Proposal Narrative (SFP Form A)**. Additionally, applicants are required to submit a **Supplemental Budget (SFP Form G)** if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of dollar amount.

**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 formula and/or discretionary 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 *Quarterly and Monthly Financial Reporting Requirements* ([WSD16-13](#)).
- 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

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allowable activities of the fund source. The awarded grantee has control over and disburses these funds. Examples include but not limited to: funding received from employers, foundations, 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 40 percent of the requested funds** (Example – Request = \$350,000 then required match is \$140,000). In order to meet the minimum requirements regarding match, applicants must (1) demonstrate cash and/or in-kind match on SFP Form J- Partners Roles and Responsibilities and (2) provide a letter of commitment from each entity pledging cash or in-kind match to the DEA project. **The letters of commitment must clearly define the parameters of the match and include the exact cash amount or an estimate of the in-kind dollar amount of the match.**

Applicants should also consider 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
1. Project Proposal narrative (SFP Form A) is limited to 14 pages with 1” margins and single spaced (additional pages will be removed and not included in the review and scoring).	3 points deducted
<b>NOTE</b> – Required Signature Page (SFP Form SIG), required Attachments (SFP Forms I, J, F, G), required Partnership Agreement and Match Commitment letters and optional letters of support are not included in the page limit. <b>Please limit optional letters (limit 2)</b>	
2. Proposal narrative font must be Arial and no smaller than 12 point.	2 points deducted

## **B. Bonus Points Requirements**

### *Additional Match*

If match is 41 to 70 percent of the requested funds, 2 bonus points will be awarded. Or, if match is greater than 70 percent of the requested funds, 4 bonus points will be awarded.

### *Additional Percentage of College Graduates Served*

If college graduate percentage is 51-69 percent of total PWD served, 3 bonus points will be awarded. Or, if college graduate percentage is 70 percent or greater of the total of PWD served, 5 bonus points will be awarded.

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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](mailto:EDDWSBSFP2@edd.ca.gov).

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

<b>1. Signature Page</b> (SFP Form SIG)	<input type="checkbox"/>
<b>2. Project Proposal Narrative</b> (SFP Form A limited to 14 pages) <b>The SFP Form A includes the following sections:</b>	<input type="checkbox"/>
I. Statement of Need	<input type="checkbox"/>
II. Targeted Group	<input type="checkbox"/>
III. Project Work Plan	<input type="checkbox"/>
IV. Partnerships and Leveraged Resources	<input type="checkbox"/>
V. Outputs and Outcomes	<input type="checkbox"/>
VI. Organizational Profile	<input type="checkbox"/>
VII. Budget Summary Narrative and Plan	<input type="checkbox"/>
<b>3. SFP Forms</b>	
SFP Form I – Project Work Plan	<input type="checkbox"/>
SFP Form J – Partner Roles and Responsibilities	<input type="checkbox"/>
SFP Form F – Budget Summary	<input type="checkbox"/>
SFP Form G – Supplemental Budget	<input type="checkbox"/>
<b>4. Partnership Agreement Letters</b> (WIOA Title I Local Area <u>and</u> Local EDD/Wagner-Peyser are <u>both</u> required)	<input type="checkbox"/>
<b>5. Letters of Commitment for Match</b> (required minimum match is 40%; commitment letters are required from each partner that pledges cash or in-kind match.)	<input type="checkbox"/>
<b>6. Optional Letters of Support</b> (limit 2)	<input type="checkbox"/>

## **Section 6 – Award and Contracting Process**

### **A. Proposal Review, Scoring and Evaluation**

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:

<b>Criterion</b>	<b>Maximum Points</b>
Section I – Statement of Need	15
Section II – Targeted Group	15
Section III – Project Work Plan	20
Section IV – Partnership and Leveraged Resources	20
Section V – Outputs and Outcomes	10
Section VI – Organizational Profile	10
Section VII – Budget Summary Narrative and Plan	10
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>
<b>Maximum Bonus Points</b>	<b>9</b>
<p><b>Minimum required match is 40%</b></p> <p>2 bonus points awarded if match is 41-70% 4 bonus points awarded if match is greater than 70%</p> <p><b>Minimum required percentage of PWD enrolled who are, or soon will be college graduates is 50%</b></p> <p>3 bonus points awarded if percentage is 51-69 5 bonus points awarded if percentage is 70 or greater</p>	
<b>Total Maximum Possible</b>	<b>109</b>

The ranked scores will serve as the initial basis when making recommendations about funding. Other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal will also be considered. Only those proposals deemed to be meritorious and in the best interests of the State will be approved for funding. The EDD reserves the right to conduct on-site visits and reviews during the evaluation and scoring process. After completion of the evaluation process, review and scoring data and proposal summaries will be submitted 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 Awards**

The EDD expects awards to be announced before February 2019.

## **C. Appeal Process**

A proposal may be disqualified for not meeting the minimum application requirements under Section 5.A. An appeal of the disqualification decision may be filed.

**There is no appeal process for not meeting the proposal submission deadline.**

**Final funding decisions cannot be appealed.**

The minimum application requirements, which are listed in Section 5.A of this SFP, are those conditions that must be met in order for the proposal to be forwarded for review, scoring and evaluation. **Proposals that do not meet the minimum requirements will be disqualified:**

- The EDD will send disqualification emails/letters to applicants no later than Thursday, December 20, 2018. **Appeals must be received at the EDD WSB office on or before Thursday, December 20, 2018 no later than 3 p.m. PT.**
- The date or time on a postmark or other courier's documentation is irrelevant to satisfying the appeal deadline.
- The appellant must submit the facts in writing. The appeal review will be limited to the information provided in writing. **To be considered for review, the appeal must contain the following information:**
  - Appealing organization's full name, address, contact name and title, contact's email address, and telephone number.
  - A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
  - A statement of the relief sought.
  - An original signature of the authorized signatory authority of the organization.
- The appellant must provide a copy of the disqualification email/letter, the appellant's letter of appeal and supporting documents to the EDD WSB. **Appeals received after 3 p.m. PT on Thursday, December 20, 2018 will not be considered.** The WSB will respond in writing (email and/or letter) to appeals by Wednesday, December 26, 2018. The review and response will be limited to determining whether the proposal met the minimum application requirements of the SFP. The EDD WSB will accept appeals in the following ways:

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**Mail**                   ATTN: WIOA DEA SFP/Appeals  
Workforce Services Branch, MIC 88  
Employment Development Department  
PO Box 826880  
Sacramento, CA 94280-0001

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

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

**D. Agreement/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 February 2019 with a project start date estimated as early as March 2019.

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, March 2019.

## **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.

Awardees that are units of [Local Government](#), or [Non-Profit Organizations](#), 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 Retention**

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 CalJOBS<sup>SM</sup> 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 which 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 to, the following:

<b>PY 18-19 Negotiated Performance Goals</b>	<b>Adults</b>
Employment Rate 2nd Quarter After Exit	64.0%
Employment Rate 4th Quarter After Exit	60.5%
Median Earnings 2nd Quarter After Exit	\$5,200
Credential Attainment within 4 Quarters After Exit	53.0%

The *Workforce Innovation and Opportunity Act* (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 I-B Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2018. 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 A). All data associated with performance will be required to be tracked in CalJOBS.

**E. Closeout**

A subgrant/line item closeout and narrative closeout report will be required 60 days after the end of the grant term. 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. Intellectual Property Rights/Creative Common Attribution License<sup>3</sup>**

Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the grantee. Notice of the license shall be affixed to the Work. For more information on CC BY visit:

### **General**

<http://creativecommons.org/licenses/by/4.0>

### **Instructions**

[http://wiki.creativecommons.org/Marking your work with a CC license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license)

### **Announcements**

<http://www.doleta.gov/grants> and at <http://www.grants.gov>

Work developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing materials from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. Works created by the grantee without grant funds do not fall under the CC BY license requirement. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited

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<sup>3</sup> For the purpose of this SFP proof of licensing at time of application must be provided only if there are existing materials from previous grants to be used on this DEA's projects. Any new materials related to this grant either produced before implementation or during the life of the grant, should be immediately licensed, and proof of license provided to the project manager assigned by the state, for record.

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to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

*“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor (DOL) makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”*

## **H. 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 the following:
  - Information on in-demand industry sectors and occupations.
  - Information on nontraditional employment.
  - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services 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 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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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 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 California<sup>SM</sup> 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**

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
  - Diagnostic testing and use of other assessment tools.
  - 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.

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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 seven point five percent. As stated in CFR 683.215, 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 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.
- 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

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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 subrecipients 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:

- 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

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

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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.

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**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	<a href="#">200.421</a>	
2	Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3	Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4	Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5	Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6	Bad debts	U	U	U	<a href="#">200.426</a>	
7	Bonding costs	A	A	A	<a href="#">200.427</a>	
8	Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9	Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10	Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11	Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12	Conferences	A	A	A	<a href="#">200.432</a>	
13	Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14	Contributions and donations	U	U	U	<a href="#">200.434</a>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	
24	General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
28	Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
29	Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
30	Lobbying	U	U	U	<a href="#">200.450</a>	
31	Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
32	Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	<a href="#">200.454</a>	
35	Organization costs	U/AP	U/AP	U/AP	<a href="#">200.455</a>	
36	Participant support costs	AP	AP	AP	<a href="#">200.456</a>	
37	Plant and security costs	A	A	A	<a href="#">200.457</a>	
38	Pre-award costs	AP	AP	AP	<a href="#">200.458</a>	
39	Professional services costs	A	A	A	<a href="#">200.459</a>	
40	Proposal costs	A	A	A	<a href="#">200.460</a>	
41	Publication and printing costs	A	A	A	<a href="#">200.461</a>	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<a href="#">200.462</a>	
43	Recruiting costs	A/U	A/U	A/U	<a href="#">200.463</a>	
44	Relocations costs of employees	AC/U	AC/U	AC/U	<a href="#">200.464</a>	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	<a href="#">200.465</a>	
46	Scholarships and student aid costs	AC	NS	NS	<a href="#">200.466</a>	
47	Selling and marketing	U/AP	U/AP	U/AP	<a href="#">200.467</a>	
48	Specialized service facilities	AC	AC	AC	<a href="#">200.468</a>	
49	Student activity costs	U/AP	U/AP	U/AP	<a href="#">200.469</a>	<a href="#">2900.19</a>
50	Taxes	AC	AC	AC	<a href="#">200.470</a>	
51	Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
52	Training and education costs	A	A	A	<a href="#">200.472</a>	
53	Transportation costs	A	A	A	<a href="#">200.473</a>	
54	Travel costs	AC	AC	AP	<a href="#">200.474</a>	
55	Trustees	A	A	NS	<a href="#">200.475</a>	

## **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 Disability Employment Accelerator Solicitation for Proposals (SFP):

- **America’s Job Center of California<sup>SM</sup> ([AJCC](#))**  
Central location for information about Job/Career Centers and related links.
- **California Association for Local Economic Development ([CALED](#))**  
Economic development organization dedicated to advancing its members’ ability to achieve excellence in delivering economic development services to their communities and business clients within California.
- **California Community Colleges Economic and Workforce Development ([CCEWD](#))**  
Industry-specific services, grant-funded initiatives and technical assistance to support business growth.
- **California Department of Finance-Demographic Research ([DOF](#))**  
State finance census data including population by gender, age, and race by county.
- **California Department of Health Care Services ([DHCS](#))**  
Provides services to preserve and improve the health status of all Californians.
- **California Department of Education ([CDE](#))**  
Programs available to provide adults with knowledge and skills necessary to participate effectively as productive citizens and workers.
- **California Department of Industrial Relations-Division of Apprenticeship Standards ([DIR-DAS](#))**  
Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.
- **California Department of Rehabilitation ([DOR](#))**  
Services and advocacy for employment, independent living and equality for individuals with disabilities.
- **California Department of Social Services ([CDSS](#))**  
Oversight and administration of programs serving California's most vulnerable residents.
- **California Employment Development Department ([EDD](#))**  
The EDD is the administrative entity for the WIOA DEA SFP. This site contains or links to

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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.
- **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.
- **Disability Benefits 101 ([DB 101](#))**  
Gives tools and information on health coverage, benefits, and employment.
- **Division of Apprenticeship Standards ([DAS](#))**  
Apprenticeship programs' search.
- **Final Rule ([Uniform Guidance](#))**  
Uniform Guidance applies to all Federal awards (i.e. funds awarded under this SFP).
- **Labor Market Information ([LMID](#))**  
Find labor market information industry/business that can be useful in preparing your proposal.
- **Local Workforce Development Areas ([Local Area](#))**  
A listing of Local Areas with addresses and contact information.
- **Office of Management and Budget ([OMB](#))**  
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.
- **[Pre-apprenticeships](#)**  
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.

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- **[U.S. Census Bureau](#)**  
Serves as the leading source of quality data about people, business and economy.
- **U.S. Small Business Administration ([SBA](#))**  
Guidance and resource information to owners and operators of small businesses.
- **U.S. Chamber of Commerce – Institute for Competitive Workforce ([ICW](#))**  
Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.
- **U.S. Department of Labor Employment and Training Administration ([DOLETA](#))**  
The U.S. DOLETA is the federal agent for 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](#))**  
The Act governing the funds made available in this SFP.

## APPENDIX E

### State Reporting System Hardware and Software Requirements

VOS v16.x

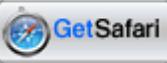
#### Workstation Requirements

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

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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+	<a href="http://get.adobe.com/reader/otherversions/">http://get.adobe.com/reader/otherversions/</a>
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	<a href="http://scriptx.meadroid.com/home.aspx">http://scriptx.meadroid.com/home.aspx</a>
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p><a href="http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/">http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/</a></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><a href="http://www.dynamsoft.com">http://www.dynamsoft.com</a></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.