

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 (WIOA)
English Language Learner Technical Assistance and Evaluation (ELL TA)
Program Year (PY) 2020-21***

Solicitation for Proposals (SFP)



December 2020

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Proposal Package Instructions and Exhibits

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2020-21 English Language Learner Technical Assistance (ELL TA) funding opportunity. Applicants should carefully read the SFP for the required elements and follow the instructions in order to meet the proposal application requirements:

- [ELL TA Proposal Instructions \(DOCX\)](#)
- [ELL TA SFP Cover/Signature Page \(DOCX\)](#)
- [ELL TA SFP Exhibit A- Proposal Narrative \(DOCX\)](#)
- [ELL TA SFP Exhibit I – Project Work Plan \(DOCX\)](#)
- [ELL TA SFP Exhibit J – Partner Roles and Responsibilities \(if applicable\) \(DOCX\)](#)
- [ELL TA SFP Exhibit E – Expenditure Plan \(DOCX\)](#)
- [ELL TA SFP Exhibit F – Budget Summary \(DOCX\)](#)
- [ELL TA SFP Exhibit F2 – Budget Narrative \(DOCX\)](#)
- [ELL TA SFP Exhibit G – Supplemental Budget \(if applicable\) \(DOCX\)](#)

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I. Overview

A. Purpose

The Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$200,000 in *Workforce Innovation and Opportunity Act* (WIOA) Governor’s Discretionary funds for the English Language Learner (ELL) Technical Assistance (TA) and Evaluation Program Year 2020-21 (PY 20-21) grant. The ELL TA awardee will work in conjunction with PY 19-20 and PY 20-21 ELL awardees to assist with the design, development, and implementation of projects that accelerate employment and re-employment strategies for English language learners (ELLs¹).

The scope of the ELL TA is need-based and may include conference calls and webinars to:

- Address project challenges.
- Share best practices.
- Create virtual communities of practice.
- Participate in virtual grantee convenings.

Awardee participation in all convenings is required. Local collaboration and coordination of staff functions are recommended for this project to ensure partners are engaged and there is participation in the state-sponsored ELL TA activities.

The evaluation should highlight the following:

- Identification of gaps or overlaps in establishing partnerships or providing service.
- Analysis of the program models and what makes projects most successful.
- Assessment of the integrated education and training (IET)² partnership network structure.
- Best practices to leverage partnerships and braid Title I and Title II funds to serve participants most effectively.
- Best practices in employer engagement, outreach, and advocacy for successful job placement.
- Recommendations to scale the IET-based model of workforce training statewide.

A comprehensive report is not required for the evaluation, but the applicant will be expected to summarize the findings above and provide recommendations for future projects.

¹ English Language Learner is defined by the ETA 9170 as a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

² The IET programs are defined in Title 34 *Code of Federal Regulations* (CFR) Part 463: “Adult Education and Family Literacy Act,” Section 463.35.

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This year's ELL TA and Evaluation grant also seeks to address the challenges presented by COVID-19, particularly the impact of widespread closures that have resulted in rising levels of unemployment and limited access to education, training, and reemployment opportunities. Therefore, grant funds may also be leveraged to help ELL awardees and partners create COVID-19 safe work environments, transition to work from home environments, develop or implement virtual approaches to cross-training, or implement other innovative, technology-enabled infrastructure that will facilitate training and service delivery under current public health regulations.

1. Background and Vision

The primary purpose of the ELL projects is to increase access to career pathways programs and to help ELLs with significant barriers to employment enter into the workforce in skilled occupations via pre-apprenticeship³, apprenticeship⁴, paid work experience (PWEX), and work based learning (WBL)⁵. This year, grant funds will be directed towards providing support for individuals who have been impacted by COVID-19 and programs that center around an IET model of training. The TA program will prioritize support for ELL projects whose service delivery model has been disrupted by COVID-19.

This year's ELL TA and evaluation program focuses on utilizing documented best practices and strategies from past program years, developing new and innovative strategies that foster success for individual participants, incorporating Title I and Title II funds to create more effective service delivery, and promoting system wide implementation of the IET model of accelerated workforce preparation. The strategies must be sustainable beyond the life of this grant and replicable in other California communities that face similar challenges. Projects are expected to implement evidence-based practices where available and share lessons learned with the state. These solutions will be shared with the Regional Planning Units and other stakeholders to create lasting change and improvements in the workforce system.

2. WIOA and State Plan Goals

California's State Plan for the WIOA *Skills Attainment for Upward Mobility; Aligned Services for Shared Prosperity* (Strategic Plan) prioritizes regional coordination among key partners, sector-based employment strategies, skills attainment through WBL and other effective training models (including, but not limited to pre-apprenticeship and apprenticeship), and the

³ Pre-apprenticeship programs provide basic skills, work experiences, and other support to help participants obtain the skills needed to be placed into an apprenticeship.

⁴ Apprenticeship combines on-the-job training with job related instruction. For the purposes of this effort, non-traditional and traditional apprenticeships are encouraged.

⁵ The WBL programs are programs that combine applied learning in a workplace setting with paid wages, which in turn allow workers or students to gain work experience and develop skills and competencies directly relevant to the occupation or career for which they are preparing. These programs can also combine classroom instruction with paid on-the-job training (*California Unemployment Insurance Code §14005*).

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development of career pathways. This grant program will help the target population enter a path towards meeting these goals. Proposed projects should advance the goals of the Strategic Plan with an additional focus on the target population and build workforce system infrastructure and capacity through the following:

- **Collaboration** among partners in the development of service delivery strategies that implement strategic co-enrollment and align resources to better connect job seekers to employment, training, and supportive services.
- **Innovation** that creates new strategies, programs, and activities, adapts existing approaches, and implements IET model best practices to better serve ELLs in workforce development and skill attainment.
- **System change** that uses these subgrants to expand proven strategies, further promote innovation, and inform the program and policy changes that eliminate access barriers and improve outcomes for target populations both during and beyond the grant period.

3. Project Goals and Objectives

Successful applicants will demonstrate their ability to provide individual and group-based assistance to awardees in the design, development, and implementation of their projects to meet the objectives and goals mentioned above. In addition, applicants must demonstrate how they will provide a virtual forum for cross-project communication and learning. The activities can take place during community of practice meetings, as described below, or through other means of communication as identified by the TA provider. The TA team must have knowledge and experience around national and state best practices and state of the art technology-based approaches to education and training to offer resources to awardees. The TA team should leverage existing best practices and help develop tools to serve the target population.

The TA and evaluation activities must support the following goals and objectives:

i. Immediate Project Objectives

- Facilitate strong project team engagement between awardees and provide guidance based on best practices.
- Hold virtual community of practice meetings to assist awardees through the process of developing their projects and to encourage peer-to-peer engagement and learning.
- Coordinate technology-enabled training for awardees on topics relevant to their needs.
- Develop traditional or innovative methods of sharing promising practices that integrate an IET training model with the workforce community as well as community colleges and adult education providers.
- Identify when project goals, deliverables, and outcomes are not being met, provide guidance to the awardees, and identify alternative methods to accomplish project goals in collaboration with the EDD.
- Participate in mandatory convenings between state partners and awardees.
- Assist with the implementation of specific measures to ensure equal access to education, training, PWEX and WBL opportunities, IET programs, and career pathways, which may include but are not limited to the provision of appropriate technology,

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technology skills training, and internet resources to guarantee accessibility to all participants.

- Assess best practices in employment outcomes for ELLs in order to develop strategies to connect participants with high quality jobs and follow-up services.
- Analyze employer engagement and recommend strategies that maximize buy-in and lead to hiring commitments.
- Leverage state investment with commitments from industry, labor, public, and community partners.

ii. Sustainability and Systems Change Goals

- Provide guidance and assistance in developing sustainability plans to ensure that projects result in strategies that continue the work beyond the grant period. The TA team should also help grantees work towards institutionalizing the best practices that result from this project.
- Design and populate a linked, open-data⁶ resource that is user-friendly and hosts materials being developed by awardees. Coordinate with State Partners for posting of materials and resources on partner websites or a centralized location.
- Help to implement new models for service delivery that can be expanded system-wide within the project's Local Workforce Development Area (Local Area), and can be replicated across the state and tailored to regional needs.
- Plan for and implement a sustainability plan to promote project continuation and scaling post-state investment.
- Increase the state's capacity to provide learning and training options equitably to all Californians, including those who require access to appropriate technology and internet resources to be successful.
- Identify alignment of Title I, Title II, and community college adult education funds and provide recommendations to strengthen braiding of funds in future programs.

iii. Deliverables

Projects must culminate in a final summary report that includes at minimum key findings and recommendations pertaining to the following:

- Overcoming policy and regulatory barriers to providing training and job placement.
- Integrating Title I, Title II, and community college adult education funding streams.
- Closing gaps in service provision and job placement activities.
- Enhancing relationships with employer partners and creating the capacity for hiring commitments.
- Designing virtual training resources that promote success and equal access.
- Scaling an IET-centered model of service delivery.
- Implementing a systemic shift in the workforce system towards collaborative, interconnected, regional education, training, and employer networks.

⁶ More information on linked, open-data can be found in Appendix D.

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Data from assessments developed and administered to evaluate projects should directly inform this report. The EDD reserves the right to request, review, and replicate any assessments created using funds from this project.

4. Project Design

Proposals must reflect how the project goals and objectives outlined above will be achieved in an innovative TA plan. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes. Strong collaboration, strategic co-enrollment, equal access, and solutions-based technology are at the core of this project. To this end, successful applicants will present creative solutions to cross-training, team building, knowledge sharing, and the provision of technological resources that facilitate participant completion of online courses, training, and other program related requirements.

i. Project Team

The TA and evaluation awardee is expected to provide technical assistance and evaluation for ELL program awardees from both PY 19-20 and PY 20-21. If additional funds become available, the TA and evaluation awardee will be expected to serve PY 21-22 program awardees as well. The EDD funded four projects in PY 19-20 and expects five to seven program awardees in PY 20-21 and PY 21-22. Therefore, applicants should anticipate serving fourteen to eighteen program awardees. Strong applicants will clearly articulate a technical assistance approach with strategies to successfully coordinate activities, conduct team building exercises, and implement knowledge sharing. Applicants may form partnerships to provide the full scope of services but are not required to do so.

ii. Project Activities

Through this project, the TA and evaluation awardee will establish virtual communities of practice, provide access to peer and expert TA, share successful program models, coordinate group performance and evaluation activities, and administer assessments to evaluate project success. The evaluation will culminate in a summary report detailing successes and areas for improvement as outline in Section A.3.iii. In addition, other activities such as webinars and conference calls may be planned. Activities must be need-based and tailored to the needs of PY 19-20 and PY 20-21 awardees.

Applicants must budget for and plan to attend three convenings throughout the grant period to bring together state partners and awardees. The convenings will take place in the initial, middle and end phases of the grant. Timing will be determined by state partners and grantees. Convenings will occur within the first six months of implementation, at the mid-point, and in the last two quarters of the project. The EDD reserves the right to host these convenings virtually in compliance with COVID-19 regulations as necessary. The purpose of the convenings is to develop a nuanced, big picture perspective. Agendas and programs for convenings will be developed in coordination with the EDD in order to include support on topics related to grant administration, performance, and CalJOBS in addition to the programmatic and subject matter content provided by the TA awardee and ELL projects.

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Awardees will also partner with the EDD project management staff for CalJOBS training and guidance during start-up, implementation, and throughout the grant period of performance.

iii. Project Priorities

Understanding the components and best practices of the previous ELL grant programs is critical. The PY 19-20 ELL Pathways to Careers Program was established to continue and enhance the best practices identified in the PY 18-19 ELL Navigator Pilot and the PY 17-18 ELL Co-Enrollment Pilot. Applicants are required to demonstrate knowledge, experience, and the capacity to provide TA and evaluation services. Applicants must demonstrate that the WIOA resources awarded under this SFP will be dedicated to serving the needs of ELLs.

Applicants must clearly describe capability to conduct and administer a federally funded project, including the ability to collect and report financial and participant data as required. Applicants must be aware of the state and federal disability laws and procedures for ensuring universal access. Applicants must also be willing to adhere to the various assurances and certifications by which all the WIOA subrecipients must abide.

B. Eligibility

Proposals will be accepted from all eligible applicants. Proposals must meet the minimum requirements to be read and scored. The most competitive proposals will be those that plan to assist awardees both individually and collaboratively in a manner that ensures the best outcomes for the projects. Competitive applicants will propose to evaluate current service models through assessments and analysis with a focus on implementing a statewide services delivery model for this population.

1. Applicants

Proposals will be accepted from Local Areas, education and training providers, county social service agencies, business-related non-profit organizations, and workforce intermediaries.

2. Participants

The ELL program is a WIOA Title I Adult Governor's Discretionary grant. Therefore, except as otherwise specified in section 132 of the WIOA, the term "adult" is defined as an individual who is 18 years or older. Please see footnote 1 for more information.

C. Funding

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

1. Award Amounts

A total of \$200,000 in the WIOA Governor's Discretionary Funds are available through this SFP. The funds awarded in this SFP may be used for hiring or appointing staff and for staff travel cost to attend mandatory convenings and other meetings.

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Additional discretionary funding may be provided to support extending the project into the next program year. In the event such discretionary funding becomes available, awardees will be expected to assist PY 21-22 ELL award recipients with additional funds.

Note – Proposed funding is based on the anticipated availability of relevant funds. Should anything change, the EDD reserves the right to make adjustments based on the level of funding.

2. Length of Project

The state expects that the performance period for participating projects funded under this SFP will be between 18 and 24 months. Grant funds will not be available for longer than 24 months. The project may be extended if additional discretionary funds become available to serve PY 21-22 program awardees. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state. During the first three to six months of the project, the recipient organization is allowed to use the funds for administrative costs, start-up costs, and hiring grant-specific staff.

3. Allowable Uses of Funds

The funds awarded in this SFP must be used to assist SFP program awardees successfully implement projects. 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 govern the use of the grant funds. Refer to Appendix B and Appendix C for the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

II. Significant Dates

Figure 1: Application Timeline

| Event | Date |
|---|---------------------------------|
| SFP release | December 10, 2020 |
| Informational teleconference | December 17, 2020 at 10 a.m. PT |
| Last date to email questions to EDD | December 16, 2020 at 12 noon PT |
| Last date for EDD to respond to questions | December 28, 2020 |
| Proposals due | January 20, 2021 by 3 p.m. PT |
| Proposal review and evaluation | January 26-28, 2021 |
| Deadline to appeal | January 27, 2021 by 3 p.m. PT |
| Award announcements | April 2021 |
| Estimated project start date | May 1, 2021 |

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

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III. Questions and Answers

Direct any questions regarding this SPF to WSBSFP1@edd.ca.gov. An informational teleconference is scheduled for Thursday, December 17, 2020 at 10 a.m. PT to review application requirements and answer questions regarding this SFP. For meeting information, please send an email request to EDDWSBSFP1@edd.ca.gov by 12 noon on Wednesday, December 16, 2020. The questions and answers will be compiled and posted on the [EDD website](#) after the information session.

IV. Required Proposal Content

Applicants must follow all proposal requirements and submit all required forms to be read and scored. Proposals that do not meet the minimum requirements will not be scored or considered for funding.

A. Proposal Requirements

All proposals must adhere to the required format in order to be competitive and must include all of the requested information and attachments. Refer to the Proposal Instructions for details on how to properly complete all required documents.

1. Program Requirements

The EDD requires key project staff to participate in training opportunities and attend mandatory quarterly meetings. Key project staff may also be required to partner with the EDD Project Management staff for technical assistance including CalJOBS training and guidance during start-up, implementation, and throughout the grant period of performance. Start-up and training activities may take up to six months.

2. Mandatory Partnerships

The TA awardee is expected to provide technical assistance for ELL program awardees from both PY 19-20 and PY 20-21. If additional discretionary funds are awarded, technical assistance must also be provided to PY 21-22 ELL awardees. Applicants may solicit partnerships to provide the full scope of services but are not required to do so.

3. Performance Goals

The TA awardee will strategize with ELL program awardees to ensure performance goals are met and best practices are shared.

B. Budgeting Requirements

Applicants may submit a proposal requesting up to \$200,000. Applicants may apply for any amount within the allowable range. Determination of projected participants and other performance measures should take into account factors specific to the service area, target population, and reasonable costs for proposed services. Please see section V.C.1 Required Forms for budget documents and refer to the Proposal Instructions when completing all forms.

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1. Match Requirement

There is no match requirement.

2. Administrative Cost Limits

A maximum of 7.5 percent of the total project budget will be allowed for administrative costs. Please refer to Appendix B for the definition of administrative costs.

V. Proposal Submission

Please refer to the Proposal Instructions for details on how to properly complete all required documents.

A. Deadline

All proposals must be submitted by 3 p.m. PT on Wednesday, January 20, 2021. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. Late proposals will not be accepted. Exceptions will not be allowed, and there is no appeal for not meeting the proposal deadline.

B. Formatting

Follow the guidelines below when drafting and submitting the proposal.

- Exhibit A – Proposal Narrative
 - Must not exceed 10 single-spaced pages with 1 inch margins.
 - Pages must be standard 8.5 inch by 11 inch sheets.
 - Use Arial font size 12 point or larger.

- Electronic Submission
 - All documents must be saved as Word files. Do not save as a PDF.
 - All documents must include the name of the applicant in the header.
 - All documents must be saved using a naming convention that includes the applicant's name and does not exceed 40 characters in length.
 - Attach all proposal elements, including proposal cover page, to email with the subject "ELL TA PY 20-21 [Applicant Name]."

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C. Required Forms

All forms must be completed and submitted as instructed. See Proposal Instructions for more details.

1. Exhibits and Additional Documents

- **SFP Cover/Signature Page:** Two signed hard copies required.
- **Proposal Summary:** See Proposal Instructions for more information.
- **Exhibit A – Proposal Narrative:** See section IV. Required Proposal Content and the Proposal Instructions for required elements of the narrative.
- **Exhibit I – Project Work Plan:** Provides roles, responsibilities, and milestones for project implementation.
- **Exhibit J – Partner Roles and Responsibilities (if applicable):** Verifies cash and/or in-kind match pledged in commitment letters.
- **Exhibit E – Expenditure:** “Total Funding Amount” must match Exhibit F.
- **Exhibit F –Budget Summary:** Lists line item costs for project activities and administration.
- **Exhibit F2 –Budget Narrative:** Justification of costs in each line item.
- **Exhibit G – Supplemental Budget (if applicable):** Required if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of the dollar amount.

2. Match Commitment Letters

There is no match requirement. No commitment letters are required.

3. Partnership Agreement Letters

The TA awardee will coordinate with the EDD staff to assist all PY 19-20 and PY 20-21 ELL program awardees. No partnership agreement letters are required. If the lead applicant wishes to partner with other entities, please complete Exhibit J accordingly.

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D. Submission Instructions

One proposal will be accepted from each applicant. Do not submit more than one proposal. All applicants must submit two hard copies of the proposal cover page with wet signatures within five business days of the deadline. No other proposal elements will be accepted after the deadline. The entire proposal must be submitted electronically by the deadline.

1. Hard Copy

Applicant must submit two hard copy cover pages with original wet signatures by the applicant's contract signatory authority. Applicants must submit hard copy cover pages within five business days of the proposal deadline. Please send applications as follows:

By Mail WIOA ELL TA PY 20-21 SFP
Workforce Services Branch, MIC 88
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

By Courier WIOA ELL TA PY 20-21 SFP
Workforce Services Branch, MIC 88
722 Capitol Mall, Room 2099
Sacramento, CA 95814

In-Person WIOA ELL TA PY 20-21 SFP
Workforce Services Branch, MIC 88
Employment Development Department
722 Capitol Mall, Building Agents Office
Lobby Room 1100
Sacramento, CA 95814

2. Electronic

Applicants must submit a copy of all required proposal elements to WSBSFP1@edd.ca.gov. Please see section V.B for guidelines on electronic submission.

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VI. Award and Contracting Process

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

A. Proposal Review, Scoring, and Evaluation

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

Figure 2: Scoring Rubric

| Narrative Criteria | Maximum Points |
|--|-----------------------|
| Section I – Technical Assistance and Evaluation Plan | 30 |
| Section II – Performance Goals | 25 |
| Section III – Statement of Capabilities | 25 |
| Section IV – Budget Summary Narrative and Plan | 20 |
| Minimum and Other Requirements Total Maximum | 100 |

Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest 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, the EDD Director will receive the funding recommendations. The LWDA Secretary in consultation with the EDD and the CWDB will make final funding decisions based on the ranked scores and other factors such as the geographic distribution of funds, past performance, innovative approach, and uniqueness of the project.

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

B. Award Notification

Awards will be announced on the [EDD website](#) and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by April 2021.

C. Agreement/Contracting

The EDD will contact the awardees to finalize contract details. The EDD may request that the contracts incorporate changes to the original project proposals. After any necessary

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negotiations, the EDD will mail the finalized contract to the awardees for signature. The state expects contract negotiations to begin in April 2021 with a projected start date of May 1, 2021.

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the awardee's ability to meet the project term dates.

VII. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult section IV. Required Proposal Content and section V. Proposal Submission to ensure all program requirements have been adequately addressed in your proposal and that proposals are submitted completely and correctly. An appeal of the disqualification decision may be filed, however, please take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. See section IV. Required Proposal Content and section V. Proposal Submission for more information.

The EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to WSBSFP1@edd.ca.gov by 5 p.m. PT on the seventh calendar day following disqualification. The appellant must submit the facts in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

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

The WSB/Deputy Director's Office (DDO) will respond to appeals via email. The review will be limited to determining whether the proposal met the Application Requirements of the SFP.

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VIII. Administrative Requirements

Successful applicants must comply with all administrative and reporting requirements to remain eligible for awarded funds. Applicants that do not comply may be de-obligated.

A. Monitoring and Audits

During the performance period, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the 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.

Subrecipients 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 the 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 the project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. Subrecipients will retain all records pertinent to this contract for a period of five years from the date of the final payment of this contract.

C. Reporting

All subrecipients must have access to the CalJOBS website to report expenditures to the state in a timely and accurate manner. See Appendix E: CalJOBS Workstation and Software Requirements. The state will provide training on how to use the CalJOBS reporting system. Review [Types of Work-Based Learning WIOA Desk References](#) and [Cal JOBS Activity Codes \(PDF\)](#) for guidance on entering grant activity codes.

Subrecipients will be required to submit quarterly financial and expenditures using CalJOBS. The EDD may request monthly expenditure reporting, if determined necessary for successful implementation or grant management. Subrecipients will be required to submit monthly narrative progress reports on the status of the projects detailing interactions with awardees, lessons learned, and progress towards stated goals. The EDD will provide the template for this form. Within 60 days of the project termination date, a project closeout report is due. See Workforce Services Directive [WSD19-05 \(PDF\)](#), *Monthly and Quarterly Financial Reporting Requirements* (December 4, 2019) for further information.

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D. Closeout

A subgrant line item closeout and narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan. See [WSD16-05 \(PDF\)](#), *WIOA Closeout Requirements* (July 29, 2016) on the EDD Website for further guidance.

E. Compliance

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

F. Intellectual Property Rights/Creative Commons Attribution License

Pursuant to Title 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 publicly license all work created with grant funds 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 [general information](#) and [instructions](#) on CC BY refer to Appendix D.

A license under the CC BY is a requirement for work developed by the recipient in whole or in part with grant funds. 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 apply 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 to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

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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.”

G. Evaluation

The WIOA Sections 134 and 136 (e) provides for the ongoing evaluation of workforce development activities. A statewide activities assessment 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. If a statewide evaluation takes place, the subrecipient will be required to participate in that evaluation by providing requested data and information. Therefore, all award subrecipients are expected to document lessons learned and effective practices ascertained through this project.

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Appendices

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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

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, placement assistance, and career counseling, including the following:
 - Information on in-demand industry sectors and occupations.
 - Information on nontraditional employment.
 - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services 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 other workforce development programs.
6. Provision of workforce and labor market employment data relating to local, regional, and national labor market areas, including the following:
 - Job vacancy listings in labor market areas.
 - Information on job skills necessary to obtain the vacant jobs listed.
 - Information relating to local, in-demand occupations including earnings, skill requirements, and opportunities for advancement.
7. Provision of performance and program cost information pertaining to eligible providers of training services by program and type of providers.
8. Provision of information regarding the Local Area performance that specifies local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Provision of 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

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CalFresh Program— federally known as the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; and assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program.

10. Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America’s Job Center of CaliforniaSM (AJCC) 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.
 - 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 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 employment goals.
2. Development of an individual employment plan, to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve their employment goals, including information about eligible training providers.
3. Group counseling.
4. Individual counseling.
5. Career planning.
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct 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.

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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. Participants may receive follow-up services 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 7.5 percent. As stated in the *Code of Federal Regulations* (CFR) 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. “The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant subrecipients, local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.”
2. The costs of administration are the costs associated with performing the following functions:
 - a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - b. Accounting, budgeting, financial and cash management functions.
 - i. Procurement and purchasing functions.
 - c. Property management functions.
 - d. Personnel management functions.
 - e. Payroll functions.
 - f. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports.
 - g. Audit functions.
 - h. General legal services functions.
 - i. Developing systems and procedures, including information systems, required for these administrative functions.
 - j. Fiscal agent responsibilities.
 - k. Performing oversight and monitoring responsibilities related to WIOA administrative functions.
 - l. 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.
 - m. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - n. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

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3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
 - a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 3 of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
 - d. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

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

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

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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 Title 2 *Code of Federal Regulations* (CFR) Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule” (Uniform Guidance), Section 200 and Department of Labor (DOL) exceptions. 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.

Figure 1: Allowable Costs Legend

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

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

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The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule” (Uniform Guidance), Section 200.407 and DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Figure 2: 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 | |

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| Cost Item | | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|-----------|---|--------------------------|--------------------------|--|--------------------------|-----------------------|
| 16 | Depreciation | AC | AC | AC | 200.436 | |
| 17 | Employee health and welfare costs | A | A | A | 200.437 | |
| 18 | Entertainment costs | U/AP | U/AP | U/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 | |

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| Cost Item | | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|-----------|---|--------------------------|--------------------------|--|--------------------------|-----------------------|
| 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 | |
| 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 | |

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| Cost Item | | Educational Institutions | Non-Profit Organizations | State, Local and Indian Tribal Governments | Uniform Guidance Section | DOL Exception Section |
|-----------|----------|--------------------------|--------------------------|--|--------------------------|-----------------------|
| 55 | Trustees | A | A | NS | 200.475 | |

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Appendix D: Internet Resources

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

- [AJCC](#)
Central location for information about Job/Career Centers and related links.
- [California Association for Local Economic Development](#)
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](#)
Industry-specific services, grant-funded initiatives and technical assistance to support business growth.
- [California Department of Finance-Demographic Research](#)
State finance census data including population by gender, age, and race by county.
- [California Department of Health Care Services](#)
Provides services to preserve and improve the health status of all Californians.
- [California Department of Education](#)
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](#)
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](#)
Services and advocacy for employment, independent living and equality for individuals with disabilities.
- [California Department of Social Services](#)
Oversight and administration of programs serving California's most vulnerable residents.
- [Employment Development Department \(EDD\)](#)
The EDD is the administrative entity for the WIOA Veterans' Employment-Related Assistance Program (VEAP) SFP. This site contains or links to a wide range of employment and training resources, including labor market information.
- [CalJOBS](#)
The CalJOBS system is California's online resource to help job seekers and employers

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navigate the state’s workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

- [California Labor and Workforce Development Agency](#)
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the EDD.
- [California Workforce Association \(CWA\)](#)
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California.
- [California Workforce Development Board \(CWDB\)](#)
The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.
- [Disability Benefits 101](#)
Gives tools and information on health coverage, benefits, and employment.
- [Division of Apprenticeship Standards](#)
Apprenticeship programs’ search.
- [Final Rule \(Uniform Guidance\)](#)
Uniform Guidance applies to all federal awards (i.e. funds awarded under this SFP).
- [High Quality Jobs](#)
A library of resources to define, assess, and improve job quality.
- [Integrated Basic Education Skills and Training \(I-BEST\)](#)
Information on Washington’s dual teacher, accelerated training model.
- [Integrated Resources Team \(IRT\)](#)
Resources on the IRT service delivery model.
- [Labor Market Information](#)
Find labor market information industry/business that can be useful in preparing your proposal.
- [Local Workforce Development Areas](#)
A listing of Local Areas with addresses and contact information.
- [OMB](#)
The OMB oversees and coordinates federal administration procurement, financial management, information, and regulatory policies.

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- [California Department of Industrial Relations: Apprenticeships](#)
Information on the quality elements of a pre-apprenticeship program.
- [Resources for Grant Subrecipients](#)
An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials and other important information for applicants and subrecipients.
- [Multi-State Sector Strategy Project](#)
On-going multi-State project focused on accelerating the adoption of sector strategies.
- [U.S. Census Bureau](#)
Serves as the leading source of quality data about people, business and economy.
- [U.S. Small Business Administration](#)
Guidance and resource information to owners and operators of small businesses.
- [U.S. Chamber of Commerce – Institute for Competitive Workforce](#)
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.
- [SFP](#)
The WIOA SFPs and related information can be accessed from the EDD’s SFP page.
- [U.S Department of Labor WorkforceGPS \(WorkforceGPS\)](#)
WorkforceGPS is sponsored by the U.S. Department of Labor, Employment and Training Administration. The WorkforceGPS is an integrated workforce system network.
- [WIOA](#)
The Act governing the funds made available in this SFP.

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Appendix E: CalJOBS Workstation and Software Requirements

Figure 1: Workstation Requirements (VOS v16.x)

| 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 |

Supported Browsers

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

Desktop Browsers

-  [Google Chrome | Download Latest Version](#)
-  [Microsoft Internet Explorer 11 or higher | Download Latest Version](#)
-  [Mozilla Firefox | Download Latest Version](#)
-  [Apple Safari | Download Latest Version](#)

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-  [Opera | Download Latest Version](#)
-  [Microsoft Edge | Download Latest version](#)

Mobile Browsers

For iOS and Android mobile phones and tablets, use a current version of one of the following supported browsers:

iOS

-  [Safari for iOS](#)
-  [Google Chrome for iOS](#)
-  [Firefox for iOS](#)

Android

-  [Google Chrome for Android](#)
-  [Firefox for Android](#)

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.

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Figure 2: Third-Party Software

| | | | |
|--|-------|-------|---|
| VOS | v14.0 | v15.3 | |
| Adobe Acrobat Reader | v8.0+ | v8.0+ | Adobe Acrobat Reader |
| Adobe Flash | v11+ | v11+ | |
| Meadco ScriptX | v7.4+ | v7.4+ | Meadco ScriptX |
| Microsoft RSClientPrint for SSRS reports | | | <p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p>2012 MS RSClientPrint Instructions</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>DynamSoft</p> <p>Download DynamicWebTWINHTML5Edition.exe</p> |

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual One-Stop 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 One-Stop 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.

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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.