

Workforce Innovation and Opportunity Act
SFP VEAP PY 17-18

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Proposal Package – Instructions and Forms

- [Proposal Instructions](#)
- [Proposal Narrative Form A](#)
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- [SFP Form I – Project Work Plan](#)
- [SFP Form K – Performance Goals Matrix](#)
- [SFP Form J – Partner Roles, Responsibilities](#)
- [SFP Form F – Budget Summary](#)
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Section 1 – Overview

A. Purpose

The Employment Development Department (EDD), in coordination with the California Workforce Development Board (State Board) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$5 million of *Workforce Innovation and Opportunity Act* (WIOA) funds. The goal of this SFP is to promote the use of regional industry-sector strategies as the framework to help unemployed and underemployed veterans transition from military careers to rewarding civilian employment.

The California State Plan for WIOA, developed by the State Board, sets a priority for statewide activities to ensure the full array of services are available to veterans. Also included in the California State Plan is the requirement to conduct WIOA programs in accordance with the Veterans' Priority Provisions of the *Jobs for Veterans Act*, Public Law 107-288.

This SFP targets veterans with significant barriers to employment, including, but not limited to, special disabled¹ or disabled veterans²; homeless veterans; recently separated service members who have been unemployed for 27 or more weeks in the previous 12 months; an offender, as identified in WIOA Section 3 (38), who is currently incarcerated or who has been released from incarceration; a veteran lacking a high school diploma or equivalent certificate; a low-income individual [as defined by WIOA Section 3 (36)]; and, women and minorities. The Bureau of Labor Statistics data indicates woman veterans' unemployment rate surpasses veteran men by 5 percent in 2016 age 35+. As a result, the SFP seeks vertical progression for a diversified VEAP grant to help woman veterans' acquire employment opportunities. Applicants must use WIOA Title I Governor's Discretionary funds in their proposals and demonstrate a dollar-for-dollar cash and/or in-kind match from other resources.

Successful applicants must use regional sector strategy approaches to meet the workforce and training needs of potential employers within their targeted industries. This approach must be based upon the creation or expansion of regional partnerships among a Local Area, the local EDD JVSG Program staff, the EDD Labor Market Information Division (LMID), AJCCs, community colleges, local veteran organizations, local training organizations, public/private employers, community and business development organizations, labor organizations. Other key stakeholders include advocacy groups, faith-based and community-based organizations, and training providers.

¹(1) A veteran who is entitled to compensation for a disability rated at (a) 30 percent or more, or (b) 10 or 20 percent in the case of a veteran who has been determined under section 3106 of this title to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

²(1) A veteran who is entitled to compensation under laws administered by the Secretary, or (2) A person who was discharged or released from active duty because of a service-connected disability.

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Regional partnerships must demonstrate an understanding of the targeted industry and workforce needs of the industry's employers within the region. This data-driven approach is designed to align and leverage resources, identify and provide sector-related training, and provide supportive services that promote career pathways and skill attainment for veterans. The aim of this SFP is to fund solutions that eliminate barriers to employment that veterans face in the current labor market. It is anticipated that successful solutions achieved through this grant can be duplicated in regions facing similar challenges, and shared with California's stakeholders to sustain change and improvements in the workforce.

B. Eligible Applicants

Proposals will be accepted from Local Workforce Development Areas, education and training providers, private non-profit organizations, private for-profit organizations, and faith-based/community based organizations. Individuals are not eligible to apply. Organizations that were awarded VEAP PY 16-17 funds are not eligible to apply for VEAP PY 17-18 funding.

This SFP requires a local WIOA partnership/collaboration that includes, but is not limited to (1) Title 1 Local Workforce Development Area (Local Area), (2) Wagner-Peyser, and (3) the local EDD Jobs for Veterans State Grant (JVSG) Program staff. Applicants must demonstrate an existing high level of collaboration or formalized linkages that are in the process of being established.

C. Eligible Veterans

For the purpose of this SFP, the term "veteran," as defined in the *United States Code*, Title 38, Part I, Chapter 1, Section 101, refers to a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

Wherever eligibility of veterans is referenced in this document, eligible spouses of veterans are included, in accordance with Public Law 107-288.

Veterans served by VEAP PY 17-18 funds must be in at least one of the priority groups listed below. Each group is different and has particular characteristics, however individual veteran participants can belong to more than one group.

Recently Separated Veterans – Recently Separated are veterans who separated from the military within the 48 months prior to application and received a DD214 for conditions other than dishonorable. Applicants must follow the participant eligibility guidelines outlined under WIOA Title I.

Disabled Veterans – Veterans who are entitled to compensation under laws administered by the Department of Veterans Affairs, or individuals who were discharged or released from active duty because of a service-connected disability. For additional clarification refer to this SFP page 4, bottom annotation regarding Special Disabled¹ and Disabled Veterans².

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Campaign Veteran – Campaign Veterans are those veterans who served on active duty in the United States Armed Forces during a war, or in a campaign or expedition for which a campaign badge or medal has been authorized. A list of these wars, campaigns, and expeditions can be found at the Office of Personnel Management website.

Veterans with Significant Barriers – A special disabled or disabled veteran, as those terms are defined in 38 U.S.C § 4211(1) and (3); a homeless person, as defined in Sections 103(a) and (b) of the *McKinney-Vento Homeless Assistance Act* (42 U.S.C. I 1302(a) and (b)) as amended; a recently-separated service member, as defined in 38 U.S.C § 4211(6), who has been unemployed for 27 or more weeks in the previous 12 months; an offender, as defined by WIOA Section 3 (38), who is currently incarcerated or who has been released from incarceration; a veteran lacking a high school diploma or equivalent certificate; or a low-income individual (as defined by WIOA Section 3 [36]). Women and other minorities.

Other Covered Person – As defined in the *Jobs for Veterans Act*, Public Law 107-288 §4215 (a) (1) (B).

D. Funding

Up to \$5 million in WIOA Governor’s Discretionary funds is available through this SFP with a request award of up to \$500,000 for each grant award. Final awards and participant count may be adjusted depending on the number of successful submitted proposals. It is the intent of this SFP to fund projects that can leverage other resources to maximize the impact of the project, earn the maximum return on investment, and foster project replication and sustainability. Therefore, applicants are required to demonstrate a dollar-for-dollar cash and/or in-kind match from other sources. Matching funds may include, but are not limited to, funds/in-kind support commitments from local area, local government, other partners and/or private-foundation funds.

E. Allowable Uses of Funds

The use of funds awarded in this SFP is governed by the WIOA and its associated federal regulations, state and federal directives, and the 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 Cost*.

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G. Length of Project

The state expects that the performance period for participating projects funded under this SFP will be between 18 and 21 months, with a start date no earlier than April 1, 2018, and end date no later than March 31, 2020. Grant funds will not be available for longer than 21 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.

H. Priority of Service to Participants

All projects must be conducted in accordance with the Veterans' Priority Provisions of the *Jobs for Veterans Act* Public Law 107-288. The Training and Employment Guidance Letter 10-09 provides general guidance regarding the implementation of the Veterans' priority and how this priority affects current business practices.

Section 2 – Significant Dates

Event	Date
Solicitation for Proposals Release Date	Thursday, November 30, 2017
Last date to E-Mail Questions to EDD	Friday, December 8, 2017
Questions and Answers on EDD Website	Friday, December 15, 2017
Proposal Due	Friday, January 12, 2018 3 p.m. PST
Proposal Review and Evaluation	January 2018
Award Announcements	March 2018
Project Start Date	April 1, 2018

Section 3 – Questions and Answers Website

The EDD will be using an electronic question and answer process. Questions must be e-mailed to WSBSFP3@EDD.ca.gov and received no later than Friday, December 8, 2017. Answers will be posted, on the EDD's Jobs and Training Workforce Development SFP website.

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Section 5 – Required Proposal Content

A. Application Requirements

All proposals must adhere to the required format in order to be competitive, and must include all of the requested information, completed forms, and required attachments. The proposal must meet all requirements listed in this section.

Required Proposal Content in this section—A. Application Requirements, is mandatory. Proposals that do not adhere to these requirements will not be reviewed or considered for funding.

1. **Instructions and Forms** – Follow the specific instructions and complete all requested forms available on the Proposal Package Instructions and Forms page. Page 3 of this SFP.
2. **Single Proposal** – Submit only one application per applicant for funding.
3. **Mandatory Partnerships** – The applicant must form a regional partnership with the following mandatory partners: (1) Title I Local Workforce Development Area (Local Area), (2) Wagner-Peyser, and (3) the local EDD Jobs for Veterans State Grant (JVSG) Program staff. The applicant must demonstrate that a high level of coordination already exists or that formalized linkages are in the process of being established. Additionally, the applicant must secure and attach a signed “Partnership Agreement” letter from the mandatory partners noted above. Partnership Agreements with the Local Area, Wagner-Peyser, and the local EDD JVSG program staff are a requirement of this SFP. A separate Partnership Agreement must be submitted for each mandatory partner.

In addition, all other non-mandatory partnerships should be detailed in a separate Partnership Agreement for each additional partner, and submitted with the original proposal, in order to be considered by the department when making final funding decisions. Each Partnership Agreement³ (mandatory and non-mandatory) letter must include the following:

- Describe in detail the specific roles/responsibilities each of these partners will have in the grant.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be dated between November 30, 2017 and January 12, 2018.
- Be signed by an authorized signatory representative of the partner agency.
- Demonstrate that a high level of coordination exists and the extent of that partnership and its anticipated outcomes.

Applications that do not attach the Partnership Agreement from each mandatory partner will be deemed non-responsive and will not be considered for funding. Although a local area and a local board are not the same by definition, either one will fill the requirement in the Partnership Agreement.

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4. **Match** – Applicants are required to demonstrate a dollar-for-dollar cash and/or in-kind match. For example, if the proposal is requesting \$500,000, the match amount must be a minimum of \$500,000 for a total project of at least \$1,000,000.

For the purposes of this SFP, match may include WIOA or non-WIOA funds made available to the applicant to be used specifically for proposal activities. Matching funds will be subject to reporting requirements contained in the *WIOA Monthly and Quarterly Financial Reporting Requirements Directive*. Cash and/or in-kind matches must be documented with a Letter of Commitment verifying the match and attached to the proposal. All Letters of Commitment must be dated within November 30, 2017 and January 12, 2018; signed by an authorized signatory-agency authority; and, include a description of the match, the match dollar amount, the match percentile serving women veterans, contact person and phone number. A separate Letter of Commitment⁴ must be submitted for each matching commitment. Match amounts will be verified by the state prior to selection of the grant award. Match amounts in excess of the required dollar-for-dollar match that do not include Letters of Commitment will not be counted.

The definition of “cash match” is a contribution of funds made available to the applicant to be used specifically for these project activities and must be consistent with the WIOA allowable activities of the fund source. The awardee must have control over and be able to disburse these funds – for example, money 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 – for example, donated personnel, services, or use of equipment or space.

5. **Training** – Applicants are required to offer at least one certified training which leads to an industry-recognized certificate for each targeted industry cluster⁵ and should be identified in Section III, of the VEAP 17-18 SFP Proposal Narrative form. Applicants should coordinate efforts with industry and employers to prioritize and provide specific industry-valued skill credentials or certificates that lead to an industry-recognized certificate for the targeted industry, including career pathways for workers in support of industry and sector talent pipelines. Training elements of the proposal must include “Earn and learn” components, e.g., On-the-Job Training, internships, apprenticeships, etc. Grant applications that do not offer at least one training which leads to an industry-recognized certificate will be considered non-responsive and will not be reviewed or considered for funding.

B. Other Requirements

1. **Knowledge and Experience** – Applicants are required to demonstrate knowledge, experience, and the capacity to provide services to veterans. Applicants must demonstrate, under Section VI of the VEAP SFP Proposal Narrative, that the WIOA

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resources awarded under this SFP will be dedicated to serving the needs of veterans and their families in accordance with Military and Veterans Code, Section 999.80.

2. **Data and Provisions** – Applicants are required to clearly describe their 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 various assurances and certifications that all WIOA subrecipients must abide by.
3. **Additional Requirements** – Proposals that do not adhere to these additional requirements will be scored. However, 3 points will be deducted for each additional requirement not met as directed:
 - Submit four (4) hard copy sets of the complete proposal, each set stapled in the upper left corner (Print one sided pages). Two (2) of these sets must have original wet signatures by the applicant’s contract signatory authority.
 - Submit the entire proposal package including “Cover/signature and Proposal Summary” page to WSBSFP3@EDD.ca.gov title subject line “VEAP 17-18 Proposal [*Organization Name*]” format must be MS Word and or MS Excel, as applicable. (Do not submit these in Adobe PDF format)
 - Submit any additional binding documents: Letters of Commitment, Partnership Agreement Letters, and Creative Commons Attribution License-Verifying Document (if Applicable) in Adobe PDF format.
 - Demonstrate a strong relationship that already exist or are in the process of being established with partners to obtain and retain a competitive, integrated employment which offers a career path to advancement for women veterans.
 - Proposal narrative is limited to 15 pages using Arial font 12, single space. Anything beyond the 15-page limit will not be considered.

^{3,4} Partnership Agreements and Letters of Commitment documents cannot be combined. Each letter document must be signed and submitted separately.

⁵ For information on economic conditions in a particular local area, contact the LMID’s local labor market consultants located in the community intended to benefit from your project proposal at <http://www.calmis.ca.gov/file/resource/lmiconsultants.pdf> or visit <http://www.labormarketinfo.edd.ca.gov/>

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C. Proposal Package

1. The proposal instructions and forms are available on the EDD's SFPs website page, under the VEAP 17-18 section, which contains links to the *Proposal Instructions* document and each required package form.
2. Format and Document Order – The following checklist outlines the order of documents that must be included in the proposal package:

- Cover/Signature page, including proposal summary (2 page limit, Arial font 12, single space, MS Word Format)

Proposal Narrative Form 1 (maximum of 15 pages, Arial font 12, single space, MS Word Format)

- I. Statement of Need
- II. Target Group
- III. Project Plan
- IV. Performance Goals
- V. Local Partnerships and Leveraged Resources
- VI. Statement of Capabilities
- VII. Budget Summary Narrative and Plan

SFP Forms (MS Word or Excel Format as applicable)

- SFP Form 1 – Project Work Plan
- SFP Form K – Performance Goals Matrix
- SFP Form J – Partner Roles, Responsibilities and Resources Chart
- SFP Form F – Budget Summary Plan
- SFP Form G – Supplemental Budget (if applicable)
- SFP Form L – Past/Present Performance Veterans' Projects Form

Letters (PDF Format)

- Required Partnership Agreement letters with 1) Local Area 2) Local Wagner-Peyser, and 3) the local EDD JVSG program staff (management-level)
- Required Letters of Commitment for each dollar-for-dollar cash/in-kind match
- Additional non-mandatory Partnership Agreement letters

Other Documents (only - if applicable) (PDF format)

- Non-profit certification Copy [23701 (d)] from the California Franchise Tax Board
- Non-profit certification Copy [501 (c) (3)] from the federal Internal Revenue Service
- Creative Commons Attribution Licence⁸ – Intellectual Property Rights Release Document (for Grant funded existing materials) – See SFP p.18 for explanation.

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Section 6 – Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

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

Narrative Criteria		Maximum Points
Section I	Statement of Need	20
Section II	Target Group	10
Section III	Project Plan	20
Section IV	Performance Goals	10
Section V	Local Partnerships and Leveraged Resources	20
Section VI	Statement of Capabilities	10
Section VII	Budget Summary Narrative and Plan	10
Total Possible Points		100
Bonus Points		
Bonus points awarded if serving female veterans' ages 35-44		2
Bonus points awarded if serving female veterans' ages 45-54		4
Total Maximum Possible Points		106

Bonus Points Requirements

Applicants can receive up to 6 bonus points by serving the specific female veteran characteristics stated as follows:

- If at least 25 percent of the total participants are female veterans ages 35 – 44, 2 points will be awarded.
- If at least 30 percent of the total participants are female veterans ages 45 – 54, 4 points will be awarded.

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness of project, and innovative aspects of the proposal and past performance.

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Additionally, the Past/Present Performance Veterans' Projects Form (SFP Form L) must be completed for all funding received relating to veterans projects regardless of the funding source. For those organizations that have had past WIA Veterans' Projects with EDD's WSB, Past/Present Performance will be considered in making funding decisions.

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

All projects selected for funding are contingent on the revision and approval of their contract exhibits. Project exhibits are not automatically approved. Awardees will be required to revise the project exhibits to comply with federal and state mandates. Exhibit revisions will be required as needed by the EDD assigned project manager. Any revisions must be completed during the approval contract negotiation process following the initial grantee selection.

B. Notification of Recommendation for Funding

Awards will be announced on the EDD Website and applicants will be notified of the funding decisions following the approval to fund successful proposals. Award decision notices will be mailed in March 2018.

C. Contracting

The EDD will contact the awardees to finalize contract details. In some cases, the EDD may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, EDD will mail the Subgrant/Subrecipient agreement (contract) to the awardees for signature. Contract negotiations begin in January 2017 with a project start date as early as March 1, 2018; but must end no later than March 31, 2020.

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 start dates noted above.

Section 7 – Appeal Process

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

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Section 8 – Administrative Requirements

Awardees must adhere to the WIOA Title I requirements, the OMB’s Title 2 *Code of Federal Regulations* (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;” Final Rule Uniform Guidance and OMB’s Title 2 CFR Part 2900 (DOL Exceptions).

A. Monitoring and Audits

Awardees will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees 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.

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’s effectiveness and proper use of funds. The record retention 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 on this contract per federal Uniform Guidance requirements.

C. Reporting

Awardees must have the capability to report expenditure, participant, and outcome data to the state, in a manner that is timely, thorough, and accurate through the state’s required reporting system: California Jobs Online Browse System⁶ (CalJOBSSM). The state will provide training on how to use CalJOBS. See Appendix E for the State Reporting System Hardware and Software Requirements.

Awardees will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBS. In addition, awardees will be required to submit monthly progress reports⁷, which include narrative on the status of the projects. Upon closeout of the project an “End of Project” report will be required.

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

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as indicated in the Proposal Package Instructions for Section IV – *Performance Goals of the Proposal Narrative*. The state’s WIOA Performance Goals for PY 17/18 are proposed but not limited the following:

PY 17-18 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	68.0%
Employment Rate 4th Quarter After Exit	65.5%
Median Earnings⁹ 2nd Quarter After Exit	\$5,157
Credential Attainment within 4 Quarters After Exit	55.9%

The WIOA Sec. 116 (b) requires the state to reach agreement with the Secretary of Labor on state level performance goals for *Wagner-Peyser Act*, WIOA Title 1B Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2017. 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 grantees 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 Matrix (SFP Form 2). All data associated with performance will be required to be tracked in CalJOBS.

E. Closeout

A line item closeout will be required 60 days after the completion of the grant period. The state is in the process of revising the closeout handbook. Until such time, applicants will use WIA Directive [WSD16-05](#) - WIOA Closeout Handbook, which provides specific instructions for closeout. The policies and procedures may be subject to change upon the issuance of the final WIOA regulations. Applicants should include costs associated with closeout activities into their 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, OMBs Uniform Guidance Title 2 CFR Part 200 and Title 2 CFR Part 2900 (DOL Exceptions) and state and federal Directives and Information Notices. Refer to Appendix E, *Internet Resources*, for a list of useful websites.

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G. Intellectual Property Rights/Creative Commons Attribution license⁹

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, see the following:

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

Instructions – 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: (1) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and (2) 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.

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

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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 169 provide for the ongoing evaluation of workforce investment 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.

⁶ The EDD Project Manager assigned to the awardee (subrecipient) will coordinate the CalJOBS training.

⁷ The Subrecipient assigned State Project Manager will facilitate coordination and monitoring for monthly progress Reports with narrative. These monthly reports should match the information recorded in the CalJOBS system.

⁸ Median is defined as the numerical value that separates the higher half from the lower half of earnings. The median (or upper limit of the second quartile) is the midpoint in a given earnings distribution, with half of workers having earnings above the median and the other half having earnings below the median.

⁹ For the purpose of this SFP proof of licensing at time of application must be provided only if there are existing materials from previous federal grants to be used on this VEAP’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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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:
 - a. Information on in-demand industry sectors and occupations.
 - b. Information on nontraditional employment.
 - c. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.
5. Provision of referrals to and coordination of activities with other programs and services including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs.
6. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including the following:
 - a. Job vacancy listings in labor market areas.
 - b. Information on job skills necessary to obtain the vacant jobs listed.

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- c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.
8. Provision of understandable and accurate information about how the Local Workforce Development Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Provision of understandable and accurate information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program, benefits under the CalFRESH Program (federally known as the Supplemental Nutrition Assistance Program [SNAP]), assistance through the earned income tax credit, and assistance under a state program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program.
10. Provision of information and assistance regarding filing claims for unemployment insurance (UI), by which the America's Job Center of CaliforniaSM must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means the following:
 - a. Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants; or
 - b. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
 - c. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services

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

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2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information about, the eligible training providers.
3. Group counseling.
4. Individual counseling.
5. Career planning.
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.
7. Internships and work experiences that are linked to careers.
8. Workforce preparation activities.
9. Financial literacy services.
10. Out-of-area job search assistance and relocation assistance.
11. English language acquisition and integrated education and training programs.

Follow-up Services

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

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

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APPENDIX B
Administrative Costs

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

- a. The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant 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.

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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 DOL exceptions (2 CFR Part 2900). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

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

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

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

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

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

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

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	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
16	Depreciation	AC	AC	AC	200.436	
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	

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	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
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	

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	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	
55	Trustees	A	A	NS	200.475	

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APPENDIX D

Internet Resources

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

America's Job Center of CaliforniaSM (AJCC)

One-stop access to the state's employment-related services

Bureau of Labor Statistics

Data on employment, industries, counties, and average earnings.

California Association of County Veterans Service Officers

Lists the veterans' service office by county.

California Department of Finance-Demographic Research

State finance census data.

California Employment Development Department (EDD)

The EDD is the administrative entity for the WIOA SFP.

California Labor and Workforce Development Agency (LWDA)

Oversees departments, boards, and panels that serve California businesses and workers.

California Workforce Development Board (State Board)

Policy and guidance to, local Workforce Development Boards, providing services under WIOA.

CLEAR

DOL's Clearinghouse for Labor Evaluation and Research

Congress.gov

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

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

Act governing the funds made available in this SFP Uniform Guidance

DOLETA National Performance Data

DOL's Data, including state by state files

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Labor Market Information (LMID)

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

Local Workforce Development Areas

A listing of LWDA's with addresses and contact information.

Office of Management and Budget

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

U.S. Department of Labor Employment and Training Administration

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

Uniform Guidance

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

VETS' Performance Data

Performance data outcomes.

Workforce Development Solicitation for Proposals (SFP)

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

WorkforceGPS

Sponsored by U.S. DOLETA. Interactive online resources for the public workforce system.

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APPENDIX E

State Reporting System Hardware and Software Requirements

VOS v16.x

Workstation Requirements

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

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Supported Browsers:

For best results, use a current version (Download Latest Version) of one of the following supported browsers:

- Microsoft Internet Explorer 10 or higher
- Mozilla Firefox 30 or higher
- Apple Safari 5 or higher
- Google Chrome 36 or higher
- Opera 22 or higher

Client Workstations (Third-Party Software)

Free third-party software is required on client workstations to maximize all of the features in the Virtual One Stop suite.

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	http://get.adobe.com/reader/otherversions/
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	http://scriptx.meadroid.com/home.aspx
Microsoft RSClientPrint for SSRS reports			Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site: http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/1/ Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.
DynamSoft HTML5 Document Scanning			http://www.dynamsoft.com Download DynamicWebTWAINHTML5Edition.exe

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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.