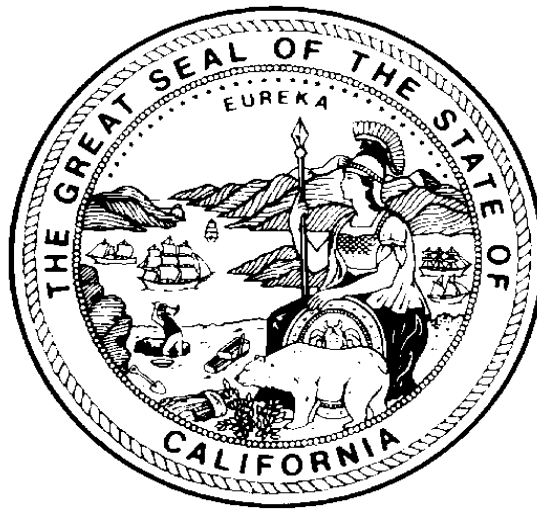


# NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department  
in coordination with the California Workforce Development Board  
on behalf of the California Labor and Workforce Development Agency

***Workforce Innovation and Opportunity Act***  
**Disability Employment Accelerator PY 19-20**

**Solicitation for Proposals**



**October 2019**

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## **Proposal Package Instructions and Exhibits**

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

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

## **Section 1 – 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 \$2 million in *Workforce Innovation and Opportunity Act* (WIOA) for the DEA 19-20 SFP. The DEA grants are part of the Governor's Discretionary Funds awarded to design, develop, and implement projects that accelerate employment and re-employment strategies for people with disabilities (PWD)<sup>1</sup>.

California's WIOA Unified Strategic Workforce Development Plan 2016-20 prioritizes regional coordination among critical partners, sector-based employment strategies, skill attainment through types of work-based learning and other useful training models (including, but not limited to, apprenticeship), and the development of career pathways. Currently, the EDD and the CWDB are administering the Workforce Accelerator Fund (WAF) to build workforce system infrastructure capacity, and the DEA 17-18 and 18-19 to further advance the goals of California's Strategic Plan with an additional focus on PWD.

California's Disability Employment Initiative (DEI) model has proven to be a valuable approach to serving PWD. This model includes establishing and training a Disability Resource Coordinator (DRC) that serves as a subject-matter expert and liaison between disability areas, the WIOA Title I organizations, the education and training organizations, and other partners' staff. Also, DEI provides informational statewide quarterly meetings with other subrecipients' DRC/staff. The EDD Project Manager may conduct quarterly site visits to offer technical assistance to better serve PWD in their Local Workforce Development Areas (Local Areas). In conjunction with the WIOA, WAF, and DEI, the DEA grant highlights PWD as a target population in need of services to increase employment outcomes. Therefore, DEA past and present awards, will continue to focus on creating program linkages with a variety of service providers that assist PWD to find employment, as well as, aim to fund "ground up" solutions to some of the most difficult challenges that hinder PWD from being hired, retained, and advancing along a career path.

Keeping the above goals in mind, last year's DEA 18-19 subrecipients were required to engage and partner with three in-demand businesses to develop earn and learn strategies (e.g., Paid Work Experience [PWEX], Transitional Jobs [TJ], Pre and/or Registered Apprenticeships, On-the-Job Training [OJT], to attain the skills necessary to obtain employment and create a career pathway). Partnering with the Disabled Student Programs and Services (DSPS) departments at two and four-year colleges was an integral part of gaining the referrals of the target population which included college graduates and students working toward an associate or a baccalaureate degree. As of April 2019, California's employment rate has improved to just 1 percent and 1.3 percent for those PWD with an associate or a baccalaureate degree respectively compared to

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<sup>1</sup> An individual who identifies as a person with a physical or mental impairment which causes a substantial impediment to employment and/or requires vocational rehabilitation (VR) services to prepare for, secure, retain, advance in, or regain employment [Section 413(a)(1)(A-C)].

the unemployment rate of 8.7 percent for all PWD<sup>2</sup>. However, across California, there are in-demand jobs that remain unfilled and many unemployed PWD ready to fill them.

According to the U.S. Census Bureau data (April 2019, 12-month moving average), only 17.1 percent of PWD are actively participating in the State labor force compared to the 62.4 percent of the entire working age population in California. Relatively, PWD with a college degree (Associate's degree or higher) are actively participating in the State labor force at a rate of 23.8 percent compared to the entire working age population in California with an Associate degree or higher at 72.0 percent<sup>2</sup>. In order to continue to close the employment rate gap between college graduates with disabilities and those without disabilities, this year's SFP expands the target population to include PWD who are working toward or have obtained a recognized postsecondary credential<sup>3</sup>. Also, this year's SFP will require participants to complete work-based learning programs to obtain and retain competitive, integrated employment<sup>4</sup> within the targeted high-growth businesses or industries, in addition to increasing the number of PWD placed in unsubsidized employment on a career path.

The DEA 2019-20 will continue to set performance expectation goals to serve a higher percentage of PWD by enrolling new participants including PWD who have obtained or who are working toward a recognized postsecondary credential during the grant term. To expand participation and completion rates of work-based learning programs and increase employment rates for all PWD, this SFP will require partnership agreements with a WIOA Title I Local Area, a Local EDD/Wagner-Peyser, and a minimum of three high-growth businesses and/or industries with in-demand jobs. In order to broaden the scope and bring in new innovative ideas to the project, recipients of the DEA 18-19 grant funding are not eligible to apply for the current funding. The EDD anticipates that the outcomes achieved through the DEA will be shared and used by California's stakeholders to create lasting improvements in the workforce system.

## **B. Eligible Applicants**

Proposals will be accepted from Local Areas, education and training providers, private non-profit organizations, private for-profit organizations, and faith and/or community-based

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<sup>2</sup> Current Population Survey data for April 2019 (12-month moving average) completed by CA EDD-LMID, April 2019. The Current Population Survey is a monthly survey of households conducted by the Bureau of the Census for the Bureau of Labor Statistics. It provides a comprehensive body of data on the labor force, employment, unemployment, persons not in the labor force, hours of work, earnings, and other demographic and labor force characteristics.

<sup>3</sup> According to WIOA, a recognized postsecondary credential consists of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate (2-year degree) or baccalaureate degree (4-year degree). [Section 128 STAT.1438 (52) for complete definition].

<sup>4</sup> WIOA describes competitive integrated employment as: part or full-time work performed by an individual which is compensated by at least minimum wage under the Fair Labor Standards Act; occurs in a location which affords the opportunity to interact with other individuals who do not have disabilities; and provides opportunity for advancement similar to that of non-disabled peers in similar positions [Section 404 (5) for complete definition].

organizations seeking innovative ways to strengthen business partnerships around in-demand jobs. Only **one** proposal per applicant will be accepted.

**Recipients of the DEA 2018-19 grant funding and individuals using such funds are not eligible to apply.**

This SFP requires eligible applicants to have a local WIOA partnership/collaboration, including, but not limited to, (1) WIOA Title I Local Area and (2) Local EDD/Wagner-Peyser. If the applicant is a Local Board provider of WIOA Title I services, the organization may combine the partnership agreement into one letter. Applicants must demonstrate that strong relationships already exist or are in the process of being established with partners such as two and four-year college departments of DSPS, Department of Rehabilitation, Regional Center, Center for Independent Living and other organizations that focus on serving PWD and increasing participation in the workforce.

Strong business partnerships are an essential element of the DEA's goal to expand employment for PWD. Each applicant must identify a minimum of three high-growth businesses and/or industries with in-demand jobs and provide a clear strategy to partner with these employers to increase employment and retention opportunities for PWD by:

- Recognizing the existing skills of PWD rather than focusing on the possible need for additional vocational training.
- Improving the one-on-one relationships with hiring managers to increase individualized referrals of qualified PWD.
- Creating or expanding work-based learning opportunities for PWD such as PWEX, TJ or internships in significant work settings, pre or registered apprenticeships or OJT.
- Educating high-demand industry-sector businesses on the value of hiring skilled PWD.

### **C. Eligible Participants**

The DEA is a WIOA, Title I Adult Governor's Discretionary grant, therefore except as otherwise specified in section 132 of WIOA, the term "adult" is defined as an individual who is 18 years or older. The target population includes: 1) All PWD eligible to participate in this program. 2) PWD working toward or who have obtained a recognized postsecondary credential which includes an associate (2-year degree) or a baccalaureate degree (4-year degree) by the end of the grant term.

### **D. Funding**

A total of \$2 million in WIOA Governor's Discretionary Funds are available through this SFP, with an award of up to \$350,000 for each applicant. Final awards and participant counts may be adjusted depending on the number of successfully 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 minimum of 40 percent match of cash and/or in kind support from other sources, which is based on the total amount of grant funding requested.

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

The funds awarded in this SFP must be used to allow participants to obtain and retain competitive, integrated employment within the targeted high-growth businesses or industries by: (1) providing direct services to participants, such as short-term pre-vocational training services, supportive services and work-based learning; (2) hiring or appointing a DRC; and (3) training and travel for the DRC and staff to attend mandatory quarterly meetings.

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 DEA funds. Refer to Appendices A, B, and C for the general requirements of 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, refer to Appendix B, *Administrative Costs*, page 22 for the definition of administrative costs.

### **G. 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. 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. During the first two months of the project, the DEA recipient organization is expected to use the funds for administrative and start-up costs, including the hiring or appointment of a DRC.

### **H. Priority of the Project**

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

The EDD requires the DRC to participate in training opportunities and attend mandatory quarterly meetings. The DRC will also 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.

## **Section 2 – Significant Dates**

<b>Event</b>	<b>Date *</b>
SFP release	October 31, 2019
Informational teleconference	November 12, 2019
Last date to email questions to EDD	November 8, 2019
Last date for EDD to respond to questions	November 14, 2019
<b>Proposals due</b>	<b>December 2, 2019 by 3 p.m. PST</b>
Proposal review and evaluation	December 10-13, 2019
Deadline to appeal	December 11, 2019 by 3 p.m. PST
Award announcements	March 2020
Estimated project start date	April 2020

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

## **Section 3 – Questions and Answers**

An informational teleconference is scheduled on Tuesday, November 12, 2019, at 9 a.m. PST to review application requirements and answer questions regarding the SFP. For call-in information, please send an email request to [EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov) by 12 noon on Friday, November 8, 2019.

The EDD will be using an electronic question and answer process beginning Thursday, October 31, 2019. All questions must be emailed to [EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov) no later than Friday, November 8, 2019. Questions and the answers will be compiled and posted on the EDD website [Workforce Development SFP](#) no later than Friday, November 22, 2019.

## **Section 4 – Proposal Submission**

The deadline for the receipt of proposals is Monday, December 2, 2019, on or before 3 p.m. PST - late proposals will not be accepted. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. Exceptions will not be allowed, and there is no appeal for not meeting the proposal deadline.

Four (4) hard copy sets of the complete proposal, two (2) of these sets must have original wet signatures by the applicant's contract signatory authority, regardless of the method of delivery, must be received on or before 3 p.m. PT on, Monday, December 2, 2019. The EDD Workforce Services Branch (WSB) will accept in-person or courier-delivered proposals between 8 a.m. and 3 p.m. daily, excluding Saturdays, Sundays, and State holidays, through December 2, 2019. For a list of the documents required in the proposal submission, refer to Section 5, *Required Proposal Content*, page 8.





partner with these employers to increase employment and retention opportunities for PWD. Applicants are required to submit “Partnership Agreement” letters from each. If the WIOA Title I Local Area is the applicant, then a combined letter with the Local EDD/Wagner-Peyser authority is acceptable. 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 Agreement (mandatory and non-mandatory) letter must include the following:

- Describe in detail the specific roles/responsibilities the partner will have in the grant.
- Describe how the services will differ or enhance what already exists locally.
- Demonstrate that a high level of coordination exists, the extent of the partnership and its anticipated outcomes.
- Identify an agency contact person and telephone number.
- Date letters between October 31, 2019 – December 2, 2019.
- Signed by an authorized signatory representative of the partner agency.
- If a mandatory partner is also providing match/in-kind, the dollar amounts must be included in the Partnership Agreement letter.
- Letters of Commitment for Match are required from each partner that pledges cash or in-kind match.

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

Although a Local Area and a Local Board are not the same by definition, either one will fill the requirement of a WIOA Title I Local Area in the Partnership Agreement.

## **B. Budgeting Requirements**

Applicants may submit a proposal for up to \$350,000 including a Budget Summary (SFP Exhibit F), Budget Narrative (SFP Exhibit F2), and a detailed justification for expenditures contained in the plan under Section VII of the Proposal Narrative (SFP Exhibit A). Applicants are required to submit a Supplemental Budget (SFP Exhibit G) if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of dollar amount. Also a detailed Expenditure Plan (SFP Exhibit E) must be completed to support and lines up with the Total Funding amount on SFP Exhibit F and the Total Cash/In-Kind Match on SFP Exhibit J.

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Please use the following chart as a guide when considering the amount of your request:

Amount Requested*	Minimum number of PWD enrolled in DEA (50% of PWD must have a post-secondary credential/college degree or will graduate during the grant term)	Minimum number (80%) of PWD who are <b>new</b> participants	Number of enrolled PWD who complete a work-based learning program (50%)	Number of enrolled PWD placed in unsubsidized employment on a career path (70%)	Minimum Match / Leverage (40%)
\$350,000	60	48	30	42	\$140,000
\$300,000	50	40	25	35	\$120,000
\$250,000	40	32	20	28	\$100,000
\$225,000	35	28	18	25	\$90,000
\$175,000	25	20	13	18	\$70,000

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

**1. Match Requirement**

Applicants are required to demonstrate the minimum required match of 40 percent of the requested funds (Example – Request = \$350,000 then required match is \$140,000). To meet the minimum requirements regarding the match, applicants must (1) demonstrate cash and/or in-kind match on SFP Exhibit J- Partner Roles and Responsibilities and (2) provide a letter of commitment from each entity pledging cash or in-kind match to the DEA project. The letters of commitment must clearly define the parameters of the match and include the exact cash amount or an estimate of the in-kind dollar amount of the match.

For this SFP, the match may include WIOA formula and/or discretionary funds made available to the applicant to be used correctly for this proposal’s activities. Matching funds will be subject to the reporting requirements contained in *Workforce Services Directive Quarterly and Monthly Financial Reporting Requirements* ([WSD16-13](#)) and CFR 200.306.

The definition of cash match is a contribution of funds made available to the grantee, to be used specifically for these project activities and must be consistent with the allowable activities of the fund source. The awarded grantee has control over and disburses these funds. Examples include, but are not limited to, funding received from employers, foundations, private entities or local governments.

The definition of *in-kind match* is a contribution of non-cash resources explicitly used for project activities. Examples include donated personnel, services and use of equipment or space.

## **2. Other Requirements**

### **Training**

Applicants are required to partner with three high-growth businesses and/or industries to offer work-based learning programs and/or specialized training for the in-demand occupations identified in Section III, DEA 2019-20 SFP Proposal Narrative (Exhibit A). Training elements of the proposal should include work-based learning components such as OJT, work experience, internships, pre and registered apprenticeships. Grant applications should demonstrate strong partnerships that offer the opportunity for participants to complete work-based learning and/or specialized training in order to obtain employment.

Applicants must provide Disability Benefits services or Ticket To Work information to help customers understand the connections between work and benefits. Designated staff will assist workers to better understand the challenges of long term Social Security Administration benefits and the limits to income and other quality of life issues. The staff will develop or use an existing standard training tool that includes alternatives to Social Security Disability Insurance. The EDD recommends tools such as Disability Benefits 101 (DB 101), as outlined in Appendix D, page 29. The tools will assist people with disabilities and service providers to understand the connections between work and benefits. The training of the staff on the use of the tools is an additional way to provide informed choices and assists with creating a work plan for the participants served.

### **3. Additional Requirements**

Proposals that do not adhere to these additional requirements will be scored, however, three 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 electronically including "Cover/signature and Proposal Summary" page to [EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov) subject line "DEA 2019-20 Proposal [Applicant 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.
- Proposal Narrative-SFP Exhibit A is limited to 15 pages using Arial font 12, single space. Anything beyond the 15 page limit will not be considered.

**4. Proposal Package**

**Applicants must use the specific instructions and complete all requested forms included in the SFP announcement.** If you have any questions regarding the proposal package, please email EDD staff at [EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov). The proposal instructions and forms are available on the EDD SFP website page, under the DEA 19/20 section, which contains links to the Proposal Instructions document and each required package form. The following table lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

<b>1. Cover/Signature Page</b>	<input type="checkbox"/>
<b>2. Project Proposal Narrative</b> (SFP Exhibit A limited to 15 pages, Arial font 12, single space, MS Word Format) <b>The SFP Form A includes the following sections:</b>	<input type="checkbox"/>
I. Statement of Need	<input type="checkbox"/>
II. Target Group	<input type="checkbox"/>
III. Project Plan	<input type="checkbox"/>
IV. Performance Goals	<input type="checkbox"/>
V. Partnerships and Leveraged Resources	<input type="checkbox"/>
VI. Statement of Capabilities	<input type="checkbox"/>
VII. Budget Summary Narrative and Plan	<input type="checkbox"/>
<b>3. SFP Exhibits</b>	
SFP Exhibit I – Project Work Plan	<input type="checkbox"/>
SFP Exhibit J – Partner Roles and Responsibilities	<input type="checkbox"/>
SFP Exhibit K – Performance Goals Matrix	<input type="checkbox"/>
SFP Exhibit E – Expenditure Plan	
SFP Exhibit F – Budget Summary	<input type="checkbox"/>
SFP Exhibit F2 – Budget Narrative	<input type="checkbox"/>
SFP Exhibit G – Supplemental Budget (if applicable)	<input type="checkbox"/>
<b>4. Partnership Agreement Letters</b> WIOA Title I Local Area, Local EDD/Wagner-Peyser, and a minimum of three high-growth businesses and/or industries with in-demand jobs are required.	<input type="checkbox"/>
<b>5. Letters of Commitment for Match</b> (required minimum match is 40%) are required from each partner that pledges cash or in-kind match.	<input type="checkbox"/>
<b>6. Optional Non-Mandatory Partnership Agreement Letters</b> (limit 2)	<input type="checkbox"/>

**Section 6 – Award and Contracting Process**

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

Teams of independent reviewers will score and rank proposals based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

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<b>Narrative Criteria</b>	<b>Maximum Points</b>
Section I – Statement of Need	10
Section II – Target Group	10
Section III – Project Plan	25
Section IV – Performance Goals	10
Section V – Partnerships and Leveraged Resources	20
Section VI – Statement of Capabilities	10
Section VII – Budget Summary Narrative and Plan	15
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>
<b>Maximum Bonus Points</b>	9
<p><b>Minimum required match is 40%</b>            2 bonus points awarded if match is 41-70%            4 bonus points awarded if match is greater than 70%</p> <p><b>Minimum required percentage of total PWD served who are enrolled, or soon will graduate with a Post-Secondary Credential including a 2-year or 4-year degree is 50%</b>            3 bonus points awarded if percentage is 51-69            5 bonus points awarded if percentage is 70 or greater</p>	
<b>Total Maximum Possible</b>	<b>109</b>

For those organizations that have had past WIOA DEA Projects with EDD’s WSB, Past/Present Performance will be considered in making funding decisions.

Only those proposals that score in the top tier 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 Labor and Workforce Development Agency Secretary, in consultation with the EDD Director, and the CWDB Executive Director will make final funding decisions based on the ranked scores, as well as, other factors such as the geographic distribution of funds, uniqueness, and 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. With the EDD Project Management’s technical assistance, awardees will be required to revise the project exhibits to comply with federal and state mandates during the approval contract negotiation process.

## **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 on March 2020.

## **C. Agreement/Contracting**

The EDD will contact the awardees to finalize contract details. The EDD will 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. The state expects agreement/contract negotiations to begin in March 2020 with a project start date estimated as early as April 1, 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 term dates.

## **Section 7 – Appeal Process**

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

- There is no appeal process for not meeting the proposal submission deadline.
- Final funding decisions cannot be appealed.
- The application requirements, which are listed in Section 5 (A) of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

The EDD will email and/or mail disqualification letters to applicants no later than Wednesday, December 4, 2019. Any appeals must be received at the designated EDD office by 3 p.m. Wednesday, December 11, 2019. 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:

1. Appealing organization's full name, address, and telephone number.
2. A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
3. A statement of the relief sought.
4. Original signature of the authorized signatory authority of the organization.

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The appellant must provide a copy of the appeal letter and the supporting documents to EDD WSB, Deputy Director's Office (DDO). The WSB/DDO will respond in writing to appeals by Friday, December 13, 2019. The review will be limited to determining whether the proposal met the Application Requirements of the SFP. The appeal must be submitted to the following:

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

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

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

**By Email**                 Send a scanned email copy of the original letter with signature to:  
[EDDWSBSFP2@edd.ca.gov](mailto:EDDWSBSFP2@edd.ca.gov).

## **Section 8 – Administrative Requirements**

### **A. Monitoring and Audits**

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

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 WIOA Title I and that expend more than the minimum level specified in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.



## **B. Record Retention**

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

## **C. Reporting**

Subrecipients must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate through CalJOBS<sup>SM</sup> the State's required reporting system. Subrecipients will be required to have access to the CalJOBS<sup>SM</sup>. The State will provide training on how to use the CalJOBS reporting system. See Appendix E for the CalJOBS Workstation and Software Requirements and the attached links for [Cal JOBS Activity Codes](#) and [Types of Work-Based Learning WIOA Desk References](#) for entering grant activities correctly.

Subrecipients will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBS. Also, subrecipients will be required to submit monthly narrative progress reports on the status of the projects. Within 60 days of the project termination date, a project closeout report is due. The *Monthly and Quarterly Financial Reporting Requirements (WSD16-13)* and *WIOA Closeout Requirements (WSD16-05)* on the EDD Website, provide further guidance.

## **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. Applicants must provide an explanation as indicated in the Proposal Package Instructions for Section V-Outputs and Outcomes of the Proposal Narrative. The State's WIOA Performance Goals for PY 19-20 are proposed, but not limited to, the following:

<b>PY 19-20 Negotiated Performance Goals</b>	<b>Adults</b>
Employment Rate 2nd Quarter After Exit	66.0%
Employment Rate 4th Quarter After Exit	62.5%
Median Earnings 2nd Quarter After Exit	\$5,600
Credential Attainment within 4 Quarters After Exit	54.0%

The *Workforce Innovation and Opportunity Act (WIOA)* Sec. 116 (b) requires the State to reach an agreement with the Secretary of Labor on state-level performance goals for *Wagner-Peyser Act*, WIOA Title I-B Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2019. For this SFP the proposal narrative

explanation of 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 requires subrecipients to track total participants enrolled in education or training and training related employment. The Performance Goals Chart in Section V of the Project Narrative (SFP Exhibit A) and the Performance Matrix on SFP Exhibit K should reflect the data written in the narrative section. The CalJOBS system is a required source for tracking all data associated with performance for all DEA subrecipients.

### **E. Closeout**

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

### **F. Compliance**

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

### **G. Intellectual Property Rights/Creative Common Attribution License<sup>5</sup>**

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

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

#### **General**

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

#### **Instructions**

[http://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license)

#### **Announcements**

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

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<sup>5</sup> For the purpose of this SFP proof of licensing at time of application must be provided only if there are existing materials from previous grants to be used on this DEA's projects. Any new materials related to this grant either produced before implementation or during the life of the grant, should be immediately licensed, and proof of license provided to the project manager assigned by the state, for record.

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.

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

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

## **H. Evaluation**

WIOA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce development activities. 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/promising practices ascertained through this project.

## APPENDIX A

### WIOA Allowable Activities

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

#### Basic Career Services

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

8. Provision of understandable and accurate information about how the Local Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Provision of understandable and accurate information relating to the availability of supportive services or assistance including: child care, child support, medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program, benefits under the CalFRESH Program (federally known as the Supplemental Nutrition Assistance Program), assistance through the earned income tax credit, and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program.
10. Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America's Job Center of California<sup>SM</sup> must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means:
  - 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 programs of financial aid assistance for training and education programs not provided under WIOA.

### **Individualized Career Services**

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
  - Diagnostic testing and use of other assessment tools.
  - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information about, the eligible training providers.
3. Group counseling.
4. Individual counseling.
5. Career planning.

6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.
7. Internships and work experiences that are linked to careers.
8. Workforce preparation activities.
9. Financial literacy services.
10. Out-of-area job search assistance and relocation assistance.
11. English language acquisition and integrated education and training programs.

**Follow-up Services**

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

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

## APPENDIX B

### Administrative Costs

Under the *Workforce Innovation and Opportunity Act* (WIOA), there is an administrative cost limit of seven point five percent. As stated in CFR 683.215, the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

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

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- systems) including the purchase, systems development and operating costs of such systems.
- c. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
- (1) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
  - (2) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
  - (3) Except as provided at paragraph (c) (1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
  - (4) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
  - (5) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
    - i. Tracking or monitoring of participant and performance information.
    - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
    - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
    - iv. Local Workforce Development Area performance information.
    - v. Information relating to supportive services and unemployment insurance claims for program participants.
- d. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.”



## APPENDIX C

### Allowable Costs and Cost Items Matrix

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

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

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

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

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

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

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

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

Cost Items Matrix

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

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	C. Uniform Guidance Section	D. DOL Exception Section
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	
24	General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	C. Uniform Guidance Section	D. DOL Exception Section
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
28	Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
29	Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
30	Lobbying	U	U	U	<a href="#">200.450</a>	
31	Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
32	Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	<a href="#">200.454</a>	
35	Organization costs	U/AP	U/AP	U/AP	<a href="#">200.455</a>	
36	Participant support costs	AP	AP	AP	<a href="#">200.456</a>	
37	Plant and security costs	A	A	A	<a href="#">200.457</a>	
38	Pre-award costs	AP	AP	AP	<a href="#">200.458</a>	
39	Professional services costs	A	A	A	<a href="#">200.459</a>	
40	Proposal costs	A	A	A	<a href="#">200.460</a>	

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Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	C. Uniform Guidance Section	D. DOL Exception Section
41	Publication and printing costs	A	A	A	<a href="#">200.461</a>	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<a href="#">200.462</a>	
43	Recruiting costs	A/U	A/U	A/U	<a href="#">200.463</a>	
44	Relocations costs of employees	AC/U	AC/U	AC/U	<a href="#">200.464</a>	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	<a href="#">200.465</a>	
46	Scholarships and student aid costs	AC	NS	NS	<a href="#">200.466</a>	
47	Selling and marketing	U/AP	U/AP	U/AP	<a href="#">200.467</a>	
48	Specialized service facilities	AC	AC	AC	<a href="#">200.468</a>	
49	Student activity costs	U/AP	U/AP	U/AP	<a href="#">200.469</a>	<a href="#">2900.19</a>
50	Taxes	AC	AC	AC	<a href="#">200.470</a>	
51	Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
52	Training and education costs	A	A	A	<a href="#">200.472</a>	
53	Transportation costs	A	A	A	<a href="#">200.473</a>	
54	Travel costs	AC	AC	AP	<a href="#">200.474</a>	
55	Trustees	A	A	NS	<a href="#">200.475</a>	

## APPENDIX D

### Internet Resources

The following websites provide additional information that may help on developing project plans, building partnerships, obtaining data, and responding to questions in the Disability Employment Accelerator Solicitation for Proposals (SFP):

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

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- [CalJOBS](#) The CalJOBS<sup>SM</sup> system is California's online resource to help job seekers and employers 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 ([LWDA](#))**  
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department.
- **California Regional Economies Employment ([CREE](#)) Series**  
The California Regional Economies Employment Series provides State and local economic and workforce development organizations with information about each regional economy and labor market in California.
- **California Workforce Association ([CWA](#))**  
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California.
- **California Workforce Development Board ([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 ([DB 101](#))**  
Gives tools and information on health coverage, benefits, and employment.
- **Division of Apprenticeship Standards ([DAS](#))**  
Apprenticeship programs' search.
- **Final Rule ([Uniform Guidance](#))**  
Uniform Guidance applies to all Federal awards (i.e. funds awarded under this SFP).
- **Labor Market Information ([LMID](#))**  
Find labor market information industry/business that can be useful in preparing your proposal.
- **Local Workforce Development Areas ([Local Area](#))**  
A listing of Local Areas with addresses and contact information.
- **Office of Management and Budget ([OMB](#))**  
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.
- [Pre-apprenticeships](#)

Information on the quality elements of a pre-apprenticeship program.

- **[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.
- **[State Sector Strategies](#)**  
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 ([SBA](#))**  
Guidance and resource information to owners and operators of small businesses.
- **U.S. Chamber of Commerce – Institute for Competitive Workforce ([ICW](#))**  
Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.
- **U.S. Department of Labor Employment and Training Administration ([DOLETA](#))**  
The U.S. DOLETA is the federal agent for the WIOA program.
- **Workforce Development Solicitation for Proposals ([SFP](#))**  
The WIOA SFPs and related information can be accessed from the EDD’s SFP page.
- **[WorkforceGPS](#)**  
WorkforceGPS is sponsored by the U.S. Department of Labor, Employment and Training Administration.  
The WorkforceGPS is an integrated workforce system network.
- **Workforce Innovation and Opportunity Act ([WIOA](#))**  
The Act governing the funds made available in this SFP.



**APPENDIX E**

**State Reporting System  
Hardware and Software Requirements**






VOS v16.x

**Workstation Requirements**

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

## Supported Browsers

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

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

## Client Workstations (Third-Party Software)

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

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

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

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

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

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

VOS uses CKEditor version 4.3.1

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

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

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

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