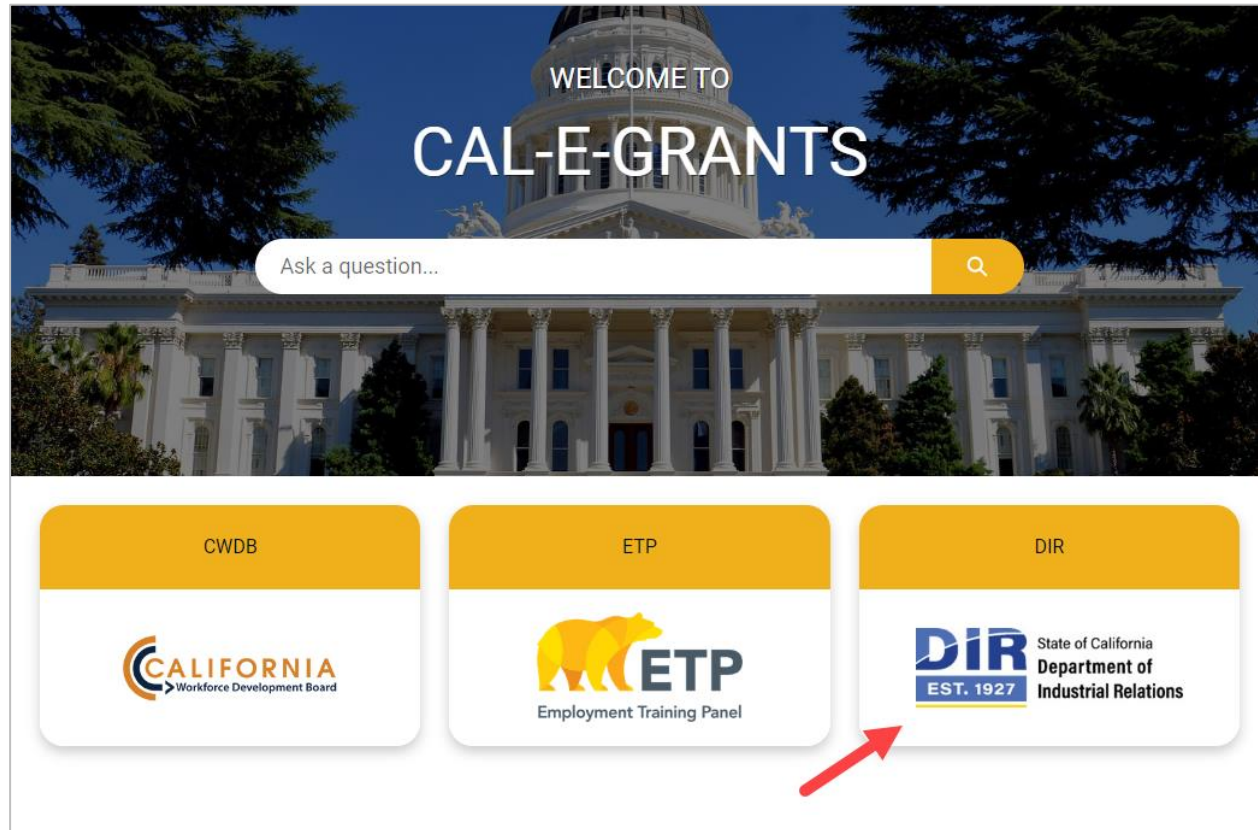


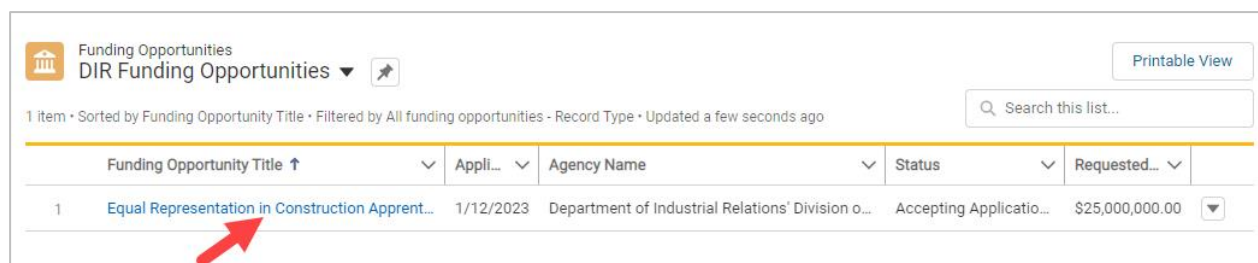
CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: OUTREACH AND COMMUNITY BUILDING

You must first log in to the system in order to apply for funding. Please refer to the New User Registration reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system

1. From the Cal-E-Grants landing page, select the large **DIR** button

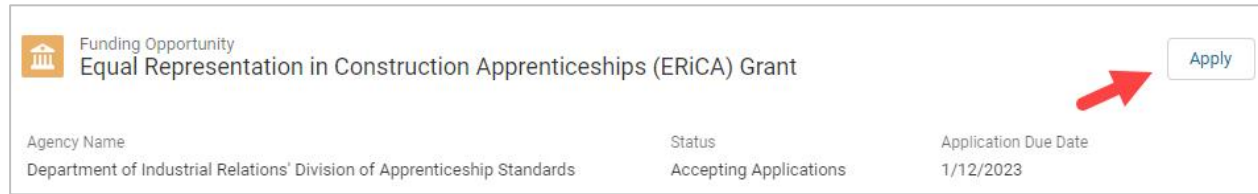


2. Click the **Equal Representation in Construction Apprenticeships (EriCA) Grant** link from the Funding Opportunities list



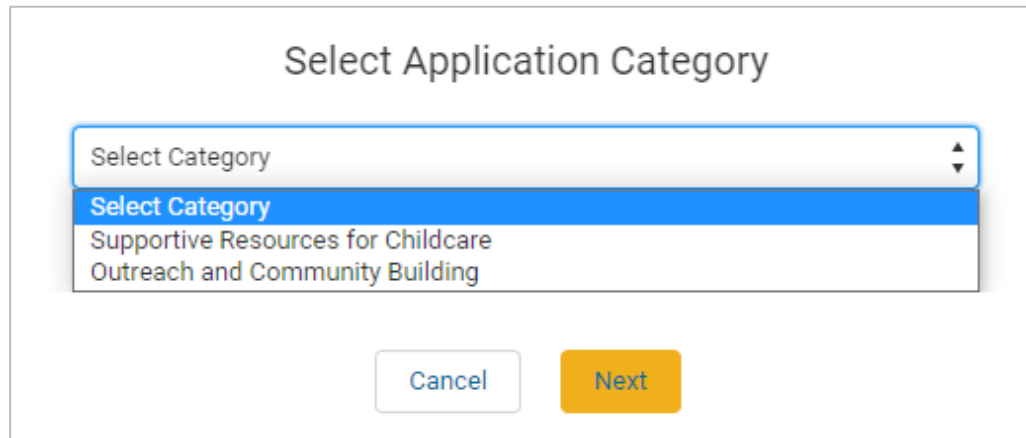
CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: OUTREACH AND COMMUNITY BUILDING

3. Select the **Apply** button at the top right of the page



Funding Opportunity Equal Representation in Construction Apprenticeships (ERiCA) Grant		
Agency Name	Status	Application Due Date
Department of Industrial Relations' Division of Apprenticeship Standards	Accepting Applications	1/12/2023

4. Select application category from list. Select **Outreach and Community Building**. Click **Next** to move to the next page of the application



Select Application Category

Select Category

Select Category

Supportive Resources for Childcare

Outreach and Community Building

Cancel Next

5. Fill out the cover page for the Outreach and Community Building. The **Lead Agency Applicant** will pre-populate with the company name provided at user registration. Required fields are noted with a red asterisk (*)

**Note: Circles with an "i" in them are help bubbles. Hovering over them will cause help text to appear to assist in any definitions of fields*



New Application: Outreach and Community Building

* Lead Agency Applicant ⓘ

Cole's Car Wash

* Project Name

* URL

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: OUTREACH AND COMMUNITY BUILDING

6. Fill out the *Type of Organizations* and *Project Cost* sections

To select a type of organization, select the desired option and click the right arrow button to move it to the **chosen** column. Multiple types can be selected

The screenshot shows a form with two main sections. The first section is titled '*Type of Organizations' and contains two columns: 'Available' and 'Chosen'. The 'Available' column has a scrollable list with four options: 'Non-profit', 'For-profit private or public organization', 'Community-based organization', and 'Local Education Agency'. There are right and left arrow buttons between the columns. The 'Chosen' column is currently empty. Below this is the 'Project Cost' section, which includes a field for '* Requested Amount' with an information icon, and a 'Match' field.

7. Enter in the *Location* details

**Note: CA Tax ID Number and IRS Tax ID Number must be 9 digits and in the format of ##-##### or #####*

The screenshot shows a form titled 'Location' with several input fields. The fields are: '* Address', '* City', '* County', '* Zip Code', '* CA Tax ID Number' (with an information icon), and '* IRS Tax ID Number' (with an information icon). Each field is represented by a rectangular input box.

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8. Enter in the *Points of Contact*

Points of Contact

* Primary Contact

* Primary Contact Title

* Primary Contact Email

* Primary Contact Telephone Number

* Fiscal Contact

* Fiscal Contact Title

* Fiscal Contact Email

* Fiscal Contact Telephone Number

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9. Fill out the **Apprenticeship/PreApprenticeship Program** field.

Note: **Occupation(s), **DAS File Number**, and **Counties Program Will Serve** are optional*

*To select **Counties Program Will Serve**, select the desired option(s) and click the right arrow button to move it to the **chosen** column. Multiple counties can be selected*

* Apprenticeship/PreApprenticeship Program

Occupation(s)

DAS File Number

Counties Program Will Serve ⓘ

Available		Chosen
Alameda	▶	
Alpine	▶	
Amador	▶	
Butte	▶	

10. Fill out the *Approval of Authorized Representative* section. Click the **Save** button when the cover page is complete

Note: **Signature is a typed field*

Submission date will stay blank until application is formally submitted

Approval of Authorized Representative

* Authorized Representative

* Signature

Submission Date

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11. You will be taken to the application page. The **Requested Amount** and **Record Type** will appear at the top of the page. The status bar will reflect “Application in Progress” and you will be on the **Cover Page** area of the application

In order to proceed with the application, click the **I Agree** button after reading the *Acknowledgement*

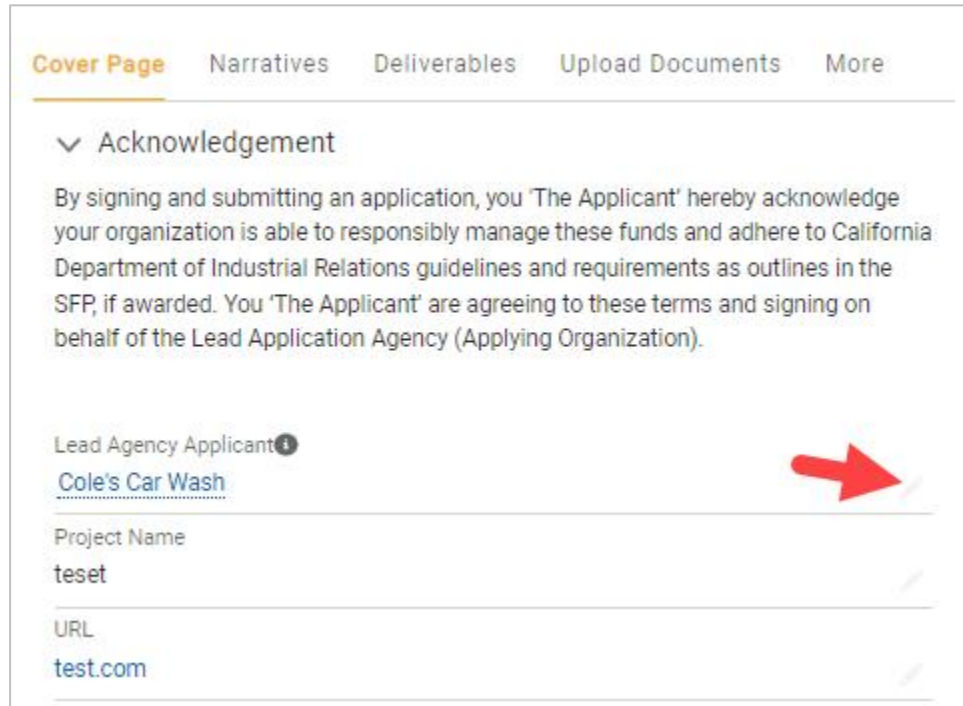
The screenshot shows the application page for 'teset'. At the top right, there are buttons for 'Submit', 'Print View', and 'New Note'. Below this, the 'Requested Amount' is \$1,100.00 and the 'Record Type' is 'Outreach and Community Building'. A progress bar shows the current status as 'Application In Progress', with other stages being 'Application Submitted', 'Application Under Re...', 'Request for Edit', 'Award In Progress', and 'Award Converted to G...'. Below the progress bar, there are tabs for 'Cover Page', 'Narratives', 'Deliverables', 'Upload Documents', and 'Notes'. The 'Cover Page' tab is active, showing an 'Acknowledgement' section with a dropdown arrow. The text of the acknowledgement states: 'By signing and submitting an application, you 'The Applicant' hereby acknowledge your organization is able to responsibly manage these funds and adhere to California Department of Industrial Relations guidelines and requirements as outlines in the SFP, if awarded. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization)'. At the bottom right of the acknowledgement section, there are two buttons: 'I Disagree' and 'I Agree'.

12. A pop up will appear confirming your choice to agree with the *acknowledgement*. Click **Proceed** to continue

The screenshot shows a 'Confirmation' dialog box with a close button (X) in the top right corner. The text inside the dialog box reads: 'You have decided to agree to the terms and conditions. Please click to Proceed.' At the bottom of the dialog box, there are two buttons: 'Proceed' and 'Cancel'. A red arrow points to the 'Proceed' button.

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13. You will return to the cover page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field



Cover Page Narratives Deliverables Upload Documents More

▼ Acknowledgement

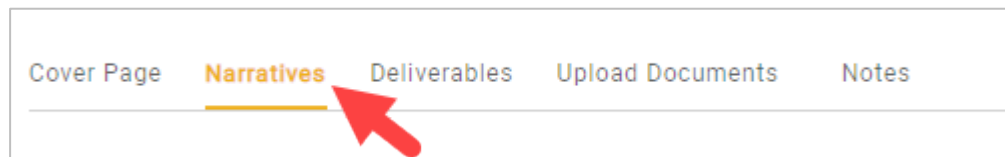
By signing and submitting an application, you 'The Applicant' hereby acknowledge your organization is able to responsibly manage these funds and adhere to California Department of Industrial Relations guidelines and requirements as outlines in the SFP, if awarded. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization).

Lead Agency Applicant  **Cole's Car Wash** 

Project Name
teset

URL
test.com

14. To move to the next area of the application, click **Narratives** from the Navigation Bar



Cover Page **Narratives** Deliverables Upload Documents Notes

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: OUTREACH AND COMMUNITY BUILDING

15. Fill in all the fields in *Section 1: Overview and Target Populations*. There are four narrative questions in this section. A response to each of the prompts is required

**Note: There is a 3000 character limit. This includes text, spaces, and punctuation*

** Text entry boxes are larger in the system; they have been cut down for the purpose of these training materials*

Section 1: Overview and Target Populations

Question - 1

Project Summary - Provide a high level overview of your proposal, and if selected you should expect this description to be used publicly to communicate about your proposal. Please limit to 200 words.

Salesforce Sans 12 [Color] [B] [I] [U] [S] [List] [List] [List] [List] [Link] [Image] [Text]

Question - 2

Please describe the geographic region you will aim to serve through this proposal.

Salesforce Sans 12 [Color] [B] [I] [U] [S] [List] [List] [List] [List] [Link] [Image] [Text]

16. Fill in all the fields in *Section 2: Overview and Target Populations*. There are eleven narrative questions in this section. A response to each of the prompts is required.

**Note: There is a 3000 character limit. This includes text, spaces, and punctuation*

Section 2: Project Plan and Experience

Question - 5

Project Narrative - Describe your proposal with a comprehensive framework and description of all aspects of the proposed project. It must be succinct, clear, and well-organized so that reviewers can understand the proposed project.

Salesforce Sans 12 [Color] [B] [I] [U] [S] [List] [List] [List] [List] [Link] [Image] [Text]

Question - 6

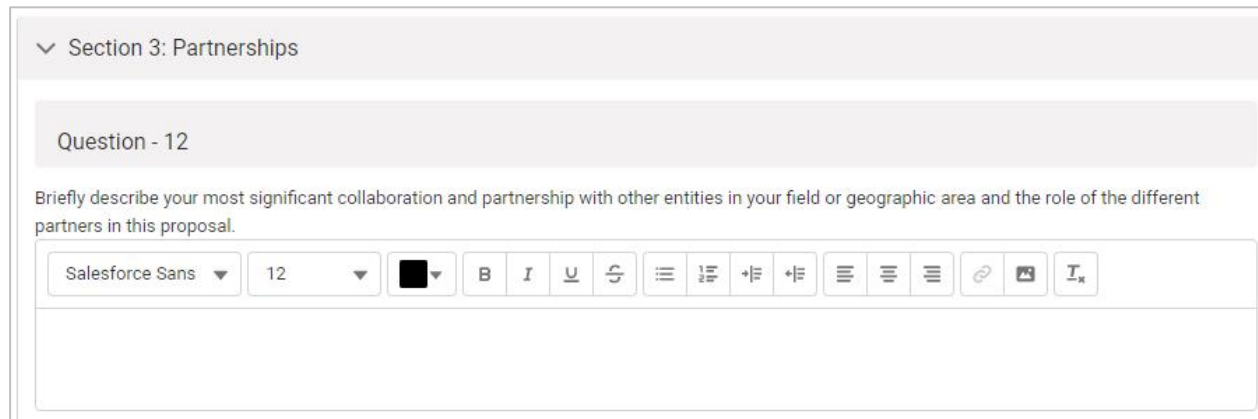
Provide the background experience relevant to proposal. Be sure to articulate organizational and partnership experience that meets the requirements articulated in the solicitation.

Salesforce Sans 12 [Color] [B] [I] [U] [S] [List] [List] [List] [List] [Link] [Image] [Text]

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: OUTREACH AND COMMUNITY BUILDING

17. Fill in all the fields in *Section 3: Overview and Target Populations*. There are eleven narrative questions in this section. A response to each of the prompts is required.

**Note: There is a 3000 character limit. This includes text, spaces, and punctuation*

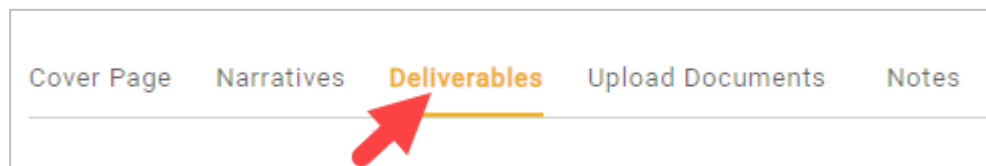


18. When you have finished entering information in the **Narratives Tab**, navigate to the top of the page and click the **Save** button

Note: Be sure to click **Save in each area after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*



19. To move to the next area of the application, click **Deliverables** in the Navigation Bar



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20. At the top of the **Deliverables Tab** are directions on how to fill out the sections of this page

Cover Page Narratives **Deliverables** Upload Documents Notes

In the spaces provided below, please provide details on the each of the proposed deliverables and outcomes that will be completed with this grant program/project, if awarded. For each deliverable or outcome, please explain how performance will be measured, over what timeline and how you will know if the project is successful.

There is a 500 character limit per Deliverables Question

21. Fill in all the fields in the one Section. All fields are required at time of submittal

**Note: To add any additional deliverable lines; click the Add button at the top of the section.*

To delete any extra rows, select the trash icon to the right of the fields

What will project do? List specific project outcomes and deliverables (quantitative and/or qualitative)	How will this be measured/achieved and over what timeline? Describe how you will know if project is successful (quantitative and/or qualitative). Please be specific with timeframes on each outcome or deliverable.	Action
<input type="text"/>	<input type="text"/>	

Add Save

22. When you have finished entering information in the **Deliverables Tab**, navigate to the top of the page and click the **Save** button

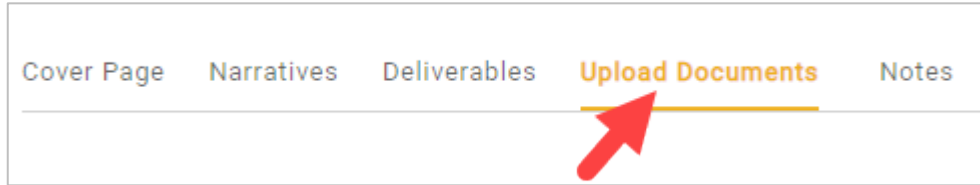
Note: Be sure to click **Save after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

What will project do? List specific project outcomes and deliverables (quantitative and/or qualitative)	How will this be measured/achieved and over what timeline? Describe how you will know if project is successful (quantitative and/or qualitative). Please be specific with timeframes on each outcome or deliverable.	Action
<input type="text"/>	<input type="text"/>	

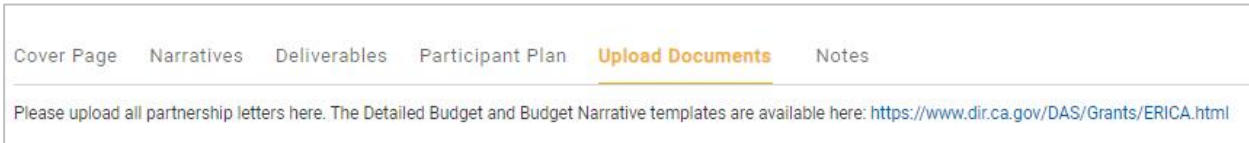
Add **Save**

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23. To move to the next area of the application, click **Upload Documents** in the Navigation Bar



24. At the top of the **Upload Documents** tab are directions on how to complete this page



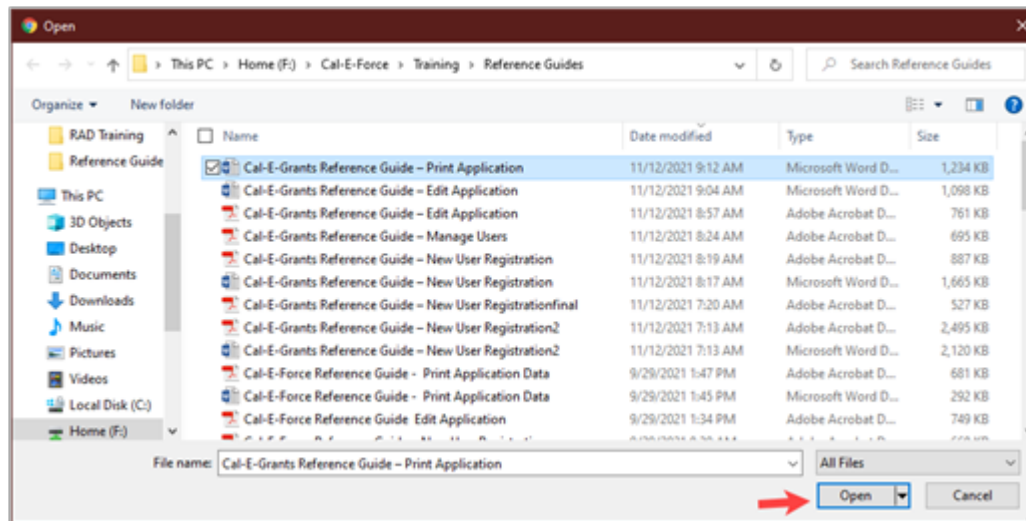
25. Select the file you wish to upload by selecting the **Upload Files** button next to the Document Name

A screenshot of a table with four columns: 'Name', 'Status', 'Versions', and 'Action'. The table contains three rows of document entries. A red arrow points to the 'Upload Files' button in the 'Action' column of the first row.

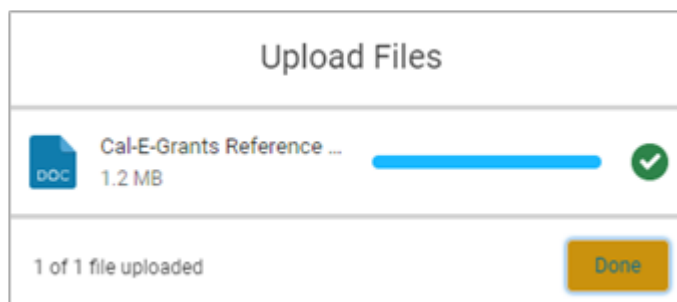
Name	Status	Versions	Action
Partnership letter from Registered PreApprenticeship or Apprenticeship program	Active		<input type="button" value="Upload Files"/> Or drop files
Budget Narrative	Active		<input type="button" value="Upload Files"/> Or drop files
Detailed Budget	Active		<input type="button" value="Upload Files"/> Or drop files

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26. Select the file from the location on your computer and click **Open**



27. The document has finished uploading when a green checkmark appears. Click **Done** to exit



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28. The document will now be attached the application.

**Note: To download a copy of the document, click the version # or the download button in the actions column*

To delete a document, click the trash can icon in the actions column

If uploading multiple documents into one document type, combine into one file first and then upload as one file as each upload will overwrite the previous upload.

c

Name	Status	Versions	Action
Partnership letter from Registered PreApprenticeship or Apprenticeship program	Active	1	<input type="button" value="Upload Files"/> Or drop files <input type="button" value="Trash"/> <input type="button" value="Download"/>
Detailed Budget	Active		<input type="button" value="Upload Files"/> Or drop files
Budget Narrative	Active		<input type="button" value="Upload Files"/> Or drop files

29. You are ready to submit. Verify all information has been completed. When ready to officially submit, click the **Submit** button at the top of the page

**Note: Once you have formally submitted your application, you can no longer edit it*

Application
teset

Requested Amount: \$1,100.00

Record Type: Outreach and Community Building

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: OUTREACH AND COMMUNITY BUILDING

30. If there is any missing information when you attempt to submit. You will receive an error message with the fields requiring information input

Error Messages

Narrative

1. Please enter the answer of Describe the target populations this proposal aims to serve.

Documents

1. Please upload documents of Partnership letter from Registered PreApprenticeship or Apprenticeship program

2. Please upload documents of Detailed Budget

3. Please upload documents of Budget Narrative

31. If all required information has been inputted, you will receive confirmation that your application was submitted successfully and the status bar will update to "Application Submitted"

Your application submitted successfully!

Application Submitted

Application Under Review

32. To print a copy of the application, click **Print View** at the top of the page

Application teset

Submit Print View New Note

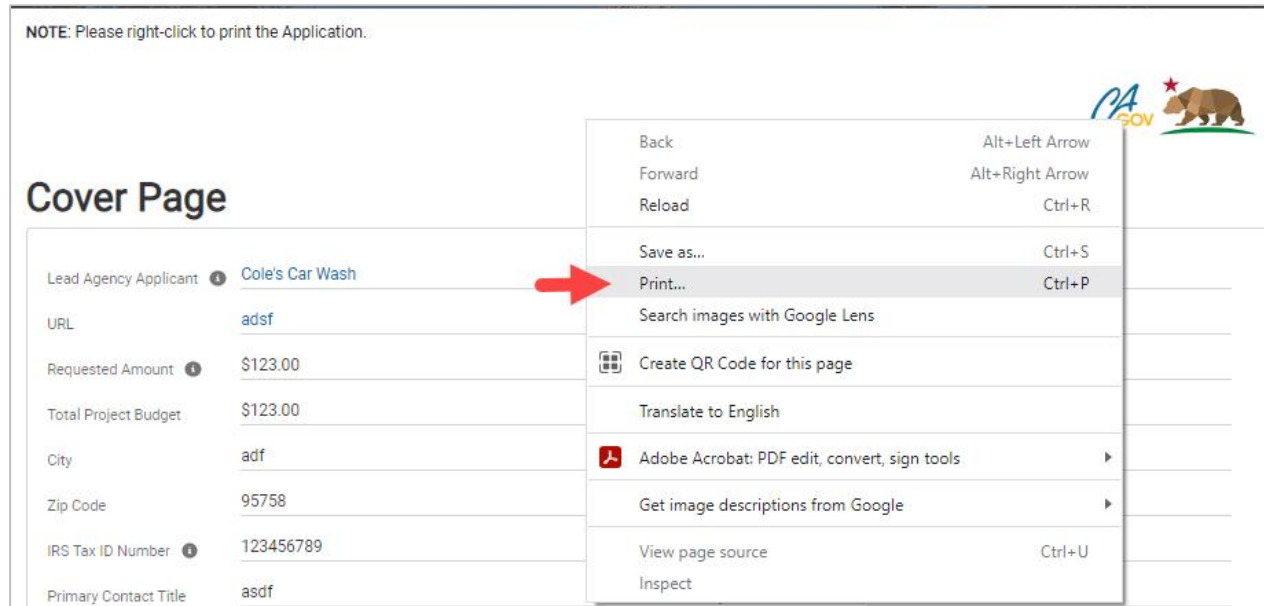
Requested Amount \$1,100.00

Record Type Outreach and Community Building

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33. This will provide a printable version of the application. Right click on your mouse and select **Print** to open your browser print setup

NOTE: Please right-click to print the Application.



The screenshot shows a web browser window with a 'Cover Page' form. The form contains the following fields:

Lead Agency Applicant	Cole's Car Wash
URL	asdf
Requested Amount	\$123.00
Total Project Budget	\$123.00
City	adf
Zip Code	95758
IRS Tax ID Number	123456789
Primary Contact Title	asdf

A right-click context menu is open over the 'Print...' option, which is highlighted. The menu includes the following items:

- Back (Alt+Left Arrow)
- Forward (Alt+Right Arrow)
- Reload (Ctrl+R)
- Save as... (Ctrl+S)
- Print... (Ctrl+P)
- Search images with Google Lens
- Create QR Code for this page
- Translate to English
- Adobe Acrobat: PDF edit, convert, sign tools
- Get image descriptions from Google
- View page source (Ctrl+U)
- Inspect

The 'CA GOV' logo with a bear icon is visible in the top right corner of the browser window.