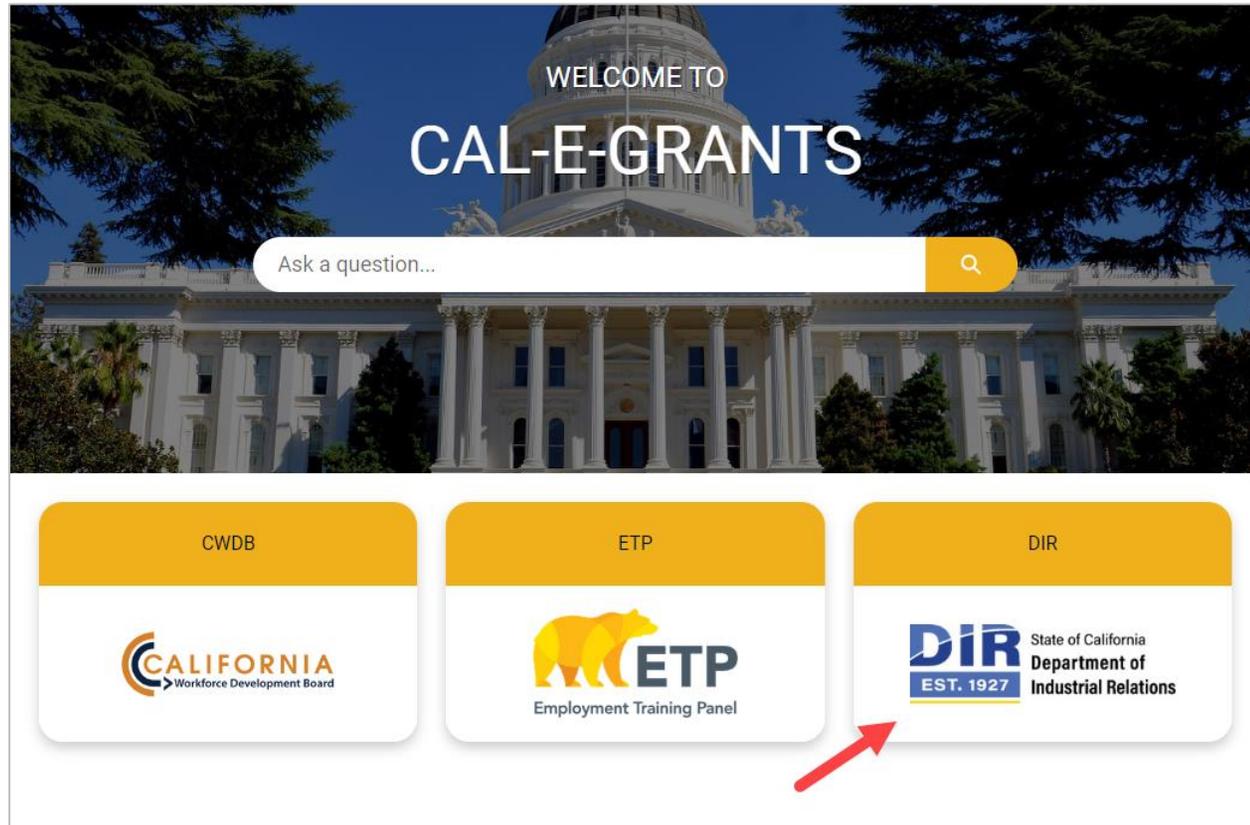


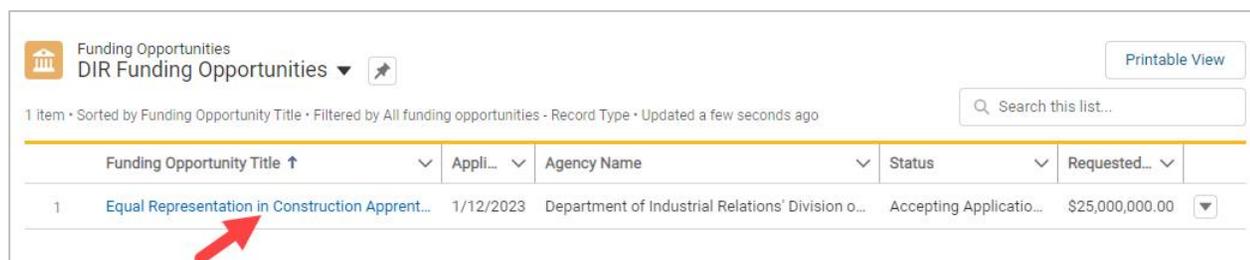
CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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

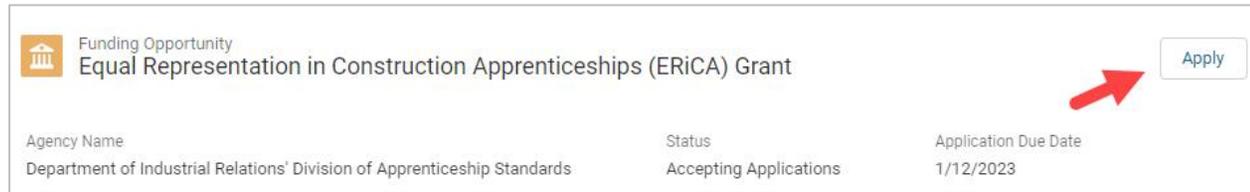


2. Click the **Equal Representation in Construction Apprenticeships (EriCA) Grant** link from the Funding Opportunities list



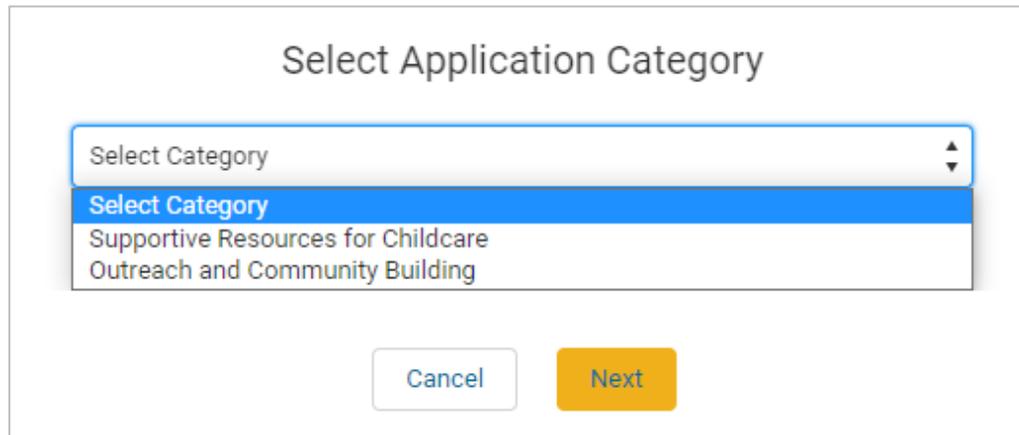
CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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



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 **Supportive Resources for Childcare**. Click **Next** to move to the next page of the application



Select Application Category

Select Category

Select Category

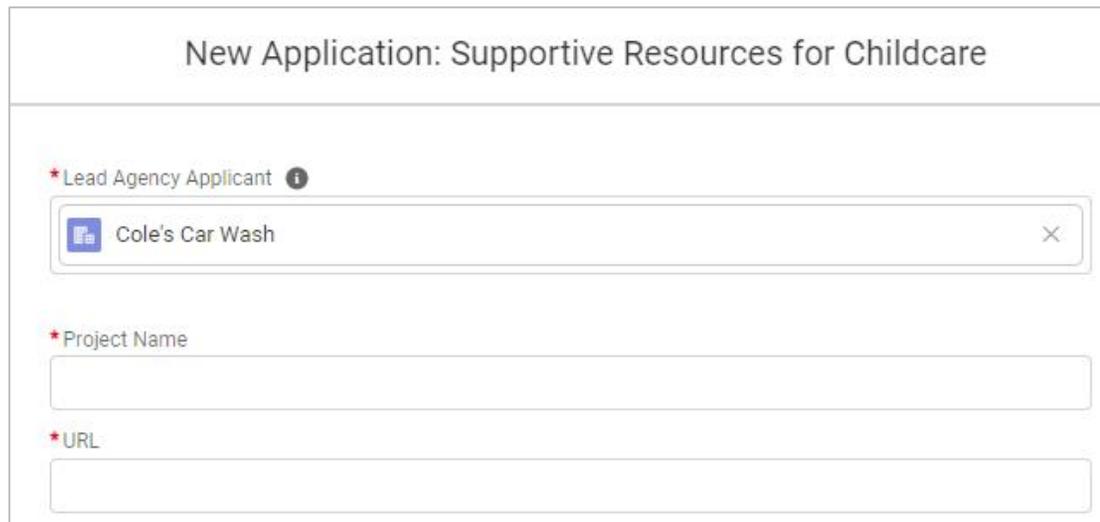
Supportive Resources for Childcare

Outreach and Community Building

Cancel Next

5. Fill out the cover page for the Supportive Resources for Childcare Application. 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: Supportive Resources for Childcare

* Lead Agency Applicant ⓘ

Cole's Car Wash

* Project Name

* URL

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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 section titled '*Type of Organizations'. It features two columns: 'Available' and 'Chosen'. The 'Available' column contains a list of organization types: 'Non-profit', 'For-profit private or public organization', 'Community-based organization', and 'Local Education Agency'. A vertical scrollbar is visible on the right side of this list. A right-pointing arrow is positioned between the two columns. The 'Chosen' column is currently empty. Below this section 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 section titled 'Location'. It contains several input fields, each with a red asterisk indicating it is required: '*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 currently empty.

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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

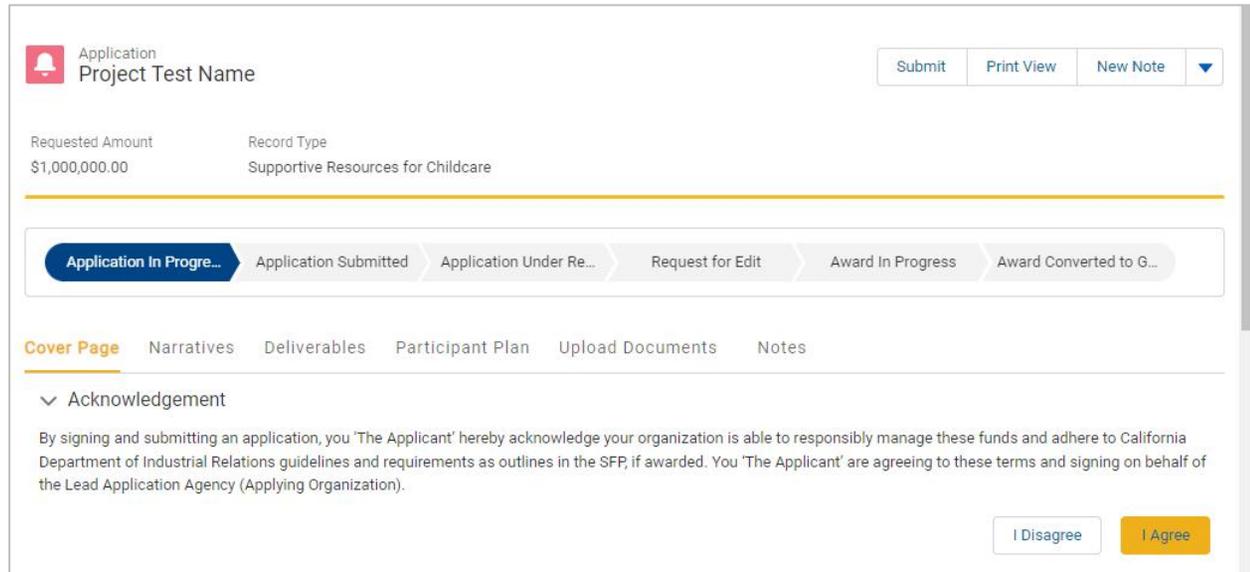
* Signature

Submission Date

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

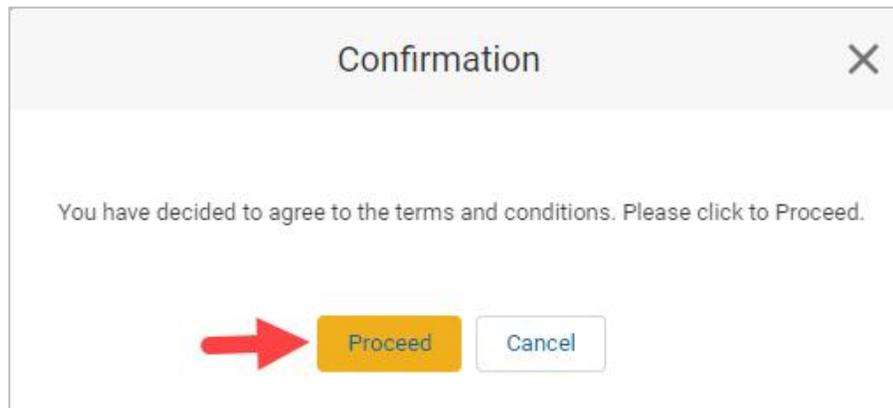
11. You will be taken to the application page. The **Requested Amount** and **Record Type** will appear at the top of the page. The status bar will reflect “Application in Progress” and you will be on the **Cover Page** area of the application

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



The screenshot shows the application page for 'Project Test Name'. At the top, there is a notification bell icon, the application name, and buttons for 'Submit', 'Print View', and 'New Note'. Below this, the 'Requested Amount' is \$1,000,000.00 and the 'Record Type' is 'Supportive Resources for Childcare'. A progress bar shows the current status as 'Application In Progress', followed by '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', 'Participant Plan', 'Upload Documents', and 'Notes'. The 'Cover Page' tab is active, showing a section for 'Acknowledgement'. The text reads: '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, 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, there are two buttons: 'Proceed' and 'Cancel'. A red arrow points to the 'Proceed' button.

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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 Participant Plan 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
Test Project 

URL
test.com 

Type of Organizations
CA-Registered Apprenticeship 

▼ Project Cost

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

Cover Page **Narratives** Deliverables Participant Plan Upload Documents Notes

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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.

Rich text editor toolbar: Salesforce Sans, 12, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Image, Unlink.

Question - 2

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

Rich text editor toolbar: Salesforce Sans, 12, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Image, Unlink.

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.

Rich text editor toolbar: Salesforce Sans, 12, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Image, Unlink.

Question - 6

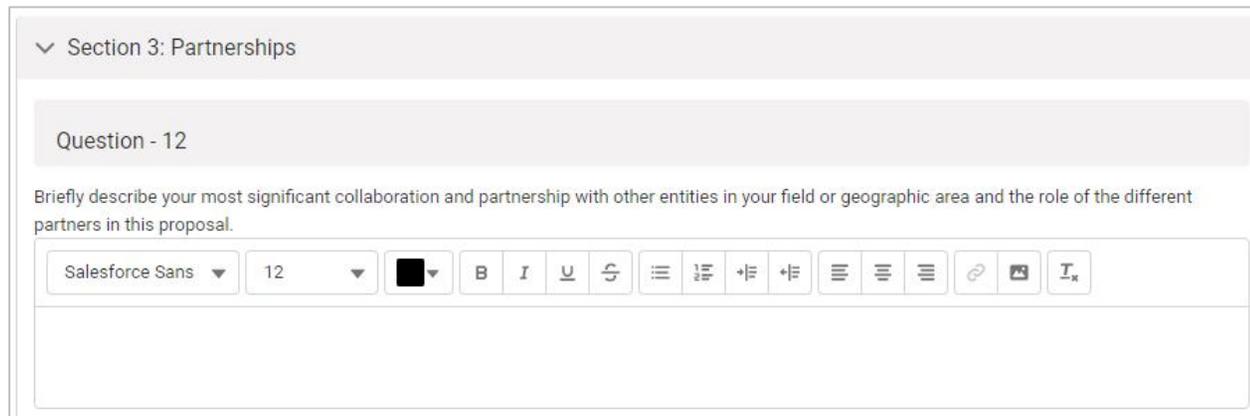
Provide the background experience relevant to proposal. Be sure to articulate organizational and partnership experience that meets the requirements articulated in the solicitation.

Rich text editor toolbar: Salesforce Sans, 12, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Image, Unlink.

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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*

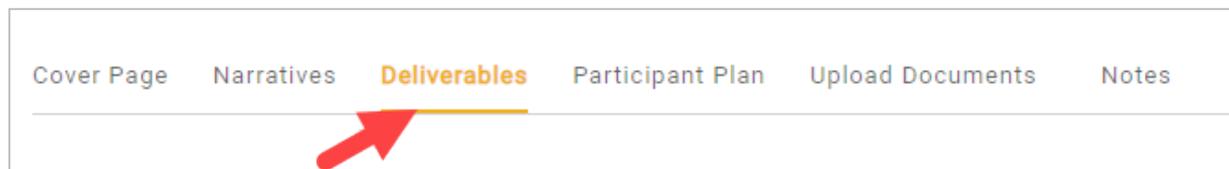


18. When you have finished entering information in the **Narratives Tab**, navigate to the top of the page and click the **Save** button

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



CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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

Cover Page Narratives **Deliverables** Participant Plan Upload Documents Notes

In the spaces provided below, please provide details on 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

CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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

Cover Page Narratives Deliverables **Participant Plan** Upload Documents Notes



24. Fill in all the fields in *Section I: Participant Plan*

**Note: No. at Start of Quarter and No. at End of Quarter for both Pre-Apprentices & Apprentices are read only calculated fields*

Section I. Participant Plan

1. Clearly identify the number of Pre-Apprentices and Apprentices that you plan to serve with support for childcare costs over the course of the grant.

Participant Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Total
Pre-Apprentices supported with childcare costs or childcare services										
No. of Pre-Apprentices at Start of Quarter	0	0	0	0	0	0	0	0	0	0
No. of Pre-Apprentices Joined This Quarter	0	0	0	0	0	0	0	0	0	0
No. of Pre-Apprentices Exited or Completed This Quarter*	0	0	0	0	0	0	0	0	0	0
No. of Pre-Apprentices at End of Quarter										0
Overall total Pre-Apprentices and Apprentices supported with childcare costs or childcare services – Unique cumulative count										
No. of Pre-Apprentices Served**	0	0	0	0	0	0	0	0	0	0
No. of Apprentice Years Served***	0	0	0	0	0	0	0	0	0	0
Overall Cumulative Total Served	0	0	0	0	0	0	0	0	0	0
Apprentices supported with childcare costs or childcare services										
No. of Active Apprentices at Start of Quarter	0	0	0	0	0	0	0	0	0	0

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25. Fill in the two text questions at the end of *Section 1*

*What is the projected percent (%) breakdown of Pre-Apprentices who exit the program for any reason (drop out, termination, cancellation) compared to those that successfully complete.

Salesforce Sans 12 B I U         

****What is the projected percent (%) breakdown of Apprentices who exit the program for any reason (drop out, termination, cancellation) compared to those that successfully complete.

Salesforce Sans 12 B I U         

26. When you have finished entering information in the **Participant Plan** 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*

Cover Page Narratives Deliverables **Participant Plan** Upload Documents Notes

 Save

Section I. Participant Plan

1. Clearly identify the number of Pre-Apprentices and Apprentices that you plan to serve with support for childcare costs over the course of the grant.

Participant Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Total
Pre-Apprentices supported with childcare costs or childcare services										

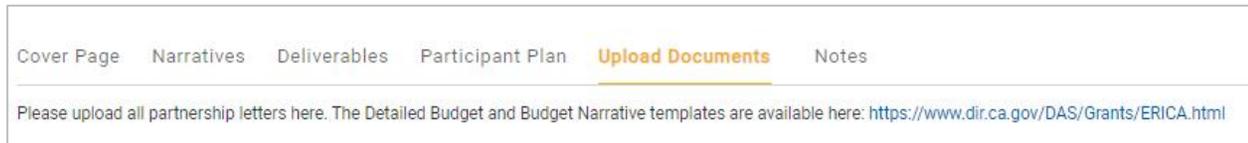
27. To move to the next area of the application, click **Upload Documents** in the Navigation Bar

Cover Page Narratives Deliverables Participant Plan **Upload Documents** Notes



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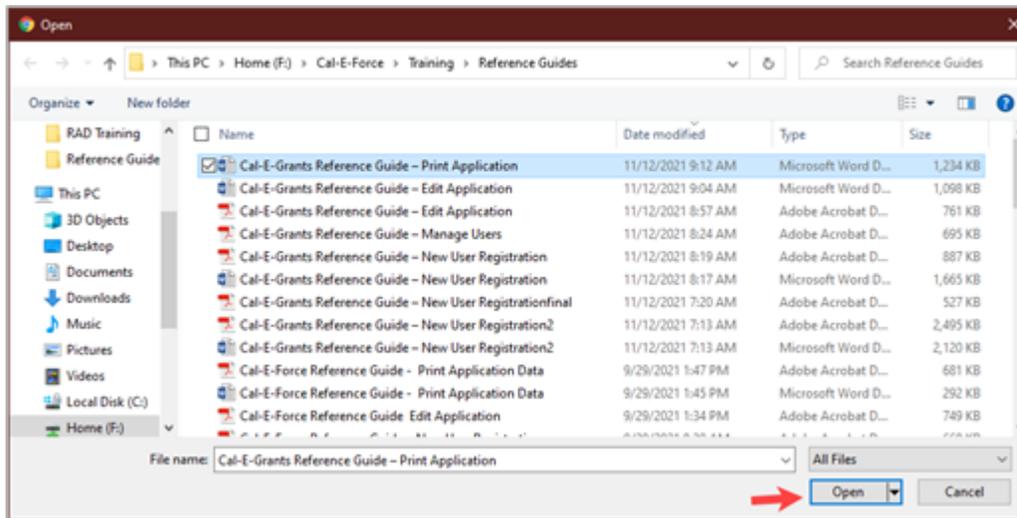
28. At the top of the **Upload Documents** tab are directions on how to complete this page



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

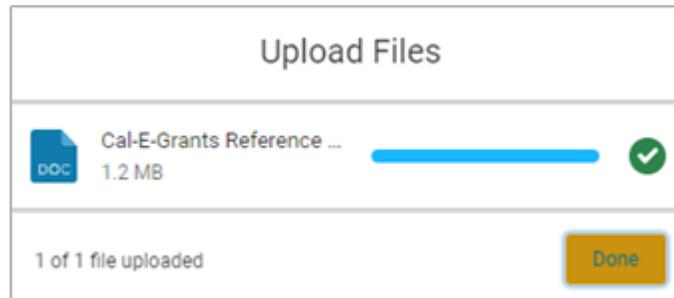
Name	Status	Versions	Action
Partnership letter from Registered PreApprenticeship or Apprenticeship program	Active		Upload Files Or drop files
Detailed Budget	Active		Upload Files Or drop files
Budget Narrative	Active		Upload Files Or drop files

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



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



32. 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

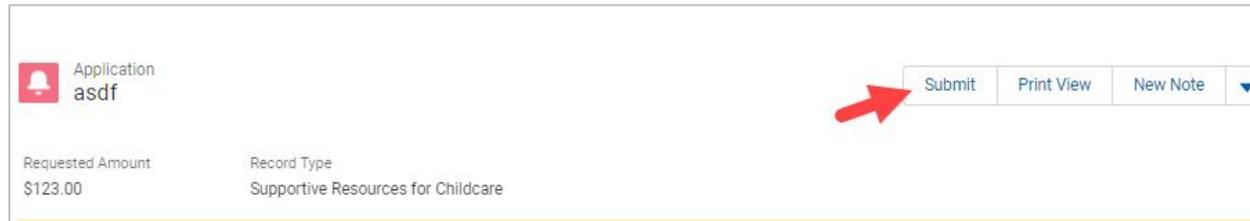
If uploading multiple documents into one document type, combine into one file first and then upload as one file as each upload will overwrite the previous upload.

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

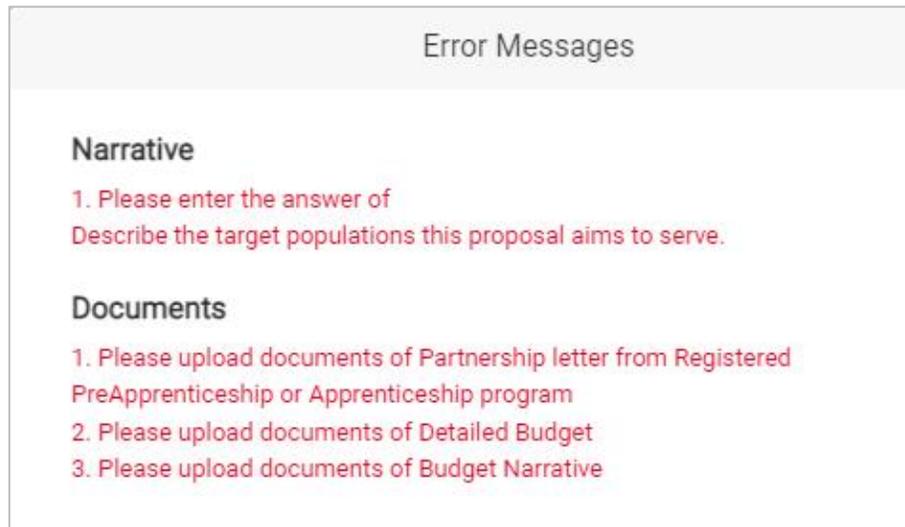
CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

33. 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

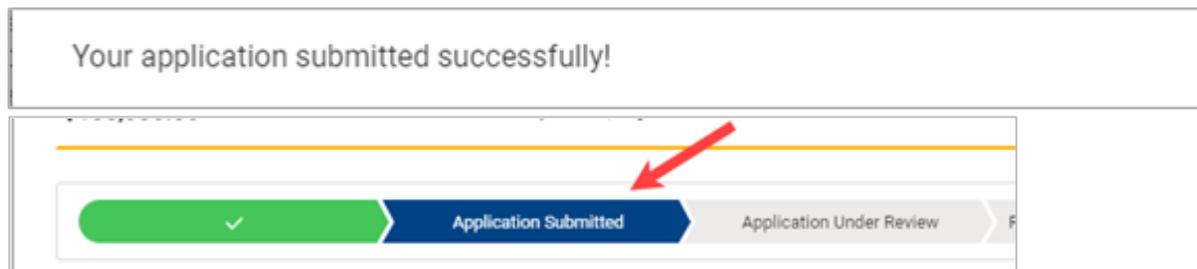
**Note: Once you have formally submitted your application, you can no longer edit it*



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

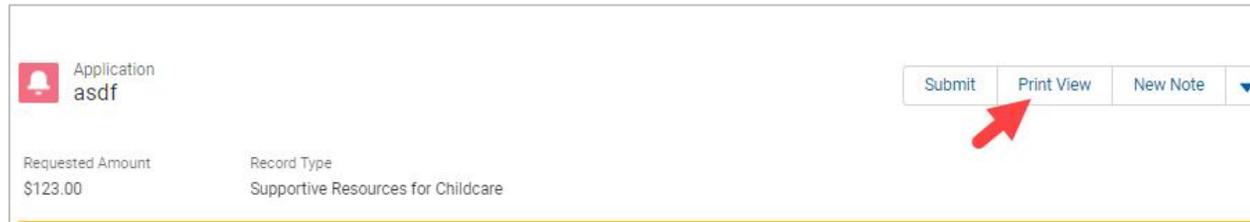


35. If all required information has been inputted, you will receive confirmation that your application was submitted successfully and the status bar will update to "Application Submitted"



CAL-E-GRANTS REFERENCE GUIDE: EQUAL REPRESENTATION IN CONSTRUCTION APPRENTICESHIPS (ERICA) GRANT: SUPPORTIVE RESOURCES FOR CHILDCARE

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



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

