

# **NOTICE OF AVAILABILITY OF FUNDS**

by the California Department of Industrial Relations  
on behalf of the California Labor and Workforce Development Agency

## **US DOL California State Apprenticeship Expansion Grant**

**State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI)  
Program Year (PY) 2021-25**

### **Solicitation for Proposals (SFP)**



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## **Proposal Package Instructions and Exhibits**

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Program Year (PY) 2021-25 State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) funding opportunity. Applicants should carefully read the SFP for the required elements and follow the instructions in order to meet the proposal application requirements:

- Proposal Instructions
- SFP Exhibit A        SFP Cover/Signature Page
- SFP Exhibit A1      Project Abstract
- SFP Exhibit B       Project Narrative
- SFP Exhibit C       Project Work Plan
- SFP Exhibit D       Performance Goals Matrix
- SFP Exhibit E       Partner Roles and Responsibilities
- SFP Exhibit F       Expenditure Plan
- SFP Exhibit G       Budget Summary
- SFP Exhibit G1      Budget Narrative
- SFP Exhibit H       Supplemental Budget (if applicable)

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# US DOL California State Apprenticeship Expansion Grant Solicitation for Proposals SAEI Grant PY 2021-25

## I. Overview

### A. Purpose

The unprecedented circumstances our state presently faces compel an additional focus for this year's SAEI SFP. The coronavirus disease (COVID-19) has had a profound impact on California's labor market. The pandemic has necessitated an emergency public health response that includes stay-at-home orders, physical distancing restrictions, strict limits on the size of public gatherings, and the curtailing of all but essential economic activity to mitigate the spread of the virus. As a result, California's unemployment rate surged to a record high in just over two months from February to April 2020. During this time, the state lost more than 2.6 million jobs across all industries. Given these circumstances, the outlook for the labor market is still uncertain.

Women, justice-involved, people with disabilities and communities of color have been disproportionately impacted by the coronavirus and require additional support and resources to secure a future in the emerging post-pandemic labor market. Therefore, this year's SAEI grant seeks to address the challenges presented by COVID-19, particularly the impact of widespread closures that have resulted in rising levels of unemployment and limited access to education, training, and reemployment opportunities. The pandemic has also made existing inequalities more evident than ever before. This grant seeks to address the need for equal access to training and employment opportunities across communities, including subsidized access to the internet and other technologies for individuals in need.

In 2018, California Governor Gavin Newsom expressed his commitment to advancing the role of apprenticeships in the state's workforce system through his call to action to reach 500,000 active apprentices by the end of 2029. The plan commits substantial efforts to expand apprenticeships into new industries while fostering access to apprenticeship for a broader, more diverse group of workers by expanding to underrepresented communities, especially women, veterans, justice-involved, people with disabilities, youth and communities of color. California is a national leader in public investment to support apprenticeship and since 2016 has supported the establishment of new regional apprenticeship programs through the California Apprenticeship Initiative grant investments. California leads the nation in apprenticeship participation, hosts over 91,000 active registered apprentices, and has demonstrated the capacity to reach the goals of both this grant and the Governor's Office. California leads the nation in apprenticeship participation, with over 91,000 active registered apprentices, and has demonstrated the capacity to expand RAPs with the past SAE grants. The State Apprenticeship Expansion, Equity, and Innovation Grant (SAEII) grant funding will provide the opportunity for further investments and restructuring that is needed to help DAS reach Governor's goal of 500,000 registered apprentices before the end of 2029.

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The California Department of Industrial Relations (DIR), on behalf of the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$7,296,000 million in funds for the SAEI Grant Program Year 2021-25 (PY 21-25). The SAEI grant is awarded to design, develop, and implement projects that support and accelerate the creation of new or the expansion of existing Registered Apprenticeship Programs (RAPs) for women, veterans, justice-involved, youth, people with disabilities, communities of color, and unemployed individuals impacted by COVID-19. The RAP model provides unemployed Californians with the opportunity to earn industry-recognized credentials that pave the way to living-wage jobs that stabilize California's local economies.

The primary goals of the grant are to increase access to career pathways in registered pre-apprenticeships and apprenticeships to help those with significant barriers to employment enter into the workforce in skilled occupations. The grant funds will support projects that increase access for target populations, align WIOA programs, implement co-enrollment strategies, braiding other program funding, provide supportive services, and create onramps to career pathways for California's women, veterans, justice-involved, youth, people with disabilities, communities of color, and dislocated workers including those impacted by COVID-19. Co-enrollment may include enrollment in various other WIOA unified plan programs<sup>1</sup>. Pathways to careers include onramps into existing or new registered apprenticeship programs<sup>2</sup> or pre-apprenticeship<sup>3</sup> programs work education experience (WEX), or other work- based learning<sup>4</sup> (WBL) opportunities for target populations. The selected projects are required to work in collaboration with:

- Local Workforce Development Board (WDB)
- Employer/Organization/Industry Partner
- Local Education Agency (LEA)/Academic Partner
- Local/Regional Community Based Organizations (CBO)

### **1. Background and Vision**

The purpose of this SFP is to support the development of new, or the expansion of existing, Registered Apprenticeship Programs (RAPs) as described in 29 CFR Part 29 (Subpart A) and 29 CFR Part 30. California faces implementation gaps between the ambitious goals of expanding registered apprenticeships and the need to build the capacity for non-traditional RAPs that remain rare in the state. According to the California

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<sup>1</sup> Unified Plan Partners are those groups that are part of the WIOA Unified State Plan. The link to the state plan can be found in Appendix D.

<sup>2</sup> Apprenticeship combines on-the-job training with job related instruction. For the purposes of this effort, only entrances to non-traditional apprenticeship programs will be considered.

<sup>3</sup> Pre-apprenticeship programs provide basic skills, work experiences, and other support to help participants obtain the skills needed and have a linkage agreement to a registered apprenticeship program.

<sup>4</sup> The WBL programs are programs that combine applied learning in a workplace setting with paid wages, which in turn allow workers or students to gain work experience and develop skills and competencies directly relevant to the occupation or career for which they are preparing. These programs can also combine classroom instruction with paid on-the-job training (Unemployment Insurance Code §14005).

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Apprenticeship Initiative (CAI), advancing RAPs requires building upon nascent regional innovations and partnerships.

For this reason, the Division of Apprenticeship Standards (DAS) is proposing to partner with Local Workforce Development Boards (WDB) to expand a broader agenda related to postsecondary attainment, job quality, workforce and economic development. WDBs may engage with apprenticeship intermediaries who assess industry needs and help develop RAPs by conducting outreach to employers, manage relationships with labor partners, coordinate regional stakeholders, provide apprenticeship navigators, and provide the technical assistance necessary to establish and maintain apprenticeship programs.

The SAEI grant funding is designed to fund proposals that foster these crucial relationships to create clear connections for targeted populations including youth, women, minorities, veterans, dislocated workers, and neuro-diverse populations, among others. This will include access to apprenticeship opportunities by catalyzing alignment between apprenticeship and K-12 schools, institutes of higher education (IHEs), and workforce systems, and address the lack of participation of these targeted groups in RAPs. The SAEI grant funding will provide support to successful bidders that achieve the following goals:

- Expanding the apprenticeship system by modernizing and diversifying of, modernization, and diversification of RAPs, particularly as a support for California's reemployment and recovery efforts;
- Building the infrastructure that integrates RAPs into the workforce system and aligns workforce and industry needs;
- Increasing the number of apprentices enrolled in RAPs, including increasing diversity and representation of underinvested communities in apprenticeship programs;
- Innovating in apprenticeship expansion efforts to include program development and recruitment strategies.

## 2. WIOA and State Plan Goals

California's State Plan for the WIOA *Skills Attainment for Upward Mobility; Aligned Services for Shared Prosperity* (Strategic Plan) prioritizes regional coordination among key partners, sector-based employment strategies, skills attainment through WBL and other effective training models (including, but not limited to pre-apprenticeship and apprenticeship), and the development of career pathways. This grant program will help the target population enter a path towards meeting these goals. Proposed projects should advance the goals of the Strategic Plan with an additional focus on the target population and build workforce system infrastructure and capacity through:

- **Collaboration** among partners in the development of service delivery strategies that implement strategic co-enrollment and align resources to better connect job seekers to employment, training, and supportive services. Including collaboration between

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workforce and education partners to ensure that, K-12 and/or post-secondary entities are fully integrated into the delivery model. Partners should also include community-based organizations, non-profits, and labor unions to ensure equity and inclusion goals.

- **Innovation** that creates new strategies, programs, and activities or adapts existing approaches to better serve target populations in workforce development and skills attainment.
- **System change** that uses these sub-grants to expand proven strategies, further promote innovation, and inform the program and policy changes that eliminate access barriers and improve outcomes for target populations both during and beyond the grant period.

### **3. Project Goals and Objectives**

This grant program is intended to address multiple existing and emerging gaps in the current workforce system, including skills gaps in the workforce, service gaps in public and workforce services, and gaps in education and training delivery.

Program funding should be used to expand and enhance workforce opportunities for the target population in accordance with the following goals and objectives:

#### **i. Immediate Project Objectives**

- DAS will contract with at least four Regional Local Workforce Development Boards (Local Boards) and Apprenticeship Program Sponsors (APSs) to develop and operate multi-employer apprenticeships or Local Boards can partner with new and/or existing program sponsors to expand registered apprenticeship.
- The Local Boards will contract with employers, Local Education Agencies (LEA's), and additionally may partner with apprenticeship intermediaries, Community Based Organizations (CBOs), Non-Governmental Organizations (NGOs), and other workforce development stakeholders in order to achieve stated outcomes. These partnerships will provide supportive services to assist the program sponsor in various administrative functions including, assessments, coaching/mentorship, developing outreach and recruitment strategies to targeted populations, and other supportive services. The Local Boards/APSs will focus on promoting diversity, equity, and inclusion
- Locals Boards/APSs shall prioritize facilitating and supporting critical relationships to create a synchronized workforce and education system with clear connections for youth to access apprenticeship opportunities, catalyze alignment between apprenticeship and K-12 schools, institutes of higher education (IHEs), workforce systems, and address the lack of youth participation in RAPs
- Local Boards/APSs will seek to develop cross-sector coordination among participating employers, education providers, CBOs and NGOs to align curriculum with pre-apprenticeship programs designed to create employability pathways to RAPs
- In order to provide program sustainability, Local Boards/APSs are encouraged to submit contract proposals that leverage state and federal investments and utilize resources and commitments from industry, labor, public, and community partners
- Proposals must include Labor Market data and analysis to support the



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- development of RAPS and pre-apprenticeships in sectors outlined in the proposal
- All contract proposals must contain a detailed and comprehensive regional industry engagement strategy that includes, targeting career pathways for underserved populations, with various outreach activities that may include engagement with associations, chambers of commerce, elected officials, school districts, and regional workforce system's
  - Conduct targeted outreach to expand registered apprenticeship career pathways for targeted and under-represented populations including; women, veterans, justice-involved, youth, people with disabilities, communities of color, and unemployed individuals impacted by COVID-19.
  - Successfully expand existing workforce development models, or implement a new model that focuses on enhancing regional partnerships, strategic co-enrollment, integrated and continued service delivery, and placing participants into a career pathway track, particularly in industries with projected growth during and beyond the pandemic that provide COVID-19 safe work environments
  - Strengthen and build on successful models by integrating pre-apprenticeship and RAPs, this may include High Road Training Partnerships (H RTP)<sup>5</sup> that advance careers in select industry sectors that serve as reliable pathways to the middle class for disadvantaged Californians
  - Enhance or establish strong partnerships with intermediaries to provide participants with individualized needs assessment leading to strategic co-enrollment in career pathway programs
  - Enhance and/or expand existing collaborations with CBOs and local/regional entities that have a demonstrated history of assisting targeted populations in successfully completing education and training programs and providing wrap-around services (child care, mental health, health, financial literacy, and other supportive services)
  - Partner with program sponsors who are committed to providing equal access to communities that are marginalized with distance learning and other technology-enabled modes of service provision, training, assessment, and placement as they attain the skills necessary to enter career pathways
  - Program sponsors' proposal will ideally leverage partnerships, resources, and programs to better align services for targeted populations to ensure:
    - Strategic career pathways planning assistance
    - Elimination of duplication of services
    - Improved participant experiences, labor market skills, and outcomes
  - Program sponsors' proposal will ideally leverage state investment with commitments from industry, labor, public, and community partners

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<sup>5</sup> Through the H RTP program, the CWDB partners with industry leaders and training providers to support the needs of new, displaced, or underemployed workers, especially disadvantaged individuals that face significant barriers to employment. This program provides English language education, vocational skills, job training, mentoring, and apprenticeships to connect participants to job opportunities that support California's commitment to equity, the economy, and the environment. The H RTP employers pay living wages and develop their respective industries in environmentally sustainable ways that support economic resilience and climate change mitigation. Applicants are encouraged to learn more about H RTP programs and partnerships by visiting: <https://cwdb.ca.gov/initiatives/high-road-training-partnerships/> and <https://cwdb.ca.gov/initiatives/hrcc/>

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### **ii. Sustainability and Systems Change Goals**

- Create new models for service delivery and funding alignment that can be expanded system wide within the project's local workforce development area and can be replicated across the state and tailored to regional needs
- Increase the diversity of registered apprentices and pre-apprentices
- Plan for and implement a sustainability plan to promote project continuation post state investment
- Coordinate and inform state partners on the following:
  - Data sharing needs/barriers
  - Policy barriers
  - Best practices
  - Barriers to co-enrollment
  - Developing and implementing career pathways and work-based learning strategies
  - Other issues related to effectively serving targeted populations
- Increase the state's capacity to provide online training options equitably to all Californians, including those who require access to appropriate technology and internet resources to be successful.
- Create a plan to take advantage of various funding sources to provide the wrap-around services to support apprentices in the program.
- Building a plan to increase the apprentice completion rates by lowering the apprentice dropout rates with support from the program sponsors to provide apprentices with needed services and social support prior to any formal actions that may lead to apprentice discipline and/or termination from the apprenticeship.

### **4. Project Design**

Proposals must reflect how the project goals and objectives outlined above will be achieved in an innovative project plan. Applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes.

To this end, successful applicants will create partnerships and strategies that bridge the WIOA workforce system gaps for target populations and meets industry needs to fill in-demand roles in their respective regions.

Successful applicants will:

- Explain how they will provide equal access to disadvantaged or minority groups including women, racial and ethnic minorities, justice-impacted, low-income, English language learners, veterans, dislocated workers, disabled, and/or other marginalized individuals that face significant barriers to employment.
- Provide a comprehensive industry engagement strategy that speaks to how grant funding will be utilized in order to accomplish this goal.
- Implement evidence-based practices where available to improve the workforce system to better serve program participants.
- Demonstrate how their project will direct existing resources and efforts in new and more effective ways to serve targeted populations and expand on their existing industry partnerships.

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- Explain how the project will create sustainability and institutionalize practices. Incorporate data as applicable from a variety of sources. Relevant data sources may include the Employment Development Department (EDD) Labor Market Information Division (LMID), local surveys, consultation with industry associations, Local Areas, mandatory and non-mandatory partners, or any other reliable data source. The data should reflect the applicant's comprehensive understanding of the issues specific to the targeted populations, demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success.
- Provide a detailed and comprehensive strategy that incorporates into the project plan new strategies to increase apprentice graduation rates and lower apprentice cancelation rates.

### **i. Project Team**

The project team narrative must demonstrate coordinated workforce strategies among stakeholders to develop, maintain, and expand partnerships that build and sustain capacity, maximize available resources, and establish community-based approaches for addressing workforce challenges and industry needs in California. As such, identifying project teams and establishing the roles they will play in the project are an important element in a successful application. Applicants must demonstrate that strong relationships already exist or are in the process of being established.

Applicants must provide a strong and diverse community-wide coalition, identifying its project teams, including:

- Name of each partner entity;
- Location/community of each partner;
- Role of each partner in the project, explaining their planned activities and how it addresses the specific workforce needs identified by the employer/industry partners;
- Services and/or resources that each partner will contribute to the project in the short term, as well as to the long-term sustainability of the project.

Successful applicants will develop a team that allows activities to create, improve, or sustain employment opportunities in the region based upon addressing specific workforce Needs, including the following types of partners:

#### Required partners-

- Local Workforce Development Board (WDB)
- Employer/Organization/Industry Partner
- Local Education Agency (LEA)/Academic Partner
- Local/Regional Community Based Organization (CBO) that have expertise with disadvantaged populations<sup>6</sup>

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<sup>6</sup> These partnerships should link groups that specialize in serving disadvantaged populations such as justice involved, women, people with disabilities, youth, long-term unemployed, people of color and veterans.

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Optional partners-

- Apprenticeship/Sector Intermediary
- Online Service Provider
- Technical Assistance Provider
- Organized Labor
- Other Local/State/Federal Governmental Entity
- Other Relevant Community, Economic, and Workforce Development Partners

## **ii. Project Activities and Priorities**

### **Planning**

1. Involve relevant stakeholders in the planning process, which may include:
  - Employers
  - Regional Workforce and Apprenticeship Intermediaries
  - Workforce system
  - Community-Based Organizations (CBOs)
  - Education and training providers
2. Develop a work plan with clear goals and timelines
3. Develop a registered apprenticeship sustainability plan
4. Provide a program budget, which will include:
  - Related supplemental instruction cost
  - On-the-job training cost
  - Administrative cost
  - Cost per apprentice metric
  - Salary cost for mentors/skilled professional workers overseeing the apprentice
  - Backfill for apprentices when they are doing the Related Supplemental Instruction (RSI) portion of the apprenticeship
  - Lower productivity for mentors while they mentor
  - Travel cost
5. Create a system for regular check-ins and feedback
6. Develop and submit National and State apprenticeship standards

### **Recruitment/Selection**

1. Assess hiring needs
2. Develop outreach plan to recruit apprentice applicants (career fairs, advertising campaign, marketing materials, publications, tables at conference or other events attended by diverse candidates, meetings with employers), disseminate job opportunities, and ensure that it has a well-developed approach to supporting underserved populations
3. Create job description and application

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4. Create clear guidelines for recruiting and accepting apprentices to ensure fair and equitable access to apprenticeship, including:
  - Establishing recruitment policies
  - Establishing a recruitment outreach plan
  - Designating apprenticeship availability to specific pools of workers, job seekers, and underserved populations
  - Potential candidate selection process can include:
    - Resume screening
    - Letters of recommendation or performance evaluations
    - Previous training or education that applies to the work of the apprentice
    - Initial interviews (by phone or in-person)
    - Testing, which may include non-traditional, worker-centered assessments
    - Formal interviews

**Apprentice Onboarding**

1. Hiring a program coordinator
2. Development of a successful onboarding strategy to ensure that a new apprentice arrives at work ready
3. Support services are necessary activities or resources that enable eligible individuals to participate in apprenticeship programs, which may include:
  - Assistance with transportation;
  - Assistance with child care and dependent care;
  - Linkages to community services, including services offered by partner organizations designed to support grant participants;
  - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; assistance with laptops or tablets, books, fees, school supplies, and other necessary
  - Items for students enrolled in training, work-based learning, or other elements of the proposed grant project;
  - Payments and fees for employment and training-related applications, tests, and certifications;
  - Mental health services;
  - Job/career coaches, and health navigator services

**Training**

- Related Supplemental Instruction (RSI)
- Curricula development and/or establishing partnerships with curricula providers; (curriculum provider costs other than tuition like software, equipment, cloud space for beta testing environments for coding, etc.)
- Tuition for classroom education or online training programs for apprentices;
- LEAs are encouraged to utilize RSI funding, Apportionment (FTES), and CAI Grants where applicable
- On-The-Job Training (OJT)

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- Direct costs related to on-the-job learning; (cost of learning materials, computers, equipment purchases, safety training, etc.)
- Program sponsors are encouraged to utilize funding opportunities through WIOA funds or other state programs to help offset some of the training cost
- Travel cost incurred by the apprentice for traveling to and from training

### **Coach/Mentor**

1. Developing mentor selection process
2. Provide mentors with training and support
3. Establish a plan for regular meetings between mentors and apprentices
4. Training the trainer costs or activities (training of skilled professional staff/mentors/instructors);

### **Administration**

1. Determine a process for information gathering, tracking and reporting:
  - DOL Office of Administration SSA Rapids System
  - DAS Online Registration Portal – California Apprenticeship System (CAS)
  - CALJOBS
2. Support strategies for apprentices and monitor performance
3. Administer apprentice paperwork
4. Meeting reporting requirements including:
  - DOL reporting requirements
  - Report into State of California DAS Online Registration Portal – California Apprenticeship System (CAS)
  - Report Cal-Jobs with grant identification, allowing the Employment Development Department to enter data into WIPS
5. Consult on HR and internal infrastructure modifications
6. Related administrative costs such as:  
Costs of supplies used for administrative functions, accounting, cash management, budget, personnel, payroll, audits, etc.

Award recipients will implement a project that includes collaboration and integrated service delivery leading toward apprenticeship career pathways, by leveraging other resources and funding streams. Strong coordination across program partners is expected in order to achieve outcomes that will benefit the targeted populations. Partners must ensure that the appropriate data sharing agreements are in place to support implementation of this project.

Applicants are required to demonstrate knowledge, experience, and the capacity to provide services to the target population. Applicants must demonstrate that the SAEEL grant resources will be dedicated to serving the needs of women, veterans, justice-involved, youth, people with disabilities, communities of color, and unemployed individuals impacted by COVID-19. Applicants must clearly describe their capability to conduct and administer a federally funded project, including the ability to collect and report financial and participant data as required. Applicants must be aware of the state and federal disability laws and procedures for ensuring universal access. Applicants must

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also be willing to adhere to the various assurances and certifications by which all the SAEI sub-recipients must abide.

### **B. Eligibility**

Proposals shall be accepted from all eligible applicants. Proposals must meet minimum requirements to be read and scored. The most competitive proposals will be those that serve this grant in innovative ways that strategize development of cross-functional relationships and system-wide collaboration.

This SAEI grant is designed to provide start-up funding for creating new apprenticeship programs, or for creating new occupations with existing registered apprenticeship programs. Therefore, a new apprenticeship program or an existing program that is adding an occupation will be eligible for this grant as long as that new occupation was registered with DAS after July 1, 2021.

#### **1. Applicants:**

Proposals will be accepted from California Local Workforce Development Boards (Local Boards) whose proposals include the required partnerships with employers, local education agencies and community-based organizations.

Local Boards may be an apprenticeship sponsor or partner with eligible local apprenticeship sponsors. Local Boards will act as the fiscal agent for these types of program models.

#### **2. Participants**

The intent of this SFP is to fund projects that expand the number of individuals enrolled in RAPs within the grant's period of performance. For the purposes of this program, eligible participants are persons 16 years of age<sup>7</sup> and older who are not enrolled in a registered apprenticeship program at the time of initial grant service.

You must incorporate specific strategies to support or expand RAP opportunities among all workers, including youth, women, people of color, formerly incarcerated individuals, and persons with disabilities, as well as the protected groups identified in 29 CFR Part 30. These activities must be in compliance with all state, local and federal equal-employment laws and civil rights protections.

Further, the DAS is particularly interested in targeting groups most affected/displaced by the COVID-19 pandemic or other impacts on the state economy. If an applicant proposes, serving groups affected or displaced by the pandemic, applicants must clearly identify these groups and how the pandemic has affected them.

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<sup>7</sup> California Labor Code, section 3077 defines: The term "apprentice" as used in this chapter, means a person at least 16 years of age who has entered into a written agreement, in this chapter called an "apprentice agreement," with an employer or program sponsor.

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### Veterans' Priority for Participants

38 U.S.C. section 4215 requires sub-grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Sub-grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL.

### **C. Funding**

The funds that are provided under this grant award must be expended according to all applicable Federal statutes, regulations and policies.

Resources and Information:

Additional resources and information are located on the Resources page of the DOL-ETA website at <https://www.doleta.gov/grants/resources.cfm> and on the Grants Application and Management collection page located on WorkforceGPS.org at <https://grantsapplicationandmanagement.workforcegps.org/>. These sites contain information about the Uniform Guidance, grant terms and conditions, financial reporting, indirect costs, recipient training resources, and other relevant information.

Funding will be provided in the form of a grant. We expect availability of approximately \$7,296,000 to fund at least four grants, ranging from \$240,000 to \$2,500,000. You may apply for a ceiling amount of up to \$2,500,000. Applicants should request funding that is commensurate with the scope and scale of the project proposed, as described below, including aggressive outcome objectives.

The DAS fund applicant projects that not only implement required diversity, equity, and inclusion efforts, but also demonstrate their commitment to adopt, expand, and promote diversity, equity, and inclusion efforts as a key region-wide strategy in their registered apprenticeship expansion efforts. The DAS reserves the right to change the award amount depending on the quantity and quality of applications submitted under this SFP.

DIR/DAS has established a maximum threshold for training costs ("training caps") for SAEI Applicants of up to \$4,800 per Apprentice. Projects must be completed by June 30, 2025. To ensure that the grant meets its stated goals and outcomes, DAS has established thresholds for the minimum number of individuals who are newly enrolled in



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a RAP during the period of performance, based on the amount of funds requested by the applicant (see Figure 1 below). Applicants must clearly identify the proposed number of individuals who will newly enroll in a RAP over the life of the grant, based on the minimum thresholds identified in the table below, for which they are seeking funding. Applications that fail to propose the minimum number of individuals who start in a RAP during the period of performance will be considered non-responsive, and the substance of these applications will not be considered and the application not scored.

### **Figure 1: Planning Guideline to determine Funding**

- 521 Projected Participants.....\$2.5 Million
- 400 Projected Participants.....\$1.92 Million
- 300 Projected Participants.....\$1.44 Million
- 200 Projected Participants.....\$960,000
- 100 Projected Participants.....\$480,000
- 50 Projected Participants.....\$240,000

Above is based on Reimbursement Rate of \$4,800 per Registered Apprentice

This award is based on reimbursable funding as performance benchmarks are met. Funds are reimbursed after the Awardee provides an invoice with documentation of the work that has been completed. Funding timing and decisions are based on availability of funds. Estimated amounts and dates are not final and are subject to change.

### **1. Award Amounts**

A total of \$7,296,000.00 in the SAEI Grant Funds are available through this SFP. An estimated minimum of four awards not to exceed \$2,500,000 million will be awarded to each successful applicant. Final awards and participant counts may be adjusted depending on the number of successfully submitted proposals. This SFP intends 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.

*Note – Proposed funding is based on the anticipated availability of relevant funds, should anything change, the DIR/DAS reserves the right to make adjustments based on the level of funding. DIR/DAS will be performing annual assessments to ensure that grant recipients are meeting performance metrics and reserve the right to modify grant recipient awards based on those assessments.*

### **2. Length of Project**

The state expects that the performance period for participating projects funded under this SFP will be from July 1, 2022 through June 30, 2025. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state. During the first six months of the project, the recipient organization is allowed to use the funds for administrative costs, start-up costs, and appointing grant-specific staff.

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### **3. Allowable Uses of Funds**

Grant recipients will receive a reimbursement of up to 25% of the overall award to be used for start-up costs. This includes costs associated with developing an administrative infrastructure to report into the DAS California Apprenticeship System (CAS), CALJOBS, Federal Apprentice System RAPIDS and the Workforce database (WIPs) system, track apprenticeship progression, and provide monthly and quarterly reporting to the DAS Grant Unit (GU).

Allowable uses of funding for start-up costs up to 25% of the sub-grant award to support RAP development, launch, and sustainability. Allowable expenses include but not limited to:

- Costs of setting up the program
- Convening partners and sponsors for planning;
- Developing curriculum;
- Costs related to design and start-up of RAPs;
- Train-the-trainer costs or activities

The remaining 75% sub-grant reimbursement will be disbursed through a pay-for-performance model, to recipients after a 90-day retention of employment and registration in CAS, RAPIDS and CALJOBS. Once this criteria has been met, grant recipients are permitted to submit allowable grant line-item expenditure requests, which include the following allowable expenses

- Classroom education or online training for apprentices;
- Books and training materials;
- Initial proficiency testing;
- Project management;
- Case management;
- Funding costs associated with Related Instruction;
- Supportive services offered through Local Workforce Development Boards;
- Creating and registration of non-traditional RAPs;
- Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship;
- Creating RAPs that attract apprentices who fall into California's WIOA target populations,
- Registering a Group Joint or Group Non-Joint Registered Apprenticeship;
- Registering a youth Apprenticeship, and/or a justice involved Apprenticeship.
- The Related Technical Instruction Reimbursement only apply to new Registered Apprentices. Employers may not request reimbursement for previously registered Apprentices.
- The Related Technical Instruction Reimbursement only covers employer's actual costs for Related Instruction, not to include costs paid by other grant funding streams, by the Registered Apprentice, etc.
- Related Instruction costs may include tuition, fees, and books.
- Supportive services and Participant Support Costs provide financial assistance to participants who would not be able to participate otherwise. Local Workforce

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Development Boards may offer supportive services to eligible participants with transportation, education or training equipment, uniforms, tools, child or dependent care, graduation fees, and union fees. All participants must be Registered Apprentices. When supportive services are expressly authorized by a program statute, regulation, or TEGL, the Federal award waives the prior approval requirement for participant support costs as described in 2 C.F.R. § 200.456. Costs must still meet the basic considerations at 2 C.F.R. §§ 200.402 – 200.411.

- Conferences funded in whole or in part by the award are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Subrecipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information in the requirements and the allowability of costs associated with conferences, refer to 2 C.F.R. § 200.432. Subrecipients will be held accountable to the requirements in 2 C.F.R. § 200.432. Therefore, costs that do not comply with 2 C.F.R. § 200.432 will be questioned and may be disallowed.
- Pursuant to Public Law 116-94, Division A, Title 1, Section 105, recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330.

The use of funds awarded in the SFP is governed by associated Federal regulations, State and Federal directives, and the Federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). A maximum of 10% of the total project budget will be allowed for administrative costs

#### **4. Unallowable Expenses**

- SAEEI Projects are prohibited from directly *paying participant wages*<sup>8</sup>.
- Food and beverage costs are not allowable expenses under this award;
- alcoholic beverages;
- entertainment;
- goods or services for personal use;
- capital expenditures for construction, purchases, additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to buildings, capital assets or real property (an alteration or other change that materially increase the useful life or value of the property or asset is a capital expenditure);
- pre-award costs;

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<sup>8</sup> WDBs may braid WIOA and other similar types of funding to help offset wage reimbursements to participants.

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- stipends to participants;
- participant wages;
- door prizes, and other giveaways;
- foreign travel;
- out-of-state travel;
- vehicles;
- supplanting existing federal, state, or local funds available to the proposed program;
- Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work,
- any costs that are unallowable under OMB Uniform Guidance (2 C.F.R. Part 200), the state's Uniform Grants Management Standards.

**5. Use of Funds for Incentives to Employers**

Applicants may use the grant funds to provide one-time “incentive” funds to new employers, joint labor management organizations, or industry associations (or other partners included in a multi-employer partnership) to directly fund new RAPs in targeted industries in which they are serving.

Allowable uses of incentive funding to support RAP development, launch, and sustainability, include:

- Registration of RAPs with the Department or a federally recognized State Apprenticeship Agency;
- Costs related to design and start-up of RAPs;
- Classroom education or online training for apprentices;
- Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice's wages, as well as based on a professional worker's time as mentor for an apprentice in OJL;
- Train-the-trainer costs or activities;
- Training supplies for apprentices (in consultation with the Department); and/or
- Curricula development.

These incentive funds must be aligned to the goals of this SFP. Applicants must have written policies and procedures in place governing the awarding of incentive funds, and the incentives provided under this SFP must comply with these organizational policies. Policies and procedures should include detailed processes for identification of recipients, distribution, and management of the incentive funds to ensure employer commitments are met. Further, grantees shall also provide, in monthly reports to the DAS, all recipients of incentive funding, status of activities related to the use of incentive funding, and when feasible, itemized costs related to the use of incentive funding.

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**II Significant Dates**

**Figure 1: Application Timeline**

- January 14, 2022.....SFP release
- February 14, 2022..... Last date to email questions to DIR/DAS
- February 28, 2022.....Informational teleconference
- March 1, 2022.....Notice of Intent
- March 11, 2022.....Last date for DIR/DAS to respond to questions
- March 30, 2022 by 1 p.m. PT....Proposals due
- April 1, 2022 to April 22, 2022...Proposal review and evaluation
- April 22, 2022 by 1 P.M. PT.....Deadline to appeal
- April 25, 2022.....Award announcements
- July 1, 2022.....Estimated project start date

**Note** - If it becomes necessary to revise this SFP before the due date for proposals, amendments shall be provided to all prospective Applicants who were sent this SFP or otherwise are known by the Program Manager to have obtained this SFP. Acknowledgment of the receipt of all amendments to this SFP issued before the proposal due date shall accompany the Applicant’s proposal in the Transmittal Letter accompanying the Technical Proposal submittal.

**Note** - Amendments made after the due date for proposals will be sent only to those Applicants who submitted a timely proposal and remain under consideration for award as of the issue date of the amendment. Acknowledgement of the receipt of amendments to the SFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Applicant from complying with all terms of any such amendment.

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

**Note - Deadline for Notice of Intent to Apply.** The DAS can develop a more efficient process for reviewing and evaluating applications if there is knowledge of the number of entities that intend to apply for funding under this competition. **Each potential applicant is strongly encouraged to notify the DAS of its intent to apply by sending a brief email message with the applicant organization’s name and address to [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov) address with “Intent to Apply” in the email subject line by March 1, 2022.** Applicants that do not provide this email notification may still apply for funding.

**III Questions and Answers**

Prior to the award of this opportunity, all questions, correspondences, etc. of this SFP are to be sent to the DAS Grant Unit at [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov). All correspondences should be labeled SAEI CA Grant Inquiry.

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An informational teleconference is based on schedule agreed upon above on February 28, 2022 to review application requirements and answer questions regarding this SFP. For meeting information, please send an email request to [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov)

Last day to e-mail questions to DIR/DAS at [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov) is 1:00 pm on February 14, 2022. The questions and answers will be compiled and posted on the DAS website after the information session.

### **IV Required Proposal Content**

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

#### **A. Proposal Requirements**

All proposals must adhere to the required format in order to be competitive and must include all of the requested information and attachments. Proposals that do not adhere to the application requirements will not be scored or considered for funding.

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

#### **1. Program Requirements**

The DAS requires key project staff to participate in training opportunities and attend mandatory quarterly meetings. Key project staff may also be required to partner with the DAS Grant Unit (GU) staff for technical assistance including training on apprentice registration and reporting requirements. The DAS GU shall provide guidance during start-up, implementation, and throughout the grant period of performance. Start-up and training activities may take up to six months.

#### **2. Mandatory Partnerships**

This project requires the following partnerships:

- Local Workforce Development Board (WDB)
- Employer/Organization/Industry Partner
- Local Education Agency (LEA)/Academic Partner
- Local/Regional Community Based Organization (CBO)

Additionally, the following partnerships are recommended to enhance the success of the project but are not required:

- Apprenticeship/Sector Intermediary
- Online Service Provider
- Technical Assistance Provider
- Organized Labor
- Other Local/State/Federal Governmental Entity
- Other Workforce Partner

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Applicants must demonstrate that strong relationships already exist or are in the process of being established. Applicants are required to submit partnership agreement letters from each of the required program partners.

See section V.C Partnership Letters for more information on submitting partnership agreement letters.

### **3. Performance Goals**

To receive grant funds under this SFP, Grant recipients must complete the following during the grant period:

- Create a new apprenticeship-training program, dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship, by approximately September 30, 2022. Work with DAS Grant Unit to outline the structure and standards of the apprenticeship program in the process of development
- Participate in the evaluation, technical assistance and outreach efforts hosted by DAS, which may include participating in cohort calls and online community of practice, sharing data when requested, attending webinars and Learning Labs to share effective practices and lessons learned.
- Develop and recruit members for your program's Apprenticeship Training Committee for Joint Apprenticeship Training Committees or Unilateral Training Committees. A Training Committee is not required for single employer standards
- Create partnerships with other local support agencies such as Community based organizations (CBOs), Higher education institutions/universities, community colleges, K-12 educational agencies, etc. in order to increase completion rates, promote the participation of under-represented populations, and contribute to the overall success of the program.
- Create a sustainability plan that identifies potential funding sources (Years 3-4) and coordinates with other agencies (Employment Training Panel, California Workforce Development Board, Division of Apprenticeship Standards) in order to ensure that the apprenticeship program will continue to operate after the end of this grant.
- Subgrantees are required to register a minimum of one (1) registered apprentice per \$4,800.00 awarded in the grant during the performance period of this grant.
- Applicants exceeding this minimum number of registered apprentices will be more competitive; thus, score higher in the final evaluation and grant scoring process.

For this SFP, the proposal narrative explanation of performance goals should reflect a data-driven local economic analysis leading to the proposed project performance goals in connection to service delivery, target populations, and skills attainment. In addition to the WIOA performance measures, the state requires

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subrecipients to track total participants enrolled in the apprenticeship programs, the education, training, and the on-the-job training and work processes with participating employers. The Performance Goals Chart in Exhibit D and the contents should reflect the data written in the project narrative.

**4. Reporting Capacity**

All reporting requirements must be fulfilled through the state and federal Department of Labor’s (DOL) required reporting systems. All subrecipients must have access and capacity to register apprentices under the SAEEI Grant in the required State and federal on-line reporting systems. Additional reporting information, requirements and instructions shall be provided to grantees once awarded.

The Applicants (Local Boards) will be responsible for providing direct services to participants in this SAEEI apprenticeship program including enrollment, guidance, and individualized evaluations; reporting and tracking participant data; and submitting the individual apprentice records into the required State and DOL reporting systems.

**B. Budgeting Requirements**

Applicants may submit a proposal requesting between \$250,000 to \$2,500,000. Please refer to Figure 2 for guidance on calculating the appropriate total request amount. Applicants may apply for any amount within the allowable range.

Determination of projected participants and other performance measures should take into account factors specific to the service area, target population, and reasonable costs for proposed services.

To be eligible to receive an SAEEI award, an Applicant is not required to provide dollar-to-dollar matching of funds. However, Applicants are encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided, blended, or stacked funding from other public, private or philanthropic sources. Match is not required; however, proposals that include committed cash and in-kind match are preferred.

Please refer to the Proposal Instructions when completing all forms.

**Figure 2: Planning Guideline to determine Funding**

- 521 Projected Participants.....\$2.5 Million
- 400 Projected Participants.....\$1.92 Million
- 300 Projected Participants.....\$1.44 Million
- 200 Projected Participants.....\$960,000
- 100 Projected Participants.....\$480,000
- 50 Projected Participants.....\$240,000

Above is based on Reimbursement Rate of \$4,800 per Registered Apprentice



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## 1. Administrative Cost Limits

It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget. Successful applicants should keep administrative costs to 10 percent (10%), or less, of direct costs as outlined at 20 C.F.R. section 683.205. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between direct/indirect administrative and direct/indirect program costs. For the purpose of developing a budget, the definition of administrative costs is provided in Appendix B.

## V. Proposal Submission

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

### A. Deadline

All proposals must be submitted electronically by 1 p.m., Pacific Time on March 30, 2022. Late proposals will not be accepted. Exceptions will not be allowed, and there is no appeal for not meeting the proposal deadline.

### B. Proposal Submission Process

The following items describe each step in the process for submitting a response to this Request for Proposals:

1. Request for Proposals Released
2. Submit questions to SFP Contact via email
3. Submit Proposals
4. Clarification Meetings may be required.
5. Finalist Notification

DAS requests that only entities with the requisite experience and expertise apply.

### C. Partnership Letters

Applicants must submit letters of agreement from all required partners. Partnership letters for additional partners are optional.

The required partners are listed below:

- Local Workforce Development Board (WDB)
- Employer/Organization/Industry Partner
- Local Education Agency (LEA)/Academic Partner
- Local/Regional Community Based Organization (CBO)

All partnership agreement letters must address the following elements:

- Describe in detail the specific roles/responsibilities the partner will have in the grant

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- Describe how the services will differ from or enhance what already exists locally
- Demonstrate that a high level of coordination exists, the extent of the partnership, and the anticipated outcomes
- Signed by an authorized signatory representative of the partner agency with the contact name, title, and telephone number
- Letters must be dated prior to March 30, 2022.

Applicants that do not provide partner letters from all required partners will be considered non-responsive and will not be considered for funding.

### **D. Amendments, Cancellations, and Discussions**

The State reserves the right to amend or cancel this SFP; accept or reject any and all proposals, in whole or in part, received in response to this SFP; to waive or permit cure of minor irregularities; and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State of California. The State also reserves the right, in its sole discretion, to grant an award based upon the written proposals received without prior discussions or negotiations.

### **E. Clarification Meetings**

Applicants may be required to clarify proposal information verbally via a phone call or a Microsoft Teams meeting. During phone calls and/or Microsoft Teams meetings, applicants will be asked to put significant representations made by an Applicant into writing as an addendum to the original proposal. All such written representations will become part of the Applicant's proposal and are binding if the Award is granted. The DAS Grants Unit shall notify Applicants of the time and place of clarification meetings.

### **F. Formatting**

Follow the guidelines below when drafting and submitting the proposal.

- Exhibit A – Project Narrative
  - Must not exceed 20 double-spaced pages with 1 inch margins
  - Pages must be standard 8.5 inch by 11 inch sheets
  - Use Arial font size 12 point
  - You must number the Project Narrative beginning with page number 1.
  - We will not read or consider any materials beyond the specified page limit in the application review process.
- Electronic Submission Only
  - All Proposals must be submitted electronically by e-mail to [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov)
  - All documents must be saved as Word or Excel files as applicable. Do not save as a PDF

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- All documents must include the name of the applicant in the header
- All documents must be saved using a naming convention that includes the applicant's name and does not exceed 40 characters in length
- Attach all proposal elements, including proposal cover page, to email with the subject "SAEI PY 21-25 [Applicant Name]"

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## **G. Required Forms**

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

### **1. Exhibits and Additional Documents**

- **Proposal Instructions:** Guidance to complete Grant Submittal Package
- **Exhibit A**        **SFP Cover/Signature Page:**  
(See Proposal Instructions for more information)
- **Exhibit A1**     **Project Abstract:**  
(See Proposal Instructions for more information)
- **Exhibit B**        **Project Narrative:**  
See section IV. Required Proposal Content and the Proposal Instructions and Exhibit B for required elements of the narrative
- **Exhibit C**        **Project Work Plan:**  
Provides roles, responsibilities, and milestones for project implementation
- **Exhibit D**        **Performance Goals Matrix:**  
See section IV.A.3 Performance Goals for more information on developing performance goals
- **Exhibit E**        **Partnership Roles and Responsibilities:**
- **Exhibit F**        **Expenditure Plan:**  
“Total Funding Amount” must match Exhibit G”
- **Exhibit G**        **Budget Summary:**  
Lists line item costs for project activities and administration
- **Exhibit G1**      **Budget Narrative:**  
Justification of costs in each line item
- **Exhibit H**        **Supplemental Budget (if applicable):**  
Required if the proposal includes the purchase of any equipment over \$5,000 or the procurement of any contractual services regardless of dollar amount
  
- **Partnership Letters:** Required from all mandatory partners [See SFP V(C)].

## **H. Submission Instructions**

One proposal will be accepted from each applicant. Do not submit more than one proposal. All applicants must electronically submit the entire proposal by the deadline. No proposal elements will be accepted after the deadline.

### **1. *Electronic Submission***

Applicants must submit a copy of all required proposal elements by e-mail to [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov) by 1 pm, Pacific Time on March 30, 2022.

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**VI. Award and Contracting Process**

Awards will be announced on the DAS website and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by April 25, 2022.

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

A team of professionals will complete the review of the applications and develop a funding recommendation. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this SFP. Based on the review, applicants may be selected to enter into negotiations with the Department for a grant. The purpose of negotiations will be to arrive at acceptable grant terms, including budgetary and scope of work provisions.

Grant applications are scored based on a 100-point scale as indicated in the table provided below. In addition, additional bonus points can be awarded based upon the number of registered apprentices are delivered from new apprentice programs (DAS approved July 1, 2021 and afterward; Registered apprentices registered in new occupations approved July 1, 2021)

A minimum average score of 75, including additional bonus points, must be obtained during the review process.

The scoring value of each section of the SFP is as follows:

**Figure 3: Scoring Rubric**

<b>Narrative Criteria</b>	<b>Maximum Points</b>
1. Statement of Need	10
2. Expected Outcomes and Output	30
3. Project Design	30
4. Organizational, Administrative, and Fiscal Capacity	20
5. Budget Summary Narrative and Plan	10
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>

Additional Bonus points can be awarded based upon the number of new apprentices registered from:

- New apprentice programs with new occupations (New Apprentice programs are approved by DAS after July 1, 2021)
- Existing Apprentice programs registered under a new occupation (New occupation is an occupation approved by DAS after July 1, 2021)

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<b>Additional Points for Registered Apprentices under the SAEEI Grant registered in new apprentice programs/occupations approved after July 1, 2021.</b>	<b>Maximum Bonus Points</b>
1 to 150 Registered Apprentices	5
151 to 300 Registered Apprentices	10
301 to 450 Registered Apprentices	15
451 to 514 Registered Apprentices	20

<b>Additional Points for Registered Apprentices under the SAEEI Grant registered in new occupations from apprenticeship programs approved prior to July 1, 2021.</b>	<b>Maximum Bonus Points</b>
1 to 150 Registered Apprentices	3
151 to 300 Registered Apprentices	6
301 to 450 Registered Apprentices	9
451 to 514 Registered Apprentices	12

The DAS reserves the right to request additional information from applicants for evaluation purposes. At its sole discretion, the DAS reserves the right to reject all applications, reject individual applications for failure to meet any requirement, award in part or total, and waive minor defects and non-compliance. Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. The DAS reserves the right to conduct on-site reviews prior to making final funding recommendations.

After completion of the evaluation process, the Chief of DAS will receive the funding recommendations. The Labor and Workforce Development Agency Secretary in consultation with the DAS will make final funding decisions based on the ranked scores and other factors such as the regional/geographic distribution of funds, innovative approach, and uniqueness of the project.

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

**B. Award Notification**

Awards will be announced on the DAS website and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed on or about April 25, 2022.

**C. Agreement/Contracting**

The DAS will contact the awardees to finalize contract details. The DAS may request that the contracts incorporate changes to the original project proposals. After any necessary negotiations, the DAS will mail the finalized contract to the awardees for signature. The

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state expects contract negotiations to begin April 26, 2022 with a projected start date of July 1, 2022.

### **VII Appeal Process**

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

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

The DAS will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov) by close of business on the seventh calendar day.

The appellant must submit the facts in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

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

The DAS will respond to appeals via email. The review will be limited to determining whether the proposal met the Application Requirements of the SFP.

### **VIII. Administrative Requirements**

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

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

During the performance period, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the SAEI Grant funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff,

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facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Subrecipients that are units of [Local Government](#) or [Non-Profit Organizations](#) must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are subrecipients under the WIOA Title I and that expend more than the minimum level specified in OMB [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit. <https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html>.

### **B. Record Retention**

Grantees and their subrecipients must follow Federal guidelines on record retention, which require that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award (included documentation from any subrecipients) must be retained for a specific period of time. That required period is three years. For subrecipients, the three-year period begins on the date of submission of its final financial expenditure report to the state.

Subrecipients will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record keeping system must include both original and summary (computer generated) data sources.

### **C. Reporting**

You must use the required state and federal Online Reporting Systems. Additional reporting information, requirements, templates and instructions shall be provided to grantees once awarded.

#### Reporting Requirements

A Grantee will be required to submit the following reports to the DAS Grants Unit (GU) on GU supplied templates. Requirements, templates and instructions shall be provided to grantees once awarded.

#### Quarterly Data Submissions:

Enter participant data, by the 10th day after the end date of each quarter.

#### Quarterly Performance Reports (QPRs):

QPRs provide regular updates towards the grant program goals. QPRs are due no later than ten (10) days after the end date of each quarter. QPRs must be submitted to the DAS GU by the due date.



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In addition to the Quarterly Performance Report, the grantee must submit a Quarterly Narrative Report within 30 days after the end of each calendar year quarter, during which the grant is within the period of performance for the award.

The report includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

### Ad-hoc Reports:

Ad hoc reports, as requested, by DAS GU to meet the potential need for timely information during the grant term.

### Monthly Expenditure Reports:

Submit an accurate monthly financial report, including accrued expenditures and obligations, no later than 11:59 p.m. Pacific Time on the 20th day of each month by e-mail to DAS GU at [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov). The monthly financial report in this requirement reports monthly obligations, expenditures, program income, and, where applicable, leverage amounts for the grant award.

## **D. Closeout**

A subgrant line item closeout and narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan. Additional reporting information, requirements, templates and instructions will be provided to grantees once awarded.

### Financial Closeout Package:

Electronically submit a financial closeout package by e-mail to DAS GU at [DASGrantUnit@dir.ca.gov](mailto:DASGrantUnit@dir.ca.gov) on the 60th day from the grant end date. DAS GU reserves its right to require a financial closeout package at the end of the initial grant period or another date specified by DAS GU.

### Final Report:

A Final Report must be submitted to the DAS GU regarding the grant outcomes. The Final Report is due not later than thirty (30) days after the grant end date. The Final Report shall include, but is not limited to:

1. a description of the program;
2. program goals outlined and achievements described;
3. review of the activities accomplished;
4. program obstacles encountered;
5. key stakeholders with contact information;
6. positive outcomes;
7. best practices;
8. areas needing improvement;
9. lessons learned;

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10. sustainability strategy after the end of the program; and
11. any other activities provided in the Applicant's Application

**E. Compliance**

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

**F. Intellectual Property Rights/Creative Commons Attribution License**

Creative Commons Attribution License. As required at 2 C.F.R. § 2900.13, any intellectual property developed under a competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the recipient. For general information on CC BY see <http://creativecommons.org/licenses/by/4.0>.

The CC BY license 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 instructions for marking your work with CC BY can be found at [https://wiki.creativecommons.org/wiki/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](https://wiki.creativecommons.org/wiki/Marking_your_work_with_a_CC_license).

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*

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*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.”*

### **Intellectual Property Rights and Bayh-Dole Act.**

All small business firms and non-profit organizations (including institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 C.F.R. § 401.3 (a) and at:

<https://doleta.gov/grants/pdf/BayhDoleGrantTerm.pdf>.

To summarize, these requirements describe the ownership of Intellectual Property rights and the government’s nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant. These requirements are in addition to those found in the Intellectual Property Rights term provided in this document.

## **G. Evaluation**

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by the state and/or DOL. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide evaluation takes place, the subrecipient will be required to participate in that evaluation by providing requested data and information. Therefore, all award subrecipients are expected to document lessons learned and effective practices ascertained through this project.

The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation.

As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding;(2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of the state/DOL.

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## **Appendices**

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**Appendix A: SAEI Allowable Activities**

Allowable activities can include, but are not limited to the following:

- Developing capacity to access required state and federal reporting systems, (e.g., CAS, CalJOBS, WIPS, RAPIDS, and other data portals);
- Creating or updating grantee data collection systems that allow better tracking of apprentices so as to match the depth of individual-level data already recorded in the RAPIDS/WIPS case management system;
- Conducting data validation to ensure data is accurate and complete;
- Leveraging efforts funded through other state and DOL-funded investments, to maximize the use of resources and minimize the duplication of efforts;
- Developing new, formal partnerships to create a pipeline to RAP opportunities in high-demand occupations and professions within the targeted region(s)
- Creating new systems and structures to maximize programs and apprentices' access to WIOA and GI Bill benefits and other resources available for RAP in the region(s);
- Creating formal opportunities for education and training institutions to gauge individuals' experience, employability, interests, and aptitudes, and present to them RAP opportunities that fit their profile;
- Aligning CTE programs with the quality apprenticeship features described in RAP regulations;
- Developing standardized training that uses RAP as a career pathway (e.g., development of a National Career Clusters Framework standardized career training by providing sample study programs and minimum competency skills in non-traditional RAP career fields, including health care, hospitality and tourism, agriculture, and finance);
- Leveraging state and/or DOL-funded Industry Intermediary contracts to expand access to RAPs in non-traditional apprenticeable industries. These Industry Intermediary contractors are organizations uniquely positioned to convene employers within an industry or sub-sector to determine skill needs and workforce trends and to work with employers on a regional and national level to develop apprenticeship programs with the goal of increasing the number of apprenticeship opportunities.
- Increasing awareness of RAPs as a solution to align employment, training, education, and support services for adults and youth, including women, formerly incarcerated individuals, and any underrepresented populations (and those identified in 29 CFR Part 30);
- Utilizing co-enrollment to meet the education, training, supportive service, and employment needs of program participants and provide as many participants as possible with comprehensive services that may not otherwise be available or allowable under an individual grant or funding source. As programs braid funds together to increase impact, they have the opportunity to show integration in the form of participant co-enrollment, including, but not limited to: co-enrollment in the WIOA Adult program, WIOA Youth program, YouthBuild, Job Corps, Trade Adjustment Assistance, Adult Education, CTE, and Vocational Rehabilitation; and Increasing alignment between state education and

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workforce systems through the development or support of policies that promote RAPs; and

- Launching or expanding sector strategy(ies) to expand RAPs to new industries and/or new or non-traditional occupations within existing sectors, which for the purposes of this SFP, is defined as occupations that have not traditionally used Registered Apprenticeship;
- Launching or expanding sector strategy(ies) to expand RAPs to new occupations in traditional industries. Efforts should demonstrate how existing apprenticeship sponsors may expand and scale their programs by including new occupations within their enterprise (e.g., IT apprentices within a manufacturing employer);
- Launching or expanding RAPs in health care, mental health care, alternative pain management occupations, and/or occupations providing support to individuals who are affected by substance-use disorder (SUD);
- Developing or expanding RAPs for programming and project management (such as system engineers, database engineers, system architects, application testers, user interface specialists, etc.) that design and support remote learning, (e.g., satellite-based,), over low bandwidth and high latency;
- Launching or expanding RAPs in occupations in the IT or Cybersecurity sectors. DAS is interested in innovative approaches to equipping workers with technical skills and industry-recognized certifications necessary for employment in middle- to high-skilled jobs. Applicants may opt for a mix of training strategies that work best for a variety of populations, from training older out-of-school youth who are interested in transforming their computer literacy or gaming avocations into tech careers;
- Creating new national guidelines and/or local program standards for new RAPs; and
- Increasing alignment between state education and workforce systems through the development or support of policies that promote RAPs; and
- Recruiting and enrolling into RAPs youth, women, people of color, formerly incarcerated individuals, and persons with disabilities, and the protected groups identified in 29 CFR Part 30;
- Creating the training infrastructure or network to deploy RAPs;
- Creating new national guidelines and/or local program standards for a new RAP;
- Conducting participant assessments to determine skill levels, aptitudes, abilities, interests, and competencies of apprentices;
- Related Instruction (RI): Grant funds may be used to support the RI (sometimes referred to as classroom training or related technical instruction) of a RAP. Allowable costs include (1) the development of courses; (2) apprentice tuition or other educational fees; and (3) the delivery of instruction requirements (e.g., virtual learning technology, classroom instructors, etc.);
- OJL/OJT: Grant funds may be used to reimburse employers for the extraordinary costs of OJL/OJT. The negotiated reimbursement percentage may not exceed 50 percent of the participant's hourly wage
- Online training strategies and virtual service delivery models to address challenges related to the COVID-19 pandemic;
- Supportive Services: Supportive services for training participants may include services such as, but not limited to: transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in education and training activities funded through this grant. Supportive services activities may include: the provision of the actual supportive service (i.e. childcare); providing participants with a

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voucher for the service (i.e. public transportation cards or tokens); or providing a stipend directly to the apprentice. Funding for supportive services may not exceed 10 percent of the funding level

- Retaining apprentices through the use of supportive services or flexible program design and approaches, with particular attention on individuals including women, formerly incarcerated individuals, and any underrepresented populations (and those identified in 29 CFR Part 30);
- Providing all grant recipient designated partners (e.g., education stakeholders, workforce boards, and employers) with technical assistance, advice, and support to help create RAP standards;
- Increasing awareness of employer/sponsors in the targeted service area about the benefits of RAPs;
- Facilitating industry-specific engagement and support to promote registration of apprenticeship programs with DAS and DOL/OA;
- Collecting data on the required program elements for tracking and reporting performance outcomes of enrolled apprentices; and
- Innovation in creating access to RAPs for underrepresented populations;
- Innovation in establishing an employer incentive plan to expand or scale RAPs. These can be financial or non-financial incentives but must be designed to increase employer demand. Further, promising practices have shown that employer incentives can play a key role in bringing employers onboard, especially in rural areas. Please see Section IV.E.7 Use of Funds for Subawards to Employers for guidelines around providing incentives to employers;
- Innovation in developing distance learning approaches;
- Innovation in developing occupational frameworks, competencies, standards, or guidelines that can be accessed by multiple employers, especially small businesses, in a given locality, or region to quickly start up or expand apprenticeship programs;
- Innovation in developing or modifying training activities to meet the needs of adult and youth populations;
- Innovation in developing and/or expanding programs in industries affected by the COVID-19 pandemic and with an emphasis on the workers most affected/displaced by the COVID-19 pandemic. If an applicant proposes serving groups affected or displaced by the pandemic, applicants must clearly identify these groups and how the pandemic has affected them;
- Applicants must use Labor Market Information (LMI) data to show how the local economy and employment status of their local population have changed when supporting this information to meet the labor demands of the region;
- Innovation in developing and launching Registered Apprenticeship multi-media region wide marketing and outreach efforts targeted at new employers and career seekers. A recent major milestone for registered apprenticeship is the launch of the Discover Apprenticeship national marketing campaign to promote the registered apprenticeship model. Applicants should ensure their marketing efforts align with and leverage the Department's national marketing campaigns related to Registered Apprenticeship. Applicants should help continue the awareness raised by this marketing campaign, and participate and engage in annual National Apprenticeship Week events;

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- Innovation in records management to make record of credential attainment available in such a manner that permits program participants to make said record digitally available for third-party search and verification after exit; and
- Innovation in the areas of Technology and/or Technical Assistance (TA) and General Business/Employer Outreach include, but are not limited to, the following:
  - Leveraging technology to develop innovative TA strategies/approaches for Registered Apprenticeship sponsors (e.g., tools to increase access for entry of women, formerly incarcerated individuals, and any underrepresented populations (and those identified in 29 CFR Part 30), and e-tools that remove administrative barriers or improve existing processes);
  - Identifying and implementing specific TA strategies that change existing or create new effective processes and/or services, in the delivery of TA to sponsors for the purposes of increasing efficiency, improving overall impact, and removing barriers in expanding RAPs; and
  - Identifying specific strategies to support engagement with small businesses in non-traditional industries in Registered Apprenticeship, which, for the purposes of this SFP, is defined as industries that have not traditionally used Registered Apprenticeship. Strategies could include establishing incentives for employers to form consortia; developing specific intermediaries that serve as the sponsor of apprenticeship programs for small businesses (e.g., Chambers of Commerce, Community Colleges, Workforce Boards); and, any other strategy identified by the state.

Applicants can also propose innovative activities not listed above, provided its application credibly demonstrates:

- This activity is innovative in the area to be served by the grant, meaning that it is an approach to RAPs, or their creation or expansion, that has not been tried before or not tried in the region before;
- This activity is uniquely tailored to the employment or economic needs of the targeted regions; and
- The applicant has a detailed, achievable plan for meeting this activity during the life of the grant.



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**Appendix B: Administrative Costs**

**Administrative Program Requirements**

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget. Successful applicants should keep administrative costs to 10 percent (10%), or less, of direct costs as outlined at 20 C.F.R. 683.205. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between direct/indirect administrative and direct/indirect program costs.

**Administrative Costs**

For this SFP administrative costs are allowable, necessary, and reasonable costs incurred to properly administer and manage the funds. Examples of costs to report in this category include the following:

- Accounting, budgeting, financial management, and cash management functions;
- Procurement and purchasing functions;
- Property management functions (e.g., receiving, tracking, assigning, taking inventory, and disposing of real property, equipment, and supplies);
- Personnel management functions;
- Payroll functions;
- Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- Audit functions (including internal audit) and coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports);
- Fraud and abuse units;
- General legal services functions (and litigation, if allowable);
- Fiscal agent responsibilities;
- Information systems costs related to administrative functions, including purchase, system development, and operations;
- The portion of salaries, wages, fringe benefits, staff training, supplies, postage, travel, equipment, facilities, utilities, and other costs required for administrative functions of the program;
- Continuous improvement activities of administrative functions;
- Development of program plans, budgets, and schedules;
- Conducting public relations activities directed at state and local officials and the general public and not related to program outreach and required informing processes; and
- Preparing reports and documents associated with administrative functions.

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### **Funding Restrictions**

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

The grant(s) awarded under this SFP will be subject to the following administrative standards and provisions:

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).
- ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Government wide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

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- x. The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xi. Standard Grant Terms and Conditions of Award—see the following link: <https://www.doleta.gov/grants/resources.cfm>.

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**Appendix C: Allowable Costs**

An entity that receives funds under this SFP is subject to Title I of the Workforce Innovation and Opportunity Act (WIOA) and is required to comply with the Office of Management and Budget Uniform Administrative Requirements (OMB), 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

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**Appendix D: Internet Resources**

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

- **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<sup>SM</sup> ([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 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](#)**

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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

We encourage you to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through WorkforceGPS at: <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence, such as experimental studies and implementation evaluations, as well as supporting resources, such as toolkits. We encourage you to review these resources by visiting <https://strategies.workforcegps.org>.

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grantees funded through DOL’s

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Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Community colleges and other training providers across the nation can reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

- **Workforce Innovation and Opportunity Act ([WIOA](#))**  
The Act governing the funds made available in this SFP
  
- **29 C.F.R. § 29.3 Eligibility and procedure for registration of an apprenticeship program**  
([www.ecfr.federalregister.gov/current/title-29/subtitle-A/part-29/subpart-A/section-29.3](http://www.ecfr.federalregister.gov/current/title-29/subtitle-A/part-29/subpart-A/section-29.3) )
  
- **Department of Labor Apprenticeship Webpage**  
([www.apprenticeship.gov](http://www.apprenticeship.gov) )
  
- **DOL Toolkit: Building Registered Apprenticeship Programs**  
([www.doleta.gov/oa/employers/apprenticeship\\_toolkit.pdf](http://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf) )



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**Appendix E: CalJOBS<sup>SM</sup> Workstation and Software Requirements**




**Figure 1: Workstation Requirements (VOS v16.x)**

<b>System</b>	<b>Hardware Required</b>	<b>Software Required</b>	<b>Connectivity</b>
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:

**Desktop Browsers**

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




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


### Mobile Browsers

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

#### iOS

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

#### Android

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

### Client Workstations (Third-Party Software)

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

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**Figure 2: Third-Party Software**

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<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			Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:  <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> Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.
DynamSoft HTML5 Document Scanning			<a href="http://www.dynamsoft.com">http://www.dynamsoft.com</a> Download DynamicWebTWAINHTML5Edition.exe

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.

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

Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.

VOS uses CKEditor version 4.3.1

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

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

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

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