

NOTICE OF AVAILABILITY OF FUNDS

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

**California Workplace Outreach Project (CWOP)
Program Year (PY) 2025-27**

Request for Application (RFA)



This grant opportunity is supported by a combination of local assistance and state operational funding: FY 23/24 AB102 (Ch 38), EO-23-24 176, FY 24/25 AB107 (Ch 22), SB108 (Ch 35), 24/25 Rural Strategic Engagement Program BCP (May Revise).

This RFA has been amended. Please refer to the **next page for amendment** on important updates and changes to the original document.

Amendment issued December 23, 2024

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**A California Department of Industrial Relations
California Workplace Outreach Project (CWOP)
Project Year (PY) 2025 – 2027**

Amendment issued December 23, 2024

Guidance on CWOP PY 2025 – 2027 Request for Applications (RFA)

Department of Industrial Relations (DIR) is issuing this Amendment to make changes to the **California Workplace Outreach Project (CWOP) Request for Application** referenced above.

The purpose of this amendment is to edit the CWOP PY 2025-2027 RFA to make text modifications. Accordingly, the CWOP PY 2025-2027 RFA is hereby amended. Except as provided herein, all terms and conditions remain unchanged and are in full force and effect. This amendment revises the text of the CWOP PY 2025-2027 RFA as identified below.

Amendments are shown as deletions in strikethrough text and addition text is both **underlined and bolded**.

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OVERVIEW

A. ABOUT DEPARTMENT OF INDUSTRIAL RELATIONS (DIR)

The Department of Industrial Relations (DIR) was established in 1927. Its mission is to improve working conditions for California's wage earners and to advance opportunities for profitable employment in California. DIR has four divisions, the Labor Commissioner's Office (LCO), the Division of Safety and Health (DOSH) or (Cal OSHA), the Division of Workers' Compensation (DWC), and the Division of Apprenticeship Standards (DAS). DIR administers and enforces laws governing wages, hours and breaks, overtime, retaliation, workplace safety and health, apprenticeship training programs, medical care, and other benefits for injured workers. DIR also publishes materials and holds workshops and seminars to promote healthy employment relations, conducts research to improve its programs, and coordinates with other agencies to target egregious violators of labor laws and tax laws in the underground economy.

B. ABOUT THE CALIFORNIA WORKPLACE OUTREACH PROJECT

The California Workplace Outreach Project (CWOP), DIR, represents an evolution of the initiative's mission, shifting its focus towards broader education regarding California's worker protections under California's labor code, and workplace health and safety regulations beyond its original focus on COVID-19 when it was established in 2020. This strategic pivot aims to foster improved access to worker protections, including information on how to take action if workers' rights are violated, and to improve workplace safety and health across the state. Leveraging the foundation built by previous phases, this iteration of CWOP combines two years of funding to ensure continuity. It empowers community-based organizations (CBOs) as trusted messengers, delivering crucial information on workers' rights and safety measures.

Strategic Components of CWOP 5.0/6.0:

- i. **Comprehensive Education on Workplace Protections:** Expanding the scope to include a wide array of workplace protections to improve workplace safety and health conditions for workers in our state, combat wage theft and protection from retaliation, and provide workers information on their rights to benefits and medical care for work-related illnesses and injuries.
- ii. **Language and Accessibility:** Continuing the commitment to diversity, outreach materials will be accessible in multiple languages, addressing the needs of California's diverse workforce.
- iii. **Engagement and Outreach:** Utilizing interactive activities to engage workers and employers in meaningful discussions about safety practices, rights, and resources regardless of immigration status. This includes workshops, seminars, and direct outreach efforts.
- iv. **Partnership and Collaboration:** Strengthening ties with CBOs, labor and occupational health centers, and agricultural associations to enhance the reach and impact of the program.
- v. **Rural Strategic Engagement:** Targeted outreach and legal resources to support access to in-person services in under-resourced, rural areas for especially vulnerable workers.

Objective and Vision for CWOP 5.0/6.0:

The primary objective of this expanded iteration of CWOP is to build upon the lessons learned and successes achieved in previous iterations, with a renewed focus on fostering an informed, safe, and healthy workplace culture across California. This initiative aims to not only educate but also to inspire action and change in workplace rights and safety practices, ensuring that every worker has the knowledge and tools needed to protect themselves and their colleagues.

CWOP will maintain a regional structure but will provide opportunities for organizations to engage in different activities to support outreach strategies, and to build the capacity of organizations to engage in more robust support to workers engaging DIR, and its divisions.

Region / Special Focus	Counties
San Diego	San Diego
Imperial	Imperial
Los Angeles & Orange County	Los Angeles, Orange
Inland Empire	San Bernardino, Riverside
Central Coast	Ventura, Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz
Bay Area	Santa Clara, San Mateo, Alameda, San Francisco, Contra Costa, Marin, Solano, Sonoma, Napa, Mendocino
Sacramento	Sacramento, Yolo, El Dorado, Placer, Yuba, Amador, Calaveras, Sutter, Colusa
Northern Region of California	Alpine, Butte, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Modoc, Mono, Nevada, Plumas, Shasta, Sierra Siskiyou, Tehama, Trinity, Tuolumne
San Joaquin Valley	Kern, Tulare, Kings, Fresno, Madera, Merced, Stanislaus, San Joaquin
Rural Strategic Engagement	Stanislaus, San Joaquin, Sacramento, Yolo, Sonoma, Butte, Shasta, Kern, Kings, Merced , San Luis Obispo, Monterey, Imperial, Tulare, Fresno, Riverside, Madera, Ventura and Santa Barbara
Black Worker Hub	Statewide

Priority Topics:

- i. Workplace health and safety and hazards such as heat illness
- ii. Paid sick leave
- iii. Wage Theft
- iv. Workers' compensation

- v. Anti-retaliation protections
- vi. Worker-related complaint and claim filing processes and procedures
- vii. Support filing complaints for workplace non-compliance

High-Risk Industries: Outreach will target industries in the workplace and include but not limited to:

- i. Agriculture
- ii. Car Wash
- iii. Food processing, including meatpacking
- iv. Foodservice, including restaurants, grocery, and retail
- v. Janitorial and hospitality
- vi. Warehouse/logistics
- vii. Manufacturing, garment
- viii. Residential Care
- ix. Others as identified by CBOs

Rural Strategic Engagement Program: CWOP 5.0/6.0 expands its reach to rural and agricultural workers with new services with its Rural Strategic Engagement Program. This program will offer in-person clinics for people to access services in farmworker communities, including legal assistance. These clinics will provide direct communication between workers and the Labor Commissioner's Office, Cal/OSHA, the Division of Workers Compensation, and other state labor organizations such as the Agriculture Labor Relations Board and the Employment Development Department. The goal is to help workers better understand their protections under the labor code and to simplify their access to state enforcement agencies. Funding for this program will assist people in resolving compensation, labor law, and workplace issues in areas with high numbers of farm workers.

C. CWOP 5.0/6.0 will allow organizations to participate in four (4) different roles:

1. **Activators:** Applicants should consider this role if they are interested in solely engaging in direct outreach to workers and distributing existing or pre-approved DIR materials. Outreach deliverables will include door-to-door canvassing, phone banking, and outreach at events or high-traffic areas, and meetings (interactive, virtual, or in-person). Applicants for this role will be expected to demonstrate experience in engaging workers in the priority industries of CWOP 5.0/6.0. The maximum funding amount for these organizations will be **up to** \$200,000 per grantee, every 12 months for two consecutive years with satisfactory performance goals.
2. **Activators Plus:** These organizations will be Activators who select at least one additional activity. Additional activities are funded between \$25,000-\$125,000, every 12 months for two consecutive years with satisfactory performance goals.

The four additional activities are:

- i. Coordination of outreach events
- ii. Providing direct support to workers
- iii. Conducting training
- iv. Providing technical assistance

Funding levels are determined by the scope of the activities the applicant describes in their application.

Coordination of Outreach Events

These organizations plan and coordinate at least two large-scale outreach events and four small events annually, in partnership with state departments and community groups throughout the region. This can include multi-day events, planning and conducting large-scale or region-wide presentations, or outreach events for workers. Groups will be expected to demonstrate their experience planning and coordinating such events.

Examples of multi-day events and large-scale in-person outreach events:

- I. Any events and meetings with greater than 125 or more attendees
- II. Conferences
- III. Multi-agency and labor rights activities
- IV. Large community and cultural events
- V. Summits

Examples of small-scale in-person outreach events:

- i. Events with fewer than 125 attendees
- ii. Caravan
- iii. Resource Fair
- iv. Workshop
- v. Day of Recognition
- vi. Labor Rights Week
- vii. Memorial events
- viii. Farmworker Awareness Week

Direct Support to Workers

These organizations provide direct support to workers to navigate the complaint or claim process with state agencies. Support constitutes assistance in preparing a claim or complaint to the DIR Divisions (e.g., filling out forms or collecting documentation), filing a claim or complaint with the DIR Divisions, or representing a worker in the claim or complaint process (must comply with DIR Division requirements). Applicants will participate in the development of informational outreach materials.

Train Worker-Leaders

These organizations develop the capacity of other Activators, by increasing their knowledge of the complaint or claim process at the Division of Occupational Health and Safety (Cal/OSHA), the Division of Labor Standards and Enforcement, also known as the Labor Commissioner's Office (LCO), and the Division of Workers Compensation (DWC). They will develop and conduct at least quarterly training for staff grantees on the priority topics identified for CWOP and for workers engaged by Activators.

The organizations will train worker-leaders to disseminate information about workplace protections. Training should be at least one hour long, be focused on skill-building, and include participatory activities to prepare staff or worker-leaders to guide workers in identifying potential workplace violations, collecting evidence to support a claim, and taking steps to address the violation, either informally (e.g., through a demand letter or negotiations with an employer) or through a claim or complaint to a DIR Division. Training materials, such

as slides, notes, handouts, or other informational and outreach materials, should be provided to trainees. Training can be in-person or remote video presentations that can be recorded for distribution, as determined by DIR. Training programs that include built-in assessments will be given priority.

Technical Assistance

These organizations will provide technical assistance to CWOP grantees on CWOP topics, including legal expertise or support to organizations in guiding workers through the claim or complaint processes with the DIR Divisions. They will also train staff of non-CWOP organizations that interface regularly with target populations (e.g., community health clinics, community service organizations, organizations that support small businesses, and faith leaders). Technical assistance includes consultation on interpreting laws, regulations, or guidelines, identifying what workers may need to advocate with employers, suggesting tools that can be used to gather information, and suggesting actions to support workers including various strategies to address problems or how to file effective complaints or claims with DIR Divisions. Technical Assistance will not include direct representation or advocacy for individual claims or contacting state agencies to seek assistance with individual claims. Applicants will participate in the development of informational outreach materials.

Applicants for this role should demonstrate their expertise, legal or otherwise, in developing training on CWOP priority issues, leading training for staff of organizations or workers, supporting or representing workers with claims before DIR Divisions, or developing communications strategies.

The maximum amount of funding for Activator Plus will be \$350,000. Applicants must provide two (2) Grantee Reference Forms to apply for Activator Plus. Additional funds for activator outreach activities will be determined by the scope of activities the applicant describes up to \$200,000.

All applicants for this role must demonstrate at least 12 months of experience with the activities described.

3. **Regional Leads:** These organizations will:
 - i. Work closely with organizations throughout their respective regions to track and coordinate outreach activities.
 - ii. Engage CWOP grantees to identify training needs and emerging issues.
 - iii. Identify outreach asset needs in their region.
 - iv. Convene one (1) coalition meeting per month.
 - v. Conduct one (1) monthly one-on-one check-in meeting with each CBO in their region to discuss outreach and program activities, support needed, successes, and challenges.
 - vi. Produce a high-level outreach and engagement calendar for each region detailing planned community activities, trainings, and events in the region.
 - vii. Support Activators Plus in the coordination of regional outreach events or trainings.
 - viii. Meet monthly with DIR to report on the outreach activity, needs, and training requests of the organizations in their region, and assist DIR in developing an agenda for community of practice meetings and statewide briefings.

Regional Leads are invited to participate or designate a regional representative in a committee coordinated by DIR that will meet every other month to review outreach asset

needs, develop new outreach materials that are responsive to emerging issues or specific needs in regions, and collect feedback from other Regional Leads.

Each region may have more than one organization serve as a Co-Regional Lead, but there will be no more than \$700,000 allotted per region every 12 months for two consecutive years with satisfactory performance goals.

These organizations can conduct direct outreach to workers with up to 25% of their budget. They will be required to demonstrate experience coordinating activities of multiple organizations at a regional level and experience engaging and coordinating with state or other governmental entities. They will also assist grantees with reporting. They must demonstrate experience with supporting grant management or compliance. Regional leads will also sub-contract up to \$300,000 or 40% of funding to organizations for discrete projects that advance the CWOP mission, including outreach to specific communities.

Applicants must provide two (2) Grantee Reference Forms to apply for Regional Lead. All applicants for this role must demonstrate at least 12 months of experience with the activities described.

4. **Rural Strategic Engagement (RSE) Program Clinic Hosts:** Under the approved budget change proposal (https://bcp.dof.ca.gov/2425/FY2425_ORG7300_BCP7333.pdf), applicants will work with DIR, its divisions, and other state partners such as the Labor and Workforce Development Agency, the Agriculture Labor Relations Board (ALRB) and Employment Development Department (EDD) to organize, establish, and host regular clinics with legal services.

At these clinics, applicants will:

- i. Collaborate with state partners to provide informational sessions and training for workers
- ii. Provide direct access to state entities for workers to file or follow up on claims or complaints
- iii. Provide legal consultation and support to workers on workplace issues under the California Labor Code in collaboration with at least one identified legal service provider¹
- iv. Collaborate with an evaluation team selected by DIR. This may include participating in focus groups or one-on-one meetings, assisting in connecting the evaluation team to workers participating in clinics, reviewing and assisting in the development of implementation protocols, and assisting in designing and implementing surveys or testing
- v. Collaborate with the state partners to identify and secure a location for the clinic in the priority rural areas outlined above. The location must allow for informational presentations, seating for workers, tables for state partners, and private spaces for consultations with state agencies or legal service providers.
- vi. Collaborate with state partners on establishing an operational plan, protocol for the clinics, and follow-up for post referrals or claims. Applicants will collaborate with state partners on identifying informational and training needs for the clinic.
- vii. Designate staff to promote the clinic and conduct outreach to workers to attend the clinic, coordinate and arrange logistics for the clinic in collaboration with DIR, and prepare workers who seek to file claims and complaints (e.g., ensuring worker has necessary information and documentation) and schedule workers for consultations with legal service providers. Applicant staff will be the primary responsible party for promoting

¹DIR is using the State Bar definition of “legal service provider: as an organization providing free Civil representation to indigent Californians (See, Business and Profession Code Sections 6210-6228).

the clinic. Staff will be required to conduct follow-up with workers who have attended the clinic to confirm services that the worker may have obtained at the clinic.

- viii. Application should include a letter of commitment from a legal service provider. Applicant should develop a plan to provide legal services to farmworkers that may include providing technical assistance to applicant staff on preparing workers to attend a legal clinic, training for applicant staff to support workers on administrative claims, providing in-person or remote consultation **with a legal services provider** to workers at the clinic on options to resolve a legal issue, or providing representation to workers that opt to proceed with a claim or complaint with the state agency. Applicants must be prepared to identify the legal service provider's full name, point of contact, and EIN.

For applicants engaging indigenous language speakers, organizations will be able to include interpretation costs for these services in the proposed budget. (DIR can provide interpretation in other languages in certain cases).

Applicants **may apply** for up to \$500,000 to host the clinics, including costs for a sub-grant to the legal service provider, every 12 months for two consecutive years with satisfactory performance goals.

Applicants must provide two (2) Grantee Reference Forms to apply for RSE Clinic Host. All applicants for this role must demonstrate at least 12 months of experience with the activities described.

All applicants for this role must demonstrate at least 12 months of experience with the activities described.

APPLICANT ELIGIBILITY

To be considered for this application:

- a. The Applicant, or its Fiscal Sponsor, must have an active and approved tax-exempt 501(c)(3), 501(c)(4), or 501(c)(5) status or be classified as a public charity by the Internal Revenue Service (IRS) under the Internal Revenue Code.
- b. The Applicant, or Fiscal Sponsor, must submit an IRS Form 990. The IRS Form 990 must be for the 2022 or 2023 tax year and show a gross revenue of over \$50,000. IRS 990 Postcards or Form 990-N will not be accepted.
- c. If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.
 - Form 990-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
 - Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- ci. The Applicants, except Activators, must be able to demonstrate more than twelve (12) months of experience successfully managing grant(s) or contract(s) similar to that required of the role(s):
 - i. Activator Plus
 - ii. Regional Lead
 - iii. Rural Strategic Engagement Clinics

Grant Timeline

Oct 11, 2024 to Oct 30, 2024	Draft Grant Solicitation posted on the website for public comment
Oct 31, 2024 to Nov 11, 2024	Draft Grant Solicitation revised based on public comment
Nov 18, 2024 to Nov 21, 2024	Final Grant Posted to the DIR CWOP website
Nov 21, 2024 to Dec 23, 2024	Final Grant Solicitation available for submission
<u>Jan 10, 2025</u>	
Dec 26, 2024 to Jan 3, 2025	Selection <u>Screening</u>
<u>Jan 13, 2025 to Jan 24, 2025</u>	
Jan 6, 2025 to Jan 10, 2025	Estimated Announcement of Grant Awards
<u>Jan 31, 2025</u>	
Jan 13, 2025 to Jan 15, 2025	CWOP Orientation
<u>Feb 3, 2025 to Feb 6, 2025</u>	
Jan 13, 2025 <u>Feb 3, 2025</u>	CWOP Programming Begins
Dec 31, 2026 <u>Feb 27, 2027</u>	CWOP Programming Ends

DEADLINE

Applicants must complete the entire electronic application by Monday, December 23, 2024, **Friday, January 10, 2025**, at 5 PM PST, including the upload of required attachments.

Applicants must complete the entire electronic application by Monday, December 23, 2024, **Friday, January 10, 2025**, at 5 PM PST, including the upload of required attachments.

Applicants are strongly encouraged to allocate additional time prior to the submission deadline to submit their applications and to correct errors identified in the validation process. Applicants are also encouraged to check the status of their application submission to determine if the application is complete and error-free.

Applicants should allow enough time to prepare and submit the application. DIR recommends applicants submit their electronic application 24 to 48 hours before the application due date. If any technical problems occur, this extra time should allow applicants to resolve those problems and re-submit the application by the due date.

INSTRUCTIONS

- DIR recommends that applicants use this [downloadable form](#) to draft all responses. This will allow applicants to work on the request with others and make notes before starting the online submission process. We encourage applicants to convert the downloadable form listed above into a Word document to draft responses they can copy and paste into the online application.
- Applicants who do not have the technology to apply online, or lack an internet connection, may request a waiver of electronic submission. Applicants may email their application to DIR at CWOP@dir.ca.gov on or before the application due date.
- Fields with asterisks (*) are required.
- All questions have a maximum word count of 400. ~~Some questions have maximum word counts.~~ Responses that exceed the word count limit will not be reviewed. Use a word count tool to check responses.
- ~~Applicants may apply for more than one role in a single application as described above.~~

REQUIRED DOCUMENTS

All the following documents must be submitted to DIR by the deadline for the application to be deemed timely filed and complete, except as noted below for applications with fiscal sponsors:

- Electronic application
- 501(c)(3), 501(c)(4), and **or** 501(c)(5) status (IRS **determination** letter)
- IRS Form 990 from 2022 or 2023

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- [STD204/STD205](#) Payee Data Record
- [Grantee Reference Forms](#)
- **One (1) Grantee Reference Form if applying for Activator, or two (2) if applying for Activator Plus, Regional Leads or RSE Clinic Host**

If an applicant has a fiscal sponsor, the grant agreement will be under the fiscal sponsor's name. Applicants applying under a fiscal sponsor will need to submit these documents from the fiscal sponsor:

- 501(c)(3) 501(c)(4), and **or** 501(c)(5) status (IRS determination letter)
- IRS Form 990 from 2022 or 2023

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- [STD204/STD205](#) Payee Data Record
- [Grantee Reference Forms](#)
- **One (1) Grantee Reference Form if applying for Activator, or two (2) if applying for Activator Plus, Regional Leads or RSE Clinic Host**
- Memorandum of Understanding between Fiscal Sponsor and Organization

RESOURCES FOR ASSISTANCE

For technical problems applying, contact CWOP@dir.ca.gov. For requests for accommodations, contact CWOP@dir.ca.gov.

GRANT PERIOD AND AMOUNT

The grant performance period will be from ~~January 1, 2025, to December 31, 2026~~ **February 3, 2025, to February 27, 2027.**

Grant applications will be evaluated and considered for awards based on the four roles that are aimed at targeting different scopes of outreach. Applicants will be responsible for determining which role(s) to apply for based on the eligibility requirements outlined in Section C. DIR has the final discretion to determine grant award amounts.

Role	Award Amount up to
Activator	\$200,000
Activator Plus	\$350,000
Regional Lead	\$700,000 (10 max)
Rural Strategic Engagement Clinic Host	<u>\$250,000 - \$500,000 (*To apply as an RSE Clinic Host the organization must provide in-house qualified legal services or apply jointly with a legal provider.)</u>

EXPENSES

ELIGIBLE ACTIVITIES/COSTS

CWOP grants provide funds that may be used for a wide variety of operational and program functions, including but not limited to:

- i. Staff salaries
- ii. Payments to contracted technical or administrative professionals
- iii. Telephone, shipping, and postage costs
- iv. Space rental and occupancy costs (maintenance, security, insurance, utilities, etc.)
- v. Printing, advertising, and marketing costs
- vi. Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- vii. Travel and conference expenses for staff and volunteers to attend DIR-sponsored or approved workshops, community convenings, collective impact table events, etc.
- viii. Production costs
- ix. Materials and supplies

INELIGIBLE ACTIVITIES/COSTS

A. Due to the nature of this funding source (public), the following activities are not permitted, will not be reimbursed, and may not be included as part of this Agreement:

- i. Expenses incurred outside of the funding period
- ii. Brick and mortar or capital improvements/construction
- iii. Elimination or reduction of existing debt
- iv. Benefits, fund-raisers, and social events
- v. Food and beverages
- vi. Scholarship assistance for academic or non-academic programs
- vii. Political contributions
- viii. Lobbying activities
- ix. Legal fees not related to the Rural Strategic Engagement Program
- x. Religious programming, activities, or paraphernalia
- xi. Expenses for programs that occur in spaces that are not ADA-compliant
- xii. Insurance premiums as a separate line item

B. The following activities will be permitted, subject to the following limitations:

- i. Partial rent and utilities associated with the project should reflect months of work based on an appropriate full-time equivalent (FTE) percentage
- ii. Data management and software subscription/license costs, only upon request/approval
- iii. Purchase of personal protective equipment (PPE) on a case-by-case basis
- iv. COVID-19 Testing Kits for distribution on a case-by-case basis
- v. Functional Promotional Items, only upon request/approval
- vi. Any produced videos, websites, or creative materials will require DIR approval. Any proposed video project requests will require a standard work-for-hire provision

EVALUATION OF APPLICATION

DIR will use the criteria below to evaluate applications.

- A. **Administrative Review:** DIR will review each application received by the deadline to confirm compliance with all technical administrative requirements. DIR will confirm the presence and compliance of all the following:

Minimum Qualifications (PASS/FAIL)

- 501(c)(3) 501(c)(4), ~~and~~ **or** 501(c)(5) status (IRS determination letter)
 - If you have a Fiscal Sponsor, please submit a Memorandum of Understanding between Fiscal Sponsor and Organization
- IRS Form 990 from 2022 or 2023

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- If you have a Fiscal Sponsor and Organization, please attach your Fiscal Sponsor's Tax Form 990

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
-
- [STD204 Payee Data Record Form](#) and [STD 205](#) if applicable
- Current Entity Status Letter from the California Franchise Tax Board
- Screenshot showing Charity Status from DOJ
- [Grantee Reference Form](#)
- **One (1) Grantee Reference Form if applying for Activator, or two (2) if applying for Activator Plus, Regional Leads or RSE Clinic Host**

During the administrative review, if any of the required documents are missing or if required documents have been modified or contain alterations, DIR may reject the application as incomplete, and it will not be evaluated further. DIR reserves the right to ask clarifying questions during this evaluation.

- B. **Technical Review:** Applications meeting the administrative review minimum qualifications will be technically evaluated. The State will select an evaluation team that will be responsible for the review and evaluation of the RFA selection criteria using the scoring rubric below.

Technical Review	
Criteria	Points Available
<p>Criteria 1: Experience</p> <p>The maximum score will be awarded to applications that demonstrate, through their Grantee Reference Form, that the Applicant has experience managing grants or contracts with similar funding size and scope to that described in this RFA, including the role and amount the applicant has requested, and that the Reference Forms indicate the applicant had best-in-class performance and that federal, state, or local grants are referenced in the form. Noted experience conducting the activities relevant to the role requested as stated within the RFA will also be evaluated.</p>	15
<p>Criteria 2: Organizational Capacity</p> <p>The maximum score will be awarded to applications that demonstrate organizational capacity to manage the award at the size and scale that is requested and for the role(s) they applied for. Proof of staffing plan and establishment in the community to be served.</p>	15
<p>Criteria 3: Project Scope</p> <p>The maximum score will be awarded to applications that identify the capacity to reach target population(s) within the CWOP scope; rationale for the population focus and past successes; data utilization for decision making; and strategies for integrating language access and cultural competency for each role.</p>	12
<p>Criteria 4: Previous CWOP Participation</p> <p>The maximum score will be awarded to applications that have participated in CWOP.</p>	
<p>Criteria 5: Tactics, Populations and Geography</p> <p>The maximum score will be awarded to applications that prioritize outreach services in geographies where there are high populations of workers in target industries, where there are high levels of workplace violations, and that have a comprehensive approach with outreach tactics, languages served, and populations reached. Two extra points will be given to organizations that develop outreach materials for Indigenous communities.</p>	20 (+2)
<p>Additional Roles Criteria- This section only applies to Activators Plus, Regional Leads, and RSE Clinic Hosts.</p> <p>Organizations who apply for Activator Plus, Regional Lead, or Rural Strategic Engagement Clinic Hosts roles must have at least 12 months of experience carrying out the scope as stated in the description of the role.</p>	15-17

<p>Activator Plus 15 max</p> <p>The maximum score will be awarded to applicants who demonstrate expertise and years of experience coordinating large-scale events, providing direct support to workers, conducting training and providing CBOs with technical assistance.</p> <p>Event Coordination</p> <p>Event coordination includes planning and coordinating at least <u>two-yearly large-scale outreach events and four annual</u> small events in partnership with state departments, and community groups throughout the region. This can include multi-day events and planning and conducting large-scale or region-wide presentations or outreach events to workers. Groups will be expected to demonstrate their experience planning and coordinating such events.</p> <p>Examples of multi-day events and large-scale outreach events:</p> <ul style="list-style-type: none"> i. Any events or meetings with greater than 125 or more attendees ii. Conferences iii. Multi-agency and labor rights activities iv. Large community and cultural events v. Summits <p>Examples of small scale in-person outreach events:</p> <ul style="list-style-type: none"> I. Events with fewer than 125 attendees II. Caravan III. Resource Fair IV. Workshop V. Day of Recognition VI. Labor Rights Week VII. Memorial events VIII. Farmworker Awareness Week <p>Direct Support to Workers</p> <p>The maximum score will be awarded to applicants who demonstrate the ability to provide direct support to workers to navigate the complaint or claim process with state agencies. Support constitutes assistance in preparing a claim or complaint to the DIR Divisions (e.g., filling out forms or collecting documentation), filing a claim or complaint with the DIR Divisions, or representing a worker in the claim or complaint</p>	<p>15(+2)</p>
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process (must comply with DIR Division requirements). Applicants will participate in the development of informational outreach materials.

Train Worker-Leaders

The maximum score will be awarded to applicants who demonstrate that they can develop the capacity of other Activators, by increasing their knowledge of the complaint or claim process at the Division of Occupational Health and Safety (Cal/OSHA), the Division of Labor Standards and Enforcement, also known as the Labor Commissioner's Office (LCO), and the Division of Workers Compensation (DWC). They will develop and conduct at least quarterly training for staff grantees on the priority topics identified for CWOP, as well as for workers engaged by Activators.

The organizations will also be able to train worker-leaders to disseminate information about workplace protections. Training should be at least one-hour long, be focused on skill-building, and include participatory activities to prepare staff or worker leaders to guide workers in identifying potential workplace violations, collecting evidence to support a claim, and taking steps to address violations, either informally (e.g., through a demand letter or negotiations with an employer) or through a claim or complaint to a DIR Division. Training materials, such as slides, notes, handouts, or other informational and outreach materials should be provided to trainees. Trainings can be in-person or remote video presentations that can be recorded for distribution, as determined by DIR. Training programs that include built-in assessments will be given priority.

~~Two extra points will be given to organizations that will develop outreach materials for Indigenous communities.~~

Technical Assistance

The maximum score will be awarded to applicants who demonstrate that they can provide technical assistance to CWOP grantees on CWOP topics, including legal expertise or support to organizations guiding workers in the claim or complaint processes with DIR Divisions. They will also be able to train staff of non-CWOP organizations that interface regularly with target populations (e.g., community health clinics, community service organizations, organizations that support small businesses, and faith leaders).

*Technical assistance includes consultation on interpreting laws, regulations, or guidelines, identifying what workers may need to advocate with employers, suggesting tools that can be used to gather information, and suggesting actions to support workers including various strategies to address problems or how to file effective complaints or claims with DIR Divisions. Technical Assistance will not include direct representation or advocacy for individual claims or contacting state agencies to seek

<p>assistance with individual claims. Applicants will participate in the development of informational outreach materials.</p>	
<p>Regional Lead 15 Max The maximum score will be awarded to applicants who demonstrate the ability to track and coordinate outreach activities at a regional level. Identify strategies to assist the potential CWOP grantees with training needs, emerging issues, and how to identify outreach asset needs in each region. Describe the coordination of multi-organizational activities at a regional level and provide previous experience engaging and coordinating with state or other governmental entities and experience with supporting grantees with reporting compliance. Applicants must demonstrate their experience in developing outreach assets and address the history of developing materials with state or other governmental entities that are responsive to emerging issues or specific needs in regions. Applicants must demonstrate the ability to support Activators Plus in coordinating regional outreach events or training.</p>	<p>15</p>
<p>Rural Strategic Engagement Clinic Hosts 15 max The maximum score will be awarded to applicants who describe the organization's ability to collaborate with state partners to provide informational sessions and training for workers, provide direct access to state entities for workers to file or follow up on claims or complaints, and provide legal consultation and support to workers regarding workplace issues under the California Labor Code.</p> <p>The maximum score will be awarded to applicants who demonstrate the capacity of the organization to collaborate with an evaluation team, selected by DIR, assist in connecting the evaluation team to workers participating in clinics, review and assist in the development of implementation protocols, and assist in designing and implementing surveys or testing.</p> <p>Two extra points will be given to organizations that serve the following counties: Stanislaus, San Joaquin, Sacramento, Yolo, Sonoma, Butte, Shasta, Kern, Kings, San Luis Obispo, Merced, Monterey, Imperial, Tulare, Fresno, Riverside, Madera, Ventura and Santa Barbara.</p>	<p>15(+2)</p>
<p>The base score is contingent upon what role the applicant applies for.</p> <p>Base score for Activator: 72 points Base score for Activator Plus: 87 points Base score for Regional Lead: 87 points Base score for RSE Clinic Hosts: 87 points</p>	

APPLICATION

SECTION 1: APPLICANT ELIGIBILITY CHECKLIST

Is your organization, or fiscal sponsor, if it has one, in active status with the California Franchise Tax Board?

- If Yes – continue
- If No – terminate application

Note: Applicants are required to upload a current Entity Status Letter from the Franchise Tax Board. You can check your status by clicking [here](#).

Is your organization, or fiscal sponsor, if it has one, certified with the Registry of Charities or Fundraisers at the California Department of Justice (DOJ)?

- If Yes – continue
- If No – terminate application

Is your organization, or fiscal sponsor, if it has one, a 501(c)(3), 501(c)(4), or a 501(c)(5) status organization as defined by the Internal Revenue Code and determined by the IRS?* (required field) Applicants are required to upload a copy of the 501(c)(3), 501(c)(4), or a 501(c)(5) IRS Determination Letter within this grant application.

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- If Yes – continue
- If No – terminate application

Did your organization, or fiscal sponsor, if it has one, file a 2022 or 2023 IRS Form 990? (~~IRS 990 postcards or Form 990-N will not be accepted~~)

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- If Yes – continue
- If No – terminate application

Note: Applicants are required to upload a copy of the 2022 or 2023 IRS Form 990 within this grant application.

For those applying to Activator Plus, Regional Lead, or Rural Strategic Engagement Clinic Host: Does your organization at least have more than 12 months of experience working as a 501(c)(3), 501(c)(4), or a 501(c)(5) charitable organization, or through an MOU with a 501(c)(3), 501(c)(4), or a 501(c)(5) Fiscal Sponsor, for the role(s) selected?

- If Yes – continue
- If No – terminate application
- N/A, applying as Activator only – continue

SECTION 2: AMOUNT REQUESTED

A. Please select **the role(s)** the Applicant wishes to apply for:

- Activator
- Activator Plus
- Regional Lead
- Rural Strategic Engagement Program
 - Conditional: Will you apply with a legal service provider?
 - Yes, enter name of legal service provider:
 - No
 - **Enter name of legal service provider**

B. What is the total grant amount requested?

SECTION 3: ORGANIZATION INFORMATION

1. Organization Legal Name. Enter the full legal name of the applicant organization; do not use acronyms or abbreviations. This should be the same as it appears on the 2022 or 2023 IRS Form 990 that is attached to this grant application.
If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.
 - Form 900-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
 - Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
2. Organization Acronym, if applicable
3. Does the Applicant have a fiscal sponsor? If yes, the grant agreement will be under the fiscal sponsor's name.
 - Yes
 - No
4. [Conditional based on #3] Full legal name of the fiscal sponsor.
5. [Conditional based on #3] Contact name (first and last name) of the fiscal sponsor.
6. [Conditional based on #3] Contact title of fiscal sponsor.
7. [Conditional based on #3] Contact email address of fiscal sponsor.
8. [Conditional based on #3] Contact phone number of fiscal sponsor.
9. Employer Identification Number (EIN). If the Applicant has a fiscal sponsor, please provide the fiscal sponsor's EIN (ex: 12-1234567).
10. Headquarter Address
11. Headquarter City
12. Headquarter State
13. Headquarter Zip Code
14. Headquarter Phone Number
15. Organization Website

16. Organization Social Media Profiles. If your organization does not have an account for the platform, enter N/A.

- Facebook:
- X (formerly known as Twitter):
- Instagram:
- YouTube:
- TikTok:
- WhatsApp:
- Snapchat:
- BlueSky:
- Other, specify:

17. Authorized Signer First Name If the Applicant has a fiscal sponsor, the authorized signer must be the fiscal sponsor.

18. Authorized Signer Last Name

19. Authorized Signer Title

20. Authorized Signer Email

21. Authorized Signer Phone Number

22. Programmatic Contact First Name

23. Programmatic Contact Last Name

24. Programmatic Contact Title

25. Programmatic Contact Email

26. Programmatic Contact Phone Number

27. Admin/Billing/Invoicing Contact First Name

28. Admin/Billing/Invoicing Contact Last Name

29. Admin/Billing/Invoicing Contact Title

30. Admin/Billing/Invoicing Contact Email

31. Admin/Billing/Invoicing Contact Phone Number

32. Additional Contact First Name (optional)

33. Additional Contact Last Name (optional)

34. Additional Contact Title (optional)

35. Additional Contact Email (optional)

36. Additional Contact Phone Number(optional)

37. Organization Mission Statement (400100-word limit)

38. Organizational operational budget from previous fiscal year 2024-20352025:

*Note: Applicants are required to upload a copy of their organizational operational budget from the previous fiscal year within this grant application.

39. Year Established

SECTION 4: EXPERIENCE

40. Please demonstrate your experience managing grants or contracts with a funding size and scope similar to that described in this RFA, including the role and amount you have requested. Please include one documented reference on the Grantee Reference Form. Max ~~11~~ 15 points
41. How many years has the applicant provided outreach and education to workers? The applicant itself (not its fiscal sponsor) must have at least 1 year of experience.
- i. 1-2 years
 - ii. 3-5 years
 - iii. 6-10 years
 - iv. Over 10 years

SECTION 5: ORGANIZATIONAL CAPACITY

42. Please describe and provide details about your organizational capacity to manage an award at the requested size and scale for the role you are applying for, a draft staffing plan, and proof of the establishment in the community to be served. Max 5 points
43. Describe two successful culturally relevant approaches the Applicant has used in the past two years to conduct outreach and education to CWOP priority populations. How does the Applicant's mission and proposed project align with this DIR goal? (~~400-500~~ word limit) Max 5 points
44. What is the staffing structure the project will use to carry out the plan? (~~400-250~~ word limit) Max 5 points

SECTION 6: PROPOSED PROJECT

45. Please respond to the following questions by referring to the Applicant's intended outreach and education activities. Please provide specific examples.
- a. Identify your organization's capacity to reach target population(s) within the CWOP scope. Identify your population focus and past successes; data utilization for decision making; strategies for integrating language access and cultural competency for the role you are applying for and the populations you plan to serve. Max ~~62~~ 60 points
 - b. Describe the population or populations (such as demographics and geographic areas) you intend to serve within the CWOP scope. Identify data utilization for decision making; strategies for integrating language access, and cultural competency for the role you are applying for and the populations you plan to serve. Max ~~6+0~~ 60 points

SECTION 7: OUTREACH ACTIVITIES

Please respond to the following about the outreach activities the applicant intends to conduct for the DIR-designated campaigns.

- A. For each role you wish to apply, please complete the following charts based on your projected outreach efforts:

ACTIVATOR				
Activity	Door-to-Door	Phone banking	Community Canvassing	Events
# of workers engaged				

ACTIVATOR PLUS		
Outreach Activity – Description	# of Workers Reached	# of Organizations Engaged

EVENT COORDINATION		
Large Scale =>125	Activity	# of attendees
Small Scale <125	Activity	# of attendees

DIRECT SUPPORT to WORKERS		
Direct Support – Description	# of Workers Supported in Preparing or Filing Complaints or Claims (e.g., intake interviews, gathering evidence, drafting claim or complaint)	# of Workers Represented before DIR Divisions

TECHNICAL ASSISTANCE	
Technical Assistance Description	# of Hours of Technical Assistance Per Week

TRAINING to WORKER LEADERS	
Training Description	# of Trainings to be Provided

REGIONAL LEAD	
Training Description	# of Trainings to be Provided

RURAL STRATEGIC ENGAGEMENT CLINIC HOST	
<p>Clinic Description - There will be "One Stop Shop" clinics on a regular basis at a fixed location identified with the applicant. The applicant, LWDA and DIR will coordinate the presence of LCO, Cal/OSHA, ALRB, and EDD's MSFW program (and possibly DI and UI representatives) so that farmworkers are able to engage the appropriate agency for the workplace issue they are facing. At these clinics, DIR, LWDA, ALRB, and EDD will provide both informational presentations as well as one on one consultations in collaboration with a legal service provider to address specific questions, provide legal aid services by way of the applicant and the legal service provider the applicant must partner with. <u>At these clinics, DIR, LWDA, ALRB, and EDD, in partnership with the applicant and its legal service provider, will provide both informational presentations as well as one-on-one consultations to address specific questions and provide legal aid services.</u> The clinics will help workers that have complaints/claims. The applicant will coordinate with state agencies for outreach to workers to attend the events. Language access will be determined upon the need of the community being served.</p> <p>The applicant will discuss the best times to have the clinics with the state agencies for each region. The applicant will know what their community schedules look like and will be the best source to know whether it is better to hold the clinics on the weekends or after hours. However, most workers prefer events on the weekends, as they have more time to ask questions and get information.</p>	<p>There will be a minimum of 6 Clinics in the following locations: Stanislaus, San Joaquin, Sacramento, Yolo, Sonoma, Butte, Kern, <u>Kings, Merced</u>, San Luis Obispo, Shasta, Monterey, Imperial, Tulare, Fresno, Riverside, Madera, Ventura and Santa Barbara</p> <p>Identify the location of clinics planned</p>
<p>At these clinics, applicants will collaborate with State partners to provide informational sessions and training for workers, provide direct access to state entities for workers to file or follow-up on claims or complaints, and provide legal consultation <u>from the legal services provider</u> and support to workers regarding workplace issues under the California Labor Code.</p>	<p># of Trainings to be Provided</p>

SECTION 8: AREAS OF SERVICE AND POPULATION SERVED UNDER THIS GRANT

46. Please provide an outreach plan to serve communities where there are high populations of workers in target industries, where there are high levels of workplace violations, and that have a comprehensive approach with outreach tactics, languages served, and populations reached. Max points 5
47. Please describe the outreach tactics/strategies you will use to reach the populations, demographics, and communities where there are high populations of workers in target industries and where there are high levels of workplace violations. Max points 5
48. Describe the industries and regions (such as demographics and geographic area) the Applicant intends to serve, why it wishes to focus on those, and how it has served them in the past? (~~400~~250-word limit) Max points 5
49. How will the Applicant's project address barriers to language and communication access for the CWOP priority industries and regions? (~~400~~250-word limit)
50. What race/ethnicity does the applicant plan to serve under this grant? Select all that apply. Max points 5
- American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic/Latino
 - Native Hawaiian or Other Pacific Islander
 - White
 - Multi-Racial
 - Other, specify:
51. What populations does the Applicant plan to serve under this grant? Select all that apply.
- Children under 5
 - Youth (6 to 18)
 - People experiencing homelessness/non-conventional housing
 - Households with limited English proficiency
 - Immigrants and Refugees
 - LGBTQ+
 - Households with limited access to broadband
 - People with disabilities
 - Homeowners
 - Renters
 - Rural areas
 - Older adults
 - Veterans
 - Farmworkers
 - Other, specify:
52. What industries does the Applicant primarily serve? Select all that apply.
- Agriculture
 - Car Wash
 - Food processing, including meatpacking
 - Food service, including restaurants, grocery and retail
 - Janitorial and hospitality
 - Warehouse/logistics

- Manufacturing, garment
- Residential Care
- Other, specify: In what language(s) will the Applicant conduct outreach? Select all that apply.
 - American Sign Language
 - Amharic
 - Arabic
 - Armenian
 - Assyrian/Neo-Aramaic
 - Bosnian
 - Burmese
 - Cantonese
 - Chatino
 - Dari
 - English
 - Farsi
 - Fijian/Vakaviti
 - French/Haitian Creole
 - Greek
 - Hindi
 - Hmong
 - Japanese
 - K'iche' / Quiché
 - Karen
 - Khmer
 - Korean
 - Laotian
 - Mandarin
 - Marshallese
 - Mayan/Mam
 - Mien
 - Mixteco
 - Mongolian
 - Neo-Aramaic
 - Nepali
 - Pashto
 - Purepecha
 - Portuguese
 - Punjabi
 - Russian
 - Samoan
 - Serbo-Croatian
 - Somali
 - Spanish
 - Swahili
 - Tagalog (and Filipino)
 - Telugu
 - Tibetan
 - Tigrinya
 - Tongan

- Triqui
- Ukrainian
- Urdu
- Vietnamese
- Zapoteco
- Other, specify:

53. What regions and counties does the Applicant intend to serve under this grant? Select all that apply.

- San Diego Region/County
- Imperial Region/County
- Los Angeles & Orange Region
 - i. Los Angeles County
 - ii. Orange County
- Inland Empire Region
 - i. San Bernardino County
 - ii. Riverside County
- Central Coast Region
 - i. Ventura County
 - ii. Santa Barbara County
 - iii. San Luis Obispo County
 - iv. Monterey County
 - v. San Benito County
 - vi. Santa Cruz County
- Bay Area Region
 - i. Santa Clara County
 - ii. San Mateo County
 - iii. Alameda County
 - iv. San Francisco County
 - v. Contra Costa County
 - vi. Marin County
 - vii. Solano County
 - viii. Sonoma County
 - ix. Napa County
 - x. Mendocino County
- Sacramento Region
 - i. Sacramento County
 - ii. Yolo County
 - iii. El Dorado County
 - iv. Placer County
 - v. Yuba County
 - vi. Amador County
 - vii. Calaveras County
 - viii. Sutter County
 - ix. Colusa County
- Northern Region of California Region
 - i. Alpine County

- ii. Butte County
- iii. Del Norte County
- iv. Glenn County
- v. Humboldt County
- vi. Inyo County
- vii. Lake County
- viii. Lassen County
- ix. Mariposa County
- x. Modoc County
- xi. Mono County
- xii. Nevada County
- xiii. Plumas County
- xiv. Shasta County
- xv. Sierra County
- xvi. Siskiyou County
- xvii. Tehama County
- xviii. Trinity County
- xix. Tuolumne County
- o San Joaquin Valley Region
 - i. Kern County
 - ii. Tulare County
 - iii. Kings County
 - iv. Fresno County
 - v. Madera County
 - vi. Merced County
 - vii. Stanislaus County
 - viii. San Joaquin County
- o Rural Strategic Engagement
 - i. Stanislaus County
 - ii. San Joaquin County
 - iii. Sacramento County
 - iv. Yolo County
 - v. Sonoma County
 - vi. Butte County
 - vii. Shasta County
 - viii. Kern County
 - ix. Kings County
 - x. Merced County
 - xi. San Luis Obispo County
 - xii. Monterey County
 - xiii. Imperial County
 - xiv. **Tulare County**
 - xv. **Fresno County**
 - xvi. **Riverside County**
 - xvii. **Madera County**
 - xviii. **Ventura County**
 - xix. **Santa Barbara County**

SECTION 9: CWOP PARTICIPATION

54. Which cohorts has your organization previously been part of? Select all that apply: Max points 10

- N/A
- CWOP 1 (2020-2021)
- CWOP 2 (2021-2022)
- CWOP 3 (2022-2023)
- CWOP 4 (2023-2024)

SECTION 10: ROLE-SPECIFIC QUERIES

Activator Plus

Please demonstrate your organization's experience with planning and coordinating small and large-scale events. This includes planning and coordinating events with state departments, and community groups throughout the region. This can include multi-day events and planning and conducting large-scale or region-wide presentations or outreach events to workers. Max points 5 Points

55. Provide a detailed plan and coordinate at least ~~quarterly large-scale and 8 small-scale outreach events~~ **two- yearly large-scale outreach events and four annual small events** in partnership with state departments, and community groups throughout the region. This can include multi-day events.

Examples of multi-day events and large-scale outreach events:

- i. Any events or meetings with greater than 125 or more attendees
- ii. Conferences
- iii. Multi-agency and labor rights activities
- iv. Large community and cultural events
- v. Summits

Examples of small-scale in-person outreach events:

- i. Events with fewer than 125 attendees
- ii. Caravan
- iii. Resource Fair
- iv. Workshop
- v. Day of Recognition
- vi. Labor Rights Week
- vii. Memorial events
- viii. Farmworker Awareness Week

56. Describe in detail your expertise and years of experience communicating, developing outreach assets, and training and providing CBOs with technical assistance*.
57. Technical assistance includes consultation on interpreting laws, regulations, or guidelines, identifying what workers may need to advocate with employers, suggesting tools that can be used to gather information, and suggesting actions to support workers including various strategies to address problems or how to file effective complaints or claims with DIR Divisions. Technical Assistance will not include direct representation or advocacy for individual claims or contacting state agencies to seek assistance with individual claims. Max points 5 ~~points~~
57. Demonstrate your ability to provide direct support to workers to navigate the complaint or claim process with state agencies. Support constitutes assistance in preparing a claim or complaint to the DIR Divisions (e.g., filling out forms or collecting documentation), filing a claim or complaint to the DIR Divisions, or representing a worker in the claim or complaint process (must comply with DIR Division requirements). Max points 5 ~~points~~

All applicants for this role must demonstrate at least 12 months of experience with the activities described. If not - 12 months - disqualified from this role

Regional Lead

58. Please provide an outreach plan in more than one DIR region or more than 3> languages and demonstrate the ability to collaborate with smaller-sized organizations to expand applicants' outreach and education services to additional vulnerable populations. Regional Leads will have to serve all areas designated as a minimum. Max 5 points
59. Demonstrate your ability to track and coordinate outreach activities at a regional level. Identify strategies to assist the potential CWOP grantees with training needs, emerging issues, and how to identify outreach asset needs in each region. Max 5 points
60. Describe in detail your experience coordinating multi-organizational activities at a regional level and provide previous experience engaging and coordinating with state or other governmental entities and experience with supporting grant management or compliance. Max 5 points

All applicants for this role must demonstrate at least 12 months of experience with the activities described. If not - 12 months - disqualified from this role.

Rural Strategic Engagement Clinic Hosts

61. Describe your organization's ability to collaborate with State partners to provide informational sessions and trainings for workers, provide direct access to state entities for workers to file or follow up on claims or complaints, and provide legal consultation and support to workers regarding workplace issues under the California Labor Code. Max points 7 ~~points~~
62. Demonstrate the capacity of your organization to collaborate with an evaluation team, selected by DIR, with assisting in connecting the evaluation team to workers participating in clinics, reviewing and assisting in the development of implementation protocols, and assisting in designing and implementing surveys or testing. Max points 8

All applicants for this role must demonstrate at least 12 months of experience with the activities described. If not - 12 months - disqualified from this role

SECTION 11: REQUIRED ATTACHMENTS

- IRS 501(c)(3), 501(c)(4), or a 501(c)(5) Tax Determination Letter. If the Applicant has a fiscal sponsor, please attach the fiscal sponsor's letter.
- Attach a Memorandum of Understanding between Fiscal Sponsor and Organization, if applicable
- IRS Form 990 from 2022 or 2023. If the Applicant has a fiscal sponsor, please attach your fiscal sponsor's Tax Form 990.

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 990-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- [STD204/STD205](#) Payee Data Record Form ([STD 204 Job Aide](#))
- [Grantee Reference Forms](#)
- **One (1) Grantee Reference Form if applying for Activator, or two (2) if applying for Activator Plus, Regional Leads or RSE Clinic Host**