

## OVERVIEW

### A. ABOUT 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 fifth iteration of CWOP is dedicated to empowering community-based organizations (CBOs) as trusted messengers, delivering crucial information on workers' rights and safety measures.

*Strategic Components of CWOP 5.0:*

- 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:**

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.

<b>Region / Special Focus</b>	<b>Counties</b>
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, Humbolt, 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, San Luis Obispo, Monterey, Imperial

Priority Topics:

- i. Workplace health and safety and hazards such as heat illness
- ii. Paid sick leave
- iii. Workers' compensation
- iv. Anti-retaliation protections
- v. Worker-related complaint and claim filing processes and procedures
- vi. 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. Food service, 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 is expanding 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 ALRB and the Employment Development Department. The goal is to help workers better understand their protections under the Labor Code. Funding for this program will assist people in resolving compensation, labor law, and workplace issues in areas with high numbers of farmworkers.

**C. CWOP 5.0 will allow organizations to participate in five (5) different roles:**

1. **Activators:** Applicants should consider this role if they are interested in solely engaging in direct outreach to workers and distributing only 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. The maximum funding amount for these organizations will be \$175,000 per grantee. DIR will offer grants to no more than 30 organizations in this role.

2. **Coalition Builders:** These organizations will be Activators who perform two additional responsibilities: (a) planning and conducting large-scale or region-wide presentations or outreach events to workers and (b) consistently participating in a committee to develop new outreach materials responsive to emerging issues or specific needs in regions.

Coalition Builders will be expected to plan and coordinate at least 8 large-scale outreach events in partnership with state departments, and community groups throughout the region. This can include multi-day events. Groups will be expected to demonstrate their experience planning and coordinating such events.

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

- Conferences
- Multi agency and labor rights activities
- Large community and cultural events
- Summits
- Meetings with 125 attendees or more.

To support material development, Coalition Builders will participate on a committee coordinated by DIR that will meet 1-2 times a month to review outreach asset needs, develop outreach assets, and collect feedback from other Activators on outreach assets. They will need to demonstrate experience in developing outreach assets, and priority will be given to those organizations with a history of developing materials with state or other governmental entities.

These organizations will also be able 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 form 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 for representation).

The maximum amount of funding for Coalition Builders will be \$400,000, and DIR will award up to eight (8) grants to organizations for this role.

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

3. **Community Developers:** These organizations will 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 trainings for staff of 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. Trainings 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 a 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 resources, 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.

They will provide one-on-one technical assistance to CWOP grantees on CWOP topics, including legal expertise or support to organizations in how to best guide workers in the claim or complaint processes with the Divisions of DIR. 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 assistance with individual claims.

Organizations will also be considered for this role if they are able to provide expertise in communications and training and provide CWOP grantees with technical assistance to engage and leverage earned, paid, digital, or social media.

Applicants for this role should demonstrate their expertise, legal or otherwise, in developing trainings on CWOP priority issues, leading trainings for staff of organizations or workers, supporting or representing workers in claims before DIR Divisions, or in developing communications strategies. The maximum funding for these organizations will be \$350,000. No more than 25 organizations will receive awards for this role.

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

- 4. Regional Leads:** These organizations will work closely with organizations throughout their respective regions to track and coordinate outreach activities. They will engage CWOP grantees to identify training needs, and emerging issues, as well as outreach asset needs in each region. They will coordinate logistics for the printing and delivery of outreach assets. They will ensure that grantees are complying with reporting and administrative requirements. Regional leads will also use up to \$300,000 or 40% of funding to sub-grant to organizations for discrete projects that advance the CWOP mission, including outreach to specific communities.

Regional Leads will be expected to convene one (1) coalition meeting per month, and at least 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. They will be expected to produce a high-level outreach and engagement calendar for each region detailing planned community activities, trainings, and events in the region. They will support Coalition Builders and Activators in the coordination of regional outreach events or trainings. They will be required to 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.

These organizations will not be expected to conduct direct outreach to workers. 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 must demonstrate experience with supporting grant management or compliance. Regional Leads will receive a maximum of \$750,000 and DIR may select up to nine (9) total organizations for this role.

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

- 5. Rural Strategic Engagement (RSE) Program Clinic Hosts:** Applicants for this role will work with DIR, its divisions, and other state partners such as the Agriculture Labor Relations Board (ALRB) and Employment Development Department (EDD) to organize, establish, and host regular clinics, every month. At these clinics, applicants will 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.

Applicants will be required to 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.

In collaboration with the State partners, applicants will be required 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.

Applicants will 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.

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 will be required to 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, 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 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.

Applicants will be required to apply jointly with a legal service provider that will commit to providing technical assistance to applicant staff on preparing workers to attend a legal clinic, provide consultation to workers at the clinic on options to resolve a legal issue and provide representation to workers that opt to proceed with a claim or complaint with the state agency.

Applicants will be able to apply for up to \$250,000 to host the clinics and an additional \$250,000 for the legal service provider. DIR will select four to six applicants for this role.

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

**MULTIPLE ROLE APPLICATION OPTIONS:** Applicants may apply for more than one role, but only the following combinations are allowed:

Activators can also apply as Rural Strategic Engagement (RSE) Program Clinic Hosts.

Coalition Builders can also apply as Rural Strategic Engagement (RSE) Program Clinic Hosts OR for a Regional Lead role.

Community Developers can also apply for a Regional Lead role.

Regardless of role(s) applied, final grant awards will not exceed more than 25% of an organization's annual operating budget. This will be based on your annual operating budget for 2024-2025.

**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, and 501 (c) 5 status and 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. For the following roles, the Applicant with the exception of Activators must be able to demonstrate at least twelve (12) months of experience successfully managing grant(s) or contract(s) similar to that required of the role(s):
  - Community Developer
  - Coalition Builder
  - Regional Lead
  - Rural Strategic Engagement Clinics

**Grant Timeline**

<b>Oct 11, 2024 to Oct 30, 2024</b>	Draft Grant Solicitation posted on website for public comment
<b>Oct 31, 2024 to Nov 11, 2024</b>	Draft Grant Solicitation revised based on public comment
<b>Nov 18, 2024 to Dec 13, 2024</b>	Final Grant Solicitation posted for submission of applications
<b>Dec 16, 2024 to Dec 27, 2024</b>	Selection
<b>Dec 30, 2024</b>	Estimated Announcement of Grant Awards
<b>Jan 8, 2025 to Jan 10, 2025</b>	CWOP Orientation
<b>Jan 13, 2025</b>	CWOP Programming Begins
<b>Jun 30, 2026</b>	CWOP Programming Ends

**DEADLINE**

Applicants must complete the electronic application in its entirety by Wednesday, December 13, 2024, 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 (TBD) to draft all responses. This will allow applicants to work on the request with others and make notes before starting the online submission process.
- Applicants who do not have the technology to apply online, or lack an internet connection, may request a waiver of electronic submission. Applicants must send a written request to DIR at [CWOP@dir.ca.gov](mailto:CWOP@dir.ca.gov) at least 15 calendar days before the application due date.
- Fields with asterisks (\*) are required.
  - ⊄ 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 of 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 501(c)(5) status (IRS determination letter)
- IRS Form 990 from 2022 or 2023
- [STD204/STD205](#) Payee Data Record
- One Grantee Reference Form

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 501(c)(5) status (IRS determination letter)
- IRS Form 990 from 2022 or 2023
- [STD204/STD205](#) Payee Data Record
- One Grantee Reference Form
- Memorandum of Understanding between Fiscal Sponsor and Organization



**RESOURCES FOR ASSISTANCE**

For technical problems submitting an application, contact support service at [CWOP@dir.ca.gov](mailto:CWOP@dir.ca.gov).  
 For request for accommodations, contact [CWOP@dir.ca.gov](mailto:CWOP@dir.ca.gov).

**GRANT PERIOD AND AMOUNT**

The grant performance period will be from January 1, 2025, to June 30, 2026.

Grant applications will be evaluated and considered for awards based on the five roles, which 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. Applicants may apply for up to two roles and should focus on justifying their organizational capacity to fulfill the responsibilities of both roles. DIR has the final discretion to determine grant award amounts.

<b>Grant Amounts per Role</b>		
<b>Role</b>	<b>Estimated Grants Available</b>	<b>Award Amount up to</b>
Activator	30	\$175,000
Community Developer	25	\$350,000
Coalition Builder	8	\$400,000
Regional Lead	9	\$750,000
Rural Strategic Engagement Clinic Host	6	\$250,000 (\$500,000 if applying with legal provider)

**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:

- Staff salaries
- Payments to contracted technical or administrative professionals
- Telephone, shipping, and postage costs
- Space rental and occupancy costs (maintenance, security, insurance, utilities, etc.)
- Printing, advertising, and marketing costs

- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Travel and conference expenses for staff and/or volunteers to attend DIR-sponsored or approved workshops, community convenings, collective impact table events, etc.
- Production costs
- 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:

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

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

- Partial rent and utilities associated with the project should reflect months of work based on an appropriate full-time equivalent (FTE) percentage
- Data management and software subscription/license costs, only upon request/approval
- Purchase of personal protective equipment (PPE) on a case-by-case basis
- COVID-19 Testing Kits for distribution on a case-by-case basis
- Functional Promotional Items, only upon request/approval
- 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)
<ul style="list-style-type: none"><li>• 501(c)(3) 501(c)(4), and 501(c)(5) status (IRS determination letter)<ul style="list-style-type: none"><li>○ If you have a Fiscal Sponsor, please submit a Memorandum of Understanding between Fiscal Sponsor and Organization</li></ul></li><li>• IRS Form 990 from 2022 or 2023<ul style="list-style-type: none"><li>○ If you have a Fiscal Sponsor and Organization, please attach your Fiscal Sponsor's Tax Form 990</li><li>○ <a href="#">STD204 Payee Data Record Form</a> and <a href="#">STD 205</a> if applicable</li><li>○ Current Entity Status Letter from the California Franchise Tax Board</li><li>○ Screenshot showing Charity Status from DOJ</li><li>○ One complete Grantee Reference Form</li></ul></li></ul>

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.

<b>Technical Review</b>	
<b>Criteria</b>	<b>Points Available</b>
<p><b>Criteria 1: Experience</b></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>	5
<p><b>Criteria 2: Organizational Capacity</b></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>	5
<p><b>Criteria 3: Project Scope</b></p> <p>The maximum score will be awarded to applications that clearly identify capacity to reach target population(s) within the CWOP scope; rationale for the population focus and past successes; data utilization for decision making; strategies for integrating language access and cultural competency for each role.</p>	10
<p><b>Criteria 4: Previous CWOP Participation</b></p> <p>The maximum score will be awarded to applications that have participated in CWOP.</p>	5
<p><b>Criteria 5: Tactics, Populations and Geography</b></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.</p>	5
<p><b>Additional Roles Criteria</b></p> <p>Organizations who apply for Regional Lead, Coalition Builder, Community Developer 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

<p><b>Regional Lead 15 max</b>  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 grant management or compliance.</p> <p><b>Community Developers 15 max</b>  The maximum score will be awarded to applicants who demonstrate expertise and years of experience communicating and training and providing CBOs with technical assistance* to engage and leverage earned, paid, digital, or social media.</p> <p>*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.</p> <p><b>Coalition Builders 15 max</b>  The maximum score will be awarded to applicants who provide a detailed plan and coordinate at least 8 large-scale outreach 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:</p> <ul style="list-style-type: none"> <li>• Conferences</li> <li>• Multi agency and labor rights activities</li> <li>• Large community and cultural events</li> <li>• Summits</li> <li>• Meetings with 125 attendees or more.</li> </ul> <p>The maximum score will be awarded to applicants who have experience in developing outreach assets and address the history of developing materials with state or other governmental entities.</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 form 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 for representation).</p>	
---	--

<p><b>Rural Strategic Engagement Clinic Hosts 15 max</b></p> <p>The maximum score will be awarded to applicants who describe the 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.</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><b>Total Points Possible</b></p>	<p><b>Base: 30 points If applying to other roles, 45 points</b></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 and 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) 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) IRS Determination Letter within this grant application.**

- 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 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 Community Developer, Coalition Builder, Regional Lead, or Rural Strategic Engagement Clinic Host: Does your organization have at least 12 months of experience working as a 501(c)(3) charitable organization, or through an MOU with a 501(c)(3) 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
  - Community Developer
  - Coalition Builder
  - Regional Lead
  - Rural Strategic Engagement Program
    - Conditional: Will you apply with a legal service provider?
      - Yes, enter name of legal service provider:
      - No

**Note:**

Activators can also apply as Rural Strategic Engagement (RSE) Program Clinic Hosts.

Coalition Builders can also apply as Rural Strategic Engagement (RSE) Program Clinic Hosts OR for a Regional Lead role.

Community Developers can also apply for a Regional Lead role.

- 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.
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 (100-word limit)
38. Organizational operational budget from previous fiscal year 2024-2025:  
\*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
40. Total Number of Full Time Staff in your organization

41. Total Number of Part Time Staff in your organization
42. Does the Applicant plan to subcontract or subgrant to other organizations?
- Yes
  - No
43. Have the Applicant subcontracted to other organizations in the past?
- Yes
  - No
44. Has the Applicant ever received a Corrective Action Memorandum from a funder due to performance under a grant or contract?
- Yes
  - No

#### **SECTION 4: ORGANIZATIONAL CAPACITY**

45. Please demonstrate your experience managing grants or contracts with a funding size and scope similar to that described in this RFA, including the role(s) and amount you have requested. Please include one documented reference on the Grantee Reference Form.
46. Please describe your organizational capacity to manage an award at the requested size and scale and for the role(s) you are applying for, a draft staffing plan, and proof of the establishment in the community to be served.
47. 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.
- 1-2 years
  - 3-5 years
  - 6-10 years
  - Over 10 years
48. 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? (500-word limit)

#### **SECTION 5: PROPOSED PROJECT**

Please respond to the following questions by referring to the Applicant's intended outreach and education activities. Please provide specific examples.

49. Identify your organization's capacity to reach target population(s) within the CWOP scope. Max. 5 points  
Identify your population focus and past successes; data utilization for decision making; strategies for integrating language access and cultural competency for each role.
50. 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? (250-word limit)
51. How will the Applicant's project address barriers to language and communication access for the CWOP priority industries and regions? (250-word limit)
52. What is the staffing structure the project will use to carry out the plan? (250-word limit)

**SECTION 6: OUTREACH ACTIVITIES**

Please respond to the following in reference to the outreach activities the applicant intends to conduct for the DIR designated campaigns.

- A. [Conditional dependent on the previous question] For each role you wish to apply, please complete the following charts based on your projected outreach efforts:

<b>ACTIVATOR</b>				
Activity	Door-to-Door	Phone banking	Community Canvassing	Events
# of workers engaged				

<b>COMMUNITY DEVELOPER</b>		
Outreach Activity – Description	# of Workers Reached	# of Organizations Engaged
[DO WE NEED CHARACTER LIMITS]		

<b>COMMUNITY DEVELOPER</b>		
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

<b>COALITION BUILDER</b>	
Topics on Which to Provide Technical Assistance Description	# of Hours of Technical Assistance Per Week

<b>COALITION BUILDER</b>	
Training Description	# of Trainings to be Provided

<b>REGIONAL LEAD</b>	
Training Description	# of Trainings to be Provided

<b>RURAL STRATEGIC ENGAGEMENT CLINIC HOST</b>	
<p>Clinic Description - There will be “One Stop Shop” clinics on a monthly 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 to address specific questions, provide legal aid services by way of the applicant and the legal aid organization they are partnering with. 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, Shasta, Kern, San Luis Obispo, Monterey, Imperial</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 and support to workers regarding workplace issues under the California Labor Code.</p>	<p># of Trainings to be Provided</p>

53. Please describe how the applicant intends to measure and report on the effectiveness of the project. (250-word limit)

**SECTION 7: AREAS OF SERVICE AND POPULATION SERVED UNDER THIS GRANT**

54. 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.

55. What race/ethnicity does the applicant plan to serve under this grant? Select all that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian or Other Pacific Islander
- White
- Multi-Racial
- Other, specify:

56. 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:

57. 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:

58. 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
- o 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. San Luis Obispo County
  - x. Monterey County
  - xi. Imperial County



## SECTION 8 CWOP PARTICIPATION

59. Which cohorts has your organization previously been part of? Select all that apply:

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

## SECTION 9 ROLE-SPECIFIC QUERIES

### Regional Lead

60. 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. 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. 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

### Community Developers

61. Describe in detail your expertise and years of experience communicating and training and providing CBOs with technical assistance\* to engage and leverage earned, paid, digital, or social media. \*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. 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

### Coalition Builders

62. Provide a detailed plan and coordinate at least 8 large-scale outreach 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:

- Conferences
- Multi-agency and labor rights activities
- Large community and cultural events
- Summits
- Meetings with 125 attendees or more

63. Describe your experience in developing outreach assets and address your history of developing materials with state or other governmental entities.

64. 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 for representation).

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**

65. 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. 10 points

66. 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. 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

### **SECTION 10: REQUIRED ATTACHMENTS**

- IRS 501(c)(3) Tax Determination Letter. If the Applicant has a fiscal sponsor, please attach the fiscal sponsor's letter.
  - Attach 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.
- [STD204/STD205](#) Payee Data Record Form ([STD204 Record Example](#))
- One complete Grantee Reference Form