CALIFORNIA
Workforce Development Board

Request for Applications

November 2021

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Overview

Introduction

The California Workforce Development Board (CWDB), in coordination with the Employment Development Department (EDD), are pleased to announce the availability of up to $10.5 million in Department of Labor, Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that will drive equitable recovery with quality jobs and accelerate employment and re-employment for California workers.

Background

In April 2014, the CWDB and EDD established the Workforce Accelerator Fund (Accelerator) as a new initiative for driving innovation in California's workforce system. Since April 2014, just over $32 million has been invested, resulting in over 170 projects across the state. To learn more about the Workforce Accelerator Fund, please refer to the Accelerator Initiative page.

Traditional workforce funding streams can be rigid. The intent of the Accelerator is to allow the flexibility to bridge current gaps in the workforce system in ways that mobilize existing funding streams for greater employment impacts.

The Workforce Accelerator Fund

Accelerator supports innovative solutions that accelerate quality employment outcomes for low-income and disadvantaged populations and that have potential for system-wide scale. Through a combination of seed funding and an initiative-wide support network, Accelerator provides an opportunity for the workforce system to align funding, programs, and services in unique, worker-centered ways. The intent is to bring successful strategies to scale and embed them into the workforce system, ultimately influencing system change. The pillars of Accelerator are:

- **Collaboration** among partners in the development of service delivery strategies and alignment of resources to better connect disadvantaged and disconnected job seekers to employment.

- **Innovation** that creates new methods or adapts existing approaches or accelerates promising practices in workforce development and skill attainment.

- **System change** that uses these sub-grants to incentivize the adoption of proven strategies and innovations that are sustained beyond the grant period.

The COVID pandemic laid bare deep social and economic inequities. Job loss has not been evenly distributed throughout the economy, with the greatest losses occurring in the sectors employing a preponderance of workers of color and immigrants in low-wage jobs. The economic shock has left already vulnerable workers and families facing housing insecurity and homelessness. Additionally, the imperative for racial and economic justice, confronting historic and prevalent inequality, forces a reexamination and reimagining of traditional workforce approaches.

California can emerge as a more just and prosperous state by prioritizing the needs of those

who have borne the brunt of the COVID virus and the resulting economic crisis. We know that equity and good jobs are good for workers, good for businesses, and good for regional economic growth and resiliency. We harness California's strength when we support the creation and expansion of quality jobs and create clear pathways to those jobs for the most vulnerable workers.

Project Goals and Objectives

The goal of Accelerator 10 is to impact economic and racial equity by creating pathways to good quality jobs for workers from disadvantaged or low-income communities. Traditional workforce and education strategies have had an inadequate impact. Even promising strategies lack the speed, agility, or scale needed to accelerate employment for workers desperately in need of good jobs.

The Governor's 2020-2023 Unified Strategic Workforce Development Plan (Strategic Plan) is guided by the vision of a future High Road economy–A California for All– defined by quality jobs, equity, worker voice, sustainable growth, and climate resiliency.

The premise of High Road is the understanding that to affect greater economic equity, we must pay attention to job quality. The High Road vision starts with quality jobs then builds pathways to the best jobs for workers from disadvantaged populations or low-income communities. High Road also seeks to create more quality jobs as well as improving the quality of existing jobs.

Accelerator 10 is consistent with past Accelerators, but it also departs in significant ways. In the context of the High Road approach, 10 continues the momentum, seeking projects that blend *innovative approaches to three program areas* in ways that can be scaled and replicated. The three program areas are:

- Make high growth jobs better jobs by working with employers to improve job quality;
- Create income security and/or upward mobility for current workers;
- Connect or "bridge" workforce programs directly to where the quality jobs are.

Successful Accelerator 10 projects will not in themselves be the definition of a High Road project but *will utilize principles*, in part or whole, that reflect the Strategic Plan's High Road vision for workforce development:

Quality Jobs – Identify employers (public or private) that offer quality jobs in sectors driving regional employment. A quality job, among other traits, provides a living wage, comprehensive employer-provided medical benefits, predictable scheduling, a safe and just work environment, worker voice and agency in the job, ongoing employer investment in paid on-the-job training, and career advancement.

Equity – target workers from disadvantaged populations or low-income communities, emphasizing immigrants, people of color, and the housing insecure.

System alignment – includes workforce boards, public schools, and colleges, social

services agencies, etc. Mission-driven CBOs closest to the target populations play a prominent role in recruitment, counseling, and providing other relevant support. Unions, businesses, and public sector employers that help create pathways to good quality jobs and provide skills training, including apprenticeship and other earn-and-learn strategies, are also critical system partners.

The CWDB and EDD will fund applications that successfully address one or more of the program areas, reflect High Road principles where possible, and serve the Accelerator target populations. Projects should also demonstrate the potential to increase the effectiveness, scale, and/or capacity of existing workforce system programs and funding streams. Successful applications may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations to achieve the desired outcomes.

Project Design

Accelerator seeks solutions to specific challenges that inhibit career opportunity and employment success for the targeted populations and improve access to the workforce development pipeline – education, training, support services, placement, retention, etc. The intent is not simply to create new programs or to expand existing ones. Successful applicants will demonstrate how their projects will direct existing resources and efforts in new, more efficient, and effective ways. These efforts should not create or reinforce service delivery silos or funding silos, but rather should result in strategies that take a new or unique approach to address workforce pipeline gaps specific to these populations that can be applied, replicated, or scaled to create broader impact and system improvement.

The Big Idea Concept

The end game is advancing job quality and equity. Each project must identify a specific workforce system challenge or gap that existing workforce programs do not or cannot currently address due. Examples include too rigid funding requirements, inadequate resources, need for relevant expertise or new partnerships, or other obstacles.

With relatively flexible Accelerator funding, the Big Idea is a *new innovative approach* that has the potential to address this challenge or gap, thereby accelerating quality job outcomes for the population(s) targeted by the project.

A Big Idea will address one or more program areas below or elements of one or more of these areas:

- **Make high-growth jobs better jobs** by increasing job quality standards for emerging industries and/or jobs that drive the region by working with employers (see Job Quality description under Goals).

- **Create income security and/or upward mobility** for current workers. For example, with an employer or within an industry, or from one occupation to another higher wage occupation, etc. This may include, but is not limited to, employed worker training (i.e., paid OJT or formal apprenticeship), sector-based “hiring hall” or “employer of record” approaches that allow employees mobility across multiple employers, employer collaboratives that lead to shared investment in talent, sector-

based technology solutions that enhance mobility and access to quality jobs, worker collaboratives that improve sector-based networking and income stability, or activities that lead to employee ownership.

- **Connect or "bridge" workforce programs** directly to quality jobs. This may include, but is not limited to, transitional employment (such as employment social enterprises), work-based learning, pre-apprenticeship aligned with State-approved apprenticeship, earn-and-learn approaches such as formal apprenticeship, or other strategies that connect the target population(s) to entry-level employment in quality jobs, including pathways to public sector employment and existing HRTPs.

Target Populations

Target populations under the Accelerator 10 grant program should prioritize at least one of the following:

- **English Language Learners**[1]
  An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language and (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

- **Homeless and Housing Insecure**[2]
  A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual's current housing situation.

- **Immigrants**[3]
  An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.

- **Justice-involved Individuals**[4]
  A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process, and for whom services under the WIOA may be beneficial, or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

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[1] WIOA Public Law 113-128, Section 203(7)(a) and (b)
[2] 42 U.S.C. Section 11302 103(a) and (b)
[3] WIOA Public Law 113-128, Sections 167(1) and 188(a)5
[4] WIOA Public Law 113-128, Section 3(38)(a) and (b)

- **People with Disabilities**[5]
  People with Disabilities (PWD) is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.

- **Veterans**[6]
  A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. The eligible participants in this program are veterans in at least one of the following priority groups. Each group is different and has particular characteristics however, individual veteran participants can belong to more than one group: campaign,[7] disabled,[8] recently separated,[9] veterans with significant barriers,[10] and other covered veterans.[11]

- **Youth**[12]
  For the purposes of this RFA, a youth is an individual that meets the criteria for WIOA eligible out-of-school youth ages 18-24.

- **Other target population(s) in geographic location(s) disproportionately impacted by COVID-19**
  Applicants choosing to serve other special populations under this category must provide

[5] 42 U.S.C. Section 12102 1(a)(b)(c)
[6] 38 U.S.C. Section 101
[7] Campaign Veterans are those veterans who served on active duty in the U.S. Armed Forces during a war, or in a campaign or expedition for which a campaign badge or medal has been authorized. A list of these wars, campaigns, and expeditions can be found at the Office of Personnel Management website.
[8] These are veterans who are entitled to compensation under laws administered by the Department of Veterans Affairs, or individuals who were discharged or released from active duty because of a service connected disability. For additional clarification refer to the annotation below regarding Special Disabled and Disabled Veterans.
[9] Recently separated veterans are those who separated from the military within the 48 months prior to application and received a DD214 for conditions other than dishonorable. Applicants must follow the participant eligibility guidelines outlined under WIOA Title I.
[10] Veterans with significant barriers to employment include: a special disabled or disabled veteran, as those terms are defined in 38 U.S.C Section 4211(1) and (3); a homeless person, as defined in Sections 103(a) and (b) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. I 1302(a) and (b)) as amended; a recently separated service member, as defined in 38 U.S.C Section 4211(6), who has been unemployed for 27 or more weeks in the previous 12 months; an offender, as defined by WIOA Section 3 (38), who is currently incarcerated or who has been released from incarceration; a veteran lacking a high school diploma or equivalent certificate; or veteran who is a low-income individual (as defined by WIOA Section 3 (36)), a woman, or other minority.
[11] 38 U.S.C Section 4215 (a)(1)(B)
[12] WIOA Public Law 113-128, Section 129(a)(1)(B)

justification and supporting evidence to clearly and convincingly demonstrate disproportionate impact by COVID-19 and be able to produce this documentation if requested.

Projects must serve at least one of the target populations listed above. Individuals may fall in more than one target population (Example: someone can be both homeless/housing insecure and a veteran and would be tracked as both). It is the responsibility of the Awardee/Subrecipient to thoroughly screen and determine that an individual is both WIOA eligible and meets the selected target population definition. The Awardee/Subrecipient should be able to provide documentation showing how the individual was vetted and meets the criteria.

If serving participants with grant funds (WIOA 15% Governor's Discretionary Funds) or leveraged dollars under the Accelerator 10 grant program, participants must meet WIOA eligibility and reporting requirements. Refer to the EDD Eligibility Technical Assistance Guide for adult and dislocated workers and WSD16-01 - WIOA Youth Program Requirements for information on WIOA eligibility.

Bonus Points
Applicants that plan to serve the immigrant population and homeless or housing insecure may be eligible for up to ten bonus points in the review and scoring process. Five points under the program narrative and five points if proposed project team members have experience with these populations.

Steps in Determining Participant Eligibility & Program Enrollment
WIOA eligibility and Accelerator 10 target populations are two separate things, and both must occur for projects serving participants. This starts with determining WIOA eligibility and then identifying the target population the individual falls under according to the populations identified in the Accelerator 10 RFA.

Determining WIOA eligibility should be the first step in enrolling/entering a participant into the Accelerator program. In addition to falling under the target populations identified in this RFA, all participants must meet WIOA eligibility requirements as an Adult, Dislocated Worker, or Youth, and be registered, enrolled, and have participation created as such in the CalJOBS system. For full information on determining WIOA Participant Eligibility, reference page 39 of this RFA.

Once it is determined that the participant is WIOA eligible, the second step is determining which of the Accelerator 10 target populations the individual falls under. An individual can fall under more than one Accelerator target population, and it is up to the organization to determine. This should align with what was identified in the project proposal and was awarded under.

Project Team

Successful applicants will design, develop, or prototype different tools, methods, and strategies than those the workforce stakeholders are presently using. The intent is to use existing resources in new, more efficient, effective ways. As such, each applicant is required to bring a

team of partners that offers unique skills and contributions to the project. Applicants must identify each team member (team members may represent organizations) and describe the role of each in developing and implementing the project. Applicants must name individuals, their background, and their contribution to the proposed project.

The ideal team is drawn together through partnerships based on a common vision and a shared Big Idea that has the potential for meaningful and long-term change related to the goals of Accelerator 10. The team can be a partnership that has worked together in the past or be a new partnership brought together for this purpose.

Form should follow function – the structure of the Project Team and their roles are defined by the specific Big Idea and gap or challenge being addressed. (Note: The project budget and allocation of project funding should reflect and appropriately support the role of each Team Member)

Project Teams *must include at least one unique member* from each of the following groups:

- **Customers** – Partners who represent at least one end-use customer of the project: workers and/or employers. Each project must include at least one Customer representative:

    - **Workers**- A partner who currently represents and best understands the needs of the targeted population(s) (this individual could represent a community-based organization, worker center, worker or community advocacy group, labor organization, etc.). This partner must be able to provide direct input from individual workers from the target population(s) affected by the project.

    - **Employers** - A partner with quality jobs that need to be filled, knows how to create access to quality jobs, or is positioned to improve job quality. This partner currently represents multiple public or private employers (this individual could represent an industry or business association, labor-management partnership, public agency management or local government, etc.). This partner must be able to provide direct input from employers affected by the project.

- **Experts** – Partners who understand workforce programs and are positioned to redirect existing public or private resources (e.g., workforce boards, community organizations, community colleges, K-12 schools, America's Job Centers, county social services/public assistance providers, etc.). This partner must have direct expertise and experience with these institutions.

- **Innovators** – Partners who bring a fresh perspective from non-workforce sectors, especially in applying models that are not considered traditional workforce approaches, such as employee-owned enterprises, community benefits agreements, community or business collaboratives, hiring halls, etc. This partner doesn't likely come from the workforce per se but has the ability to adapt approaches to a workforce context (e.g., social enterprises, academic research entities or think tanks, social or economic policy advocates, worker centers, community grassroots organizations, labor organizations, workforce intermediaries, etc.).

- **Influencers** - Partners who are positioned to take the lessons from the project and change policy and practice in ways that can affect system change (i.e., decision-makers or leaders in government, industry, labor, community, or other areas relevant to the change the project seeks to make).

Project Activities

The Strategic Plan prioritizes regional coordination among key partners, sector-based employment strategies, skill attainment through earn and learn, and other effective training models (including but not limited to apprenticeship) and the development of career pathways. In addition, the Strategic Plan emphasizes the coordination and alignment of resources and systems to better serve all California job seekers, including those with significant barriers to employment. This RFA aims to increase workforce system capacity to serve job seekers in the targeted populations by addressing gaps or capitalizing on opportunities to bridge priority services, training or education, and ultimately employment in targeted industry sectors.

For allowable activities, see Appendix B.

Project Categories

New Accelerator Projects

The CWDB will fund new, unique, and innovative Big Ideas that reflect the goals of Accelerator 10 through one or more of the Program Areas, incorporating High Road principles in whole or in part.

New Accelerator Project applicants are encouraged to take a research and development approach to prototyping new models or approaches in response to COVID 19, economic recovery, and economic and racial equity. Projects may include design, development, testing, piloting, and/or implementation activities, to be determined by the scope and target of the project and the Project Team partners.

Applicants may, for example, propose projects that modify or redirect existing service delivery or programs, adapt an approach that is not traditionally workforce to a workforce context, or design and develop something brand new that has real potential for success, etc. New Accelerator applicants must demonstrate clear goals and proposed outcomes, strategies for achieving goals, methods for demonstrating progress (including data tracking and reporting), and outcomes (including successes and lessons). For example, a project that proposes to improve job quality must benchmark the quality of the jobs targeted, define the elements that will improve quality, provide a clear mechanism to demonstrate progress and outcomes related to the project's target population.

Projects may choose to utilize:

- Tools, models, or resources that are already developed but not used in the public workforce system, with the targeted populations, or are not at scale.

- Strategies, resources, and lessons from other disciplines, applied to the workforce system and target population(s).

- Brand new ideas that have the opportunity to be game-changers for the workforce system and target groups

Accelerator is interested in innovations and new approaches that have promise for deeper impact and broader system change. All successful applicants will clearly articulate the innovation process, points of change, and prospects for implementation at scale. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful grants will show how their activities can be applied more broadly to create population, system, or regional impact.

For those projects using Accelerator or leveraged funds for direct service delivery, job-seeker clients must be enrolled in CalJOBS and utilize WIOA performance indicators (employment and earnings) for participants served.

Innovation Impact Projects

Through Accelerator 10, the CWDB will fund applicants who have successfully managed WIOA-funded grant projects in the past. The intent is to invite previous or existing grantees to recast a current or past project to affect the goals of Accelerator 10 through one or more of the Program Areas, incorporating High Road principles in whole or in part.

Applicants will use innovative strategies to adapt, replicate and scale previous successful project models in response to COVID 19, economic recovery, and economic and racial equity. This can include any project models funded with CWDB grant dollars, including Accelerator, High Road Training Partnerships, Regional Plan Implementation, etc.

Successful applicants will clearly articulate the process for adaptation, replication, or scale.

Accelerator is interested in innovations and new approaches that have promise for deeper impact and broader system change. All successful applicants will clearly articulate the innovation process, points of change from the original project, and prospects for implementation at scale. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful grants will show how their activities can be applied more broadly to create population, the workforce system, industry sector, or regional impact.

Innovation Impact Accelerator applicants must demonstrate clear goals and proposed outcomes, strategies for achieving goals, methods for demonstrating progress (including data tracking and reporting), and outcomes (including successes and lessons). For example, a project that proposes to improve job quality must benchmark the quality of the jobs targeted, define the elements that will improve quality, provide a clear mechanism to demonstrate progress and outcomes related to the project's target population.

For those projects using Accelerator or leveraged funds for direct service delivery, job-seeker clients must be enrolled in CalJOBS and utilize WIOA performance indicators (employment and earnings) for participants served. Innovation Impact Projects are highly encouraged to serve participants.

Technical Assistance and Support

Through this RFA, the CWDB will fund Technical Assistance and Support activities that aid all Accelerator 10 awarded projects. These activities provide individual and group-based assistance to Accelerator 10 awardees in their projects design, development, and implementation and provide a forum for cross-project communication and peer-to-peer support. The activities can occur during Community of Practice meetings, as described below, or through other means of communication as identified by the Technical Assistance and Support Provider. The Provider will also assist the CWDB in telling the story of Accelerator 10—challenges, opportunities, successes– through the presentation of data, practices, and/or testimonials.

Technical Assistance and Support Provider Applicants should demonstrate minimum qualifications in the following:

- Comprehensive understanding of the public workforce system;
- Experience with organizing innovative industry sector approaches to workforce development;
- Experience in working with organized labor, labor-management partnerships, and public and private sector employers;
- Expertise in working with and supporting mission-driven community-based organizations, especially CBOs with missions that align with the goals of Accelerator 10;
- Background in economic, social, and/or racial justice movements–including in organizing, public policy, and program work;
- Communications capacity with examples showing previous work;
- Expertise in organizing and facilitating effective webinars and online and in-person learning events.

Services provided by a Technical Assistance and Support Provider may include but are not limited to:

- **Knowledge Sharing:** Design and facilitate a Community of Practice that guides the Project Teams through development and implementation, including peer-to-peer engagement and learning. In coordination with the CWDB, provide relevant training for awardees on topics such as design methods, innovation strategies, job quality, racial equity and economic and social justice, or other subjects relevant to the goals of Accelerator 10. Develop methods for sharing promising practices with the workforce community.
- **Systems/Policy Change**: Provide guidance on strategies impacting workforce policy, systems, and/or practices to the CWDB.
- **Team Building:** Facilitation and/or guidance of strong Project Team engagement for

Accelerator Grantees and networking opportunities across the entire cohort.

- **Innovative Remote Services:** Advise on implementing quality remote services in response to the imperatives related to COVID and socially distancing.

- **Sustainability:** Provide guidance and assistance in developing sustainability plans to ensure that the Accelerator projects continue their work beyond the grant period.

- **Additional Activities:** As proposed by the Applicant.

Communities of Practice

The CWDB is committed to implementing continuous improvement, innovation, and system change strategies. This RFA will develop a Community of Practice of awardees, staff, partners, and other key system stakeholders. Project Teams will access peer and expert technical assistance, share successful program models, and coordinate performance and evaluation activities through the Community of Practice.

Project Teams should plan to attend at least two virtual Community of Practice meetings throughout the grant period. If in-person Community of Practice meetings occur, projects can use grant funding to cover travel costs.

Funding

The Workforce Accelerator Fund 10 is supported by the California Workforce Development Board (CWDB) in coordination with the California Employment Development Department (EDD) with Department of Labor funding totaling $10,456,412. Funding for this RFA will be provided through the WIOA 15% Governor's Discretionary allocation. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The CWDB reserves the right to adjust the grant term duration and amount of each grant award based upon the availability of funds and performance. If additional funds become available, the CWDB reserves the right to fund additional projects solicited through this RFA and/or increase award amounts to funded projects.

Accelerator funds may be used for planning, design, development, piloting, and implementation activities. If services are provided directly to job-seeker customers during the grant period, those services may be paid with this grant funding and/or leveraged funds. All participants will be enrolled in WIOA and tracked in CalJOBS. For the information on eligibility, please review the EDD Eligibility Technical Assistance Guide for adult and dislocated workers, and the WSD16-01 - WIOA Youth Program Requirements.

Allowable Use of Funds

The use of funds awarded in the RFA is governed by the WIOA and its associated federal regulations, state and federal directives, and the federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Appendices A and B describe the general requirements pertaining to these funds. Annual monitoring will be conducted by the EDD Compliance Review Office and follow a similar protocol as WIOA Title I monitoring. Funds awarded under this RFA cannot be used to purchase real property or construct buildings.

A maximum of 10% of the total project budget will be allowed for administrative costs. The 10% administrative cap should include indirect costs and administrative activities. The definition of administrative costs is provided in Appendix A.

Indirect Costs
Indirect cost rates fall under administrative costs and cannot exceed 10%. A negotiated indirect cost rate (NICRA) can be over 10%, and this is allowable. However, administrative costs must remain below 10% for this grant.

Indirect costs and administrative costs are related but not interchangeable. Indirect costs are costs that are not directly attributable to the grant. They can be both program costs and administrative costs. Direct costs are costs that are directly attributable to the grant, and again, can be both program or administrative costs. Some entities may charge all administrative costs indirectly and only charge administrative costs indirectly (do not charge any program costs indirectly), which would make their indirect cost rate and administrative percentage the same. But if that is not the case, the indirect cost rate and administrative percentage are likely different percentages. If an organization only includes admin costs in their NICRA, and their NICRA is over 10%, it would indicate that the administrative percentage exceeds the limitation. If their NICRA includes program costs, and it is over 10%, the organization would need to ensure that the administrative portion of those costs remains under 10%.

Please review the Indirect Cost Rates Active Directive for further information.

Grant Awards and Term

Funding
Funding amounts will depend on the project category applied for and applicant criteria as outlined in the table:

Project Type	Total Grant Award Amount
New Accelerator Projects	• Up to $150,000 for applicants who have not previously managed a WIOA-funded grant initiative. • Requires 1:1 cash or in-kind match
	• Up to $250,000 for applicants who have previously demonstrated successful management of WIOA dollars • Requires 1:1 cash or in-kind match
Innovation Impact Projects	• Up to $500,000 • Requires 1:1 cash or in-kind match
Technical Assistance & Support	• Up to $300,000

See Section L. Eligible Applicants for additional applicant criteria.

Grant Term
The Accelerator 10 grant term is 18-months (June 1, 2022 – December 31, 2023) for all project categories.

No obligation or commitment of funds will be allowed prior to or beyond the grant term end date. Any grant funds not expended during the grant period will be returned to the state.

The CWDB and EDD reserve the option to extend grant periods with proven justification. The maximum length of time the Accelerator 10 grant term may be extended is 3-months (to March 30, 2024).

Match Requirement
A 1:1 match of cash funds or in-kind support is required for New Accelerator Projects and Innovation Impact Projects. Example: If a project requests $150,000 in funds, they must match with at least $150,000. Accelerator 10 Technical Assistance and Support applicants are not required to provide matching funds or in-kind support.

Match resources can be leveraged from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may include other WIOA funds, provided the scope of this project falls under the allowable activities of those funds. Matching funds will be subject to the reporting requirements contained in WSD19-05, may not include Federal funds, and must be spent on allowable grant activities (2 CFR 200.29 and 2 CFR 200.306).

Match can be either cash or in-kind:

- The definition of "cash match" is a contribution of funds made available to the Subrecipient to be used specifically for project activities and must be consistent with the allowable activities of the funding source. The awarded Subrecipient has control over and disburses these funds. Examples include but are not limited to funding received from employers, foundations, private entities, or local governments.

- The definition of "in-kind match" is a contribution of non-cash resources explicitly used for project activities. This type of match includes but is not limited to donated personnel or staff, services, and use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource and, the value of the space and instruction qualify as an "in-kind" match.

Examples and additional information on allowable match can be found below:

Determining Allowability of Match Funding Source
The CWDB authorizes the use of CWDB managed state-funded grant programs to be used as match. It is up to the applicant to research and determine the allowability of other funding sources, following the funding source rules, regulations, and guidelines for use as match.

Note that Federal dollars cannot be used as match. Please see Uniform Guidance § 200.306(b)(5) Cost sharing or matching.

Project Staff & Partner Salaries

If not charging 100% FTE to the grant, the remaining portions of the project staff's salary can be billed towards the grant, and the remaining portions of their salary paid from a different source can be used as leverage. Applicants will need to maintain records of time spent on the grant to support this, along with the funding sources for the individual's salary. This can also be applied to project team members working on the grant program that are not compensated with grant funds.

Indirect Cost Rate (if over 10%)
Leveraging indirect costs as match is allowed, but it cannot exceed 10% of the total match required. For example, if an applicant is requesting $100,000 the required match would be $100,000. In this scenario, the maximum amount of indirect costs leveraged allowed would be $10,000.

Eligible Applicants

Eligible applicants for this RFA include:

- Local Workforce Development Boards
- Labor Organizations
- Labor-Management Partnerships
- Public Universities, K-12 Education Entities and Adult Schools
- Community Colleges
- County Social Services Agencies
- Worker Centers/Worker's Rights Organizations
- Community-Based Organizations
- Business Related Non-Profit Organizations
- Workforce Intermediaries

Note: A for-profit private business or a for-profit consortium of businesses cannot be the lead applicant but can be a partner on the Project Team.

If you are an interested applicant and do not feel you fall under any of these organizational categories, email WAF@cwdb.ca.gov.

Awardee/Subrecipient Requirements & Responsibilities
The term Awardee/Subrecipient refers to the awarded agency entering into an agreement with the State of California.

As the first point of contact for the CWDB, the Awardee/Subrecipient is expected to:

- Be or become familiar with WIOA Title 1, the Code of Federal Regulations, Title 2

(Uniform Guidance), and EDD Workforce Services Branch Directives and Information Notices to responsibly manage the grant program.

    - All Applicants must confirm this when submitting an application.

- Have knowledge of the project's program and fiscal status at all times. This includes but is not limited to: program and partnership activities, the status of individual project teams, participant activities and data, project obstacles, expenditure status, etc.

- Have knowledge, experience, and practice in managing federal contracts and following fiscal rules and requirements.

- Be responsible for tracking and entering participant data in CalJOBS in a timely and accurate manner.

- Maintain active communication with stakeholders and the CWDB, and communicate any obstacles impeding the progression/success of the project to the CWDB.

- Organize and coordinate regional activities (if applicable to the project).

- Collect and report all data, deliverables, and outcomes of the partnership to the CWDB.

- Prepare for compliance monitoring or audits by EDD and/or Department of Labor (DOL).

- Be responsible for Single Audit Requirement if Subrecipient is a non-federal entity that expends more than $750,000 in federal award funds during the program year.

    - The Single Audit is a requirement that is separate from compliance monitoring. It is the Subrecipient's responsibility to perform a single audit on their entire organization. The Single Audit's objective is to assure the U.S. federal government about the management and use of such funds by recipients such as states, cities, universities, non-profit organizations, and Indian Tribes. The audit is typically performed by an independent certified public accountant (CPA) and encompasses both financial and compliance components. The Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, Form SF-SAC.

Project Type	Applicant Criteria

New Accelerator Projects	• Falls under the list of eligible applicant organizational types.
	• Meets WIOA funding criteria based on the following:
	  ○ For up to $150,000: The Applicant/Subrecipient is aware and willing to become familiar and comply with WIOA Title 2 and the Code of Federal Regulations, Title 2 (Uniform Guidance) responsibly operate and manage the grant program in order to meet WIOA requirements.
	  ○ For up to $250,000: The Applicant/Subrecipient has direct experience running and managing a WIOA funded program, are well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), and can responsibly operate and manage the grant program in order to meet WIOA requirements.

Innovation Impact Projects	• Falls under the list of eligible applicant organizational types. • Applicant/Subrecipient has direct experience running and managing a WIOA funded program, is well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), and can responsibly operate and manage the grant program in order to meet WIOA requirements. • Project being adapted, replicated, and scaled is a previous, successful project model funded by the CWDB.

Technical Assistance & Support	• Falls under the list of eligible applicant organizational types.
	• Meets one of the following WIOA funding criteria:
	  ○ The Applicant/Subrecipient is aware and willing to become familiar and comply with WIOA Title 2 and the Code of Federal Regulations, Title 2 (Uniform Guidance) responsibly operate and manage the grant program in order to meet WIOA requirements.
	  ○ The Applicant/Subrecipient has direct experience running and managing a WIOA funded program, is well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), and can responsibly operate and manage the grant program in order to meet WIOA requirements.

Program Evaluation

The CWDB will evaluate Accelerator 10 applicants to assess their application's characteristics and potential outcomes to identify the truly innovative aspects of the projects. These projects should allow the Project Team, stakeholders, partners, and service providers to identify and

learn from new strategies, promising practices, and course corrections. Awardees will be required to submit reports on project progress and document outcomes, which will be made available to the CWDB, EDD, and other stakeholders.

Section 2: Significant Dates

Event	Date*
RFA Release	**November 12, 2021**
Introduction to Accelerator & Live Q&A Session	**November 18, 2021** 1:00 PM – 2:30 PM (PST)
Weekly Q&A Posting	Accepted and posted each Tuesday to the WAF 10 solicitation webpage throughout the application period. Q&A Posting dates: • 11/23 • 11/30 • 12/7 • 12/14* *Last Q & A posting will be 12/14 and questions must be received by Thursday, 12/9, 3:00PM. Questions submitted after the deadline on 12/9 will not be included in the Q & A.
All Applications Due	**December 20, 2021** (by 3:00 PM Pacific)
Award Announcement	**By March 2022**
Grant Period	**June 1, 2022 – December 31, 2023** (18-Months) Possibility for 3-Month Extension to March 31, 2024

*****All dates after the final application submission deadline may be adjusted without an addendum to this RFA.

Section 3: Application Submission

This RFA contains the requirements that applicants must meet to submit a responsive application. The RFA provides information regarding the format in which applications must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicants' responsibilities.

Application Deadline

The deadline for applications is December 20, 2021, at 3:00 PM Pacific Time.

Late applications will not be accepted.

Application Assistance

Webinar: Introduction to Accelerator & Live Q & A
Thursday, November 18, 2021, 1:00 PM – 2:30 PM (PST)

Registration deadline is Tuesday, November 16 at 5:00PM. Registered attendees will receive webinar information and access on November 17th.

This presentation will focus on the purpose of Accelerator 10 and what interested applicants should know and prepare for when applying for WIOA funds. A Live Q & A will follow the workshop/presentation where interested applicants can ask CWDB staff questions on the grant program, funding intent, and application process and receive real time answers.

Questions asked during the Live Q & A will be included in the 11/23 Weekly Q & A posting.

Weekly Q & A
Questions will be accepted ongoing throughout the application period and answered publicly through posted Q & A. Questions must be sent to WAF@cwdb.ca.gov with "Accelerator 10 Q & A" in the subject line.

Q & A will be posted weekly, each Tuesday, on the Accelerator 10 Solicitation webpage (accessed online at Workforce Accelerator Fund) starting November 23. Q & A posting dates will be 11/23, 11/30, 12/7, and 12/14.

Questions must be received each Thursday by 3:00 PM (PST) to be included in Tuesday's weekly posting. Questions received after 3:00 PM on Thursday will be included in the following week's Q & A.

Last Q & A posting will be 12/14 and questions must be received by Thursday, 12/9, 3:00 PM. Questions submitted after the deadline on 12/9 will not be included in the Q & A.

Submitting an Application

Applications must be submitted electronically through the Cal-E-Grants website. Only applications submitted through the Cal-E-Grants application portal will be considered. Paper applications will not be accepted and will be automatically disqualified.

The Accelerator 10 online application can be found on the Accelerator 10 Solicitation webpage (accessed online at Workforce Accelerator Fund).

If you have questions on how to complete the application, email WAF@cwdb.ca.gov.

Account Log-in
The first step in applying is to create an account. You will not be able to access the online application without first creating an individual account.

If you do not already have an account for the Cal-E-Grants website, please click the **Sign Up** link in the middle of the webpage. If someone has already signed up on behalf of the organization, please contact them to add you as a user. Otherwise, please continue to register for a User Account by providing the required information.

After completing the Sign Up Request, an email is sent to the email address provided, containing your username and instructions to log in.

Once you are logged in, select the 'Apply' Button in the right hand corner of the page.

Application Elements
The sections below describe how applicants should complete each section of the online application.

Cover Page
In the spaces provided, please enter all required information. The Cover Page is the beginning of the application. It helps identify the applicant/organization and all details relative to Project Information, Project Cost (Requested Award Amount), Location, Points of Contact (Primary and Fiscal, and Authorized Representative). This should be completed by the Lead Agency Applicant applying for grant funds.

Match Requirement
The Workforce Accelerator Fund Grant Program Funding requires a 1:1 leveraged match based on application/award amount entered. The required match applies to New and Innovation Impact Projects only. It does not apply to Technical Assistance applicants.

Leveraged funds can come from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. Matching funds will be subject to the reporting requirements contained in WSD19-05.

Match can be either cash or in-kind:

- The definition of "**cash match**" is a contribution of funds made available to the Subrecipient to be used specifically for project activities and must be consistent with the allowable activities of the funding source. The awarded Subrecipient has control over and disburses these funds. Examples include but are not limited to funding received from employers, foundations, private entities, or local governments.

- The definition of "**in-kind match**" is a contribution of non-cash resources explicitly used for project activities. This type of match includes but is not limited to donated personnel or staff, services, and use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource and, the value of the space and instruction qualify as an "in-kind" match.

Serving Participants
Applicants will need to determine whether or not their project is serving participants. If participants are being served, participants must meet WIOA eligibility and reporting requirements and CalJOBS data entry and case management will be required.

If "Yes" is selected for "project serving participants" a Participant Plan must be completed later in the application. Upon review, the state may determine that a project is serving participants (if "No" was selected). If this occurs, completion of the Participant Plan and CalJOBS data entry and case management will be required for award.

WIOA Title 1 Declaration
By signing and submitting an application, you 'The Applicant', hereby acknowledge

1. If requesting $150,000 or less, you are aware, willing to become familiar and comply with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance) to responsibly manage the grant program if awarded. Or

2. If requesting more than $150,000, applicant is confirming they have direct experience managing WIOA funded projects, are well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), and are able to responsibly manage grant program and meet WIOA requirements if awarded. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization).You must accept/agree in order to proceed with apply for funding.

Project Narrative
In the space provided, using the prompts, please provide details relative to the Project's Proposed Framework, Project Team, and your organizations' experience with WIOA-funded grant programs and the projects' Proposed Strategies.

At least one core High Road Element must be selected and response must cover how project's "Big Idea" will address the element. You are able to select more than one if you choose to. A response to each of the prompts is required.

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

Expenditure Plan

This tab must be completed prior to completing any other Budget related tab. Responses from the Expenditure Plan will pre-populate/validate responses in other sections. You may receive an error message or experience lost data as a result of not completing this tab first.

In the spaces provided, in Section I. Funding Plan: Please provide figures for *Total Administration* (cannot exceed 10% of Total Subgrant/Amount Requested), *Total Program Cost* (Requested Award Amount *minus* Administration Costs), and the amount of *Leveraged/Match Funds*. In Section II. Expenditure Plan: Applicant must provide quarterly spending projections for both grant funds and leveraged funds/match. *Quarterly Planned Expenditures* refers to the amount of funding applicant is requesting from the CWDB. *Quarterly Planned Match* refers to leveraged funds as match contribution.

Funding Plan Section

Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Of this total request applicants must identify how much will be used for grant administration* (Total Administration - 10% Cap) and how much will be used for the actual program (Total Program Cost). The same amounts reported for these two areas on this tab/section should be the same reported on the Budget Summary.

Leveraged Funds (Match) refers to leveraged funds as match contribution.

*Grant administrative costs are associated with administrative and general functions of the Subrecipient to operate and oversee the grant. These are expenses that support the overall organization and program. These typically include staff salaries for administrative roles, accounting and audit, legal fees, and other allocation of program administrative support and expenses. Administrative costs cannot exceed 10% of grant funding.

Expenditure Plan Section

The applicant must project quarterly spending projections for both grant funds and leveraged funds/match. *Quarterly Planned Expenditures* refers to the amount of funding the applicant is requesting from the CWDB. *Quarterly Planned Match* refers to leveraged funds as match contribution.

Budget Narrative

In the spaces provided, please provide details relative to proposed total line item allocations. Figures in this section should mirror exactly each line item in the Grant Funds (15% WIOA) column on Budget Summary. This tab/section accounts for grant funds only – do not include leveraged funds (match).

Provide enough detail to justify each line item allocation. Each line item contains information/specific details in this section that must be covered in the narrative response. If there are multiple costs within a line item each cost must be covered separately with individual details and costs outlined, totaling to the full line item allocation. Failure to provide adequate detail may result in a lower score.

The total line item allocations entered on this tab/section should exactly mirror each line item in the Grant Funds (15% WIOA) column on the Budget Summary.

This tab accounts for grant funds only – do not include leveraged funds (match).

Supplemental Budget
If grant funds are used for Equipment Purchase, Leased Equipment, Contractual Services, and/or Subrecipient the Supplemental Budget must be completed. Instructions, guidance, and resources are outlined within the tab/sections.

The solicitation/application process does not act as procurement nor does it waive state and federal procurement rules and requirements. All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies and type of procurement must be outlined on the Supplemental Budget. Refer to Procurement Standards (Sect. 200.318) in the Federal Uniform guidance, 2CFR200. All resources applicable to procurement are linked within the Supplemental Budget.

Applicants must categorize contracted funds as either a Contractual Service or Subrecipient. Review WSD 18-06 (also found within the Subrecipient and Contractors section of the Supplemental Budget) to distinguish between the two. Upon review, the state may determine that a Subrecipient is a contractor. If this occurs, procurement would be required.

Budget Summary
In the spaces provided, please list out all line item allocations of the proposed budget. Costs are divided into two categories: *Grant Funds (WIOA 15%)* and *Leveraged Funds (Match). Grant Funds (WIOA 15%)* refers to the amount of funding you are requesting from the CWDB. *Leveraged Funds (Match)* refers to leveraged funds as match contribution. Instructions below to assist with each section:

Grant Funds (WIOA 15%)
All grant funds must be allocated to a line item. Select the line item that best fits. For costs that do not fit under any of the available line items use the "Other" line item (you will have to provide details/description for “Other Costs” on the Budget Narrative).

Total Grant Funds = Total amount of funding applicant is requesting from the CWDB. This amount will auto populate once the Budget Summary table is filled out.

Administrative Costs = Amount of requested funds that will go towards administrative costs to operate/manage the grant. Administrative costs cannot exceed 10% of grant funding. Applicant will manually enter this amount. This should match what was entered on Exhibit E – Expenditure Plan.

Program Costs = Amount of requested funds that will go towards the grant program itself. This amount will auto populate once Administrative Costs are entered by applicant.

Additional clarity for select line items (common questions received):

- *Number of full-time equivalents:* Total of individual FTE for all staffed positions outlined on Budget Narrative.
- *Staff Benefit Rate:* Average staff benefit rate from all staffed positions outlined on Budget Narrative.

- *Small Purchase:* Equipment items with a unit cost of under $5,000.
- *Equipment Purchase:* Equipment items with a useful life of more than one year and/or with a unit acquisition cost of $5,000 or more charged to the project. Additional guidance/instructions found on the Supplemental Budget.
- *Contractual Services:* Definitions/guidance can be found on Supplemental Budget (Subrecipient and Contractor Distinctions WSD 18-06).
- *Subrecipient:* Definitions/guidance can be found on the Supplemental Budget (Subrecipient and Contractor Distinctions WSD 18-06).

If grant funds are allocated to Equipment Purchase, Leased Equipment, Contractual Services, or Subrecipient line items, Supplemental Budget must be completed.

Workplan

The Workplan is a tool to help projects plan the various components and milestones leading to achievement of project deliverables and assist CWDB staff supporting your project to better understand associated objectives.In the spaces provided, please provide details relative to the proposed Objectives and/or Activities, along with the Estimated Completion Date for each. Objective and Activities must occur within the grant term period. Provide details on the activities to occur on a quarterly basis throughout the grant term along with their estimated completion dates. This should align with scope of work and goals and deliverables outlined in the project narrative and throughout the application. Activities can carry-over between quarters but this must be clearly outlined.

Partner Roles & Responsibilities

In the space provided, please provide details relative to the proposed Project Partners, including their roles, responsibilities and any leveraged/match funding if applicable. Please do not list the CWDB as we are the funders/lead grant administration.

List all partnering organizations and their roles and responsibilities as part of the Workforce Accelerator Fund. List leveraged funds being provided by partners.

Leveraged funds included on this tab/section must be included in leveraged funds reported across other areas of the application (Cover Page, Expenditure Plan, and Budget Summary). Leveraged funds outlined on this tab/section will be treated as match funds and (if awarded) will be required to produce documentation for all leveraged funds down to the penny.

Participant Plan

In the spaces provided, please identify the Target Populations, Age Group (based on WIOA definitions), and the Number of Participants your project plans to enroll, serve, and place. Placement details must be captured if applicable and if participants will be counted under the placement categories (as an outcome of the project).

All participants must be WIOA Eligible. For more information reference the Participant Eligibility section of this RFA.

Section 4: Application Requirements, Award and Contracting Process

Required Exhibits

All applicants must submit the required exhibits:

Document Name/Description	Required?
Exhibit A: Project Narrative	Yes
Exhibit B: Participant Plan	Only if the project is serving participants
Exhibit E: Funding Expenditure Plan	Yes
Exhibit F: Budget Summary	Yes
Exhibit F2: Budget Narrative	Yes
Exhibit G: Supplemental Budget	Yes
Exhibit I: Work Plan	Yes
Exhibit J: Partner Roles & Responsibilities	Yes

Application Narrative, Evaluation, and Recommendation for Funding

Applications will be reviewed and scored by teams of independent reviewers based on the Evaluation Rubrics. The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the application. Only those applications deemed to be meritorious and in the best interests of the state will be recommended for funding.

New Accelerator, Innovation Impact, and TA Provider applications will scored independently.

- Table 1 includes scoring criteria for New Project Applications
- Table 2 includes scoring criteria for Innovation Impact Project Applications
- Table 3 includes scoring criteria for Technical Assistance & Support Provider Applications

Table 1: New Accelerator Project		
Section	**Description**	**Points**
Project Framework & Deliverables	• Identify project's Big Idea; • Describe the innovation process and how the project is uniquely designed to address the Big Idea – the identified opportunity for improvement and change impacting economic and racial equity – in workforce development; • Describe how Accelerator 10 funding will further the Big Idea; • Describe how the project will address (at least one) of the High Road elements: 1) Improvement of job quality, 2) create income security or upward mobility, and/or 3) connect or bridge workforce programs to quality jobs; • Deliverables are clearly identified – 1) what will project do, and 2) how this will be measured – and aligns with Big Idea and project outline; and • *Up to five (5) bonus points are available if the project will serve Immigrant Job Seekers or those Experiencing Housing Insecurity.*	60
Subrecipient & Project Team	• Applicant meets the WIOA applicant criteria and provides enough detail demonstrating successful experience or ability/plan to comply with WIOA requirements to operate the grant responsibly; • Project team members and roles and responsibilities are clearly identified and described; • Describes project team's commitment to integration, sharing, and replication and/or scaling of successful outcomes; and • *Up to five (5) bonus points are available if the project plans to serve Immigrant Job Seekers or those Experiencing Housing Insecurity and the team includes members with experience serving those populations.*	30

Table 1: New Accelerator Project		
Section	**Description**	**Points**
Budget	• Budget exhibits are complete and include a sufficient level of detail; and • No disallowed costs/unallowable use of funding.	10

Table 2: Innovation Impact Project		
Section	**Description**	**Points**
Project Framework & Deliverables	• Identify project's Big Idea; • Describe the original project and the elements to be adapted, replicated, and scaled; • Describe the innovation aspects of the project, what anticipate learning from the project, and how it will impact and influence workforce development; • Describe how Accelerator 10 funding will further the Big Idea; • Describe how the project will address (at least one) of the High Road elements: 1) Improvement of job quality, 2) create income security or upward mobility, and/or 3) connect or bridge workforce programs to quality jobs; • Deliverables are clearly identified – 1) what will project do, and 2) how this will be measured – and aligns with Big Idea and project outline; and • *Up to five (5) bonus points are available if the project will serve Immigrant Job Seekers or those Experiencing Housing Insecurity.*	60

Table 2: Innovation Impact Project		
Section	**Description**	**Points**
Subrecipient & Project Team	• Applicant meets the WIOA applicant criteria and provides enough detail demonstrating successful experience to comply with WIOA requirements to operate grant responsibly; • Project team members and roles and responsibilities are clearly identified and described; • Describe strategy and coordination in working with original project team/organization to ensure support and alignment; and • *Up to five (5) bonus points are available if the project plans to serve Immigrant Job Seekers or those Experiencing Housing Insecurity and the team includes members with experience serving those populations.*	30
Budget	• Budget exhibits are complete and with sufficient level of detail; and • No disallowed costs/unallowable use of funding.	10

Table 3: Technical Assistance and Support		
Section	**Description**	**Points**
TA Framework	• Provide a comprehensive introduction on your background and areas of expertise that align with the goals and objectives of this Technical Assistance solicitation. Include information on your existing capacity to provide adequate support to projects and your familiarity with best standards and practices in workforce development, economic, social, and racial justice movements, and the CWDB's principles of High Road. • Provide an overview of the activities for technical assistance, support, and knowledge sharing the Accelerator 10 projects will receive. • Outline the outcomes and deliverables that will be achieved under the Technical Assistance grant in support of dissemination and sharing of Accelerator points of innovation, achievements, and lessons learned to the workforce development field; • Describe your expertise in grantee and stakeholder convening, cross-system information sharing, and field-building activities/strategies, including networking events, best practices/information sharing sessions for targeted groups, and larger Communities of Practice in both virtual and in-person settings; • Describe knowledge and experience in 1) documenting and disseminating lessons learned, best practices, and successful program models for internal and external purposes, 2) developing policy briefs, white papers, case studies, and other public-facing materials promoting best practices in workforce innovation, and 3) increasing visibility and highlighting successes through print and electronic media; and • Deliverables are clearly identified, along with what will be accomplished and the due date of each.	70

Table 3: Technical Assistance and Support		
Section	**Description**	**Points**
TA Team	• Individuals and organizations providing technical assistance and support for projects – including capacity, experience, and qualifications.	20
Budget	• Budget exhibits are complete and include a sufficient level of detail; and • No disallowed costs/unallowable use of funding.	10

Section 5: Administrative and Additional Requirements

All sections in the Code of Federal Regulations (CFR) Part 200 and 2900 require compliance from the awardee agency. There are specific sections of the CFR linked below for reference, however it is the agencies responsibility to review all sections in the CFR to ensure all elements are understood and in compliance:

- OMB Title 2 CFR Part 200: Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards
- OMB Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

In addition, there are EDD Directives and Information Notices. While not every Directive or Information Notice is relevant for the WIOA 15% Discretionary programs, this RFA does utilize applicable ones, and CWDB program staff may share additional ones as resources during the grant period.

- EDD Directives
- EDD Information Notices

For agencies using funds to serve participants, WIOA law and sections in CFR Title 20, Chapter V, Part 681, Subpart B and CFR Title 20, Chapter V, Part 680 require compliance.

- WIOA Law
- CFR Title 20, Chapter V, Part 680
- CFR Title 20, Chapter V, Part 681, Subpart B

For the Administrative and Additional Requirements section:

- The term Awardee/Subrecipient refers to the awarded agency that enters into an agreement with the State of California.
- The stand-alone term Subrecipient refers to the agency/s selected by the Awardee/Subrecipient to carry out the program.

Monitoring and Audits

After grant approval, Awardees – also known as Subrecipients, will be referred to as Awardee/Subrecipient hereafter and will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. The Awardee/Subrecipient is expected to be responsive to all - compliance monitor's requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with compliance monitors in a timely and accurate manner. If performance is insufficient or the project is not performing and making progress towards deliverables, the state will consider placing the agency on cash hold and possibly de-obligating funds.

The Awardee/Subrecipient must conduct regular oversight and monitoring of all contractors and their Subrecipients. The purpose of this requirement is to ensure that expenditures meet the cost category and cost limitation requirements of WIOA and the regulations, that there is compliance with other provisions of WIOA and the regulations, the Uniform Guidance, Title 2 CFR part 200 and part 2900, and other applicable laws and regulations, and to provide technical assistance as needed. It is the Awardee/Subrecipient's responsibility to ensure that all awarded funds comply with all regulations.

The Awardee/Subrecipients and their Subrecipients, that are units of local government, or non-profit organizations, must ensure that audits required under OMB guidelines, CFR 200.501, are performed and submitted when due. All organizations that are Subrecipients under WIOA Title I and that expend more than the minimum level specified in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.

- CFR 200.327 - 200.329 - Performance and Financial Monitoring and Reporting
- CFR 200.330 - 200.332 - Subrecipient Monitoring and Management
- CFR 200.501 - 200.507 - Audit Requirements

Record Retention

Awardees/Subrecipients must maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer-generated) data sources. Awardees/Subrecipients will retain all records pertinent to this contract for three years from the date of final payment on this subgrant.

- CFR 200.333 – 200.337 – Record Retention

Local Agency Policies

As a recipient of WIOA funds, agencies must have a series of local agency policies that comply with state and federal regulations. All administrative policies are required. Policies about serving participants are only needed when an agency is using grant funds to serve participants. There may be additional policies that are necessary in the future and some that are not listed here. The local agency policies will be reviewed during monitoring.

It is up to the Awardee/Subrecipient to determine which policies are applicable and draft/implement them for their program. The state cannot do this on their behalf. CWDB staff can provide examples of local policies or connect Subrecipients to their local area.

Administrative Policies

- Accounting Systems
- Allowable Costs and Cost Classification
- Audits and Audit Resolution
- Cash Mgmt. (including minimizing cash on hand)
- Closeout – Grants and Contracts
- Complaints and/or Grievances (participants, staff and bidders)
- Conflict of Interest
- Debt Collection
- Incident Reporting and Grievance
- Indirect Costs
- Internal Controls/Separation of Duty
- Matched and Leveraged Resources
- Subrecipient monitoring
- Operating Expense Payments
- Payroll (salaries and fringe)
- Procurement/Purchasing
- Program Income (if applicable)
- Property Management
- Records Retention
- Salary and Bonus Limitations
- Travel

Participant Policies – Applicable for Projects serving participants

- Eligibility Determination

- Services and Training
- Supportive Services

Fiscal

Awardees/Subrecipients need to ensure that all federal and state fiscal requirements are being met by all agencies utilizing the funds awarded under this RFA. In the event that projects fall behind on spending or deliverables, the Awardee/Subrecipient may be put on a cash hold until the issues and concerns are remedied. If a resolution is not reached, there is a possibility that funds will be de-obligated.

Awardees/Subrecipients of WIOA funds will incur expenditures against the subgrant/award and those costs will need to be reimbursed through a Cash Draw in CalJOBS. Upon award, Awardees/Subrecipients will be asked to complete a cash request in the CalJOBS Cash Draw module in order to receive funds.

Prior to completing the application, it is recommended to review the following EDD Directives:

- EDD Directive - CalJOBS Cash Request
- EDD Directive - Allowable Costs and Prior Written Approval Information
- EDD Directive - Procurement of Equipment and Related Services

Note: If leasing equipment is being considered, it must to be included in the procurement analysis. Review Federal Acquisition Regulations (FAR) section 7.400, for additional information on leasing:

- Review Federal Acquisition Regulations
- EDD Directive - Subrecipient and Contractor Distinctions
- EDD Directive - Indirect Cost Rates
- EDD Directive – Guidance on Regional Awards

Contractual Services and Subrecipients

This RFA does not act as procurement nor does it waive state and federal procurement rules and requirements. All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies. See Procurement Standards (Sect. 200.318) in the Federal Uniform guidance, 2CFR200.

Applications that require procurement and do not identify type on the Supplemental Budget will not be awarded.

EDD Directive - Procurement of Equipment and Related Services

Applicants must categorize contracted funds as either a Contractual Service or Subrecipient. Review WSD 18-06 to distinguish between the two. Upon review, the state may determine that a Subrecipient is a contractor. If this occurs, procurement would be required.

EDD Directive - Subrecipient and Contractor Distinctions

Participant Eligibility

Participant eligibility is only applicable to Accelerator 10 projects serving participants. All individuals served through this grant program must be WIOA eligible.

Determining WIOA eligibility should be the first step in enrolling/entering a participant into the Accelerator 10 program. In addition to falling under at least one of the target populations identified in this document, all participants must meet WIOA eligibility requirements as an Adult, Dislocated Worker, or Youth, and be registered, enrolled and have participation created as such, in the CalJOBS system.

Eligibility Requirements for Adults

- 18 years or older
- Selective Service registration for males*

*Gender and selective service registration is based on gender listed on birth certificate (not assigned at birth). If male, evidence of Selective Service enrollment can be found here: Selective Service Registration Directive.

Eligibility Requirements for Dislocated Workers

An individual who meets one of the five definitions required for certification as a Dislocated Worker:

1. Individual must meet (a), (b), and (c) below:

    a. Has been terminated or laid off, or has received a notice of termination or layoff from employment; AND
    b. Is eligible for or has exhausted unemployment insurance;

OR

has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment insurance due to insufficient earnings or having performed services for an employer that were not covered under state unemployment compensation law; AND

    c. Is unlikely to return to a previous industry or occupation.

2. Has been terminated or laid off, or received notification of termination or layoff, from employment as a result of a permanent closure of, or substantial layoff at, a plant, facility, or enterprise; OR Is employed at a facility, where the employer has made the general announcement that the facility will close within 180 days.

3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster.

4. Is a displaced homemaker. The term “displaced homemaker” means an individual who has been providing unpaid services to a family member in the home and who has been dependent on the income of another family member but is no longer supported by that income OR is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, call or order to active duty, a permanent change of station, or the service-connected death or disability of the member AND is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

5. Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member OR is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Eligibility Requirements for Youth

Accelerator 10 projects are required to serve only out-of-school youth. Out-of-school youth participants are 16 to 24 years old and are reportable individuals who have satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, development of an individual service strategy, and received one of the 14 WIOA youth program elements in Sec. 129(c)(2) of WIOA. Some 18 to 24-year--olds may be ready for adult services due to life experiences such as gaining occupational skills through education or training, prior work experiences, adult schedules, family responsibilities, and the participant’s needs. Others need specific youth services covered in the 14 WIOA youth program elements based on characteristics such as maturity, drug and alcohol abuse, homelessness, foster care status, family abuse/neglect, literacy challenges, pregnancy, and lack of employability skills. Assessments of their skills, career readiness, literacy and supportive service needs should be considered when determining the appropriate program(s) for young adults.

Out of School Youth

One or more of the following barriers:

- A school dropout.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter. Note – If the school does not use school year quarters, Local Areas must use calendar quarters.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual "start underline" and "end underline" is either basic skills deficient or an English language learner.
- An offender.
- A homeless individual or a runaway.
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child

eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement.
- An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
- An individual with a disability.
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

More information on Out of School Youth can be found on the Title 20 CFR Section 681.210 - Out of School Youth.

Incumbent Workers
To qualify as an Incumbent Worker, the employee must meet the following:

- Be a current employee of an eligible employer.

- Have been employed by the eligible employer for at least six months. If the employee has not been employed by the employer for at least six months, they would be considered a new employee.

- Meet the Fair Labor Standards Act requirements for an employer-employee relationship.

Incumbent Workers include a separate set of eligibility requirements for employers and participants. More Refer to the EDD Directive - Incumbent Worker Training for more information

Additional Resources: Establishing Eligibility
The following Directives provide guidance on establishing eligibility:

- WSD 15-14 WIOA Adult Program Priority of Service
- WSD 16-18 Selective Service Registration
- WSD 19-01 70 Percent LLSIL and Poverty Guidelines
- WSD 17-07 Youth Program Requirements
- WSD 18-03 Pathway to Services, Referral and Enrollment
- Title 20 CFR Section 681.210 - Out of School Youth
- Title 20 CFR Section 681.220 - In School Youth
- WIOA Law

Right to Work Documents
All Accelerator WIOA-eligible participants entering employment services or activities must have right-to-work documents meeting one of the criteria below:

- One Document from **List A**

- Two Documents: One each from **List B** and **List C**

List A: Documents that Establish Both Identity and Employment Eligibility

- U.S. Passport (unexpired).
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- An unexpired foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- An unexpired Employment Authorization Document that contains a photograph (Form I-766).
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

List B: Documents that Establish Identity

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. Military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

- School record or report card.
- Clinic, doctor, or hospital record.
- Day-care or nursery school record.

List C: Documents that Establish Employment Eligibility

- U.S. Social Security card (other than a card stating it is not valid for employment).
- Certification of Birth Abroad issued by the Department of State (Form FS-545).
- Certification of Report of Birth issued by the Department of State (Form DS-1350).
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (Form I-197).
- ID Card for the use of Resident Citizen in the United States (Form I-179).
- Unexpired employment authorization document issued by DHS (other than those listed under List A).

Supportive Services

Supportive services are only applicable to projects using grant funds to serve participants.

Supportive services can only be provided when participants are participating in career and training services, are unable to obtain support from other programs, and are necessary to enable a participant to participate in career and education services. A local agency policy must be developed if using grant funds to provide supportive services to participants.

- CFR Title 20, CH V, Part 680, Subpart G – Adult and Dislocated Worker Supportive Services
- CFR 681.570 – Youth Supportive Services

Examples of supportive services rules and documentation requirements that a Subrecipient will be responsible for implementing include (list is not exhaustive):

- Receipts for all expenses. If items are purchased and given to the client, there needs to be a tracking system that shows the client received the items.
- Funds provided in the form of gift cards require receipts signed by the participant and the case manager for the full amount of the gift card with matching documentation for

the specific amounts in the case notes. There needs to be a tracking system that shows the client received the gift card. Receipt from the gift card purchase must also be provided back to the organization along with the gift card if there are unspent funds.

- Funds for gas must be tracked in a log with mapped mileage and addresses to and from the worksite.

Case Management

Case Management is only applicable to Accelerator projects using Accelerator 10 funds to serve participants.

While case management is a programmatic function, the lead agency is responsible for ensuring that all Awardee/Subrecipient staff and their Subrecipients serving participants with WIOA funds are performing case management in compliance with WIOA regulations. All participants must be eligible for the WIOA program and meet eligibility requirements as an Adult, Dislocated Worker, or Youth, and complete both the registration and enrollment process in CalJOBS. Verification of eligibility needs to occur before any funds are spent on a client. If a client is not eligible for the program and funds are paid, these funds could be deemed unallowable.

Some examples of case management (not exhaustive):

- Eligibility verification – supporting documentation is required
- Creation of a participant file and clearly outlining the service strategy plan
- Detailed case notes explaining all supports to the client
- Justification for all funds spent on the participant that align with the service strategy plan
- Receipts for all expenses. If items are purchased and given to the client, there needs to be a tracking system that shows the client received the items.
- Funds provided in the form of gift cards require receipts for the full amount of the gift card. There needs to be a tracking system that shows the client receiving the gift card.
- If work experience or on-the-job training is provided, signed timesheets are required.

During monitoring, a thorough review will occur to ensure that the participant is eligible for the program and all funds spent align with the service strategy plan, and are justifiable and

allowable. The goal is to create participant files that contain all the necessary documentation and details to tell the story of how this participant was supported while enrolled in the WIOA program.

CalJOBS activity codes must be entered as services are provided to participants.

- EDD Directive – CalJOBS Activity Codes

Reporting

Awardee/Subrecipients must have the capability to report expenditures, participant data, and outcome data to the state in a timely, thorough, and accurate manner through CalJOBS, the state's required reporting system. The state will provide training on how to use CalJOBS. If the Awardee/Subrecipient is a Local Board or RPU, work with the MIS Administrator for additional assistance.

All Awardee/Subrecipients will be required to access CalJOBS for financial reporting and perform cash drawdowns. Only the Awardee/Subrecipients using grant funds to serve participants will be required to enter participant data into CalJOBS, submit quarterly participant reports, enter project activities and perform case management. The CWDB will provide a quarterly reporting template. It is expected that reports provide a comprehensive narrative on project activities, information on expenditures, and metrics for participants, reflecting work done by all partners. Reports will be cross-checked with CalJOBS data entry.

The CWDB may request monthly reporting if there are concerns with meeting project outcomes or issues with expenditures. In some instances, a Subrecipient may be put on cash hold if reports are not being submitted on time, expenditures are a concern, or timely reporting in CalJOBS is not occurring.

Within 60 days of the project termination date, a project closeout report is due. The Monthly and Quarterly Financial Reporting Requirements and WIOA Closeout Requirements on the EDD website provide further guidance.

- EDD Directive - Participant Reporting Information
- EDD Directive - Fiscal Reporting Information
- EDD Directive - Closeout Reporting Information

Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars, CFRs Title 2, Title 20 and Title 29, and EDD Directives and Information Notices.

Acknowledgement of Federal Funding

As required by Public Law 101-166, Section 511 (Stevens Amendment), all award recipients must acknowledge federal funding in documents that communicate funding, such as press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or part with federal funds. This includes funding from the Department of Labor and the Department of Education.

Documents that communicate funding may include:

- Award Announcements
- Bid Solicitations
- Marketing materials (PowerPoints announcing funding)
- Press Releases (communicating funding, announcing a new activity or program with funding)
- Social media content
- Website content

Recipients are required to state (1) the percentage and dollar amounts of the total program or projects costs financed with federal funds, and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

> **General structure:**
> This [project/publication/program/website, etc.] [is/was] supported by the [federal sub-agency] of the [federal agency] as part of an award totaling $XX [Insert total NFA amount here} with XX percentage financed from nongovernmental sources.
>
> **Example:**
> This Wagner-Peyser Program bid solicitation is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling $361,633 with 0% financed from non-governmental sources.

Refer to Stevens Amendment FAQs for more information.

Evaluation

WIOA Sections 134 and 136(e) provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the State to determine the effectiveness of the Governor's 15% Discretionary funds in addressing the identified statewide needs. As part of this RFA, the State will be selecting a statewide evaluation organization, and the Awardee/Subrecipient will be required to participate in that evaluation by providing requested data and information. All Awardee/ Subrecipients will document lessons learned and effective/promising practices ascertained through this project.

APPENDIX A – Administrative Costs

There is an administrative cost limit of 10 percent of the total funds awarded under this contract.

The following WIOA Title I function and activities constitute the costs of administration subject to the administrative cost limitation:

- The costs of administration are expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

- The costs of administration are the costs associated with performing the following functions:
    a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
        - Accounting, budgeting, financial and cash management functions
        - Procurement and purchasing functions
        - Property management functions
        - Personnel management functions
        - Payroll functions
        - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
        - Audit functions;
        - General legal services functions; and
        - Developing systems and procedures, including information systems, required for these administrative functions.
    b. Performing oversight and monitoring responsibilities related to WIOA administrative functions.

    c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.

    d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.

    e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.

f. Specific costs charged to an overhead or indirect cost pool that can be identified directly as administrative costs. Documentation of such charges must be maintained.

- Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
    a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

    b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

    c. Except as provided in paragraph (1) of this section, all costs incurred for functions and activities of sub-recipients and contractors are program costs.

    d. Costs of the following information systems, including the purchase, systems development, and operating (data entry) costs, are charged to the program category

        - Tracking of performance information.

        - Information relating to supportive services and unemployment insurance claims for program participants.

    e. Continuous improvement activities are charged to the administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

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APPENDIX B - Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) (2 CFR Part 200) and Department of Labor (DOL) exceptions (2 CFR Part 2900). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

a. Be necessary and reasonable for the performance of the award.

b. Be allocable to the award.

c. Conform to any limitations or exclusions outlined in the award.

d. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.

e. Be accorded consistent treatment.

f. Be determined in accordance with generally accepted accounting principles.

g. Not be used to meet cost sharing or matching requirements of any other federally-financed program.

- Note: CWDB allows WIOA discretionary funds to be used towards match of other CWDB WIOA discretionary funded programs and with WIOA Title I formula funds.

h. Be adequately documented.

Below is a high-level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide rather than a final authority for deciding of whether or not a cost would be considered allowable.

The legend key below, along with the definitions, is intended to help the user understand whether a cost item is allowable or not.

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable
NS	Not Specified in the Uniform Guidance

If a cost item is denoted with two or more legend keys, users should further investigate the various information sources as they may provide the additional clarity. If this effort does not provide the necessary information, the project manager or Regional Advisor should be contacted.

The "NS" legend key means that information may not be readily available. In this event, other information sources should be sought out before contacting the project manager or Regional Advisor.

The "AP" legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Cost Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	200.421	
2	Advisory councils	AC/U	AC/U	AC/U	200.422	
3	Alcoholic beverages	U	U	U	200.423	
4	Alumni/ae activities	U	NS	NS	200.424	
5	Audit services	AC/U	AC/U	AC/U	200.425	
6	Bad debts	U	U	U	200.426	
7	Bonding costs	A	A	A	200.427	
8	Collection of improper payments	A	A	A	200.428	
9	Commencement and convocation costs	AC/U	NS	NS	200.429	
10	Compensation – personal services	A/U	A/U	A/U	200.430	
11	Compensation – fringe benefits	A /U	A /U	A /U	200.431	

12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
16	Depreciation	AC	AC	AC	200.436	
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24	General cost of government	NS	NS	U/A	200.444	
25	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	

28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Application costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	

47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	
55	Trustees	A	A	NS	200.475	

APPENDIX C - Acronyms

Acronym	Name/Title
CBO	Community Based Organization
CFR	Code of Federal Regulations
CWDB	California Workforce Development Board
DOL	Department of Labor
EDD	State of CA, Employment Development Department
LWDB	Local Workforce Development Board
OMB	Office of Management and Budget
RFA	Request for Applications
RO	Regional Organizer
RPI	Regional Plan Implementation
RPU	Regional Planning Unit
TA	Technical Assistance
WIOA	Workforce Innovation and Opportunity Act