CALIFORNIA
Workforce Development Board

WORKFORCE ACCELERATOR FUND 7.0

Request for Applications

October 2018

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Section 1   Overview

A.   Introduction

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) are pleased to announce the availability of up to $4 million in *Workforce Innovation and Opportunity Act* (WIOA) funds to design, develop, and implement projects that accelerate employment and re-employment strategies for California job seekers.

In April 2014, the CWDB and EDD established the Workforce Accelerator Fund (Accelerator) as a new model of funding innovation in California's workforce system. Since April 2014, just over $21 million has been invested, resulting in over 120 projects across the state. To learn more about the Workforce Accelerator Fund, you can view "Accelerator at a Glance" here and our Accelerator materials library here. Through this Request for Applications (RFA), Accelerator 7.0 will focus on replication and scale, as well as fund projects that create partnerships and prototype innovative strategies, bridge education and workforce gaps for the targeted populations, and that implement promising models and practices in the workforce service delivery infrastructure.

The Aim of the Workforce Accelerator Fund

Accelerator funds innovative solutions to *accelerate* system-wide changes to better address the challenges and barriers that keep Californians from achieving success in their professional lives. Through a combination of seed funding and an initiative-wide support network, Accelerator provides an opportunity for the workforce system to create services in unique ways, tailored to the needs of customers. As Accelerator has evolved, it has become crucial to bring successful strategies to scale and embed them into the workforce system, ultimately influencing system change to better serve target population(s), regionally and statewide.

Accelerator 7.0

The purpose of this RFA is to build upon previous Accelerator project successes and to solicit new strategies for Californians with barriers to employment. Our goal is to fund "ground up" solutions to some of the most vexing challenges that are keeping Californians with barriers to employment from achieving success in jobs and careers. We anticipate that the solutions achieved through Accelerator can be used by regions grappling with similar challenges. These solutions will be shared with   the Regional Planning Units and other stakeholders to create lasting change and improvements in the workforce system.

California's State Plan for the WIOA, *Skills Attainment for Upward Mobility; Aligned Services for Shared Prosperity* (Strategic Plan), prioritizes regional coordination among key partners, sector-

based employment strategies, skills attainment through earn and learn and other effective training models (including, but not limited to apprenticeship), and development of career pathways. The CWDB will fund applications that advance the goals of its Strategic Plan and build workforce system infrastructure and capacity through:

- **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 the application of promising practices in workforce development and skill attainment.
- **System change** that uses these sub-grants to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.

B.   Project Goals and Objectives

Despite our state's overall prosperity, too many Californians are in danger of being left behind, not making ends meet, and unable to create a middle class life for themselves and their families. Accelerator 7.0 funding should be utilized to expand and enhance workforce opportunities for the following individuals:

- **Long-Term Unemployed** – A significant number of California workers have been out of work for more than six months and are struggling to find new jobs.

- **Returning Veterans** – Too many veterans, after performing essential services with great skill, are challenged in finding civilian jobs that capitalize on the skills they've developed.

- **Individuals with Disabilities** – The labor force participation rate for Californians with disabilities is only 19.5% - lower than it was before passage of the Americans with Disabilities Act.

- **Low-Income Workers** – Thousands of Californians are trapped in poverty, often cycling through low wage, dead-end jobs and lacking the education, skills, and financial support needed to move into sustained, higher wage jobs.

- **CalWORKS Participants** – The WIOA and California State budget prioritize services to skill-up and place public assistance recipients in jobs that support their families.

- **Disconnected Youth** – Many young people who are 16-24 years of age, and are neither in-school nor working and in danger of being left behind.

- **Ex-Offenders** – Realignment has increased the visibility of the need for robust job services for the parole and ex-offender population in California.

- **Immigrant Job Seekers and their Families** – Matching the skills of immigrant workers to the changing economy and capitalizing on training and education received prior to coming to California can help increase economic mobility for immigrant workers and their families.

These are the Californians who face substantial challenges in finding good jobs and supporting themselves and their families in an era with volatile, rapidly evolving labor markets. At the same time in regions across California, employers in key industry sectors are searching for qualified workers for occupations at all skill levels.

Traditional workforce and education strategies have had little impact in helping these workers to build relevant skills and connect to good jobs. Even promising strategies lack the speed, agility, or scale needed to accelerate employment for workers desperately in need of that help. We need to bring the creativity for which California is known to bear and create new strategies that achieve scalable impact with workers who face difficult employment prospects.

The CWDB and EDD are investing Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary resources through Accelerator 7.0, which will award grants to projects that create and prototype innovative strategies to accelerate skill development, employment, and reemployment for one or more of the target populations listed above. Innovations that emerge from these prototypes will then be scaled and replicated across the state, infusing new ideas into the bloodstream of workforce development.

Project Goals:

- Improve labor market and skills outcomes for the target groups through the development of strategies that fill gaps, accelerate processes, or customize services to ensure greater access to workforce services and employment opportunities.
- Implement, replicate and scale successful innovations that emerged from previous Accelerator projects.
- Create new models for service delivery and funding alignment that can be replicated across the state and tailored to regional needs.
- Leverage state investment with commitments from industry, labor, public, and community partners.

The CWDB and EDD will fund applications that seek to achieve the project goals outlined above

by designing and developing innovative ideas that have the potential to substantially increase the effectiveness, scale, and/or capacity of existing workforce system programs and funding streams that serve the Accelerator target populations. Successful applications may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes. Past Accelerator projects that demonstrated significant impact and potential for replication and/or integration can be replicated and scaled with partners at both the state and regional levels to infuse innovations and system improvements into the workforce system infrastructure.

C.   Project Design

Accelerator seeks solutions to specific challenges that inhibit career opportunity and employment success for the targeted populations and that 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 addressing workforce pipeline gaps specific to these populations, that can be applied, replicated or scaled to create broader impact and system improvement.

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 will be required to create a team of partners that offers unique skills and contributions to the project. Applicants must identify each team member and describe the role of the Project Team and its members in project development, integration of new ways of doing business, and scaling and replication. Project Teams must include at least one unique member from each of the following groups:

- *Experts* – Partners who have a deep knowledge of the workforce system, operational and administrative experience, and insight into implementation opportunities and challenges. These partners must include those with expertise and experience working in or with institutions that the project is directly impacting (e.g., community colleges, K-12 schools, America's Job Centers of California, county social services/public assistance providers, etc.) as well as the parts of the workforce or skills development system who represent the "market" for replication, expansion, or integration of the project (e.g., state and local agencies, funders, service delivery providers, career technical education programs, etc.).

- ***Innovators*** – Partners who bring new perspective and expertise to the project, who have created solutions to challenging problems, and who have cross-disciplinary experience. These individuals and organizations may not have workforce development experience, but have success in other fields that is instructive to change and innovation in workforce development.

- ***Customers*** – Partners who represent at least one of the potential end-use customer(s) of the project: job seekers or employers. Each project must include either a partner who is currently representing multiple job seekers from the targeted population (e.g., community organizations, advocacy groups, etc.) or multiple employers (e.g. industry associations, chambers of commerce, employer advisory groups), depending on the challenge being addressed and/or aspect of the pipeline being targeted. These partners must be able to provide direct input from individual job seekers from the target groups, or employers who will be utilizing the services.

- **Influencers** – *For System Change project category applicants only.* Replacing the Expert on these teams, applicants will engage in a partnership with an individual or organization that can influence system change. The team member should be an individual(s) who have the influence and authority to bring new strategies to the table to create a "New Business as Usual" to our workforce system.

The "Big Idea" gap or challenge to address: Each project must identify a challenge or gap that if successfully addressed, would significantly "move the needle" on employment for one or more of the targeted groups. This should address a challenge that the workforce system is facing in increasing opportunity, access, effectiveness, and/or scale in addressing the assessment, training, placement, or advancement of the targeted population(s). Some projects may be tailored to meet the needs of more than one group, or more than one aspect of the workforce pipeline. For example, projects may choose to focus on:

- Accelerating education, training or retraining of workers in the targeted populations.
- Developing new ways of engaging industry (employers and/or labor stakeholders) to articulate skill needs, calibrate supply and demand, develop curricula and/or training modalities, or other strategies to match job seekers with employment.
- Increasing the use of existing, or development of new industry-valued skills credentials (e.g., certificates, licenses, digital badges, stackable credentials, etc.).
- Accelerating implementation of WIOA "career services" by increasing the partners committed to integrating service delivery and/or developing strategies and tools to

prepare targeted populations for training and job placement.

- Accelerating recognition of existing skills, such as prior learning assessments, and/or utilizing competency-based models that focus on learning rather than on duration of training.

- Expanding or creating apprenticeship, pre-apprenticeship or other "earn and learn" models (i.e., quality paid internships or other work-based learning opportunities).

- Improving work-based learning infrastructure that supports employers and/or that increases access and opportunities for working learners.

- Creating cross-system service alignment by bringing together systems and partners to provide support services (housing, mental health care, substance use counseling, etc.) to increase effectiveness of workforce services.

- Creating more robust services by braiding multiple funding sources or utilizing new funding models to increase scale or funding diversity.

- Increasing use of training and hiring incentives for targeted populations, including subsidized employment (e.g., on-the-job training, CalWORKs jobs programs, EDD's Unemployment Insurance Work Sharing or other resources).

- Improving job matching and assessment strategies to accelerate employment/ reemployment.

- Improving employer recruitment and hiring strategies to benefit targeted groups.

- Streamlining the use of virtual (e.g., via use of technology) with in-person strategies for job seekers and employers.

D.   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 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. Projects will have an 18-month grant period. Technical Assistance and Database projects will have 24-month grant periods.

Through this RFA, the CWDB will fund the following:

1. **New Accelerator Projects**
2. **Innovation Impact Projects**

3. **System Change Projects**
4. **Accelerator 7.0 Technical Assistance and Support**

1.   New Accelerator Projects

Through this RFA, the CWDB will fund new Accelerator projects that address gaps and increase efficiencies in:

- The service delivery pipeline of the workforce system.
- The alignment of funding for the targeted populations.

Applicants may address one or more of these gaps in their project; however, the goals for each should be clearly defined and measurable during the life of the project. These goals may include incremental measures or points of change that reflect process, output, or deliverable benchmarks.

In order to address these gaps, applicants are encouraged to take a research and development approach, borrow strategies from other industries or sectors, and/or prototype new models. 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.

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.   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 other WIOA funds for direct service delivery, job-seeker clients must be enrolled in CalJOBS.

2. Innovation Impact Projects

Through this RFA, the CWDB will fund applications that replicate and scale successful Accelerator project models in a new region, with new system service providers or partners, and/or focus on a new eligible target population. Innovation Impact Projects are intended to provide technical assistance and resources to applicants committed to implementing the new tools, strategies, or models in their own organizations or systems. Innovation Impact projects may replicate all or part of a successful strategy and tailor it to suit the needs of the region or target population. Successful applicants will clearly articulate the process for replication and impact measures. Applications must include both the organization replicating the project model (Innovation Impact Applicant) and a representative of the original Accelerator Project Team (the Innovation Impact Advisor). The Innovation Impact Applicant may be a previous Accelerator awardee or new applicant.

Accelerator project models eligible for Innovation Impact Projects include those that demonstrate:

- Clear outcomes (successes and lessons).
- Impact on the workforce system, clients, and/or other aspects of service delivery.
- Capacity to provide technical assistance for model replication, scaling and course correction throughout the Innovation Impact Project.

Innovation Impact Advisors will provide tools, structures, and/or processes to facilitate Accelerator model adoption through training, coaching, peer-to-peer exchange or other proposed methods. Grant applications must demonstrate the original project's continued effectiveness, the impact on the workforce system, and how it will be replicated. Innovation Impact Advisors must also indicate the means by which they will provide assistance to the Innovation Impact Awardee.

Innovation Impact Applicants must demonstrate an understanding of the original Accelerator model being implemented and indicate which tools, structures, and/or processes they will use to adopt the model. Applicants must also demonstrate the process and strategies for integrating the model into their procedures and programs. Funded activities related to adoption of the new model include but are not limited to: staffing and staff development; service delivery modification; data collection and measurement; program integration; or other costs associated with replication and scaling. For those projects using Accelerator or other WIOA funds for direct service delivery, job-seeker clients must be enrolled in CalJOBS.

3. System Change Projects

Through this RFA, the CWDB will fund Systems Change Projects that scale fundamental aspects and/or elements of previous successful Accelerator projects by addressing the regulatory, programmatic and/or administrative barriers to expansion of the models, strategies or tools. Awardees must identify the structural challenges to, and opportunities for, scaling within the workforce system, and develop projects that directly address these to create a New "Business as Usual" by:

Education and Information Sharing: Implementing strategic communication and education for key stakeholders, and sharing of lessons, successes and models developed in Accelerator projects.

Building Partnerships and Streamlining Processes: Developing partnerships with organizations, agencies, funders, and other workforce system administrators in order to facilitate adoption, replication, and/or scaling of successful strategies.

Developing Training and Tools: Creating and disseminating training and tools to share successful project strategies, provide implementation guidance and technical assistance for others to replicate and/or tailor to local, regional and /or target population needs.

The Systems Change Project category includes an *Influencer* to the project team. Applicants will engage in a partnership with an individual or organization that can influence system change. The team member should be an individual or individuals who have the influence and authority to bring new strategies to the table to create a "New Business as Usual" for the workforce system.

4. Accelerator 7.0 Technical Assistance and Support

Through this RFA, the CWDB will fund Technical Assistance and Support activities that aid all of the Accelerator 7.0 awardees and projects. The goal of these activities is to provide individual and group-based assistance to Accelerator 7.0 awardees in the design, development, and implementation of their projects, and to provide a forum for cross-project communication and learning. The activities can take place during Community of Practice meetings, as described below, or through other means of communication as identified by the Technical Assistance and Support Provider.

Technical Assistance and Support activities include but are not limited to:

- **Team Building:** Facilitation and/or guidance of strong Project Team engagement for Accelerator awardees.
- **Knowledge Sharing:** Facilitate in-person Community of Practice meetings and web-based communities to guide the Accelerator 7.0 awardees through the process of developing their projects and to encourage peer-to-peer engagement and learning. Coordinate training for awardees on topics such as design methods, innovation strategies, or other Accelerator-tailored subjects. Develop traditional or innovative methods of sharing promising practices with the workforce community.
- **Course Correction:** Identify when project goals, deliverables, and outcomes aren't being met and provide guidance to the Accelerator awardees in the examination alternative methods to accomplish their project goals.
- **Sustainability:** Provide guidance and assistance in developing sustainability plans to ensure that the Accelerator projects result in strategies that continue the work of the projects beyond the grant period.
- **Development of a web-based tool to access information about Accelerators:** Design and populate a searchable database that is user-friendly. Work with the CWDB and EDD information technology staff to determine the capacity and limitations of the CWDB's website, develop solution for housing the database, and develop a sustainability plan for the CWDB to maintain the database.
- **Additional Activities:** As proposed by the Applicant.

E.   Funding

Funding for this RFA is provided through the WIOA Governor's Discretionary funds. Funding is available for projects that address the needs of the targeted populations and project activities outlined in this solicitation.

Target Populations

- Long-Term Unemployed
- Returning Veterans
- Individuals with Disabilities
- Low-Income Workers
- CalWORKs Participants
- Disconnected Youth
- Ex-Offenders
- Immigrant Job Seekers and their Families

Applicants may propose projects that address more than one of these populations; however, awardees must be able to document benefits specific to each proposed targeted population.

Applicants serving ex-offenders and immigrant job seekers may receive bonus points. Up to five points may be awarded to an application that describes new and innovative strategies that address the specific needs of these populations. An additional five points may be awarded for including a team member who has knowledge and experience in serving this population.

Activities

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, however, it is anticipated that the majority of services will be provided through other funding. Customers are not required to be co-enrolled under this grant. For the information on eligibility, please review the [EDD Eligibility Technical Assistance Guide](#) for adult and dislocated workers, and [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](#)). Please review [WSD16-16 - Allowable Costs and Prior Written Approval](#). Appendices A through E describe the general requirements pertaining to these funds. 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 definition of administrative costs is provided in Appendix B.

Grant Awards

The CWDB and EDD anticipate funding grants not to exceed $350,000. The grant period will be 18 months in duration. Successful applicants will demonstrate a match of cash or in-kind support for their project activities as outlined below. Accelerator 7.0 Technical Assistance and Support applicants are not required to provide matching funds or in-kind support.

Note: The CWDB and EDD reserve the option to extend grant periods with proven justification. The CWDB also reserves the right to make additional awards by March 1, 2019 to applications not initially funded through this RFA, should additional funding become available.

Accelerator 7.0 Project Type	Grant Amount
New Accelerator Projects	• Up to $150,000 (total grant award) • Requires 1:1 cash or in-kind match
Innovation Impact Projects *Requires an Advisor if the Applicant is not a member of the original Accelerator being scaled or replicated.*	• Up to $200,000 (total grant award) • *Innovation Impact Applicants may budget up to $150,000* • *Innovation Impact Advisors may budget up to $50,000* • Applicant Only, 1:1 cash or in-kind match required
System Change Projects	• Up to $150,000 (total grant award) • Requires 1:1 cash or in-kind match
Accelerator 7.0 Technical Assistance and Support	• Up to $350,000 (total grant award) • No match required

F. Eligible Applicants

Eligible applicants for this RFA include Local Workforce Development Boards, labor organizations, K-12 education entities, Community Colleges, adult schools, county social services agencies, community-based organizations, business related non-profit organizations, and workforce intermediaries.

Accelerator 7.0 Project Type	Eligible Applicant(s)
New Accelerator Projects	Local Workforce Development Boards, labor organizations, K-12 education entities, Community Colleges, adult schools, county social services agencies, community-based organizations, and business related non-profit organizations, workforce intermediaries.
Innovation Impact Projects	Must meet the same eligible applicant criteria as described for "New Accelerator Projects". *Project Team Advisor must be a member of the original Accelerator Project Team.*
System Change Projects	Must meet the same eligible applicant criteria as described for "New Accelerator Projects". *An Influencer is a required member of the Project Team.*
Accelerator 7.0 Technical Assistance and Support	The Accelerator 7.0 Technical Assistance and Support Applicants must meet the same eligible applicant criteria as described for "New Accelerator Projects".

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.

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 budget for and plan to attend at least two in-person Community of Practice meetings throughout the grant period.*

G.   Program Evaluation

The CWDB encourages Accelerator 7.0 applicants to assess the characteristics and potential outcomes of their application 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	**October 29, 2018**
Application Workshop	**November 14, 2018**
Q&A	Accepted and posted weekly to the CWDB's website. Final Q&A posting date – **November 30, 2018**. All questions must be submitted prior to the final posting date.
All Applications Due	**December 3, 2018** (by 3:00 PM PST)
Award Announcement	**February 2019**
Grant Period	**April 1, 2019 – September 30, 2020** *Technical Assistance thru March 2021*

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

Section 3   Application Submission Instructions

This RFA contains the requirements that applicants must meet in order 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 3, 2018 at 3 p.m. Pacific Standard Time.**

Late applications will not be accepted.

 Application Delivery Method and Addresses

Applications must be submitted electronically to:

CWDBInfo@cwdb.ca.gov

All applications must be submitted in one .ZIP File containing all required forms* and using the following naming convention:

Accelerator7.0_ApplicantOrganization_ProjectName

No PDFs except for cover page with original signature

Please use "WAF 7.0 Application" in the subject line.

Questions

Questions regarding the instructions for this RFA may be sent to:

CWDBInfo@cwdb.ca.gov

Please use "WAF 7.0 Question" in the subject line. Cumulative questions and answers will be posted to the CWDB's website under the Initiatives tab on a weekly basis until Friday, November 30, 2018.

Section 4   Application Requirements, Award and Contracting

Process Required Application Content

All applications must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. **Applications that do not adhere to these requirements will be determined non-responsive and will not be considered for funding.**

All applications must adhere to the page limits indicated in the chart below, one-inch margins, single-spaced, in a font no less than 12 point. Forms and cover page are not included in the page limits.

Page Limits

Accelerator 7.0 Project Type	Narrative Page Limit	Project Team Description Page Limit
New Accelerator Projects	2.5	1
Innovation Impact Projects	2.5	2
System Change Projects	2.5	2
Accelerator 7.0 Technical Assistance and Support	4	N/A

All applicants must submit the required forms and attachments. These include:

Document Name/Description	Form Provided
Cover Page	YES
Form A: Narrative	YES
Project Matrix • New Accelerator Project Matrix • Innovation Impact Project Matrix • System Change Project Matrix	YES
Form F: Budget Summary	YES
Form F2: Budget Narrative	YES
Form G: Supplemental Budget	YES
Form I: Work Plan	YES

Application Narrative, Evaluation and Recommendation for Funding

The application narrative for each project should address each of the sections outlined in the Project Narrative Tables. All applications must include the required forms and cover page. The scoring value of each section of this RFA is included in the Project Application Tables. 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 Project Narrative Table		
Section	**Description**	**Points**
Project Narrative	■ Describe the challenge and/or gap your project is designed to address, the opportunity for improvement or change, and how this project will uniquely address the "big idea" and "move the needle" on employment. ■ Describe the innovation process and points of change, *how the project is unique*, the role of the Project Team, and how this will be documented. ■ Provide an outline of the project, and the project objectives: strategies, outputs and outcomes (*what will the project do?*), performance measures (*how will success be measured?*), and timeline. Describe the opportunity for scaling, replication, or application of project successes and lessons. ■ **Complete and attach the Work Plan (Form I)** ■ **Complete and attach the New Accelerator Project Matrix.** ■ *Up to five bonus points may be awarded to an application that describes new and innovative strategies that address the specific needs of the ex-offender population or immigrant job seeker population.*	45
Project Team	■ Identify the individuals and organizations representing each of the Project Team roles (Expert, Innovator, and Customer) and their experience and successes in that capacity. ■ Describe the function or activities each will provide in the project, including role and commitment to integration, sharing, and replication and/or scaling of successful outcomes. ■ List any in-kind match provided by the Project Team members. ■ *If the project is serving ex-offenders or immigrant job seekers, an additional five bonus points may be awarded for including a team member who has knowledge and experience in serving the targeted population.*	45

Budget	▪ **Complete and attach the Project Budget (Forms F, F2, and G).** Applicants must provide detailed budget information, including 1:1 cash or in-kind match.	10

Innovation Impact Project Narrative Table		
Section	**Description**	**Points**
Project Narrative	▪ Briefly describe the original Accelerator project successes and lessons, and continued effectiveness and impact on the workforce system. ▪ Describe the opportunity for replication, and how model adoption will address the "big idea" and "move the needle" on employment. ▪ Describe the application of the original project successes and lessons. ▪ Describe the role of the Innovation Impact Advisor, the replication process, tools and how this will be documented. ▪ Describe the Innovation Impact Applicant organization's commitment to replication and capacity to implement change. ▪ Provide an outline of the Innovation Impact Project, and the strategies for model replication, outputs and outcomes (*what will the project do?*), performance measures (*how will success be measured?*), and timeline. ▪ **Complete and attach the Work Plan (Form I).** ▪ **Complete and attach the Innovation Impact Project Matrix.** ▪ *Up to five bonus points may be awarded to an application that describes new and innovative strategies that address the specific needs of the ex-offender or immigrant job seeker population.*	45

Project Team	▪ Identify the individuals and organizations representing each of the Project Team roles (Expert, Innovator, and Customers) and their experience and successes in that capacity. ▪ Describe the function or activities each will provide in the project, including role and commitment to integration, sharing, and further replication and/or scaling of successful outcomes. ▪ Identify the Innovation Impact Advisor and their capacity and history of providing technical assistance and/or model replication ▪ List any in-kind match provided by Project Team members or the Innovation Impact Advisor. ▪ *If the project is serving ex-offenders or immigrant job seekers, an additional five bonus points may be awarded for including a team member who has knowledge and experience in serving the targeted population.*	45
Budget	▪ **Complete and attach the Project Budget (Forms F, F2, and G).** ▪ *Applicant only, 1:1 cash or in-kind match required.*	10

System Change Project Narrative Table		
Section	**Description**	**Points**
Project Narrative	- Describe how your project will scale fundamental elements of a previous successful Accelerator project by addressing the regulatory, programmatic and/or administrative barriers to the expansion of the suggested models, strategies, or tools. - Does the project address at least one of the following: 1) education and information sharing, 2) building partnerships and streamlining processes, 3) developing training and tools. - Clearly identify individual project goals and how the project will address barriers identified and incorporate "lessons learned" from the original Accelerator project. - Identify structural challenges and opportunities for scaling within the workforce system. - Address how the project will create a new "business as usual" model within the workforce system and the capacity this can have for large scale implementation at the local, regional, state, and/or federal level. - Identify key stakeholders in the project who have the ability to influence, adopt, and implement change from the inside at the local, regional, state, and/or federal level. **Complete and attach the Work Plan (Form I).** **Complete and attach the System Change Project Matrix.** *Up to five bonus points may be awarded to an application that describes new and innovative strategies that address the specific needs of the ex-offender or immigrant job seeker population.*	45

Project Team	▪ Identify the individuals and organizations representing each of the Project Team roles (Innovator, Influencer, and Customer) and their experience and successes in that capacity. ▪ Identify who from original Accelerator Project is on the project team, their role with the original project, and their current role on team. ▪ Describe the function or activities each member will provide in the project, including their role and commitment to integration, sharing, and further replication and/or scaling of successful outcomes. ▪ List any in-kind match provided by the Project Team members. ▪ *If the project is serving ex-offenders or immigrant job seekers, up to an additional five bonus points may be awarded for including a team member who has knowledge and experience in serving the targeted population.*	45
Budget	▪ **Complete and attach the Project Budget (Forms F, F2, and G).** ▪ Applicants must provide detailed budget information, including 1:1 cash or in-kind match.	10

Accelerator 7.0 Technical Assistance and Support Narrative Table		
Section	**Description**	**Points**
Technical Assistance and Support Project Narrative	**For Technical Assistance:** ■ Provide an overview of the activities for technical assistance, support and knowledge sharing the Accelerator 7.0 projects will receive. ■ Describe the methods that will be utilized for the facilitation of the Communities of Practice. ■ Describe how awardee activities will be documented and progress will be assessed. ■ Provide a format or example of how lessons and successes will be communicated to the CWDB and other stakeholders. ■ List the individuals and organizations providing technical assistance and support for the Accelerator 7.0 projects, and describe their capacity and experience. ■ **Complete and attach the Work Plan (Form I).** ■ *Five additional points may be granted to a TA team consisting of individual(s) who have expertise in working with ex-offender or immigrant job seeker population.* **For Database:** ■ Describe elements of proposed database and how it would function ■ Describe development process, testing, proposal for sustainability, and maintenance. ■ **Complete and attach the Work Plan (Form I).**	90
Budget	■ *Project Budget* **(Forms F, F2, and G). Applicants must provide detailed budget information.** ■ No match required.	10

WIOA Allowable Activities

The Workforce Innovation and Opportunity Act (WIOA) permits three types of career services: basic career services, individualized career services, and follow-up services.

Basic Career Services

1. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.

2. Outreach, intake, and orientation to information and other services available through the one-stop delivery system.

3. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.

4. Job search and placement assistance, and, when needed by an individual, career counseling, including:

   a. Information on in-demand industry sectors and occupations.

   b. Information on nontraditional employment.

   c. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.

5. Provision of referrals to and coordination of activities with other programs and services including: programs and services within the one-stop delivery system and, when appropriate, other workforce development programs.

6. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:

   a. Job vacancy listings in labor market areas.

   b. Information on job skills necessary to obtain the vacant jobs listed.

   c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.

7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.

8. Provision of understandable and accurate information about how the Local Workforce Development Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.

9. Provision of understandable and accurate information relating to the availability of supportive services or assistance including: child care, child support, medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program, benefits under the CalFRESH Program (federally known as the Supplemental Nutrition Assistance Program), assistance through the earned income tax credit, and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program.

10. Provision of information and assistance regarding filing claims for unemployment insurance (UI), by which the America's Job Center of California^{SM} must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means:

   a. Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants; or

   b. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

   c. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:

   a. Diagnostic testing and use of other assessment tools.

   b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information about, the eligible training providers.

3. Group counseling.

4. Individual counseling.

5. Career planning.

6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.

7. Internships and work experiences that are linked to careers.

8. Workforce preparation activities.

9. Financial literacy services.

10. Out-of-area job search assistance and relocation assistance.

11. English language acquisition and integrated education and training programs.

Follow-up Services

Follow-up services, such as counseling regarding the workplace, are provided for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Each application should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of ten percent. The following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

a. The costs of administration are expenditures incurred by direct grant recipients, as well as 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.

b. The costs of administration are the costs associated with performing the following functions:

    (1) Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:

        i.   Accounting, budgeting, financial and cash management functions
        ii.   Procurement and purchasing functions
        iii. Property management functions
        iv.   Personnel management functions
        v.   Payroll functions
        vi.   Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
        vii. Audit functions;
        viii. General legal services functions;
        ix.   Developing systems and procedures, including information systems, required for these administrative functions; and
        x.   Fiscal agent responsibilities

    (2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.

    (3) 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.

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

    (5) 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.

c.   (1) Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related nonpersonnel 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 benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) 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.

(4) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.

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

(6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:

    i. Tracking or monitoring of participant and performance information.
    ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
    iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
    iv. Local Workforce Development Area performance information.
    v. Information relating to supportive services and unemployment insurance claims for program participants.

d.   Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

APPENDIX C

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 set forth 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 (without prior approval from the State).

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 making a determination 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 delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then 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 attempting to contact 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 Items Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and 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	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
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	Fund raising 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	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
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	

Administrative Requirements

Awardees must adhere to the WIOA Title I requirements, the Office of Management and Budget's (OMB) Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards; Final Rule [Uniform Guidance](#) and OMBs Title 2 CFR Part 2900 (DOL Exceptions).

A. Monitoring and Audits

Awardees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

B. Record Retention

Awardees will be required to maintain project and fiscal records sufficient to allow federal, State, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment on this contract [Uniform Guidance](#).

C. Reporting

Awardees must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate. Expenditures must be reported monthly through the State's required reporting system: (CalJOBS^{SM}). Please review [WSD16-13](#) - Monthly and Quarterly Financial Reporting Requirements. The State will provide CalJOBS^{SM} training upon request. See Appendix E for the State Reporting System Hardware and Software Requirements.

Awardees will be required to submit monthly financial reports by the 20th of every month and program narrative reports monthly for the first quarter and then quarterly thereafter. Upon closeout of the project, a "Final Report" will be required. The Reporting templates will be provided to awardees by the EDD project manager and CWDB staff.

APPENDIX E

State Reporting System
Hardware and Software Requirements

VOS v16.x

Workstation Requirements

System	Hardware Required	Software Required	Connectivity
Client Workstation	**Processor**: PIII or higher **Memory**: 2 GB of RAM or higher **Display**: Super VGA (800 X 600) or higher-resolution video adapter and monitor	**Operating System:** Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher **3rd-Party Software (described after table):** Meadco ScriptX ActiveX 7.4/ Object[1]/ Microsoft Silverlight 3[2] DynamSoft HTML5 Document Scanning	**Minimum**: Dedicated broadband or high speed access, 380k or higher
Staff/ Administrator Workstation	**Processor**: PIII or higher **Memory**: 2GB of RAM or higher **Display**: Super VGA (800 X 600) or higher-resolution video adapter and monitor	**Operating System**: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) **3rd-Party Software (described after table):** Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning	**Minimum**: Dedicated broadband or high speed access, 380Kbps or higher

Supported Browsers:

For best results, use a current version of one of the following supported browsers:

- Microsoft Internet Explorer 11 or higher | Download Latest Version

- Mozilla Firefox 30 or higher | Download Latest Version

- Apple Safari 5 or higher | Download Latest Version

- Google Chrome 36 or higher | Download Latest Version
- Opera 22 or higher | Download Latest Version

Client Workstations (Third-Party Software)

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

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	http://get.adobe.com/reader/otherversions/
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	http://scriptx.meadroid.com/home.aspx
Microsoft RSClientPrint for SSRS reports			Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site: http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-aspx/comment-page-1/ Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.A user with permissions would opt to install when prompted by their browser to download the Active X control.
DynamSoft HTML5 Document Scanning			http://www.dynamsoft.com Download DynamicWebTWAINHTML5Edition.exe

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed content; all settings are automatically restored to default settings and no permanent changes are saved. ScriptX v7.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

Adobe Acrobat Reader 11: Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 7.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

Adobe Flash 11: The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software.

The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

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

VOS uses CKEditor version 4.3.1

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

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

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.
If you are using these unsupported browsers versions, your browser should be updated to avoid compatibility issues.

APPENDIX F
Previously Funded Accelerator Projects

1.0 Projects
Grant Period was June 1, 2014 – September 30, 2015*

New Project Awardees:

Awardee
Bay Area Community Resources *Designed and piloted virtual service model and tool for and by jobseekers (youth and adults).*
Center for Media Change, Inc. *researched, modeled, and prototyped digital education tools and "inverted classroom" model.*
Chaffey College *streamlined service delivery process by eliminating duplication to better meet the needs of employers.*
Foothill WIB *aided veterans to become credentialed nurses by exam or priority admission to RN/ADN Program.*
Foundation for CA Community Colleges *piloted a responsive matching and badging web platform that can serve students and employers at a statewide scale.*
Fresno WIB *established new, industry-friendly modes of referring qualified disabled workers to federal contractors.*
Monterey WIB *engaged employers as mentors through internships guiding at-risk youth to become leaders*
New Door Ventures *Connected youth to tech sector jobs by creating a sustainable business partnership with employers.*
NoRTEC *Created and furthered partnerships with agencies serving court involved youth to foster success.*
NOVA Workforce Board *Transformed NOVA's MyPlan website into an essential tool for online service delivery.*
Opportunity Junction *Created the first completely job-seeker-designed community college pathway program.*
Pacific Gateway WIB *Recruited caring employers to be career advocates for foster youth.*
Regents of the University of CA *Created a Service Provider/Employer Toolkit to design workforce programs for transgender youth.*
SETA *Developed a Human Centered Design toolkit to assist long-term unemployed re-enter employment.*
Shirley Ware Education Center *Researched and developed marketing tools for apprenticeship models, and complied critical healthcare apprenticeship information.*
Verdugo WIB *Created an unemployment service system tailored to the needs of female veterans.*
Tulare WIB *Aligned resources to serve probationers by funding planning, infrastructure, and paid work experience.*
Ventura WIB *Coordinated job services to re-entry and parolees.*

*Includes time only extensions

2.0 Projects

Grant Period was June 1, 2015 – March 31, 2017*

New Project Awardees:

Awardee
United Way of the Bay Area *Piloted an effective service delivery platform (CareerHub) to improve workforce outcomes including retention, employer engagement, and regional scale.*
Bay Area Video Coalition *Created and tested effectiveness of a new training referral platform for un and underemployed workers.*
International Rescue Committee *Provided navigation to the hardest-to-serve CalWORKs participants to help the transition from vocational ESL to subsidized work placements.*
Merced WDB *Created a career path for Medical Assistants and Licensed Vocational Nurses by retraining them to become Health Coaches.*
SEIU Education and Support Fund *Prototyped a multi-level apprenticeship program for low income childcare workers to earn college credits that articulate to certificates or degrees needed for higher-wage positions in Early & Elementary Education.*
Jewish Vocational Service (JVS) *Connected public agencies, financial institutions, private sector, and SNAP E&T recipients; leveraging underutilized funding streams for training.*
JVS Los Angeles *Piloted use of MSW and Para-educator during training to provide intensive support for retention, graduation, and subsequent employment.*
Rising Sun Energy Center *Improved access to career pathways for women in the trades.*
Alameda WIB *Convened local community colleges, advanced manufacturing employers, and workforce services providers to develop employer-driven engineering tech pathways*
Center for Employment Opportunities (CEO) *developed a comprehensive approach to helping re-entry population access "middle skill" employment opportunities and advancement along a career pathway.*
Foundation for California Community Colleges *Advanced digital platform to accelerate work based learning on a regional level using digital badges to determine work readiness and an alternative "employer of record" to streamline administration of on the job training.*
East Bay Community Law Center *Created a pathway from community colleges to reentry legal services that improve employment outcomes for low-income community college students with criminal records.*
Able-Disabled Advocacy, Inc. (A-DA) *Secured living-wage employment for San Diego's "Wounded Warriors" by expanding employer partnerships.*
Community Career Development, Inc. *Increased access to employer-directed, industry-recognized vocational training in the high-growth logistics/transportation sector.*
Los Angeles Valley College Foundation *Innovated service delivery pipeline by bridging gap between the needs of long-term unemployed and skilled older workers with the need for talent in the non-profit sector.*
North Central Counties Consortium *Created pre-apprenticeship programs in construction and healthcare for disconnected youth and low wage workers.*

Expanding Existing Project Awardees:

Awardee
Bay Area Community Resources *Designed and tested the effectiveness of virtual service provision on employment and training outcomes for jobseekers.*
Center for Media Change, Inc. *Used Human Centered Design process to research opportunities for video curriculum to help accelerate and enhance job training for disconnected youth.*
Chaffey College *scaled and increased capacity for service delivery model by including additional partners to utilize, refine, and adopt the newly streamlined process.*
Foundation for CA Community Colleges *Scaled work based learning through the use of digital tools and articulating employer return on investment.*
Monterey WIB *Provided internship opportunities to enable participants to explore potential career pathway occupations under the guidance of mentor supervisors.*
NoRTEC *Continued pilot and obtained juvenile "buy-in" through the development of a WIOA/juvenile justice program to be sustained through annual allocated funding and community partners.*
NOVA Workforce Board *Expanded and refined internship model and developed an internet platform to scale the externship approach*

Opportunity Junction *Continued implementation with the pilot cohort through program completion engaged new and continuing partners to determine how to systematize and scale funding.*
SETA *Implemented innovative earn and learn activities to ensure re-entry of the long-term unemployed into the labor market.*
Shirley Ware Education Center *Piloted a healthcare apprenticeship (Medical Coder) within the infrastructure created with first grant, testing tools and curricula with employer partner.*

*Includes time only extensions

3.0 Projects
Grant Period was June 1, 2016 to March 31, 2018*
New Project Awardees:

Awardee
Meristem Inc. *Provide proof of concept to substantiate a new innovative model for system delivery and funding alignment or advancing labor force participation of individuals with disabilities.*
Los Angeles Valley College *Support the development of a cohesive system to coordinate workforce and family support, improving outcomes during the transition from unemployment to the workforce.*
Marin County WDB *Remove the transaction costs for volunteers and teachers, allowing the workforce system to bring employer engagement to a scale.*
Opportunity Junction *College and Career Concierge will give disconnected and foster youth a knowledgeable, caring guide to college resources and career development.*
South Bay WDB *Create a career pathway through pre-apprenticeship for the region's first Aerospace Engineering Apprenticeship Program.*
Translatin@ Coalition *Link restaurant employers with transgender individuals who are seeking employment, and provide training activities to educate employers and their Human Resources departments about transgender experiences.*
Automotive Industry Apprenticeship Trust Fund (AIATF) *Create a statewide association of apprenticeship committee to: develop apprenticeship standards for specific job classifications, recruit colleges to provide educational programs, work with employers to provide apprenticeship opportunities, and partner with existing community-based organizations to reach the pool of potential apprentices.*
Solano WDB *Supply and Demand Project will better assist jobseekers still facing barriers, and meet both backfill and expansion job needs of local/regional businesses.*
Upwardly Global *Prototype private sector career mapping tool for use in the public workforce system to accurately assess job seekers' competitiveness for in-demand roles, address skill gaps, and increase employment opportunities.*
Community Housing Partnership *Use volunteer experience in the community as a proxy for participants to practice critical workplace skills, and provide placement resources to meaningful employment with opportunities for career advancement.*
Bay Area Council *Create a workforce "heat map" populated by real-time data generated by public sources and employers to help flag areas where more coordination is needed on training and hiring.*
Fresno WDB *Test if internet job placement companies can add value and reduce costs to the public workforce system.*
Jewish Vocational Service (JVS) SF *Create a data-driven regional map to outline hiring needs and effective vocational training programs in careers in the water and wastewater industry, building more effective pipelines to meet workforce needs while increasing access to career opportunities for job seekers without 4 year degrees.*
San Diego Workforce Partnership, Inc. *Create cross-system service alignment between the workforce development and veteran's services by co-locating IPS supported employment services on Camp Pendleton.*
Hospitality Industry Training and Education Fund (HTA) *Improve the industry's recruitment and hiring strategies to change mindsets among low-income workers from target groups and transform hospitality settings into diverse workplaces.*
Mother Lode WDB *Facilitate a new generation of water workers for CA's future by training certified water operators and assist employers in the cost of training these individuals.*
JVS, Los Angeles *Teach veterans how to discuss their military experience and career goals using video technology to create a virtual resume to be presented to employers.*
Ventura County EDC *Identify at-risk firms to assure layoff aversion resources are directed properly in three local workforce areas, each prioritizing three to five industry sectors that are regionally significant.*

NOVA WDB *Customize a proven networking program for Silicon Valley tech professionals to a cohort of job seekers with barriers providing a template to diversify the tech industry, provide employers a channel to trained/vetted diverse workforce, and scale best practices.*
LeadersUp *Design and pilot a model OJT framework that is focused on incentivizing the business community to hire more disconnected youth.*
Richmond WDB *Resource Center will help increase the number of local contractors and RichmondBUILD graduates who have the capacity to bid successfully on contracts on large local and regional construction projects.*
Mission EDA *Two-Generation Workforce Development will go beyond job coaching and train parents to optimize and increase their earning potential and build a better data baseline and points of analysis to measure the correlation between child academic success and parent/family economic success.*
Institute for Local Government *Project replicating the Governments Engaging Youth partnership, to develop and test a versatile toolkit to help emerging programs to flourish and provide disconnected youth opportunities to learn and engage with local government.*

Impact Project Awardees *(1:1 Replication)*:

Awardee
Allen Temple Health and Social Services Ministry *Replication of CareerHub model to design and test the effectiveness of virtual service provision services in more geographically diverse settings.*
Los Angeles County Community and Senior Services *Will accelerate the commencement of L.A. County Jail-Based Job Center services by partnering with the Center for Employment Opportunities and replicating their previous San Bernardino project in LA.*
Center for Employment Opportunities, San Diego *Will replicate the CEO San Bernardino project to combine technology, skills training and work-based learning to enhance and improve basic skills among formerly incarcerated individuals in San Diego.*

Network Project Awardees *(1:2+ New or Replication)*:

Awardee
California Foundation of Commerce and Education *California Business Association Youth Employment Initiative to execute a statewide youth employment initiative led by a network of local chambers and business associations so that California high school students pursuing an integrated college and career pathway will have access to internships and other workplace experiences.*
Richmond Community Foundation *Will expand the Opportunity Junction and CareerHub programs to new community college sites, reaching a new cohort of job seekers, and give students the opportunity to be co-enrolled to receive needed financial education – financial coaching, budgeting, credit repair, consumer law advise, career coaching.*
SEIU Early Education Training Center *Replicate elements including the Early Education Training Center, and the apprenticeship program design which will be specialized for each region.   LA, Northern CA, South Bay Area & Central Valley*

*Includes time only extensions

4.0 Projects
Grant Period was January 1, 2017 to July 31, 2018*
New Project Awardees:

Awardee
Upwardly Global *Increase the capacity of the workforce system and the immigrant and refugee services field to provide tailored employment services to California's 400,000+ high-skilled, un- and under-employed immigrants.*
Bay Area Council *Support the employer engagement piece of the Bay Area Young Men of Color Employment Partnership.*
Richmond WDB *Develop an industry-designed Essential Skills Academy to better prepare applicants and new employees for the warehouse/production/manufacturing sector in the City of Richmond and the East Bay.*
Jewish Vocational Service, Los Angeles *Youth as Mentors will bring together disconnected youth who are interested in helping others with diverse adult job seekers to learn technology. Youth will complete a leadership development curriculum and learn clear presentation skills, conflict resolution and group management.*

California Conservation Corps Foundation *Establish innovative partnerships, links, vocational training, and employment opportunities between two very diverse demographic groups: individuals with developmental disabilities; and older adults who are confronted by an array of healthcare, physical, and social-emotional afflictions.*
Center for Media Change, Inc. *Develop a professional development resource that documents innovative and effective youth-engagement approach, grounded in the Community Cultural Wealth framework and youth development principles.*
Worker Education and Resource Center *Replicate the nationally recognized Alameda County EMS Corps model Emergency Medical Technician (EMT) program for disconnected youth and low-income, unemployed young men ages 18-26 from South L.A. County*
California Federation of Labor (CalFED) *Enable labor-management training programs in high growth industries to prototype test how to accelerate employment and advancement for low-wage immigrants through mobile phones.*
Jewish Vocational Service *expand the apprenticeship model to a non-traditional industry (healthcare, veterinary medicine) in order to increase access for low-income job seekers.*
San Diego Workforce Partnership *Create online intake and enrollment processes via a digital portal where customers can learn about AJCC programs and services that match their employment interests from any computer or mobile device with internet access.*
NoRTEC *Work with county probation departments and juvenile halls to design and implement a program that will provide housing, education, and employment services for first time older youth offenders.*
San Jose City College *To create a low cost, high quality coding academy that provides work based learning and wrap around services to provide underrepresented groups access to high paying IT jobs.*
USNRG, Inc. *Develop a training program and industry-accepted pathway for returning veterans and existing professionals to be able to evaluate health-related conditions in a home and provide recommended solutions and interventions to improve the healthiness of homes.*
Bay Area Resource Center *The Construction Resource Center will provide technical assistance and preparation for small and minority owned construction companies in gaining the capacity and support to increase their contracting opportunities and create entry- level construction jobs.*
Alameda County WDB *Use Customer-Centered Design to implement a Customer Feedback metric from job seekers, ensuring this measure incorporates feedback from at-risk and vulnerable populations.*

Impact Project Awardees *(1:1 Replication)***:**

Awardee
Employers' Training Resource U*tilize CareerHub to assist job seekers facing economic hardships through the use of their mobile devices, streamlining the use of virtual services across the County by providing job seekers with services that deliver improved employment and training outcomes.*
Livingston Community Health Services *Train Medical Assistants to become Health Coaches and increase patient access to care, improve health outcomes, and reduce healthcare costs by replicating the Merced County Health Coaching and Behavioral Health Career Ladder Project.*

* Includes time extensions

5.0 Projects
Grant Period is June 30, 2017 – December 31, 2018

Accelerator² Project Awardees *(creating space for innovation in workforce)***:**

Awardee
Los Angeles Valley College *Building on the model and lessons from their 3.0 project, will expand their community network to include all AJCCs in the City of LA and targeted community non-profits to include mental health services, childcare, poverty relief, elder care, healthcare, and family services.*
SEIU *will identify employers and communities to replicate the ECE apprenticeship model, create an on-ramp for low income Head Start parents to become ECE workers, and create a network to identify and address local training gaps and barriers facing the ECE workforce.*
Automotive Industry Apprenticeship Trust Fund (AIATF) *will focus on employer outreach to create new apprenticeship opportunities with CA manufacturers and develop better methods to identify and recruit candidates.*

Awardee
South Bay WDB *will share the Aero-Flex Pre-Apprenticeship model within the LA Basin to include 5-10 additional employers and create a regional sector pathway in alignment with the Regional Plan.*

New Business as Usual Project Awardees *(Influencing System Change)***:**

Awardee
Opportunity Junction *will create a new learning community to share real time data, formalize agreements with the college, and develop a toolkit for replication.*
Translatin@ Coalition *will partner with the Hospitality Training Academy and the Restaurant Opportunities Center to develop a strong rapport with workforce organizations in order to create a pool of culturally competent employers as well as to increase awareness of transgender rights in the workforce.*
Richmond WDB *will provide TA and Training to interested organizations, strengthen partnerships with anchor institutions, the Building Trades, and organizations that support small and minority contractors, and develop training modules for resource center participants.*

Innovation Impact Network Awardee *(Replication in 2 or more locations)***:**

Awardee
Institute for Local Government *will formalize a community of practice and focus on implementing, evaluating, and refining innovative work-based learning and youth-civic engagement practices that can be replicated and scaled in other communities. Program sites: City of Elk Grove, City of West Sacramento, Arthur A. Benjamin Health Professions High School, PRO Rancho Cordova, Sacramento Employment & Training Agency, and Ventura County Civic Alliance.*

6.0 Projects
Grant Period is February 1, 2018 – July 31, 2019

New Project Awardees:

Awardee
Ascend *participants will go through cognitive behavioral therapy curriculum and then staff education and networking events for employers to demystify this population.*
City of Oakland *will implement a private-public partnership model, working with youth and community based organizations to overhaul their summer youth employment program.*
Hack the Hood *will engage youth to co-create an online video "mentor matrix" library featuring tech professionals from the community. Videos will encourage youth of color to explore traditional and non-traditional routes into the tech industry.*
Hospitality Training Academy *will create a network of stakeholders, community partners, and employers to identify and support hospitality workers displaced from small businesses.*
Madera WDB *will place a career specialist within the walls and at probation for better connection and hand off to AJCC/workforce system.*
Managed Care Solutions EDC *will align funds and streamline resources to improve educational and employment outcomes for disconnected youth and youth offenders.*
Opportunity Junction *will field test using EDD data to evaluate long-term effectiveness of community based job training providers.*

Innovation Impact Awardees *(1:1 Replication)***:**

Awardee
Center for Employment Opportunities *will replicate their San Diego and San Bernardino projects in Oakland where partnerships with education and industry give participants access skills-building opportunities as a path to more sustainable permanent employment.*
CSU Fresno Foundation *will replicate Mission Economic Development Agency's integrated asset building services paired with adult curriculum (ESL, GED, workforce development) specifically for immigrant parents and English learners.*
Oakland PIC *will replicate a mobile essential skills training curriculum developed by Richmond WDB with employers in warehousing, production, and manufacturing while also adding telecommunications technology.*
SEIU *will scale and replicate successful Early Child Care Worker Apprenticeship model in an urban environment.*

Tulare WDB *targeting youth in juvenile justice system, aligning services and funding to bridge service gaps experienced by ex-offenders.*

Accelerator[2] Project Awardees *(creating space for innovation in workforce)***:**

Awardee
Bay Area Community Resources *will iterate on their highly successful Virtual Services Model through customer-centered design engagement with justice- involved youth and community stakeholders. New model will serve justice-involved youths in the Bay Area and in LA.*
Creative Visions *will network partners to address cross-system service alignment for the trans community as well as improve employer recruitment.*
Institute for Local Government *will catalyze a regional network to strengthen pipeline to public service for disconnected youth.*
Fresno WDB *will pilot their "high touch/high frequency" technology-supported coaching and placement model in partnership with three other WDBs in the region, partnering with County Probation, Social Services, and Human Services Agencies in all four local areas.*
LA Chamber *will develop a foster youth Accelerator network of stakeholders to develop and prototype solutions faced by transition-aged foster youth.*
Mother Load WDB *will coordinate multiple agencies including community colleges, US Forest Services, and private industry to create employment opportunities for ex-offenders in the Natural Resources Sector.*
NoRTEC WDB *will create a network of recruitment & referral agencies with employers for work-based learning, non-traditional workforce training, and mentoring from local business owners for justice-involved youth.*
Ventura WDB *will align a network of service providers including probation, agencies providing supportive services, and workforce and job training.*

New Business as Usual Project Awardees *(Influencing System Change)***:**

Awardee
Bay Area Council *will expand the reach, accessibility, and usability of their Workforce Data Aggregator Heat Map Tool to youth, community college educators, and additional employers.*
Center for Employment Opportunities *to pilot a Local Workforce Development Board and Community Based Organization partnership to provide transitional jobs and robust supportive services for ex-offenders.*
LA Valley College *will create a broader network for holistic support for low income student job-seekers.*
Meristem *will field test a training program for employers of individuals with disabilities, specifically those on the Autism Spectrum.*
Richmond WDB *will expand Accelerating Careers Through Essential Skills (ACES) project to develop and provide supervisor and front line staff training curriculum with employers who work with or employ ex-offenders.*

Innovation Impact Network Awardees *(Replication in 2 or more locations)***:**

Awardee
East Bay Asian LDC *will pilot a regional approach to job placement & support, recruiting population from various re-entry referral agencies, and partnering with community colleges and high growth sector employers in the region for training and placement.*
Foundation for Community Colleges *will diversify and streamline employer engagement of LaunchPath, replicating, regionalizing, and building infrastructure in two projects sites.*