



Request for Applications

Workforce Innovation and Opportunity Act
English Language Learner
Co-Enrollment Pilot Program
February 2019



The California Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and special formats may be available by calling the California Workforce Development Board at (916) 657-1440. TTY users, please call the California Relay Service at 711.

Table of Contents

- Section 1 Overview..... 1**
 - A. Introduction..... 1
 - B. Project Goals and Objectives 2
 - C. Project Design 4
 - D. Project Activities 5
 - E. Funding 8
 - F. Eligible Applicants 9
 - G. Program Evaluation & Metrics.....10
- Section 2 Significant Dates.....11**
- Section 3 Application Submission Instructions.....12**
- Section 4 Application Requirements, Award and Contracting Process13**
 - Application Forms..... 14
- Appendices19**
- Previously Funded Projects33**

Section 1 Overview

A. Introduction

The Labor and Workforce Development Agency (LWDA), the California Workforce Development Board (CWDB), and the Employment Development Department (EDD) are pleased to announce the availability of up to \$1.2 million in Workforce Innovation and Opportunity Act (WIOA) Governor’s Discretionary funds for the ELL Co-Enrollment Pilot. These funds will support projects that increase access for target populations, align WIOA programs, implement co-enrollment¹ strategies, leverage other program funding and provide supportive services for California’s English Language Learner² (ELL) population. Co-enrollment may include enrollment in Title I, Title II/Adult Education Programs, Title III and Human Service Programs (see footnote 3) or other WIOA Unified Plan Programs. ELL projects selected are expected to work in collaboration with community-based organizations (CBOs), and other workforce partners (including WIOA Title II/Adult Education Programs, Human Service programs where possible³, or other WIOA Unified Plan Partners⁴). In addition to the ELL Co-Enrollment pilot projects, the CWDB will also fund an additional \$500,000 in services to provide coordinated technical assistance and evaluation. The scope of Technical Assistance will be need-based with critical components including conference calls, webinars, virtual and in-person communities of practice and other supportive activities as needed. Awardee participation in convening’s is required. A local coordinating staff function is recommended for this project to ensure partners are engaged and there is participation in the state-sponsored technical assistance and evaluation activities. The evaluation provider will work closely with the Technical Assistance provider and the CWDB research and evaluation staff to ensure proper systems are in place for evaluation.

Background and Vision of ELL Navigator Pilot

The purpose of this RFA is to expand existing ELL Navigator Pilot models and/or create new ELL

¹ A Co-enrollment policy is currently being developed by state workforce partners. Conceptually the framework for the voluntary strategy implementation is defined in [WSIN18-09](#). Co-enrollment should enhance partnerships, share case management, leverage resources, and improve participant experiences and outcomes.

² English Language Learner is defined by the ETA 9170 as a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (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. Available at:

https://www.doleta.gov/performance/pfdocs/ETA_9170_WIOA_PIRL_Final.pdf

³ Human Service Programs can include CalWORKS, CalFresh, CalFresh Employment & Training, Refugee Programs, and other programs under the health and human services umbrella. CalFresh E&T does not exist in all counties; an overview of the Cal Fresh and CalFresh E&T program is available at: <https://tinyurl.com/y8zssc5u>. We encourage local areas to collaborate with human service programs where partnerships exist and/or use this effort to start working towards the development of new partnerships.

⁴ Unified Plan Partners are those groups that are part of the WIOA Unified State Plan. The state plan can be found online at: https://cwdb.ca.gov/plans_policies/

Navigator Pilot sites with a focus on incorporating co-enrollment strategies that best support Californians with barriers to employment. This pilot will test co-enrollment strategies with the ELL population. This initiative provides an opportunity for enhancing partnerships with Adult Education, Human Service Programs and other WIOA Unified Plan Partners, including CBOs. As further guidance and tools are developed by the CWDB, pilots will be encouraged to implement best practices and share lessons learned with the state. Applicant's proposed strategies should foster success for individual ELL participants **and** should be able to be replicated in the future in other California communities that face 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.

ELL Co-Enrollment Meeting California's WIOA Plan Goals

California's State Plan for the WIOA, *Skills Attainment for Upward Mobility; Aligned Services for Shared Prosperity* (Strategic Plan), prioritizes regional coordination among key partners, sector-based employment strategies, skills attainment through earn and learn and other effective training models (including, but not limited to apprenticeship), and development of career pathways. The ELL Co-Enrollment Pilot will help English Learners enter a path towards meeting these goals. Applications should advance the goals of the State WIOA Strategic Plan and build workforce system infrastructure and capacity through:

- **Collaboration** among partners in the development of service delivery strategies that implement co-enrollment, align resources to better connect English Learner job seekers to employment, training and supportive services.
- **Innovation** that creates new strategies, programs, and activities or adapts existing approaches to better serve English Learners in workforce development and skill attainment.
- **System change** that uses these sub-grants to expand proven strategies, further promote innovation, and inform the program and policy changes that eliminate access barriers and improve outcomes for English Learners through the project, and beyond the grant period.

B. Project Goals and Objectives

Immigrants make up one-third of the California workforce, and many face barriers to employment due to a lack of English Language skills. The ELL Co-Enrollment Pilot Program funding should be used to expand and enhance workforce opportunities for these individuals in the following ways:

Goals:

- Successfully expand existing ELL Navigator models, or implement a new navigator model

that tests co-enrollment, and expands partnerships

- Enhance or establish a strong partnership and infrastructure to strategically co-enroll participants (based on an individualized assessment of their needs) in Title I, Title II/Adult Education Programs, Title III and Human Service Programs (see footnote 3) or other WIOA Unified Plan Programs
- Enhance and/or expand existing collaborations and partnerships with CBOs or other local/regional entities that have a demonstrated history of assisting participants in successfully remaining in education and training programs and providing wrap-around services (e.g., child care, mental health, health, financial literacy, and other supportive services)
- Improve labor market and skills outcomes for ELL population through the development of strategies, such as career pathways programs, that fill gaps, align systems, and enhance customer services to ensure greater access to workforce services and support through the process
- Leverage resources and programs to better serve the ELL population through a co-enrollment model where the following exists:
 - Shared case management
 - Leveraging of resources
 - Elimination of duplication of services
 - Improved participant experiences and outcomes
- 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 and sustain efforts post state investment

Objectives:

- Conduct targeted outreach and increase access to workforce services for ELL population. Outreach is a funded career service under WIOA, and a targeted outreach plan for ELL populations *is required for participation in this pilot.*
- Develop/test a common intake process⁵
- Coordinate and inform state partners on:
 - Data sharing needs/barriers
 - Policy barriers
 - Best practices
 - Other issues related to effectively serving ELL populations and implementing a co-enrollment model

⁵ The state is developing a common intake form as part of its co-enrollment efforts that will be available for workforce system partners, including successful applicants for this grant.

- Expand existing (or implement a new) navigator model, to include:
 - A culturally relevant approach that meets the needs of the local demographics
 - Services that are linguistically accessible to the English learner population in the community
 - Outreach that leverages community partnerships and engages prospective applicants in their residential, social and/or work communities
- Utilize a shared case management system to ensure ELL participants are successfully meeting their program goals and moving towards program completion
- Implement cross-training of program staff, shared case management and other human-centered design changes that increases access to services and support outcomes and completion

Successful applicants will seek to achieve the project goals outlined above by designing and developing innovative ideas that have the potential to increase the effectiveness, scale, and/or capacity of existing workforce system programs and funding streams that serve English Learners. Successful applicants may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes. Information on the first round of ELL Navigator projects funded, including findings from self-assessments and other resources, is available at <http://tinyurl.com/ELLNaviResources>. Additional information may be found on the California Workforce Development Board Website at <https://tinyurl.com/ELLNavPilot>.

C. Project Design

Award recipients will create partnerships and strategies that bridge WIOA workforce system gaps for ELL and immigrant populations. These programs will implement promising models and practices in the workforce system service delivery infrastructure to better serve the population. Strong collaboration and co-enrollment and navigation services between programs is at the core of this pilot.

Successful applicants will demonstrate how their project will direct existing resources and efforts, in new, more innovative, efficient, and effective ways to serve English Learners. These efforts should not create or reinforce service delivery silos or funding silos, but rather should result in strategies that enhance partnerships, facilitate co-enrollment, and establish the systems and infrastructure to facilitate case management and common intake.

Project Team: Successful applicants will develop a team composed of a local workforce board(s), adult education partner(s), CBOs and other WIOA Unified Plan partners. The state encourages partnership with Human Service Agency programs where possible. Applicants must identify each team member and describe the role of the Project Team and its members in project development,

role in implementing navigator model, how co-enrollment will be implemented, and discussion on how the proposal is practicable and replicable along with a sustainability plan to institutionalize practices.

D. Project Activities

Award recipients will implement a co-enrollment model, leveraging other WIOA programs including human service programs. Strong coordination across program partners is expected in order to achieve outcomes that will benefit the ELL population. Award recipients will be required to use a portion of their funds to support community partners collaborating to enhance the infrastructure to serve the ELL population. CBO Partners should have an established relationship with the target population, experience with outreach, bilingual staff (based on community needs), offices accessible (geographically and hours served) to the immigrant/ELL community and a record of accomplishment successfully serving English Learners. If an applicant seeks to subcontract services to CBOs, the applicant must include detailed information on the partner's role, capacity, and experience, including prior work with the target population, grant partners, and/or WIOA programs, as well as relevant outcome data, in their proposal for the State Board's approval. A description of funds and in-kind or cash match should be provided for project partners. Match must be 1:1 cash or in-kind. Participants enrolled in the ELL Co-Enrollment pilot must be entered in CalJOBS. Additional metrics will be tracked, and partners must ensure that in collaboration with the state (and necessary state partners) that the appropriate data sharing agreements are in place to support implementation of the pilot and for evaluation purposes.

Monthly reporting is required. It is the expectation that reports provide comprehensive narrative and information on expenditures and metrics for participants reflecting work done by all partners. Reports will be cross-checked with CalJOBS data entry and templates of reporting forms will be provided by EDD.

Through this RFA, the following project types will be funded:

- 1. New ELL Co-Enrollment Pilots**
- 2. Expanded ELL Co-Enrollment Pilots (must be one of the previously funded ELL Navigators)**
- 3. ELL Co-Enrollment Pilot Technical Assistance & Evaluation**

1. New ELL Co-Enrollment Pilots

Through this RFA, New ELL Co-Enrollment Pilots will be funded to implement a navigator model with a co-enrollment strategy. These partnerships will help increase access to workforce services to ELLs through partnerships with other WIOA Unified Plan partners. New ELL Co-Enrollment Pilot applicants at the minimum must include: a local board, an adult education partner and one or more CBOs that serve immigrant communities, English learners or are a non-profit organization promoting issues affecting immigrants and ELLs.

Projects Team partners determine design and approach. Applicants should review existing materials for previously funded [ELL Navigator sites](#) to learn about existing practices, challenges and successes, and may propose adopting an existing practice or a using new approach, at their discretion. Strong applicants will clearly articulate their own proposed model and partnerships, and should describe strategies to successfully recruit and enroll ELLs into their programs. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful awards will show how their activities can be applied more broadly to create population, system, or regional impact.

2. Expanded ELL Co-Enrollment Pilots

Through this RFA, existing ELL Navigator Pilots will be funded to expand their ELL navigator model to implement a co-enrollment strategy, expand partnerships, and continue to increase access to workforce services to ELLs through partnerships with other WIOA Unified Plan Partners.

Projects Team partners determine design and approach. Applicants should review existing materials for previously funded [ELL Navigator sites](#) to learn about existing practices, challenges and successes, and may propose adopting an existing practice or a using new approach, at their discretion. Strong applicants will clearly articulate their own proposed model and partnerships, and should describe strategies to successfully recruit and enroll ELLs into their programs. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful awards will show how their activities can be applied more broadly to create population, system, or regional impact.

3. ELL Co-Enrollment Pilot Technical Assistance & Evaluation

Through this RFA, Technical Assistance and Evaluation activities will be funded. The goal of these activities is to provide individual and group-based assistance to 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 Provider.

The evaluation team must coordinate with the technical assistance provider and the state to determine the evaluation plan, timeline and expectations for participation.

Technical assistance team must have knowledge and experience around national and state best practices to offer resources to Awardees. Technical Assistance team should leverage existing best practices and help develop tools to serve target population.

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

- **Team Building:** Facilitation and/or guidance of strong Project Team engagement for awardees.
- **Knowledge Sharing:** Facilitate virtual or in-person Community of Practice meetings to assist awardees through the process of developing their projects and to encourage peer-to-peer engagement and learning. Coordinate training for awardees on topics relevant to their needs. Develop traditional or innovative methods of sharing promising practices with the workforce community.
- **Course Correction:** Promptly identify when project goals, deliverables, and outcomes aren't being met and provide guidance to the awardees and identify alternative methods to accomplish project goals.
- **Sustainability:** Provide guidance and assistance in developing sustainability plans to ensure that projects result in strategies that continue the work beyond the grant period. Technical assistance team should also help grantees work towards institutionalizing their practices that result from this project.
- **Capture Information about ELL Pilots Online:** Design and populate an online resource that is user-friendly and hosts materials being developed by awardees. Coordinate with State Partners for posting of materials and resources on partner websites or a centralized location.
- **Convenings:** Budget for three convening's to bring together state partners and awardees. Timing will be determined by state partners and grantees. Convenings will occur the first quarter of implementation, mid-point and in the last two quarters of the project. Purpose of the convening's is to develop a stronger big picture prospective, not only immediate needs.
- **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 English Learners and project activities outlined in this solicitation.

Activities

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. Customers are 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

Grants will not exceed \$300,000. The grant period will be 18 months in duration, June 2019 – December 2020. Successful applicants will demonstrate a 1:1 match of cash or in-kind support for their project activities as outlined below. **Technical Assistance and Evaluation applicants are not required to provide matching funds or in-kind support.**

Note: Proposed funding is based on anticipated availability of relevant funds, should anything change, the CWDB, LWDA and EDD reserve the right to make adjustments based on the level of funding.

Project Type	Grant Amount
New ELL Co-Enrollment Pilot	<ul style="list-style-type: none"> • Up to \$300,000 (total grant award) • Requires 1:1 cash or in-kind match
Expanded ELL Co-Enrollment Pilot <i>*Applicant must have previously been funded under ELL Navigator Pilot Grant Award found here.</i>	<ul style="list-style-type: none"> • Up to \$300,000 (total grant award) • Requires 1:1 cash or in-kind match
ELL Co-Enrollment Pilot Technical Assistance & Evaluation	<ul style="list-style-type: none"> • Total Available is \$500,000 • No match required

F. Eligible Applicants

Successful applicants will form strong teams that best deliver the mix of services needed by English Learners in addition to the items referenced before. For those applicants seeking to expand their existing navigator model, we anticipate expanded partnerships and/or expanded geographic reach in addition to the items referenced above.

Project Type	Eligible Applicant(s)
New ELL Co-Enrollment Pilot	<i>Local Workforce Development Boards that include partnerships as outlined in this RFA.</i>
Expanded ELL Co-Enrollment Pilot	<i>Local Workforce Development Boards that are previous ELL Navigator Pilots and include partnerships as outlined in this RFA.</i>
ELL Co-Enrollment Pilot Technical Assistance & Evaluation	<i>Local Workforce Development Boards, labor organizations, K-12 education entities, community colleges, adult schools, county social service agencies, CBOs, business-related non-profit organizations, and workforce intermediaries.</i>

Community of Practice

Through this initiative, virtual or in-person Communities of Practice will be established and coordinated by the technical assistance team. Project Teams will access peer and expert technical assistance, share successful program models, and coordinate performance and evaluation activities through the Community of Practice. In addition, other activities such as webinars, conference calls and other technical assistance related activities may be planned. Activities will be need-based, and awardees will inform the content. *Project Teams should budget for and plan to attend three in-person convenings throughout the grant period.*

G. Program Evaluation & Metrics

CalJOBSSM will be used to track participant outcomes; however, local areas will need to work with their partners to determine goals for metrics. Metrics will be developed by local area and approved by the state. A preliminary list of metrics for consideration are listed below.

- Increase number of co-enrolled participants
 - Report enrollments in each program
- Increase enrollments of ELL population
- Increase # of enrolled participants possessing less than a High School degree
 - Increase # of High School Diploma or equivalents earned by participants
- Increase # of participants with measurable skill gains
- Increase number of training enrollees
- Increase in the number of industry recognized credentials attained
- Increase in career pathways that are accessible to ELL participants
 - Where these do not exist, partners should collaborate to build new career pathways that are accessible to the target population
- Increase in # of participants who have entered employment

Section 2 Significant Dates

Event	Date*
RFA Release	February 20, 2019
Application Workshop Webinar	March 1, 2019 11AM
Q&A	Will be posted every Friday throughout the application period.
All Applications Due	April 1, 2019, 3 PM Pacific Time
Award Announcement	May 2019
Grant Period	June 1, 2019 – December 31, 2020

**All dates after the final application submission deadline may be adjusted, without an 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 **April 1, 2019, at 3 p.m. Pacific 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:

ELL Coenrollment Pilot_ApplicantOrganization_ProjectName

**No PDFs except for the cover page with original signature*

Questions

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

CWDBInfo@cwdb.ca.gov

Note "ELL Co-Enrollment Pilot Question" in the subject line. Cumulative questions and answers will be posted to the State Board's website under the Initiatives tab on a weekly basis throughout the application period.

Section 4 Application Requirements, Award and Contracting Process

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.**

Applicants are required to submit a 3-5 page application narrative, a work plan and budget forms. 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

Project Type	Narrative Page Limit	Team Description
New ELL Co-Enrollment Pilot	3-5	1
Expanded ELL Co-Enrollment Pilot	3-5	1
ELL Co-Enrollment Technical Assistance and Evaluation	3-5	N/A

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

Document Name/Description	Form Provided
Cover Page	YES
Form A: Narrative (3-5 pages)	YES
Team Description (1 Page, may be attached to Narrative) <i>Not required for TA/Eval Applications</i>	NO
Project Matrix <i>Not required for TA/Eval Applications</i>	YES
Form F: Budget Summary	YES
Form F2: Budget Narrative	YES
Form G: Supplemental Budget	YES
Form I: Work Plan	YES
Form J: Partners Roles and Responsibilities <i>Not required for TA/Eval Applications</i>	YES

Application Narrative, Evaluation and Recommendation for Funding

The application narrative for each project should address each of the bullets 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 Narrative 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. Only those applications deemed to be meritorious and in the best interests of the state will be recommended for funding.

To be competitive, all applications must adhere to the required format and 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.**

New ELL Co-Enrollment Pilot Narrative Table & Expanded ELL Co-Enrollment Pilot Narrative Table		
Section	Description	Points
Project Narrative	<p>Complete and attach Narrative (Form A):</p> <ul style="list-style-type: none"> ▪ Describe how the project will enhance or create greater collaboration with community organizations and those partners that can help provide supportive wrap-around services for immigrant and ELL populations. ▪ Describe how the project will successfully create a stronger collaboration and infrastructure to support co-enrollment between WIOA Unified Partners. ▪ Describe systems change that will use these seed resources to begin to adapt the workforce system and make it more accessible, with no wrong door to access services for ELL individuals ▪ Describe how the project will enhance and/or implement a navigator model that can help recruit, enroll, and successfully support participants through program completion, serving as a liaison in referring and connecting participants to support services. ▪ Describe any outreach and recruitment and retention strategy for program participants. ▪ Describe sustainability plan for ongoing funding and institutionalization of practices. ▪ Complete and attach the Work Plan (Form I) (not included in narrative page limit). 	45

Partnerships	<ul style="list-style-type: none"> ▪ Describe existing partnerships with CBOs, immigrants’ rights organizations, libraries, human service partners (e.g. CalWORKS, CalFresh, Cal Fresh E&T, Refugee Programs etc.) and other social service organizations that help serve immigrant and ELL populations ▪ Describe active collaboration and partnerships with Adult Education and local Adult Education Program (AEP) consortia efforts ▪ Describe collaboration and partnerships with the local county(ies) human service agency ▪ Describe experience engaging with CBOs, in particular dealing with organizations that represent immigrants and ELL populations ▪ Describe experience in convening partners, working collectively to develop common plans and outcomes ▪ Describe existing partnerships or strategy to recruit and implement a network of partners to provide wrap-around services ▪ Describe existing partnership in shared intake, co-enrollments, case management and data sharing ▪ Describe how the Applicant’s location, capacity, infrastructure, and partnerships will maximize the potential for the success of the project. ▪ Describe how employment and training pathways towards target industry sectors will be ensured. ▪ Complete and attach a Team Description (<i>may be attached to Narrative, Form A</i>). ▪ Complete and attach the Project Matrix. (<i>include metrics developed at the Local Level</i>). ▪ Complete and attach the Partners Roles and Responsibilities (Form J). 	45
Budget	<ul style="list-style-type: none"> ▪ 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

ELL Co-Enrollment Technical Assistance & Evaluation Narrative Table

Section	Description	Points
Technical Assistance and Evaluation Project Narrative	<p>Complete and attach Narrative (Form A):</p> <ul style="list-style-type: none"> ▪ Describe experience serving the immigrant and ELL population, or other populations with barriers to employment ▪ Provide an overview of the activities for technical assistance, support and knowledge sharing awardees will receive. ▪ Describe knowledge and experience working directly with other efforts that are best practices to serve this population and can be leveraged; or plan to leverage both state and national best practices to assist awardees. ▪ Describe the methods and approach that will be utilized for the development and implementation 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 state partners and other stakeholders. ▪ Provide a timeline of activities and outcomes. ▪ Describe vision and outcome goals for convening’s and how these can be leveraged to help gain bigger picture perspectives. ▪ List the individuals and organizations providing technical assistance and evaluation for the ELL Co-Enrollment Project, and describe their capacity and experience. ▪ Complete and attach the Work Plan (Form I). ▪ Provide a timeline of activities and outcomes. ▪ Describe how evaluation will be leveraged to share best practices and lessons learned. ▪ Complete and attach the Work Plan (Form I). 	90

	<p>For Evaluation:</p> <ul style="list-style-type: none"> ▪ Describe elements of proposed evaluation ▪ Describe coordination with Technical Assistance and state partners to ensure proper infrastructure is in place to facilitate participation of awardees in evaluation ▪ Describe an interim findings report 	
Budget	<ul style="list-style-type: none"> ▪ Complete and attach the Project Budget (Forms F, F2 and G). Applicants must provide detailed budget information. ▪ No match required. 	10

APPENDIX A

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 CaliforniaSM 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.

APPENDIX B

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	

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

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

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 Principles, and Audit Requirements for Federal Awards; Final Rule [Uniform Guidance](#) and OMB's 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.

If performance is insufficient or program is not performing and making progress towards deliverables, or not actively participating in technical assistance, evaluation activities or coordination of the program, the state will consider redirecting resources.

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 through the State's required reporting system: (CalJOBSSM). The State will provide training on how to use CalJOBSSM. See Appendix E for the State Reporting System Hardware and Software Requirements.

Awardees will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBSSM. In addition, awardees will be required to submit monthly progress reports which include narrative on the status of the projects. Upon closeout of the project an "End of Project" report will be required.

Local Areas will have discretion as to the process they use to ensure coordination on reporting with partners participating in this pilot. One of the expectations of this pilot is to help inform how successful pilots can provide shared case management, and ensure sharing of participant data across programs.

D. Evaluation & Technical Assistance

Awardees must agree to work with the identified third party evaluator. The third party evaluator will conduct an evaluation of the ELL co-enrollment pilot program. The team implementing the pilot should expect to interact and provide the evaluator information to assist with the evaluation.

In addition to the evaluation, technical assistance will be provided. Communication will flow through the project lead, with the expectation that partners are coordinated and encouraged to participate in technical assistance activities. Participation in technical assistance and evaluation activities is required; the extent of activities is to be determined. An estimated 20% of time should be allocated for evaluation and technical assistance activities.

APPENDIX E

**State Reporting System
Hardware and Software Requirements**




VOS v16.x



Workstation Requirements

System	Hardware Required	Software Required	Connectivity
Client Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2 GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher</p> <p>3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object¹/ Microsoft Silverlight 3² DynamSoft HTML5 Document Scanning</p>	<p>Minimum: Dedicated broadband or high speed access, 380k or higher</p>
Staff/ Administrator Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional)</p> <p>3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning</p>	<p>Minimum: Dedicated broadband or high speed access, 380Kbps or higher</p>

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			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p>http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/</p> <p>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.</p>
DynamSoft HTML5 Document Scanning			<p>http://www.dynamsoft.com Download DynamicWebTWINHTML5Edition.exe</p>

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 ELL Navigator Pilot

First Round of Funding

Grant Period ended December 31, 2018

More available at: https://www.edd.ca.gov/jobs_and_training/pubs/wsin16-55.pdf

New Project Awardees:

Awardee
San Diego Workforce Partnership, Inc. \$500,000
Orange County Development Board \$500,000
Sacramento Employment and Training Agency \$500,000
Pacific Gateway Workforce Investment Network \$500,000
Madera County Workforce Investment Corporation \$500,000