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NOTICE OF AVAILABILITY OF FUNDS



California Workforce Development Board
In Coordination with the
Employment Development Department

On behalf of the
California Labor and Workforce Development Agency

Workforce Innovation and Opportunity Act Regional Plan Implementation/SlingShot 3.0 Program Year Funding 2019/20

Request for Applications (RFA)

October 14, 2019

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**Workforce Innovation and Opportunity Act
Regional Plan Implementation Phase 3 PY2019/2020
Request for Applications (RFA)**

Table of Contents

Section 1: Overview	1
A. Introduction.....	1
B. Background.....	2
C. Program Objectives	2
D. Program Outcomes	5
E. Allowable Use of Funds.....	6
F. Eligible Applicants	6
G. Funding.....	6
H. Grant Award	7
Section 2: Significant Dates	7
I. Table of significant events.....	7
Section 3: Application Submission Instructions	7
J. Deadline.....	7
K. Application Submission	7
L. Questions.....	8
Section 4: Application Requirements, Award and Contracting Process	8
Required Application Content.....	8
APPENDIX A.....	11
APPENDIX B	13
M. Allowable Costs and Cost Items Matrix.....	13
Cost Items Matrix	14
APPENDIX C	18
N. Administrative Requirements	18

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 up to \$5,000,000 in Workforce Innovation and Opportunity Act (WIOA) Governor’s discretionary funds for Regional Plan Implementation (RPI)/Slingshot 3.0, focused on the implementation of the Regional Workforce Plans created by California’s fourteen (14) Regional Planning Units (RPU).

The purpose of the RPI/Slingshot 3.0 funding is to support the RPU in their efforts to develop regional leadership, and organize regional industry leaders and workforce, education, and economic development partners to attain scale and impact.

Additionally, to support priority objectives the CWDB has designed the High Road Training Partnership (HRT) and the High Road Construction Careers (HRCC) approach to model a sector strategy that can address critical issues of equity, job quality, and environmental sustainability. HRTs are industry-based, worker-focused training partnerships that build skills for California’s high road employer firms that compete based on quality of product and service achieved through innovation and investment in human capital and can thus generate family-supporting ‘high road’ jobs where workers have agency and voice.

RPI/Slingshot 3.0 funding allows RPU the opportunity to strategize and develop initiatives and partnerships to accomplish this and support continued efforts in implementing the three policy objectives of the California’s Strategic Workforce Plan:

Fostering “demand-driven skills attainment” in ‘high road’ jobs that are in demand. Workforce and education programs need to align program content with the state’s HRT industry sector needs to provide California’s employers and businesses with the skilled workforce necessary to compete in the global economy.

Enabling upward mobility for all Californians, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and can access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

Aligning, coordinating, and integrating programs and services to economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client’s needs and potentially unique needs, including any needs for skills-development.

B. Background

In 2014 the CWDB embarked upon the SlingShot Challenge, an effort to accelerate income mobility through regional collaboration. Local Workforce Development Boards (LWDB) developed SlingShot regions to work with industry, education, labor, workforce and economic development leaders to identify and solve regional employment challenges. The federal Workforce Innovation and Opportunity Act (WIOA) gave statutory relevance to the SlingShot initiative requiring States to designate regional planning units (RPUs) aligned with regional labor markets and requiring regional workforce plans to facilitate the implementation of sector strategies, the coordination and alignment of service delivery systems, the pooling of administrative costs, and the collective development of shared strategies among regionally organized Local Boards. To support the implementation of the regional plans, the CWDB funded **Regional Organizers** in each region to support ongoing efforts to enhance collaboration of regional workforce leaders and implement the Regional Plans, **Regional Training Coordinators** to ensure that the staff and partners involved in the regional workforce system receive training and professional development, and **Regional Plan Implementation Grants** to invest in the efforts of the RPUs to implement the goals and objectives of their regional plan.

C. Program Objectives

The RPI/SlingShot 3.0 funds will continue the efforts of the RPUs to actualize the goals and objectives of the regional plans. Funds will be allocated to regions proposing to implement one or more regional initiatives that further the three policy objectives of the State Plan. RPUs must propose regional initiatives that were not included in their RPI Phase 1.0 or 2.0 work plans, or clearly state how the activities proposed will build upon, scale, or expand the initiatives in RPI Phase 1.0 or 2.0.

The policy objectives and activities for this application are focused on building regional decision-making bodies that will ensure the sustainability of regional collaboration achieved through the regional plan implementation process and progress towards the Regional Coordination and Alignment Indicators. The Indicators document is found in the Regional and Local Plans PY 17-21 – Two Year Modifications Directive as Attachment 1:

https://edd.ca.gov/jobs_and_training/pubs/wsd18-01.pdf

Applicants must include the costs of a Regional Organizer (RO) in their application to assist in building momentum and strengthening regional leadership by identifying and enhancing partnerships with industry, education, and workforce development leaders, by strategically maintaining ongoing collaborations to accomplish regional plans goals and enhancing communication between regions and the state. Each RPU determines their RO priorities for the region. Examples of these RO priorities are:

1. Act as the liaison for regional plan implementation between the CWDB and regional leaders, and enhance communication between the CWDB and LWDB Directors.
2. Act as the liaison between the LWDBs in the region, including scheduling and coordinating meetings between the LWDB(s) in the region and acting as the communication pipeline between the LWDB directors and regional workforce leadership.
3. Support ongoing dialogue between labor, business, education, community, economic development, and all partners throughout the public workforce system to encourage alignment and promote services to individuals with barriers to employment.
4. Support LWDB directors in connecting LWDB board members, CWDB members, and TA providers/evaluators with regional partners to assist in identifying implementation opportunities, and overcoming challenges, barriers, and policy obstacles.
5. Support implementation of the Regional Plan and assess/track progress towards achieving indicators of regional coordination and alignment.
6. Identify and share promising practices and successful convening efforts that link policy and practice.
7. Identify and share related and relevant state and federal grant projects that should be aligned/coordinated with the regional effort.
8. Communicate and participate in meetings with LWDBs and partners to keep them informed about current regional initiatives by sharing challenges, barriers, successes, and lessons learned.

Applicants may also propose to provide one or more of the regional implementation activities from the following list:

Fostering demand-driven skills attainment: examples of regional plan implementation activities:

- **Supporting H RTP and HRCC Sector partnerships that act as regional industry decision makers, guiding the development of sector strategies, industry recognized certificates and apprenticeships (Regional Coordination and Alignment Indicators A, B, C), including:**
 - a. Identify and support existing high road partnerships (HRCC and H RTP) in the region.
 - b. Identify and support new high road partnerships in the region.

- c. Infuse high road strategies into existing sector strategies in the region.
- **Promotion of Job Quality: Services and strategies developed and implemented to promote job quality (Regional Coordination and Alignment Indicators D),** including ‘high road’ jobs with family supporting wages, benefits, scheduling consistency, and on-going training with employers who value input from workers, comply with wage and hour laws and have low turnover rates. The CWDB has developed guidance on Job Quality:
 - CWDBs H RTP webpage - <https://cwdb.ca.gov/initiatives/high-road-training-partnerships/>
 - CWDB State Plan, pages 11 and 12 - <https://cwdb.ca.gov/wp-content/uploads/sites/43/2017/12/Unified-State-Plan-plain-text.pdf>

Enabling upward mobility for all Californians, including populations with barriers to employment: Examples of regional plan implementation activities:

Coordinate with services and strategies funded by Workforce Accelerator, English Language Learner, Prison to Employment, AB1111, or AB2060 programs to remove barriers to employment for specific under-served populations, including English Language Learners, individuals with disabilities, veterans, disconnected youth, and low-wage workers and create opportunity through apprenticeship or career pathways for High Road jobs. (Regional Coordination and Alignment Indicators E, F, G, H).

Aligning, coordinating, and integrating programs and services: Examples of regional plan implementation activities:

- **Developing formal regional agreements or governance structures among the local workforce development boards within a Regional Planning Unit (Regional Coordination and Alignment Indicators H, I) for the purpose of:**
 - a. Achieving administrative efficiencies, reducing redundancy, and aligning administrative policies
 - b. Deploying shared/pooled resources to provide services, training and education to meet the needs of target populations.
 - c. Promoting access to services for customers by standardizing policies, procedures and forms
 - d. Promoting quality services by collaborating on professional development and staff training
- **Developing regional efforts to build capacity and provide professional development for workforce development staff and partners (Regional Coordination and Alignment Indicators G, H), including:**
 - a. Assessing the professional development and capacity building needs of staff and

- partners in the RPU,
- b. Creating a Regional Training Plan, and
- c. Utilizing technical assistance providers, California Training Initiative, and state and local partners to provide training to ensure quality services and professional level staff

D. Program Outcomes

The anticipated outcome of the RPI/Slingshot 3.0 is progress towards implementing the goals included in the Regional Plan and achieving the Regional Coordination and Alignment Indicators, as outlined in the Regional and Local Plans PY 17-21 – Two Year Modifications Directive as Attachment 1: https://edd.ca.gov/jobs_and_training/pubs/wsd18-01.pdf Applicants must identify the Indicator(s) that the application will address from the list below, assess the RPU’s current status in achieving the Indicator, and describe the progress that will be made on the Indicator(s) with grant funding.

Regional Indicators of Coordination and Alignment:

Demand Driven Skills Attainment:

- A. Region has developed a team that jointly convenes industry and is led by Industry Champions.
- B. Region has shared industry sector focus and pools/shares resources to meet demand in the region.
- C. Region has a process to communicate industry workforce needs to supply-side partners.
- D. Region has policies supporting equity and strives to improve job quality.

Upward Mobility and Equity for Individuals with Barriers to Employment Outcomes:

- E. Region has shared target populations of emphasis.
- F. Region deploys shared/pooled resources to provide services, training, and education to meet target population needs.
- G. Region utilizes shared/common case management and capacity building strategies such as co-enrollment, professional development, to develop shared responsibility for providing services and ensure quality outcomes.

System Alignment Outcomes:

- H. Region has shared/pooled administrative systems or processes to achieve administrative efficiencies and program outcomes.
- I. Region has created formalized structures for decision-making.

- J. Region has developed a process for evaluating performance that includes:
- Qualitatively evaluating progress towards meeting regional industry and occupational demand;
 - Tracking the number of Industry-Recognized Credentials and Apprenticeships;
 - Aligning negotiated performance measures to regional indices

Reporting Requirements:

Quarterly Reports collected by the CWDB will be the primary reporting tool and are a critical element in the CWDB's monitoring and oversight process. Grantees that propose to serve individuals shall track and enter all relevant program data into CalJOBS. A single entity shall be identified in the narrative proposal to be responsible for ensuring all participant data is captured in a timely manner and that data is to every extent feasible, complete, and accurate.

E. Allowable Use of Funds

The use of funds awarded in the RFA is governed by the WIOA and its associated federal regulations, state and federal directives, and the federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Appendices A through C 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 A.

F. Eligible Applicants

The 14 RPUs in the State of California are eligible to apply. Each RPU must designate one local board as the applicant and lead fiscal agent. Signature proof of this agreement must be included in the application. Only one application may be submitted from each RPU.

G. Funding

Funding under this RFA will be provided through the WIOA. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The CWDB reserves the right to adjust the total number, duration, and amount of each grant award based upon the availability of funds.

H. Grant Award

Grants will range from \$100,000 to \$400,000 and project duration will be 20 months.

Section 2: Significant Dates

I. Table of significant events.

Event	Date*
RFA Release	October 14, 2019
Application Webinar	October 22, 2019 9:00am – 10:00am
Q&A	Accepted and posted weekly to the State Board's website throughout the application process. All questions must be submitted prior to the final posting date.
All Applications Due	November 25, 2019
Award Announcement	February 2020

**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 and Submission

J. Deadline

The deadline for applications is November 25, 2019, **at 3 p.m. Pacific Daylight Savings Time**
Late applications will not be accepted.

K. Application Submission

Applications must be submitted electronically to:

CWDBInfo@cwdb.ca.gov

All applications must be submitted as original documents* (not PDF) in one .ZIP File containing all required forms and using the following naming convention:

RPI3_ApplicantOrganization_ProjectName

*Pages with wet signatures may be scanned and submitted as a PDF.

L. Questions

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

CWDBInfo@cwdb.ca.gov

Note “RPI Phase 3 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 November 25, 2019.

Section 4: Application Requirements, Award and Contracting Process

Required Application Content

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

Document Name/Description	Form Provided
Cover Page	YES
Exhibit D: Project Narrative	YES
Exhibit E: Funding Expenditure Plan	YES
Exhibit F: Budget Summary	YES
Exhibit F2: Budget Narrative	YES
Exhibit G: Supplemental Budget	YES
Exhibit I: Work Plan	YES
Exhibit J: Partners Roles & Responsibilities	YES

Letter identifying the Local Board to act as Fiscal Agent on behalf of the RPU. Signatures from partner boards must be included.	NO
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Application Narrative, Evaluation and Recommendation for Funding

Applications will be reviewed and scored by teams of independent reviewers based on the Evaluation Rubrics as described in Table 1. The scoring value of each section of this RFA is also included in Table 1. Scoring will be ranked highest to lowest and will serve as the primary basis for making recommendations of funding amounts.

Table 1 – Application Evaluation Rubric: RPI/Slingshot 3.0

Section	Description	Points
	Complete Form D Project Narrative	
Project Narrative and Workplan	<p>Narrative must include:</p> <ul style="list-style-type: none"> ▪ Describes the RPU and the major objectives of the Regional Plan. ▪ Describes progress made to date in the implementation of the regional plan (RPI phase 1-2 successes). ▪ Describes the entity/staff that will be responsible for the Regional Organizer functions (including name of entity or staff) and includes the activities that the RO will be responsible for completing. ▪ Describes the regional plan implementation activities that will be accomplished, the indicators of regional coordination that will be attained, and how the proposed activities will further the objectives of the State Plan. ▪ If focusing on H RTP and ‘high road’ jobs, provide a description of how this will be incorporated into existing efforts or the development of new efforts. ▪ Include a proposed timeline and list entities that will take the lead responsibility for each of the RPI/Slingshot 3.0 activities. ▪ Describes systems change and alignment that will be achieved through the implementation of the regional plan. <ul style="list-style-type: none"> ▪ Complete Exhibit I Work Plan 	50
Project Partnership	<ul style="list-style-type: none"> ▪ Describes partners involved in the RPI/SlingShot 3.0 including their roles and responsibility in successfully implementing the proposed activities. 	25

Section	Description	Points
	<ul style="list-style-type: none"> ▪ Experience in convening partners, working collectively to develop common plans and outcomes. ▪ Complete Exhibit J Partners Roles & Responsibilities ▪ Letter identifying the Local Board to act as Fiscal Agent on behalf of the RPU. Signatures from partner boards must be included. 	
Budget	<ul style="list-style-type: none"> • Complete Budget Exhibits E, F, F2, and G. Applicants must provide detailed budget information. 	25

APPENDIX A

Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of ten percent. The following WIOA Title I function 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 sub recipients, 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. Additional guidance on costs:

- (1) Awards to sub recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
- (2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the 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 sub recipients 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 B

M. 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	AC/U	AC/U	AC/U	200.435	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	and civil proceedings, claims, appeals, and patent infringement					
16	Depreciation	AC	AC	AC	200.436	
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22	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	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Application costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	
55	Trustees	A	A	NS	200.475	

APPENDIX C

N. 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, 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.

D. Evaluation

Awardees must agree to work with the identified third-party evaluator