SB1 Program Application Workshop

Slide 1: Cover Page
- High Road Construction Careers: SB1 Program Application Workshop
- Date and Time: Wednesday, November 13, 2019, 10:00 am – 11:30 am
- Audio: 888-808-6929, Passcode: 3243425

Slide 2: National Apprenticeship Week
- National Apprenticeship Week (NAW), now in its fifth year, is a nationwide celebration that gives businesses, communities, and educators the opportunity to showcase their apprenticeship programs and apprentices while providing valuable information to career seekers. NAW 2019 will be held November 11-17, 2019. To learn more about them, check out National Apprenticeship Week’s webpage.

Slide 3: Webinar House Keeping
- Viewing issues? Try Firefox or Chrome.
- Conference line has been muted on audience’s end.
- Use Chat box for questions and comments. Type question on line and press “Enter” on keyboard to submit.
- Questions will be answered at the end of the webinar
  - Last 30 minutes of webinar will be dedicated to Q&A
- Download the PowerPoint Presentation (top right)
- This PowerPoint Presentation and its accessible version will be posted on the HRCC webpage after the workshop.

Slide 4: Introductions
- Der Xiong, HRCC: SB 1 Program Analyst
- Shrayas Jatkar, Senior Policy Analyst for Equity, Climate, & Jobs
- Danielle Vienna, Program Branch Manager
- Aida Cardenas, Deputy Director for Equity, Climate & Jobs

Slide 5: Overview
- Road Repair and Accountability Act of 2017 (Senate Bill 1) invests billions of dollars annually to fix and maintain California’s transportation infrastructure
- Legislature allocated $25 million total ($5 million/year for 5 years) to CWDB to establish a pre-apprenticeship training program, beginning in 2019
• Up to $14 million available now for CWDB’s High Road Construction Careers: SB 1 program; additional funding will become available later

**Slide 6: Purpose of High Road Construction Careers Initiative**
• Advance construction careers as a reliable pathway to the middle class for disadvantaged Californians...by investing in sustainable, regionally based partnerships that deliver multi-craft construction pre-apprenticeship

**Slide 7: Regional partnerships will develop a skilled, diverse workforce by...**
• Increasing access to state-approved apprenticeship in the building and construction trades
• Focusing on underrepresented and disadvantaged workers to support current and future recruitment and retention
• Establishing models of worker, management, and government collaboration that jointly plan for and address the future of work

**Slide 8: Successful applicants will build strategic partnerships and systems to...**
• Increase disadvantaged and underrepresented workers’ skills and access to high-quality careers in the building and construction trades
• Address basic needs and employment gaps to improve delivery of workforce training programs
• Coordinate delivery of multi-craft pre-apprenticeship training and supportive services

**Slide 9: Delivering quality training and supportive services involves...**
• Establishing structured career pathways that align labor supply and demand to ensure training leads to quality, long-term careers
• Providing participants with the training and supportive services to successfully enter, participate in, and complete pre-apprenticeship
• Implementing policies to create robust demand for apprentices and to better link pre-apprenticeship and apprenticeship programs
• Tracking progress and outcomes to improve programs and serve participants effectively

**Slide 10: Eligible Applicants (aka the Fiscal Agent)**
• One entity will apply on behalf of the regional partnership, and will assume the role of the fiscal agent.
• Eligible applicants include, but not limited to:
  o Building and Construction Trades Councils, Central Labor Councils, or other labor organizations
  o Workforce Development Boards
  o Public education entities
Non-profits and Community Based Organizations
- Organizations that represent multiple Joint Apprenticeship Training Committees
- Local public agencies receiving SB 1 or Road Maintenance and Rehabilitation Account (RMRA) funds

**Slide 11: Funding**
- Maximum grant request is $1.5 Million
- 1:1 cash or in-kind match required
- Funding request, including proposed number of participants to serve, should align with applicant’s projection of demand for new apprentices in the region

**Slide 12: Program Design**
- Development Phase (Optional): Dedicated time and funding to develop partners and program, including:
  - Securing partnerships
  - Complete labor market, industry, occupational, or training gap analysis
  - Coordination of curriculum lesson plan and strategy
  - Meeting the unique needs of priority populations
- Maximum of 6 months (must specify time in application)
- Up to 20% of funding can be utilized

**Slide 13: Program Design (Continued)**
- Implementation: Must be ready for immediate implementation and clearly outline the following in application:
  - Established partnership
  - Align labor market supply and demand
  - Participant strategy and supports

<table>
<thead>
<tr>
<th>If requesting a development phase:</th>
<th>Outline length of time, activities, priorities, and outcomes that will be achieved prior to implementation. Include how much funding will be dedicated to development phase (up to 20% of total award is allowed) and how funding will be utilized. Clearly indicate whether participant related activities will occur during development phase.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not utilizing development phase:</td>
<td>Indicate why and provide justification as to how program and partnerships are ready for implementation.</td>
</tr>
</tbody>
</table>

**Slide 14: Defining Regions**
- Regions are based on groupings of Building & Construction Trade Council jurisdictions and comports closely with the State Plan Regional Planning Units.
- Only one application per region will be accepted
  - CWDB will invest in a single HRCC pre-apprenticeship partnership in each identified region of California.
  - HRCC Regional Map is available on the HRCC webpage
Slide 15: Partnerships

- Required:
  - Building & Construction Trades Councils
  - Joint Apprenticeship Training Committees (at least one)
  - MC3 Provider (at least one)
  - Workforce Development Boards (at least one)
  - Community Based Organizations (at least one)
  - All Prop 39 projects (if applicable)

- Encouraged:
  - California Conservation Corps
  - Certified Community Conservation Corps
  - Community Colleges, Adult Schools, School Districts, Office of Education
  - County Social Services (CalWORKS, CalFresh, Refugee Services, etc.)
  - Probation, Parole, or other Corrections agencies
  - Local public agencies receiving SB 1/Road Maintenance and Rehabilitation Account (RMRA) funds and local Public Works agencies

Slide 16: Partnerships (Continued)

- Clearly identify each partner and outline their roles and responsibilities.
- MOUs and agreements are strongly recommended.
- Partnerships should reflect the proposed regional service area—its counties, boundaries, communities, and most importantly, its needs.

Slide 17: Required Partnerships

- All BTCs within a region are required
- If multiple BTCS are in a region they must partner under one regional partnership
  - Multiple partnerships/applications within a region will not be accepted
- For BTCs with overlapping counties, the BTC can choose to partner with one or both regions based on the needs of the partnership and existing programs
  - Example: Santa Clara – San Benito BTC falls under Regions 2 & 3
  - Justification must be provided in Program Narrative

Slide 18: Required Partnerships (Continued)

- All listed Prop 39 Leads within a region are required
  - If unable to partner with a Prop 39 project you must provide justification
detailing the strategies used to engage and the result of those efforts (question prompt in Program Narrative, Partnerships Section)
• If multiple Prop 39 projects are in a region they must all partner under one regional partnership
  o Multiple partnerships/applications within a region will not be accepted

Slide 19: Required Partnerships (Cont.)
• At least one local WDB is required in the partnership
  o Ideally all WDBs within the region will be involved
• Local WDBs can choose which HRCC region/partnership to join (especially if covered counties fall under multiple regions)
  o Can partner with more than one HRCC region/partnership if desired
    ▪ Example: NoRTEC WDB counties fall under three regions, Region 9 (under Humboldt – Del Norte BTC), Region 11 (Mid-Valley BTC), and Region 12 (Sacramento-Sierra BTC)

Slide 20: Priority Populations
• Must prioritize at least one:
  o Women
  o Racial/ethnic minorities and underrepresented subgroups
  o Disadvantaged youth
  o Formerly Incarcerated individuals
• Will require Outreach & Retention Workplan

Slide 21: Performance and Reporting
• Participant Outcomes
  o Enrollment
  o Training
  o Placement
• Hiring Agreements & Ordinances
  o Region determines goals, metrics, and success
    Describe strategies and goals to implement high road construction project policies and agreements, including community and labor agreements, local hire ordinances, and other relevant policies to ensure demand for apprentices. Include what the project will do and how success will be measured.
Slide 22: Performance and Reporting

- Quarterly Narrative Reporting and CalJOBS will be used to verify participant activities and outcomes.
- Additional participant data (along with participant and data tracking template) may be requested from grantees.
- Fiscal Agent will be responsible for receiving and sending reports and coordinating with partners in order to be responsive to CWDB data and reporting requests.

Slide 23: Application Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Required?</th>
<th>Template Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>*Must be in PDF and have we signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 1 Program Narrative</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>*Page limit: 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 2: Partners Roles and Responsibilities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form 3: Program and Partnership Matrix</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>*Proposals servicing one area in the region are not required to complete.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 4: Outreach and Retention Workplan</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form 5: Participant Plan</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form 6: Workplan</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form</td>
<td>Required?</td>
<td>Template Provided?</td>
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<td>-------------------------------------------</td>
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<tr>
<td>Form 7: Budget Summary</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>*Submit one on behalf of the partnership</td>
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<tr>
<td>Form 8: Budget Narrative</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>*Submit one on behalf of the partnership</td>
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<td></td>
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<tr>
<td>Form 9: Contracts</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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</table>

**Slide 24: Application Forms (Continued)**

<table>
<thead>
<tr>
<th>Form</th>
<th>Required?</th>
<th>Template Provided?</th>
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<tbody>
<tr>
<td>Form 10: Worker’s Compensation Certificate</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form 11: Contractor Certification Clause CCC042017</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form 12: Dafur Contracting Act Certification *if applicable</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form 13: Bidder Declaration *if applicable</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Partnership Agreement Letters/MOUsv *Example will be provided</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Proof of Registration with the California Secretary of State’s Office *if applicable</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Slide 25: Fiscal Agent**

- Entity to apply on behalf of the region
- Responsibilities include:
  - First point of contact for CWDB
  - Organizing, coordinating, and reporting out on regional activities, data, deliverables, and outcomes of the partnership.
  - Releasing and distributing funds to partner organizations after award

**Slide 26: Application Forms: Cover Page**

- Project Cost
  - Provide $ Request for Development
  - Provide $ Request for Implementation
- Point of Contact
  - Individual CWDB will contact regarding application and award status.
- Cover Page must be submitted in PDF form and must contain wet signature.
  *Electronic signature will not be accepted
Slide 27: Application Forms: Program Narrative

- Sections:
  - Program Framework
  - Partnerships
  - Priority Populations
  - Regional Investment

- Requirements:
  - Responsive and concise; Answer all prompts.
  - 12 point font
  - 20 page limit

Slide 28: Application Forms: Program and Partnership Matrix

- The partnership can have multiple projects and project teams within the region if delivering services to more than one geographical area.
  - Must complete Form 3: Program & Partnership Matrix
- Applicants that plan to deliver services in one location and under one project team are not required to complete this form.

Slide 29: Application Forms: Program & Partnership Matrix (Continued)

- Separate form required for each project area and project team.
- Partners should be clearly listed and should correlate with outlined partners in Form 2: Partner Roles & Responsibilities
- Combined “Participants to be Served” numbers for each should add up to participant totals in Form 5: Participant Plan

![Regional Breakdown of Service Delivery Table]

Slide 30: Application Forms: Outreach and Retention Workplan

- Complete a separate form for each individual population to be served
- If specializing in a certain population that falls under multiple categories, one Outreach & Retention Workplan will be accepted
  - This must be clearly identified and outlined within the form
Slide 31: Application Forms: Participant Plan

<table>
<thead>
<tr>
<th>Priority Population(s) to be Served</th>
<th></th>
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<tbody>
<tr>
<td>Describe outreach plan for identified population(s) above:</td>
<td></td>
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<tr>
<td>List the organizations and individuals within the partnership that have experience, expertise, and access to the identified target population(s).</td>
<td></td>
</tr>
<tr>
<td>Explain how supportive services and unique needs of the group will be met.</td>
<td></td>
</tr>
<tr>
<td>Describe retention strategies that will be used to engage target group throughout the program (e.g. from outreach to enrollment, to completion of training, to apprenticeship and employment)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Participants to be Served</th>
<th>Q1 9/1/20-12/31/20</th>
<th>Q2 1/1/21-3/31/21</th>
<th>Q3 4/1/21-6/30/21</th>
<th>Q4 7/1/21-9/30/21</th>
<th>Q5 10/1/21-12/31/21</th>
<th>Q6 1/1/22-3/31/22</th>
<th>Q7 4/1/22-6/30/22</th>
<th>Q8 7/1/22-8/31/22</th>
<th>TOTALS</th>
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<td>Individuals to be Served (Unique Individuals)</td>
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<td>0</td>
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<tr>
<td>Priority Pop.</td>
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<td>Priority Pop.</td>
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<td>Priority Pop.</td>
<td>Underserved Racial/Ethnic Minorities</td>
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<tr>
<td>Priority Pop.</td>
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<td>Indicate Other</td>
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<td>Enrollment into MCI Pre-Apprenticeship Training</td>
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<td>Completion of MCI Pre-Apprenticeship Training</td>
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<td>Attained Industry-Identified Certificate or Credential</td>
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<tr>
<td>Placement</td>
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<td>State-Approved Apprenticeship</td>
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<td>Construction Sector Occupation Placement</td>
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<td>Non-Construction Sector Occupation Placement (Other)</td>
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<td>0</td>
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</tbody>
</table>

Slide 32: Allowable Activities

- Cost-per-participant should be all inclusive. Must be justified in the narrative, be reasonable, and allocable.
- Cost may include:
  - Training
- Staff capacity
- Recruitment
- Remediation
- Stipends
- Supportive services
- Counseling
- Peer support
- Mentoring
- Case management
- Work experience
- On-the-job training

**Slide 33: Application Forms: Budget**
- One budget submitted on behalf of region
- Cost for each line item should be broken down into Admin, In-House, and Contracted, with the exception of Indirect Costs
- Admin cost may not exceed 10% of the total requested amount
  - Fiscal Agent costs should be in Admin & In-House columns
  - All other costs should be under Contracted column
  - Indirect costs fall under the admin column and may not exceed the allowed 10%
- Budget should include travel for project team to attend three Communities of Practice

**Slide 34: Application Forms: Contracts**
- Must provide the following information for each contractor receiving funds:
  - Name
  - Organization Type
  - Services Provided
  - Participants Served
  - Amount of Funds (to be) Allocated
- TBD’s on this form will not be accepted.

**Slide 35: Application Forms (Continued)**
- Application Forms are available to download on the CWDB [HRCC Webpage](#)
- Guidance is available under the “ReadMe” tab (first tab) in the Excel workbook.

**Slide 36: Application Submissions**
- Deadline: January 20, 2020 at 3:00 PM Pacific Time
• Delivery: Electronically to HRCC@cwdb.ca.gov
• Application should:
  o Use naming convention:
    ▪ SB1.RegionNumber_Applicant Name”
    ▪ Example: SB1.Region0_CWDB
  o Be in one .ZIP file
  o Include all requested forms in original format (Word or Excel)
  o **Exception:** Forms that require a wet signature (e.g. Cover Page, Worker’s Comp, CCC042017, Darfur, Bidder Declaration, etc.) can be submitted as a PDF.

**Slide 37: Significant Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA Release</td>
<td>11/4/2019</td>
</tr>
<tr>
<td>Application Workshop</td>
<td>11/13/2019, 10:00 AM – 11:30 AM Pacific Time</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>Accepted and posted weekly to the CWDB’s HRCC webpage. Final Q&amp;A posting date will be 1/17/2020 (questions must be in by Thursday, 1/16/2020, 3:00 PM Pacific Time).</td>
</tr>
<tr>
<td>Applications Due</td>
<td>1/20/2020 (by 3:00 PM Pacific Time)</td>
</tr>
<tr>
<td>Award Announcement</td>
<td>4/1/2020</td>
</tr>
<tr>
<td>Program Start Date</td>
<td>9/1/2020</td>
</tr>
<tr>
<td><em>with executed contract stipulation</em></td>
<td></td>
</tr>
<tr>
<td>Grant Term</td>
<td>9/1/2020-8/31/2022 (24-months)</td>
</tr>
</tbody>
</table>

**Slide 38: Q and A**

• Submit questions to HRCC@cwdb.ca.gov.
• Use “SB1 Q&A” in subject line.
• Q&A accepted and posted every Friday on HRCC webpage
  o Last Q&A will be posted on January 17, 2020
  o Final questions must be in by January 16, 2020 (3PM Pacific Time)

**Slide 39: Thank you! Questions?**

• If you have questions after the workshop, submit them to HRCC@CWDB.CA.GOV and use “SB1 Q&A” in the subject line.