

HRCC: SB 1 Program Questions & Answers

Q&A Date: 11/18/19

General Program

1. Does the awarded entity need to serve every county in their region?

Ideally there should be representation throughout the region, but areas of project service delivery will depend on labor market demand and the partners delivering services. If there are gaps in services and locations this should be addressed in the Regional Investments section of the Program Narrative:

Within your region, outline and describe geographical breakdown of areas covered, service delivery, and who is responsible for what within each individual project and project team.

- *Explain how boundaries and distribution of services were decided.*
- *Are there any areas within your region that will not be covered, resulting in potential gaps of service?*

2. The RFA indicates that programs will be evaluated on several factors, including “regional impact.” What specifically is meant by the term “regional impact?”

We are still researching this question. Answer will be included in the 11/22 Q&A.

Priority Populations

1. Should every regional submission include a plan to increase women in the construction trades per the CA leg code?

We are still researching this question. Answer will be included in the 11/22 Q&A.

2. Can a program serve populations outside of the “priority populations” identified in the RFA and in the Participant Plan? For example, veterans or homeless?

The priority populations listed in the RFA and Participant Plan come directly from statute. You are required to prioritize at least one of these populations, however, you are not limited to serving only these populations. You can serve and prioritize other populations

in addition to the required populations. If serving other populations they must be identified within the Participant Plan and an Outreach and Retention Workplan will be required.

3. How are you defining “ex-offender”?

We are still researching this question. Answer will be included in the 11/22 Q&A.

Partnerships

1. If a WDB chooses to not be a part of the partnership, will the proposal have to address this?

If a WDB covering counties within a region chooses to not be part of a partnership this should be addressed in the application in two areas:

1. Outreach that occurred to engage with the WDB and justification as to why they are not entering the partnership should be addressed in the Partnerships section of the Program Narrative:

Describe the efforts to outreach, engage, and secure HRCC partnership commitments with required and optional partners. Describe the outcomes of those efforts.

2. If the absence of a WDB will lead to counties/areas not being served, this should be addressed in the Regional Investments section of the Program Narrative:

Within your region, outline and describe geographical breakdown of areas covered, service delivery, and who is responsible for what within each individual project and project team.

- *Explain how boundaries and distribution of services were decided.*
- *Are there any areas within your region that will not be covered, resulting in potential gaps of service?*

Keep in mind that at least one WDB is required for each region.

2. Can a WDB partner with multiple regions, or are they bound to participate in just one?

WDBs can partner with multiple regions. Which regions they partner with should align with the counties they serve, existing partnerships and service delivery models, and labor market supply and demand.

3. If a WDB is represented in more than one region, can they submit more than one application?

WDBs can partner with more than one region if the counties that WDB serves fall within multiple regions. It is up to the WDB to determine which and how many regional partnerships to join. Again, each region will submit just one application.

4. If a WDB is partnering in two regions can it be the fiscal agent for both?

** We are still researching this question. Answer will be included in the 11/22 Q&A.**

5. SB 1 legislation requires Transportation Agencies to partner with WDB's and Pre-apprenticeships. What is in place or suggested to connect these groups?

We are still researching this question. Answer will be included in the 11/22 Q&A.

6. If a BTC does not have a good working relationship with their region's associated Prop 39 project do they still have to partner?

All listed BTCS and Prop 39 leads in a region are required. If a Prop 39 project wants to withdraw from the partnership it must be thoroughly documented in the Partnerships section of the Program Narrative:

Describe outreach, engagement, and outcomes of partnering with previous Prop 39 project(s) in your region. Explain which original partnerships and work will be expanded in the new SB1 regional partnership. If partnership with Prop 39 is not achievable, provide a detailed explanation as to why.

The goal of SB 1 is to have various entities come together to form a strategic partnership that will develop and support a regional pre-apprenticeship training program. Development of these regional partnership will involve identifying new partners, strengthening and expanding existing partnerships, and evaluating working history and relationships with past or required partners. This most likely will require a needs assessment on partnerships and evaluating successes, challenges, and opportunities prior to determining roles and responsibilities and program goals and outcomes. These regional HRCC partnerships should be viewed as your opportunity to address existing gaps and deficiencies in order to develop a long-term, sustainable program.

7. Our local BTC will not give approval to the MC3 program unless we sign into a PLA. How should we move forward?

We are still researching this question. Answer will be included in the 11/22 Q&A.

8. In what ways can other agencies in our area who receive RMRA funding participate in the pre-apprenticeship program if not applying (other than providing funding)?

Road Maintenance and Rehabilitation Account (RMRA) funding is the largest account from SB 1. The cities, counties, and agencies receiving this funding play a unique role in the partnership as they are on the demand side of the labor market. These agencies are often the ones setting the terms of construction projects to ensure job quality, equity, and access – making sure either Project Labor Agreements, Community Workforce Agreements, or local hiring ordinances are being implemented or negotiated for those projects.

9. **The list of “encouraged partners” includes “local public agencies receiving SB 1/RMRA funds and local Public Works agencies.” Can CWDB provide a list of local public agencies receiving SB 1/RMRA funds?**

We are still researching this question. Answer will be included in the 11/22 Q&A.

10. **Under the “Partnerships” section of the “Evaluation Scoring Rubric,” the following questions is posed: “How will data and reporting be streamlined and reported back to the state with buy-in from core partners?” Is “core partners” synonymous with: required partners? Core conveners? Both?**

For the most part, core partners and core conveners can be used interchangeably. They are the organizations and individuals within the partnership that will be involved in making major partnership decisions, communicating to and on behalf of other partners, and ensuring coordination throughout the region. The fiscal agent will be responsible for gathering information, findings, and data from partners and reporting back to the CWDB. In this specific context “core partners” is referring to this, which will require streamlined coordination between the different levels of partners (which could at times include communication with partners outside of those identified as the “core conveners”).

11. **The RFA indicates that successful applicants are expected to implement high-road construction project policies and agreements such as Community Workforce Agreements (CWAs), local hire ordinances, and other relevant policies to ensure robust demand for apprentices and foster linkages between pre-apprenticeship and apprenticeship programs.**

How does the CWDB envision applicants implementing agreements such as local hiring ordinances, as these are outside the authority of the convening partners and reside within the authority of local elected officials? Would it be more reasonable to expect that applicants would work with local officials to inform them of the advantages and encourage the passage of such ordinances?

We are still researching this question. Answer will be included in the 11/22 Q&A.

12. Is it a mandatory requirement to work with the existing Prop 39 programs?

Yes, all Prop 39 projects identified in a region will be required in the regional partnership. If a Prop 39 project wants to withdraw from the partnership it must be thoroughly documented in the Partnerships section of the Program Narrative:

Describe outreach, engagement, and outcomes of partnering with previous Prop 39 project(s) in your region. Explain which original partnerships and work will be expanded in the new SB1 regional partnership. If partnership with Prop 39 is not achievable, provide a detailed explanation as to why.

13. What if there isn't a Prop 39 project in my region?

The Prop 39 partnership requirement would not apply to you. Prop 39 is only a required in regions where they exist.

14. Can you describe in more detail the role of the Prop 39 grantee to partner with other areas, i.e. what exactly do you want the partnership to accomplish. Is it to provide technical assistance or something more?

We are still researching this question. Answer will be included in the 11/22 Q&A.

15. Can you provide a link where we can find Prop 39 funded MC3 programs so that we can verify?

Page 17 of the RFA provides a breakdown of all Prop 39 projects and the regions they fall under. The links below also provide additional resources:

[HRCC Regional Map](#): The map gives a breakdown of counties, WDBs, BTCs, and Prop 39 projects in each region. To find the Prop 39 projects, use the filters (in the Legend). Hover your mouse over a project on the map, click on it, and there should be a pop up with the Prop 39 lead's contact information.

[Prop 39 Contact List](#): This list contains all Prop 39 projects and their contact (linked on page 11 of the RFA).

Multi-Craft Core Curriculum

1. In the MC3, there's a 4-hour and 8 hour Green module. Which will be "required"?

We are still researching this question. Answer will be included in the 11/22 Q&A.

2. **If our program partners subs out teaching a portion of the curriculum, does that program have to go through MC3 training? Example. One of our program subs out the math portion of the curriculum. Does that provider have to go through MC3 training and be MC3 certified?**

We are still researching this question. Answer will be included in the 11/22 Q&A.

3. **If a region has a MC3 Pre-Apprenticeship Program in place in connection with a traditional High School, can that program be integrated into the Regional Application in order to procure funding to expand that program?**

We are still researching this question. Answer will be included in the 11/22 Q&A.

4. **Since MC3 does not include any hands on training can the SB 1 program include hands on training in the construction trades?**

Yes. In the CWDB's [Promising Practice Report: Building a Statewide System of High Road Pre-Apprenticeship in California](#) applicants can find examples of how Prop 39 funded projects incorporated hands-on training in their pre-apprenticeship programs.

5. **What are the minimum numbers of MC3 trainees?**

Participant goals and outcomes are up to the partnership to determine. CWDB does not set a number but will be looking at cost-per-participant to ensure that it is reasonable and allocable. For reference, the cost-per-participant for Prop 39 was \$7,000. The justification and methodology for determining cost and the number of participants to serve should be clear in the Program Narrative.

Budget/Fiscal

1. **Do the rules on cash or in-kind match mirror federal requirements, or are they more flexible (i.e., leveraged resources)? The federal rules require that we document in-kind match to the same extent as actual grant costs; whereas, leveraged resources can be documented in other ways like letters of commitment, MOUs, etc.**

Yes, federal rules apply. It is required to track in-kind/match expenses and report this on the monthly invoices.

2. **Will the fiscal agent be required to competitively procure the MC3 provider and/or CBO who is providing supportive services if those entities are included in the application?**

Per [WSD 18-16 Guidance on Regional Awards](#), if entities have been outlined in the application (e.g. agency name, funding amount they will receive, services to be

provided, etc.) and is approved by the CWDB, then this is considered procurement. It is recommended to review and follow local procurement policies as well.

3. Can part of the 1:1 match be from partner organizations, or can the match only be from the fiscal agent?

Match can come from any organizations within the SB 1 partnership.

4. One of the areas that the program will be evaluating is the regional impact. Can we allocate post pre-apprenticeship tracking in our budget when responding to the RFA or count it as in-kind?

We are still researching this question. Answer will be included in the 11/22 Q&A.

5. Under the 10% limitation on indirect costs and admin, how would the personnel costs for a grant manager be classified?

This is determined based on the activities of the grant manager. If they are doing administrative functions, they should be billing to admin. If they are doing program activities then it should be billed to program.

6. Can we create our own internal formula for how we distribute funding to partners? Example: A portion goes to Formula funding which would go to prop 39 recipients and Discretionary funding would go towards other non prop39 programs that are doing innovative things to address targeted populations?

Applicants develop their own budget and determine how funding is being distributed as a region.

7. Can costs related to data collection, entry and tracking be accounted for separately from admin and indirect?

Yes. Applicants can build in program costs to do data entry.

8. Since the pre-apprenticeship programs are typically 6-8 weeks, would the applicant be required to pay for all costs (student stipends, tools, transportations assistance, etc.) upfront before invoicing?

Since SB 1 is state-funded this grant will be done through cost-reimbursement through monthly invoicing. Since program costs will need to be covered upfront this is something that should be taken into consideration with determining the fiscal agent. In situations where reimbursement needs to occur immediately, grantees can submit invoices before the monthly due date. Grantees will be paid within 45 days after their invoice has been processed.

9. **If awarding bodies require HRCC outreach, pre apprenticeship, etc. in order for contractors to obtain construction contracts, are the awarding agencies required to track pre apprentice activities & payments similar to how certified payrolls are submitted to the California DIR to tracks workers' wages based on job title?**

We are still researching this question. Answer will be included in the 11/22 Q&A.

10. **Under the “Communities of Practice” heading, it is stated that participation at in-person sessions is mandatory and budgets should include travel for “core project teams” to attend in-person meetings. For larger regions that are planning on hosting several sub-regional projects (under multiple BTCs, JATCs and MC3 providers), what is a reasonable number of individuals to budget travel for Community of Practice session attendance?**

We are still researching this question. Answer will be included in the 11/22 Q&A.

Application Technical Details

1. **Do WDBs have to be the fiscal agent or can BTCs? Does the CWDB have a preference on who should be the fiscal agent?**

Anyone in the partnership (who meets the eligible applicant criteria, page 15 of the RFA) can be the fiscal agent. This decision should be made by the partnership and should be the entity that would best deliver on the roles and responsibilities that fall under the fiscal agent. Responsibilities include:

- Act as fiscal agent for regional funds, including accepting funds, ensuring that all Local Areas in the RPU agree to report all regional expenditures, and completing fiscal and programmatic reporting.
- Allocate funds to Local Areas and partners as directed by the Regional Plan or agreed to by the Local Board Directors in the RPU.
- Notify the State of any decision by the Local Boards in the RPU to change the fiscal agent, including documentation of the process used to select the new Regional Fiscal Agent.
- Compile and submit reports of activities, expenditures, status of cash and closeout information by specified dates, as prescribed by the State.
- Maintain performance outcome reports as required by the State.
- Measure and report on regional indicators of coordination and alignment.

Additionally, having prior grant management experience, knowledge of state and federal requirements, and experience using CalJOBS would be beneficial.

More information on fiscal agent and regional awards can be found in the [WSD 18-16 Guidance on Regional Award](#) directive.

2. Will only application be allowed per region?

Yes. The CWDB will only accept one application per region.

3. Table of Contents lists Appendices A, B, D and E. Is an Appendix C intentionally omitted?

We are still researching this question. Answer will be included in the 11/22 Q&A.

4. Formatting requirements prescribe the use of 12-point font and a maximum of 20 pages. Is single-line spacing acceptable?

Single spacing will be accepted.

5. Under the “Regional Investment” section of the “Evaluation Scoring Rubric,” the following bullets are sequentially listed:

- *Outline and describe geographical breakdown of areas covered, service delivery, and who is responsible for what within each individual project and project team.*
- *Within your region, outline and describe geographical breakdown of areas covered, service delivery, and who is responsible for what within each individual project and project team.*
 - *Explain how boundaries and distribution of services were decided.*
 - *Are there any areas within your region that will not be covered, resulting in potential gaps of service?*

Is this an error?

Yes. Please disregard the first bullet (error). The prompts on the scoring rubric should mirror the Program Narrative template.

Funding

1. Clarify the number of applications that will be funded and what will happen if more than one application is received from a region?

The CWDB will invest in a single HRCC pre-apprenticeship partnership per region and will only accept one application per region. All required and interested partners should coordinate with one another to develop one regional partnership and application.

2. Is there an equitable regional apportionment of funding predicated on workforce size of each region?

The CWDB will have a methodology that takes into consideration labor market demand and supply, participant size, geographical size, previous regional award amounts, etc. The proposal should address these factors and provide justification for the amount requested.

3. How many years of funding will be released in the first round? If three years' worth of funding is available, does that mean you can you apply for 3x the amount you are seeking in the first round?

Up to \$14 million is available at this time which covers the three years. The maximum award amount available to request under this RFA is \$1.5 million.

4. The RFA states: Grant Term is 24-months, September 1, 2020 – August 31, 2022. So does that mean each region has up to 1.5 million total for the 2 years? Up to \$750,000 per region per year?

The *maximum* award amount each region can request is \$1.5 million, however we do not have enough grant funding to award each region the maximum amount. The amount your region is awarded will be your total funding amount for the entire grant term. Funding requests should align with the applicants' projection of demand for new apprentices in the proposed region or service area and how many participants will be enrolled and served in order to meet demand. This alignment is best done through training partnerships involving individuals and organizations with real-time, actionable information and decision-making power. Additional information and resources to assist regions in assessing labor market demand and in forecasting apprenticeship and other employment opportunities

5. The RFA states: *"The CWDB received \$25 million (\$5 million annually for five years) to establish a pre-apprenticeship training program, beginning in 2019."*

- **What does "beginning in 2019" mean given the fact that the program start date is stated as September 2020 (RFA page 19)?**
- **If funding is for 5 years, why are grants for 24 months (RFA page 19)?**
- **After the initial 24 months, is a renewal option contemplated for programs/partnerships that are performing successfully?**

The CWDB started development of the SB 1 program in January of 2019. This date comes from statute in that the CWDB "shall establish a pre-apprenticeship development and training grant program, beginning January 1, 2019". Planning and development to implement these programs, stakeholder convening and engagement, and administrative

lead times led to a September 1, 2020 grant start date. The CWDB is receiving annual funding for the SB 1 program for five years and it is up to the CWDB to determine program requirements and timelines. We will be evaluating the effectiveness of the grant program throughout and will make adjustments as needed and when appropriate. We are currently in our third year of funding and all three years of funding (17/18, 18/19, and 19/20) are being released in this RFA. There will be additional funding available within the next two years that will be available however the requirements and details on how this funding will be solicited is not yet available.

6. Will an RFA be released each year?

At this time the CWDB is not planning on an annual RFA release. We do have additional SB 1 funding and Greenhouse Gas Reduction Funds dedicated to HRCC that will be available within the next two years but an exact release date is unknown as this time.

Environmental Sustainability and Climate Change Mitigation

- 1. The RFA states: *“Through its High Road strategy and in accordance with its statutorily mandated role, the CWDB is currently advancing economic prosperity and addressing climate change.”* Can you provide examples of how the CWDB is addressing climate change?**

We are still looking into this question. Answer will be included in the 11/22 Q&A.

- 2. Under the “Program Framework” section of the “Evaluation Scoring Rubric,” the following question is posed: *“How will the partnership further or advance the state’s investment in environmental sustainability and climate mitigation within the climate sectors?”* Can you provide examples of the state’s investment in environmental sustainability and climate mitigation within the climate sectors?**

We are still looking into this question. Answer will be included in the 11/22 Q&A.