HIGH ROAD
TRAINING PARTNERSHIP

HRTP: Low Carbon Economy Workforce Program | Questions & Answers

Q&A as of 8.14.20

Contents

Application Technical Details

1. **If contractors are sole proprietors, what is expected? Are they considered "micro businesses" and required to fill out the bidder declaration?**

   If contractors are sole proprietors they are expected to complete the Bidder Declaration form identifying as one (as mentioned in the RFA, Exhibit 13 – Bidder Declaration). If using subcontractors for the contract, select "Yes" under 1b. Yes, if a "micro business" identifies as a sole proprietor the applicant will select question 1a. of the Bidder Declaration, as "None" (see example below).

   Example:

   1. Prime bidder information **(Review attached Bidder Declaration Instructions prior to completion of this form)**:
      a. Identify current California certification(s) **(MB, SB, NVSA, DVBE)**: _____ **or None** ☐ (If "None", go to Item #2)
      b. Will subcontractors be used for this contract? **Yes** ☐ **No** ☐ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.
      _____

   Business type definitions can be found on the DGS website under certification types: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

2. **Can funds be used as training stipends or subsidize wages with employers?**

Funds can be utilized as stipends and any other services that help further the training and career goals of a participant. Enough details must be provided in the Project Narrative and accompanying exhibits to justify the use of stipends.

Subsidized wages can be used with employers as long as there is an agreement between the employer and the Fiscal Agent as to the training goals of the participant. For instance, the employer must be able to provide adequate training within an appropriate time frame with the goal of providing permanent employment upon completion. Wages for the duration of the training must also be negotiated and aligned with the HRTP and GGRF framework. Generally, a contract must be in place between the employer and the Fiscal Agent when providing training that necessitates a wage subsidy for the participant, Reference On-the-Job-Training Toolkit. If your project is proposing to utilize subsidized wages with employers, we advise that you reach out to your Local Workforce Development Area Listing for further guidance to ensure your project has the policies in place to proceed with such training.

3. **What dollar amounts are available towards technical assistance?**

The CWDB is not awarding formal Technical Assistance (TA) at this time or through this RFA for an entity to directly apply for. Instead we are allowing each HRTP (applicant) to fund their own TA as they see fit for their partnership, project, industry, and high road goals. There is no cap on funding allocated to TA but all costs must be reasonable, justifiable, and serve the purpose of the HRTP program and specific project goals. This should be outlined and clear in narrative responses and corresponding budget exhibits. Technical Assistance use of activities and funds are outlined in the RFA on page 22 under the Activities section.

4. **Will the application workshops be recorded?**

The Application Workshop webinars will not be recorded. However, Q&A will be taken during each workshop and will be part of our weekly Q&A posting, available to the public. If you are unable to attend the workshops or have additional questions following a workshop, please submit to the HRTP@cwdb.ca.gov email address and the CWDB will respond formally through this process.

5. **In terms of partnerships, does CWDB want MOUs or agreements? How will they be submitted with the application? Or support letters?**

The CWDB recommends MOU's but does not require them. Identifying each partner (individual/organization) and outlining their roles and responsibilities is required, as stated in the RFA, page 11. It is up to the applicant to submit either as an MOU, partnership agreement or in a letter of commitment. These should be submitted in PDF form and included in your application submission as a supporting document.

6. **Is the Project Narrative 20 or 25 pages?**

The CWDB requires the Project Narrative limit be 25 pages. The link has been corrected to reflect the most current version on the CWDB RFA website.

7. **How should the applicant respond to questions in the proposal that address areas that the project is not addressing as directly? As everything cannot be addressed equally.**

The CWDB recommends the applicant determine the relevance and level of importance related to their project to best answer each question as the applicant sees appropriate to their project.

8. **If there is a union/employer partnership, does it matter which entity applies? Or does it need to be an intermediary?**

It is up to the partnership to determine who should be the technical applicant (referred to as the fiscal agent). The applicant should be the leading entity who will develop an industry-based skills building infrastructure that negotiates the future of work, and whose collaboration will lead to the goals and outcomes outlined in the RFA. The applicant should also be the entity that will be best function in the role of the Fiscal Agent.

9. **Should the applicant include money in their budget to cover their participation in the HRTP community? Or for Technical Assistance related to the areas our project wants to focus on?**

At this time the CWDB is not requiring in-person participation to attend CWDB sponsored Communities of Practice or other in-person events. This may change during the grant term and awarded projects will be able to revise their budget to cover these costs and meet emerging needs. At this time you do not need to include this in your budget.

Due to the specific expertise needed to support and sustain a HRTP, funds may be used to pay for Technical Assistance (TA). TA scope of work, priorities, and activities will be up to the grantee to determine but must be focused on implementation strategies and solutions particular to the partnership, industry, and high road goals. It is up to the partnership's discretion on how to allocate TA funding. This is covered on page 22 of the RFA.

10. Should the applicant submit letters of support?

The CWDB recommends the use of partnership agreements or letters of commitment in order to support the accountability and commitment of individual entities to the high road partnership. These should be submitted in PDF form and included in your application submission as a supporting document.

11. Are we limited to one organization being the applicant?

Yes, according to the RFA, pages 22-23, under section Eligible Applicants, "one entity will apply on behalf of the partnership and will assume the role of the fiscal agent".

12. Is the Project Narrative to be single or double-spaced?

The CWDB does not require single or double-spacing in the Project Narrative, it is up to the applicant's discretion as long as the 25 page limit requirement is fulfilled.

13. Which forms are contractors required to fill out?

Contractors do not complete any of the forms. The Fiscal Agent is responsible for completing all forms and outlining the roles and responsibilities of all contracted services for the partnership as appropriate. All forms should be comprehensive of the entire project and budget. Additionally, costs associated with contracts should be reflected under the *"Contracted"* column on Form 7: Budget Summary.

14. Do contractors need to submit a Form 8: Budget Narrative with the application submission? If not, where does their Budget Narrative information go?

Contractors do not need to submit a Form 8: Budget Narrative. Only one Budget Narrative will be submitted on behalf of the entire partnership, covering fiscal agent and contractual services within the same document. Contractual services in additional detail will be captured in Form 9: Contracts. Include enough details under the *"Services*

provided" column to justify the funds allocation and demonstrate that the costs are necessary, reasonable and allocable to the project.

15. Can contractors submit a sealed package with its proprietary financial indirect costs data directly to CWDB?

Proprietary financial indirect costs must be submitted through the Fiscal Agent and included in the *"Admin*"* column of Form 7: Budget Summary. Contracts established by the Fiscal Agent are considered a direct cost, not indirect; therefore these entities should not be accounting for costs associated with ICR within their contractual services. All services provided by contracts along with budget allocations should also be reflected in Form 9: Contracts.

16. Are contractors allowed to include profit in their budget?

Profit should not be itemized on a contractor's budget as an expense. It should also not be included in the Fiscal Agent's overall budget allocations. Profit is general captured by the Fiscal Agent and/or Contractor on a Profit/Loss statement typically done at the end of the year after reconciling all costs. The CWDB advises that Fiscal Agents and Contractors ensure they are creating a budget that adequately covers all foreseen and unforeseen expenses.

17. Where on Form 7: Budget Summary should contracted costs be placed?

The total Contractual Cost should be broken down under the "*Contracted*" column of Form 7: Budget Summary ensuring the different line allocations reflect the overall total of the costs associated with the contractual services on Form 9: Contracts. In other words, the total costs reflected on line 13 of Form 9 should mirror the *"Budget Total"* on Form 7 after costs encompassing all contracts are broken down within the appropriate line items.

18. If we are a partnership, please define who is "staff"?

Staff are all of those individuals working directly for and/or on behalf of the Fiscal Agent to carry out the goals and objectives of the HRTP CCI project. Partners who are actively engaged in furthering the objectives of the project are considered staff, including those individuals that are providing contractual services.

19. Is it possible to obtain copies of all PowerPoint Workshops?

Copies of all three Workshops can be requested by emailing our HRTP inbox at
HRTP@CWDB.CA.GOV.

20. **If participants receive supportive services and/or attend a training, are they automatically considered "directly served?" Do applicants need to enter directly served participants into CalJOBS?**

Before participants are "directly served," they must go through the appropriate screening process to ensure program eligibility. Once eligibility has been determined, staff can proceed to enrollment and providing services. In other words, it is not until the participant is deemed eligible and provided services that they are considered "directly served." Participant enrollments and associated services provided will be captured through CalJOBS. More guidance to come to awarded projects upon contract initiation.

21. **Is there no longer a maximum salary and benefit % for staff compensation that is included in the requested funds?**

The CWDB does not have a salary and/or benefit limitation for HRTP CCI funds. However, we must evaluate all budget allocations to ensure these are reasonable and justifiable. In order to do so, we will utilize the salary and bonus limits currently set at $189,600 by federal regulation. It should be noted that these limitations do not apply to benefits that are not salary and bonuses. For example, fringe benefits, insurance premiums, or pension plans paid by the grantee are not included in this calculation. Please reference the following directive for further guidance: https://edd.ca.gov/Jobs_and_Training/pubs/wsd18-07.pdf

22. **Can HRTP funds be used for technology hardware (e.g., Chromebooks) and software (including subscription based) for training delivery purposes? Due to COVID-19, we are not able to provide in person training.**

HRTP funds may be used to purchase technology hardware as long as are such purchases are necessary and reasonable to further the goals and objectives of your project. Enough details must be provided in the Project Narrative and accompanying exhibits to justify such purchases. Please note that if awarded, the CWDB may ask Fiscal Agents to provide additional information regarding specific budget allocations to verify these align with the allowable activities intended by the RFA.

23. **Can funds be used to develop a Taft-Hartley fund (e.g., legal fees and services)?**

The development of a Taft-Hartley fund falls within allowable activities and scope of work for a HRTP. However in doing so, this, along with other project elements, must meet all the requirements outlined in the RFA to be approved/awarded. Legal fees and services are allowable under this funding source as long as they are reasonable, justifiable, and serve the intent of a High Road Training Partnership. If awarded, you may be required to provide additional information and/or justification on certain costs and purchases so that the CWDB can review and approve spending.

24. Can contractors have indirect costs?

Contracts established by the Fiscal Agent are considered a direct cost, not indirect; therefore contractors should not be accounting for costs associated with ICR within their contractual services. All services provided by contractors along with budget allocations should also be reflected in Form 9: Contracts. Indirect Costs are only accounted for by the Fiscal Agent as administrative costs in line 10 of Form 7: Budget Summary.

25. If applicants do not have all contractors identified at the time of the application, will there be a process to reallocate funds to new contractors at a later date?

The CWDB recommends applicants have all contractors identified at the time of the application. Specifically for required partnerships (employers and worker representatives) if awarded, you must have one partnership from each category secured. This means that if these partners will be providing services through a contract, it must be in place at the initiation of the grant term.

If required partners have been secured and your project is still procuring other contractors, that is acceptable. This must be clearly indicated on Form 9: Contracts under column *"Name of Contractor."* In this instance, TBD can be used along with method of procurement and expected completion date. For example: "TBD- Method of Procurement: SFP; Expected Completion Date: 05/01/2021" If awarded, the reallocation of funds can be requested accordingly to accommodate any changes to budget upon contract initiation.

26. Is work experience certified by a community college considered "work experience" for this grant?

Work experience is a planned, structured learning experience that takes place in a workplace and provides participants with opportunities for career exploration and skill

development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector. If the community college in question adheres to the components previously noted in the services being offered, then their program would be considered work experience.

27. **Should applicants plan to include COVID-19 contingencies into their plan? The uncertainty of the pandemic may have an impact on budget goals. Should applicants include analysis of risk in what the applicant is requesting?**

    The CWDB recommends applicants include budget allocations associated with being able to move forward with the project deliverables in the midst of the global health crisis (e.g. costs for online platforms). Costs are allowable when they are reasonable and necessary to carry out project goals and objectives. Ensure to include enough details in Project narrative and exhibits to justify all budget allocations.

    For the entity awarded, during the grant period budget modifications are allowable and costs can be re-allocated/adjusted to respond to emerging situations, priorities, and needs.

28. **For Project Narrative, Question 2, is "original grant" only round 1? Or round 2 (current round)?**

    Question 2 is **only** applicable to existing HRTP projects. These are grantees who've received both round 1 and round 2 funding from the CWDB. **If you have a current project**, you will be required to respond to question 2 summarizing the outcomes achieved as a result of past and existing HRTP work (from both your 1.0 and 2.0 projects) as well as describing the lessons learned and how these will impact the work proposed under your HRTP CCI project. This should be a summary of your HRTP accomplishments to-date.

29. **Please remind us of the process to ask follow-up questions as they come up while the applicant is working on the application.**

    Cumulative questions and answers will be posted to the CWDB RFA website under "Q&A Postings". Questions can be submitted to HRTP@CWDB.CA.GOV mailbox until Thursday, August 13, 2020, 12:00pm Pacific Time.

30. **Can CWDB provide direct conversations with applicants with the purpose of providing technical clarity?**

To adhere to the legality and transparency requirements of the solicitation process, particular CWDB staff cannot respond directly to inquiries submitted to them. Instead, all questions should be forwarded to our general CWDB HRTP inbox. Q&A will be posted on our website as described in answer above.

31. **Will there be a round of HRTP grants after this "invited" group has submitted their applications? If so, will future HRTP solicitations use the same RFA?**

    Yes, the CWDB will release a second RFA after the invitation only solicitation has concluded. Anticipated timing for this is September 2020 and the RFA will be posted publically on the CWDB HRTP webpage.

    The overall HRTP and GGRF purpose will remain the same, in terms of application process, expectations, and requirements. There will be added elements related to regional economic planning for transitioning to a carbon-neutral economy, particularly in areas and industries that have been traditionally dependent on fossil fuels. There will also be a more strict review and vetting process for proposed partnerships – as applicants through this solicitation will not have been pre-vetted and determined by the CWDB.

32. **Is there a requirement for outside or internal evaluation on our project(s)? If so, should we be accounting for that in our budgets?**

    The CWDB is not requiring that Fiscal Agents conduct an evaluation of their project(s). Nonetheless, if this is something a project is proposing to do, the CWDB encourages this activity. Ensure to provide enough information on your Project Narrative and accompanying exhibits illustrating how the evaluation is reasonable and necessary to meet the intent of the RFA and further the goals and objectives of your HRTP CCI project.

33. **Will grant reviewers be scoring each portion of the grant application narrative or will those be broken up based on expertise area?**

    The CWDB evaluates applications based on point scoring system to each question. Scoring criteria for each section is outlined on page 28 of RFA under Application Evaluation Scoring Rubric. The scoring breakdown is as follows:
    - 30 points for Project Framework
    - 30 points for Partnerships

- 30 Points for GGRF Requirements
- 10 points for Budget

34. Can Fiscal Agents invoice monthly and how long to be reimbursed?

This grant operates on a reimbursement structure and Fiscal Agents are required to invoice monthly to receive payment. Invoices are due by the 20th of the month each month. If the 20th falls on a weekend or holiday, the report will be due the following business day. Under the California Prompt Payment Act, payment should be received within 45 calendar days from the date the invoice is received from the Fiscal Agent/Grantee.

35. What is a wet signature?

A wet signature refers to the Authorized Representative for the project placing a physical signature on a hard copy of a document as part of the application requirement and submitting electronically (e.g. email) making it legally binding.

36. Can funding be used to build structures that support the overall intent of the RFA?

The CWDB is requiring that GGRF funding be used strictly for workforce development purposes. The construction of structures should be done through the appropriate funding source, such as a real estate grant, as there are a multitude of construction laws and regulations that only an entity whose expertise is real estate development can advise on. If an applicant proposes to build a structure that will contribute to their high road project we encourage this activity, however it must be done through the appropriate funding stream and through the use of leveraged funding.

37. Section 4 of the RFA states that a cover page template exists, but no template is available on the web page where applicants can download the RFA and the Application Workbook. What template should applicants follow for the cover page?

The "Cover Page" is located on the section titled, "Forms 3-14: Application Workbook" linked on the HRTP CCI website. See screenshot below for illustration purposes:

38. **Can an excel spreadsheet within the workbook containing all necessary forms be unlocked for editing? There appears to be issues with some of the lines within a few forms: (e.g., Form 6: Partner Roles & Responsibilities and Form 9: Contracts – forms do not allow the adding of lines to account for all staff, Form 10: Worker's Compensation Certificate & Form 11: Contractor Certificate Clause – titles do not fit).**

    If your application needs revised/altered forms to account for all project and partnership information, please send an individual request to the HRTP inbox, HRTP@cwdb.ca.gov, and we will work directly with you to meet your specific needs.

39. **It is understood that Form 7: Budget Summary and Form 8: Budget Narrative should mirror one another for each corresponding line item. However, there is no clear guidance as to what salary information should be provided on Form 8. Do we provide details for all staff, including those for Admin, In-house and Contracts?**

    Form 8: Budget Narrative should include staff salaries for all individuals being paid directly with grant funds. This includes all staff engaging in Administrative work, those directly working for the Fiscal Agent (In-house) and individuals providing contracted work. Ensure to provide a brief description detailing the role of each staff member under "Job Titles of Staff-Roles and Responsibilities" column of Form 8: Budget Summary.

40. **If an applicant has multiple contractors providing specialized technical assistance to the HRTP partnerships, how should those salaries be reflected in Form 8: Budget Summary and Form 9: Contracts?**

    Budget Summary should list individual contractors/positions being paid directly with grant funds as they are considered project staff. A description of their specific role should be clearly noted under "Job Titles of Staff- Roles and Responsibilities" column of Form 8: Budget Narrative. Form 9: Contracts should include information pertaining to the specific services being provided by the contractor along with the budget allocation for their services. Note that one organization/entity can account for the various staff working under that contractor. Enough information should be provided under "Services Provided" column to justify allocations for the contractual services being provided by each individual entity.

41. **Form 13: Bidder Declaration, has a link to a pdf form that each contractor must fill out. The form states: "CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct." However, there is no official place on that form for the contractor to sign. Where should the contractor sign?**

The contractor may sign at the bottom of the form where space is available.

42. **Please provide a complete list of forms/documents where wet signatures are required (to be submitted as pdfs).**

The following forms require a wet signature:

• Cover Page

• Form 10: Worker's Compensation Certification

• Form 11: Contractor Certification Clause

• Form 12: Darfur Contracting Act Certification

• Form 13: Bidder Declaration

Please note that all forms should be in their original format unless they require a wet signature. Reference page 26 for more details.

43. **The MOU instructions provided on Appendix B of RFA state: "A Memorandum of Understanding (MOU) is required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations". Does this apply to situations where applicants are contracting with an organization (financially) and will also be collaborating in designing and providing a service?**

MOUs may apply to all partners collaborating in the execution of project goals and objectives. Specifically for contracts, although not legally binding, an MOU clearly identifies the role of the contractor and Fiscal Agent providing clear documentation demonstrating that the organizations have consulted and coordinated all the responsibilities of the contract stipulations, including financial obligations.

Please note that Memorandums of Understanding (MOU) are recommended, but are not required. If a formal MOU does not exist or is unobtainable during the application

period, partnership agreements or letters of commitment are strongly recommended to support the accountability and commitment of individual entities to the high road partnership.

44. **We have utilized CalJOBS in the past to capture participant data and noted the following is required to proceed with enrollment:**

    •**Social Security Number (SSN)**

    •**Right to Work Documents**

    •**Selective Service**

    Can you please clarify if these elements will still be required when enrolling a participant into HRTP CCI Program?

    The CalJOBS application that awarded projects will utilize to enroll participants will not require the collection of SSN, Right to Work Documents of Selective Service information. Because HRTP CCI is a state funded program, we have more flexibility as to participant eligibility. More guidance to come to awarded entities on the data collection expectations and the use of CalJOBS during the initiation of grant period.

Facilitating GHG Emission Reductions

1. **How closely will outcomes have to be tied to greenhouse reduction? How will CWDB assess the alignment between proposed projects and GGRF?**

    All projects receiving GGRF funds are required to facilitate immediate or eventual greenhouse gas emission reductions in the state. Projects do not need to quantify or measure GHG emission reductions, nor will they need to demonstrate or report emission reductions during the application stage. However, applicants need to make the case that their project will contribute to the transition to a carbon-constrained economy. This can be done in a number of ways, such as training workers for skills needed in carbon-constrained economy, research identifying low-carbon workforce needs, producing / operating equipment or technology that reduce emissions or improve climate adaptation and resilience, or increase worker and firm capacity to meet the challenges of climate change and environmental sustainability.

2. **Which GGRF/CCI tool should be used? Can the tools be fit in multiple categories (e.g., public transit)?**

In terms of using co-benefit tools, see, availability on [CARB's CCI Co-benefit Methodologies Assessment](#) webpage. For the RFA, applicants only need to look through the co-benefits and identify which co-benefits would be relevant for their project. In the application, applicants are asked to justify why they expect to deliver the co-benefits they list, but you do not need use CARB's methodology or resource tools (though you may find those helpful to review). After the CWDB selects projects and awards funding, additional guidance may be provided to grantees on the use of co-benefit tools.

3. **Are there resources you can share to help us identify environmental justice organizations to inform our work?**

   There are many environmental justice organizations in California, as well as community-based organizations that do environmental justice work. Here are a few resources you can use to find some environmental justice organizations, but this is neither an exhaustive list, nor a recommendation that you work with these specific organizations.
   - [Member organizations of the California Environmental Justice Alliance (CEJA)](#)
   - [Central California Environmental Justice Network](#)
   - [Environmental Justice Coalition for Water (EJCW)](#)
   - [Community Water Center](#)
   - [Greenaction for Health and Environmental Justice](#)

4. **For priority populations, can applicants use both SB 535 and AB 1550 maps? Do applicants need to cite specific census tracts?**

   AB 1550 is the most recent legislation, and provides the current guidance for priority populations. You may use [CalEnviroScreen](#) to identify census tracts, or the [SB 535 Disadvantaged Communities map,](#) or the [Priority Populations map on CARB's website](#). These maps use the same data and will be consistent with each other.

   Applicants do not need to specify census tracts they will be serving in their applications. You should discuss the geographic area that you will target, and which priority populations will benefit. You will need to provide some justification to explain how you will reach the priority population you identify. You can do this by discussing the high concentration of disadvantaged or low-income communities in your target area, or how you will be doing targeted outreach to those communities.

5. **On page 5: Section 1: Overview is the goal of 2,000 disadvantaged worker per project or cumulative amongst all projects?**

The goal of serving 2,000 disadvantaged workers is a cumulative goal for all projects over the five-year investment.

6. **On page 15: Can you confirm the location of the program only has to recruit from DACs and not actually reside in a DAC?**

Projects can serve disadvantaged communities in a number of ways. For job training and job placement, the benefits should go to residents of disadvantaged communities. The location of the training or worksite does not need to be in a disadvantaged community to count the benefit.

7. **Which GHG calculator should the applicant use for public transit? There are several examples on the web link.**

Applicants only need to describe how they will facilitate greenhouse gas emission reductions qualitatively. If you choose to, applicants may also elect to quantify greenhouse gas reductions using the tools on CARB's website (CCI Quantification, Benefits, and Reporting Materials). In general, GHG emission reductions from job training and placement will likely be indirect and not well-suited for the Calculator Tools on CARB's website. We therefore expect most projects to describe their GHG emission reductions qualitatively.

8. **Can a proposal focus entirely on climate adaptation, or must every proposal also address carbon reduction?**

Yes, a project may focus entirely on climate adaptation measures. The application will still need to discuss how this is a part of a process that facilitates immediate or eventual greenhouse gas emission reductions as the state transitions to a low-carbon economy.

9. **Can applicants provide pass through funding to our local environmental partner to do organizing, provide education, training, as well as mobilize residents to take actions?**

Without knowing the full scope of the project, it is unclear whether or not this would be an appropriate use of funds. Projects are allowed to subcontract with community-based organizations to carry out relevant parts of the project, as long as those activities contribute to the larger goal of the project. On its face, it is plausible that a local environmental partner could be tasked with doing the outreach, education, and/or training activities of a project.

In general, funding can be utilized for activities that further the goals of the HRTP framework and fulfill the GGRF requirements outlined in the RFA. The information provided in the project narrative and supporting exhibits must include enough details explaining how the work being proposed satisfies the intent of RFA. If the project is proposing to serve participants, activities and supports that aim to further the training and/or career goals of those being served are allowable. All costs the project proposes to incur must be reasonable, necessary and allocable. Reference page 50 of RFA for further guidance on Allowable Activities.

10. **Should data for particular occupations be reported? For example, applicants work with farmworkers – an occupation that has very low average earnings.**

    We encourage all applicants to use data to describe their industry and workers. Data, such as industry/occupation average earnings, can also be used as justification if applicants identify low-income households as the priority population that their project will serve.

11. **Please provide the exact CARB page with the Enviroscan 3.0.**

    The California Air Resources Board has a map showing disadvantaged communities and low-income communities as defined for California Climate Investments. You can find that map on the CARB Priority Population Investments webpage.

    The full CalEnviroScreen 3.0 tool can be found at the California Office of Environmental Health Hazard Assessment website.

12. **Can applicants use maps to show how we serve priority populations (e.g., overlays of the existing maps)?**

    Applicants can incorporate other data sources to describe their project or provide more detailed information on the population their project will serve. However, for the purposes of identifying priority populations, applicants must stick to the populations defined by statute.

    In addition, for HRTP projects, the direct benefit must be job placement or job training (see Exhibit Form 4: Priority Populations). While your project may have other benefits for residents (e.g. cleaner air, energy cost savings), these should be identified as co-benefits. So, while an additional map overlay may show that, for example, new transit

lines will benefit priority populations, this would only be a co-benefit of the project. The direct benefit to the priority population must still be related to job training or job placement.

13. **Could you define "direct" and "indirect" services to participants in light of requirements for "jobs and/or training" 50% requirements for priority populations? How is "percentage of expenditures" for priority populations calculated?**

To count toward the priority populations requirement, applicants should focus on direct benefits to these populations and these must involve job training and/or or job placement which could include career advancement for incumbent workers (see Exhibit Form 4 for the list of direct benefits). In contrast, services can be direct or indirect, the former referring to things that workers or participants receive directly (e.g., stipends or case management) and the latter referring largely to planning-related activities that will lead to services being provided in the near- or long-term. In other words, the benefit can still go directly to priority populations even if the services are indirect.

Applicants should focus on describing whether or not, and how, project activities benefit priority populations. All applicants are asked to estimate the percentage of expenditures that benefit priority populations. This does not need to be calculated through a line-by-line analysis of your project budget. However, projects should take time to seriously consider how their funds will be spent and how much of their costs will benefit priority populations. Projects will need to provide a justification for how their expenditures benefit priority populations, and must explain how at least 50% of expenditures will benefit the population they identified. If a project intends to operate in more than one location and serves different populations, then applicants should address this in their explanation.

Benefitting Priority Populations

1. **What is required to show at least 50% priority population benefit? Do applicants need to designate specific census tracts? Or can applicants identify specific areas more broadly per the maps cited?**

For the purposes of the RFA, applicants can broadly identify areas that they aim to serve and make the case that this area encompasses a high concentration of priority populations. If applicants take this approach, they should be able to provide some evidence to justify that there is a high concentration of priority populations (e.g., 75% of census tracts within this region are disadvantaged communities). Applicants do not need

to identify the specific census tracts that they will be targeting, but may do so if they plan to narrowly target those areas.

Maximizing Co-Benefits

1. **Would working with a neighborhood coalition to address air quality for that neighborhood meet the GGRF/CCI qualifications?**

   There is not enough information to know for sure if this would meet the GGRF/CCI requirements. Based on the information provided, it is possible that this project could meet the criteria for GHG emission reductions given that sources of greenhouse gas emissions are sometimes also the source of air pollutants. However, it is not clear if this project would meet the requirement to benefit priority populations, nor is it obvious which Scoping Sector this would serve.

Budget/Fiscal

1. **Is there a maximum and/or minimum budget per awardee?**

   No, the CWDB is not placing a funding cap on grant awards. Applicants funding requests should align with project activities, project scope, and goals.