CAL-E-FORCE REFERENCE GUIDE: WORKFORCE ACCELERATOR FUND APPLICATION TECHNICAL ASSISTANCE

You must first log in to the system in order to apply for funding. Please refer to the **New User Registration** reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system
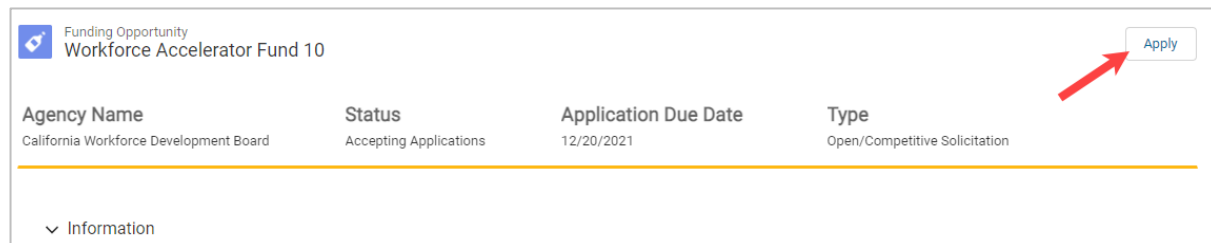
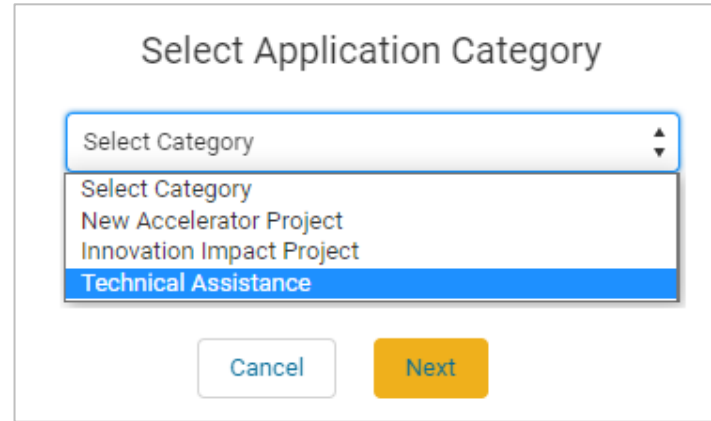|	
1. From the Cal-E-Grants landing page, select the large **CWDB** button	
2. Click the **Workforce Accelerator Fund 10** link from the Funding Opportunities list	
3. Select the **Apply** button at the top right of the page	

4. Select **Technical Assistance** from the Application Category drop down list. Once selected, click **Next**

Select Application Category

| Select Category | ▲ ▼ |

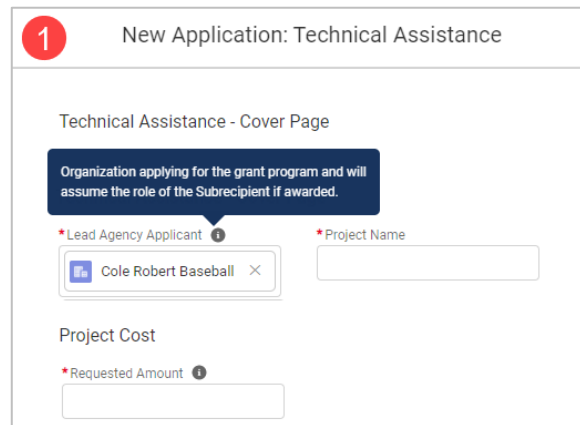Select Category
New Accelerator Project
Innovation Impact Project
Technical Assistance

Cancel   Next

5. Fill out the cover page for the Technical Assistance Application. **The Lead Agency Applicant** will pre-populate with the company name provided as user registration. Required fields are noted with a red asterisk (*)

Note: Circles with an "i" in them are help bubbles. Hovering over them will cause help text to appear to assist in any definitions of fields

① New Application: Technical Assistance
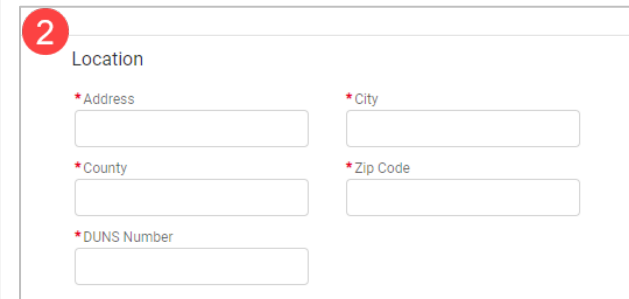
Technical Assistance - Cover Page

Organization applying for the grant program and will assume the role of the Subrecipient if awarded.

*Lead Agency Applicant ⓘ   *Project Name

[Cole Robert Baseball ✕]

Project Cost

*Requested Amount ⓘ

② Location

*Address   *City

*County   *Zip Code

*DUNS Number

6. Enter in the *Points of Contact*. The contact fields are lookup fields. Type in any users that are already signed up in Cal-E-Grants within your account and they will appear in a drop down list below the field. If you need to add a contact that is not yet a user of the system, click **New Contact**

This will cause the new contact form to appear. Fill out any required fields and click **Save** to save the contact

Once the contact has been saved, they will prepopulate in the contact field

③ Points of Contact

*Primary Contact ⓘ

Search Contacts... 🔍

📇 Test Contact

➕ New Contact ⬅

*Fiscal Contact

Search Contacts... 🔍

3.1 New Contact: GMS Applicant Contact

Contact Information

*Name
Salutation

--None-- ▼

Account Name

Search Accounts... 🔍

First Name

*Last Name

*Title

*Email

*Phone

Cancel   Save & New   Save

7. Fill out the *Approval of Authorized Representative* section. Click **Save** when the cover page is finished

   *Note: **Signature** is a typed field and **Date** must be today or in future, the field will not accept past dates*

   4 Approval of Authorized Representative

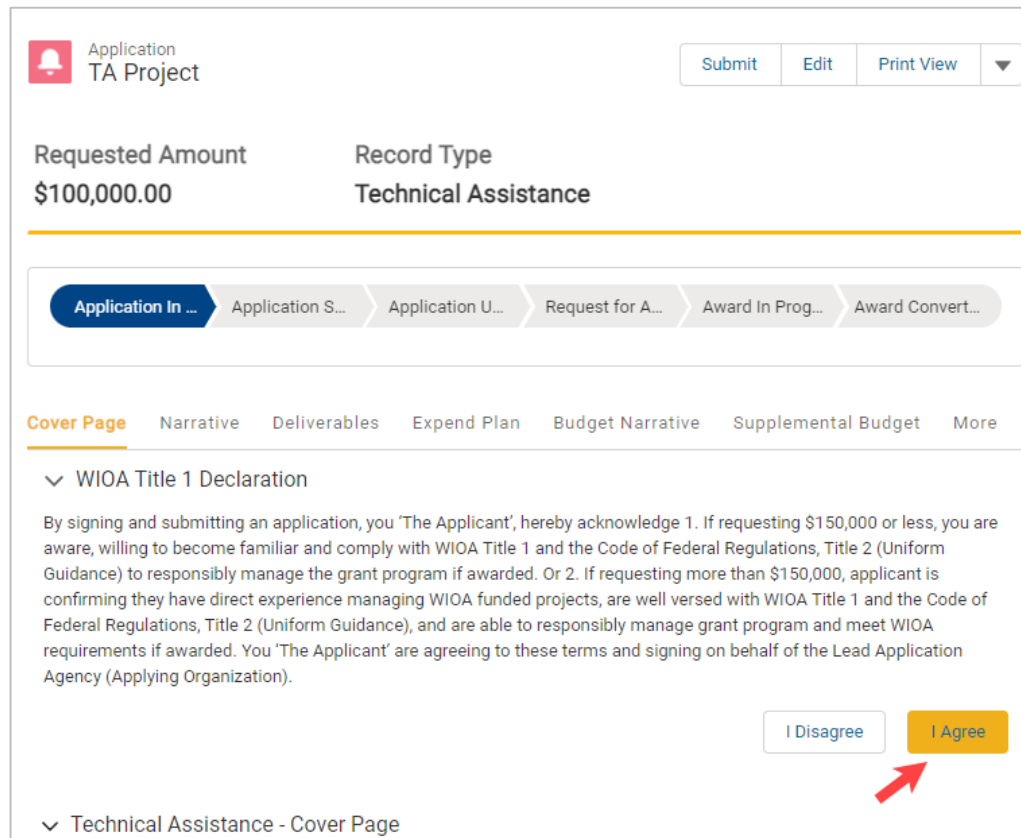   *Authorized Representative
   Search Contacts...

   *Signature

   *Date

   Cancel   Save & New   Save

8. You will be taken to the application page. The amount requested and Application Type will appear at the top of the page. The status bar will reflect "Application in Progress" and you will be on the Cover Page area of the application

   In order to proceed with the application, click **I Agree** after reading the *WIOA Title 1 Declaration*

   Application
   TA Project   Submit   Edit   Print View   ▾

   Requested Amount   Record Type
   $100,000.00   Technical Assistance

   Application In ... ⟩ Application S... ⟩ Application U... ⟩ Request for A... ⟩ Award In Prog... ⟩ Award Convert...

   Cover Page   Narrative   Deliverables   Expend Plan   Budget Narrative   Supplemental Budget   More

   ∨ WIOA Title 1 Declaration
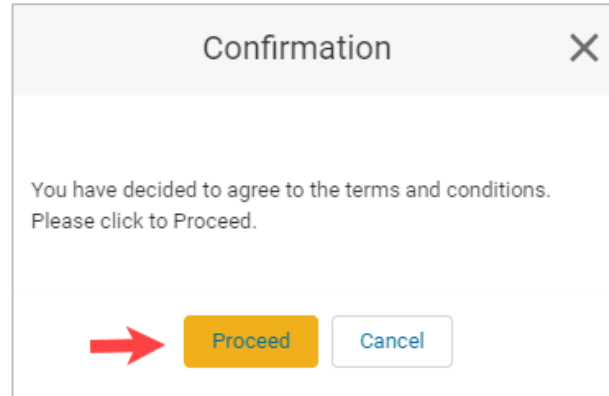
   By signing and submitting an application, you 'The Applicant', hereby acknowledge 1. If requesting $150,000 or less, you are aware, willing to become familiar and comply with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance) to responsibly manage the grant program if awarded. Or 2. If requesting more than $150,000, applicant is confirming they have direct experience managing WIOA funded projects, are well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), and are able to responsibly manage grant program and meet WIOA requirements if awarded. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization).

   I Disagree   I Agree

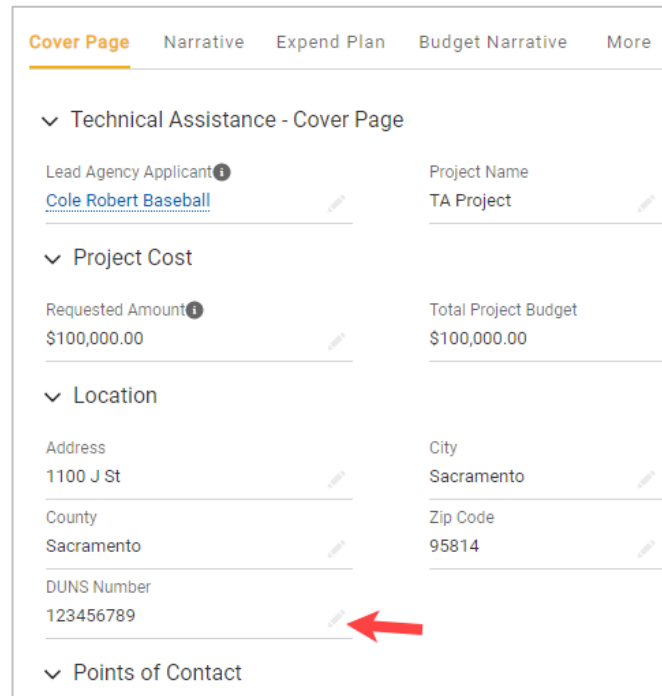   ∨ Technical Assistance - Cover Page

9. A pop up will appear confirming your choice to agree with the *WIOA Title 1 Declaration*. Click **Proceed** to continue	**Confirmation** ✕ You have decided to agree to the terms and conditions. Please click to Proceed. **Proceed** Cancel
10. You will return to the cover page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field	**Cover Page** Narrative Expend Plan Budget Narrative More ⌄ Technical Assistance - Cover Page Lead Agency Applicant ⓘ — Cole Robert Baseball Project Name — TA Project ⌄ Project Cost Requested Amount ⓘ — $100,000.00 Total Project Budget — $100,000.00 ⌄ Location Address — 1100 J St City — Sacramento County — Sacramento Zip Code — 95814 DUNS Number — 123456789 ⌄ Points of Contact
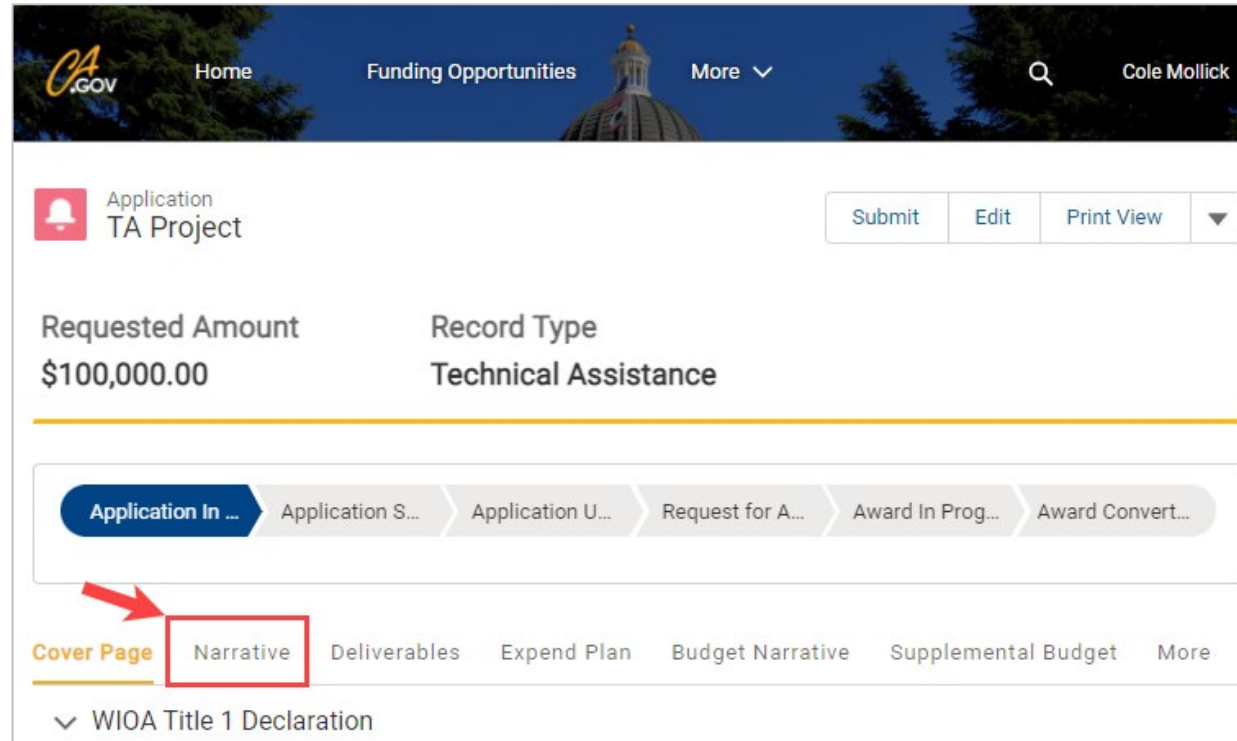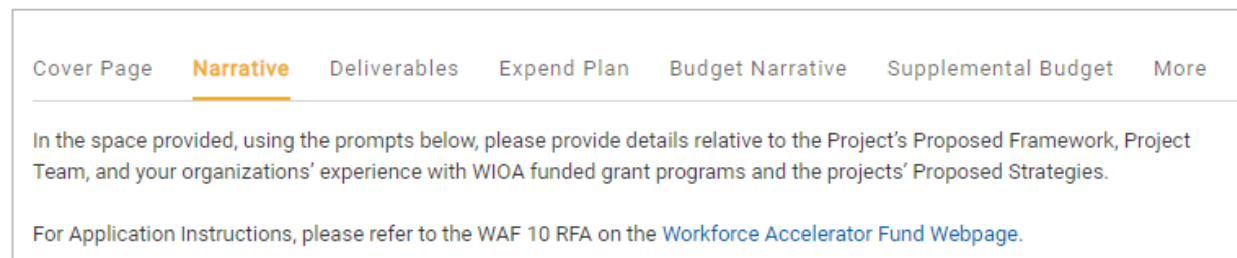
11. To move to the next area of the application, click **Narrative** from the Navigation Bar	![Application screenshot showing CA.gov navigation bar with Home, Funding Opportunities, More, and Cole Mollick. Application TA Project with Submit, Edit, Print View buttons. Requested Amount $100,000.00, Record Type Technical Assistance. Progress bar: Application In..., Application S..., Application U..., Request for A..., Award In Prog..., Award Convert... Tabs: Cover Page, Narrative (highlighted with red box and arrow), Deliverables, Expend Plan, Budget Narrative, Supplemental Budget, More. WIOA Title 1 Declaration]
12. At the top of the **Narrative Tab** are directions on how to fill out the sections of this page. There is also a link to the Workforce Accelerator Fund Webpage which provides comprehensive application instructions	![Narrative tab screenshot. Tabs: Cover Page, Narrative, Deliverables, Expend Plan, Budget Narrative, Supplemental Budget, More. Text: In the space provided, using the prompts below, please provide details relative to the Project's Proposed Framework, Project Team, and your organizations' experience with WIOA funded grant programs and the projects' Proposed Strategies. For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.]

13. Fill in all the fields in *Section I: Technical Assistance Framework*. There are seven narrative questions total in this section. All fields are required at time of submittal

    Note: Text entry boxes are larger in the system; they have been cut down for the purpose of these training materials.

① Section I. Technical Assistance Framework

Question - 1

Provide a comprehensive introduction on your background and areas of expertise that align with the goals and objectives of this Technical Assistance solicitation. Include information on your existing capacity to provide adequate support to projects and your familiarity with best standards and practices in workforce development, economic, social and racial justice movements, and the CWDB's principles of High Road.

Question - 2

Provide an overview of the activities for technical assistance, support, and knowledge sharing the Accelerator 10 projects will receive.

Question - 3

Outline the outcomes and deliverables that will be achieved under the Technical Assistance grant in support of dissemination and sharing of Accelerator points of innovation, achievements and lessons learned to the workforce development field.

Question - 4

Describe your expertise in grantee and stakeholder convening, cross-system information sharing, and field building activities/strategies, including networking events, best practices/information sharing sessions for targeted groups, and larger Communities of Practice in both virtual and in-person settings.

② Question - 5

Provide details of your knowledge and experience in the following areas, including links to samples of work illustrating the requested elements: Documenting and disseminating lessons learned, best practices, and successful program models for internal and external purposes:

Question - 6

Provide details of your knowledge and experience in the following areas, including links to samples of work illustrating the requested elements: Developing policy briefs, white papers, case studies, and other public facing materials promoting best practices I work-force innovation:

Question - 7

Provide details of your knowledge and experience in the following areas, including links to samples of work illustrating the requested elements: Increasing visibility and highlighting successes through print and electronic media, including videos:

14. Fill in all the fields in *Section II: Technical Assistance Team*. There is one narrative question total in this section. This field is required at time of submittal

③ Section II. Technical Assistance Team

Question - 1

List the individuals and organizations providing technical assistance and support for Accelerator 10 projects, including their capacity and experience that will help the team meet the qualifications outlined within the RFA.

15. When you have finished entering information in the ***Narrative Tab***, navigate to the top of the page and click the **Save** button

    *Note: Be sure to click **Save** in each area after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

    | Cover Page | Narrative | Deliverables | Expend Plan | Budget Narrative | Supplemental Budget | More |

    In the space provided, using the prompts below, please provide details relative to the Project's Proposed Framework, Project Team, and your organizations' experience with WIOA funded grant programs and the projects' Proposed Strategies.

    For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

    → Save

16. To move to the next area of the application, click ***Deliverables*** in the Navigation Bar

    | Cover Page | Narrative | Deliverables | Expend Plan | Budget Narrative | Supplemental Budget | More |

    In the space provided, using the prompts below, please provide details relative to the Project's Proposed Framework, Project Team, and your organizations' experience with WIOA funded grant programs and the projects' Proposed Strategies.

    For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

17. At the top of the ***Deliverables Tab*** are directions on how to fill out the sections of this page

    | Cover Page | Narrative | Deliverables | Expend Plan | Budget Narrative | Supplemental Budget | More |

    In the spaces provided below, please provide details on the each of the proposed deliverables and outcomes that will be completed with this grant program/project, if awarded. For each deliverable or outcome, please explain how performance will be measured and how you will know if the project is successful.

18. Fill in all the fields in the one section. All fields are required at time of submittal

    Note: To add any additional deliverable lines; click the Add button at the top of the section.

    To delete any extra rows, select the trash icon to the right of the fields.

Deliverable	What will be accomplished /How will this be measured	Due Date	Action

19. When you have finished entering information in the **Deliverables Tab**, navigate to the top of the page and click the **Save** button

    *Note: Be sure to click **Save** after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

Deliverable	What will be accomplished /How will this be measured	Due Date	Action

20. To move to the next area of the application, click **Expend Plan** in the Navigation Bar

Cover Page   Narrative   Deliverables   Expend Plan   Budget Narrative   Supplemental Budget   More

In the spaces provided below, please provide details on the each of the proposed deliverables and outcomes that will be completed with this grant program/project, if awarded. For each deliverable or outcome, please explain how performance will be measured and how you will know if the project is successful.

21. At the top of the *Expend Plan Tab* are directions on how to fill out the sections of this page. There is also a link to the Workforce Accelerator Fund Webpage, which provides comprehensive application instructions.

    Note: Technical Assistance applicants are not required to provide match funds. Leave those fields blank

Cover Page	Narrative	Deliverables	Expend Plan	Budget Narrative	Supplemental Budget	More

In the spaces provided below, in Section I. Funding Plan: Please provide figures for Total Administration (cannot exceed 10% of Total Subgrant/Amount Requested), Total Program Cost (Requested Award Amount minus Administration Costs), and the amount of Leveraged/Match Funds. In Section II. Expenditure Plan: Applicant must project quarterly spending projections for both grant funds and leveraged funds/match. Quarterly Planned Expenditures refers to the amount of funding applicant is requesting from the CWDB. Quarterly Planned Match refers to leveraged funds as match contribution.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.
NOTE: Technical Assistance applicants are not required to provide match.

Quarter/Schedule for WAF 10:
Quarter 1: June 01, 2022
Quarter 2: July 01, 2022 - September 30, 2022
Quarter 3: October 01, 2022 - December 31, 2022
Quarter 4: January 01, 2023 - March 31, 2023
Quarter 5: April 01, 2023 - June 30, 2023
Quarter 6: July 01, 2023 - September 30, 2023
Quarter 7: October 01, 2023 - December 31, 2023

NOTE: The first month of the grant period falls in the quarter 1. Please enter any June 2022 activities here.

22. Fill in all the fields in *Section I: Funding Plan*. There are two fields total required in this section. **Only enter in data in the *Grant Funds (WIOA 15%)* column.** **Leverage Funds** do not apply to the TA application

    Note: The Total Subgrant Amount in the Grant Funds column should total the amount requested

① I. FUNDING PLAN ⬛ Save

Fund Source	Grant Funds (WIOA 15%)	Leveraged Funds (Match)	Project Total
Total Administration - 10% Cap	$0.00	$0.00	$0.00
Total Program Cost	$0.00	$0.00	$0.00
Total Subgrant Amount	$0.00	$0.00	$0.00

23. Fill in all the fields in *Section II: Expenditure*. There are seven quarters required in this section. **Only enter in data in the *Quarterly Planned Expenditures* column**. **Quarterly Planned Match** does not apply to the TA application

Note: The Total at the bottom of this section should total the total the amount requested

②

II. EXPENDITURE PLAN

Quarter/Year	Quarterly Planned Expenditures	Cumulative Planned Expenditures	Quarterly Planned Match	Cumulative Planned Match	Project Total Planned Expenditures
Quarter 1	$0.00	$0.00	$0.00	$0.00	$0.00
Quarter 2	$0.00	$0.00	$0.00	$0.00	$0.00
Quarter 3	$0.00	$0.00	$0.00	$0.00	$0.00
Quarter 4	$0.00	$0.00	$0.00	$0.00	$0.00
Quarter 5	$0.00	$0.00	$0.00	$0.00	$0.00
Quarter 6	$0.00	$0.00	$0.00	$0.00	$0.00
Quarter 7	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00

24. When you have finished entering information in the **Expend Plan Tab**, navigate to the top of the page and click the **Save** button

*Note: Be sure to click **Save** after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

I. FUNDING PLAN

Save

Fund Source	Grant Funds (WIOA 15%)	Leveraged Funds (Match)	Project Total
Total Administration - 10% Cap	$0.00	$0.00	$0.00
Total Program Cost	$0.00	$0.00	$0.00
Total Subgrant Amount	$0.00	$0.00	$0.00

25. To move to the next area of the application, click **Budget Narrative** in the Navigation Bar

Cover Page   Narrative   Deliverables   **Expend Plan**   Budget Narrative   Supplemental Budget   More

26. At the top of the **Budget Narrative Tab** are directions on how to fill out the sections of this page. There is also a link to the Workforce Accelerator Fund Webpage, which provides comprehensive application instructions

Cover Page   Narrative   Deliverables   Expend Plan   **Budget Narrative**   Supplemental Budget   More

In the spaces provided below, please provide details relative to proposed total line item allocations. Figures in this section should mirror exactly each line item in the Grant Funds (15% WIOA) column on Budget Summary. This tab/section accounts for grant funds only – do not include leveraged funds (match).

Enough detail should be provided to justify each line item allocation. Each line item contains information/specific details on the actual exhibit that must be covered in the narrative response. If there are multiple costs within a line item each cost must be covered separately with individual details and costs outlined, totaling to the full line item allocation. Failure to provide adequate detail may result in a lower score.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

27. Fill in all applicable fields in each section of the *Budget Narrative Tab*. There are 13 sections total in this area

    *Note: If additional rows are needed, click the **Add** button within each application section. If additional rows need to be removed, click the **Trash** icon to the right of the row.*

Staff Salaries | | | | | | | | | Add

Job Titles of Staff & Roles and Responsibilities	FTE	Monthly Salary	Months	Total Salary		Benefits	Benefit %	Total Staff Salaries + Benefits	Action
	0.00	$0.00	0	$0.00		$0.00		$0.00	🗑
		Total Salary	$0.00	Total Benefits	$0.00				
				Staff Salaries & Benefits Total				$0.00	

Staff Travel
List staff traveling, destination/event, and of transportation*
Note: Staff Travel is for employees of the subrecipient entity only. Anyone else listed under Staff Travel would be an unallowable cost. Contractors should budget their own travel into their contracts and cannot be included under subrecipient entity travel costs. | $0.00 | Add

| | $0.00 | 🗑 |

Operating Expenses
Provide breakdown of operating expenses in each of the major line items below (if applicable)
*Based on FTE for Program Staff | $0.00 | Add

| Rent* | | $0.00 | |

28. Throughout the *Budget Narrative Tab*, there are blue links within select sections that will open a new tab with any applicable directives or regulations to that section

Training Tuition Payments/Vouchers
Detail costs for programs and sector-specific training and certificate programs (include name of organization), as well as training costs for outside training providers (organization/location)
For all training (and OJTs below), read Training Services: CFR 690.200 - Training Services | $0.00 | Add

| | $0.00 | 🗑 |

29. Once all applicable fields have been entered, the **Grand Award Total** will have auto calculated from the above fields. It <u>must</u> match the **Total Amount Requested**

Other (describe)
Explain these costs, which do not fit into the specific line item categories above. | $0.00 | Add

| | $0.00 | 🗑 |

| | | Grand Award Total | $0.00 |

30. When you have finished entering information in the **Budget Narrative Tab**, navigate to the top of the page and click the **Save** button

    *Note: Be sure to click **Save** after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

| Cover Page | Narrative | Deliverables | Expend Plan | **Budget Narrative** | Supplemental Budget | More |

In the spaces provided below, please provide details relative to proposed total line item allocations. Figures in this section should mirror exactly each line item in the Grant Funds (15% WIOA) column on Budget Summary. This tab/section accounts for grant funds only – do not include leveraged funds (match).

Enough detail should be provided to justify each line item allocation. Each line item contains information/specific details on the actual exhibit that must be covered in the narrative response. If there are multiple costs within a line item each cost must be covered separately with individual details and costs outlined, totaling to the full line item allocation. Failure to provide adequate detail may result in a lower score.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

`Save`

---

31. To move to the next area of the application, click **Supplemental Budget** in the Navigation Bar

| Cover Page | Narrative | Deliverables | Expend Plan | **Budget Narrative** | Supplemental Budget | More |

In the spaces provided below, please provide details relative to proposed total line item allocations. Figures in this section should mirror exactly each line item in the Grant Funds (15% WIOA) column on Budget Summary. This tab/section accounts for grant funds only – do not include leveraged funds (match).

Enough detail should be provided to justify each line item allocation. Each line item contains information/specific details on the actual exhibit that must be covered in the narrative response. If there are multiple costs within a line item each cost must be covered separately with individual details and costs outlined, totaling to the full line item allocation. Failure to provide adequate detail may result in a lower score.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

32. At the top of the **Supplemental Budget Tab** are directions on how to fill out the sections of this page. There is also a link to the Workforce Accelerator Fund Webpage, which provides comprehensive application instructions.

Cover Page	Narrative	Deliverables	Expend Plan	Budget Narrative	**Supplemental Budget**	More

If grant funds are used for Equipment Purchase, Leased Equipment, Contractual Services, and/or Subrecipient, Supplemental Budget must be completed. Instructions, guidance, and resources are outlined within the tab/sections below.

Please note: The solicitation/application process does not act as procurement nor does it waive state and federal procurement rules and requirements. All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies and type of procurement must be outlined on the Supplemental Budget.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

33. Fill in all applicable fields in *Section I: Equipment*

    Note: There are blue links at the top of each section that will open a new tab with any applicable directives or regulations pertaining to that section.

    *If additional rows are needed, click the **Add** button within each application section. If additional rows need to be removed, click the **Trash** icon to the right of the row.*

    *Click the **Save** button when finished entering information in this section*

    ①

    I. Equipment

    List equipment items with a useful life of more than one year and/or with a unit acquisition cost of $5,000 or more charged to the project. Reference WSD 16-16, WSD 16-10, and WSD 17-08 for equipment purchases. The approval of the budget plan contained in the subgrant does not constitute approval of the purchase of equipment or request. A separate request to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis. See Leasing Info link below.

    Add   Save

    Allowable Costs & Prior Written Approval WSD 16-16   Property - Purchasing, Inventory, and Disposal WSD 16-10   Procurement of Equipment and Related Services WSD 17-08   Leasing Info FAR 7.400

Item Description	Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project	Action
						🗑
TOTAL	$0.00		$0.00		$0.00	

34. Fill in all applicable fields in *Section II: Contractual Services*

    *Note: There are blue links at the top of each section that will open a new tab with any applicable directives or regulations pertaining to that section.

    *If additional rows are needed, click the **Add** button within each application section. If additional rows need to be removed, click the **Trash** icon to the right of the row.*

    *Click the **Save** button when finished entering information in this section*

② Subrecipients and Contractors - Prior to completing Section II and III, review WSD 18-06 to distinguish between the two.
Subrecipient and Contractor Distinctions WSD 18-06

II. Contractual Services - Providing Goods or Services that are required to conduct a federal program. **If procurement needs to occur and TBD, provide selection timeframe.

All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies. See Procurement Standards (Sect. 200.318) in the Federal Uniform guidance, 2CFR200.

[Add] [Save]

CFR 200.318   WSD 17-08

Description - Type of Service	Cost	Service Provider	Type of Procurement	Action
				🗑
TOTAL	$0.00			

35. Fill in all applicable fields in *Section III: Subrecipient*

    *If additional rows are needed, click the **Add** button within each application section. If additional rows need to be removed, click the **Trash** icon to the right of the row.*

    *Click the **Save** button when finished entering information in this section*

③ III. Subrecipient - Carries out a portion of the federal program and is required to meet all programmatic compliance requirements.

A Subrecipient does not require procurement if it aligns with the criteria in WSD 18-06. Upon review, the State may determine that a subcontractor is a contractor. If this occurs, procurement would be required.
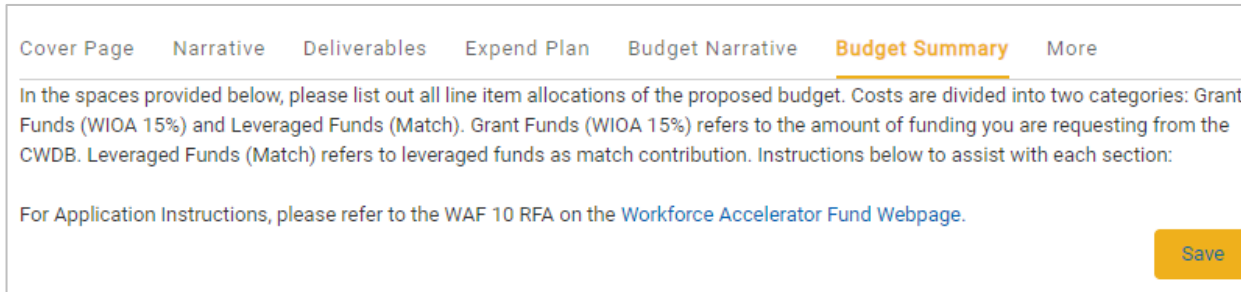
[Add] [Save]

Program Service Activities	Cost	Agency Name	Action
			🗑
TOTAL	$0.00		

36. To move to the next area of the application, click **Budget Summary** in the Navigation Bar	Cover Page Narrative Deliverables Expend Plan Budget Narrative **Supplemental Budget** Budget Summary Work Plan Files
37. At the top of the **Budget Summary Tab** are directions on how to fill out the sections of this page. There is also a link to the Workforce Accelerator Fund Webpage, which provides comprehensive application instructions	Cover Page Narrative Deliverables Expend Plan Budget Narrative **Budget Summary** More In the spaces provided below, please list out all line item allocations of the proposed budget. Costs are divided into two categories: Grant Funds (WIOA 15%) and Leveraged Funds (Match). Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Leveraged Funds (Match) refers to leveraged funds as match contribution. Instructions below to assist with each section: For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage. Save

38. Fill in all budget information into the **Budget Summary Tab**. Each category should match the numbers from the **Budget Narrative Tab**

Only enter in data in the Grant Funds (WIOA 15%) column. **Leveraged Funding** does not apply to the TA application the other three columns are to be left blank

Line Item	Budget Line Item	Grand Funds(WIOA 15%)	Leveraged Funding (Match)	Total Project Budget	Source of Leveraged Funds	Type of Leveraged Fund
A	Staff Salaries			$0.00		Select ▾
B	Number of full-time equivalents: 0					
C	Staff Benefit Cost			$0.00		Select ▾
D	Staff Benefit Rate (Percent):0					
E	Staff Travel			$0.00		Select ▾
F	Operating Expenses			$0.00		Select ▾

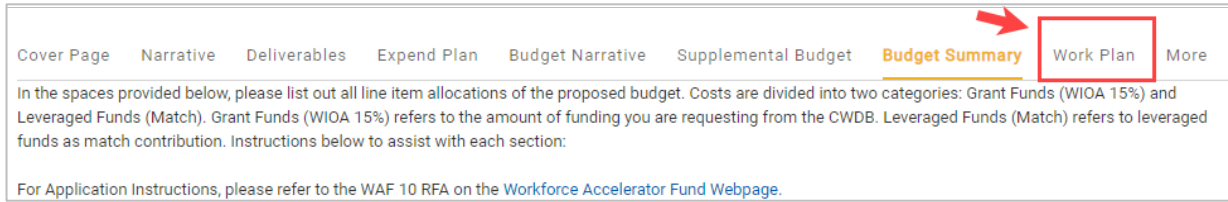| 39. Once all applicable fields have been entered, the **Total Funding** and **Total Award** will have auto calculated from the above fields. Both fields <u>must</u> match each other and the **Total Amount Requested**	Q TOTAL FUNDI... $100,000.00 $0.00 $100,000.00 ** See Exhibit G for definitions for Subrecipients vs Contractors EDD Directive - Subrecipient vs Contractor Distinctions Total Award $100,000.00 ***Administrative Costs $10,000.00 Program Costs $90,000.00
40. At the bottom of the *Budget Summary Tab* is a table for Indirect Cost Rate. Fill in the fields if applicable *Note: above these fields are three blue links which will open regulations and directives pertaining to this section for additional information in a new tab*	② *Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance 2CFRPart200. EDD Directive - Indirect Cost Rates 2CFRPart200 Appendix III 2CFRPart200 Appendix IV 1 Indirect Cost Rate (Percent): 2 Name of cognizant Agency: ***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 of the RFA.
41. When you have finished entering information into the *Budget Summary Tab*, navigate to the top of the page and click the **Save** button *Note: Be sure to click **Save** after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*	Cover Page Narrative Deliverables Expend Plan Budget Narrative **Budget Summary** More In the spaces provided below, please list out all line item allocations of the proposed budget. Costs are divided into two categories: Grant Funds (WIOA 15%) and Leveraged Funds (Match). Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Leveraged Funds (Match) refers to leveraged funds as match contribution. Instructions below to assist with each section: For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage. Save

42. To move to the next area of the application, *click Work Plan* in the Navigation Bar
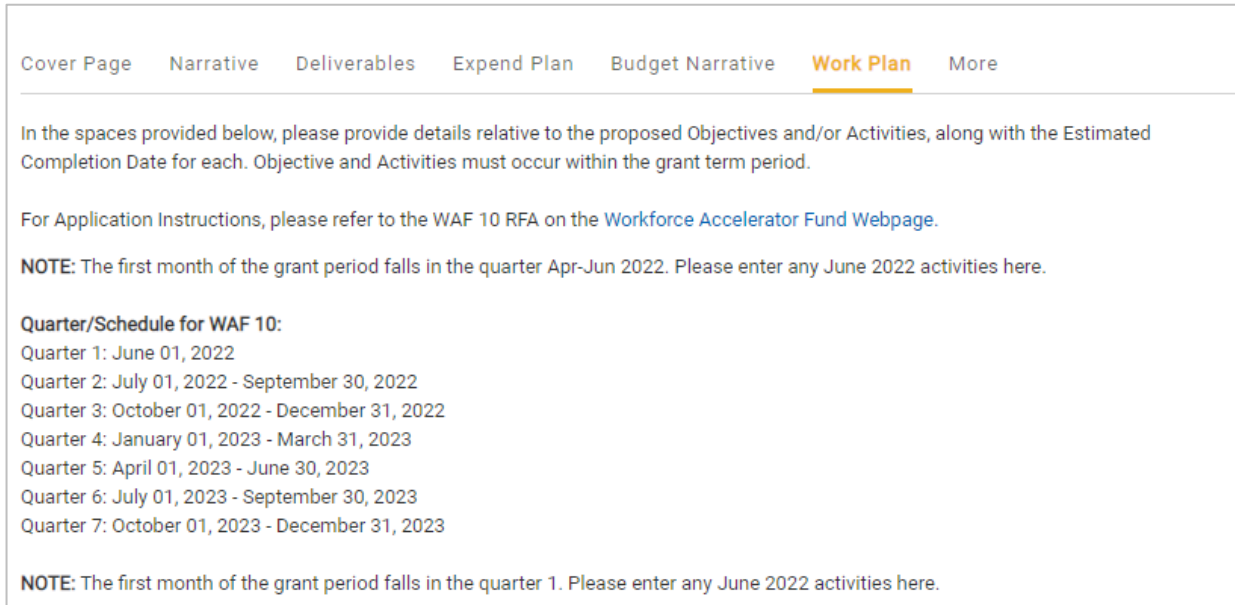
| Cover Page | Narrative | Deliverables | Expend Plan | Budget Narrative | Supplemental Budget | **Budget Summary** | Work Plan | More |

In the spaces provided below, please list out all line item allocations of the proposed budget. Costs are divided into two categories: Grant Funds (WIOA 15%) and Leveraged Funds (Match). Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Leveraged Funds (Match) refers to leveraged funds as match contribution. Instructions below to assist with each section:

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

43. At the top of the *Work Plan Tab* are directions on how to fill out the sections of this page. There is also a link to the Workforce Accelerator Fund Webpage, which provides comprehensive application instructions

| Cover Page | Narrative | Deliverables | Expend Plan | Budget Narrative | **Work Plan** | More |

In the spaces provided below, please provide details relative to the proposed Objectives and/or Activities, along with the Estimated Completion Date for each. Objective and Activities must occur within the grant term period.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

NOTE: The first month of the grant period falls in the quarter Apr-Jun 2022. Please enter any June 2022 activities here.

Quarter/Schedule for WAF 10:
Quarter 1: June 01, 2022
Quarter 2: July 01, 2022 - September 30, 2022
Quarter 3: October 01, 2022 - December 31, 2022
Quarter 4: January 01, 2023 - March 31, 2023
Quarter 5: April 01, 2023 - June 30, 2023
Quarter 6: July 01, 2023 - September 30, 2023
Quarter 7: October 01, 2023 - December 31, 2023

NOTE: The first month of the grant period falls in the quarter 1. Please enter any June 2022 activities here.

44. Add in line items for each Quarter. There are seven Quarters to enter information. To Add in a line item, click the **+ Add** button. Enter in the **Objectives/Activities** and the **Estimated Completion Date**. The date must fall within that designated quarter

Note: You can either type in the date or use the calendar pop up that appears

	Save
Objectives/Activities	Estimated Completion Date	Action
Quarter 1		+ Add
		🗑
Quarter 2		+ Add
Quarter 3		+ Add
Quarter 4		+ Add
Quarter 5		+ Add
Quarter 6		+ Add
Quarter 7		+ Add

45. When you have finished entering information in the *Work Plan Tab*, navigate to the top of the page and click the **Save** button

*Note: Be sure to click **Save** after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

Cover Page   Narrative   Deliverables   Expend Plan   Budget Narrative   **Work Plan**   More

In the spaces provided below, please provide details relative to the proposed Objectives and/or Activities, along with the Estimated Completion Date for each. Objective and Activities must occur within the grant term period.

For Application Instructions, please refer to the WAF 10 RFA on the Workforce Accelerator Fund Webpage.

NOTE: The first month of the grant period falls in the quarter Apr-Jun 2022. Please enter any June 2022 activities here.
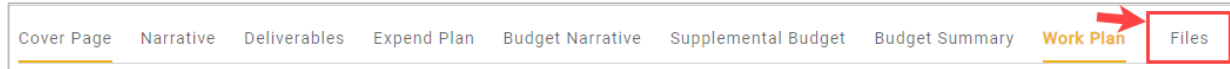
Quarter/Schedule for WAF 10:
Quarter 1: June 01, 2022
Quarter 2: July 01, 2022 - September 30, 2022
Quarter 3: October 01, 2022 - December 31, 2022
Quarter 4: January 01, 2023 - March 31, 2023
Quarter 5: April 01, 2023 - June 30, 2023
Quarter 6: July 01, 2023 - September 30, 2023
Quarter 7: October 01, 2023 - December 31, 2023

NOTE: The first month of the grant period falls in the quarter 1. Please enter any June 2022 activities here.
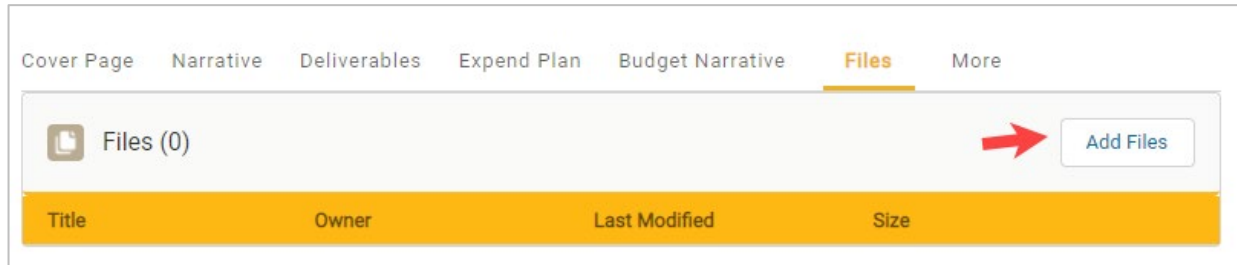
Save

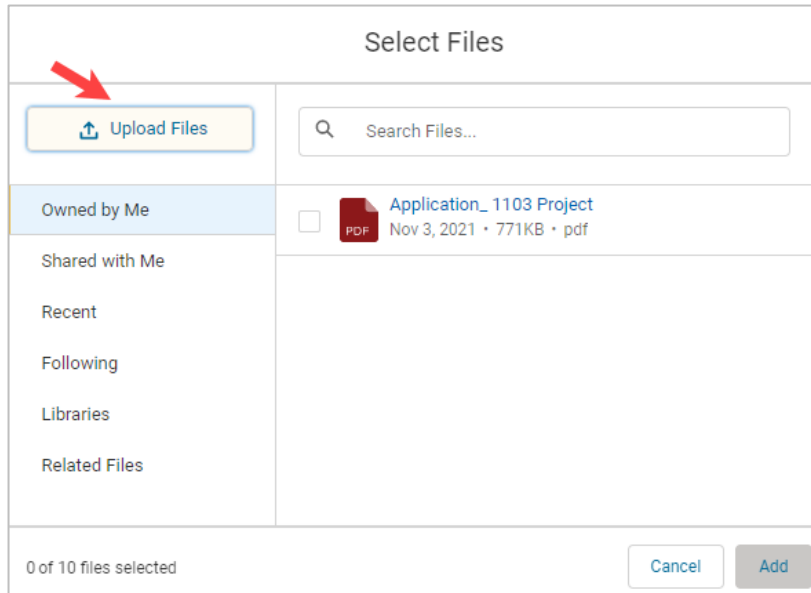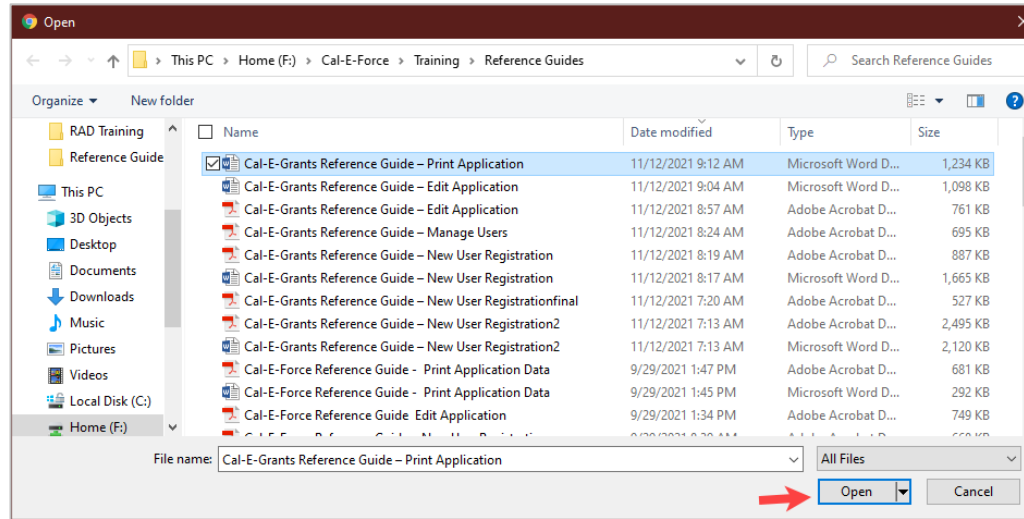|	
46. To move to the next area of the application, click *Files* in the Navigation Bar	Cover Page Narrative Deliverables Expend Plan Budget Narrative Supplemental Budget Budget Summary **Work Plan** Files
47. If you have a file to add, select the **Add Files** button at the top right of the page *Note: There are no required documents for this application*	Cover Page Narrative Deliverables Expend Plan Budget Narrative **Files** More Files (0) Add Files Title Owner Last Modified Size
48. Select the **Upload Files** button to select the file from your computer	**Select Files** ⬆ Upload Files 🔍 Search Files... Owned by Me 📄PDF Application_ 1103 Project Nov 3, 2021 · 771KB · pdf Shared with Me Recent Following Libraries Related Files 0 of 10 files selected Cancel Add

49. Select the file from the location on your computer and click **Open**	
50. The document has finished uploading when a green checkmark appears. Click **Done** to exit	
51. The document will now appear in the list view. Repeat the steps to add additional files	
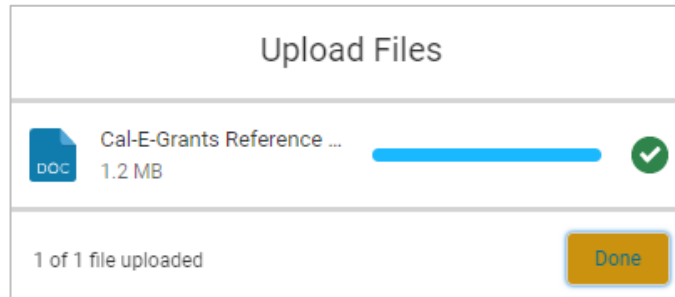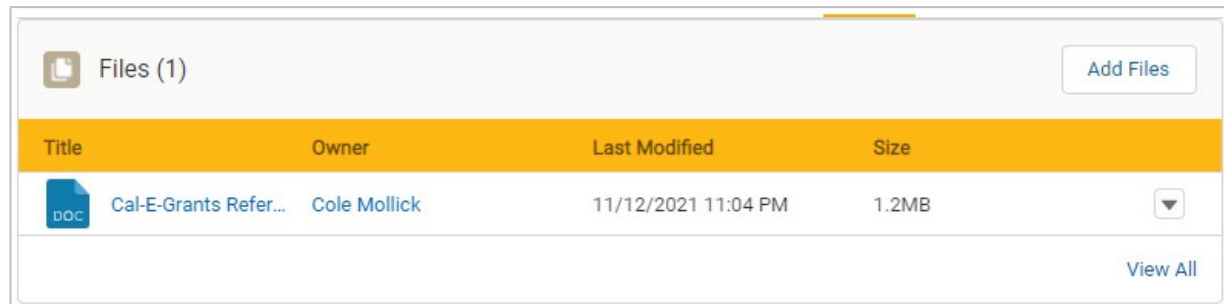
52. You are ready to submit. Verify all information has been completed. When ready to officially submit, click the **Submit** button at the top of the page *Note: Once you have formally submitted your application, you can no longer edit it*	Application **TA Project** Submit Edit Print View Requested Amount Record Type $100,000.00 Technical Assistance
53. If there is any missing information when you attempt to submit. You will receive an error message with the fields requiring information input	Error Messages **Budget Summary** 1. Please enter values of Program Costs 2. Please enter values of Total Project Budget
54. If all required information has been inputted, you will receive confirmation that your application was submitted successfully and the status bar will update to "Application Submitted"	Your application submitted successfully! Application **TA Project** Requested Amount Record Type $100,000.00 Technical Assistance ✓ Application Submitted Application Under Review Request for Additional Information