

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.

CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS GRANT PROPOSAL

1. From the Cal-E-Grants landing page, select the large CWDB button.



CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS GRANT PROPOSAL

2. Click the High Road Training Partnerships: Resilient Workforce General Fund (RWF) Program link from the Funding Opportunities list.

Funding Opportunities

CWDB Funding Opportunities

Printable View

2 items • Sorted by Funding Opportunity Title • Filtered by All funding opportunities

- Record Type • Updated a minute ago

Search this list...

	Funding Opportunity Title	Applic...	Agency Name	Status	Requested...
1	High Road Training Partnerships...		California Workf...	Accepting Grant ...	\$16,000,000.00

3. Select the **Start Grant Proposal** button at the top right of the page.

Funding Opportunity

High Road Training Partnerships: Resilient Workforce General Fund (RWF) Program

Start Grant Proposal

Agency Name

California Workforce Development Board

Status

Accepting Grant Proposals

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4. Fill out the cover page for the Grant Proposal. 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 Grant Proposal: Implementation

Information

*Lead Agency Applicant i

 ETP ×

*Project Name

Project Information

*Is project serving participants? i

–None–

Project Cost

*Requested Amount i

Match

2

Page 3 of 22

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5. Enter in the point of contact. The contact fields are type able fields.

Location

*Address

*City

DUNS Number ⓘ

*County

*Zip Code

3

Point Of Contact

*Primary Contact

*Primary Contact Title

*Primary Contact Email

*Primary Contact Telephone Number

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6. Complete 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

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7. 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 “In Progress” and you will be on the Cover Page area of the application.

To proceed with the application, read the acknowledgement and select **I Agree**.

Requested Amount
\$40,000.00

In Progress

Submitted

Request for Informa...

Approved

Rejected

Cover Page

Narrative

Serving Participants

Documents

✓ Acknowledgement

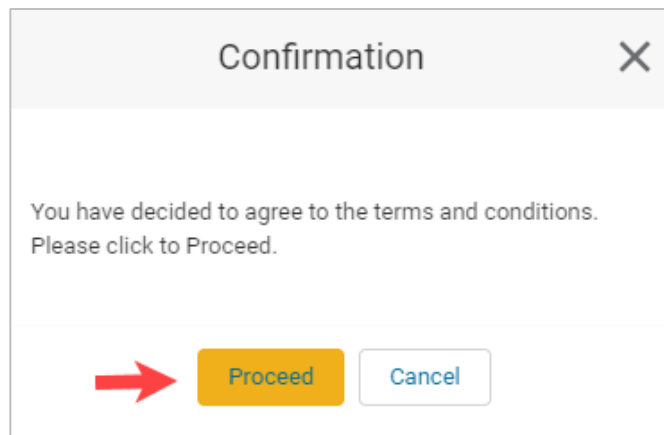
By signing and submitting a Grant Proposal, you The Applicant hereby acknowledge your organization understands the Grant Proposal and application process and if invited to apply, is able to responsibly manage these funds and adhere to California Workforce Development Board (CWDB) guidelines and requirements. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization).

I Disagree

I Agree

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8. A pop-up will appear confirming your choice to agree with the acknowledgment. Click **Proceed** to continue.

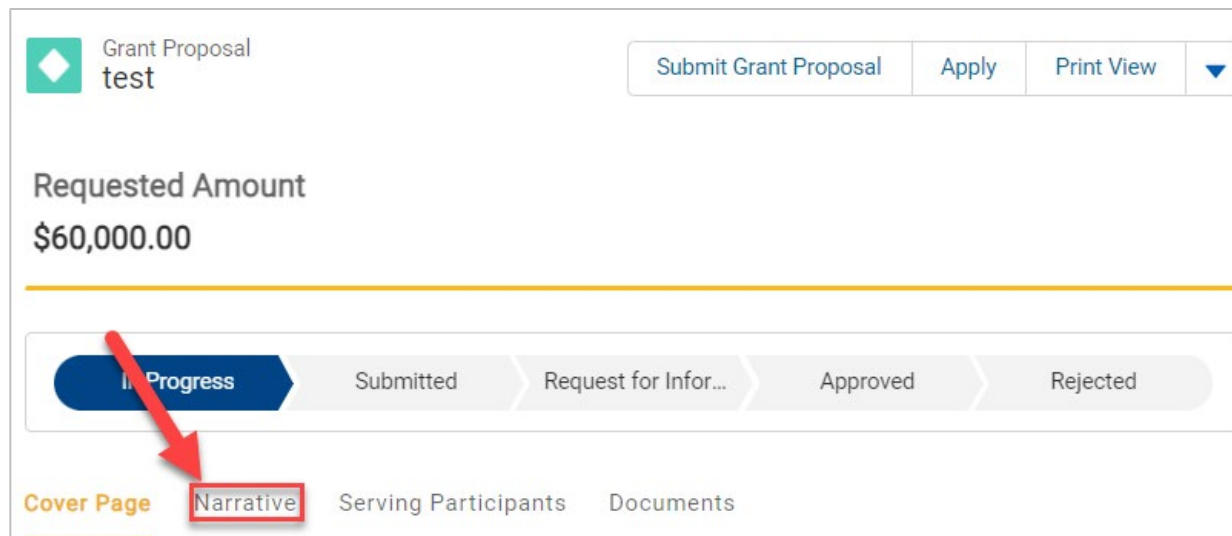


9. You will return to the cover page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field.

The image shows the "Cover Page" of a grant proposal form. At the top, there are four tabs: "Cover Page" (highlighted in orange), "Narrative", "Serving Participants", and "Documents". Below the tabs, there is a section titled "Acknowledgement" with a downward arrow icon. The text in this section reads: "By signing and submitting a Grant Proposal, you The Applicant hereby acknowledge your organization understands the Grant Proposal and application process and if invited to apply, is able to responsibly manage these funds and adhere to California Workforce Development Board (CWDB) guidelines and requirements. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization)." At the bottom of the form, there are two fields: "Lead Agency Applicant" and "Project Name". The "Lead Agency Applicant" field contains the text "ETP" and has a small information icon (i) to its right. The "Project Name" field contains the text "test". A red arrow points to a pencil icon located to the right of the "Project Name" field.

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10. To move to the next area of the application, click **Narrative** from the Navigation Bar.



Grant Proposal test

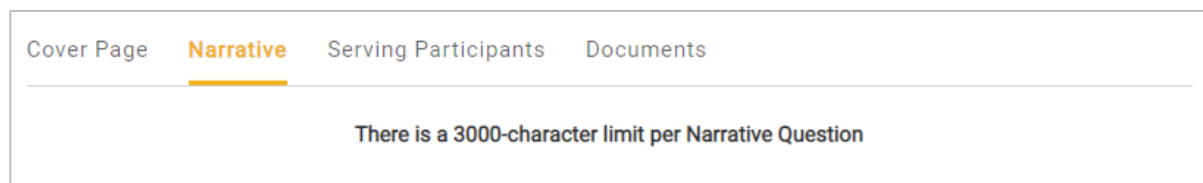
Submit Grant Proposal Apply Print View ▼

Requested Amount
\$60,000.00

In Progress Submitted Request for Infor... Approved Rejected

Cover Page **Narrative** Serving Participants Documents

11. At the top of the narrative tab there is a note stating the 3000-character limit per Narrative question



Cover Page **Narrative** Serving Participants Documents

There is a 3000-character limit per Narrative Question

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12. Question 1 is a radio button;
select the option that
applies to you.

Question - 1

1

Identify and select one category that best describes the current phase of your project and its planned activities over the proposed grant period.

- ☒ **Planning and Establishing**
 - **Research and development to identify and convene key stakeholders** to convene and lead industry and regional conversations, including industry leaders, community-based organizations, labor, environmental and social justice groups, civic leaders, and others
 - **Conducting an industry analysis** to determine needs within a region and industry
- ☐ **Emerging**
 - **Increase skills and opportunity** for those at the lower end of the labor market while establishing pipelines within key industries for underserved, under employed, and under resourced individuals and communities
 - **Connect workers to high-quality jobs** or entry-level work with clearly defined routes to advancement
 - **Support both labor and management** in order to increase productivity by increasing the health, safety, and specialization of jobs in a particular sector
 - **Ongoing inclusion of worker voice** to fully understand dynamic workforce needs and effectively facilitate worker participation in design, delivery and program evaluation
 - **At least one (1) effective, industry recognized career pathway** for a specific industry or industry cluster based on mapping knowledge, skills and abilities and skill attainment at multiple entry and exit points
 - **Address worker, employer, and industry needs** as they respond and adapt to climate change: increasing environmental sustainability and building community and economic resilience
- ☐ **Thriving and Growing**
 - **Expand existing HRTF** into new region through collaboration with local stakeholders
 - **Operate under a shared, long-term strategic plan**, Memorandum of Understanding (MoU), road map, etc
 - **Advance broad industry engagement** with all partners playing active roles in partner activities

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13. Question 2 and 3 are narrative fields

*Note: Narrative questions have a 3000 character limit

Question - 2

2

Describe Employer/s Partner Organization


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Question - 3

3

Describe Worker Representative/s (e.g., Labor)


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14. Question 4 is a conditional question. Use the right and left arrows to either add or delete available Partner Organizations.
15. Selecting an organization will prompt its corresponding question.

The screenshot displays a web-based form for a grant proposal. At the top, a header bar reads "Question - 4" with a red circle containing the number "4" in the top right corner. Below this, the section is titled "Select Partner Organizations: ⓘ". It features two side-by-side lists. The "Available" list on the left contains four items: "Community-based Organizations", "Environmental Group", "Community College", and "Training Provider". The "Selected" list on the right contains one item: "Labor-Management Partnership". A red arrow points from the "Available" list to the "Selected" list, indicating the action of moving an organization. Below these lists, the section is titled "Question - 4.1" and "Describe Labor-Management Partnership". This section includes a rich text editor with a toolbar showing options for font (Salesforce Sans), size (12), color, bold, italic, underline, link, unlink, and other formatting tools.

16. Complete all of the fields.
There are 2 narrative
questions total in this
section.

*These fields are required at time of
submittal.*

Question - 5

5

Provide an overview of the concept that is being proposed.

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Question - 6

6

Equity is building economic opportunity and mobility for all workers to access to quality jobs, structural opportunities for upward mobility and safe and healthy workplaces. Based on this definition, how will your project address equity?

Reference: [The California High Road: A Road Map to Equity](#)

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Question - 7

7

Incorporating worker wisdom or worker voice explicitly throughout all aspects of the partnership is an integral component of HRTPs. How will worker voice be prioritized and incorporated?

Reference: [H RTP Essential Elements | Worker Voice](#)

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17. Complete all of the fields.
There are 2 narrative questions total in this section.

These fields are required at time of submittal

Question - 8

8

Job quality includes better wages, benefits, paid sick leave, predictable scheduling, opportunities for training and advancement, worker voice, etc. How will your project address job quality?

Reference: [The California High Road: A Road Map to Job Quality](#)

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Question - 9

9

California strives toward achieving a carbon neutral economy and workers will be at the center of this effort. Please describe how your project will address climate mitigation, adaptation, and/or resilience.

Reference: [The California High Road: A Road Map to Climate Resilience](#)

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18. For question 10, you are able to select Available questions by selecting your choice and then click the right facing arrow. To delete select your option from Selected and click the left facing arrow.

19. Your selected option will prompt a conditional question.

These fields are required at time of submittal

Question - 10

10

Describe how your proposal will address 3-5 of the components below: ⓘ

Available

Improve and/or increase opportunities for skill attainment for retention, upskilling or placement in quality jobs

Develop and expand career pathways within key industries for populations who have experienced barriers to employment


Support both labor and management in order to increase productivity by increasing the health, safety, and specialization of jobs in a particular sector








Selected




Deliver positive outcomes for people who experience barriers to employment

Question - 10.1

Deliver positive outcomes for people who experience barriers to employment

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20. Fill in all the fields. There is 1 narrative question total in this section.

*These fields are required at time of
submittal*

Question - 11

11

Describe how the partnership aligns with the [Essential Elements of High Road Training Partnerships](#). This should include planned and secured partnerships that will be working with your organization.

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21. When you have finished entering information in the narrative area, navigate to the top of the page and click **Save**.

***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.

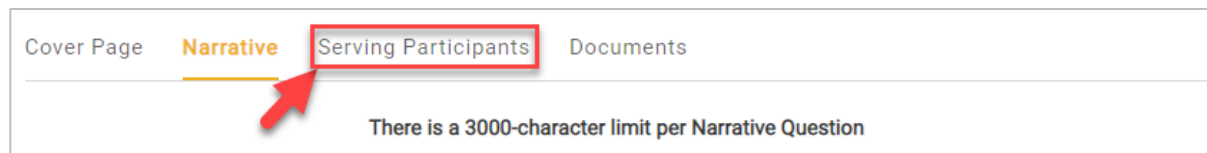
Cover Page **Narrative** Serving Participants Documents

There is a 3000-character limit per Narrative Question

 [Save](#)

CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS GRANT PROPOSAL

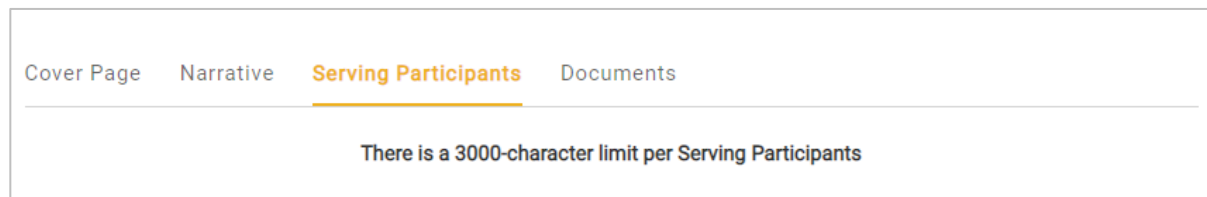
22. To move to the next area of the application, click **Serving Participants** in the Navigation Bar.



Cover Page Narrative **Serving Participants** Documents

There is a 3000-character limit per Narrative Question

23. At the bottom of the **Serving Participants** tab is a note that there is a 3000-character limit per question.

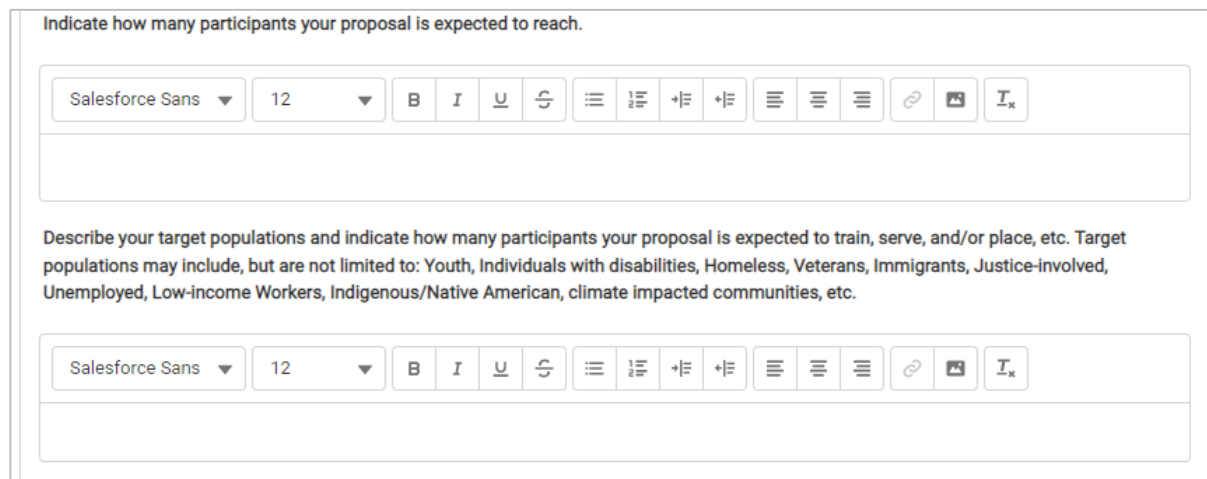


Cover Page Narrative **Serving Participants** Documents























There is a 3000-character limit per Serving Participants

24. Complete all of the fields. There are 2 narrative question total in this section.

These fields are required at time of submittal



Indicate how many participants your proposal is expected to reach.

Salesforce Sans 12 B I U                      

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25. When you have finished entering information in the narrative area, navigate to the top of the page and click **Save**.

*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 PageNarrativeServing ParticipantsDocuments

There is a 3000-character limit per Serving Participants

Save

26. To move to the next area of the application, click **Documents** in the Navigation Bar

Cover PageNarrativeServing ParticipantsDocuments

There is a 3000-character limit per Serving Participants

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27. To add a file, select the add files button at the top right of the page.

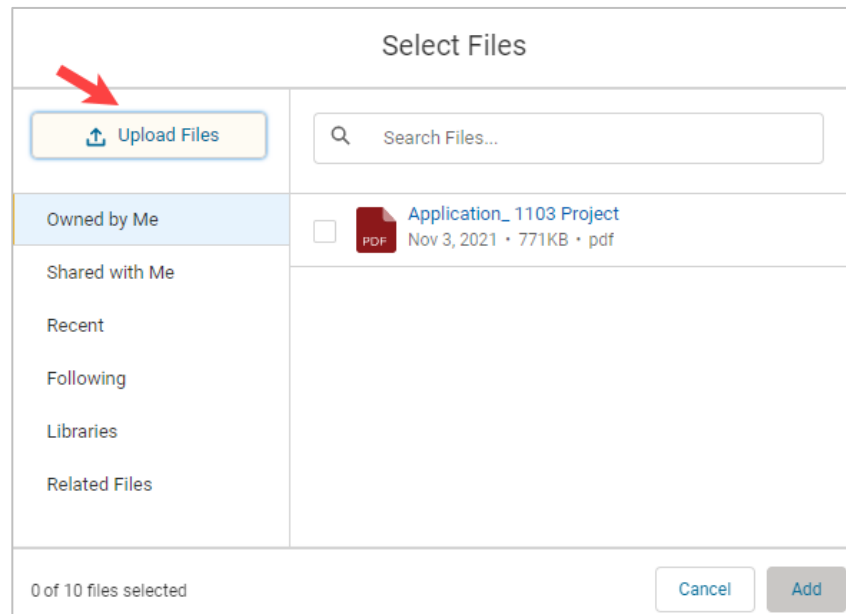
*Note: There are no required documents for this application



The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar, there is a table with columns: Name, Status, Versions, and Action. The first row shows 'Supporting Document' with status 'Active'. In the 'Action' column, there is a button labeled 'Upload Files' with a red arrow pointing to it, and a text prompt 'Or drop files'.

Name	Status	Versions	Action
Supporting Document	Active		Upload Files Or drop files

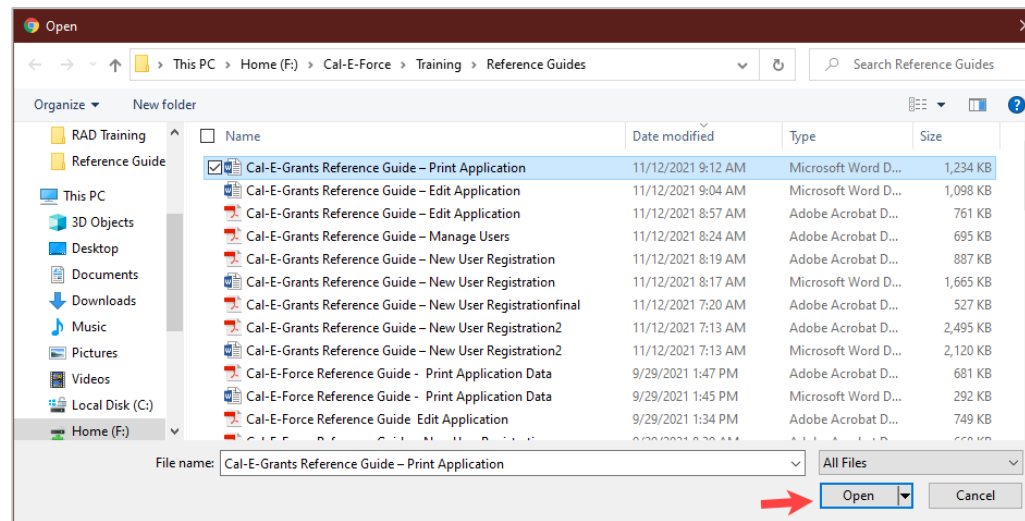
28. Select the upload files button to select the file from your computer.



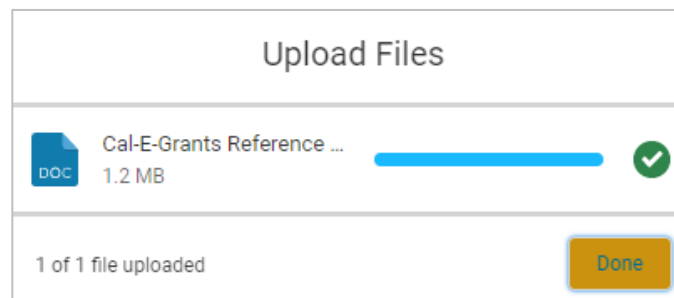
The screenshot shows the 'Select Files' dialog box. On the left, there is a sidebar with options: 'Owned by Me' (selected), 'Shared with Me', 'Recent', 'Following', 'Libraries', and 'Related Files'. In the main area, there is a search bar labeled 'Search Files...' and a list of files. The first file is 'Application_ 1103 Project' with a PDF icon, dated 'Nov 3, 2021', and size '771KB'. At the bottom, there is a status bar showing '0 of 10 files selected' and two buttons: 'Cancel' and 'Add'.

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29. Select the file from the location on your computer and click open.



30. The document has finished uploading when a green checkmark appears. Click **Done** to exit.



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31. The document will now appear in the versions. Repeat the steps to add additional files.

New			
Name	Status	Versions	Action
Supporting Document	Active	1	Upload Files Or drop files  

32. You are ready to submit. Verify all information has been completed. When ready to officially submit, click the **Submit Grant Proposal** button at the top of the page.

**Note: Once you have formally submitted your grant proposal, you can no longer edit it*

 Grant Proposal test

[Submit Grant Proposal](#)
[Apply](#)
[Print View](#)


Requested Amount
 \$60,000.00



33. 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

Narrative
 1. Please enter the answer of
Identify and select one category that best describes the current phase of your project and its planned activities over the proposed grant period.

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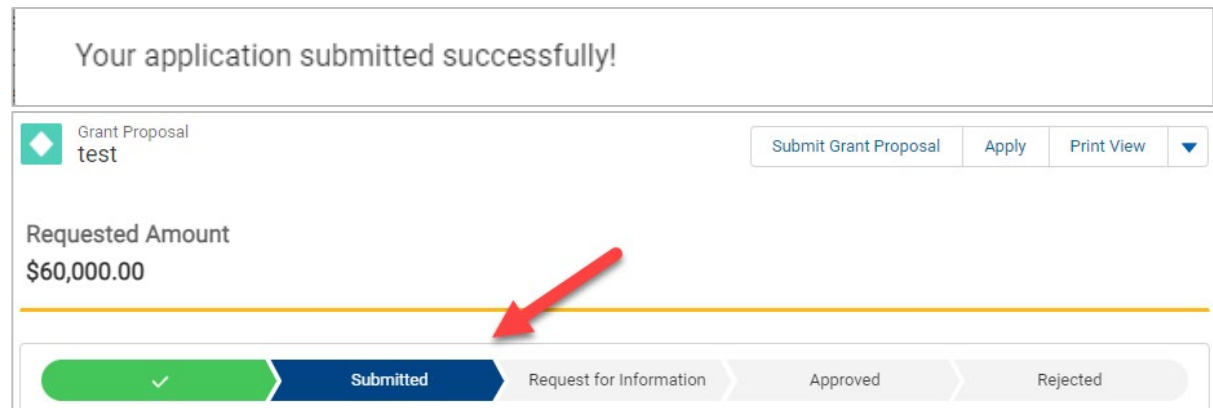
34. If all required information has been inputted, you will receive confirmation that your application was submitted successfully and the status bar will update to **Submitted**.

Your application submitted successfully!

Grant Proposal test Submit Grant Proposal Apply Print View ▼

Requested Amount
\$60,000.00

✓ Submitted Request for Information Approved Rejected

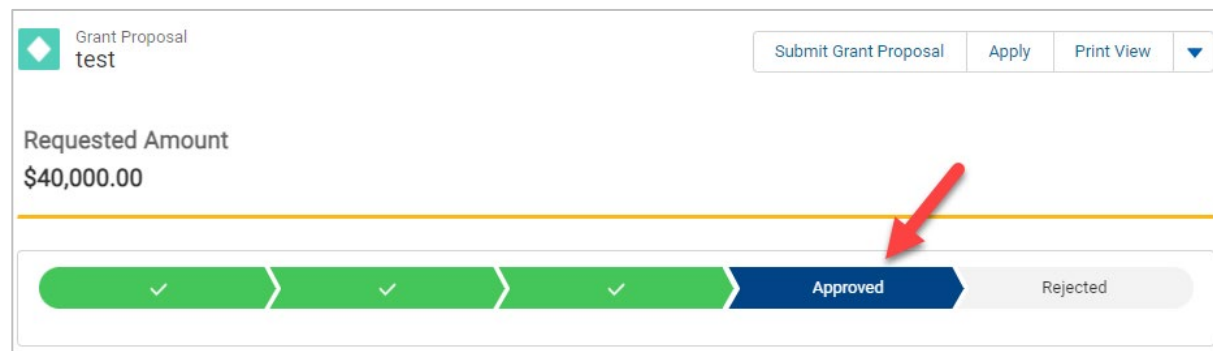


35. Once your Grant Proposal has been approved the status bar will update to indicate **Approved**.

Grant Proposal test Submit Grant Proposal Apply Print View ▼

Requested Amount
\$40,000.00

✓ ✓ ✓ Approved Rejected



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36. While in the **Approved** status, you are able to navigate between the tabs and view your information but note that it is *not* *editable*.

37. The full application is not accessible to applicants until the grant proposal has been reviewed and they are invited.

38. The full solicitation and help resources are available (will be) on the CWDB H RTP:
RWF Program page:
https://cwdb.ca.gov/hrtprwf_program/

The screenshot displays a web interface for a 'Grant Proposal test'. At the top left, there is a green diamond icon and the text 'Grant Proposal test'. To the right, there are three buttons: 'Submit Grant Proposal', 'Apply', and 'Print View', followed by a dropdown arrow. Below this, the 'Requested Amount' is shown as '\$40,000.00'. A horizontal progress bar follows, with four green segments containing white checkmarks, followed by a blue segment labeled 'Approved' and a grey segment labeled 'Rejected'. At the bottom, there are four tabs: 'Cover Page', 'Narrative' (which is highlighted with an orange underline), 'Serving Participants', and 'Documents'.