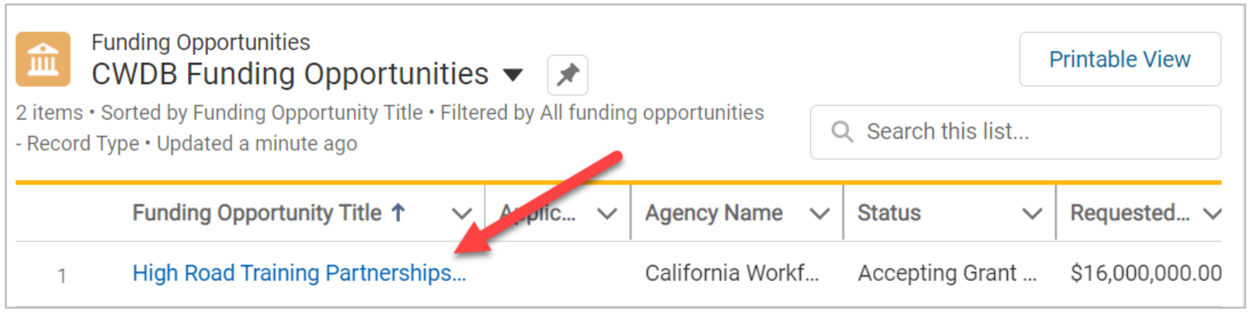
You must first log in to the system in order to apply for funding. Please refer to the **New User Registration** reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system.

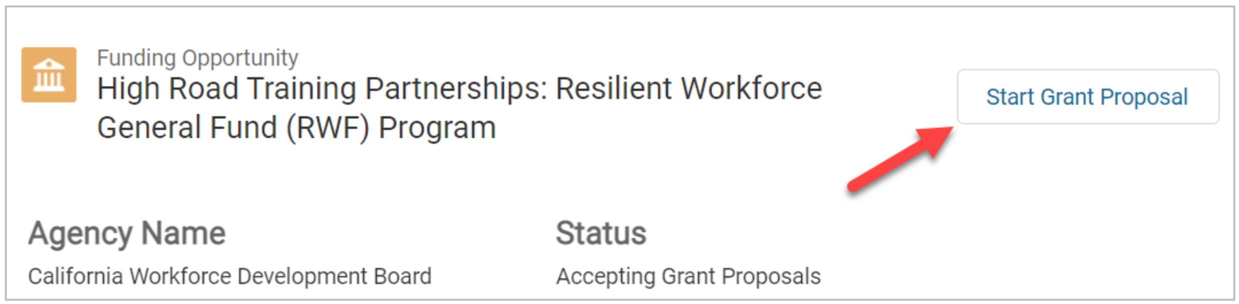
CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS GRANT PROPOSAL

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

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

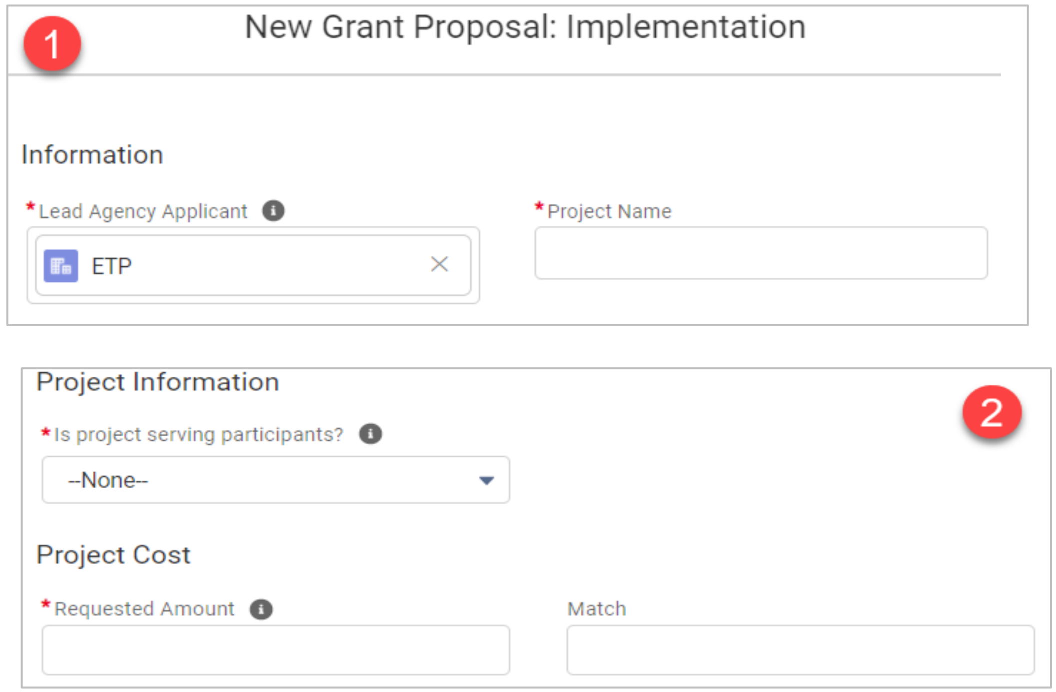


3. Select the **Start Grant Proposal** button at the top right of the page.

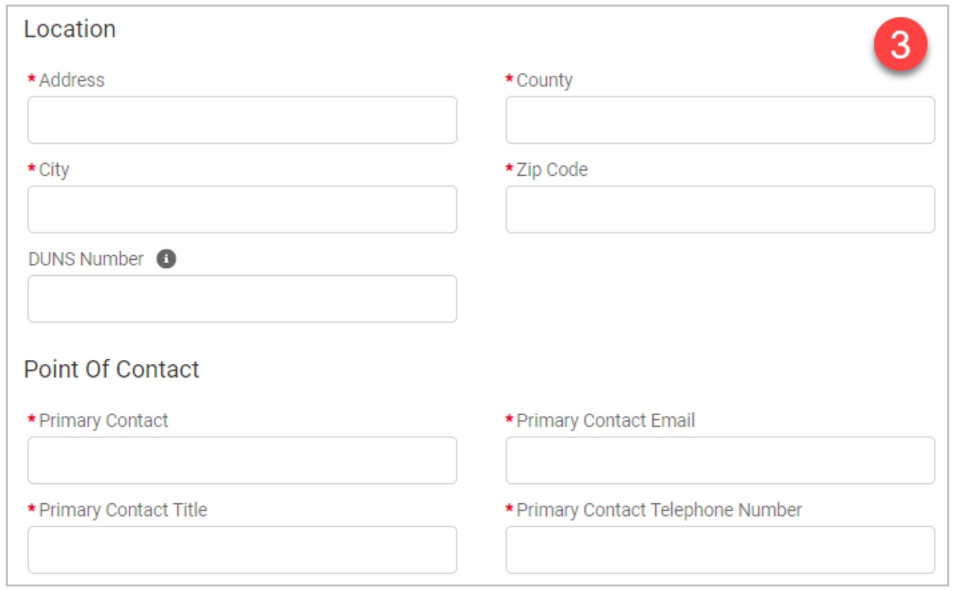


4. Fill out the cover page for the Grant Proposal. The Lead Agency Applicant will pre-populate with the company name provided as user registration. Required fields are noted with a red asterisk (*).

*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.

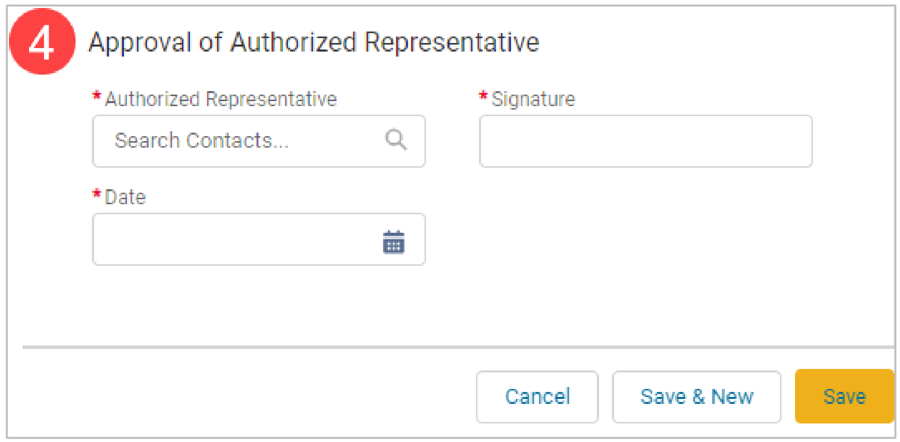


5. Enter in the point of contact. The contact fields are type able fields.



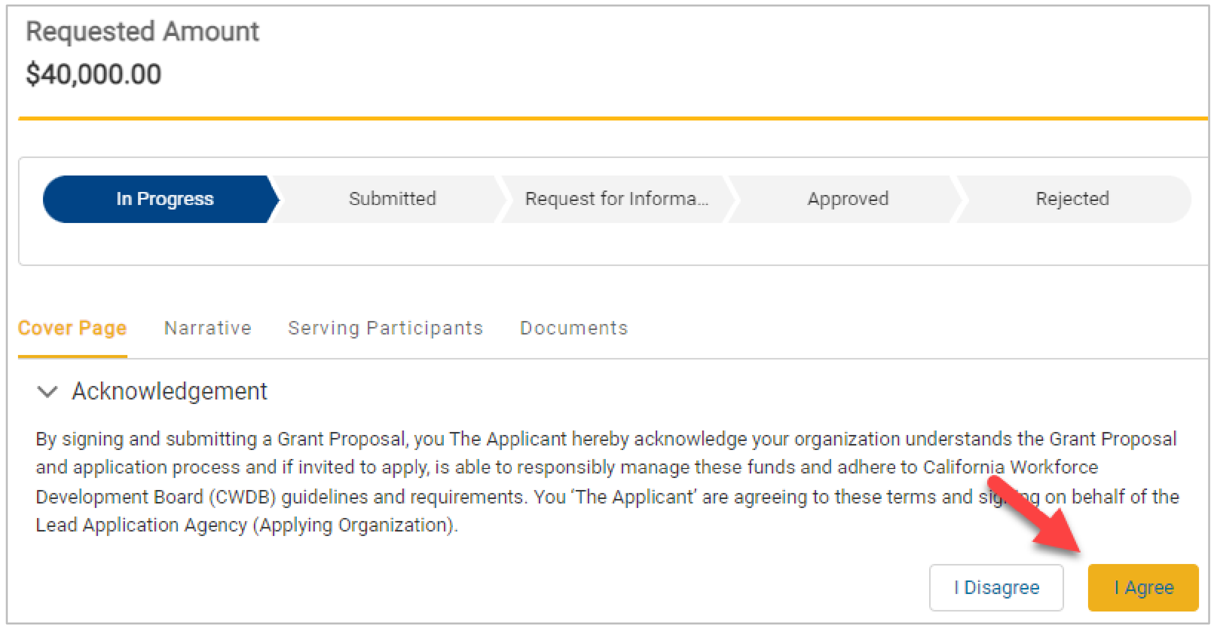
6. Complete the Approval of Authorized Representative section. Click **Save** when the cover page is finished.

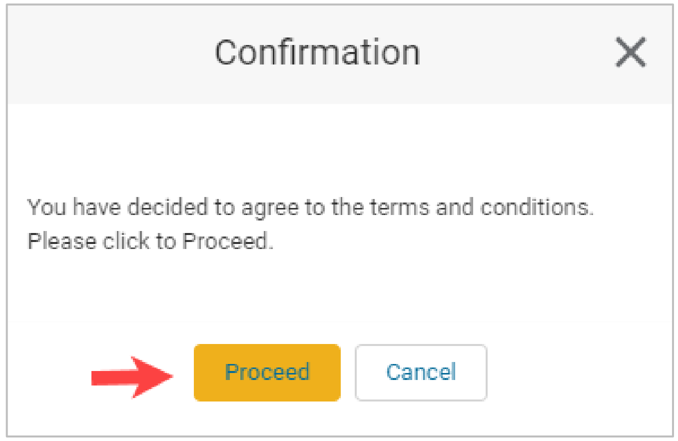
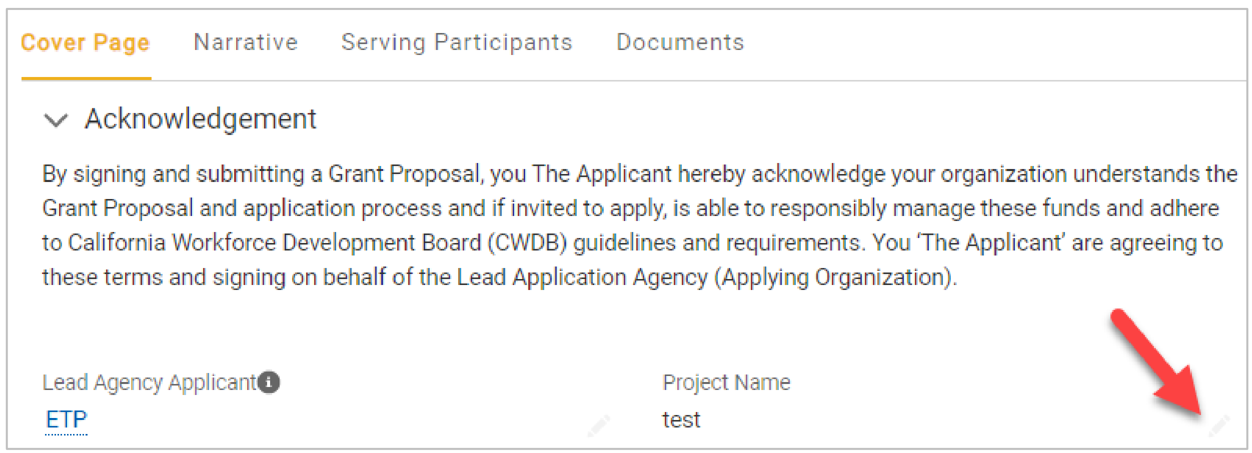
   *Note: **Signature** is a typed field and **Date** must be today or in future, the field will not accept past dates.



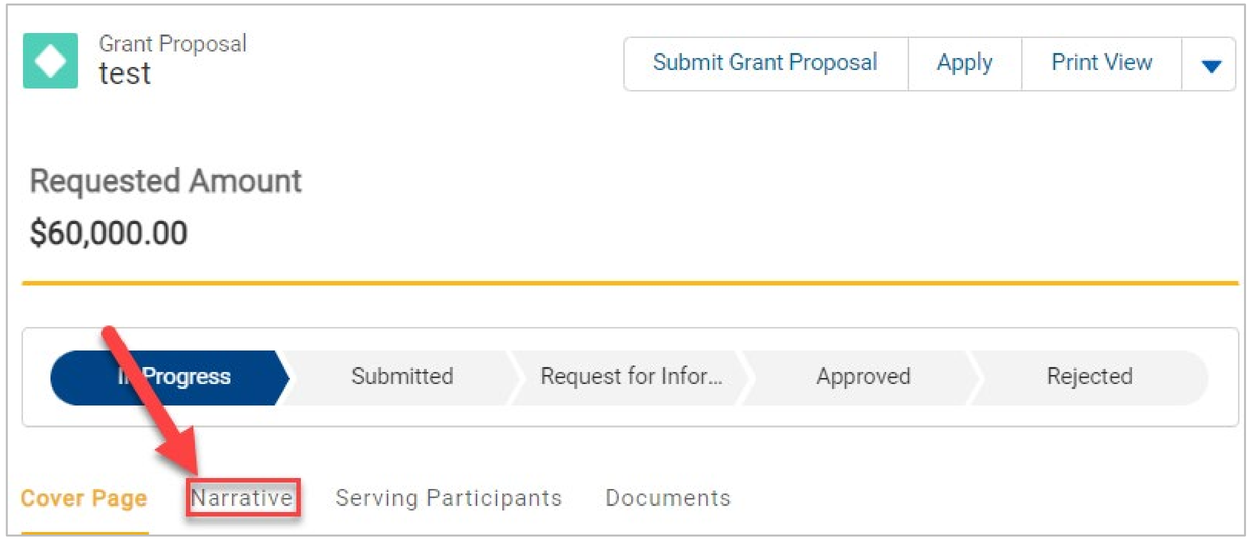
7. You will be taken to the application page. The amount requested and Application Type will appear at the top of the page. The status bar will reflect “In Progress” and you will be on the Cover Page area of the application.

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

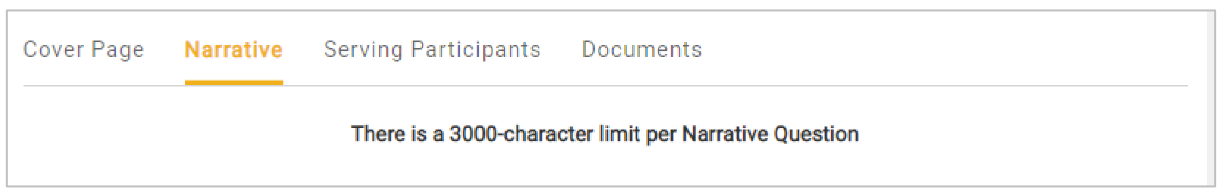


8. A pop-up will appear confirming your choice to agree with the acknowledgment. Click **Proceed** to continue.	
9. You will return to the cover page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field.	

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



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



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

Question - 1

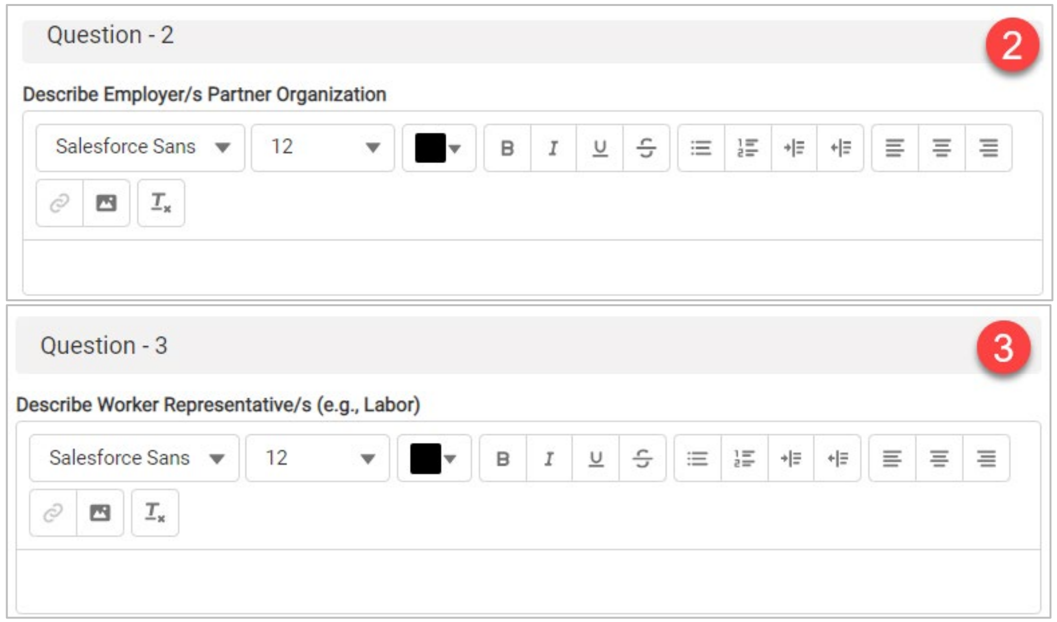
1

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

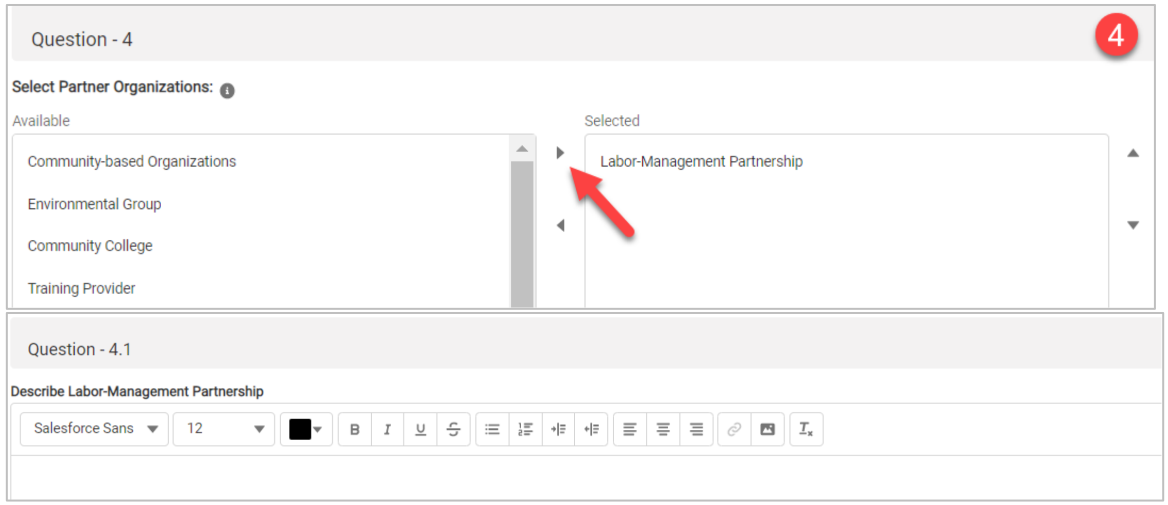
- (●) Planning and Establishing
  - **Research and development to identify and convene key stakeholders** to convene and lead industry and regional conversations, including industry leaders, community-based organizations, labor, environmental and social justice groups, civic leaders, and others
  - **Conducting 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 HRTP** 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

13. Question 2 and 3 are narrative fields

*Note: Narrative questions have a 3000 character limit

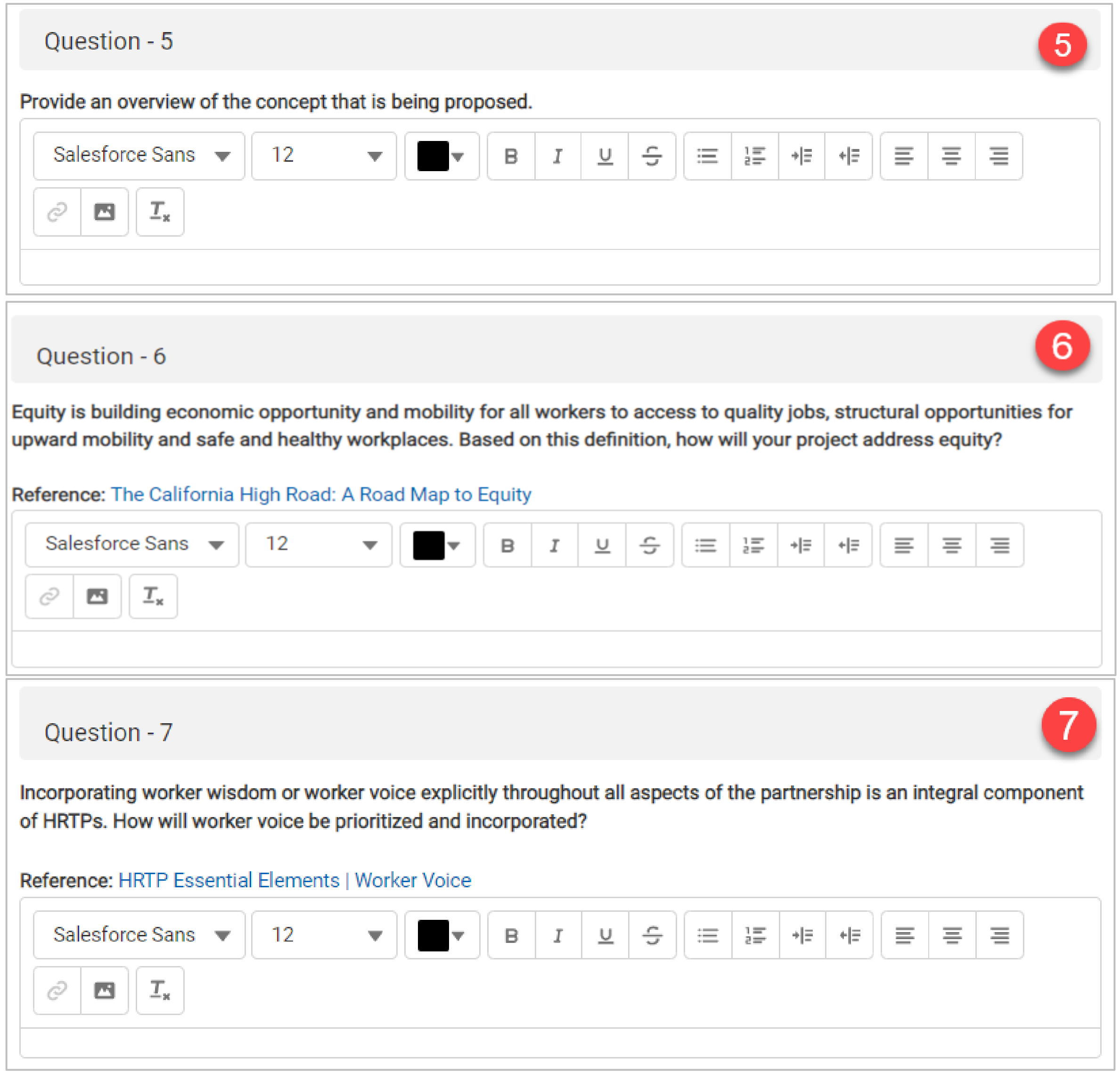


14. Question 4 is a conditional question. Use the right and left arrows to either add or delete available Partner Organizations.
15. Selecting an organization will prompt its corresponding question.



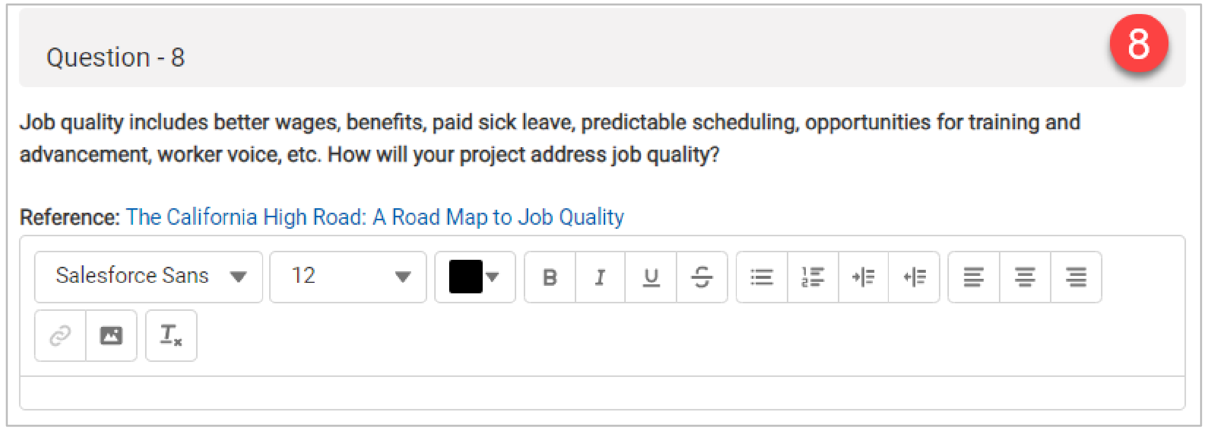
16. Complete all of the fields. There are 2 narrative questions total in this section.

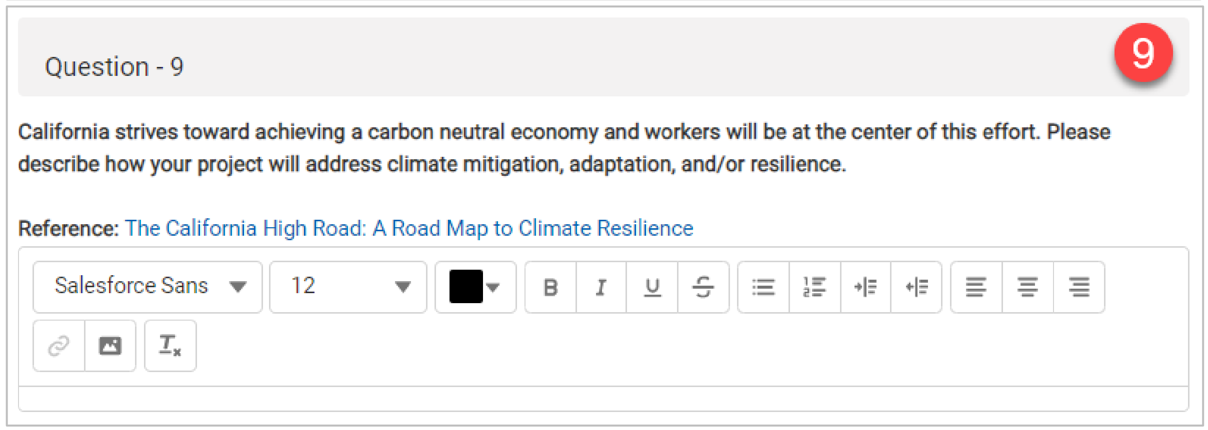
These fields are required at time of submittal.



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

These fields are required at time of submittal

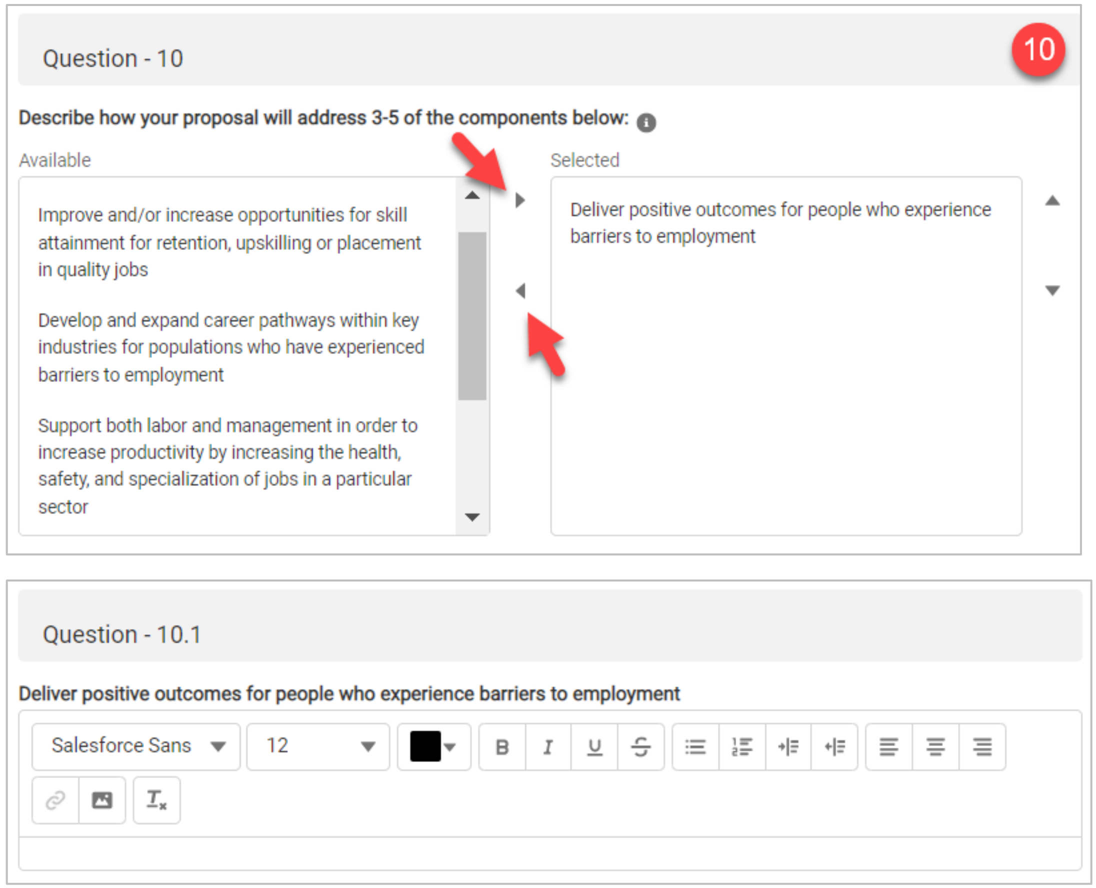




18. For question 10, you are able to select Available questions by selecting your choice and then click the right facing arrow. To delete select your option from Selected and click the left facing arrow.

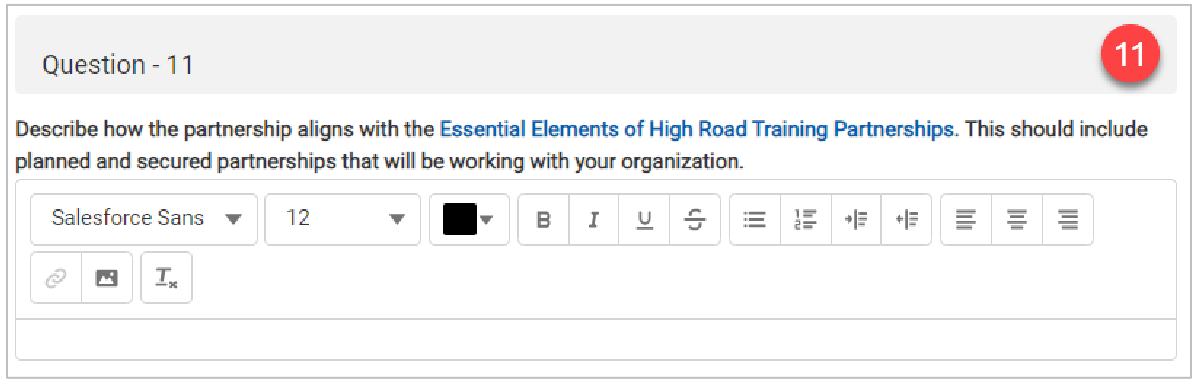
19. Your selected option will prompt a conditional question.

These fields are required at time of submittal



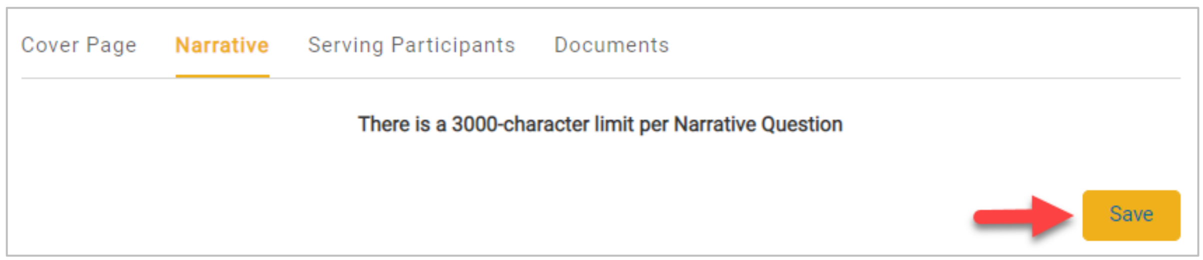
20. Fill in all the fields. There is 1 narrative question total in this section.

These fields are required at time of submittal

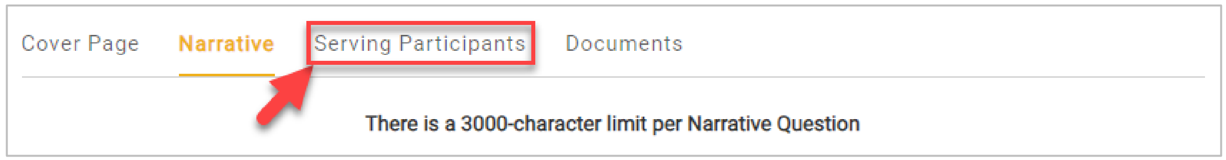


21. When you have finished entering information in the narrative area, navigate to the top of the page and click **Save.**

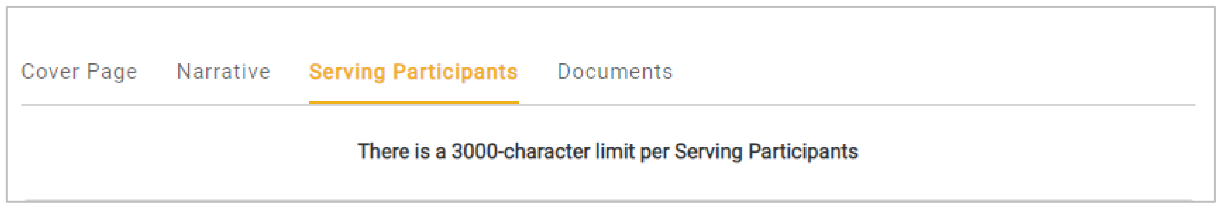
    *Note: Be sure to click **Save** in each area after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked.



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

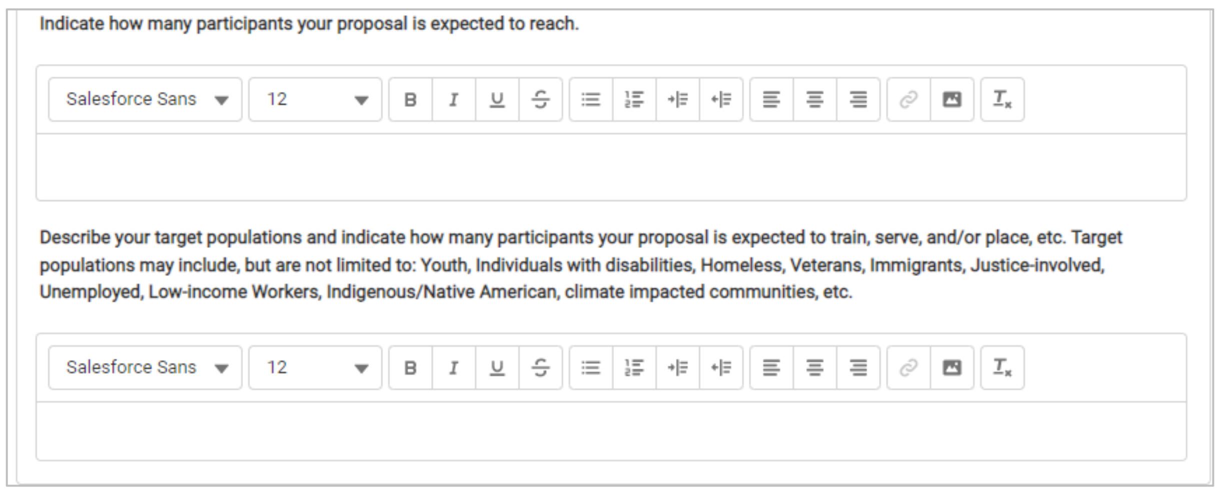


23. At the bottom of the **Serving Participants** tab is a note that there is a 3000-character limit per question.



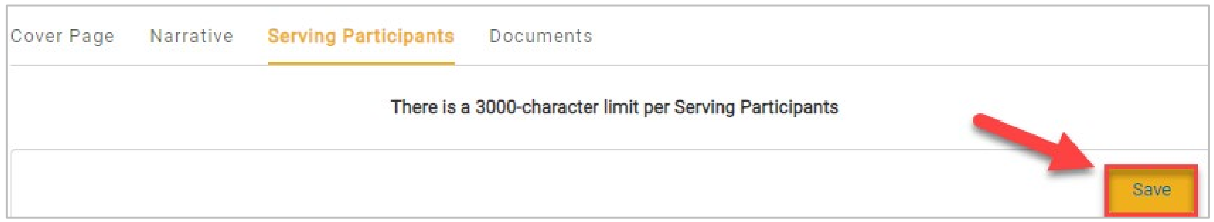
24. Complete all of the fields. There are 2 narrative question total in this section.

These fields are required at time of submittal

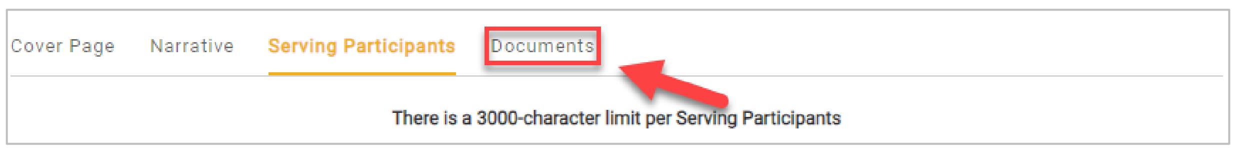


25. When you have finished entering information in the narrative area, navigate to the top of the page and click **Save.**

    *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.

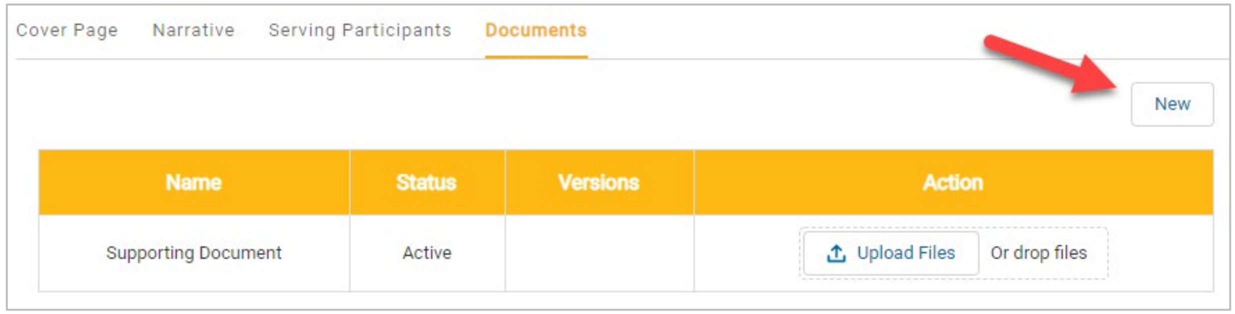


26. To move to the next area of the application, click **Documents** in the Navigation Bar

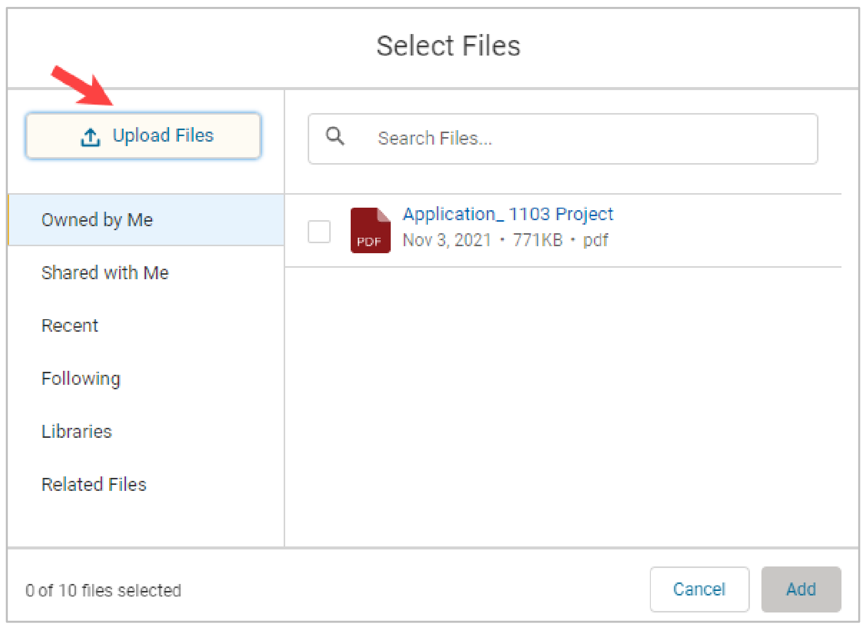


27. To add a file, select the add files button at the top right of the page.

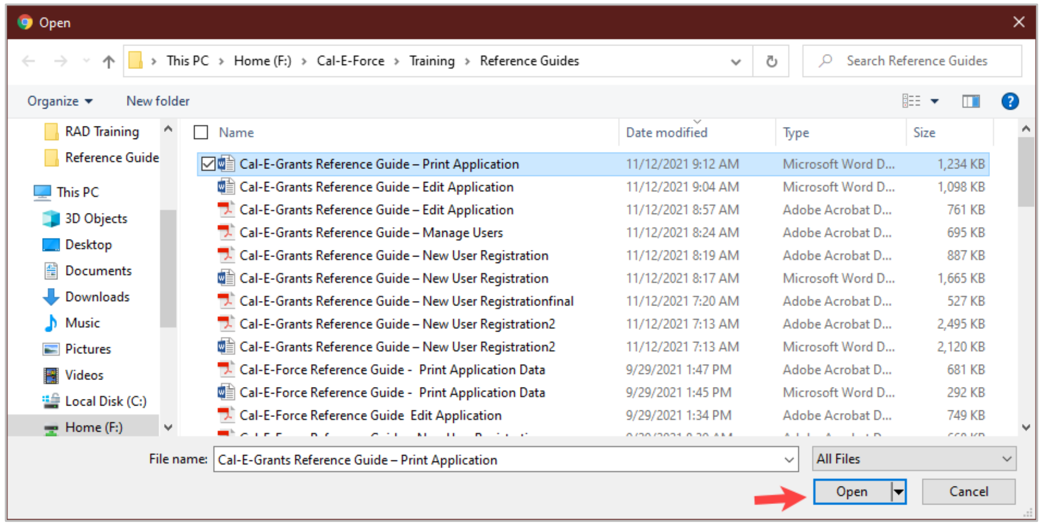
    *Note: There are no required documents for this application



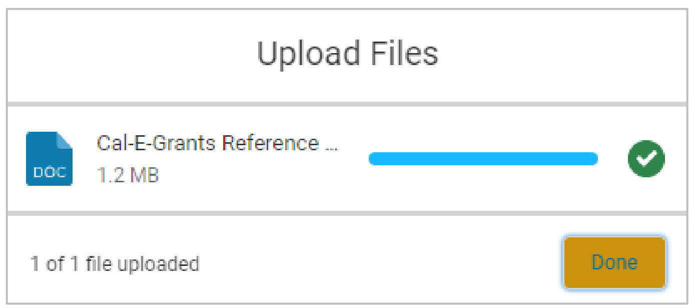
28. Select the upload files button to select the file from your computer.



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.

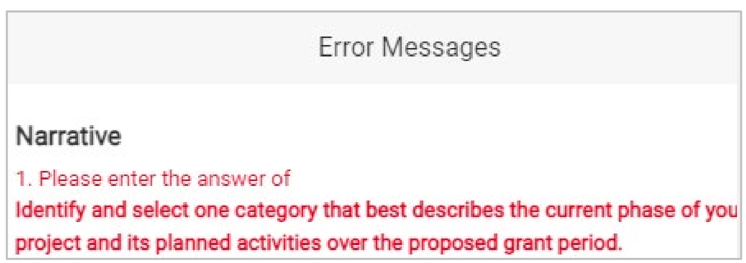


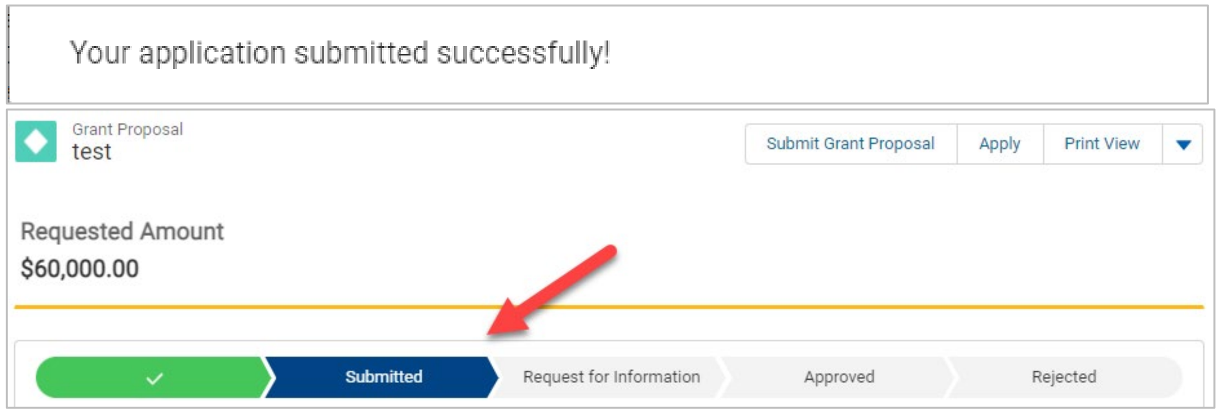
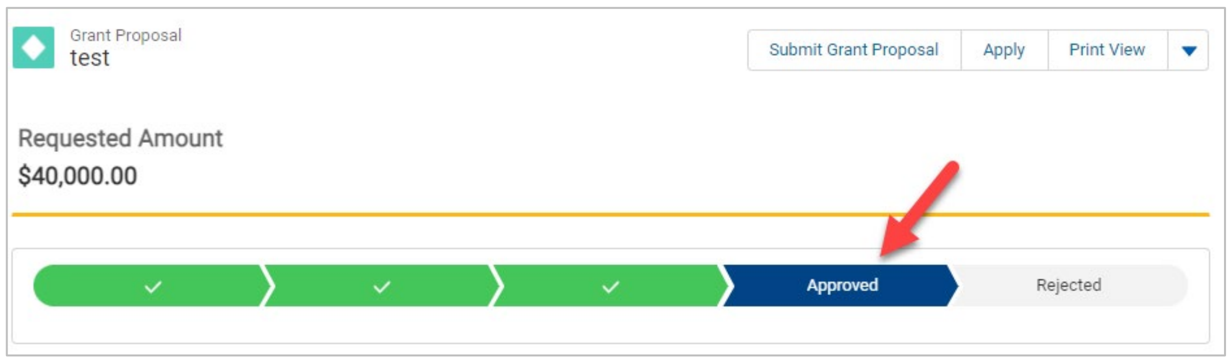
31. The document will now appear in the versions. Repeat the steps to add additional files.

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.

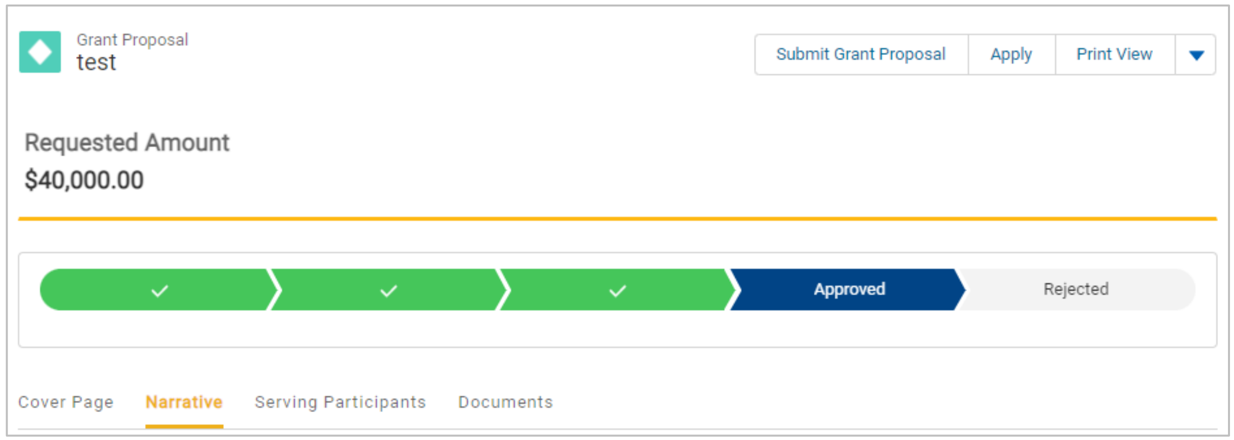
**Note: Once you have formally submitted your grant proposal, you can no longer edit it*

33. If there is any missing information when you attempt to submit. You will receive an error message with the fields requiring information input



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

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 HRTP: RWF Program page: https://cwdb.ca.gov/hrtp-rwf_program/