



HIGH ROAD

CONSTRUCTION CAREERS

High Road Construction Careers
Resilient Workforce Fund (RWF) Program

Open Funding Solicitation

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Section One. Program Overview

Introduction

The California Workforce Development Board (CWDB) is pleased to announce the High Road Construction Careers Resilient Workforce Fund (HRCC: RWF), a new process for applying and awarding grant funds to eligible HRCC projects. The HRCC: RWF Program allows for greater flexibility, multiple grant application opportunities throughout the year, and up to three years of funding per grant. This program will be comprised of multiple funding streams designated for HRCC projects and will allow interested applicants to propose project ideas on an ongoing basis via a rolling grant period.

Background: About the High Road Construction Careers Initiative

As part of the HRCC initiative, the CWDB has invested in eleven pre-apprenticeship training partnerships across the state from a variety of funding sources. These include the California Clean Energy Jobs Act (Prop 39), the Road Repair and Accountability Act (SB1) and California Climate Investments (CCI).

These HRCC partnerships link local Building and Construction Trades Councils (BTCs) to workforce boards, schools, and community-based organizations (CBOs), creating structured pathways—with a standard Multi-Craft Core Curriculum (MC3) and critical supportive services—to state-approved apprenticeship programs in a variety of crafts.

Project Goals

The HRCC: RWF Program intends to support and expand the work of past and present HRCC programs, and its goals therefore align and overlap with those of the HRCC: SB1 Program and the HRCC: CCI Program. These goals include:

- The development of a skilled construction workforce that ensures delivery of high-quality infrastructure projects.
- Increasing access to state-approved apprenticeships in the building and construction trades.
- Serving underrepresented and disadvantaged workers and increasing gender and racial diversity in the trades in the process.
- Establishing models of worker, management, government collaboration that jointly anticipates, plans for, and addresses the future of work.
- Promoting Community Workforce Agreements (CWAs), local hire ordinances, and other relevant policies to ensure robust demand for apprentices and greater access to apprenticeships for disadvantaged communities and priority populations.

Required Partners

Grantees of HRCC: RWF are required to have the following partners:

- The local Building Trades Council(s) in the region
- At least one Joint Apprenticeship Training Committee
- At least one Multi Craft Core Curriculum (MC3) Provider
- At least one Community Based Organization

Target Populations

Applicants must prioritize serving women to increase their representation in the building and construction trades, as per statutory language in SB 1 and the California Unemployment Insurance Code (Section 14230, subdivision e). **Prioritizing women as a target population under HRCC: RWF is required.**

In addition, applicants should prioritize serving one or more of the following target populations *to the extent feasible*:

- **English Language Learners**¹: An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language and (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.
- **Homeless and Housing Insecure**²: A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual's current housing situation.
- **Justice-involved Individuals**³: A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process, and for whom services may be beneficial, or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- **People with Disabilities**⁴: People with Disabilities (PWD) include any individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of said individual, has a record of such impairment, or is regarded as having such an impairment.

¹ WIOA Public Law 113-128, Section 203(7)(a) and (b)

² 42 U.S.C. Section 11302 103(a) and (b)

³ WIOA Public Law 113-128, Section 3(38)(a) and (b)

⁴ 42 U.S.C. Section 12102 1(a)(b)(c)

- **Veterans or Transitioning Service Members**⁵: A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. A Transitioning Service Member is defined as an individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of separation.⁶
- **Youth**⁷: For the purposes of this RFA, a youth is defined as an individual who meets WIOA eligibility criteria for either in-school youth (ISY) or out-of-school youth (OSY).
- **Immigrants/Refugees**⁸: An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.
- **Other Under-resourced Communities**: Includes but is not limited to: residents of disadvantaged communities⁹, low-income communities¹⁰, low-income households¹¹, underserved populations as defined under Executive Order 13985¹², Native American communities, Communities of Color, and unemployed individuals. Applicants will be asked to provide a clear definition of any target populations not defined in this document.

Outcomes

Successful HRCC: RWF applicants will determine their performance goals, targets, deliverables and outcomes. If awarded, HRCC grantees will be required to document, evaluate, and report on progress throughout the grant term, including a final evaluation of work achieved at the end of the grant term. Outcomes must be measured through qualitative and/or quantitative methods, depending on the partnership's proposed outcomes. The CWDB will provide additional instructions on reporting outcomes to awarded applicants.¹³

⁵ 38 U.S.C. Section 101

⁶ [DOLETA Definitions](#)

⁷ WIOA Public Law 113-128, Section 129(a)(1)(B)

⁸ WIOA Public Law 113-128, Sections 167(1) and 188(a)5

⁹ Disadvantaged communities are identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in [CalEnviroScreen 3.0](#) – a screening tool used to help identify communities. The map of SB 535 disadvantaged communities can be found on the CalEPA's [Office of Environmental Health Hazard Assessment \(OEHHA\)](#) website.

¹⁰ Low-income communities (LICs) are census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to [California Health and Safety Code, Section 50093](#).

¹¹ Low-income households (LIHs) are those with household incomes at or below 80 percent of the statewide median income or with household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to Section 50093.

¹² <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>

Eligible Applicants

The CWDB recommends the same Fiscal Agent from previous or current HRCC Programs be the Fiscal Agent for this grant to ensure aligned coordination and grant administrative support; however this is not a requirement.

If the applicant is not the existing HRCC Fiscal Agent, then the applicant must obtain a signed letter from all local Building Trades Councils represented in the region, providing authorization to apply on behalf of the region.

The entity who applies on behalf of the region will assume the role of the Fiscal Agent for the funding. Eligible applicants include, but are not limited to:

- BTCs, Central Labor Councils, and other labor organizations
- Local workforce development board
- Non-profits and community-based organizations

The CWDB strongly recommends the Fiscal Agent have experience managing state and/or federally funded grants and organizing and capacity for coordinating project teams comprised of representatives from multiple organizations. The Fiscal Agent will be the first point of contact for the CWDB and is responsible for organizing, coordinating, and reporting on regional activities, data, deliverables, and outcomes of the project and partnership.

Significant dates, including cutoff dates and review periods will be posted on the [HRCC: RWF webpage](#).

HRCC Regions

The CWDB will invest in a single HRCC pre-apprenticeship partnership in each region of California. These regions are based on groupings of Building Trades Council jurisdictions and comports closely with the State Plan Regional Planning Units. Regions are outlined below:

Region	Counties	Local BTCs
1	<ul style="list-style-type: none"> • Alameda • Contra Costa • Napa • Solano 	<ul style="list-style-type: none"> • Alameda BTC • Contra Costa BTC • Napa-Solano BTC
2	<ul style="list-style-type: none"> • San Francisco • San Mateo 	<ul style="list-style-type: none"> • San Francisco BTC • San Mateo BTC

Region	Counties	Local BTCs
	<ul style="list-style-type: none"> • Santa Clara 	<ul style="list-style-type: none"> • Santa Clara – San Benito BTC*
3	<ul style="list-style-type: none"> • San Benito • Santa Cruz • Monterey 	<ul style="list-style-type: none"> • Santa Clara – San Benito BTC • Monterey – Santa Cruz BTC
4	<ul style="list-style-type: none"> • San Bernardino • Riverside 	<ul style="list-style-type: none"> • San Bernardino – Riverside BTC
5	<ul style="list-style-type: none"> • San Diego • Imperial 	<ul style="list-style-type: none"> • San Diego BTC • Imperial BTC
6	<ul style="list-style-type: none"> • Ventura • Santa Barbara • San Luis Obispo 	<ul style="list-style-type: none"> • Tri-Counties BTC
7	<ul style="list-style-type: none"> • Marin • Mendocino • Lake • Sonoma 	<ul style="list-style-type: none"> • North Bay BTC
8	<ul style="list-style-type: none"> • Los Angeles • Orange 	<ul style="list-style-type: none"> • LA/Orange County BTC
9	<ul style="list-style-type: none"> • Humboldt • Del Norte • Shasta • Trinity • Lassen • Tehama • Modoc • Siskiyou 	<ul style="list-style-type: none"> • Humboldt – Del Norte BTC • Northeastern BTC

Region	Counties	Local BTCs
10	<ul style="list-style-type: none"> • Fresno • Madera • Tulare • Kings • Kern • Inyo • Mono • San Joaquin • Calaveras • Alpine • Stanislaus • Merced • Mariposa • Tuolumne 	<ul style="list-style-type: none"> • Fresno – Madera – Tulare – Kings BTC • Kern – Inyo – Mono BTC • San Joaquin – Calaveras – Alpine BTC • Stanislaus – Merced – Mariposa – Tuolumne BTC
11	<ul style="list-style-type: none"> • Colusa • Glenn • Sutter • Yuba • Butte • Plumas 	<ul style="list-style-type: none"> • Mid-Valley BTC
12	<ul style="list-style-type: none"> • Sacramento • Yolo • Amador • Nevada • Placer • El Dorado • Sierra 	<ul style="list-style-type: none"> • Sacramento – Yolo – Amador – Nevada – Placer – El Dorado – Sierra BTC

Note: For BTCs with overlapping counties, the BTC can choose to partner with one or both regions based on the needs of the partnership and existing programs.

Proposing a New HRCC Region

Several HRCC regions contain more than one local Building Trades Council. In these cases, applicants may propose the creation of a new region as long as it aligns with one or more Building Trades Council jurisdictions. To initiate this process, applicants should email HRCC@cwdb.ca.gov.

Section Two. Process and Timeframes

Event	Details
Grant Proposal	Grant Proposals (Proposals) can be submitted via the Cal E-Grants portal . Proposals will be evaluated during designated periods within each quarter. Proposals must be received by 5:00 p.m. on the first business day of each quarter (JAN, APR, JUL, and OCT) in order to be considered that quarter.
Grant Proposal Review	The Proposal review period will be approximately 3-5 weeks
Invitation to Apply	Successful Proposals will be invited to complete a full Application via the Cal E-Grants portal.
Applications Due	Successful Grant Proposals will receive notification that they have been invited to apply for a specified funding amount. Once invited to complete an application, the applicant will have up to 4 weeks to do so.
Award Announcement	Awards will be announced on a quarterly basis.
Grant Term	Up to three years from the contract start date.

All dates after the full application submission deadline in [Cal-E-Grant website](#) may adjusted without an addendum to this Solicitation for Funding Opportunity.

Significant dates, including cutoff dates and review periods will be posted on the [HRCC RWF webpage](#).

Grant Proposal Deadlines

Grant proposals will be submitted on a quarterly basis and according to the following quarterly

calendar:

- January 1 – March 31: Due April 1 by 5:00 PM PST
- April 1 – June 30: Due July 1 by 5:00 PM PST
- July 1 – September 30: Due October 1 by 5:00 PM PST
- October 1 – December 31: Due January 1 by 5:00 PM PST

If the first falls on a weekend or holiday, proposals are due the first business day after the first. Example: If January 1 is on a Saturday, proposals will be due January 3, the following Monday, by 5:00PM PST.

Section Three. Grant Proposal and Application Submission Instructions

Applying for HRCC RWF funding entails a two-step process, described below. In each step of the process applications must be submitted electronically through the [Cal E-Grants website](#). Only applications submitted through the Cal E-Grants application portal will be considered. Paper applications will not be accepted and will be automatically disqualified.

The application can be accessed through the [Cal E-Grants website](#) under the **Funding Opportunities** tab at the top of the Cal E-Grants website then selecting this grant's link under **CWDB Grant Opportunities**.

Step 1: Grant Proposal

Interested applicants will submit an initial Grant Proposal on the Cal E-Grants portal. Proposals will be reviewed and evaluated by the CWDB. [Essential Elements of High Road](#). By responding to the prompts, the Grant Proposal should provide an overview of the project concept.

The grant proposal will serve as a screening tool and will be reviewed and evaluated to determine whether it meets the criteria outlined in this solicitation. Upon After submitting a grant proposal, applicants will either be invited to apply or notified by the CWDB that the proposal has not been accepted. Grant Proposals that successfully meet the CWDB's [evaluation criteria](#) will be invited to submit an application as described in Step 2.

Step 2: Application

Applicants whose Grant Proposal is selected will be invited to submit an Application through the Cal E-Grants system. In this step, prospective grantees will be invited to apply for a specified funding amount based on information submitted in the Grant Proposal process described above.

In this step, applicants will complete a full application package which includes necessary documentation required to enter into a contract with CWDB HRCC. The complete Application

will include a detailed work plan, deliverables, partner commitments, participant plan (if applicable), and comprehensive budget exhibits.

Creating and Logging in to Your Cal E-Grants Account

Creating an account on Cal E-Grants is the first action grantees must take in the application process. Applicants will not be able to access the online Grant Proposal without first creating an individual account.

If you do not already have an account for the [Cal E-Grants website](#), please click the **Sign Up** link in the middle of the webpage. If a Cal E-Grants account already exists for your organization, please request your organization's primary account holder add the applying user via the system's "Add User" function. Otherwise, please continue to register for a User Account by providing the required information.

After completing the Sign-Up Request process, an email will be sent to the email address provided, containing your username and instructions to log in.

Once logged in, select the 'Apply' Button in the right-hand corner of the page.

Help resources are available on [CWDB's HRCC: RWF web page](#).

Grant Proposal Elements (Open to All)

For Step 1 of the application process, applicants will be asked to complete the elements described below:

Cover Page

Applicants will be asked to input information about their organization and proposed project, including the below:

- Lead Agency Applicant
- Project Name
- Whether the project is serving participants
- Requested Funding Amount
- Matching Funds*
- Total Project Budget
- Applying Organization's Contact Information
- Applying Organization's DUNS Number
- Primary Point of Contact Information

*Matching funds are encouraged but not required.

Narrative

Applicants will be asked to respond to the following prompts in the narrative section:

- Identify the HRCC region for which the applicant is applying.

- Identify the category or categories that best describes the planned activities.
 - Research & Development
 - Partnership Building
 - Capacity Building
 - Training Program Development
 - Training Program Implementation
 - Participant Service Delivery
- Provide an overview of the concept being proposed.
- Describe why the proposal is needed.
- Describe how the proposal will be implemented.
- Describe how the project will engage and train one or more target populations.
- Provide a high-level overview of how requested funds will be allocated.

Participants

Indicate how many participants your proposal is expected to train, serve, and/or place into employment, education, apprenticeship, etc.; and describe the target populations your proposal intends to reach. Target populations may include, but are not limited to, the list provided in the [Target Populations](#) section of this document.

Application Elements (Invitation Only)

Selected applicants will be able to access the HRCC: RWF Application when invited to do so.

The sections below describe the required information applicants should submit in each section of the online HRCC: RWF Application.

Cover Page

In the spaces provided, please enter all required information. The Cover Page is the beginning of the application. It serves to identify the applicant/organization and all details related to Project Information, Project Cost (Requested Award Amount), Location, and Points of Contact (Primary and Fiscal, and Authorized Representative). This should be completed by the Lead Agency Applicant applying for grant funds.

Serving Participants

Applicants will need to determine whether or not their project is serving participants. If participants are being served, participants must meet target population eligibility. Reporting, data entry, and case management will be required.

If "Yes" is selected for "project serving participants" a Participant Plan must be completed later in the application. Upon review, the state may determine that a project is serving participants (if "No" was selected). If this occurs, completion of the Participant Plan, data entry, and case management will be required for award.

Project Narrative

In the space provided, using the prompts, provide details about the project proposal and framework. There is a 3,000-character limit per text box.

Deliverables

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

Expenditure Plan

This tab must be completed prior to completing any other Budget related tab. The applicant must enter quarterly spending projections for grant funds. Quarterly Planned Expenditures refers to the amount of funding the applicant is requesting from the CWDB. Responses from the Expenditure Plan will pre-populate/validate responses in other sections. You may receive an error message or experience lost data as a result of not completing this tab first.

In the spaces provided in Section I: Funding Plan, provide figures for Total Administration, Total Program Cost (Requested Award Amount minus Administration Costs), and the amount of Leveraged/Match Funds.

In the spaces provided in Section II: Expenditure Plan, provide quarterly spending projections for both grant funds and leveraged/matching funds. Quarterly Planned Expenditures refers to the amount of funding an applicant is requesting from the CWDB. Quarterly Planned Match refers to leveraged funds as match contribution.

Budget Narrative

In the spaces provided, provide details related to proposed total line-item allocations. The total line-item allocations entered in this section should correspond with each line item in the Budget Summary.

Provide enough detail to justify each line-item allocation. Each line item contains information and specific details 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.

Supplemental Budget

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

The application process does not act as procurement nor does it waive local, state and federal procurement rules and requirements. All contractual services must be competitively procured in accordance with state and federal procurement regulations and policies and type of

procurement must be outlined in the Supplemental Budget. All resources applicable to procurement are linked within the Supplemental Budget.

Applicants must categorize contracted funds as either a Contractual Service or Subrecipient. Review [WSD 18-06](#) (also found within the Subrecipient and Contractors section of the Supplemental Budget) to distinguish between the two. Upon review, the state may determine that a Subrecipient is a contractor. If this occurs, procurement would be required. See the [Procurement](#) section of this document for additional information.

Budget Summary

In the spaces provided, list all line item allocations of the proposed budget. Costs are divided into two categories: **Grant Funds** and **Leveraged Funds (Match)**. **Grant Funds** refers to the amount of funding you are requesting from the CWDB. **Leveraged Funds (Match)** refers to leveraged funds as a matching contribution—these funds are encouraged but not required. Instructions are provided below to assist with this section.

Grant Funds

All grant funds must be allocated to a line item. Select the line item that best fits. For costs that do not fit under any of the available line items use the "Other" line item (you will have to provide details/description for "Other Costs" on the Budget Narrative).

Total Grant Funds = Total amount of funding applicant is requesting from the CWDB. This amount will auto populate once the Budget Summary table is filled out.

Administrative Costs = Amount of requested funds that will go towards administrative costs to operate/manage the grant. Administrative costs cannot exceed 20% of grant funding. Applicant will manually enter this amount. This should match what was entered on Exhibit E – Expenditure Plan.

Program Costs = Amount of requested funds that will go towards the grant program itself. This amount will auto populate once Administrative Costs are entered by applicant.

Additional clarity for select line items (common questions received):

- **Number of full-time equivalents:** Total of individual FTE for all staffed positions outlined on Budget Narrative.
- **Staff Benefit Rate:** Average staff benefit rate from all staffed positions outlined on Budget Narrative.
- **Small Purchase:** Equipment items with a unit cost of under \$5,000.
- **Equipment Purchase:** 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. Additional guidance/instructions found on the Supplemental Budget.
- **Contractual Services:** Definitions/guidance can be found on Supplemental Budget ([Subrecipient and Contractor Distinctions WSD 18-06](#)).

- **Subrecipient:** Definitions/guidance can be found on the Supplemental Budget ([Subrecipient and Contractor Distinctions WSD 18-06](#)).

If grant funds are allocated to Equipment Purchases, Leased Equipment, Contractual Services, or Subrecipient line items, the Supplemental Budget must be completed.

Work Plan

The Work Plan is a tool to help the applicant plan various components and milestones leading to achievement of project deliverables and assist CWDB staff to better understand and support associated objectives. In the spaces provided, provide details related to the proposed Objectives and/or Activities, along with the Estimated Completion Date for each. All Objectives and Activities must occur within the grant term period.

Awardees must provide details on the activities to occur on a quarterly basis throughout the grant term along with their estimated completion dates. This information should align with the scope of work, goals, and deliverables outlined in the project narrative and throughout the application.

Activities can carry over between quarters, but this must be clearly outlined. For activities that span multiple quarters, enter the detail of that activity in the first quarter that it occurs. For subsequent quarters, enter “continue [activity name]” and in the last quarter it occurs “complete [activity name].”

Participant Plan

If a project is serving participants (as indicated on the Cover Page), this tab will be visible on the Application. If serving participants was not indicated on the Cover Page, this tab will be hidden.

In the spaces provided, please identify the Target Populations, and the Number of Participants the project plans to enroll, serve, and place. Placement details must be captured if applicable in order for participants to be counted under the placement categories (as an outcome of the project).

For more information, refer to the [Target Populations](#) section of this document.

Partner Roles & Responsibilities

In the spaces provided, list all partnering organizations and their roles and responsibilities as part of the HRCC: RWF Program and any leveraged/matching funding if applicable. Add lines as needed. Employer(s) and Worker Representative(s) are required partners. **Please do not list the CWDB as partner. The CWDB is the funder/lead grant administration.**

Section Four. Funding Requirements

Funding

In the 2021/2022 State Fiscal Year budget, funds are provided through the California General Fund. All awards are subject to availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The CWDB reserves the right to adjust the total number, duration, and amount of each grant award, including allocating additional funds above the requested amounts.

Funding amount requests should be clearly justified and outlined within the Narrative, Budget Summary, and Budget Narrative – including a breakdown of all costs within a line item and thorough descriptions captured under “Budget Narrative.” The CWDB reserves the right to request additional information as needed.

No obligation or commitment of funds will be allowed prior to or beyond the grant term end date. Any grant funds not expended during the grant period will be returned to the state.

The CWDB and EDD reserve the option to extend grant periods within the term limits placed on the funding appropriation and with proven justification.

Allowable Use of Funds

The use of funds awarded in the RFA is governed by state and federal directives, and the federal Office of Management and Budget (OMB) Guidance for Grants and Agreements ([Uniform Guidance for Federal Awards 2 CFR Part 200](#)). Appendix B describes the general requirements pertaining to these funds. Monitoring and/or Program Audits may occur. Funds awarded through this funding cannot be used to purchase real property or construct buildings.

A maximum of 20% of the total project budget will be allowed for administrative costs. The 20% administrative cap should include indirect costs and administrative activities. The definition of administrative costs is provided in Appendix A.

Indirect Costs

Indirect cost rates fall under administrative costs and cannot exceed 20%. A negotiated indirect cost rate (NICRA) can be over 20%, and this is allowable. However, administrative costs must remain below 20% for this grant.

Indirect costs and administrative costs are related but not interchangeable. Indirect costs are costs that are not directly attributable to the grant. They can be both program costs and administrative costs. Direct costs are costs that are directly attributable to the grant, and again, can be program and/or administrative costs. Some entities may charge all administrative costs

indirectly (note: do not charge any program costs indirectly), which would make their indirect cost rate and administrative percentage the same. If that is not the case, the indirect cost rate and administrative percentage are likely different percentages. If an organization only includes administrative costs in their NICRA, and their NICRA is over 20%, it would indicate the administrative percentage exceeds the limitation. If their NICRA includes program costs, and it is over 20%, the organization would need to ensure that the administrative portion of those costs remains under 20%.

Please review the [Indirect Cost Rates Active Directive](#) for further information.

Procurement

Procurement requirements: If purchase is over \$2,500, Fiscal Agents must obtain three competitive quotes to justify that the cost of the equipment is reasonable. Fiscal Agents will not need to submit quotes to the CWDB but are required to obtain and keep them on file in the event they are monitored. This pertains to individual unit purchases over \$2,500 as well as purchase orders. For example, a purchase of 10 laptops at \$500 each would generate a purchase order of \$5,000 and would require three competitive quotes to justify the purchase.

Sole source procurement: If the purchase is a sole source purchase (only one vendor capable of providing an item or service, therefore it is not possible to obtain competitive bids) justification must be provided on why the purchase cannot be competitively procured and why the provider was selected.

All sole source purchases (regardless of price) will require a Proprietary Letter, a letter from the entity explaining they own rights to their specialized good or services. Fiscal Agents will not need to submit this letter to the CWDB but are required to obtain and keep it on file in the event they are monitored.

Section 5. Scoring Criteria

Applications will go through a two-step review process. The initial Grant Proposal will be reviewed using the scoring criteria outlined below to ensure that it adheres to the requirements outlined above. Grant Proposals that do not meet this scoring criteria will not be considered for funding.

Project Scoring Detail

The table below details the scoring criteria applicable to each question of the Grant Proposal.

Question	Points
Provide an overview of the concept being proposed.	20
Describe why the proposal is needed.	25

Question	Points
Describe how the proposal will be implemented.	25
Describe how the project will engage and train one or more target populations.	20
Describe a high-level overview of how requested funds will be allocated.	10
Total Points	100

Rejection of Funding Request

The CWDB reserves the right to waive any immaterial deviation in an application; however, the waiver of an immaterial deviation in an application shall not modify the document or excuse the successful applicant from full compliance with the application requirements after the contract is awarded.

A Grant Proposal and/or subsequent Application shall be rejected for any of the following:

- The application is incomplete or fails to meet the solicitation specifications and/or basic application requirements.
- The application contains false or misleading statements or references which do not support an attribute or condition contended by the applicant. The application shall be rejected if, in the opinion of the CWDB, such information was intended to erroneously mislead the state in its evaluation of the application.
- The applicant has received a substantive negative contract evaluation from the State of California.
- The applicant has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990.
- The applicant is deemed not responsible (e.g., has not paid taxes, has no business license, has submitted an application when license is subject to suspension on the date of the application opening and/or award of the contract or during the proposed term of the agreement, submitted an application without an authorized signature, falsified any information in the application package, or has provided poor performance on a previous contract with the CWDB)
- It is found, upon license verification with the Contractor's State Licensing Board that an Applicant's license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the agreement.

Appeal

If the applicant disputes an action taken by the CWDB, the applicant may appeal to the CWDB's Executive Director or designee. Appeals shall be filed within seven (7) calendar days of the

applicant's notification of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Executive Director, and 3) include any documentation relating to the dispute.

The CWDB's Executive Director will review the correspondence and related documentation and render a decision on the appeal, except in those cases where the applicant withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the applicant and the Executive Director.

Disposition of Application

All materials submitted in response to this RFA will become the property of the CWDB, and as such, are subject to the Public Records Act (Gov. Code, § 6250, et seq.). The CWDB will disregard any language purporting to render all or portions of any application confidential.

After applications are evaluated and the notices of intent to award have been posted, all applications shall be available for public inspection. However, the contents of all applications, draft RFAs, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of an applicant's application shall be held in the strictest confidence until the award is made. The content of all working papers and discussions relating to an application shall remain confidential indefinitely by the CWDB unless the public's interest is best served by disclosure due to pertinence to a decision, agreement, or the evaluation of an application. An applicant's disclosure of this subject is a basis for rejecting an application and ruling the applicant ineligible to participate further in the process.

Section Six. Reporting Requirements

For grantees (applicants selected for funding), the following requirements will be required.

Quarterly Narrative & Reporting

The CWDB uses a Salesforce-based system for grantees to report project progression. Additional guidance on this process will be provided to awarded projects.

Grantees are required to report and submit quarterly narrative reports including, but not limited to: activities and milestones, successes and challenges, participant data (if directly serving participants), lessons learned, best practices, and partnerships.

Periodic Review and Information Requests

The CWDB may conduct periodic reviews or request information from awarded projects as needed throughout the grant term.

If a funding recipient is not performing in accordance with program requirements, the recipient will be subject to remedies for non-performance.

Grant Oversight

CWDB staff will provide day-to-day grant oversight, administrative assistance, and project management—this includes contract, fiscal, reporting, and grant technical assistance.

CWDB Support

CWDB staff are available to respond to questions about the HRCC RWF at HRCC@cwdb.ca.gov.

Invoicing

Invoices will be submitted through Salesforce. CWDB will provide grantees with additional information on this process.

Under no circumstances will the CWDB pay for services provided prior to the start date or the final contract approval of the State, whichever is later. Final approval occurs when all parties have signed the Standard Agreement, with the latest signature date serving as the date of final approval.

The CWDB will compensate the Contractor for services satisfactorily rendered and upon receipt and approval of the invoices, in accordance with the approved Budget Summary. The total invoiced amount shall not exceed the award amount. The Grantee shall maintain thorough accounting ledgers to support all charges and year-to-date expenditures of grant funds.

This grant operates on a reimbursement structure. Fiscal Agents are required to invoice monthly to receive payment from CWDB. 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.

Section Seven. Appendices

The appendices in this section contain examples, explanations, and concepts of standard contracting language and templates that will be included in the contract of awarded grantees.

Appendix A – Sample Standard Agreement

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES STANDARD AGREEMENT STD 213 (Rev. 03/2019)		AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (if Applicable)	
1. This Agreement is entered into between the Contracting Agency and the Contractor named below:				
CONTRACTING AGENCY NAME The California Workforce Development Board (CWDB)				
CONTRACTOR NAME (Successful Respondent)				
2. The term of this Agreement is:				
START DATE 9/1/2020				
THROUGH END DATE 8/31/2022				
3. The maximum amount of this Agreement is:				
4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.				
Exhibits	Title			Pages
Exhibit A	Scope of Work			
Exhibit B	Budget Detail and Payment Provisions			
Exhibit C *	General Terms and Conditions			
+				
-				
<i>Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at https://www.dgs.ca.gov/CLS/Resources</i>				
IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.				
CONTRACTOR				
CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)				
CONTRACTOR BUSINESS ADDRESS		CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING		TITLE		
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED		
STATE OF CALIFORNIA				
CONTRACTING AGENCY NAME California Workforce Development Board				
CONTRACTING AGENCY ADDRESS 800 Capitol Mall, Suite 1022		CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING Laura Caputo		TITLE		
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL		EXEMPTION (if Applicable)		

Sample Standard Agreement (Continued)

Exhibit A - Scope of Work

Scope of Work

1. This Agreement is entered into by and between the California Workforce Development Board, hereinafter referred to as CWDB, and XXXXXXXXXXXX, hereinafter referred to as the Contractor, for the purpose of providing workforce training services in accordance with this Solicitation.
2. The project representatives during the term of this agreement will be:

State Agency

California Workforce Development Board
ATTN: Clemente Vizcarra
800 Capitol Mall, Suite 1022
Sacramento, CA 95814
Clemente.Vizarra@cwdb.ca.gov

Contractor

Exhibit B – Budget Details and Payment Provisions

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval.

A. Invoicing and Payment

1. For services satisfactorily rendered and upon receipt and approval of the invoices, CWDB agrees to compensate the Contractor in accordance with Exhibit 7, Budget Summary. The total amount of this Agreement shall not exceed XXXX Dollars and XXXX Cents.
2. Invoices shall be submitted monthly in triplicate, in arrears, and must reference the following:
 - The CWDB Contract Number
 - Identifies services provided, service period, unit price (i.e., hourly, monthly), and quantity applicable to the service
 - Accurate billing address as stated on the purchase order or contract
 - Supplier invoice date
 - Company name and remittance address

Invoices will be submitted via Salesforce. The CWDB will provide additional guidance to grantees about this process.

3. The Grantee is responsible for ensuring that invoices submitted to CWDB claim actual expenditures for eligible project costs under Exhibit 7: Budget Summary and Exhibit 8: Budget Narrative. The Grantee shall, upon demand, remit to CWDB any grant funds not expended for

eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions, or commitments of this Grant Agreement.

B. Budget Contingency Clause

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government or by the State of California for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

The parties mutually agree that if the Congress and/or Legislature do not appropriate sufficient funds for the program, this agreement shall be amended to reflect any reduction in funds. The CWDB has the option to terminate the agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

C. California Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code § 927, et seq.

D. Withholding of Grant Disbursements

1. The CWDB and EDD may withhold all or any portion of the grant funds provided for by this Grant Agreement in the event that that the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement, including submission of required reports and data.
2. The CWDB will not reimburse the Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the CWDB may either withhold an equal amount from subsequent payments to the Grantee or require repayment of an equal amount to the state by the Grantee.
3. In the event that grant funds are withheld from the Grantee, the CWDB's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the situation leading to the withholding.

Exhibit C – General Terms and Conditions

General Terms and Conditions are incorporated by reference and made part of the agreement as if attached. The documents can be viewed at:

www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx

Exhibit D – Special Terms and Conditions

1. Subcontractors or Subgrantees

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the CWDB and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to CWDB for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Contractor. The Contractor's obligation to pay its subcontractors or subgrantees is an independent obligation from the CWDB's obligation to make payments to the Contractor. As a result, CWDB shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

2. Termination Clause

This Agreement may be terminated by the CWDB for any reason by giving written notice 30 days prior to the effective date of such termination.

3. Advance Work

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval. Should the Contractor begin work before receiving a copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Contractor's own risk and as a volunteer.

4. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitutes default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods and other natural disasters such that performance is impossible.

5. Disputes

If the Grantee disputes an action of the CWDB in the administration of this Grant Agreement, the Grantee may appeal to the CWDB's Executive Director or designee. Such appeals shall be filed within seven (7) calendar days of the notification from Grantee of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Executive Director, and 3) include any documentation relating to the dispute.

The CWDB's Executive Director will review the correspondence and related documentation and render a decision of the appeal within seven (7) calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Grantee and the Executive Director.

6. Duty to Cooperate

Contractor shall cooperate with the CWDB with regard to the performance of this agreement.

7. Date Requests

Contractor shall cooperate with the CWDB to provide timely responses to any requests for data and/or reports the Legislature and/or CWDB deems necessary for the evaluation of the grant program. Such data may include individual program participant data. Contractor further understands and agrees that this data will be shared with the Legislature and other stakeholders. The Legislature may request data and/or reports at any time.

- a. Contractor is responsible for the project activities identified in the original Grant Application submitted to the CWDB, which is attached to and made a part of this Agreement. Review and approval by the CWDB are solely for the purpose of proper administration of grant funds by the CWDB and shall not be deemed to relieve or restrict the Contractor's responsibility.
- b. Contractor shall fulfill all assurances, declarations, representations, and statements made by the Contractor in the Grant Application, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- c. Contractor agrees to procure all permits, resolutions, and/or licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of project work.

9. Travel Clause

The travel and per diem shall be set in accordance with California Department of Human Resources for comparable classes and that no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the CWDB.

10. Grantee shall cooperate with the CWDB with regard to the performance of this agreement.

11. Consultant/Staff Expenses

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have contractual relationship with any governmental entity.

12. Avoidance of Conflicts of Interest by Contractor

- a. Consultants are advised that that Political Reform Act prohibits public officials, which include consultants, from making, participating in making, or in any way attempting to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest. (Gov. Code, § 87100; see Gov. Code, § 81000 and Gov. Code, § 1090 et seq.). For purposes of this contract, consultants are defined as any individual performing work under this contract.
- b. The Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, agents, employees, consultants or members of its governing body.
- c. The Contractor shall prevent its officers, agents, employees, consultants or members of its governing body from using their positions for purposes that are, or give the

appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.

- d. During the performance of this contract, should the Contractor become aware of a financial conflict of interest that may foreseeably allow an individual or organization involved in this Contract to materially benefit from the State's adoption of an action(s) recommended as a result of this contract, the Contractor must inform the State in writing within 10 working days.
- e. Failure to disclose a relevant financial interest on the part of the consultant will be deemed grounds for termination of the Contract with all associated costs to be borne by the Contractor and, in addition, the Contractor may be excluded from participating in the State's bid processes for a period of up to 360 calendar days in accordance with the Public Contract Code section 12102(j).
- f. The CWDB may request additional information regarding a consultant's economic interests. If the additional information is not provided to the satisfaction of the CWDB, then the Contractor must provide a substitute consultant with similar credentials to resolve the potential conflict as provided in paragraph (d).
- g. Consultants are advised that the Fair Political Practices Commission has jurisdiction to enforce the Political Reform Act and may seek civil and criminal prosecution for violations of the act, including failure to disclose financial interests. Other penalties for violating the Political Reform Act could include fines, conviction of a misdemeanor, disqualification from serving in public office or as a lobbyist, and being responsible for the costs of the litigation, including attorney's fees.
- h. Consultants are advised that they may amend their Form 700 at any time and that amending an incorrect or incomplete report may be considered evidence of good faith by the Fair Political Practices Commission.

All consultants providing work under this agreement shall include a completed Statement of Economic Interests, [Form 700](#) at the time of the award.

For purposes of this contract, consultants are defined as any individual performing work under this Contract. In addition, consultants shall file a Form 700 annually by April 1, thereafter during the life of the contract. Each new and/or substitute consultant shall file a Form 700 prior to performing any work on the contract.

13. Change in Contractor Staff

Should a Contractor's team member(s) become unavailable prior to a start date agreed upon with CWDB, the Contractor will propose an equally well-qualified replacement consultant after consultation with CWDB. All replacements are subject to CWDB approval. Switching staff that were identified in the Contractor's proposal with alternates immediately, or soon thereafter, after execution of this Agreement, are grounds for termination of this contract. CWDB has the right to request removal and/or replacement of Contractor resources.

Appendix B – Allowable Expenditures Guidance

Information about allowable expenditures can be found below.

Allowable Activities

Allowable costs must meet four primary criteria:

1. Substantiate that the cost was necessary and reasonable for proper and effective administration of all allocations.
2. The cost must be justifiable.
3. The cost must be allocable to the funding sources activities.
4. The cost must not be a general expense required to carry out the grantee's overall responsibilities (not supplanting).

However, even if the costs meet the prior four criteria, the costs must be approved within the application work plan and budget of the grantee otherwise the costs are not allowable. Also, the State has the discretion to impose special conditions above and beyond the funding source which would also determine allowability of cost.

While the proposed cost is allowable under the funding source, is it also reasonable?

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are: necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

What are the guidelines of Allocable?

Allocable is defined by the dictionary as: capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. Grantee can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Above and beyond this definition allocable also means that the cost must be related to the activities identified in the approved work plan.

When do I need to submit a Purchase Justification Form?

It is not necessary to include a Purchase Justification Form with the grant application. During the review process if CWDB staff finds that there is a purchase of a single item or a group of items to serve the same purpose that exceeds \$2,500, the grantee will be asked to submit a Purchase Justification Form for review and approval. This applies to any future contract amendments where purchases fall under this description.

Supplanting

General funds may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Allowability of General Costs

The intent of the RFA must be followed, the cost must be necessary, reasonable, allocable, justifiable and not supplanting, and any additional cost restrictions identified in the RFA would supersede allowable costs within this document. For specific guidance on allowable costs during the solicitation process contact RERPIInfo@cwdb.ca.gov.

Appendix E – Service Cash Invoice

The Service Cash Invoice (SCI) is to be used by the contractor to request reimbursement from the CWDB through the EDD for allowable costs incurred while providing contract services to CWDB’s grantees/consumers. The SCI form must be prepared and submitted **monthly** via Salesforce—additional guidance will be provided to grantees regarding this process at a later date. SCIs in any fiscal year (July 1 to June 30) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than June 30, in order to make payment for that performance prior to the close of the State fiscal year to prevent reversion of appropriated funds.

SCIs will be reviewed by the CWDB project management team to ensure current and Cash/In-Kind (leveraged) expenditures are being reported appropriately. The contractor must report on the SCI form their leveraged funds as advised in their executed contract. If leveraged funds are not being utilized, the CWDB will contact the contractor to assist in resolving any issues.

a. Date of Request

Fill in the date that the SCI form is being submitted for reimbursement.

b. Invoice #

Provide the current invoice # appropriate for the SCI. *(Example: If the contractor is submitting their first invoice, the invoice # is: 1. If the contractor is submitting their fifth invoice, the invoice number is: 5).*

c. Invoice Period: From: To:

Provide the date range wherein reimbursement is requested from CWDB. List the month, day, and year for which reimbursement is being requested. (Example: From: June 1, 2016 To: June 30, 2016 should auto-populate to state From: 6/1/16 To: 6/30/16).

d. Contract #

Provide the contract #/Agreement Number as listed on the executed contract that was assigned by the EDD. This number is the seven-digit number with a leading alpha character found in the upper right-hand corner of the signed copy of the Standard Agreement (STD 213). A new contract number is assigned each year for a single-year contract. If the current contract is amended, the same contract number will be used for the duration of the amended contract. For a three-year contract, the same contract number will be used for all three years. The correct number is required for the SCI to be processed/paid.

e. Awardee Name, Full Address, and Contact Information

Include the Awardee name and address on the SCI. The contractor name and billing address must agree with the name and billing address as listed on the STD 213. Payments will only be sent to the contractor billing address identified on the STD 213. Please identify the invoice contact (person completing the invoice) name including phone number and email address. The identified invoice contact person will be contacted if the CWDB has any questions/concerns regarding a specific invoice.

Note: If the contractor billing address is incorrect or has changed, the contractor must submit a change of address request in writing to the EDD Contract Administrator. Copies will be forwarded to the EDD Central Office Accounting – Contracts and Procurement Section, as well as the CWDB Services Section.

f. Line Item Expenditure Reporting

Each line item is **exactly** titled as in your contract Exhibit 7 Budget Summary. It is also **in the same sequence** as listed on the Exhibit 7 Budget Summary. Do not combine or separate budget line items. Here is a list of things to consider when reporting expenditures:

- Use your Exhibit 7 Budget Summary to assist you in aligning your expenditures with your approved budget.
- Only report expenditures on line items that have been budgeted for. Where there is not an allocated budget amount listed for an applicable line item, please ensure that program “does not” request reimbursement for that applicable line.
- Do not exceed expenditures over the amount of budget in any particular line item.
- Report current expenditures (Monthly) in the column entitled “Monthly Expenditures”. If this is the first report, then input the same current expenditure amounts into “Cumulative Expenditures” column. If this is a second report or any thereafter, report current expenditures (Monthly) in the column entitled “Monthly Expenditures”. For “Cumulative Expenditures”, refer back to the prior month report and add Cumulative Expenditures from the prior month with the current expenditures (monthly). This total should reflect the total funds expended in the Cumulative Expenditures column.
- Repeat the same procedures listed A through D to report your Leveraged Expenditures. In addition, check the appropriate box to identify if the leveraged funds are Cash or In-Kind.
- Grand totals are calculated by formula in the Total Expenditures row.

g. Authorized Contractor Signature

The authorized contractor representative prints their name, provides their title, signs, dates the SCI and submits the original via mail or via email in PDF format to the CWDB Program Analyst and Program Manager assigned to the program. The authorized contractor representative is the person(s) designated on the Grant/Contract Signature Authorization form in the approved contract. If more than one page is necessary, the signature block is only required on the last page of the SCI.

h. CWDB Contract Administrator Review and Approval

The CWDB Program Analyst reviews the SCI to determine whether costs billed appear reasonable and are submitted in compliance with the contract. When the SCI is approved, the CWDB Program Analyst will print, sign and date the SCI signifying that the costs billed appears reasonable and forwards the invoice to the CWDB Program Manager for further review/authorization. The CWDB Program Manager makes a final review of the SCI and once approved forwards to the EDD Accounting Services Section for payment.

i. Invoice Dispute

If the CWDB Program Analyst has questions or concerns regarding the allowability or appropriateness of any amounts claimed, an attempt will be made to make contact with the Contractor and/or return the invoice in question to the contractor. The Contractor will have to rectify any/all issues brought upon by the CWDB Program Analyst and resubmit the corrected SCI.

Common Contract Invoice Errors

Below is a listing of the most common SCI errors that cause delay in processing payment of contract invoices.

- Grantee does not have a sufficient invoice/Year-To-Date (YTD) tracking system therefore computation errors or YTD totals submitted on invoice are incorrect.
- Grantee not inputting correct invoice number for applicable month. (Example: Reference to letter B.)
- Incorrect contract number. Always use the current contract number located in the top right corner of the Standard Agreement (STD 213) corresponding to the period billed.
- The Contractor name does not agree with the Contractor name on the Standard Agreement (STD 213).
- Invoice totals, address, and authorized signatures not on page 2 or the final page for multiple page invoices.
- Invoice not signed by the Contractor.
- SCI cannot be processed if changes are made with correction fluid/tape or if any other alterations are made which make it impossible to read the original dollar amount or signatures. Corrections made in writing versus electronically therefore figures are not readable/legible. Recommend that all revisions to invoice be completed electronically for clarity.
- Contract/budget modifications not authorized, therefore resulting in program invoice being submitted with multiple errors.
- Contract/budget modifications being authorized but the program invoice contact and the CWDB project manager not being made aware. Therefore, program invoice contact submitting invoices with multiple errors.
- Date of Request not corrected to reflect the date a corrected invoice is sent to the CWDB Program Analyst.
- Knowledge of invoice guidelines and requirements not being transferred/provided to a new invoice contact/accountant. Results in incorrect/correct invoice being submitted. Grantee listing the incorrect *To: From:* dates to reflect monthly versus quarterly invoice.