



FOUNDATION *for* CALIFORNIA  
COMMUNITY COLLEGES

# **AB628 Breaking Barriers to Employment Initiative**

Request for Applications  
July 11, 2022

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# Overview

## Introduction

The [Foundation for California Community Colleges](#) (FoundationCCC),<sup>1</sup> in partnership with the California Workforce Development Board (CWDB), is pleased to announce the availability of up to **\$22,760,000** in funding through the AB628 Breaking Barriers to Employment Initiative. The initiative aims to ensure that individuals from target populations receive the necessary supplemental, supportive, remedial, and wraparound services they need to successfully enter, participate in, and complete workforce and education programs and enter, be retained, and advance in the labor market.

FoundationCCC will provide grant administration, management, and hands-on technical assistance to selected grantees.

## Background

In September 2021, the California Legislature approved [Assembly Bill \(AB\) 628](#), Removing Barriers to Employment Act, which expands the Breaking Barriers to Employment Initiative (Breaking Barriers) to be administered by the CWDB.

Breaking Barriers provides individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs. Under the initiative, services shall be delivered principally through a collaborative partnership between mission-driven community-based organizations (CBOs) and local workforce development boards to strengthen the America's Job Center of California (AJCC) system.

This initiative focuses on innovative approaches to, and proven practices for, addressing racial, ethnic, and socioeconomic disparities in the labor market. Successful projects will create pipelines to quality jobs, upward mobility, and income security for workers historically excluded from quality jobs and economic prosperity.

In 2021, the California Legislature approved [Senate Bill \(SB\) 129](#), which appropriated state general funds to support the Breaking Barriers to Employment Initiative. The CWDB is required to submit an interim and final report to the California legislature, summarizing outcome data collected pursuant to the amended Unemployment Insurance Code (UIC) Section 14033. These reports include available information on the following grant evaluation criteria:

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<sup>1</sup> FoundationCCC is a 501(c)(3) organization working to benefit all Californians by accelerating paths to economic and social mobility, improving opportunities to enter the workforce prepared for rewarding careers, strengthening communities, and reducing barriers to employment. FoundationCCC has decades of experience partnering with many local, state, non-profit, and community-based organizations (community-based organizations) within California's workforce development system. FoundationCCC serves as the official foundation supporting the Board of Governors, Chancellor's Office, and the entire California Community College system.

- Grantees’ ability to provide the services proposed in the grant to the number of individuals specified in the grant as evidenced by, among other factors, whether the grantee completed the work proposed.
- Individuals’ ability to successfully complete relevant programming funded under the grant as demonstrated by relevant measures. Measures must directly relate to the purpose of the program.
- Individuals’ ability to transition into the broader workforce and education system as evidenced by employment and enrollment in relevant programs.
- Individuals’ ability to succeed in both the broader workforce and education system and labor market once they transition into the broader system. Success will be measured by tracking these individuals utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes once they transition into the broader system.
- Program participants’ ability to provide feedback on program elements and inform the evaluation of program performance and success.
- The degree to which program activities acknowledge and address historic racial inequity and socioeconomic barriers to labor force participation for target population groups.
- The degree to which leadership at the executive and board level of the organization serving as the lead applicant reflects the demographics of the application’s target populations.
- The degree to which at least 25 percent of the lead applicant organization’s staff reflects the demographics of the application’s target populations.

**Breaking Barriers to Employment Initiative Goals**

Primary objectives of Breaking Barriers are:

- **Focus** on innovative approaches to, and proven practices for, addressing racial, ethnic, and socioeconomic disparities in the labor market.
- **Provide** individuals with barriers to employment the services and support they need to be successful in entering, participating, and completing broader workforce preparation, training, and education programs within pathways aligned with regional labor market needs. Those who complete these programs should have the skills and competencies necessary to successfully enter the labor market, retain employment, and earn wages that lead to self-sufficiency and, eventually, economic mobility and security.
- **Deliver** services through collaborative partnerships between mission-driven community-based organizations and local workforce development boards with experience providing services and relevant relationships to target populations.

**Important Dates**

Event	Date*
RFA Release	Monday, July 11, 2022
Application presentation posted.	Tuesday, July 19, 2022

Event	Date*
Virtual Office Hours	August 2022 <ul style="list-style-type: none"> <li>• Monday, August 1, 1:00 pm - 2:30 pm PT (focused on small community-based organizations focus)</li> <li>• Wednesday, August 3, 10am - 11:30am PT</li> <li>• Tuesday, August 9, 10am - 11:30am PT</li> <li>• Thursday, August 11, 1:00 pm - 2:30 pm PT</li> </ul>
Live technical support available for assistance using Cal E-Grants. No the program-related questions to be answered.	TBD (date will be posted on Breaking Barriers web page when finalized)
Q&A posted weekly	Final Q&A posting will be August 26 <sup>th</sup> .
Last day to submit questions	Thursday, August 25, 2022, by 1:00 pm PT
Applications Due	Friday, September 2, 2022, at 5:00 pm PT
Application Review Period	September 6, 2022 - October 21, 2022
Award Announcements	October 31, 2022
Grant Contracts and Training Period	November 2022 - December 2022
Grant Term <b>Note:</b> Grant activities may not start before the contract execution date.	January 1, 2023 - April 30, 2024

\*All dates after the final application submission deadline may be adjusted without modification of this RFA.

## Eligibility

### Eligible Applicants

Applicants must align with the mission of this initiative and, at a minimum, must include a designation of either a lead **1) community-based organization (must provide proof of 501c3 status) OR 2) local workforce development board** as a single fiscal agent with experience in providing services consistent with the objectives of this initiative and to the populations specified.

Examples of community-based organizations examples include, but are not limited to:

- Faith-based
- Business-based

- Labor-based (including labor-management partnerships and labor-community partnerships)
- Cultural-based
- Services-based organizations
- Employment social enterprises
- Worker centers

### **Collaborative Partnerships**

Breaking Barriers grantees must work collaboratively to deliver services at the local and regional levels.

Partnerships must include at least one community-based organization and one local workforce development board. Grantees must submit Letters of Support from required partners with the application. Grantees may engage additional partners to support the goals of this initiative.

Successful applicants will clearly demonstrate how they will engage local, regional, and/or state partners to advance the objectives of this initiative.

### **Partnership Roles**

**Community-based organizations** shall use their expertise in working with targeted populations and employers to ensure that individuals from these targeted populations receive the necessary supplemental, supportive, remedial, and wraparound services they need to successfully enter, participate in, and complete workforce and education programs and enter, be retained, and advance in the labor market.

**Local workforce development boards** shall ensure a connection between community-based organizations and the America's Job Center of California system.

Applicants may propose projects that address more than one of these populations. However, grantees must be able to document benefits specific to each proposed targeted population. Populations eligible to be served by the grant include, but are not limited to, all of the following:

- Youth at risk of disconnection or disconnected from the education system or employment.
- Women seeking training or education to move into nontraditional fields of employment.
- Displaced workers and long-term unemployed.
- Low-wage workers.
- Persons for whom English is not their primary language.
- Economically disadvantaged persons.
- CalWORKs participants.
- Persons who are incarcerated and soon to be released or formerly incarcerated.
- Armed services veterans.
- Native Americans.

- Migrants or seasonal farmworkers.
- Persons with developmental or other disabilities.
- Any other population with barriers to employment identified in subdivision Unemployment Insurance Code Section 14005(j).
- Immigrants.
- Persons who reside in cities that are disproportionately impacted by violence or are enrolled in violence prevention or mitigation programs.
- Persons who are victims of domestic violence or community violence.
- Persons over 50 years of age who need retraining for in-demand skills.
- Population groups with disproportionate numbers of people living in ZIP Codes of concentrated poverty.
- Population groups disproportionately impacted by occupational segregation and underrepresented in jobs as defined by the Department of Fair Employment and Housing (DFEH) in their enforcement of the California Equal Pay Act.
- Populations disproportionately impacted by unemployment, job interruption, and displacement during the pandemic.
- Persons diagnosed with autism.

### **Eligible Activities**

Eligible activities for initiative and grant funds shall include, but are not limited to, all of the following:

- a) English language improvement training.
- b) Culturally and linguistically relevant academic enrichment, basic skills training, tutoring, and adult education.
- c) High school diploma and GED acquisition and other remedial education and workforce readiness skills training.
- d) Industry certifications.
- e) Skills and vocational training that aligns with regional labor market needs identified as part of the California Workforce Innovation and Opportunity Act regional planning process.
- f) Work experience and On-the-job training.
- g) Stipends and income and language supports for trainees.
- h) Earn and learn training, Apprenticeships, and Pre Apprenticeship programming offered in a manner that is consistent with the requirements of [Unemployment Insurance Code Section 14230](#), regardless of whether the pre apprenticeship program funding source includes California Workforce Innovation and Opportunity Act funds.
- i) Mentoring.
- j) Entrepreneurial training and support for small business development.
- k) Know-your-rights training.
- l) Supportive services.
- m) Mental health services, trauma-informed care, and wraparound support services.
- n) Employer education.
- o) Activities undertaken pursuant to [Unemployment Insurance Code Section 14033\(d\)](#).



## Grantee Requirements

### Contracting

Selected applicants must execute a contract with FoundationCCC to access awarded funds. FoundationCCC will initiate and facilitate the contract process with each grantee using its own service agreement template. The estimated contract term is **January 1, 2023 - June 30, 2024**.

Grantees must complete reimbursable grant activities by April 30, 2024. The remainder of the contract term will be used for grant closeout. Grant activities may not start before the contract execution date.

Grantees may use subcontractors under this funding. FoundationCCC reserves the right to require contract terms to be incorporated into subcontractor agreements.

### Reporting Requirements

Grantees shall track and enter relevant data into the Salesforce platform every month. In addition quarterly narrative reports are required. The quarterly narrative reports are critical in FoundationCCC's monitoring and oversight process. A single entity must be identified in the narrative proposal to be responsible for ensuring all program data is captured in a timely manner, and that program data is complete and accurate. Grantees should identify individuals responsible for data submission.

FoundationCCC will provide additional details regarding reporting requirements to all grantees upon selection. FoundationCCC will provide all appointed individuals with instructions, virtual training, and technical assistance on reporting requirements and processes.

### Payment Provision & Invoicing

Selected grantees may submit an invoice to receive up to 20% of their approved budget upon contract execution with FoundationCCC. Funds must be used to support the implementation of grant activities.

Monthly invoices are required for all awarded grant funds. This includes any advanced funds. Under no circumstances will selected applicants receive a provision of payment prior to contract execution.

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

Grantees will submit monthly invoices in accordance with funding requirements for approval by FoundationCCC through Salesforce. Training will be provided to all selected

grantees. Final invoices for all reimbursable grant activities must be submitted no later than **May 15, 2024**.

### Performance

FoundationCCC requires all grantees to submit quarterly reports. Grantees must document progress towards meeting proposed goals for the program and the reporting and evaluation requirements for the initiative. FoundationCCC may review and revise the performance criteria with each grantee.

Participants co-enrolled in WIOA must comply with WIOA performance outcomes. Refer to [WSD19-03 Performance Guidance for WIOA Title I and III Programs](#) for guidance.

## Assistance and Evaluation

### Technical Assistance

Breaking Barriers technical assistance (TA) and program evaluation will be an integrative and multifaceted effort to:

- Support Breaking Barriers grantees that serve target populations.
- Encourage peer-to-peer learning and sharing.
- Leverage evidence-based data to assess and inform the progress of program outcomes and continuous improvement.

Grantees are required to actively participate in the Breaking Barriers communities of practice. Communities of practice consist of people and organizations who engage in collective learning in a shared domain of human endeavor. Breaking Barriers uses a virtual forum to host the community of practice and foster knowledge sharing.

Breaking Barriers grantees are **required** to participate in all FoundationCCC led technical assistance related activities, including but not limited to:

- Participation in the online Community of Practice.
- Participation in interviews and focus groups.
- Focus groups will be conducted to help FoundationCCC understand program success, challenges, and opportunities from the perspective of grantees.
- Training and informational webinars.
- Quarterly virtual Peer Learning Circles (PLC).
- PLCs provide the opportunity to have a lightly-facilitated discussion with all grantees structured around a set of participant-identified questions and/or concerns with the purpose of learning from each other and building networks of mutual support.
- Three in-person (intended) convenings.
- These intended in-person convenings will consist of peer and expert learning opportunities, large and small group sharing, ideation and problem solving, resource sharing, and/or the opportunity to network. **One convening will take place in the Northern California region and two additional convenings will take place in the Southern California region.** Applicants must account for travel costs in their budget

proposal. A *maximum* of three implementation staff (ex. Project Director and Coordinator) from each partner organization must attend.

- Virtual grantee onboarding week.
- This activity will consist of a series of virtual technical training sessions to onboard new grantees taking place over the span of one week (November, 2022, dates TBD).
- Other supportive activities as needed.

### **Evaluation**

The Foundation for California Community Colleges will facilitate all technical assistance and outreach activities in collaboration with the CWDB and their third party evaluator. Grant applicants shall provide all necessary information to the Grant Evaluators to facilitate grant performance evaluation.

Additionally, the evaluation process consists of identifying areas of need, unanswered questions, and challenges. The evaluation team will work to gather research to answer questions and identify effective practices to overcome challenges. The technical assistance team will provide guidance on how best to address identified needs.

## **Funding and Application Requirements**

### **Funding Requirements**

Funding for this initiative is provided through the AB 628 Breaking Barriers to Employment Initiative as appropriated in SB-129 Budget Act of 2021.

All awards are subject to the availability of appropriated funds. Any modifications or additional requirements may be imposed by law. FoundationCCC reserves the right to adjust the total number of awards, duration, and amount of each grant award based upon the availability of funds.

All efforts funded under this initiative are intended to **supplement and align** with the broader workforce and education system in the State of California. The initiative is intended to focus on **innovative approaches to, and proven practices for addressing racial, ethnic, and socioeconomic disparities in the labor market.**

In addition to the funds provided through this RFA, applicants shall describe strategies for pursuing and/or leveraging additional funds to sustain service delivery to target populations at the local and regional levels through collaborative partnerships.

### **Grant Award Amounts**

Applicants defined as **small community-based organizations** (annual budgets less than or equal to \$1.5M) may request **up to \$300,000** in grant funds to complete proposed grant activities.

Applicants with annual budgets exceeding \$1.5M may request **up to \$750,000** in grant funds to complete proposed grant activities.

Final award amounts approved by FoundationCCC will be based on the the following criteria and will be considered in determining final award amounts approved by FoundationCCC:

- Organization size.
- Number of participants served.
- Evidence of applicant capacity to complete proposed grant activities.
- Extent to which funding requested is reasonable and relevant to achieving proposed grant outcomes.

### ***Cash or In-Kind Match Requirement***

Applicants are required to demonstrate a 20% cash match or an in-kind match. For an in-kind match, non-cash resources must be given a monetary amount that is equivalent to a 20% cash match. Subcontractor contributions will count toward match requirements.

This RFA defines cash match as a contribution of funds made available to the grantee specifically for project activities. Activities funded through cash match must be consistent with the allowable activities of the fund source. The definition of in-kind match is a contribution of non-cash resources used specifically for project activities.

### ***Indirect Costs***

Up to 10% may be applied to the total project budget amount to cover administrative costs. A negotiated indirect cost rate (NICRA) can exceed 10% with proof from the cognizant agency.

Funds requested must be detailed in the application budget worksheet and align with the criteria outlined in this RFA. Additional guidance on allowable expenditures can be found in Appendix A.

### ***Procurement***

Procurement requirements: Purchase order more than \$2,500 require three competitive quotes to justify that the cost of the equipment is reasonable. Fiscal Agents do not need to submit quotes to FoundationCCC but are required to obtain and keep them on file for monitoring purposes requirement includes individual unit purchases and purchase orders over \$2,500.

Example: A purchase of 10 laptops at \$500.00 each requires a purchase order of \$5,000 and three competitive quotes.

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

All sole source purchases (regardless of price) require a Proprietary Letter. A Proprietary Letter explains the sole source 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 FoundationCCC but are required to obtain and keep it on file in the event they are monitored.

**Application Requirements**

Applications will be reviewed using the application criteria and scoring rubric below.

Section	Description	Points
Project framework	<ul style="list-style-type: none"> <li>• Describe the overall goals of the project. Include the project structure, approach, and strategies (Narrative Questions tab).</li> <li>• Describe how your project will address racial, ethnic, and socioeconomic disparities in the labor market using innovative and/or proven practices (Narrative Questions tab).               <ul style="list-style-type: none"> <li>○ Be specific about what your project will do to address historic racial inequity and socioeconomic barriers to labor force participation and enhance racial and economic justice.</li> </ul> </li> <li>• Explain how your project will create sustainable pipelines to quality jobs, upward mobility, and income security for workers historically excluded from quality jobs and economic prosperity (Narrative Questions tab).</li> <li>• Explain how the project is designed to complement the work of, and integrate the participants being served with, the broader workforce, education, and employment system within the proposed service area (Narrative Questions tab).               <ul style="list-style-type: none"> <li>○ Explain how your proposed project will incorporate innovative strategies or proven strategies or practices for service delivery that will lead to improved outcomes, sustainability, and systems improvement.</li> <li>○ Describe how program participants will be able to inform programming on an ongoing basis and evaluate program performance and success.</li> </ul> </li> <li>• Up to five bonus points may be awarded to a lead applicant whose organization is defined as a small community-based organization and can clearly demonstrate capacity to serve their target population(s). We define small organizations as those with annual budgets less than \$1.5 million.</li> <li>• Complete <b>Narrative Questions</b> tab in application to address questions above and complete the <b>Work Plan</b> tab of the application to identify anticipated activities per each quarter of the grant term.</li> </ul>	20

Section	Description	Points
Target Population(s)	<ul style="list-style-type: none"> <li>• Describe the target population(s) to be served for your proposed project. <ul style="list-style-type: none"> <li>○ Describe why your organization is best suited to serve this community.</li> <li>○ What experience do you have working to ensure populations who have been historically disenfranchised from the labor market have access to quality jobs in their regions?</li> </ul> </li> <li>• Identify the neighborhoods, local jurisdiction, or region that the project will serve. <ul style="list-style-type: none"> <li>○ NOTE: A grant proposal serving participants across one or more workforce development areas must include a commitment to notify each local workforce development board in the proposed service area.</li> </ul> </li> <li>• Describe the experience of the identified community-based organization partner(s) serving the target population(s) and provide evidence of this capacity. This may include but is not limited to: number of years (experience), number of participants served, success, geographical reach, and any prior connection to the greater workforce system.</li> <li>• Optional (bonus points available): Describe tactics and approaches that will integrate individuals from target populations into career pathway programs aligned with regional labor market needs. <ul style="list-style-type: none"> <li>○ Discuss pathways that lead to advancement that include but are not limited to sustainable living wages, healthcare benefits, and/or retirement. Include regional labor market information data and related supply and demand logic.</li> </ul> </li> <li>• Please submit Organization chart or other relevant supporting documentation in the Uploads tab of the application to receive credit below: <ul style="list-style-type: none"> <li>○ Up to two bonus points may be awarded to lead applicants if at least 25 percent of their organization’s staff reflects the target populations they serve.</li> <li>○ Up to two bonus points may be awarded to lead applicants if at least 51% of executive leadership reflects the target populations they serve.</li> </ul> </li> </ul>	10

Section	Description	Points
	<ul style="list-style-type: none"> <li>● Up to five bonus points may be given to applications that integrate individuals from target populations into career pathway programs aligned with regional labor market needs.</li> <li>● Complete Narrative Questions tab in application to address questions above and outline estimated outputs and anticipated outcomes as instructed in the Participant Plan tab of the application.</li> </ul>	
Services Provided	<ul style="list-style-type: none"> <li>● Demonstrate that participants being served are either preparing to enter or are already enrolled in workforce and education programs operating under the policy vision of the California Workforce Development Board and the <a href="#">state plan</a>.</li> <li>● Describe the service(s) to be provided for your proposed project. Identify and describe the service(s) the project will provide. For each proposed service, identify the number of participants to be served within the proposed target population(s).</li> <li>● How will this project ensure that individuals with barriers to employment receive the necessary supplemental, supportive, remedial, and wraparound services they need to successfully enter, participate in, and complete workforce and education programs and enter, be retained, and advance in the labor market?</li> <li>● Describe how your proposed project will ensure those who complete the service(s) will have the skills and competencies necessary to successfully enter the labor market, retain employment, and earn wages that lead to self-sufficiency, and eventually, economic mobility and security.</li> <li>● Complete <b>Narrative Questions</b> tab in application to address questions above.</li> </ul>	20
Partnership/ Project Team	<ul style="list-style-type: none"> <li>● Describe the role of the community-based organization(s). How are they using their expertise in working with targeted populations and employers to ensure that individuals from these targeted populations receive the necessary supplemental, supportive, remedial, and wraparound services to successfully enter, participate in, and complete workforce and education programs and enter, be retained, and advance in the labor market?</li> </ul>	30

Section	Description	Points
	<ul style="list-style-type: none"> <li>● Describe the role of the local workforce development board(s) in the project and how will they ensure a connection between community-based organizations and the America’s Job Center of California system to integrate individuals served by community-based organizations under this initiative into the education system and broader workforce for employment.</li> <li>● Describe how this project demonstrates a collaborative partnership between a mission-driven, community-based organization, local workforce development board(s), and additional partners as applicable.</li> <li>● List each of the core project team members, their organization, and their primary responsibilities.</li> <li>● Describe the process for reaching out and establishing partnership.</li> <li>● If an established partnership, what is the history of working together?</li> <li>● If applicable, which local workforce development boards within the proposed geographic area were notified of your intent to apply?</li> <li>● Letters of Support must be included in the Uploads tab of the Cal E-Grants platform to demonstrate that each partnering entity has agreed to the activities in the grant proposal.</li> <li>● Complete <b>Narrative Questions</b> tab in application to address questions above and identify project partners and describe roles and responsibilities in the <b>Partnerships</b> tab of the application.</li> </ul>	
Grantee Requirements	<ul style="list-style-type: none"> <li>● Describe proposed data collection methods and reporting procedures. <ul style="list-style-type: none"> <li>○ Identify single entity and relevant project team members who will be responsible for entering data into Salesforce.</li> <li>○ How will those procedures ensure that the outcomes of individuals with barriers to employment in the region are tracked in accordance with the performance reporting required?</li> </ul> </li> <li>● Recipients of AB 628 funding are <b>required</b> to participate in all FoundationCCC led technical assistance and evaluation related activities. Please confirm commitment to identifying and dedicating project staff to participate in technical assistance</li> </ul>	5



Section	Description	Points
	activities and evaluation focused activities as outlined in Section II, Part 2 of the RFA. Identify project staff, if known. <ul style="list-style-type: none"> <li>● Complete <b>Narrative Questions</b> tab in application to address questions above.</li> </ul>	
Sustainability	<ul style="list-style-type: none"> <li>● Describe the innovative approaches the project will use to pursue and/or leverage additional funds to sustain the project beyond the grant term.</li> <li>● Complete <b>Narrative Questions</b> tab in application to address question above.</li> </ul>	5
Budget	<ul style="list-style-type: none"> <li>● Complete <b>Budget Summary, Budget Narrative, Supplemental Budget, and Expend Plan</b> tabs of the application.</li> </ul>	10
<b>Total Possible Points</b>		100

## Application Period & Review Process

### Application Deadline

The deadline for applications is **Friday, September 2, 2022 at 5:00 PM PT (Pacific Time)**

### Application Submission

All 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 page linked above, then selecting this grant’s link under **CWDB Grant Opportunities**.

Applicants must complete a full application package which includes necessary documentation required to enter into a contract with FoundationCCC. The complete application will include a detailed work plan, deliverables, partner commitments, participant plan, 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 application 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.

See the [Breaking Barriers web page](#) for additional help resources for creating Cal E-Grants accounts and completing the application.

## Application Period Support

FoundationCCC will offer technical support in the formats outlined below to prospective applicants. Prospective applicants are invited, but not required, to participate in one or all of the provided support activities. Session registration details will be posted on the [Breaking Barriers web page](#) with the release of this RFA.

## Weekly Q&A

To adhere to the legality and transparency requirements of the solicitation process, individual CWDB or FoundationCCC staff cannot respond directly to inquiries or engage with potential applicants during the solicitation period. This includes any advice or feedback regarding an applicant's approach or application content. Staff will respond to technical and clarifying questions such as allowable uses of funds, what is being requested in application fields, and Cal E-Grants support.

Questions regarding this RFA shall be sent via email to: [breakingbarriers@foundationccc.org](mailto:breakingbarriers@foundationccc.org)  
Please use "AB 628 RFA Q&A" in the subject line for all application/RFA related questions.  
The last date to submit questions is **Thursday, August 25, 2022 by 1:00pm PT.**

All questions and answers will be posted to the [Breaking Barriers web page](#) under the Initiatives tab on a weekly basis throughout the grant application period. It is the applicant's responsibility to check the initiative webpage for the latest questions and answers.

## Application Presentation

A pre-recorded application presentation offering an overview of the RFA and application process will be posted to the [Breaking Barriers webpage](#) on **Tuesday, July 19, 2022.**

## **Office Hours**

The purpose of these dialogue-based sessions are to answer technical questions from prospective applicants and provide clarity regarding the RFA instructions. The format of the virtual Office Hour sessions will include an overview of Breaking Barriers, a review of frequently asked questions, and a live Q&A opportunity.

All dates for office hours have been listed above in the Significant Dates table.

## **Application Review**

### ***Recommendation for Funding***

The final scores will be ranked highest to lowest and will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, reasonableness of funding request, representation of organizations by size, populations served, etc.

The CWDB and FoundationCCC reserve the right to make additional awards to applications not initially funded through this RFA, should additional funding become available. The CWDB and FoundationCCC reserve the right to adjust the total number, duration, and amount of each grant award.

### ***Requests for Additional Information***

FoundationCCC may request additional information during the review process (prior to award announcements). Requests for additional information occur in situations where mandatory criteria have been met, but further clarification or elaboration is needed before making an official award. Applicants that submit complete and thorough applications where additional information and clarification is not needed will be given priority in the award process.

### ***Rejection of Application***

FoundationCCC reserves the right to reject an application for any reason. FoundationCCC additionally reserves the right to waive any [immaterial deviation](#) in an application; however, the waiver of an immaterial deviation in an application shall in no way modify the document or excuse the successful Applicant from full compliance with the application requirements after the contract is awarded.

An application shall be rejected for any of the following reasons:

- Received after 5 PM Pacific Time on September 2, 2022;
- Incomplete or fails to meet the RFA specifications;
- Contains false or misleading statements or references which do not support an attribute or condition contended by the Applicant or,
- It is found that the Applicant is 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, etc.);

- 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.

### ***Debriefing***

Written debriefing of the application review results will not be provided to unsuccessful applicants. Oral debriefings may be provided at the FoundationCCC's discretion.

### ***Appeal***

Applicants may file an appeal within three (3) business days after the Notice of Intent to Award in dispute of an action by FoundationCCC. The appeal must be in writing and include the following:

- The basis for the appeal
- The action being requested
- Any documentation relating to the dispute

Any matters not set forth in the written appeal shall be deemed waived. All factual contentions must be supported by competent, admissible, and credible evidence.

Appeals must be submitted to the FoundationCCC at [breakingbarriers@foundationccc.org](mailto:breakingbarriers@foundationccc.org).

The FoundationCCC shall review and evaluate the correspondence and related documentation and shall provide a written decision to the respondent that submitted the appeal. The written decision of the Foundation's authorized representative shall be final and not subject to [breakingbarriers@foundationccc.org](mailto:breakingbarriers@foundationccc.org) reconsideration or appeal with the Foundation or the Foundation's Board.

### ***Disposition of Application***

1. 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 and FoundationCCC will disregard any language purporting to render all or portions of any application confidential.
2. 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 CWDB and FoundationCCC shall hold the content of all working papers and discussions relating to an application confidential indefinitely unless the public's interest is best served by disclosure because of 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 further participate in the process.

## **APPENDIX A – ALLOWABLE EXPENDITURES GUIDANCE**

### **Allowable Activities**

Allowable costs must meet three primary criteria:

1. Substantiation that the cost was necessary and reasonable for proper and effective administration of all allocations;
2. The cost must be allocable to the funding sources activities; and
3. 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 three criteria, the costs must be approved within the application work plan and budget of the grantee or the costs will not be allowable. FoundationCCC has the discretion to impose special conditions above and beyond the funding source which would also determine allowability of cost.

### **Allowable vs. Reasonable Costs**

Reasonable is defined 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.

### **Guidelines**

A cost is considered allowable to a particular funding source/program to the extent it benefits the objectives of that program. Grantees can only charge in proportion to the value received by the funding source/program. For example, 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.

Note that providing the types of services allowed under WIOA does not make individuals receiving Breaking Barriers funds a reportable individual for the purpose of WIOA performance reporting unless WIOA funds are braided as part of that individual’s service package. The CWDB will still track this data for purposes of this state grant program, even if WIOA funds are used and the individual is not reportable for purposes of WIOA performance reporting.

### **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 and not supplanting, and any additional cost restrictions identified in the RFA would supersede allowable costs within this document. Table 1 below is a synopsis of rules to determine the allowability of costs.

**TABLE 1 – ALLOWABILITY OF GENERAL COSTS**

Allowable	Unallowable
<p><b>Advertising Costs</b> are those that are solely for:</p> <ul style="list-style-type: none"> <li>● The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored agreement;</li> <li>● The procurement of goods and services for the performance of a sponsored agreement;</li> <li>● The disposal of scrap or surplus materials acquired in the performance of a sponsored agreement except when non- federal entities are reimbursed for disposal costs at a predetermined amount; or</li> <li>● Other specific purposes necessary to meet the requirements of the sponsored agreement.</li> </ul>	<p><b>Advertising and Public Relations Costs</b> include the followings:</p> <ul style="list-style-type: none"> <li>● All advertising and public relations costs unless specified as allowable;</li> <li>● Costs of meetings, conventions, convocations, or other events related to other activities including costs of displays, demonstrations, and exhibits;</li> <li>● Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events;</li> </ul>
<p><b>Public Relations Costs</b> are those that are solely for:</p> <ul style="list-style-type: none"> <li>● Costs specifically required by the sponsored agreement;</li> <li>● Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or</li> <li>● Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.</li> </ul>	<p><b>Advertising and Public Relations Costs</b> include the followings:</p> <ul style="list-style-type: none"> <li>● Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;</li> <li>● Costs of promotional items and memorabilia, including models, gifts, and souvenirs; and</li> <li>● Costs of advertising and public relations designed solely to promote the institution.</li> </ul>
<p><b>Audit Costs</b> (can be included in indirect cost)</p>	<p><b>Alcoholic Beverages</b></p>
<p><b>Communication Costs</b> (telephone, telegrams, postage, messenger)</p>	<p><b>Alumni Activities</b></p>
<p><b>Personnel Services</b></p>	<p><b>Bad Debts</b></p>
<p><b>Equipment Costs</b> that are within the objectives of this RFA will be closely scrutinized to determine</p>	<p><b>Entertainment Costs</b></p>

Allowable	Unallowable
purchases meet the intent of the funding and show long-term sustainability	
<b>Materials &amp; Supply Costs</b> (only those actually used for performance of sponsored agreement)	<b>Contingencies</b>
<b>Meetings and Conferences</b> primary purpose of dissemination of technical information are allowable. This includes costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences.	<b>Losses on Other Sponsored Agreements or Contracts</b>
<b>Supportive Services</b> and job readiness costs that bridge activities leading to enrollment in long-term training programs that can include services to pre-eligible participants for entry into the program.	<b>Lobbying</b>
<b>Travel</b> In-state and <i>approved</i> out-of-state travel and follow state travel rate set in accordance with California Department of Human Resources	<b>Out-of-State Travels</b> without prior approval



## APPENDIX B – GLOSSARY

For the purpose of this RFA, the following terms are defined as:

**Armed Services Veteran:** A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

**Autism:** A broad range of conditions characterized by challenges with social skills, repetitive behaviors, speech and nonverbal communication.

**CalWORKs Participant:** Participant of a program that gives cash aid and services to eligible needy California families. If a family has little or no cash and needs housing, food, utilities, clothing or medical care, they may be eligible to receive immediate short-term help.

**Disconnected Youth:** an individual between the ages of 16 and 24 who is neither working nor in school.

**Displaced Worker<sup>2</sup>:** participant received services under WIOA Section 133(b)(2)(B) as a person who (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA sec. 134(c)(3), career services described in WIOA sec. 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters; (D) is a displaced homemaker; or (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in 10 U.S.C. section 101(d)(1) of title 10 of the United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in WIOA sec. 3(16)(B).

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<sup>2</sup> This is the “Local Formula”. The “Statewide formula” = participant received services under WIOA sec. 133(a). The “Local AND Statewide formula” = participant received under WIOA secs. 133(b)(2)(B) and 133(a). *WIOA Participant Individual Record Layout (PIRL)*.

**Earn and learn:** defined in the Unemployment Insurance Code Section 14040(a) with the same meaning as in Section 14005(q) of the Unemployment Insurance Code. As defined, “Earn and learn” includes, but is not limited to, a program that does either of the following:

- Combines applied learning in a workplace setting with compensation allowing workers or students to gain work experience and secure a wage as they develop skills and competencies directly relevant to the occupation or career for which they are preparing.
- Brings together classroom instruction with on-the-job training to combine both formal instruction and actual paid work experience.

**Economically Disadvantaged Persons:** is determined by the system based on the public assistance and barriers questions. If the system is unable to determine low income then it is entered in the WIOA application, Household and Income, and Income Information. Low income will be based on family size and income, both are required entries.

**Immigrants:** an individual who is an English Language Learner and faces multiple cultural barriers.

**Long Term Unemployed:** participant, at program entry, has been unemployed for 27 or more consecutive weeks.

**Low-wage Worker:** Workers whose hourly wage rates are so low that even if they worked full-time, year round, their annual earnings would fall below the poverty line.

**Migrant Farmworker:** participant, at program entry, is a seasonal farmworker whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.

**Native American:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**Persons with developmental or other disabilities:** A group of conditions due to an impairment in physical, learning, language, or behavior areas.

**Seasonal Farmworker:** participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency.

**Small Community-Based Organization:** organizations that have annual budgets less than or equal to \$1.5 million.

**Small/Rural Population:** rural is defined by the US Census Bureau as all territory, population, and housing units that are located outside of urban areas and urban clusters. Urban areas and clusters are determined by population density and size.

**Supportive services:** defined in Unemployment Insurance Code Section 14040(e) as services that are necessary to enable an individual to successfully participate in, or receive, workforce, education, and other related services authorized under Penal Code Section 1234.4(c) , Unemployment Insurance Code Section 14035, as well as the federal Workforce Innovation and Opportunity Act and its corresponding regulations. The term “supportive services” includes services such as transportation, child care, housing<sup>3</sup>, and needs-related payments, that are necessary to enable an individual to participate in activities that lead to employment. Note that providing the types of services allowed under WIOA does not make individuals receiving Initiative funds a reportable individual for purposes of WIOA performance reporting unless WIOA funds are braided as part of that individual’s service package.

Women seeking training or education to move into nontraditional fields of employment: any occupations where women make up 25 percent or less of the workers.

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<sup>3</sup> Initiative funds used for housing assistance must comply with the requirements of [SB 1380 \(Chapter 847, Statutes of 2016\)](#). CWDB encourages applying RPUs to explore additional funding streams for housing assistance, including those listed in the Sustainability section of this RFA.