



## *Request for Applications*

February 2021

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## Section 1: Overview

### A. Introduction

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) are pleased to announce the availability of up to \$7.4 million in Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that will drive equitable recovery with quality jobs and accelerate employment and re-employment for California workers.

### B. Background

In April 2014, the CWDB and EDD established the Workforce Accelerator Fund (Accelerator) as a new initiative for driving innovation in California's workforce system. Since April 2014, just over \$25 million has been invested, resulting in over 150 projects across the state. To learn more about the Workforce Accelerator Fund, you can view the [Accelerator initiative page here](#).

Traditional workforce funding streams can be rigid. The intent of the Accelerator is allow the flexibility to bridge current gaps in the workforce system in ways that mobilize existing funding streams for greater employment impacts.

### C. The Workforce Accelerator Fund

Accelerator supports innovative solutions that accelerate quality employment outcomes for low-income and disadvantaged populations and that have potential for system-wide scale. . Through a combination of seed funding and an initiative-wide support network, Accelerator provides an opportunity for the workforce system to align funding, programs, and services in unique, worker-centered ways. The intent is to bring successful strategies to scale and embed them into the workforce system, ultimately influencing system change. The pillars of Accelerator are:

- **Collaboration** among partners in the development of service delivery strategies and alignment of resources to better connect disadvantaged and disconnected job seekers to employment.
- **Innovation** that creates new methods or adapts existing approaches or accelerates the application of promising practices in workforce development and skill attainment.
- **System change** that uses these sub-grants to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.

The COVID pandemic laid bare deep social and economic inequities. Job loss has not been evenly distributed throughout the economy, with the greatest losses occurring in the sectors employing a preponderance of workers of color and immigrants in low-wage jobs. The economic shock has left already vulnerable workers and families facing housing insecurity and homelessness. Additionally, the imperative for racial and economic justice,

confronting historic and prevalent inequality, forces a reexamination and reimagining of traditional workforce approaches.

California can emerge as a more just and prosperous state by prioritizing the needs of those who have borne the brunt of the COVID virus and the resulting economic crisis. We know that equity and good jobs are good for workers, good for businesses, and good for regional economic growth and resiliency. We harness California's strength when we support the creation and expansion of quality jobs and when we create clear pathways to those jobs for the most vulnerable workers.

#### **D. Project Goals and Objectives**

The goal of Accelerator 9.0 is to impact economic and racial equity by creating pathways to good quality jobs for workers from disadvantaged or low-income communities. Traditional workforce and education strategies have had inadequate impact. Even promising strategies lack the speed, agility, or scale needed to accelerate employment for workers desperately in need of good jobs.

The Governor's 2020-2023 Unified Strategic Workforce Development Plan (Strategic Plan) is guided by the vision of a future High Road economy--A California for All-- defined by quality jobs, equity, worker voice, sustainable growth and climate resiliency.

The premise of High Road is the understanding that in order to affect greater economic equity, we must pay attention to job quality. The High Road vision starts first with quality jobs then builds pathways to the best jobs for workers from disadvantaged populations or low-income communities. High Road also seeks to create more quality jobs as well as improving the quality of existing jobs.

Accelerator 9.0 is consistent with past Accelerators, but it also departs in important ways. In the context of the High Road approach, 9.0 seeks projects that blend *innovative approaches to three program areas* in ways that can be scaled and replicated. The three program areas are:

- Make high growth jobs better jobs by working with employers to improve job quality;
- Create income security and/or upward mobility for current workers;
- Connect or "bridge" workforce programs directly to where the quality jobs are.

Successful Accelerator 9.0 projects will not in themselves be the definition of a High Road project, but *will utilize principles*, in part or in whole, that reflect the Strategic Plan's High Road vision for workforce development:

**Quality Jobs** - Identify employers (public or private) that offer quality jobs in sectors that are driving regional employment. A quality job, among other traits, provides a living wage, comprehensive employer-provided medical benefits, predictable scheduling, a safe and just work environment, worker voice and agency in the job, ongoing employer investment in paid on-the-job training and career advancement.

**Equity** - target workers from disadvantaged populations or low-income communities,

with emphasis on immigrants, people of color, and the housing insecure.

**System alignment** - includes workforce boards, public schools and colleges, social services agencies, etc. Mission-driven CBOs that are closest to the target populations play a prominent role in recruitment, counseling, and providing other relevant supports. Unions, businesses, and public sector employers that help create pathways to good quality jobs and provide skills training, including apprenticeship and other earn-and-learn strategies, are also critical system partners.

The CWDB and EDD will fund applications that successfully address one or more of the program areas, reflect High Road principles where possible and serve the Accelerator target populations. Projects should also demonstrate potential to increase the effectiveness, scale, and/or capacity of existing workforce system programs and funding streams. Successful applications may create new tools, borrow methods from other disciplines, or apply models from other sectors or populations in order to achieve the desired outcomes.

## E. Project Design

Accelerator seeks solutions to specific challenges that inhibit career opportunity and employment success for the targeted populations and that improve access to the workforce development pipeline – education, training, support services, placement, retention, etc. The intent is not simply to create new programs or to expand existing ones. Successful applicants will demonstrate how their projects will direct existing resources and efforts in new, more efficient and effective ways. These efforts should not create or reinforce service delivery silos or funding silos, but rather should result in strategies that take a new or unique approach to addressing workforce pipeline gaps specific to these populations, that can be applied, replicated or scaled to create broader impact and system improvement.

### *The Big Idea Concept*

The end game is advancing job quality and equity. Each project must identify a specific workforce system challenge or gap that existing workforce programs do not or cannot currently address due, for example, to rigid funding requirements, inadequate resources, need for relevant expertise or new partnerships, or other obstacles.

With relatively flexible Accelerator funding, the Big Idea is a *new innovative approach* that has the potential to address this challenge or gap, thereby accelerating quality job outcomes for the population(s) targeted by the project.

A Big Idea will address one or more program areas below, or elements of one or more of these areas:

- **Make high growth jobs better jobs** by increasing job quality standards for emerging industries and/or jobs that drive the region by working with employers (see Job Quality description under Goals).
- **Create income security and/or upward mobility** for current workers. For example with an employer or within an industry, or from one occupation to another higher wage occupation, etc. May include, but not limited to, employed worker training (i.e.

paid OJT or formal apprenticeship); sector-based “hiring hall” or “employer of record” approaches that allow employees mobility across multiple employers; employer collaboratives that lead facilitate to shared investment in talent; sector-based technology solutions that enhance mobility and access to quality jobs; worker collaboratives that enhance sector-based networking and income stability; activities that lead to employee ownership.

- **Connect or “bridge” workforce programs** directly to quality jobs. May include, but not limited to, transitional employment (such as employment social enterprises), work-based learning, pre-apprenticeship aligned with State-approved apprenticeship, earn-and-learn approaches such as formal apprenticeship, or other strategies that connect the target population(s) to entry level employment in quality jobs, including pathways to public sector employment and existing HRTPs.

### *Target Populations*

Target populations include:

- People that are unemployed or underemployed
- People experiencing housing insecurity
- Youth that are neither in school nor working
- Immigrant job seekers
- People from disadvantaged or low-income communities
- People from communities experiencing disproportionate unemployment

Applicants may propose projects that address more than one of these populations, however awardees must be able to document the demographics of and the benefits to each proposed targeted population.

If serving participants with Accelerator 9.0 funds (WIOA 15% Governor’s Discretionary Funds) or leveraged dollars for this initiative, participants must meet WIOA eligibility and reporting requirements. For the information on WIOA eligibility, please review the [EDD Eligibility Technical Assistance Guide](#) for adult and dislocated workers, and [WSD16-01 - WIOA Youth Program Requirements](#).

## **F. Project Team**

Successful applicants will design, develop, or prototype different tools, methods and strategies than those the workforce stakeholders are presently using. The intent is to use existing resources in new, more efficient, effective ways. As such, each applicant is required to bring a team of partners that offers unique skills and contributions to the project. Applicants must identify each team member (team members may represent organizations) and describe the role of each in developing and implementing the project. Applicants must name individuals, their background and contribution to the proposed project.

The ideal team is drawn together through partnerships based on a common vision, and a shared Big Idea that has the potential for meaningful and long-term change related to the goals of Accelerator 9.0. The team can be a partnership that has worked together in the

past or be a new partnership brought together for this purpose.

Form should follow function - the structure of the Project Team and their roles are defined by the specific Big Idea and gap or challenge being addressed. (Note: The project budget and allocation of project funding should reflect and appropriately support the role of each Team Member)

Project Teams *must include at least one unique member* from each of the following groups:

**Customers** – Partners who represent at least one end-use customer of the project: workers and/or employers. Each project must include at least one Customer representative:

**Workers**- A partner who currently represents and best understands the needs of the targeted population(s) (this individual could represent a community based organization, worker center, worker or community advocacy group, labor organization, etc.). This partner must be able to provide direct input from individual workers from the target population(s) affected by the project.

**Employers** - A partner that has quality jobs that need to be filled, knows how to create access to quality jobs, or is positioned to improve job quality. This partner currently represents multiple public or private employers (this individual could represent an industry or business association, labor-management partnership, public agency management or local government, etc.). This partner must be able to provide direct input from employers affected by the project.

**Experts** – Partners who understand workforce programs and are positioned to redirect existing public or private resources (e.g. workforce boards, community organizations, community colleges, K-12 schools, America’s Job Centers, county social services/public assistance providers, etc.). This partner must have direct expertise and experience with these institutions.

**Innovators** – Partners who bring fresh perspective from non-workforce sectors, especially in applying models that are not considered traditional workforce approaches, such as employee owned enterprises, community benefits agreements, community or business collaboratives, hiring halls, etc. This partner doesn’t likely come from workforce per se, but has the ability to adapt approaches to a workforce context (e.g., social enterprises, academic research entities or think tanks, social or economic policy advocates, worker centers, community grassroots organizations, labor organizations, workforce intermediaries, etc.).

**Influencers** - Partners who are positioned to take the lessons from the project and change policy and practice in ways that can affect system change (i.e. decision makers or leaders in government, industry, labor, community, or other areas relevant to the change the project seeks to make).



## G. Project Activities

The Strategic Plan prioritizes regional coordination among key partners, sector-based employment strategies, skill attainment through earn and learn and other effective training models (including but not limited to apprenticeship), and development of career pathways. In addition, the Strategic Plan emphasizes the coordination and alignment of resources and systems to better serve all California job seekers, including those with significant barriers to employment. This RFA aims to increase workforce system capacity to serve job seekers in the targeted populations by addressing gaps or capitalizing on opportunities to bridge priority services, training or education, and ultimately employment in targeted industry sectors. For allowable activities, see Appendix B.

### New Accelerator Projects

The CWDB will fund new, unique and innovative Big Ideas that reflect the goals of Accelerator 9.0 through one or more of the Program Areas, incorporating High Road principles in whole or in part.

New Accelerator Project applicants are encouraged to take a research and development approach to prototyping new models or approaches in response to COVID 19, economic recovery, and economic and racial equity. Projects may include design, development, testing, piloting, and/or implementation activities, to be determined by the scope and target of the project and the Project Team partners.

Applicants may, for example, propose projects that modify or redirect existing service delivery or programs, adapt an approach that is not traditionally workforce to a workforce context, or design and develop something brand new that has real potential for success, etc. New Accelerator applicants must demonstrate clear goals and proposed outcomes, strategies for achieving goals, methods for demonstrating progress (including data tracking and reporting), and outcomes (including successes and lessons). For example, a project that proposes to improve job quality must benchmark quality of the jobs targeted, define the elements that will improve quality, provide a clear mechanism to demonstrate progress and outcomes related to the project's target population.

Projects may choose to utilize:

- Tools, models, or resources that are already developed but not used in the public workforce system, with the targeted populations, or are not at scale.
- Strategies, resources, and lessons from other disciplines, applied to the workforce system and target population(s).
- Brand new ideas that have the opportunity to be game changers for the workforce system and target groups.

Accelerator is interested in innovations and new approaches that have promise for deeper impact and for broader system change. All successful applicants will clearly articulate the innovation process, points of change, and prospects for implementation at scale. Applicants may propose projects that are integrated into existing programs or service delivery

infrastructure; however, successful grants will show how their activities can be applied more broadly to create population, system, or regional impact.

For those projects using Accelerator or leveraged funds for direct service delivery, job-seeker clients must be enrolled in CalJOBS and will utilize WIOA performance indicators (employment and earnings) for participants served.

## Innovation Impact Projects

Through Accelerator 9.0, the CWDB will fund applicants who have successfully managed WIOA-funded grant projects in the past. The intent is to invite previous or existing grantees to recast a current or past project in order to affect the goals of Accelerator 9.0 through one or more of the Program Areas, incorporating High Road principles in whole or in part.

Applicants will use innovative strategies to adapt, replicate and scale previous successful project models in response to COVID 19, economic recovery, and economic and racial equity. This can include any project models funded with CWDB grant dollars, including Accelerator, High Road Training Partnerships, Regional Plan Implementation, etc.

Successful applicants will clearly articulate the process for adaptation, replication, or scale.

Accelerator is interested in innovations and new approaches that have promise for deeper impact and for broader system change. All successful applicants will clearly articulate the innovation process, points of change from the original project, and prospects for implementation at scale. Applicants may propose projects that are integrated into existing programs or service delivery infrastructure; however, successful grants will show how their activities can be applied more broadly to create population, workforce system, industry sector, or regional impact.

Innovation Impact Accelerator applicants must demonstrate clear goals and proposed outcomes, strategies for achieving goals, methods for demonstrating progress (including data tracking and reporting), and outcomes (including successes and lessons). For example, a project that proposes to improve job quality must benchmark quality of the jobs targeted, define the elements that will improve quality, provide a clear mechanism to demonstrate progress and outcomes related to the project's target population.

For those projects using Accelerator or leveraged funds for direct service delivery, job-seeker clients must be enrolled in CalJOBS and will utilize WIOA performance indicators (employment and earnings) for participants served. Innovation Impact Projects are highly encouraged to serve participants.

## Accelerator 9.0 Technical Assistance and Support

Through this RFA, the CWDB will fund Technical Assistance and Support activities that aid all of the Accelerator 9.0 Awarded Projects. These activities provide individual and group-based assistance to Accelerator 9.0 awardees in the design, development, and implementation of their projects and provide a forum for cross-project communication and peer-to-peer support. The activities can take place during Community of Practice meetings, as described below, or through other means of communication as identified by the Technical Assistance and Support Provider. The Provider will also assist the CWDB in telling the story of Accelerator 9.0—challenges, opportunities, successes—such as through the presentation of data, practices, and/or testimonials.

Technical Assistance and Support Provider Applicants should demonstrate minimum qualifications in the following:

- Comprehensive understanding of the public workforce system;
- Experience with organizing innovative industry sector approaches to workforce development;
- Experience in working with organized labor, labor-management partnerships, and public and private sector employers;
- Expertise in working with and supporting mission driven community based organizations, especially CBOs with missions that align with the goals of Accelerator 9.0;
- Background in economic, social, and/or racial justice movements—including in organizing, public policy, and program work;
- Communications capacity with examples showing previous work;
- Expertise in organizing and facilitating effective webinars and online and in-person learning events.

### *Technical Assistance and Support Activities*

Services provided by Technical Assistance and Support Provider may include but are not limited to:

- **Knowledge Sharing:** design and facilitate a Community of Practice that guides the Project Teams through development and implementation, including peer-to-peer engagement and learning. In coordination with the CWDB, provide relevant training for awardees on topics such as design methods; innovation strategies; job quality; racial equity and economic and social justice; or other subjects relevant to the goals of Accelerator 9.0. Develop methods for sharing promising practices with the workforce community.
- **Systems/Policy Change:** Provide guidance on strategies on impacting workforce policy, systems, and/or practices.
- **Team Building:** Facilitation and/or guidance of strong Project Team engagement for Accelerator Grantees.

- **Innovative Remote Services:** Advise on implementing quality remote services in response to the imperatives related to COVID and socially distancing.
- **Course Correction:** Identify when individual project goals, deliverables, and outcomes aren't being met and provide guidance to the Accelerator awardees in the examination of alternative methods to accomplish their project goals.
- **Sustainability:** Provide guidance and assistance in developing sustainability plans to ensure that the Accelerator projects continue their work beyond the grant period.
- **Additional Activities:** As proposed by the Applicant.

## H. Communities of Practice

The CWDB is committed to implementing continuous improvement, innovation, and system change strategies. This RFA will develop a Community of Practice of awardees, staff, partners, and other key system stakeholders. Project Teams will access peer and expert technical assistance, share successful program models, and coordinate performance and evaluation activities through the Community of Practice. *Project Teams should budget for and plan to attend at least two virtual Community of Practice meetings throughout the grant period.*

## **I. Funding**

Funding under this RFA will be provided through the WIOA 15% Governor's Discretionary allocation. All awards are subject to the 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 grant term duration, and amount of each grant award based upon the availability of funds and performance. If additional funds become available, the CWDB reserves the right to fund additional projects solicited through this RFA and/or increase award amounts to funded projects.

### *Activities*

Accelerator funds may be used for planning, design, development, piloting, and implementation activities. If services are provided directly to job-seeker customers during the grant period, those services may be paid with this grant funding and/or leveraged funds. All participants will be enrolled in WIOA and tracked in CalJOBS. For the information on eligibility, please review the [EDD Eligibility Technical Assistance Guide](#) for adult and dislocated workers, and [WSD16-01 - WIOA Youth Program Requirements](#).

## **J. Allowable Use of Funds**

The use of funds awarded in the RFA is governed by the WIOA and its associated federal regulations, 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](#)). Appendices A and B describe the general requirements pertaining to these funds. Annual monitoring will be conducted by the EDD Compliance Review Office and follow a similar protocol as WIOA Title I monitoring. Funds awarded under this RFA cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs. The definition of administrative costs is provided in Appendix A.

## **K. Grant Awards and Term**

The CWDB and EDD anticipate funding grants not to exceed \$500,000. The grant period will be 18 months in duration (24 months for the Technical Assistance and Support Provider). Successful Project applicants will demonstrate a 1:1 match of cash or in-kind support for their project activities as outlined below. Accelerator 9.0 Technical Assistance and Support applicants are not required to provide matching funds or in-kind support.

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.

Note: The CWDB and EDD reserve the option to extend grant periods with proven justification.

Project Type	Total Grant Award Amount	Note
New Accelerator Projects	<ul style="list-style-type: none"> <li>Up to \$150,000</li> </ul>	Open to new applicants who have not previously managed a WIOA-funded grant initiative.
	<ul style="list-style-type: none"> <li>Up to \$250,000</li> </ul>	Open to applicants who have previously demonstrated a successful management of WIOA dollars.
	Requires 1:1 cash or in kind match	
Innovation Impact Projects	<ul style="list-style-type: none"> <li>Up to \$500,000</li> <li>Requires 1:1 cash or in-kind match</li> </ul>	<p>Open to applicants who have demonstrated previous successful management of a WIOA-funded initiative <b>and</b> is planning to <u>adapt, replicate or scale previous successful project models</u> in response to COVID 19, economic recovery, and economic and racial equity.</p> <p>The applicant/fiscal agent MUST BE versed in and be able to apply WIOA and Code of Federal Regulation Title 2 (Uniform Guidance).</p>
Technical Assistance & Support	<ul style="list-style-type: none"> <li>Up to \$300,000</li> </ul>	N/A

## L. Eligible Applicants

Eligible applicants for this RFA include but are not limited to local workforce development boards, labor organizations, labor-management partnerships, public universities, K-12 education entities and adult schools, community colleges, county social services agencies, worker centers, community-based organizations, business related non-profit organizations, and workforce intermediaries.

Project Type	Eligible Applicant(s)
<p style="text-align: center;"><b>New Accelerator Projects</b></p>	<p>Include but are not limited to local workforce development boards, labor organizations, labor-management partnerships, public universities, K-12 education entities and adult schools, community colleges, county social services agencies, worker centers, community-based organizations, business related non-profit organizations, and workforce intermediaries.</p> <p>This category is for new innovative projects, and is open to applicants who have not previously managed a WIOA-funded grant.</p> <p>Larger funding amounts are available to applicants with demonstrated successful management of WIOA grant funds.</p> <p>For up to \$150,000: The applicant/fiscal agent must <i>become</i> versed in and be able to apply WIOA and Uniform Guidance.</p> <p>For up to \$250,000: The applicant/fiscal agent must <i>have experience</i> running a project in compliance with WIOA and Uniform Guidance.</p>
<p style="text-align: center;"><b>Innovation Impact Projects</b></p>	<p>Must meet the same eligible applicant criteria as described for “New Accelerator Projects” AND be a previous or current WIOA-funded grantee with demonstrated successful experience running a project in compliance with WIOA and Uniform Guidance. Innovation Impact Projects will adapt, replicate and scale previous successful project models funded by the CWDB.</p>
<p style="text-align: center;"><b>Technical Assistance &amp; Support</b></p>	<p>The Accelerator 9.0 Technical Assistance and Support Applicants must meet the same eligible applicant criteria as described for “New Accelerator Projects” and meet the minimum qualifications outlined in this RFA.</p>

*A for-profit private business or a for-profit consortium of businesses cannot be the lead applicant but can be a partner on the Project Team.*

## M. Program Evaluation

The CWDB encourages Accelerator 9.0 applicants to assess the characteristics and potential outcomes of their application to identify the truly innovative aspects of the projects. These projects should allow the Project Team, stakeholders, partners, and service providers to identify and learn from new strategies, promising practices, and course corrections. Awardees will be required to submit reports on project progress and document outcomes, which will be made available to the CWDB, EDD, and other stakeholders.

## Section 2: Significant Dates

Event	Date*
RFA Release	<b>February 1, 2021</b>
Application Workshop	<b>February 9, 2021 1:00PM-2:30PM PT</b>
Q&A	Accepted and posted weekly to the CWDB's website throughout the application period.
All Applications Due	<b>March 8, 2021</b> (by 3:00 PM Pacific)
Award Announcement	<b>April 2021</b>
Grant Period	<b>June 1 2021 - December 30, 2022</b> <i>Technical Assistance thru June 2023</i>

*\*All dates after the final application submission deadline may be adjusted, without addendum to this RFA.*



## Section 3: Application Submission Instructions

This RFA contains the requirements that applicants must meet in order to submit a responsive Application. The RFA provides information regarding the format in which applications must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicants' responsibilities.

### A. Application Deadline

The deadline for applications is March 8, 2021 at 3:00 PM Pacific Time.

Late applications will not be accepted.

### B. Application Delivery Method and Addresses

Applications must be submitted electronically to:

[WAF@cwdb.ca.gov](mailto:WAF@cwdb.ca.gov)

All applications must be submitted in one .ZIP File containing all required forms\* and using the following naming convention:

**Accelerator9.0\_ApplicantOrganization\_ProjectName**

*\*No PDFs except for cover page with original signature*

Please use "Accelerator 9.0 Application" in the subject line.

### C. Questions and Answers

Questions regarding the instructions for this RFA may be sent to:

[WAF@cwdb.ca.gov](mailto:WAF@cwdb.ca.gov)

Please use "WAF 9.0 Question" in the subject line. Cumulative questions and answers will be posted to the CWDB's website under the Initiatives tab on a weekly throughout the grant period. The last day Q&A will be posted is March 5th by 5:00PM.

An Application Webinar is scheduled for Tuesday, February 9, 2021 from 1:00-2:30PM PT to review the application requirements and answer questions regarding the RFA. To RSVP for the Application Workshop, use this [Survey Monkey Link](#).

Weekly Q&A is posted on the [Accelerator initiative page](#).

## Section 4: Application Requirements, Award and Contracting Process

### A. Required Application Content

All applications must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. **Applications that do not adhere to these requirements will be determined non-responsive and will not be considered for funding.**

This RFA has three types of projects. There are three separate Exhibit D, Project Narrative templates and two Project Matrices to choose from. In addition to the Exhibit Workbook, complete either:

- Project Narrative and Matrix, New Accelerator Projects
- Project Narrative and Matrix, Innovation Impact Projects
- Project Narrative, Technical Assistance

The Participant Plan Exhibit must be completed by any project directly serving participants with grant or leveraged match funds.

All applications must adhere to a five-page limit for the project narrative, one-inch margins, single-spaced, in a font no less than 12 point. A Narrative template is provided with prompts that should be answered completely and concisely. Do not manipulate this template. The page limit accounts for the template. The Exhibit Workbook, Matrix, and Participant Plan are not included in the page limit.

All applicants must submit the required forms and attachments. These include:

Document Name/Description	Form Provided
Cover Page	YES
<b>Project Matrix</b> <ul style="list-style-type: none"> <li>• New Project</li> <li>• Innovation Impact Project</li> </ul>	YES
<b>Exhibit A: Project Narrative either:</b> <ul style="list-style-type: none"> <li>• New Project</li> <li>• Innovation Impact Project</li> <li>• Technical Assistance</li> </ul>	YES
<b>Exhibit E: Funding Expenditure Plan</b>	YES
<b>Exhibit F: Budget Summary</b>	YES
<b>Exhibit F2: Budget Narrative</b>	YES
<b>Exhibit G: Supplemental Budget</b>	YES
<b>Exhibit I: Work Plan</b>	YES

<b>Exhibit J: Partner Roles &amp; Responsibilities</b>	YES
<b>Participant Plan, if applicable.</b>	YES

**B. Application Narrative, Evaluation and Recommendation for Funding**

The application narrative for each project should address each of the sections outlined in the Project Narrative Tables. All applications must include the required forms and cover page. The scoring value of each section of this RFA is included in the Project Application Tables.

Applications will be reviewed and scored by teams of independent reviewers based on the Evaluation Rubrics. The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the application. Only those applications deemed to be meritorious and in the best interests of the State will be recommended for funding.

New, Impact Innovation, and TA Provider applications will scored independently.

- Table 1 includes scoring criteria for New Project Applications
- Table 2 includes scoring criteria for Innovation Impact Provider Applications
- Table 3 includes scoring criteria for TA Applications

**New Accelerator 9.0 Project Narrative Table**

Section	Description	Points
Project Narrative	<p><b>Use the New Project Narrative Template (Exhibit A) to answer the following:</b></p> <ul style="list-style-type: none"> <li>▪ Describe the challenge or gap the project will address and the target population that will be directly or indirectly impacted.</li> <li>▪ Describe how your project aims to impact economic and racial equity. Provide details on the how the project is designed to address the opportunity for improvement or change and how this project will uniquely address the “big idea” in workforce development.</li> <li>▪ Describe how this project’s “Big Idea” will address one of the program areas, or elements of one or more of the program areas below: A. Improvement of Job Quality, B. Create Income Security or Upward Mobility, or C. Connect or Bridge Workforce Programs to quality jobs.</li> <li>▪ Describe what High Road principles will be incorporated into the project and how.</li> <li>▪ Describe the innovation process, <i>how the project is unique</i>, the role of the Project Team, and how this will be documented.</li> <li>▪ Provide an outline of the project, and the project objectives: strategies, outputs and outcomes (<i>what will the project do?</i>), performance measures (<i>how will success be measured?</i>), and timeline. Describe the opportunity for scaling, replication, or application of project successes and lessons.</li> <li>▪ <b>Complete the Exhibit Workbook.</b></li> <li>▪ <b>Complete the Participant Plan, if applicable.</b></li> <li>▪ <b>Complete the New Accelerator Project Matrix.</b></li> </ul>	45

**New Accelerator 9.0 Project Narrative Table**

Section	Description	Points
Project Team	<ul style="list-style-type: none"> <li>▪ Identify the individuals and organizations representing each of the Project Team roles (Expert, Innovator, and Customer, Influencer) and their experience and successes in that capacity.</li>   <li>▪ Describe the function or activities each will provide in the project, including role and commitment to integration, sharing, and replication and/or scaling of successful outcomes.</li>   <li>▪ List any in-kind match provided by the Project Team members.</li> </ul>	45
Budget	<ul style="list-style-type: none"> <li>▪ <b>Complete the Project Budget (Exhibits F, F2, and G) in the Workbook.</b> Applicants must provide detailed budget information, including 1:1 cash or in-kind match. The budget must reflect the roles and responsibilities of the Project Team members.</li> </ul>	10

**Innovation Impact Accelerator 9.0 Project Narrative Table**

Section	Description	Points
Project Narrative	<p><b>Use the Innovation Impact Project Narrative Template (Exhibit A) to answer the following:</b></p> <ul style="list-style-type: none"> <li>▪ Describe how the progression of the original project will aim to impact economic and racial equity. Provide details on the how the project is designed to address the opportunity for improvement or change and how this project will uniquely address the “big idea” in workforce development.</li> <li>▪ Describe how this project’s “Big Idea” will address one of the program areas, or elements of one or more of the program areas below: A. Improvement of Job Quality, B. Create Income Security or Upward Mobility, or C. Connect or Bridge Workforce Programs to quality jobs.</li> <li>▪ Describe what High Road principles will be incorporated into the project and how.</li> <li>▪ Describe the innovation process, points of change from the original project, how the proposed project is unique, and how this will be documented. Include the role of the Project Team.</li> <li>▪ Provide an outline of the project and the project objectives: strategies, outputs and outcomes (what will the project do), performance measures (how will success be measured), and timeline. Describe the opportunity for scaling, replication, or application of project successes and lessons.</li> <li>▪ <b>Complete the Exhibit Workbook.</b></li> <li>▪ <b>Complete the Participant Plan, if applicable.</b></li> <li>▪ <b>Complete the Innovation Impact Accelerator Project Matrix.</b></li> </ul>	45

Innovation Impact Accelerator 9.0 Project Narrative Table		
Section	Description	Points
Project Team	<ul style="list-style-type: none"> <li>▪ Identify the individuals and organizations representing each of the Project Team roles (Expert, Innovator, and Customer, Influencer) and their experience and successes in that capacity.</li> <li>▪ Describe the function or activities each will provide in the project, including role and commitment to integration, sharing, and replication and/or scaling of successful outcomes.</li> <li>▪ List any in-kind match provided by the Project Team members.</li> </ul>	45
Budget	<ul style="list-style-type: none"> <li>▪ <b>Complete and attach the Project Budget (Exhibits F, F2, and G).</b> Applicants must provide detailed budget information, including 1:1 cash or in-kind match. The budget must reflect the roles and responsibilities of the Project Team members.</li> </ul>	10

## Accelerator 9.0 Technical Assistance and Support Narrative Table

Section	Description	Points
<p>Technical Assistance and Support Project Narrative</p>	<p><b>Use the Technical Assistance Narrative Template (Exhibit A) to answer the following:</b></p> <ul style="list-style-type: none"> <li>▪ Provide a comprehensive introduction on your background and areas of expertise that align with the goals and objectives of this Technical Assistance solicitation. Include information on your existing capacity to provide adequate support to projects and your familiarity with best standards and practices in workforce development, economic, social and racial justice movements, and the CWDB’s principles of High Road.</li> <li>▪ Provide an overview of the activities for technical assistance, support and knowledge sharing the Accelerator 9.0 projects will receive.</li> <li>▪ Describe your expertise in grantee and stakeholder convening, cross-system information sharing, and field building activities/strategies, including networking events, best practices/information sharing sessions for targeted groups, and larger Communities of Practice in both virtual and in-person settings.</li> <li>▪ Describe how awardee activities will be documented and progress will be assessed.</li> <li>▪ Provide details of your knowledge and experience with:               <ol style="list-style-type: none"> <li>a. Documenting and disseminating lessons learned, best practices, and successful program models for internal and external purposes;</li> <li>b. Developing policy briefs, white papers, case studies, and other public facing materials promoting best practices in workforce innovation;</li> <li>c. Increasing visibility and highlighting successes through print and electronic media – including videos.</li> </ol> </li> <li>▪ List the individuals and organizations providing technical assistance and support for the Accelerator 9.0 projects, and describe their capacity and experience that will help the TA team meet the minimal qualifications on Pages 10 &amp; 11 of this RFA.</li> </ul>	<p>90</p>



Accelerator 9.0 Technical Assistance and Support Narrative Table		
Section	Description	Points
Budget	<ul style="list-style-type: none"> <li>▪ <b>Project Budget (Exhibits F, F2, and G). Applicants must provide detailed budget information.</b></li> <li>▪ No match required.</li> </ul>	10

## Section 5: Administrative and Additional Requirements

All sections in the Code of Federal Regulations (CFR) Part 200 and 2900 require compliance from the awardee agency. There are specific sections of the CFR linked below for reference, however it is the agencies responsibility to review all sections in the CFR to ensure all elements are understood and in compliance:

- [OMB Title 2 CFR Part 200: Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards](#)
- [OMB Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards](#)

In addition, there are EDD Directives and Information Notices. While not every Directive or Information Notice is relevant for the WIOA 15% Discretionary programs, this RFA does utilize applicable ones and CWDB program staff may share additional ones as resources during the grant period.

- [EDD Directives](#)
- [EDD Information Notices](#)

For agencies using funds to serve participants, WIOA law and sections in CFR Title 20, Chapter V, Part 681, Subpart B and CFR Title 20, Chapter V, Part 680 require compliance.

[WIOA Law](#)  
[CFR Title 20, Chapter V, Part 680](#)  
[CFR Title 20, Chapter V, Part 681, Subpart B](#)

For the Administrative and Additional Requirements section:

- The term Awardee/Subrecipient refers to the awarded agency that enters into an agreement with the State of California.
- The stand-alone term Subrecipient refers to the agency/s selected by the Awardee/Subrecipient to carry out the program.

### A. Monitoring and Audits

After grant approval, awardees are also known as Subrecipients and will be referred to as Awardee/Subrecipient hereafter, and will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. The Awardee/Subrecipient is expected to be responsive to all reviewer requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner. If performance is insufficient, or project is not performing and making progress towards deliverables, the state will consider placing the agency on cash hold and possibly de-obligating funds.

Awardee/Subrecipient must conduct regular oversight and monitoring of all contractors and their Subrecipients. The purpose of this requirement is to ensure that expenditures meet the cost category and cost limitation requirements of WIOA and the regulations, that there is compliance with other provisions of WIOA and the regulations, assure compliance with the Uniform Guidance, Title 2 CFR part 200 and part 2900, and other applicable laws and regulations, and to provide technical assistance as needed. It is the Awardee/Subrecipients responsibility to ensure that all awarded funds are in compliance with all regulations.

The Awardee/Subrecipients and their Subrecipients, that are units of local government, or non-profit organizations, must ensure that audits required under OMB guidelines, CFR 200.501, are performed and submitted when due. All organizations that are Subrecipients under WIOA Title I and that expend more than the minimum level specified in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.

[CFR 200.327 - 200.329 - Performance and Financial Monitoring and Reporting](#)

[CFR 200.330 - 200.332 - Subrecipient Monitoring and Management](#)

[CFR 200.501 - 200.507 - Audit Requirements](#)

## **B. Record Retention**

Awardees/Subrecipients will be required to maintain project and fiscal records sufficient to allow federal, State, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer generated) data sources. Awardees/Subrecipients will retain all records pertinent to this contract for a period of three years from the date of final payment on this subgrant.

[CFR 200.333 – 200.337 – Record Retention](#)

## **C. Local Agency Policies**

As a recipient of WIOA funds, agencies must have a series of local agency policies in place that need to comply with State and Federal regulations. All administrative policies are required and those pertaining to serving participants are only needed when an agency is

using grant funds to serve participants. There may be additional policies that are required in the future and some that are not listed here. The local agency policies will be reviewed during monitoring.

CWDB staff can provide examples of local policies and additional guidance.

### **Administrative Policies**

- Accounting Systems
- Allowable Costs and Cost Classification
- Audits and Audit Resolution
- Cash Mgmt. (including minimizing cash on hand)
- Closeout – Grants and Contracts
- Complaints and/or Grievances (participants, staff and bidders)
- Conflict of Interest
- Debt Collection
- Incident Reporting and Grievance
- Indirect Costs
- Internal Controls/Separation of Duty
- Matched and Leveraged Resources **(if match is required)**
- Subrecipient monitoring
- Operating Expense Payments
- Payroll (salaries and fringe)
- Procurement/Purchasing
- Program Income **(if applicable)**
- Property Management
- Records Retention
- Salary and Bonus Limitations
- Travel

### **Participant Policies** – Applicable for RPU Projects using funds to serve participants

- Eligibility Determination
- Services and Training
- Supportive Services

## D. Fiscal

Awardees/Subrecipients need to ensure that all federal and state fiscal requirements are being met by all agencies utilizing the funds awarded under this RFA. In the event, that projects fall behind on spending or deliverables, the Awardee/Subrecipient may be put on cash hold until the issues and concerns are remedied. If a resolution is not reached, there is a possibility that funds will be de-obligated.

Awardees/Subrecipients of WIOA funds will incur expenditures against the subgrant/award and those costs will need to be reimbursed through a Cash Draw in CalJOBS. Upon award, Awardees/Subrecipients will be asked to complete a cash request in the CalJOBS Cash Draw module in order to receive funds.

Prior to completing the application and exhibits, it is recommended to review the following EDD Directives:

[EDD Directive - CalJOBS Cash Request](#)

[EDD Directive - Allowable Costs and Prior Written Approval Information](#)

[EDD Directive - Procurement of Equipment and Related Services](#)

Note: if leasing equipment is being considered, it must to be included in the procurement analysis. Review Federal Acquisition Regulations (FAR) section 7.400, for additional information on leasing:

[Review Federal Acquisition Regulations](#)

[EDD Directive - Subrecipient and Contractor Distinctions](#)

[EDD Directive - Indirect Cost Rates](#)

[EDD Directive – Guidance on Regional Awards](#)

## E. Participant Eligibility

Participant eligibility is only applicable to Accelerator projects using Accelerator 9.0 funds or leveraged match to serve participants.

In addition to selecting target populations, any participant being served under this award must meet eligibility requirements as an Adult, Dislocated Worker, or Youth, and be registered, enrolled and have participation created as such, in the CalJOBS system.

### **Eligibility Requirements for Adults**

18 years or older

Selective Service registration for males

## WIOA Law

### **Eligibility Requirements for Youth**

Youth are either in-school or out-of-school and the eligibility and age requirements are different for each.

#### **In School Youth**

In order to receive services as an in-school youth, an individual must meet the following eligibility criteria:

- a. Attending school, including secondary and postsecondary school.
- b. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
- c. Low income individual.
- d. Meets one or more of the following barriers:
  - a. Basic skills deficient.
  - b. An English language learner.
  - c. An offender.
  - d. A homeless individual or runaway.
  - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
  - f. Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
  - g. An individual with a disability.
  - h. An individual who requires additional assistance to complete an educational program or secure and hold employment.

#### **Out of School Youth**

One or more of the following barriers:

- a. A school dropout.
- b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter. i. Note – If the school does not use school year quarters, Local Areas must use calendar quarters.
- c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual "start underline" and "end underline" is either basic skills deficient or an English language learner.
- d. An offender.
- e. A homeless individual or a runaway.
- f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement.
- g. An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers). h. An individual with a disability.

- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

[Title 20 CFR Section 681.210 - Out of School Youth](#)

[Title 20 CFR Section 681.220 - In School Youth](#)

[WIOA Law](#)

Incumbent Workers include a separate set of eligibility requirements for employers and participants. More information can be found here:

[EDD Directive - Incumbent Worker Training](#)

## **F. Supportive Services**

Supportive Services are only applicable to Accelerator projects using Accelerator 9.0 funds to serve participants.

Supportive Services are designed to provide participants necessary resources to allow them to participate in career and education services. Supportive Services can only be provided when participants are participating in career and training services, are unable to obtain the supports from other programs, and they are necessary to enable a participant to participate in career and education services. A local agency policy must be developed if using grant funds to provide supportive services to participants.

[CFR Title 20, CH V, Part 680, Subpart G – Adult and Dislocated Worker Supportive Services](#)  
[CFR 681.570 – Youth Supportive Services](#)

## **G. Case Management**

Case Management is only applicable to Accelerator projects using Accelerator 9.0 funds to serve participants.

While case management is a programmatic function, the lead agency is responsible to ensure that all Awardee/Subrecipient staff and their Subrecipients serving participants with WIOA funds, are performing case management in compliance with WIOA regulations. All participants must be eligible for the WIOA program and meet eligibility requirements as an Adult, Dislocated Worker or Youth, and complete both the registration and enrollment process in CalJOBS. This needs to occur prior to any funds being spent on a client. If a client is not eligible for the program and funds are spent, these funds could be deemed unallowable.

Some examples of case management (not exhaustive):

- Eligibility verification – supporting documentation is required
- Creation of a participant file and clearly outlining the service strategy plan
- Detailed case notes explaining all supports to the client
- Justification for all funds spent on the participant that align with the service strategy

plan

- Receipts for all expenses. If items are purchased and given to the client, there needs to be a tracking system that shows the client received the items.
- Funds provided in the form of gift cards, require receipts for the full amount of the gift card. There needs to be tracking system that show the client receiving the gift card.
- If work experience or on-the-job training is provided, signed timesheets are required.

During monitoring a thorough review will occur to ensure that the participant is eligible for the program and all funds spent align with the service strategy plan, and are justifiable and allowable. The goal is to create participant files that contain all the necessary documentation and details to tell the story of how this participant was supported while enrolled in the WIOA program.

CalJOBS activity codes will need to be entered as services are provided to participants.

[EDD Directive – CalJOBS Activity Codes](#)

## **H. Reporting**

Subrecipients must have the capability to report expenditures, participant data, and outcome data to the State, in a manner that is timely, thorough, and accurate through CalJOBS, the state's required reporting system. The State will provide training on how to use CalJOBS<sup>SM</sup>. If the Awardee/Subrecipient is a Local Board or RPU, work with the respective MIS Administrator for additional assistance.

All Awardee/Subrecipients will be required to have access to CalJOBS for financial reporting and to perform cash draw downs. Only the Awardee/Subrecipients using grant funds to serve participants, will be required to enter participant data into CalJOBS, submit quarterly participant reports, enter project activities and perform case management. The CWDB will provide a quarterly reporting template and it is the expectation that reports provide comprehensive narrative on project activities, information on expenditures, and metrics for participants, reflecting work done by all partners. Reports will be cross-checked with CalJOBS data entry.

The CWDB may request monthly reporting if there are concerns with meeting project outcomes or issues with expenditures. In some instances, a subrecipient may be put on cash hold if reports are not being submitted on time, expenditures are a concern or timely reporting in CalJOBS is not occurring.

Within 60 days of the project termination date, a project closeout report is due. The Monthly and Quarterly Financial Reporting Requirements and WIOA Closeout Requirements on the EDD website, provide further guidance.

[EDD Directive - Participant Reporting Information](#)

[EDD Directive - Fiscal Reporting Information](#)

[EDD Directive - Closeout Reporting Information](#)

## **I. Compliance**

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars, CFRs Title 2, Title 20 and Title 29, and EDD Directives and Information Notices.

## **J. Evaluation**

WIOA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the State to determine the effectiveness of the Governor's 15% Discretionary funds in addressing the identified statewide needs. As part of this RFA, the State will be selecting a statewide evaluation organization and the Awardee/Subrecipient will be required to participate in that evaluation by providing requested data and information. Therefore, all Awardee/ Subrecipients are expected to document lessons learned, and effective/promising practices ascertained through this project.



## Appendix A – Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of ten percent. The following WIOA Title I function and activities constitute the costs of administration subject to the administrative cost limitation:

- a. The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant sub recipients, local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- b. The costs of administration are the costs associated with performing the following functions:
  - (1) Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
    - i. Accounting, budgeting, financial and cash management functions
    - ii. Procurement and purchasing functions
    - iii. Property management functions
    - iv. Personnel management functions
    - v. Payroll functions
    - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
    - vii. Audit functions;
    - viii. General legal services functions;
    - ix. Developing systems and procedures, including information systems, required for these administrative functions; and
    - x. Fiscal agent responsibilities
  - (2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.
  - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
  - (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
  - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(6) Specific costs charged to an overhead or indirect cost pool that can be identified directly as administrative costs. Documentation of such charges must be maintained.

c. Additional guidance on costs:

a. Awards to sub recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of sub recipients and contractors are program costs.

(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

(6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:

- i. Tracking or monitoring of participant and performance information.
- ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
- iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
- iv. Local Workforce Development Area performance information.
- v. Information relating to supportive services and unemployment insurance claims for program participants.

d. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

## Appendix B - Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) ([2 CFR Part 200](#)) and Department of Labor (DOL) exceptions ([2 CFR Part 2900](#)). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

- a. Be necessary and reasonable for the performance of the award.
- b. Be allocable to the award.
- c. Conform to any limitations or exclusions set forth in the award.
- d. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.
- e. Be accorded consistent treatment.
- f. Be determined in accordance with generally accepted accounting principles.
- g. Not be used to meet cost sharing or matching requirements of any other federally financed program  
**Note: CWDB allows WIOA discretionary funds to be used towards match of other CWDB WIOA discretionary funded programs and with WIOA Title I formula funds.**
- h. Be adequately documented.

Below is a high-level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide, rather than a final authority for making a determination of whether or not a cost would be considered allowable.

The legend key below along with the definitions is intended to help the user understand whether a cost item is allowable or not.

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable
NS	Not Specified in the Uniform Guidance

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

### Cost Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	<a href="#">200.421</a>	
2	Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3	Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4	Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5	Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6	Bad debts	U	U	U	<a href="#">200.426</a>	
7	Bonding costs	A	A	A	<a href="#">200.427</a>	
8	Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9	Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10	Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11	Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12	Conferences	A	A	A	<a href="#">200.432</a>	

	<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local &amp; Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
13	Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14	Contributions and donations	U	U	U	<a href="#">200.434</a>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	

	<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local &amp; Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
24	General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
28	Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
29	Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
30	Lobbying	U	U	U	<a href="#">200.450</a>	
31	Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
32	Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	<a href="#">200.454</a>	
35	Organization costs	U/AP	U/AP	U/AP	<a href="#">200.455</a>	
36	Participant support costs	AP	AP	AP	<a href="#">200.456</a>	
37	Plant and security costs	A	A	A	<a href="#">200.457</a>	

	<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local &amp; Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
38	Pre-award costs	AP	AP	AP	<a href="#">200.458</a>	
39	Professional services costs	A	A	A	<a href="#">200.459</a>	
40	Application costs	A	A	A	<a href="#">200.460</a>	
41	Publication and printing costs	A	A	A	<a href="#">200.461</a>	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<a href="#">200.462</a>	
43	Recruiting costs	A/U	A/U	A/U	<a href="#">200.463</a>	
44	Relocations costs of employees	AC/U	AC/U	AC/U	<a href="#">200.464</a>	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	<a href="#">200.465</a>	
46	Scholarships and student aid costs	AC	NS	NS	<a href="#">200.466</a>	
47	Selling and marketing	U/AP	U/AP	U/AP	<a href="#">200.467</a>	
48	Specialized service facilities	AC	AC	AC	<a href="#">200.468</a>	
49	Student activity costs	U/AP	U/AP	U/AP	<a href="#">200.469</a>	<a href="#">2900.19</a>
50	Taxes	AC	AC	AC	<a href="#">200.470</a>	
51	Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
52	Training and education costs	A	A	A	<a href="#">200.472</a>	
53	Transportation costs	A	A	A	<a href="#">200.473</a>	

	<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local &amp; Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
54	Travel costs	AC	AC	AP	<a href="#">200.474</a>	
55	Trustees	A	A	NS	<a href="#">200.475</a>	



## **Appendix C - Acronyms**

CBO – Community Based Organization  
CFR – Code of Federal Regulations  
CWDB – California Workforce Development Board  
DOL – Department of Labor  
EDD – State of CA, Employment Development Department  
LWDB – Local Workforce Development Board  
OMB – Office of Management and Budget  
RFA – Request for Applications  
RO – Regional Organizer  
RPI – Regional Plan Implementation  
RPU – Regional Planning Unit  
TA – Technical Assistance  
WIOA – Workforce Innovation and Opportunity Act