Eligible Applicants and Partnerships

1. In the prompt below, do the responses need to be specific only to project’s existing partners, since they are the lead applicant, or can they also include all of the existing partners that have committed to be part of the HRTP project? Question #11: Existing partners: Outline relationship, history of working together, commitments, and formal and informal agreements. Describe how these partnerships align with the HRTP framework. This should include partnerships you have experience and history already working with.

A: Your response should include planned and secured partnerships for this project that will be working with your organization. Project should describe how the partnership aligns with the Essential Elements of High Road Training Partnerships. For additional information on partnerships, please refer to Establishing the Partnership and Required Partners from page 6 to 8 in the HRTP: RWF Solicitation.

2. If we are not an existing HRTP recipient and are a new HRTP project, do we have to answer Question #11, “Existing partners: Outline relationship, history of working together, commitments, and formal and informal agreements. Describe how these partnerships align with the HRTP framework. This should include partnerships you have experience and history already working with?”

A: Yes, with a framework in mind, provide a list of who you already work with, provide a sense of how those relationships/partnerships work together, how they’ve evolved, and how it will potentially connect to new partnership or bring on new partners.
You can address new partnerships under Question #12.

3. After submitting the grant proposal, we have decided to subcontract at the level local for our project. Is that change allowable when completing the application?
   A: You were invited to submit a HRTP application based on your grant proposal. Your application should be based on the grant proposal submitted. However, if there are changes to your project, note what those changes are and why they were made in the application.

4. We have 12 different community colleges involved in our HRTP: RWF project, and majority of them have similar program activities, can I combine similar activities in the Work Plan?
   A: Yes, you can combine similar activities in the Work Plan and in parenthesis include the name or acronym of the community colleges conducting/completing the activities. Example: Conduct outreach and enrollment of participants (Community College A, Community College C, and Community College E)

5. In our grant, we have training providers that are also contractors. Should we put the entire cost of the training (materials and facilitation) in the Training section of the Budget Narrative or should we split the costs and reflect them in the Training section (curriculum and materials) and the Contractor Section (Facilitation)? Also, do we need procured contractor agreements for each of these training providers that are also contractors?
   A: Contractors must be competitively procured.

   It depends on the specific services that your training providers will provide for your project. Example: If your project is paying the training tuition for a participant, then training expenses should go under Training Tuition, Payment, Voucher line item. However, if your organization is paying the salary of an “instructor” to provide that training, then it would go under Contractual Services.

   For curriculum and materials, determine if that is part of the training tuition or if it is additional cost outside of the tuition. If it is outside of the training tuition, then curriculum and material costs should go under Consumable Testing and Instructional Materials line item.

   Your organization needs to determine what the cost will cover then identify which line item the cost should be allocated to.

6. As the fiscal agent, I am figuring out what our in-house office supplies and equipment expenses are, however when I go down the line items in the Budget Narrative, and
begin to itemize what the contractors are doing, do I itemize it under Subrecipient line item?
A: The term Subrecipient applies to federal funded program. HRTP: RWF is a state funded program so the term Subrecipient is not applicable to HRTP: RWF. Expenses from your partner organization(s) should go under the Contractual Service line item. In the Budget Narrative tab, make sure to list the name of partner organization(s), services to provide, and allocation (HRTP dollars) per partner.

7. To confirm, partners who are performing a part of the Scope of Work such as outreach, should not be listed under Subrecipient, they should be listed under Contractual Services, although they are partners working in the disadvantage communities, this will not be competitively bid out, is that correct?
A: Yes, if your organization is allocating HRTP dollars to partner organizations, the allocation should be listed under the Contractual Services line item and not in the Subrecipient line item of the Budget Summary and Budget Narrative tabs.

The CWDB is currently working on state procurement policies for state-funded grant programs. For the time being, the HRTP: RWF will adopt the federal guidance (WSD 18-06) on the roles and responsibilities of partner organization(s) (equivalent of Subrecipient) and contractor(s).

Partner organizations (Subrecipients) are responsible for meeting all programmatic compliance requirement (specialized services). Contractors are subject to procurements but are exempt from programmatic requirements.

The following descriptions are indicative of the partner organization’s role within your project:
- Determines eligibility for the HRTP: RWF program
- Performance is measured against the objectives of the state program
- Maintains programmatic control or independent discretion over work
- Responsible for adherence to applicable state program compliance requirements
- Uses state funds to carry out a program for a specified public purpose as opposed to providing goods or services for a program or pass-through entity
- Directly supports goals of grant

The following descriptions are indicative of the contractor’s role within your project:
- Provides (commercial) goods and services to a variety of purchasers within normal business operations
- Operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the state program
• Not subject to state compliance requirements of the program resulting from the agreement
• Does not participate in program design
• Holds little or no independent discretion over program work or direction
• Undelivered work will result in non-payment
• Not required to directly support goals of grant

If you list a partner organization as *To be Determined (TBD)* on your budget tabs, then you will have to follow the federal procurement rules.

8. We are going to hire a consultant to be a facilitator (facilitating partnerships) from another organization, do we list consultant in Budget Narrative, Budget Summary or Supplemental Budget? The consultant will have travel expenses and hourly expenses. **A:** You would include the expense under the Contractual Services line item in both the Budget Narrative and Budget Summary tabs. During the revision process, you will be provided with the Contracts Form that will take the place of the Supplemental Budget tab.

**Funding**

1. What is meant by leverage funding?
   **A:** Leverage or match funds are not required for HRTP: RWF, but are encouraged. Leverage funding is in-kind or cash contributions from the applicant and/or partner organization(s) that will support the project. The leverage contribution is an added program benefit (or scale) and demonstrates sustainability to achieve program goals.

2. The Open Funding Solicitation states that “a maximum of 20% of the total project budget will be allowed for Administrative Costs;” however, the Cal E-Grants portal presents conflicting information because it says that Administrative Costs are capped at 10%. What is the correct maximum allowable rate for Administrative/Indirect Costs?
   **A:** A maximum of 20% of the total project budget will be allowed for Administrative Costs. Please try entering 20% of the total project budget for Administrative Costs and see if the system will accept. If the system doesn’t allow the 20% for Administrative Costs, do reach out to us and we’ll elevate with the developers.

3. Are there any limitations to what type of funding may be used to make up the proposed match?
   **A:** There are no limitations on match funds from the CWDB. It is up to the applicant to make sure that it is an allowable use from the source(s) of the proposed match.

4. Do match funds need to be funds that the organization has already acquired to support their proposed project?
   **A:** Yes, match funds can also be in-kind.
5. Does the CA Workforce Development Board require any additional information or supporting documentation to support the inclusion of match funds? For example, a letter from an individual or organization from whom the match funding is coming from confirming the match amount?
   A: No additional documentation is needed to be submitted for match funds. Applicants will track the leveraged fund amount(s) and source(s) for auditing purposes. CWDB analysts will also track use of match funds against grant budget lines.

6. Do we need a match amount for every budget line item?
   A: No, it is up to the organization to determine which line item(s) that they want to provide match. For example, if you allocate $6,000 of HRTP funds to Supportive Service, you do not have to match $6,000 to Supportive Service, totaling $12,000 for that line item. Match funds are not required but highly encouraged; it shows commitment from partners to help you meet your deliverables and outcomes.

7. How is match monitored?
   A: The HRTP Team will review and track match funds in Salesforce (Cal E-Grants). The projects with match funds will have to report the amounts of match spent when submitting invoices. For auditing purposes, organizations should also have internal tracking of match funds that include the amount, sources of match funds, and how they were used.

8. Are there set parameters for participant wages and fringe benefits?
   A: No, however, the amount allocated to Participant Wages and Fringe Benefits needs to be justifiable and reasonable. Participant wages may vary from sector to sector. When completing the Budget Narrative tab, include details on participant wages and fringe benefits.

9. Are there additional documents that need to be included with the application?
   A: Letters of support from partner organizations are encouraged. During the exhibit review process, if additional documents or forms are needed, we will reach out to each project directly.

10. Do we need to provide Letters of Support from each partner?
    A: It is not a requirement but is highly encouraged to provide the Letters of Support with your application. You can upload the letters of support on the Document tab.

11. We have multiple Subrecipients/Contractors, do we group all together into the Contractual Summary or list them individually?
    A: Subrecipient is at term under federal funded grant program. HRTP: RWF is a state funded grant program. If you are allocating HRTP dollars to your partner organizations, list those expenses under the Contractual Services line item of the
budget tables. On the Budget Narrative tab, list name of partner organization and allocated amount, along with their responsibilities.

If the contractor is a service provider, meaning the contractor is providing training to your participants, then you should list this training expense under the Training Tuition, Payment, Vouchers line item of the budget tabs.

12. Our partner is a community college which is providing additional support to the participants and will be contributing their staff time, in-kind. Would this be considered as match?
   A: Yes. Make sure there are no restrictions from the funding stream that covers the community college staff’s salaries your HRTP project.

13. Are the wages and fringe benefits for participants paid in lieu of WIOA funds? Can WIOA funds be used in addition to these grant funds?
   A: The amount on your Invite to Apply email notification is the amount that your organization will be awarded, if successful. It is up to your organization to determine how to allocate your HRTP dollars to achieve your program goals. If you want to match participant wages with WIOA dollars, make there are no restrictions from the funding stream.

14. There is a line item on a budget tab with Financial Audit. Are financial audits required?
   A: It is up to your organization to determine if you want to allocate HRTP dollars for a financial audit. CWDB does not require organizations to allocate HRTP funds for financial audits. Your organization will have to keep documentation on file for project expenses. The State of California may audit your records based on your budget, so it is recommended that your organization keep all spending records during and after the grant period.

15. Do we need a contractor agreement with this application or can it come later?
   A: If you have contractor agreement available, you may upload it in the Documents tab but contract agreements not required. If you include the agreement, it shows that your project is ready to start.

16. Under Contractual Services under Supplemental Budget tab, do I have to justify a noncompetitive bid?
   A: It is up to the organization to identify the type of procurement for contractual service.

   Note that all contractual services must be competitively procured in accordance with procurement regulations and policies.
17. Are budget or contract modifications allowed? What is the process for modifications if program needs to change scope of work like decrease number of participants or need to allocate funds to other budget line items?
   A: Organizations can submit modification requests to the CWDB, along with the justification for change. If approved, the CWDB will notify you of next steps.

   More information on modification will be discussed in the orientation/onboarding webinar when contracts are executed.

18. In the budget form, can we allocate funds to ourselves if serving as fiscal agent (Accountant) for the HRTP project?
   A: Yes. If your organization does not have the internal staff to perform the duties and you have to contract outside of your organization, then you would allocate HRTP dollars to the organization that will perform the duties for your project.

19. Where do we document the 20% of Administrative Costs?
   A: Administrative Costs can go under the Other line item on the budget tabs and make sure to be clear in your details that the allocation is for Administrative Costs.

   In the Expend Plan tab, the Cal E-Grants portal will only allow you to enter Administrative Costs up to 10% of your requested amount. You can revise the allocated amount for Administrative Costs from 10% to 20% during the exhibit revision process.

20. Does case management fall under the Administrative Costs?
   A: It depends. Sometimes you may have a staff who is responsible for all case management (similar to data entry) but do not directly serve participants, whereas, you may a staff who perform case management duties and directly serve/work with the participants. If latter, then the expense will fall under Staff Salary line item.
   Administrative cost are more for HR purposes (as seen in many of CWDB contracts) and usually does not go towards serving participants. For example, Executive Director’s salary is budgeted under Administrative Costs, where their responsibility is high level oversight of the grant program.

21. What is the difference between Administrative Costs versus Indirect Costs and should we include them both in the budget? For cognizant agency, for indirect cost rate, would we put our organization? If we are using the de minimis rate, is that something that our organization determine internally or would that be HRTP as the funding agency?
   A: Administrative Costs can be both personnel and non-personnel and both direct and indirect. The general administrative functions may include accounting, budgeting, financial and cash management functions, procurement and purchasing functions, property management functions, etc.
Indirect Costs are costs incurred for a common or joint purpose, benefitting more than one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. Indirect Costs may include administration (staff of staff serving multiple program objectives), facilities (depreciation on building, equipment, and capital improvement), and office space or building depreciation used by “indirect staff”). Indirect cost rates fall under Administrative Costs and cannot exceed 20%. A Negotiated Indirect Cost Rate Agreement (NICRA) can be over 20% and this is allowable.

It is up to the organization to determine if you want allocate HRTP dollars to both Administrative Costs and Indirect Costs.

If you have a NICRA then you should have an identified cognizant agency and should put that information on the Budget Summary tab. If you are using the de minis rate, then identify that you are using the de minimis rate and leave the cognizant agency response box blank.

22. Is the fiscal agent considered Staff or Administrative for budget allocation?
   A: It depends on the fiscal agent’s responsibilities and how involved the fiscal agent is with each component of the project. Your organization will determine how HRTP dollars will be allocated, based on the responsibilities and project deliverables and outcomes.

23. I have a question about the language in the portal under Staff Travel. It says that “Contractors should budget their own travel into their contracts and cannot be included under Subrecipient costs.” Does this mean that partnering institutions cannot be reimbursed for travel expenses?
   A: This means if your partner organization(s) are allocating HRTP dollars for staff travel, the expense should be included and outlined in the Contractual Services line item. Provide details and amount for travel expense for your partner organization’s travel expenses in the Budget Narrative tab.

   The Staff Travel line item is for staff within your organization’s travel expenses and not for your partner organization(s).

24. I noticed that Indirect Costs must have cognizant agency approval. CAF does not currently have a negotiated indirect cost rate and therefore no agency approval for the rate that we intend to use for this proposal. It appears that HRTP may follow the standard federal regulation that organizations without a negotiated indirect cost rate
can elect to charge the 10% de minimus rate. Confirming that this would be appropriate in this instance?
A: Indirect Cost rates fall under Administrative Costs and cannot exceed 20%. If you are using the de minis rate (20%), then identify that you are using the de minimus rate and leave the cognizant agency response box blank.

25. Without a NICRA, are we limited from including indirect costs in our proposal budget?
A: If your organization does not have NICRA, you can use the de minimus rate (20%) and leave the cognizant agency response box blank.

26. For WAF 10, I was not allowed to submit unless matching funds were equal to requested funds. Is that the case for this grant?
A: No, match/leverage funds are not required for HRTP: RWF. You should be able to submit application without entering a match amount but it is highly encouraged.

27. In the Budget Narrative tab, under Equipment and Furniture, Small Amount of Equipment and Furniture, it states pooled items less than $5,000 per unit, include cost allocation, what do you mean by cost allocation?
A: You would include how much you are allocating to the line item and include what description of item(s), per item, and quantity.

If the equipment purchase is over $2,500, the Fiscal Agent (Grantee) must obtain three (3) competitive quotes for the equipment to justify that the cost (of equipment) is reasonable. This also pertains to individual unit purchases over $2,500 as well as purchase orders. For example, if you are planning to purchase 20 laptops for participants to use for school work, you include the details: 20 laptops, $500 per laptop: 20 x $500 = $10,000. The Fiscal Agent (Grantee) will not have to submit the quotes to the CWDB but is required to obtain and keep them on file for monitoring purposes.

28. In the Budget Narrative tab, under the Consumable Testing and Instructional Material line item, how should our organization break down all purchase items for 12 community colleges?
A: If purchasing similar items for the 12 community colleges, you can group the items (i.e., PPE supplies, textbooks) and include which community colleges will receive the items and amount per the item group. If your budget needs to be revised during the grant term, you can reach out the HRTP inbox and the CWDB staff can assist.

29. How can we identify the difference between Administrative Costs and Indirect Cost?
Please explain how they are used?
A: Please refer Question 21 of the Funding section.
30. Do we need to itemize buying paper, folders and other supplies? Can we group them into office supplies with estimated costs?
   A: You can provide what type of office supplies are you planning to purchase and amount for those purchases. You do not have to include details like 100 folders at $0.10 per folder, 100 pencils at $0.05 per pencil, etc.

Grant Term and Contract Process
1. The application has a program start date of April 1, 2023, however, the description of Quarters 1 through 3 in the Work Plan begin in August/September 2022, before the official grant start date. Will activities begin in Quarter 4? Can applicants utilize the early quarters for planning work and expenses?
   A: The validations have been removed in the Work Plan tab. You should be able to enter activities and estimated completion dates within the correct quarter, from grant term start date of April 1, 2023 to end date of March 31, 2026.

2. Please explain how to fill out the Work Plan tab, Quarter 1 begins in August 2022 and the grant program in April 2023?
   A: The validations have been removed in the Work Plan tab. You should be able to enter activities and estimated completion dates within the correct quarter, from grant term start date of April 1, 2023, to end date of March 31, 2026.

3. If we start in Quarter 4, we won't be able to include all activities in the Work Plan tab, until it’s fixed, is that correct?
   A: The validations have been removed in the Work Plan tab. You should be able to enter activities and estimated completion dates within the correct quarter, from grant term start date of April 1, 2023, to end date of March 31, 2026.

4. Do we follow the same approach with the Expend Plan as we would with the Work Plan regarding the quarter?
   A: There is no validation in the section where to enter the amounts for your Planned Quarterly Expenditures. You can treat Quarter 1 as falling between the dates of April 1, 2023 to June 20, 2023 and so forth.

   Note: The Expend Plan tab currently has 14 quarters, please do not enter any data or value in Quarter 14.

5. Will projects be given an extension to submit the HRTP grant application?
   A: Yes, the final deadline to submit your HRTP grant application is August 10, 2022. You have to send in your request with justification for the extension to the HRTP@cwdb.ca.gov.
We strongly encouraged you to submit your application by August 5, 2022 to allow ample time for the HRTP team to review your application documents and get your contract executed in a timely manner.

6. What is the criteria for an application extension?
   A: Applicants can send their request and justification to the HRTP inbox:
   HRTP@cwdb.ca.gov

7. Will submitting an application on August 10, 2022 delay the start date?
   A: Applications will be reviewed in the order which they are received. The HRTP team will review applications submitted on August 5, 2022 first then applications submitted on August 10, 2022. All awarded organizations will have a program start date of April 2, 2023 but cannot begin until there is a fully executed contract, whichever is later.

8. What are the “next steps” once applications are submitted?
   A: After application submittal, the HRTP team will review the application documents and make award recommendations to the Labor and Workforce Development Agency for approval. Once approved, if there are errors or discrepancies, the HRTP Team will reach out and notify you of what needs to be edited. Once the edits are complete, the application documents will be sent to the EDD for contract processing.

9. When do you estimate final approval of contract?
   A: The EDD timeframe for contract execution is 4-6 months, Based on this timeline, application submission on August 5th, 2022 would estimate a project start date of April 1st, 2023.

10. Is there flexibility to begin the grant program sooner than April 1, 2023?
    A: No.

11. The Work Plan has 13 quarters and the Expenditure Plan has 14 quarters. If we have a three-year grant term, how so we align quarters for the Work Plan and Expend Plan?
    A: In your Invite to Apply email notification, it was stated that the grant term will start on April 1, 2023 and may go to March 31, 2026. Your project does not have to go until March 31, 2026. You will determine the length of time needed to complete the outcomes and deliverables and can up to but not past March 31, 2026.

    The Work Plan tab has enough quarters for you to enter activities from April 1, 2023 to March 31, 2026. The validations in the tab have been removed so you should be able to enter the correct estimated completion dates within each quarter.

    The Expend tab currently has 14 quarters. The 14th quarter should not be in the tab so do not enter any data or value in the Quarter 14. You should match the quarters in the
Work Plan tab to the Expend Plan tab. For example, if it takes 12 quarters to complete your HRTP project in the Work Plan, then it should take 12 quarters for you to plan out quarterly expenditures.

Eligible Services
1. Can HRTP funding be used for On-the-job training?
   A: Yes, funding may be used for On-the-Job training.

2. Our project would like to add “displaced oil and gas industry worker” as a target population. How may we add to the list that is available on the Cal E-Grants portal?
   A: You should use the description in the application that best matches the intended target population. You can provide specific information about the intended target population in the Project Narrative and Participant Plan tab.

3. Are we allowed to charge breakfast or lunch (food) for meetings or does it have to be in in-kind?
   A: Food and beverage may be included in your budget. The costs for food and beverage need to be reasonable and justifiable. You need to be able to explain how this cost contributes to achieving your project goals and outcomes. The CWDB staff will review all the expenses in your budget and will reach out if additional form is needed.

Cal E-Grant Portal
1. Is there a PDF version of the grant application so applicants can review before beginning the application?
   A: Yes, you can begin by reviewing the application on Cal E-Grant and filling out the Cover Page. Once the coversheet is filled and saved, you should be able to download a copy of the application to review before actually starting.

2. I cannot log in to my Cal E-Grants portal, what can I do?
   A: Please email the CWDB HRTP Team at HRTP@cwdb.ca.gov and our team will contact the Cal E-Force Command Center for further assistance.

3. In the Deliverables tab, there is a 500 character count limit, is that per deliverable or per box?
   A: Each deliverable added will be 500 character limit; “What will project do?” will have 500 character limit, “How will this be measured/achieved?” will have 500 character limit. List each deliverable on a separate line.

Other
1. What is the Invoice process?
A: There will be orientation/onboarding webinar to discuss invoices and modification once all of the contracts are submitted to the EDD for processing.

Invoice and modification requests will be available on the Cal E-Grants portal once your application is converted into a grant.

Invoices are to be submitted on a monthly basis. Organizations will submit their monthly invoice for payment, along with documentation of match funds used. The invoices will go through an internal review and approval before the invoices are sent to the EDD and State Controller’s Office for further processing. The warrants are mailed out to the organizations in 45 days.

2. What is the STD 204?
   A: The STD 204 is a document that tells us your registered business address and Federal ID. This document is used by EDD to set up your account with the State Controller’s Office for reimbursement via the invoice process. You can download the STD 205 and if applicable, STD 205 in the hyperlink under the Documents tab. Complete the STD form(s) and upload to the Documents tab of your application.

3. If participants are being trained under an HRTP grant, will they need to be tracked in CalJOBS?
   A: The CWDB is building out a new participant data collection platform for all state-funded grantees. HRTP: RWF grantees will enter participant data in the new platform and will not be using CalJOBS for data entry. In addition to participant data entry, quarterly narrative reports are required by CWDB to track your project’s overall progress compared to the stated Goals/Intent.

4. Many of the questions on the grant application are very similar to the questions on the grant proposal, may we provide the same answers we did on the grant proposal or is it intended to give more extensive answer?
   A: Your application should be consistent with your grant proposal and include enough detail to explain the concept that was approved in your grant proposal. Do not deviate from what you originally proposed, but elaborate on your concept so that it becomes less of a concept and more of a straightforward, clear plan of execution.

5. Will the Live Help Sessions be recorded?
   A: No, the Question & Answer will be posted on the CWDB website next week.

6. Forms 204 and 205 are not found on the application, will you provide hyperlink to 204, 205?
   A: The STD 204 and STD 205 can found in the hyperlink in the Documents tab. These forms can also be locate here: STD 204, and STD 205.