



Offered by the California Workforce Development Board (CWDB), in coordination with the Employment Development Department (EDD) and on behalf of the California Labor and Workforce Development Agency (LWDA)

**Workforce Innovation and Opportunity Act
Regional Plan Implementation 5.0
Program Year Funding 2022/23
Request for Applications (RFA)**

2022

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Section One: Overview

Introduction

The California Workforce Development Board (CWDB) on behalf of the Labor and Workforce Development Agency (LWDA), and in coordination with the Employment Development Department (EDD) are pleased to announce up to \$2,000,000 in Workforce Innovation and Opportunity Act (WIOA) Governor’s discretionary funds for Regional Plan Implementation (RPI) 5.0. RPI 5.0 is focused on the implementation of the Regional Workforce Plans created by California’s fifteen (15) Regional Planning Units (RPUs).

The purpose of the RPI 5.0 funding is to support the RPUs in their efforts to develop regional leadership, organize regional industry leaders and workforce, education, and foster economic development partners to attain scale and impact and build the capacity of frontline workforce staff and partners.

Additionally, to support priority objectives, the CWDB has designed the High Road Training Partnership (H RTP) and the High Road Construction Careers (HRCC) approach to model a sector strategy that can address critical issues of equity, job quality, and environmental sustainability. H RTPs are industry-based, worker-focused training partnerships that build skills for California’s high road employer firms. These partnerships compete based on the quality of product and service achieved through innovation and investment in human capital to generate family-supporting ‘high road’ jobs where workers have agency and voice.

- RPI 5.0 funding allows RPUs the opportunity to strategize and develop initiatives and partnerships and support continued efforts to build the capacity of staff and partners to implement the three policy objectives of California’s Strategic Workforce Plan:
 - Fostering “demand-driven skills attainment” in ‘high road’ jobs that are in demand. Workforce and education programs must align program content with the state’s H RTP industry sector needs to provide California’s employers and businesses with the skilled workforce necessary to compete in the global economy.
 - Enabling upward mobility for all Californians, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians to ensure that everyone has access to a marketable set of skills and can access the level of education necessary to obtain employment that ensures both long-term economic self-sufficiency and economic security.
 - Aligning, coordinating, and integrating programs and services to economize limited resources to achieve scale and impact while providing the right services to clients, based on each client’s potentially unique needs, including those for skills development.

Background

In 2014 the CWDB embarked upon the SlingShot Challenge, an effort to accelerate income mobility through regional collaboration. Local Workforce Development Boards (LWDB)

developed SlingShot regions to work with industry, education, labor, workforce, and economic development leaders to identify and solve regional employment challenges.

The federal Workforce Innovation and Opportunity Act (WIOA) gives statutory relevance to the SlingShot initiative requiring States to designate regional planning units (RPUs) to align with regional labor markets. Regional workforce plans will be required to facilitate the implementation of sector strategies, the coordination and alignment of service delivery systems, the pooling of administrative costs, and the collaborative development of shared strategies among regionally organized Local Boards.

To support the implementation of the regional plans, the CWDB funded the following:

- **Regional Organizers** in each region to support ongoing efforts to enhance collaboration of regional workforce leaders and implement the Regional Plans.
- **Regional Training Coordinators** to ensure the staff and partners involved in the regional workforce system receive training and professional development.
- **Regional Plan Implementation Grants** to invest in the RPUs' efforts to implement the goals and objectives of their regional plan.

Program Objectives

RPI 5.0 funds will continue the RPUs' efforts to achieve the goals and objectives of the regional plans. Funds will be allocated to regions proposing professional development and capacity building through the Regional Organizer's work and staff and partner trainings.

Allowable Activities

RPI 5.0 funds may be used for the following activities:

- **Regional Organizing: Applicants must include the costs of a Regional Organizer (RO) in their application.** The RO will assist in building momentum and strengthening regional leadership by identifying and enhancing partnerships with industry, education, and workforce development leaders and by strategically maintaining ongoing collaborations to develop regional plans and modifications accomplishing regional plans' goals and enhancing communication between regions and the state. Each RPU determines its RO priorities for the region. Examples of these RO priorities are:
 - Act as the liaison for regional plan implementation between the CWDB and regional leaders, and enhance communication between the CWDB and LWDB Directors.
 - Act as the liaison between the LWDBs in the region, including scheduling and coordinating meetings between the LWDB(s) in the region and acting as the communication pipeline between the LWDB directors and regional workforce leadership.
 - Support ongoing dialogue between labor, business, education, community, economic development, and all other partners throughout the public workforce system to encourage alignment and promote services to individuals with barriers to employment.
 - Support LWDB directors in connecting LWDB board members, CWDB members,

and TA providers/evaluators with regional partners to assist in identifying implementation opportunities, and overcoming challenges, barriers, and policy obstacles.

- Support implementation of the Regional Plan and assess/track progress towards achieving indicators of regional coordination and alignment.
 - Identify and share promising practices and successful convening efforts that link policy and practice.
 - Identify and share related and relevant state and federal grant projects that should be aligned/coordinated with the regional effort.
 - Communicate and participate in meetings with LWDBs and partners to keep them informed about current regional initiatives by sharing challenges, barriers, successes, and lessons learned.
- **Developing regional efforts to build capacity and provide professional development for workforce development staff and partners, including:**
 1. Assessing the professional development and capacity building needs of staff and partners in the RPU as it relates to one or more of the indicators chosen in RPI 4.0:
 - **Indicator A - Industry Driven Training Solutions:** Region has a process to communicate industry workforce needs to supply-side partners
 - **Indicator B - Equity and Job Quality:** Region has policies supporting equity and strives to improve job quality.
 - **Indicator C - Services to Target Populations:** Region has shared target populations of emphasis
 - **Indicator D - Partnerships and Shared Resources:** Region deploys shared/pooled resources to provide services, training, and education to meet target population needs.
 2. Utilizing technical assistance providers, California Training Initiative, and state and local partners to provide training to ensure quality services and professional level staff.

Program Outcomes

The anticipated outcome of the RPI 5.0 is to progress towards achieving professional development and capacity building for staff and partners to move the needle on the regional indicators and metrics identified by each RPU in RPI 4.0. For example, if a region has selected Indicator B, Equity and Job Quality, the region might support capacity building for staff and partners on Equity, Diversity, and Inclusion or training on the regional or local policies defining job quality and equity. Applicants are expected to provide training, report on training outcomes, and evaluate the impact of the training on services provided by frontline staff and partners.

Reporting Requirements

Quarterly Reports collected by the CWDB will be the primary reporting tool and are a critical element in the CWDB's monitoring and oversight process. Grantees that propose to serve individuals shall track and enter all relevant program data into CalJOBS. A single entity shall be identified in the narrative proposal to ensure all participant data is promptly captured and that

data is, to every extent, feasible, complete, and accurate.

Quarterly Reports will include but are not limited to the following information:

- Number of trainings that take place during the quarter.
- Number of individuals that receive training.
- Progress being made through the trainings.
- Purpose of trainings.
- Impact of professional development.

Allowable Use of Funds

The use of funds awarded in the RFA is governed by 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 through C describe the general requirements pertaining to these funds. 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.

Eligible Applicants

The 15 RPUs in the State of California are eligible to apply. Each RPU must designate one local board as the applicant and lead fiscal agent. Signature proof of this agreement must be included in the application. Only one application may be submitted from each RPU.

CWDB highly recommends that the the same entity serves as the fiscal agent of the RPI 5.0 fiscal agent and the Regional Organizer in the Regional Equity and Recovery Partnership grant.

Funding

Funding under this RFA will be provided through WIOA. 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 total number, duration, and amount of each grant award based on the availability of funds.

Grant Award

The chart below outlines the planning estimates for each RPU. Planning estimates are based on the number of Local Workforce Development Boards in an RPU and range from \$75,000 to \$300,000. The project duration is intended to be 18 months.

CWDB retains authority to increase or decrease the final award based on the evaluation of the application response and scores. The application must provide a sufficient response on all criteria being requested.

Regional Planning Unit	Planning Estimates
Bay Peninsula	\$131,250
Capital	\$150,000

Regional Planning Unit	Planning Estimates
East Bay	\$150,000
Inland Empire	\$125,000
Los Angeles Basin	\$250,000
Middle Sierra	\$75,000
North Bay	\$131,250
North Central Coast	\$131,250
North Coast	\$75,000
North State	\$75,000
Orange	\$131,250
San Joaquin Valley & Associated Counties	\$250,000
South Central Coast	\$125,000
Southern Border	\$125,000
Ventura	\$75,000

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

Section Two: Significant Dates

Table of significant events.

Event	Date*
RFA Release	Monday, September 12
Application Webinar	Wednesday, September 15
All Applications Due	Monday, October 10
Award Announcement	November 2022

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

Section Three: Application Submission Instructions

This RFA contains the requirements that applicants must meet 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.

Application Deadline and Submission

Deadline

The deadline for applications is **October 10, 2022 at 3 PM Pacific Standard Time.**

Late applications will not be accepted.

Application Submission

Applications must be submitted electronically to: [Cal-E Grants \(Salesforce\)](#)

Questions

Questions regarding the instructions for this RFA may be directed to: RPIInfo@cwdb.ca.gov

Note: "RPI 5.0 Question" in the subject line.

Section Four: Application Requirements, Award and Contracting Process

Application Narrative, Evaluation and Recommendation for Funding

Applications will be reviewed and scored by teams of independent reviewers based on the Evaluation Rubrics as described in Table 1. The scoring value of each section of this RFA is also included in Table 1. Scoring will be ranked highest to lowest and will serve as the primary basis for making recommendations on funding amounts.

Table 1 – Application Evaluation Rubric: RPI 5.0

Section	Description	Points
Project Narrative and Workplan	<p>Complete Project Narrative</p> <p>Narrative must include:</p> <ul style="list-style-type: none">▪ Description of the RPU and the major objectives of the Regional Plan.▪ Description of the entity/staff that will be responsible for the Regional Organizer functions (including the name of the entity or staff) and the activities the RO will be responsible for completing.▪ Description of the regional organizing and professional development and capacity-building activities that will be accomplished and how the proposed activities will further the objectives of the State Plan.▪ Description of how the training(s) completed by workforce staff will be evaluated and how the staff will use the training in their day-to-day work.▪ Include a proposed timeline and list the entities that will take lead responsibility for each of the RPI 5.0 activities.<ul style="list-style-type: none">▪ Complete Work Plan▪ Complete Exhibit K Regional Indicators and Metrics and upload your application.	50

Section	Description	Points
Project Partnership	<ul style="list-style-type: none"> ▪ Describes partners involved in the RPI 5.0 including their roles and responsibilities in successfully implementing the proposed activities. ▪ Describes partners' experience in developing professional development and capacity building for staff and partners. <ul style="list-style-type: none"> ▪ Complete Partners Roles & Responsibilities ▪ Complete Letter identifying the Local Board who will act as Fiscal Agent on behalf of the RPU and upload to your application. <ul style="list-style-type: none"> • Signatures from partner boards must be included. 	25
Budget	<ul style="list-style-type: none"> ▪ Complete Budget Tabs Applicants must provide detailed budget information. 	25

Section Five. Appendices

Appendix A

Administrative Costs

Under the Workforce Innovation and Opportunity Act (WIOA), the administrative cost limit is ten percent (10%). 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, and local grant recipients, local grant sub-recipients, and 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. 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.
- C. Additional guidance on costs:
 1. Awards to sub-recipients or contractors 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 in 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 the 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 educational 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 (without prior approval from the State).
- 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). 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.

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 Items Matrix

	Cost Item	Educational Institution	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	200.421	
2	Advisory councils	AC/U	AC/U	AC/U	200.422	
3	Alcoholic beverages	U	U	U	200.423	
4	Alumni/ae activities	U	NS	NS	200.424	
5	Audit services	AC/U	AC/U	AC/U	200.425	
6	Bad debts	U	U	U	200.426	
7	Bonding costs	A	A	A	200.427	
8	Collection of improper payments	A	A	A	200.428	
9	Commencement and convocation costs	AC/U	NS	NS	200.429	
10	Compensation – personal services	A/U	A/U	A/U	200.430	
11	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	

	Cost Item	Educational Institution	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
16	Depreciation	AC	AC	AC	200.436	
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24	General cost of government	NS	NS	U/A	200.444	
25	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	

	Cost Item	Educational Institution	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Application costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	

	Cost Item	Educational Institution	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.471	
52	Training and education costs	A	A	A	200.472	
53	Transportation costs	A	A	A	200.473	
54	Travel costs	AC	AC	AP	200.474	
55	Trustees	A	A	NS	200.475	

Appendix C

Administrative Requirements

Awardees must adhere to the WIOA Title I requirements, the Office of Management and Budget's (OMB) Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [Uniform Guidance](#) and OMB's Title 2 CFR Part 2900 (DOL Exceptions).

Monitoring and Audits

Awardees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees are expected to be responsive to all reviewers' 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 the program is not performing and making progress towards deliverables, the state will consider redirecting resources.

Record Retention

Awardees will be required to maintain the 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 will retain all records pertinent to this contract for three years from the date of final payment on this contract [Uniform Guidance](#).

Reporting

Awardees must have the capability to report expenditures, participant and outcome data to the State in a manner that is timely, thorough, and accurate through the State's required reporting system: (CalJOBSSM). The State will provide training on how to use CalJOBSSM. See Appendix E for the State Reporting System Hardware and Software Requirements.

Awardees will be required to submit monthly financial and participant reports, and data elements including participant information, project activities, and expenditures using CalJOBSSM. In addition, awardees will be required to submit monthly progress reports which include a narrative on the status of the projects. Upon closeout of the project, an "End of Project" report will be required.

Evaluation

Awardees must agree to work with the identified third-party evaluator.