



Request for Applications (RFA)

September 26, 2022

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Contents

- Section One. Overview 1**
- Introduction 1
- Background 1
- The Workforce Accelerator Fund 1
- Project Goals and Objectives 2
- Project Design 3
 - The Big Idea Concept 3
 - Target Populations 4
 - Bonus Points 5
 - Steps to Determine Participant Eligibility and Program Enrollment 6
- Project Team 6
- Project Activities 7
- Innovation Impact Projects 7
- Communities of Practice 8
- Funding 8
- Allowable Use of Funds 9
 - Indirect Costs 9
- Grant Awards and Term 9
 - Funding 9
 - Grant Term 9
 - Leveraged/Match Requirement 10
 - Determining Allowability of Match Funding Source 10
 - Project Staff and Partner Salaries 10
 - Indirect Cost Rate (if over 10%) 11
- Eligible Applicants 11
 - Awardee/Sub-recipient Requirements & Responsibilities 11
- Program Evaluation 12
- Section Two. Significant Dates 12**
- Section Three. Application Submission 13**
- Application Deadline and Submission 13
 - Deadline 13
 - Application Submission 13
 - Account Log In 13
 - Application Support 14
 - Weekly Q&A 14
- Application Elements 14
 - Cover Page 14
 - Project Narrative 15
 - Deliverables 15
 - Expenditure Plan 15
 - Budget Narrative 16
 - Supplemental Budget 16
 - Budget Summary 16
 - Work Plan 17
 - Partner Roles & Responsibilities 18

Participant Plan	18
Section Four. Application Requirements, Award and Contracting Process	18
Required Exhibits	18
Application Narrative, Evaluation, and Recommendation for Funding	19
Rejection of Funding Request.....	20
Appeal	21
Disposition of Application.....	21
Debrief and Feedback.....	21
Section Five. Administrative and Additional Requirements	22
Monitoring and Audits.....	22
Record Retention	23
Local Agency Policies	23
Administrative Policies.....	23
Participant Policies.....	24
Fiscal	24
Contractual Services and Sub-recipients	24
Participant Eligibility	25
Eligibility Requirements for Adults	25
Eligibility Requirements for Dislocated Workers.....	25
Eligibility Requirements for Youth	26
Incumbent Workers	27
Additional Resources: Establishing Eligibility	27
Right to Work Documents	27
List A: Documents that Establish Both Identity and Employment Eligibility	27
List B: Documents that Establish Identity	28
List C: Documents that Establish Employment Eligibility	28
Supportive Services	28
Case Management.....	29
Reporting	30
Compliance	30
Acknowledgment of Federal Funding.....	30
Evaluation	31
APPENDIX A. Administrative Costs.....	32
APPENDIX B. Allowable Costs and Cost Items Matrix.....	34
Cost Matrix	35
APPENDIX C. Acronyms.....	38

Section One. Overview

Introduction

The California Workforce Development Board (CWDB) with the Labor and Workforce Development Agency (LWDA), in partnership with the Employment Development Department (EDD), is pleased to announce up to \$3,000,000 in Workforce Innovation and Opportunity Act (WIOA) Governor's discretionary funds for Workforce Accelerator Fund 11 (Accelerator 11), focused on Impact projects that incorporate High Road principles as they replicate, scale, and potentially connect to High Road Training Partnerships.

The purpose of Accelerator 11 is to scale and replicate previous successful projects supported by the CWDB and potentially connect them to existing High Road Training Partnerships.

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, over \$42.3 million has been invested, resulting in 209 projects across the state. To learn more about the Workforce Accelerator Fund, please refer to the [Accelerator Initiative page](#).

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

The Workforce Accelerator Fund

The Accelerator fund supports innovative solutions that accelerate quality employment outcomes for low-income and disadvantaged populations and that have the potential for a 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 promising practices in workforce development and skill attainment.
- **System change** that uses these sub-grants to incentivize the adoption of proven strategies and innovations that are sustained beyond the grant period.

Through the COVID-19 pandemic and even as California begins to recover, 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. As people get back to work, they take what they can get to support themselves and their families, too often not a "good job." The economic shock has already left 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.

With the Governor's direction, initiatives and investments have been established to advance justice, celebrate diversity, and improve well-being. Advancing equity supports equal outcomes and shared prosperity so all Californians may lead healthy and thriving lives.

California can emerge as a more just and prosperous state by prioritizing the needs of these communities. Equity and good jobs are good for workers, good for businesses, and good for regional economic growth and resiliency. California's strength is when it supports the creation and expansion of quality jobs and create clear pathways to those jobs for the most vulnerable workers.

Project Goals and Objectives

The goal of Accelerator 11 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 an 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 to affect greater economic equity, we must pay attention to job quality. The High Road vision starts with quality jobs and 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 improve the quality of existing jobs.

Accelerator 11 is consistent with past Accelerators, but it also departs in significant ways. In the context of the High Road approach, Accelerator 11 continues the momentum, seeking 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 11 projects will not in themselves be the definition of a High Road project but *will utilize principles*, in part or 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 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, emphasizing immigrants, people of color, and the housing insecure.
- **System alignment** – includes workforce boards, public schools and colleges, social services agencies, etc. Mission-driven community-based organizations (CBOs) closest to the target populations play a prominent role in recruitment, counseling, and providing other relevant support. 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 the 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 to achieve the desired outcomes. Up to ten bonus points will be available for projects that can show a direct connection to an existing H RTP.

Project Design

Accelerator seeks solutions to specific challenges that inhibit career opportunity and employment success for the targeted populations and 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 address 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. Examples include too 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. This may include, but is 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 to shared investment in talent, sector-based technology solutions that enhance mobility and access to quality jobs, worker collaboratives that improve sector-based networking and income stability, or activities that lead to employee ownership.

- **Connect or “bridge” workforce programs** directly to quality jobs. This may include, but is 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 under the Accelerator 11 grant program should prioritize at least one of the following:

- **English Language Learners¹**: An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language, and (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.
- **Homeless and Housing Insecure²**: A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual’s current housing situation.
- **Immigrants³**: An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.
- **Justice-involved Individuals⁴**: A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process and for whom services under the WIOA may be beneficial, or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- **People with Disabilities⁵**: People with Disabilities (PWD) is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.

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

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

³ WIOA Public Law 113-128, Sections 167(1) and 188(a)5

⁴ WIOA Public Law 113-128, Section 3(38)(a) and (b)

⁵ 42 U.S.C. Section 12102 1(a)(b)(c)

- **Veterans⁶:** A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. The eligible participants in this program are veterans in at least one of the following priority groups. Each group is different and has particular characteristics; however, individual veteran participants can belong to more than one group: campaign,⁷ disabled,⁸ recently separated,⁹ veterans with significant barriers,¹⁰ and other covered veterans.¹¹
- **Youth¹²:** For the purposes of this RFA, a youth is an individual that meets the criteria for WIOA-eligible out-of-school youth ages 16-24.
- **Other target population(s) in geographic location(s) disproportionately impacted by COVID-19:** Applicants choosing to serve other special populations under this category must provide justification and supporting evidence to clearly and convincingly demonstrate the disproportionate impact of COVID-19 and be able to produce this documentation if requested.

If directly serving participants, projects must serve at least one of the target populations listed above. Participants may fall into more than one target population (Example: someone can be both homeless/housing insecure and a veteran and would be tracked as both). The Awardee/Sub-recipient is responsible for thoroughly screening and determining whether an individual is both WIOA eligible and meets the selected target population definition. The Awardee/Sub-recipient should be able to provide documentation showing how the individual was vetted and meets the criteria.

If serving participants with grant funds (WIOA 15% Governor’s Discretionary Funds) and/or leveraged/match funds under the Accelerator 11 grant program, participants must meet WIOA eligibility and reporting requirements. Refer to the [EDD Eligibility Technical Assistance Guide](#) for adult and dislocated workers and [WSD16-01 - WIOA Youth Program Requirements for information on WIOA eligibility](#) for youth.

Bonus Points

Applicants that can directly connect the replication and scale of their Accelerator project to an

⁶ 38 U.S.C. Section 101

⁷ Campaign Veterans are those veterans who served on active duty in the U.S. Armed Forces during a war, or in a campaign or expedition for which a campaign badge or medal has been authorized. A list of these wars, campaigns, and expeditions can be found at the [Office of Personnel Management website](#).

⁸ These are veterans who are entitled to compensation under laws administered by the Department of Veterans Affairs, or individuals who were discharged or released from active duty because of a service connected disability. For additional clarification refer to the annotation below regarding Special Disabled and Disabled Veterans.

⁹ Recently separated veterans are those who separated from the military within the 48 months prior to application and received a DD214 for conditions other than dishonorable. Applicants must follow the participant eligibility guidelines outlined under WIOA Title I.

¹⁰ Veterans with significant barriers to employment include: a special disabled or disabled veteran, as those terms are defined in 38 U.S.C Section 4211(1) and (3); a homeless person, as defined in Sections 103(a) and (b) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. I 1302(a) and (b)) as amended; a recently separated service member, as defined in 38 U.S.C Section 4211(6), who has been unemployed for 27 or more weeks in the previous 12 months; an offender, as defined by WIOA Section 3 (38), who is currently incarcerated or who has been released from incarceration; a veteran lacking a high school diploma or equivalent certificate; or veteran who is a low-income individual (as defined by WIOA Section 3 (36)), a woman, or other minority.

¹¹ 38 U.S.C Section 4215 (a)(1)(B)

¹² WIOA Public Law 113-128, Section 129(a)(1)(B)

existing High Road Training Partnership may be eligible for up to ten bonus points in the review and scoring process. Five points under the program narrative and five points if proposed project team members are connected to the existing H RTP.

Steps to Determine Participant Eligibility and Program Enrollment

WIOA eligibility and Accelerator 11 target populations are two separate things, and both must occur for projects serving participants. This starts with determining WIOA eligibility and then identifying the target population the individual falls under according to the populations identified in the Accelerator 11 RFA.

Determining WIOA eligibility should be the first step in enrolling/entering a participant into the Accelerator program. In addition to falling under the target populations identified in this RFA, all participants must meet WIOA eligibility requirements as an Adult, Dislocated Worker, or Youth and be registered, enrolled, and have participation created as such in the CalJOBS system. For full information on determining WIOA Participant Eligibility, reference page 25 of this RFA.

Once it is determined that the participant is WIOA eligible, the second step is determining which of the Accelerator 11 target populations the participant falls under. A participant can fall under more than one Accelerator target population, and it is up to the organization to determine. This should align with what was identified in the project proposal and be awarded under.

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 their 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 11. The team can be a partnership that has worked together in the past or be a new partnership brought together for this purpose.

The 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 with 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 a 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 the workforce per se but can 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 that the project seeks to make).

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 the 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.

Innovation Impact Projects

Through Accelerator, 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 to affect the goals of Accelerator 11 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 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. The Accelerator program is interested in innovations and new approaches that have promise for deeper impact and 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, the workforce system, the industry sector, or regional impact.

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 the quality of the jobs targeted, define the elements that will improve quality, and provide a clear mechanism to demonstrate progress and outcomes related to the project's target population.

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/sub-recipients, staff, partners, and other key system stakeholders. Awardees/Sub-recipients will access peer and expert technical assistance, share successful program models, and coordinate performance and evaluation activities through the Community of Practice.

Awardees/Sub-recipients should plan to attend at least two virtual Community of Practice meetings throughout the grant period. If in-person Community of Practice meetings occur, projects can use grant funding to cover travel costs.

Funding

Accelerator 11 is supported by the California Workforce Development Board (CWDB) in coordination with the California Employment Development Department (EDD) with Department of Labor funding totaling \$3,000,000. Funding for 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 on 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.

Accelerator funds may be used for planning, design, development, piloting, and implementation activities. If services are provided directly to job-seeker customers (participants) during the grant period, those services may be paid with this grant funding and/or leveraged/match funds. All participants will be enrolled in WIOA and tracked in CalJOBS. For

eligibility information, please review the [EDD Eligibility Technical Assistance Guide](#) for adult and dislocated worker eligibilities and the [WSD17-07 - WIOA Youth Program Requirements](#) for youth eligibilities.

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 for 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 10% administrative cap should include indirect costs and administrative activities. The definition of administrative costs is provided in Appendix A.

Indirect Costs

Indirect cost rates fall under administrative costs and cannot exceed 10%. A negotiated indirect cost rate (NICRA) can be over 10%, and this is allowable. However, administrative costs must remain below 10% for this grant.

Indirect costs and administrative costs are related but not interchangeable. Indirect costs are costs that are not directly attributable to the grant. They can be both program costs and administrative costs. Direct costs are costs that are directly attributable to the grant and, again, can be both program and administrative costs. Some entities may charge all administrative costs indirectly and only charge administrative costs indirectly (do not charge any program costs indirectly), which would make their indirect cost rate and administrative percentage the same. But if that is not the case, the indirect cost rate and administrative percentage are likely different percentages. If an organization only includes administrative costs in their NICRA, and their NICRA is over 10%, it would indicate that the administrative percentage exceeds the limitation. If their NICRA includes program costs, and it is over 10%, the organization would need to ensure that the administrative portion of those costs remains under 10%.

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

Grant Awards and Term

Funding

Project Type	Total Grant Award Amount
Innovation Impact Projects	<ul style="list-style-type: none">• Up to \$500,000• Requires 1:1 cash or in-kind leveraged/match

See the Eligible Applicants section for additional applicant criteria.

Grant Term

The Accelerator 11 grant term is March 1, 2023 – September 30, 2024.

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. The CWDB and EDD reserve the option to extend the grant term with proven justification.

Leveraged/Match Requirement

A 1:1 leveraged/match of cash funds or in-kind support is required for Innovation Impact projects. Example: If an applicant requests \$150,000 in funds, they must match with at least \$150,000, totaling \$300,000 for the project.

Leveraged/matched resources can be from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may not include Federal funds and must be spent on allowable grant activities ([2 CFR 200.29](#) and [2 CFR 200.306](#)). Leveraged/matching funds will be subject to the reporting requirements contained in [WSD19-05](#).

Leveraged/match can be either cash or in-kind:

- The definition of “cash match” is a contribution of funds made available to the sub-recipient to be used specifically for project activities and must be consistent with the allowable activities of the funding source. The Awardee/Sub-recipient has control over and disburses these funds. Examples include but are not limited to funding received from employers, foundations, private entities, or local governments.
- The definition of “in-kind match” is a contribution of non-cash resources explicitly used for project activities. This type of match includes but is not limited to donated personnel or staff, services, and the use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource, and the value of the space and instruction qualifies as an “in-kind” match.

Examples and additional information on the allowable match can be found below:

Determining Allowability of Match Funding Source

The CWDB authorizes the use of CWDB-managed state-funded grant programs to be used as a match for the amount the grant term overlaps with Accelerator 11. It is up to the applicant to research and determine the allowability of other funding sources, following the funding source rules, regulations, and guidelines for use as a match.

Note: Federal dollars cannot be used as a match. Please see ([Uniform Guidance § 200.306\(b\)\(5\) Cost sharing or matching](#)).

Project Staff and Partner Salaries

If not charging 100% Full-Time Equivalent (FTE) to the grant, the remaining portions of the project staff’s salary can be billed towards the grant, and the remaining portions of their salary paid from a different source can be used as leverage. Applicants will need to maintain records of time spent on the grant to support this, along with the funding sources for the individual’s salary. This can also be applied to project team members working on the grant program that are not compensated with grant funds.

Indirect Cost Rate (if over 10%)

Leveraging indirect costs as a match is allowed, but it cannot exceed 10% of the total match required. For example, if an applicant is requesting \$100,000, the required leveraged/match would be \$100,000. In this scenario, the maximum amount of indirect costs leveraged allowed would be \$10,000.

Eligible Applicants

Eligible applicants for this RFA include:

- 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/worker's rights organizations
- Community-based organizations
- Business-related non-profit organizations
- Workforce intermediaries

Note: 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.

If you are an interested applicant and do not know if you fall under any of these organizational categories, email WAF@cwdb.ca.gov.

Awardee/Sub-recipient Requirements & Responsibilities

The term Awardee/Sub-recipient refers to the awarded agency agreeing with the State of California.

As the first point of contact for the CWDB, the Awardee/Sub-recipient is expected to:

- Be or become familiar with WIOA Title 1, the Code of Federal Regulations, Title 2 (Uniform Guidance), and EDD Workforce Services Branch Directives and Information Notices to responsibly manage the grant program.
 - All Applicants must confirm this when applying.
- Know about the project's program and fiscal status at all times. This includes but is not limited to: program and partnership activities, the status of individual project teams, participant activities and data, project obstacles, expenditure status, etc.
- Have knowledge, experience, and practice in managing federal contracts and following fiscal rules and requirements.
- Be responsible for tracking and entering participant data in CalJOBS in a timely and accurate manner.
- Maintain active communication with stakeholders and the CWDB, and communicate any obstacles impeding the progression/success of the project to the CWDB.
- Organize and coordinate regional activities (if applicable to the project).
- Collect and report all data, deliverables, and outcomes of the partnership to the CWDB.
- Prepare for compliance monitoring or audits by EDD and/or the Department of Labor

(DOL).

- Be responsible for the Single Audit Requirement if the Sub-recipient is a non-federal entity that expends more than \$750,000 in federal award funds during the program year.
 - The Single Audit is a requirement that is separate from compliance monitoring. It is the sub-recipient’s responsibility to perform a single audit on their entire organization. The Single Audit’s objective is to assure the U.S. federal government about the management and use of such funds by recipients such as states, cities, universities, non-profit organizations, and Indian Tribes. The audit is typically performed by an independent certified public accountant (CPA) and encompasses both financial and compliance components. The Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, SF-SAC.
 - For more information on Single Audit Requirements, refer to the [Audit Requirements \(WSD20-03\)](#).

Project Type	Applicant Criteria
<p>Innovation Impact Projects</p>	<ul style="list-style-type: none"> • Falls under the list of eligible applicant organizational types. • Applicant/Sub-recipient has direct experience running and managing a WIOA-funded program, is well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), and can responsibly operate and manage the grant program to meet WIOA requirements. • The project being adapted, replicated, and scaled is a previous, successful project model funded by the CWDB.

Program Evaluation

The CWDB will evaluate Accelerator 11 applicants to assess their application’s characteristics and potential outcomes 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 Two. Significant Dates

Event	Date*
RFA Release	September 26, 2022
Accelerator Live Q & A Session	Tuesday, October 4, 2022 1:00 PM – 2:30 PM (Pacific)
Weekly Q&A Posting	Accepted and posted each Tuesday to the Accelerator 11 solicitation webpage throughout the application period. *Last Q & A posting will be 10/25/2022

Event	Date*
	Questions must be received by Thursday, 10/20/2022, 3:00 PM. Questions submitted after the deadline on 10/20 will not be included in the Q & A.
All Applications Due	October 31, 2022 (by 3:00 PM Pacific)
Award Announcement	December 2022
Grant Period	March 1, 2023 – September 30, 2024

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

Section Three. Application Submission

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 31, 2022, at 3:00 PM Pacific Time.

Late applications will not be accepted.

Application Submission

Applications must be submitted electronically through the [Cal-E-Grants website](#). Only applications submitted through the Cal-E-Grants application portal will be considered. Paper applications will not be accepted and will be automatically disqualified.

The Accelerator 11 online application can be found on the [Workforce Accelerator website](#).

If you have questions on how to complete the application, email WAF@cwdb.ca.gov.

Account Log In

The first step to applying is to create a Cal-E-Grants account. You will not be able to access the online application without creating an individual account.

To create a new user account, visit the [Cal-E-Grants website](#) and click on the *Sign-Up* link in the middle of the website. If an individual has already signed up as the administrator on behalf of an organization, a new user should contact the administrator to add a new user to the organization account. Otherwise, continue with new user registration and provide the required information.

After the completion of the new user account, an email will be sent to the email address provided, containing the username and instructions on how to log in.

Once logged in, select the *Apply* button in the right-hand corner of the website.

Application Support

Questions regarding this RFA shall be sent via email to WAF@cwdb.ca.gov.

Please use “WAF 11 Question” in the subject line for all application/RFA-related questions.

Further technical assistance during the application period will include an Application Presentation recorded and a live technical support session for application submission. Dates, recordings, and other pertinent information will be posted as available on the [Workforce Accelerator Fund website](#).

Weekly Q&A

Questions will be accepted ongoing throughout the application period and answered publicly through posted Q & A. Questions must be sent to Solicitations@cwdb.ca.gov with “WAF 11 Question” in the subject line.

Q & A will be posted weekly, each Tuesday, on the [Workforce Accelerator Fund website](#) starting October 4, 2022.

Questions must be received each Thursday by 3:00 PM (PST) to be included in Tuesday’s weekly posting. Questions received after 3:00 PM on Thursday will be included in the following week’s Q & A.

Lastly, the Q & A posting will be on October 25, 2022, and questions must be received by Thursday, October 20, 2022, at 3:00 PM. Questions submitted after the deadline of October 20, 2022, will not be included in the Q & A.

Application Elements

The sections below describe how applicants should complete each tab of the online application.

Cover Page

The Cover Page is the beginning of the application and should be completed by the Lead Agency Applicant applying for grant funds. In the field, boxes provide all the required information on the Lead Applicant, Project Name, Project Information, Project Cost (Requested Amount and Leveraged/Match Amount), Location (address and county of service), Points of Contact (Primary Contact and Fiscal Contact), and Approval of Authorized Representative.

Serving Participants

Applicants will need to determine whether or not their project will serve participants using grant (WIOA) funds and/or leveraged/match funds. If participants are being served, all participants must meet WIOA eligibility and reporting requirements, and CalJOBS data entry and case management will be required.

If “Yes” is selected for “Is project serving participants,” the Participant Plan tab must be completed in the application. Upon review of the application, if the state determines that a project is serving participants (if “No” was selected), then the project will have to complete the Participant Plan tab, and CalJOBS data entry and case management will be required for the award.

Note: To serve participants means an organization will provide direct services like job readiness workshops, job search assistance, coaching and mentoring, enrollment into training and/or education, etc. A staff from your organization is providing the service or assisting the individual.

WIOA Title 1 Declaration

By signing and submitting an application, the “Applicant” acknowledges the following:

1. If requesting \$150,000 or less, the Applicant is aware of, willing to become familiar with, and comply with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance) to responsibly manage the grant program if awarded; or
2. If requesting more than \$150,000, an applicant is confirming they have direct experience managing WIOA-funded projects, are well versed with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance), can responsibly manage grant programs, and meet WIOA requirements if awarded. The Applicant is agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization). The applicant must accept/agree to proceed with applying for funding.

Project Narrative

In the space provided, using the prompts, enter details relative to the Project’s Proposed Framework, Project Team, and the organization’s experience with WIOA-funded grant programs and the project’s Proposed Strategies.

At least one core High Road Element must be selected, and the response must cover how the project’s “Big Idea” will address the element. You can select more than one if you choose to. A response to each of the prompts is required.

Deliverables

In the spaces provided, list each deliverable or outcome and provide details relative to the proposal and intent of the project that will be completed by the end of the grant term if awarded. For each deliverable or outcome, explain how performance will be measured and how you will know if the project is successful.

Expenditure Plan

This tab must be completed before completing Budget Summary, Budget Narrative, and Supplemental Budget tabs. Responses from the Expenditure Plan will pre-populate/validate responses in other sections. You may receive an error message or experience lost data as a result of not completing this tab first.

In the spaces provided, list your quarterly planned expenditures and cumulative planned expenditures for your proposed budget. Costs are divided into two categories: Grant Funds (WIOA 15%) and Leveraged Funds (Match). Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Leveraged Funds (Match) refers to leveraged funds as match contributions.

Funding Plan Section

Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Of this total request, applicants must identify how much will be used for grant administration* (Total Administration - 10% Cap) and how much will be used for the actual program (Total Program Cost). The same amounts reported for these two areas on this tab/section should be

the same reported on the Budget Summary.

*Grant administrative costs are associated with administrative and general functions of the Sub-recipient to operate and oversee the grant. These are expenses that support the overall organization and program. These typically include staff salaries for administrative roles, accounting and audit, legal fees, and other allocation of program administrative support and expenses. Administrative costs cannot exceed 10% of grant funding.

Expenditure Plan Section

The applicant must project quarterly spending projections for both grant funds and leveraged/match funds. Quarterly Planned Expenditures refers to the amount of funding that the applicant plans to expend quarterly and the funds requested from the CWDB. Quarterly Planned Match refers to the amount of leveraged/match funds that the applicant plans to expend quarterly and the funds from the applicant and/or contributing partners.

Budget Narrative

In the spaces provided, enter grant fund allocation for each applicable line item and provide relative details (i.e., cost breakdown, the purpose of cost, etc.) for each proposed allocation. Figures in this section should mirror exactly each line item in the Grant Funds (15% WIOA) column on Budget Summary. This tab/section accounts for grant funds only, so do not include leveraged/match funds.

Provide enough detail to justify each line item allocation. Under each line item, there are specific instructions on what details need to be included for each proposed expense (cost), along with the cost per expense (cost). If there are multiple costs within a line item, each cost must be covered separately with individual details and costs outlined, totaling the full line item allocation.

Note: Failure to provide adequate detail may result in a lower score.

Supplemental Budget

If grant funds are used for Equipment Purchase, Leased Equipment, Contractual Services, and/or Sub-recipient, the Supplemental Budget must be completed. Instructions, guidance, and resources are outlined in each section of the tab.

The solicitation/application process of the Accelerator 11 RFA does not act as procurement, nor does it waive state and federal procurement rules and requirements. All contractual services must be competitively procured following federal and state procurement regulations, and the policies and type of procurement must be outlined in the Supplemental Budget. Refer to [Procurement Standards \(Sect. 200.318\)](#) in the Federal Uniform guidance, 2CFR200. All resources applicable to procurement are linked within the Supplemental Budget.

Applicants must categorize contracted funds as either a Contractual Service or Sub-recipient. Review [WSD 18-06](#) (also found within the Sub-recipient and Contractors section of the Supplemental Budget) to distinguish between the two. Upon review, if the state determines that a Sub-recipient is a contractor, then procurement would be required.

Budget Summary

In the spaces provided, list out all line item allocations of the proposed budget. Costs are divided into two categories: *Grant Funds (WIOA 15%)* and *Leveraged Funds (Match)*. *Grant Funds (WIOA 15%)* refers to the amount of funding you are requesting from the CWDB. *Leveraged Funds (Match)* refers to the amount of leveraged funds from your organization and/or contributing partners.

Instructions below to assist with each section of the tab:

Grant Funds (WIOA 15%)

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

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

Administrative Costs = amount of requested funds that will go towards administrative costs to operate/manage the grant. Administrative costs cannot exceed 10% of grant funding. The applicant will manually enter this amount. This should match what was entered on the Expenditure Plan tab.

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

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

- *The number of full-time equivalents*: Total of individual FTE for all staffed positions outlined in Budget Narrative.
- *Staff Benefit Rate*: Average staff benefit rate from all staffed positions outlined in Budget Narrative.
- *Small Purchase*: Equipment items with a unit cost of under \$5,000.
- *Equipment Purchase*: Equipment items with a useful life of more than one year and/or with a unit acquisition cost of \$5,000 or more are charged to the project. Additional guidance/instructions are found in the Supplemental Budget.
- *Contractual Services*: Definitions/guidance can be found in the Supplemental Budget (Sub-recipient and Contractor Distinctions WSD 18-06).
- *Sub-recipient*: Definitions/guidance can be found in the Supplemental Budget (Sub-recipient and Contractor Distinctions WSD 18-06).

If grant funds are allocated to Equipment Purchase, Leased Equipment, Contractual Services, or Sub-recipient line items, the Supplemental Budget must be completed.

Work Plan

The Work Plan is a tool to help projects plan the various components and milestones leading to the achievement of project deliverables and assist CWDB staff supporting your project to better understand associated objectives.

In the spaces provided, enter objectives/activities with details under the Objectives/Activities

section relative to the proposal and scope of work, along with the estimated completion date for each objective/activity. Objectives/activities must occur within the grant term period and should align with the proposal, scope of work, and deliverables/outcomes outlined in the project narrative and throughout the application. Activities can carry over between quarters, but this must be clearly outlined for each quarter.

Partner Roles & Responsibilities

In the space provided, list all partnering organizations and their roles and responsibilities as part of the Accelerator 11 project. Include leveraged/match funds being provided by partners. Leveraged/match funds included on this tab must be included in leveraged/match funds section reported in other tabs of the application (Cover Page, Expenditure Plan, and Budget Summary).

Leveraged/matched funds outlined on this tab and in the other tabs of the application will be required to report in CalJOBS and produce documentation for monitoring purposes.

Note: Do not list the CWDB as a partner, as the CWDB is the grant administrator.

Participant Plan

Section I. Target Population: Identify the Target Populations and Age Group (based on WIOA definitions).

Section II. Participant Plan: Enter the number of participants to be enrolled in the program, the number of participants to be enrolled in training, and the number of participants to be placed. If there are placement numbers under placement, provide details on placement outcomes under Question 2 of Section II.

All participants must be WIOA Eligible. For more information, refer to the *Participant Eligibility* section of this RFA.

Section Four. Application Requirements, Award and Contracting Process

Required Exhibits

All applicants must complete and submit the required exhibits. The Cal-E-Grants system will not allow an application to be submitted if the required fields are not complete.

Document Name/Description	Required?
Project Narrative	Yes
Deliverables	Yes
Participant Plan	Only if the project is serving participants
Funding Expenditure Plan	Yes
Budget Summary	Yes
Budget Narrative	Yes
Supplemental Budget	Yes
Work Plan	Yes

Partner Roles & Responsibilities	Yes
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Application Narrative, Evaluation, and Recommendation for Funding

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.

Innovation Impact Project		
Section	Description	Points
Project Framework & Deliverables	<ul style="list-style-type: none"> • Identify the project’s Big Idea. • Describe the original project and the elements to be adapted, replicated, and scaled. • Describe the innovation aspects of the project, what anticipated learnings from the project, and how it will impact and influence workforce development. • Describe how funding through the Accelerator 11 grant program would support the efforts as described in the previous two bullet points. • Describe how the project will promote Diversity, Equity, and Inclusion. • Describe how will the project’s Big Idea address <u>at least one</u> of the core High Road elements: <ul style="list-style-type: none"> ○ Improvement of job quality ○ Create income security or upward mobility ○ Connect or bridge workforce programs to quality jobs <p>Bonus Points: Up to five bonus points may be awarded if the proposed project is connected to an existing High Road Training Partnership (H RTP) project. Identify the H RTP project and discuss the plan to work together. May include Letter of Support.</p>	60
Sub-recipient & Project Team	<ul style="list-style-type: none"> • Sub-recipient (organization applying for funding): The Workforce Accelerator Fund is a WIOA-funded grant program, and all awarded organizations must meet and comply with WIOA Title 1 and the Code of Federal Regulations, Title 2 (Uniform Guidance) to responsibly manage the grant program. Describe direct experience and success in managing WIOA-funded grant programs. • Identify at least one unique individual for the Customer role, including name, organization, and how their experience and success in that capacity will benefit the project. • Identify at least one unique individual for 	30

Innovation Impact Project		
Section	Description	Points
	<p>the Expert role, including name, organization, and how their experience and success in that capacity will benefit the project.</p> <ul style="list-style-type: none"> Identify at least one unique individual for the Innovator role, including name, organization, and how their experience and success in that capacity will benefit the project. Identify at least one unique individual for the Influencer role, including name, organization, and how their experience and success in that capacity will benefit the project. Describe strategy and coordination in working with original project team/organization to ensure support and alignment. <p>Bonus Points: Up to five bonus points may be awarded if project team members are also working on an existing H RTP project. Discuss their roles in the H RTP project, and how they will support the proposed project’s connection to the H RTP project.</p>	
Budget	<ul style="list-style-type: none"> Budget exhibits are complete and with a sufficient level of detail; and, No disallowed costs/unallowable use of funding. 	10
Total Points Available		100
Total Bonus Points Available		10
Grand Total		110

Rejection of Funding Request

The CWDB reserves the right to waive any immaterial deviation in an application; however, the waiver of an immaterial deviation in an application shall in no way modify the document or excuse the successful applicant from full compliance with the application requirements after the sub-grant agreement is awarded.

An Application shall be rejected for any of the following:

- Incomplete or fails to meet the solicitation specifications and/or basic application requirements;
- The application contains false or misleading statements or references which do not support an attribute or condition contended by the applicant.
- The application shall be rejected if, in the opinion of the CWDB, such information was intended to erroneously mislead the state in its evaluation of the application;
- The applicant has received a substantive negative sub-grant agreement and/or contract evaluation from the State of California;
- The applicant has had a sub-grant agreement and/or contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990;

- It is found that the applicant is not responsible (e.g., has not paid taxes, has no business license, has submitted an application when the license is subject to suspension on the date of the application opening and/or award of the sub-grant agreement and/or contract, or during the proposed term of the agreement, submitted an application without an authorized signature, falsified any information in the application package, or has provided a poor performance on a previous sub-grant agreement and/or contract with the CWDB, etc.); or,
- It is found, upon license verification with the Contractor's State Licensing Board that an Applicant's license is subject to suspension on the date of the application opening and/or award of the sub-grant agreement and/or contract or during the proposed term of the agreement.

Appeal

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

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

Disposition of Application

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

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

Debrief and Feedback

Applicants may request for debriefing/feedback meeting on the submitted Accelerator application once the award announcement has been posted on the CWDB website and before an open WAF solicitation.

Applicants must submit a request with the subject line, *Accelerator Debrief/Feedback Request*, and include detail of the request (including the name of the organization/applicant and name of the project), with the name of the contact person, email address, and phone number to

WAF@cwdb.ca.gov.

The CWDB will not provide debrief/feedback meetings during an open Accelerator solicitation.

Section Five. 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 agency's 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 Principles, and Audit Requirements for Federal Awards](#)
- [OMB Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, 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/Sub-recipient refers to the awarded agency that enters into an agreement with the State of California.
- The stand-alone term Sub-recipient refers to the agency/s selected by the Awardee/Sub-recipient to carry out the program.

Monitoring and Audits

After grant approval, Awardees – also known as Sub-recipients, will be referred to as Awardee/Sub-recipient hereafter and will be monitored and/or audited by the state under existing policies, procedures, and requirements governing the use of WIOA funds. The Awardee/Sub-recipient is expected to be responsive to all - compliance monitor's requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with compliance monitors in a timely and accurate manner. If performance is insufficient or the project is not performing and making progress towards deliverables, the state will consider placing the agency on cash hold and possibly de-obligating funds.

The Awardee/Sub-recipient must conduct regular oversight and monitoring of all contractors and their Sub-recipients. 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, the Uniform Guidance, OMB

Title 2 CFR part 200 and part 2900, and other applicable laws and regulations, and to provide technical assistance as needed. It is the responsibility of the Awardee/Sub-recipient to ensure that all awarded funds comply with all regulations.

The Awardee/Sub-recipient and their Sub-recipients 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 Sub-recipients 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 per 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 – Sub-recipient Monitoring and Management](#)
- [CFR 200.501 - 200.507 - Audit Requirements](#)

Record Retention

Awardees/Sub-recipients must 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/Sub-recipients will retain all records pertinent to this contract for three years from the date of final payment on this sub-grant.

- [Record Retention and Access, CFR 200.333 – 200.337](#)

Local Agency Policies

As a recipient of WIOA funds, agencies must have a series of local agency policies that comply with state and federal regulations. All administrative policies are required. Policies about serving participants are only needed when an agency is using grant funds and/or leveraged/matched funds to serve participants. There may be additional policies that are necessary for the future and some that are not listed here. The local agency policies will be reviewed during monitoring.

It is up to the Awardee/Sub-recipient to determine which policies are applicable and draft/implement them for their program. The state cannot do this on their behalf. CWDB staff can provide examples of local policies or connect Sub-recipients to their local area.

Administrative Policies

Accounting Systems

- Allowable Costs and Cost Classification
- Audits and Audit Resolution
- Cash Management (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
- Sub-recipient 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 Projects serving participants

- Eligibility Determination
- Services and Training
- Supportive Services

Fiscal

Awardees/Sub-recipients need to ensure that all federal and state fiscal requirements are being met by all agencies utilizing the funds awarded under this RFA. If projects fall behind on spending or deliverables, the Awardee/Sub-recipient may be put on a 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/Sub-recipients of WIOA funds will incur expenditures against the sub-grant/award, and those costs will need to be reimbursed through a Cash Draw in CalJOBS. Upon award, Awardees/Sub-recipients will be asked to complete a cash request in the CalJOBS Cash Draw module to receive funds.

Before completing the application, 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 be included in the procurement analysis. Review Federal Acquisition Regulations (FAR) section 7.400 for additional information on leasing:

- [Equipment Acquisition, Subpart 7.4](#)
- [EDD Directive - Subrecipient and Contractor Distinctions](#)
- [EDD Directive - Indirect Cost Rates](#)
- [EDD Directive – Guidance on Regional Awards](#)

Contractual Services and Sub-recipients

This RFA does not act as procurement, nor does it waive state and federal procurement rules and requirements. All contractual services must be competitively procured under federal and

state procurement regulations and policies. See Procurement Standards ([Sect. 200.318](#)) in the Federal Uniform guidance, 2CFR200.

Applications that require procurement and do not identify the type on the Supplemental Budget will not be awarded.

For more information on Procurement of Equipment, refer to [EDD Directive - Procurement of Equipment and Related Services](#)

Applicants must categorize contracted funds as either a Contractual Service or Sub-recipient. Review [EDD Directive WSD 18-06](#) to distinguish between the two. Upon review of the application, if the state determines that a Sub-recipient is a contractor, then procurement would be required.

Participant Eligibility

Participant eligibility is only applicable to Accelerator 11 projects serving participants. All participants served through this grant program must be WIOA eligible.

Determining WIOA eligibility should be the first step in enrolling/entering a participant into the Accelerator 11 program. In addition to falling under at least one of the target populations identified in this document, all participants must meet WIOA 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*

*Gender and selective service registration are based on the gender listed on the birth certificate (not assigned at birth). If male, evidence of Selective Service enrollment can be found here: [Selective Service Registration Directive](#).

Eligibility Requirements for Dislocated Workers

An individual who meets one of the five definitions required for certification as a Dislocated Worker:

1. Individuals must meet (a), (b), and (c) below:
 - a) Has been terminated or laid off, or has received a notice of termination or layoff from employment; AND
 - b) Is eligible for or has exhausted unemployment insurance; OR has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment insurance due to insufficient earnings or having performed services for an employer that were not covered under state unemployment compensation law; and,
 - c) Is unlikely to return to a previous industry or occupation.
2. Has been terminated or laid off, or received notification of termination or layoff, from employment as a result of a permanent closure of, or substantial layoff at, a plant, facility, or enterprise; OR Is employed at a facility where the employer has made the general

announcement that the facility will close within 180 days.

3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster.
4. Is a displaced homemaker. The term “displaced homemaker” means an individual who has been providing unpaid services to a family member in the home and who has been dependent on the income of another family member but is no longer supported by that income OR is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, call or order to active duty, a permanent change of station, or the service-connected death or disability of the member AND is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
5. Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of such member OR is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Eligibility Requirements for Youth

Accelerator 11 projects are required to serve only Out-of-School Youth (OSY). Out-of-school youth participants are 16 to 24 years old and are reportable individuals who have satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, development of an individual service strategy, and received one of the 14 WIOA youth program elements in Sec. 129(c)(2) of WIOA. Some 18 to 24-year-olds may be ready for adult services due to life experiences such as gaining occupational skills through education or training, prior work experiences, adult schedules, family responsibilities, and the participant’s needs. Others need specific youth services covered in the 14 WIOA youth program elements based on characteristics such as maturity, drug and alcohol abuse, homelessness, foster care status, family abuse/neglect, literacy challenges, pregnancy, and lack of employability skills. Assessments of their skills, career readiness, literacy, and supportive service needs should be considered when determining the appropriate program(s) for young adults.

For more information on the 14 WIOA youth program element, refer to the [WIOA Youth Program Requirements \(WSD17-07\)](#).

Out of School Youth

One or more of the following barriers:

- A school dropout.
- 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.
 - **Note:** If the school does not use school year quarters, Local Areas must use calendar quarters.
- 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.
- A justice-involved individual.

- A homeless individual or a runaway.
- 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.
- An individual who is pregnant or parenting (custodial and non-custodial parents, including non-custodial fathers).
- An individual with a disability.
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

More information on Out-of-School Youth can be found in [Title 20 CFR Section 681.210 - Out-of-School Youth](#).

Incumbent Workers

To qualify as an Incumbent Worker, the employee must meet the following:

- Be a current employee of an eligible employer.
- Have been employed by the eligible employer for at least six months. If the employee has not been employed by the employer for at least six months, they would be considered a new employee.
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship.

Incumbent Workers include a separate set of eligibility requirements for employers and participants. For more information, refer to the [EDD Directive - Incumbent Worker Training for more information](#).

Additional Resources: Establishing Eligibility

Use the following Directives to establish eligibility:

- [WSD 15-14 WIOA Adult Program Priority of Service](#)
- [WSD 16-18 Selective Service Registration](#)
- [WSD 21-06 70 Percent LLSIL and Poverty Guidelines for 2022](#)
- [WSD 17-07 Youth Program Requirements](#)
- [WSD 18-03 Pathway to Services, Referral, and Enrollment](#)
- [Title 20 CFR Section 681.210 - Out-of-School Youth](#)
- [Title 20 CFR Section 681.220 - In-School Youth](#)
- [Public Law 113-128](#)

Right to Work Documents

All Accelerator and WIOA eligible participants entering employment services or activities must have right-to-work documents meeting one of the criteria below:

- One document from **List A**.
- Two Documents: One each from **List B** and **List C**.

List A: Documents that Establish Both Identity and Employment Eligibility

- U.S. Passport (unexpired).
- Permanent Resident Card or Immigrant Registration Receipt Card (Form I-551).

- An unexpired foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- An unexpired Employment Authorization Document that contains a photograph (Form I-766).
- In the case of a nonimmigrant authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A, bearing the same name as the passport and containing an endorsement of the immigrant's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A to indicate nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

List B: Documents that Establish Identity

- A driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. Military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

- School record or report card.
- Clinic, doctor, or hospital record.
- Day-care or nursery school record.

List C: Documents that Establish Employment Eligibility

- U.S. Social Security card (other than a card stating it is not valid for employment).
- Certification of Birth Abroad issued by the Department of State (Form FS-545).
- Certification of Report of Birth issued by the Department of State (Form DS-1350).
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (Form I-197).
- ID card for the use of Resident Citizen in the United States (Form I-179).
- Unexpired employment authorization document issued by DHS (other than those listed under List A).

Supportive Services

Supportive services are only applicable to projects using grant funds to serve participants.

Supportive services can only be provided when participants are participating in career and training services, are unable to obtain support from other programs, and 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](#)

Examples of supportive services rules and documentation requirements that a Sub-recipient will be responsible for implementing include (list is not exhaustive):

- 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 signed by the participant and the case manager for the full amount of the gift card with matching documentation for the specific amounts in the case notes. A tracking system must be in place to show the client received the gift card. Receipts from the gift card purchase must also be provided back to the organization along with the gift card if there are unspent funds.
- Funds for gas must be tracked in a log with mapped mileage and addresses to and from the worksite.

Case Management

Case Management is only applicable to Accelerator projects using grant (WIOA) funds and/or leveraged/match funds to serve participants.

While case management is a programmatic function, the Lead Agency is responsible for ensuring that all Awardee/Sub-recipient staff and their Sub-recipients serving participants with WIOA funds and/or leveraged/match 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 the CalJOBS system. Verification of eligibility needs to occur before any funds are spent on a participant. If a participant is not eligible for the program and WIOA funds are spent (paid) on that participant, the expense paid by the WIOA funds may be deemed unallowable.

Examples of case management (not exhaustive) include:

- Eligibility verification – supporting documentation is required.
- Creation of a participant file and clearly outlined service strategy plan.
- Detailed case notes explaining all supports to the participant.
- 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 participant, 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. A tracking system must be in place to document the participant 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 that 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 a participant was supported while enrolled in the Accelerator 11 grant program under WIOA.

Additionally, CalJOBS activity codes associated with services provided to the participants must be entered in on time (to reflect real-time).

- [EDD Directive – CalJOBS Activity Codes](#)

Reporting

Awardee/Sub-recipients must have the capability to report expenditures, participant data, and outcome data to the state in a timely, thorough, and accurate manner through CalJOBS, the state's required reporting system. The state will provide training on how to use CalJOBS. If the Awardee/Sub-recipient is a Local Board or RPU, work with the Management Information System (MIS) Administrator for additional assistance.

All Awardees/Sub-recipients will be required to access CalJOBS for financial reporting and perform cash drawdowns. Only the Awardee/Sub-recipient using grant (WIOA) funds and/or leveraged/match funds to serve participants will be required to enter participant data into CalJOBS, submit quarterly participant reports, enter activity codes, and perform case management. The CWDB will provide a quarterly reporting template. It is expected that reports provide a 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 Sub-recipient 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.

If an Awardee/Sub-recipient has to de-obligate their WIOA funds within 60 days of the project termination date, a project closeout report is due. EDD's Monthly and Quarterly Financial Reporting Requirements and WIOA Closeout Requirements provide further guidance.

- [EDD Directive - Participant Reporting Information](#)
- [EDD Directive - Fiscal Reporting Information](#)
- [EDD Directive - Closeout Reporting Information](#)

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, WIOA and its associated federal regulations, OMB Circulars, CFRs Title 2, Title 20, and Title 29, and EDD Directives and Information Notices.

Acknowledgment of Federal Funding

As required by [Public Law 101-166, Section 511](#) (Stevens Amendment), all award recipients

must acknowledge federal funding in documents that communicate funding, such as press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or part with federal funds. This includes funding from the Department of Labor and the Department of Education.

Documents that communicate funding may include:

- Award Announcements
- Bid Solicitations
- Marketing materials (PowerPoints announcing funding)
- Press Releases (communicating funding, announcing a new activity or program with funding)
- Social media content
- Website content

Recipients are required to state (1) the percentage and dollar amounts of the total program or project costs financed with federal funds and (2) the percentage and dollar amount of the total costs financed by non-governmental sources.

General structure:

This [project/publication/program/website, etc.] [is/was] supported by the [federal sub-agency] of the [federal agency] as part of an award totaling \$XX [Insert total NFA amount here] with XX percentage financed from nongovernmental sources.

Example:

This Wagner-Peyser Program bid solicitation is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$361,633 with 0% financing from non-governmental sources.

Refer to [Stevens Amendment FAQs](#) for more information.

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/Sub-recipient will be required to participate in that evaluation by providing requested data and information. All Awardee/ Sub-recipients will document lessons learned and effective/promising practices ascertained through this project.

APPENDIX A. Administrative Costs

There is an administrative cost limit of 10 percent of the total funds awarded under this sub-grant agreement.

The following WIOA Title I function and activities constitute the costs of administration subject to the administrative cost limitation:

- The costs of administration are expenditures incurred by direct grant recipients, local grant recipients, local grant sub-recipients, and local fiscal agents and 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.
- The costs of administration are the costs associated with performing the following functions:
 - Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - Accounting, budgeting, financial, and cash management functions
 - Procurement and purchasing functions
 - Property management functions
 - Personnel management functions
 - Payroll functions
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
 - Audit functions;
 - General legal services functions; and
 - Developing systems and procedures, including information systems, are required for these administrative functions.
 - Performing oversight and monitoring responsibilities related to WIOA administrative functions.
 - 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.
 - Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - 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.
 - Specific costs are charged to an overhead or indirect cost pool that can be identified directly as administrative costs. Documentation of such charges must be maintained.
- Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
 - 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 benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - 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.
- Except as provided in paragraph (1) of this section, all costs incurred for functions and activities of sub-recipients and contractors are program costs.
 - Costs of the following information systems, including the purchase, systems development, and operating (data entry) costs, are charged to the program category
 - Tracking of performance information.
 - Information relating to supportive services and unemployment insurance claims for program participants.
 - 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.

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:

- Be necessary and reasonable for the performance of the award.
- Be allocable to the award.
- Conform to any limitations or exclusions outlined in the award.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
- Be accorded consistent treatment.
- Be determined to follow generally accepted accounting principles.
- Not be used to meet cost sharing or matching requirements of any other federally-financed program.
- 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 deciding 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 further investigate the various information sources as they may provide additional clarity. If this effort does not provide the necessary information, 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 contacting 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	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	
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	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fundraising 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	
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	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
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	
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	200.472	
52	Training and education costs	A	A	A	200.473	
53	Transportation costs	A	A	A	200.474	
54	Travel costs	AC	AC	AP	200.475	
55	Trustees	A	A	NS	200.476	

APPENDIX C. Acronyms

Acronym	Name/Title
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