HIGH ROAD
TRAINING PARTNERSHIP

High Road Training Partnerships: Resilient Workforce General Fund (RWF) Program

Grant Proposal Questions and Answers

Contents

Eligible Applicants and Partnerships

1. If a non-profit organization wishes to submit a proposal to support a dual pre-apprenticeship/apprenticeship program - does this have to be an already California State Registered Apprenticeship?
   A. **No, while not a requirement to be eligible for the Road Training Partnerships (HRTP) Resilient Workforce Fund (RWF) Program, you may contact the [Department of Industrial Relations](), for consultation and information about state standards for education and employment.**

2. Could an organization apply for support for only a pre-apprenticeship or would this have to include the apprenticeship component as well?
   A. **Pre-apprenticeship programs that meet the criteria outlined HRTP: RWF Funding Solicitation are eligible to submit a grant proposal.**

3. Can you please give us an eligibility clarification on if County agencies (e.g., Department of Public Social Services) are eligible for this grant or not?
   A. **Yes, county agencies may apply. Eligible applicants include, but are not limited to: industry-based training providers, industry-based intermediaries including industry associations, labor organizations and labor-management partnerships, community-based organizations and non-profit organizations, California Department of Education – Local Educational Agencies, California Community**

College Districts, California State Registered Apprenticeship Programs, Workforce intermediaries, and Local workforce development boards.

4. All across L.A. County water quality and groundwater recharge projects are being funded where native plants are going to be a part of the project. We simply don't have enough skilled people to grow plants on the scale we will need to do. Can an individual apply?

    A. **To apply for the grant, eligible applicants include, but are not limited to: industry-based training providers, industry-based intermediaries including industry associations, labor organizations and labor-management partnerships, community-based organizations and non-profit organizations, California Department of Education – Local Educational Agencies, California Community College Districts, California State Registered Apprenticeship Programs, Workforce intermediaries, and Local Workforce Development Boards.**

5. The Workforce Partnership is interested in putting forth a couple of proposed HRTP projects for the upcoming funding round. Should we submit a single grant proposal covering the multiple HRTP projects (covering different sectors), or should we submit individual grant proposals for each?

    A. **One grant proposal per applicant (organization) will be accepted each quarter. Applicants may submit an additional grant proposal for projects that meet the Resilient Workforce Fund for health and human services criteria. Please check the High Road Training Partnership: Resilient Workforce Fund (HRTP: RWF) webpage for additional updates in the coming weeks.**

6. Would a project focused on the development of Latino immigrant entrepreneurs in the Central Valley qualify? We have been running a pilot project that is now in its second year and we have found that there is a tremendous amount of interest in entrepreneurial/self-employment skills development among our target population (low-income Latino immigrant families in rural and urban cities in the Central Valley).

    A. **In your grant proposal, you would discuss the project type that best describes most of the activities that you are proposing.**

7. Is the 1 to 1 employer to trainer organization partnership dynamic insufficient for the purpose an RWFP Grant?

    A. **High Road Training Partnerships are intentional partnerships, you can learn more about the role and structure of the partnerships here: Partnership Is the Priority. And while each partnership may look different, each HRTP is required**

to have employers and workers at the center. It is important to understand and compare the [Essential Elements of High Road](#) with your project when determining the collective efforts that will put employers and workers at the center of skill delivery systems for this funding stream.

Funding

1. I know the funding method is reimbursement, but if awarded, are non-profits eligible to receive an advance of grant funds?
   A. **No, this grant operates on a reimbursement structure only.**

2. Is there a minimum and/or maximum award amount?
   A. **No, there is no minimum and/or maximum award amount.**

3. How many grants do you anticipate funding?
   A. **CWDB will award projects until funding is exhausted.**

4. How many proposals can one organization submit?
   A. **One grant proposal per applicant (organization) will be accepted each quarter.**

5. How many proposals can one organization submit under each category (i.e. is there a limit per category)?
   A. **One grant proposal per applicant (organization) will be accepted each quarter. Applicants (organizations) are not required to select the same category for each grant proposal submission.**

6. Is there a minimum scope (i.e. size of the organization, number of workers that need to be involved, etc.) to be eligible for HRTP?
   A. **There is no minimum scope to be eligible for funding. Applicable funding criteria can be found on the [High Road Training Partnership: Resilient Workforce Fund (HRTP: RWF)](#) webpage and in the [Open Funding Solicitation](#) document.**

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

8. Do match funds need to be funds that the organization has already acquired to support their proposed project?

   A. Yes. Match funds can also be in-kind.

9. Does the CA Workforce Development Board require any additional information or supporting documentation to support the inclusion of match funds? For example a letter from an individual or organization from whom the match funding is coming from confirming the match amount?

   A. No additional documentation is need be submitted for match funds. Applicants will track the leveraged fund amount(s) and source(s) for the auditing purposes. CWDB analysts will also track use of match funds against grant budget lines.

Target Populations and Participants

1. Is this term Serving Participants meant to be the act of (verb) serving the proposed participants of the program being submitted—or to describe a group (noun) of serving participants that will be acted upon by the program being submitted? -Please provide examples of what "serving" is and examples of what "participants" are. Without this information, I don't know whether to choose Yes or No for the Project Information box: "Is project serving participants?"

   A. Response: Applicants will need to determine whether or not their project will serve participants. If participants will be served, participants must meet target population eligibility and reporting requirements. Data entry and case management will be required. If "Yes" is selected for "project serving participants," a Participant Plan must be completed later in the application, if your organization is invited to submit an application. Upon review of the submitted application, the State may determine that a project is serving participants (if "No" was selected). If this occurs, completion of the Participant Plan and data entry and case management will be required for an award.

2. I'm perplexed by the comment "Applicants will need to determine whether or not their project will serve participants." If the answer is NO, why would anyone submit an RFA? A submittal has to serve someone, so it has to YES, correct? The whole purpose of the program is to serve deserving participants and their populations—so is this meant to be a trick question?

   i. A participant can be an employer, non-profit, apprenticeship program, etc., correct?

    ii.   The demographic (or target population) being served for each of these participants can be youth, veteran, immigrant, etc., correct?

    iii.   If both are correct, my program proposal is going to help the identified participants reach their workforce development goals and my participant plan will specify their demographic constituents and how my program will serve them in the capacities specified/required by the RFA?

    A. **In the proposal, indicate how many participants your proposal is expected to reach and describe your target populations and indicate how many participants your proposal is expected to train, serve, and/or place into employment, education, apprenticeship, etc. Target populations may include, but are not limited to: English Language Learners, Homeless and Housing Insecure, Justice-involved Individuals, People with Disabilities, Veterans, Youth: For the purposes of this RFA, a youth is an individual that meets the criteria for WIOA eligible out-of-school youth ages 18-24, Immigrants/Refugees, Residents of disadvantaged communities, Low-income communities, Underserved populations, Native American communities, Communities of Color, and Unemployed individuals.**

3. **Describe Employer/s Partner Organization**- There is no reference link for this question. Question: Are you referring to a partner who is going to be a co-sponsor of the program being submitted? Or is an organization that the program being submitted is identifying for partnership? Please provide example(s).

    A. **Response: Discuss which employers are included in your project. What will be the roles and responsibilities of these employers and how will the roles and responsibilities meet the goals of HRTP. For additional information, please refer to: Essential Elements: Industry-Led Problem Solving.**

4. **Describe Worker Representative/s (e.g., Labor)** - There is no reference link for this question. Question: Are you referring to a target demographic for the program being submitted? Or a union business agent (BA)? Please provide example(s).

    A. **Response: Discuss how your project is incorporating worker representation from the participants of the program including the wisdom that comes from workers' experiences and ideas that help ensure that any problem-solving and training solutions developed are relevant and make sense in the real world. This practice increases uptake of programs offered and deepens buy-in to the partnership itself. Just as businesses are more invested in training programs when they define the demand and shape the programs to meet their business needs, so too are workers and their representatives more invested in programs**

when involved in shaping efforts to ensure they meet workers' needs. Full inclusion of worker wisdom in the partnership allows HRTPs to "walk the talk" of creating quality jobs, valuing the dignity of workers, and creating leadership opportunities for worker advancement. For additional information, please refer to [Essential Element: Worker Voice](#).

Eligible Services

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

2. Our organization has experience assisting clients engage in state agency workforce training programs outside of California, where the organization applying for and receiving funding is providing direct training. The HRTP: RWF Solicitation does not confirm or contradict that matter. Does the entity with experience working with state agencies apply as the Fiscal Agent or is it permissible for the entity to contract a provider or individual to act as the fiscal agent for this funding?
    A. **Your organization will have to determine who will be the fiscal agent (recipient/awardee of the HRTP funds) when submitting a grant proposal. The fiscal agent will be listed as the organization responsible for compliance of the terms and conditions outlined in the Standard Agreement with the State of California.**
    Note: Participants enrolled in your HRTP: RWF projects must reside in California.

3. If the applicant (organization) contracts a provider or individual to act as the fiscal agent, would they need to pursue alternative training means and show that it was competitively bid?
    A. **If the organization is the fiscal agent of the grant proposal, a competitive bid is not required. Competitive bid is required if the fiscal agent is allocating HRTP funds to contractor(s). A contractor is an individual or organization who will provide one-time service or good to the project.**

Cal-E-Grant System

4. Can you please send us the PDF for the grant application so we can review before we start typing?
    A. **There is no PDF of the grant proposal to send out but applicants can use the Print button in the Cal-E-Grants system to download a PDF of the questions. To**

download a PDF of the grant proposal questions, applicants will have to complete the first page of the grant proposal and click "I agree."

5. First, for the location on (the) cover letter, should we use our OCHIN headquarter address is Portland, Oregon which corresponds to our DUNS number, or should we use a location in California? Second, for the DUNS number on the cover page, should we include the new UEI number as well?

   A. **When submitting the grant proposal, you will need to be clear about your project being in California and serving residents of California, if applicable. You should use your California location instead of the headquarter in Portland, Oregon. The DUNS field allows 9 digits. If the UEI number is also 9 digits, you can enter the UEI number on the cover page.**

6. After reviewing both the solicitation guidelines and the submission portal, I have not found any formatting recommendations or possible templates for attachments such as Deliverables, Expenditure Plan, Budget Narrative, Supplemental Budget, Budget Summary, and Work Plan. Do we only need these items for PART 2? And do you have any suggestions on where I might find information to guide the development of these documents for the HRTP?

   A. **The grant proposal will serve as a screening tool and will be reviewed and evaluated to determine whether it meets the criteria outlined in this solicitation. Upon submitting a grant proposal, applicants will either be invited to apply or notified by the CWDB that the proposal has not been accepted. Grant Proposals that successfully meet the CWDB's evaluation criteria (see Section 5. Scoring Criteria on page 20 of the Solicitation) will be invited to submit an application in Cal-E-Grants portal, which consists of the Deliverables, Expenditure Plan, Budget Narrative, Budget Summary, Supplemental Budget, and Work Plan.**

7. Please clarify what is requested for Narrative question 3: "Describe Worker Representative/s (e.g., Labor)." Is this the program participant or lead agency (i.e. non employer)?

   A. **Discuss how your project is incorporating worker representation from the participants of the program. Including the wisdom that comes from workers' experiences and ideas helps ensure that any problem-solving and training solutions developed are relevant and make sense in the real world. This practice increases uptake of programs offered and deepens buy-in to the partnership itself. Just as businesses are more invested in training programs**

when they define the demand and shape the programs to meet their business needs, so too are workers and their representatives more invested in programs when involved in shaping efforts to ensure they meet workers' needs. Full inclusion of worker wisdom in the partnership allows HRTPs to "walk the talk" of creating quality jobs, valuing the dignity of workers, and creating leadership opportunities for worker advancement. For additional information, please refer to: **Essential Element: Worker Voice**.

8. Please clarify what is requested for Narrative question 2: "Describe Employer/s Partner Organization." If an employer is involved and only offering advice and not job placement, should they still be described?
   A. **Discuss which employers are included in your project. What will be the roles and responsibilities of these employers and how will the roles and responsibilities meet the goals of HRTP. For additional information, please refer to: Essential Elements: Industry-Led Problem Solving.**

9. It is not clear about how to provide the "Signature" of our Authorized Representative. Do I just type in the name? Is there a way to do this that I'm missing like DocuSign?
   A. **Yes, please type in the name of the Authorized Representative in the Signature field of the grant proposal.**

10. After clicking on the Submit button, I don't see the HRTP grant proposal under the applications section of the portal. However, the old WAF submission from months ago is there – but not the HRTP. Is there a way to confirm that the grant proposal has been submitted? Do we get an email notification?
    A. **After you click on the Submit button, the grant proposal is submitted. The submitted grant proposal will not be displayed under the Applications section because the grant proposal is not an application.**

Other
1. Can we schedule a call to discuss this opportunity?
   A. **CWDB is unable to provide additional feedback on grant proposal until after the solicitation closes on the due date (April 15th).**

2. I am applying for an HRTP that will start as a partnership between my union and one of our major employers. I have asked the employer to provide me with information about our current staff (in terms of diversity and plans for growth.) Their question is, how

much, if any, of this proposal becomes public information? That may impact what we actually put into the proposal. Or is there a way to redact any information supplied before it becomes public?

   A. **Grant proposals and applications are subject to the Public Records Act as is all the reporting throughout the grant term.**

3. I saw some conflicting information about HRTP being an 18-month program vs. being able to apply for up to 3 years of funding per grant. How long do organizations typically receive funding from this grant?

   A. **For the HRTP: RWF grant program, which was launched in April 2022, HRTP projects may request funding for up to 3 years. Other CWDB's grant terms ranged from 18 -24 months.**

4. We are trying to understand when the grant is due as many of us are out on vacation for a large part of the summer, and we are hoping for an extra week or two. Also, if there is any way to send us a PDF of the grant application, that would be ideal.

   A. **You should be able to print a PDF – you just have to complete the cover page to have access to the button. As long as you don't select submit, you should be able to print as many times as you'd like. Unfortunately, I don't remember on which screen the print button is located.**
   The application should be submitted by the deadline. Submitting it late could delay contract revisions which is a very lengthy process.

5. How do you define "workforce intermediary"?

   A. **Workforce intermediary is the convening organization who brings the partnership together and facilitates collaboration. For additional information, please refer to: [The High Road to Economic Prosperity](): An Assessment of the California Workforce Development Board's High Road Training Partnership Initiative.**

6. In the CWDB website it says your system is down beginning on October 4, 2022 until January 2023 and unable to receive Grant Proposals. If we submit a grant proposal in January 2023 and receive an invite to apply, is April 2023 a realistic expectation to receive the award or is it more likely to fall into July/August 2023?

   A. **The Cal-E-Grants system will not be accepting HRTP: RWF grant proposals from October 4, 2022 to mid-January 2023 due to system upgrades. Grant proposals submitted between January 2023 to April 1, 2023, will be reviewed as part of the RWF Quarter (1) 2023 cohort. Successful applicants will be invited to**

complete a full application for funding consideration. The estimated project start date will be Fall 2023.