HRTP RWP Application Guide

This document provides guidance for completing and submitting an application through the Cal-E-Grants website to applicants of the High Road Training Partnership Resilient Workforce Program (HRTP RWP).

Logging in to Cal-E-Grants

Applicants must log in to the website using the administrator credentials created by their organization. It is recommended that the individual with the organization's administrator credential be the only person to add new and manage existing users. The administrator can add multiple users, inactivate users, and delete the contents of input fields in the application. When added, new users will be able to complete and submit the HRTP application and if awarded, have access to complete and submit Quarterly Progress Reports, Invoices, Modification Requests, etc.

To create a new Cal-E-Grants account (the first time the organization is applying for a grant in Cal-E-Grants), refer to the New User Registration.

Add new users

Complete the following steps to add additional users:

1. Select *Manage Users* at the top of the webpage.
2. Select *Add a New User* (located on the far right above the yellow bar).
3. A *Create a New User* pop-up screen will appear.
4. Enter contact information for the new user (Name, Email, Phone, etc.) and permission type.
   Note: The permission type drop-down will provide two options: *Administrator* or *User*. The *Administrator* option authorizes the new user to have access rights to the HRTP grant similar to the original Administrator.
5. Once complete, select *Create.*
6. New user(s) will receive an email notification with a hyperlink to create a password and formally create an account using their own credentials.

To deactivate a user:

1. Go to *Manage Users* tab to view the list of the users added.
2. Select *Edit* for the specific user seeking to be deactivated.
3. From the pop-up window, uncheck the *Active* box, and select *Update.*

Grant Types

Select the appropriate grant type from the pop-up menu: Development Project, Implementation and Training Project, or Expanding Project. The application is completely unique to the grant type selected in this step. The grant type selected will determine which expected outcomes and deliverables are generated in the application, and will provide funding range eligibility, and narrative questions.

High Road Planning and Development Projects

High Road Planning and Development Projects are proto- or pre-HRTP projects that demonstrate commitment to the "high road" approach and can make labor market interventions in priority regions and/or industries where no HRTP currently exists. Projects require funding to complete the work of project design with the intent of Training Implementation at a later point. These projects are often on the leading edge of an emerging low-carbon industry or working within an existing industry experiencing high levels of disruption, change, or growth. When an industry or region is in decline, these partnerships may be involved in assessing the needs of affected and displaced workers to identify relevant skill sets that facilitate their lateral transition to a new industry. Projects address issues in the existing policy landscape, represent worker/community experience with unfair or exploitive labor practices, and identify opportunities to develop new workforce infrastructure utilizing the high road approach.

Qualifying projects will address issues in the existing policy landscape, represent worker/community experience with unfair or exploitive labor practices, and identify opportunities to develop new workforce infrastructure utilizing the high road approach.

High Road Planning and Development Projects will substantiate developing partnerships, provide aspirational goals for the project, and demonstrate tangible employer and worker outcomes and deliverables. Planning and Development projects may or may not serve participants.

Maximum Award: $500,000
Grant Term: 12 months

High Road Training Implementation Projects

Training Implementation Projects will deliver training programs to achieve employment, career advancement outcomes for participants and/or to prevent layoffs. These projects may also include Planning and Development alongside required training components. Training Implementation Projects must have a Training Plan based on previous or ongoing research and project development, an existing partnership with one or more employers (partnerships with multiple employers are encouraged for larger grants), at least one worker organization, and a training provider. A High Road Training Partnership is an initiative or project that models strategies for developing industry-based, worker-focused training partnerships, including labor-management partnerships.

High Road Training partnerships operate via regional, industry- or sector-based training partnerships comprised of employers, workers, and their representatives, including organized labor, community-based organizations, education, training, social services providers, and labor market intermediaries.

High Road Training partnerships demonstrate job quality standards and employment practices that include, but are not limited to, the following:

- Provision of comparatively good wages and benefits relative to the industry, occupation, and labor market in which participating workers are employed.
- Payment of workers at or above local or regional living wage standards and payment at or above regional prevailing wage standards where such standards exist for the occupations in question.
- History of investment in employee training, growth, and development.
- Provision of opportunities for career advancement and wage growth.
- Safe and healthy working conditions.
- Consistent compliance with workplace laws and regulations, including proactive efforts to remedy past problems.
- Adoption of mechanisms to include worker voice and agency in the workplace.

High Road Implementation Projects will substantiate existing partnerships and serve participants. They will also provide clear, tangible outcomes and deliverables for employers and workers.

Award Range: $500,000 - $5,000,000
Grant Term: Up to 24 months

High Road Expanding Projects

Expanding projects will have demonstrated success in achieving training outcomes and will focus on scale and/or replication. These projects will grow the number of participants and expand the partnership within the industry. Projects may also expand to adjacent industry sectors and/or replicate the project in other regions. Expanding projects will deliver training programs for participants to achieve employment, career advancement outcomes and/or to prevent layoffs. Expanding projects must have completed research and development; shown evidence from a pilot program to inform their expansion; have an existing partnership consisting of multiple employers; at least one worker organization; and have at least one training provider. An Expanding project is an existing HRTP or industry partnership that can demonstrate it meets all of the HRTP elements and is expanding the partnership and program work.

Award Range: $5,000,000 - $15,000,000
Grant Term: Up to 36 months

Cover Page

Complete all required fields.

Industry Drop Down: Priority Industries are noted in the drop down menu. If *Other* is selected, a description and justification must be provided in the corresponding narrative question. Users may select multiple industries.

Serving Participants: Only Development Projects have a choice to select. Choosing *Yes* or *No* will generate a Participant Plan tab in the application. Implementation/Training and Expanding projects must serve participants and the Participant Plan tab will appear in the application.

Project Cost: Maximum funding ask is noted with the project type descriptions above.

Points of Contact: List two *different* points of contact for the primary and fiscal, in case one contact is not available.

The Cal-E-Grants automatic notification is currently only sent to the creator of the application and not the points of contact listed on the application.

Cash/In Kind Match: A match is encouraged but not required. If cash/in-kind match is included in the application and the application is awarded, organizations must report the use of match to the California Workforce Development Board.

Unique Entity ID (UEI): This number replaced the DUNS with the federal government. For more information, see the [sam.gov](sam.gov) website. If an organization has not yet transitioned from a DUNS number, enter the DUNS number.

Acknowledgement: After completing the cover page, select *SAVE*. Applicants must acknowledge acceptance of fiscal responsibility for managing state funds prior to completing the application.

Outcomes and Deliverables: Metrics of Success

Based on stated project objectives, applicants should define the project deliverables and metrics of success. Metrics of success include defined metrics that measure project outputs (direct result of the funded activities/deliverables) and outcomes (expected change in knowledge, behavior, and status as a result of outputs). Projects must align with required standard outputs and outcomes defined for the HRTP program. Additionally, all deliverables and outcome data must be presented through an equity lens to understand if there are any specific sub-populations that do or do not benefit more than other sub-populations. Applicants may also suggest additional metrics of success and means for reporting outputs and outcomes to supplement the standard HRTP outputs and outcomes.

Applicants are required to select at least one employer-level and one worker-level measurable output that aligns with project objectives. Metrics of success must be analyzed through an equity lens, including the ability to separate and analyze data by:

- Age group (*required*)
- Ethnicity and race (*required*)
- Location (e.g., city, county, Regional Planning Unit) (*required*)
- Gender identity (*voluntary*)
- Sexual orientation (*voluntary*)

Standard HRTP Outputs and Outcomes		
Level	**Employer-level**	**Worker-level**
Outputs – What products are a result of the activities funded? What is the project paying for?	- Data-driven learning and action plan - Trust Fund established for worker support - Total Trust Fund funding for worker support	- Number of workers who complete reskill training - Number of workers who complete upskill training - Number of workers who complete pre-apprenticeship program - Number of workers who complete apprenticeship program - Average hours of training/apprenticeship completed per worker - Total hours of training/apprenticeship completed - Number of workers who received support services - Value of support services delivered - Duration of support services delivered
Outcomes – What is the expected effect (change in knowledge, behavior, status) the outputs will have on the expected beneficiary population?	- Total workers employed - Total new hires in last year - Changes in recruitment strategies - Changes in hiring practices % of open positions filled vs. open	- Graduates' average skill level % of graduates with increase in training-relevant skills % of graduates unemployed, employed, employed in training-related industry % of graduates earning living wages for the region

Standard HRTP Outputs and Outcomes		
Level	**Employer-level**	**Worker-level**
	% of incumbent workers who move along career pathway to higher wages - Retention rates - Productivity	% of employees earning living wages for the region % increase in earnings over time % of employees with benefits (health, supportive services, safety net) % of employees with stable, fair schedules % of employees who participate/are represented in decision-making

Narrative

Provide a response to each required question prompt. Responses should be as detailed as possible and directly address the prompts. It is recommended that the applicant read through all narrative questions before starting. There is a 3000 character limit per response box.

Remember to *SAVE* work often. The system will automatically log out after one hour of idle time.

Work Plan

List the objective or activity to occur each quarter, with estimated completion dates that are within the grant term. Please ensure estimated completion dates fall within the correct quarter. Objectives and activities need to be related to deliverables and outcomes. Enter one objective or activity per line. If an objective or activity happens over multiple quarters, note the start of the activity in its first quarter and completion of activity in its last quarter.
Quarters:

- **Quarter 1:** January to March
- **Quarter 2:** April to June
- **Quarter 3:** July to September
- **Quarter 4:** October to December

If participant activities are included in the Work Plan, they should align with the participant data listed in the Participant Plan tab. For example, if a project lists participant enrollments occurring in Quarter 2 in the Work Plan, the Participant Plan should have an enrollment number listed for Quarter 2.
Note: The grant term for Development Projects is 12 months (total of four quarters). The grant term for Implementation/Training and Expanding projects is 18 months (total of six quarters).

Participant Plan

Development Projects choosing to serve participants must complete the Participant Plan. All Implementation/Training and Expanding projects will have to complete the Participant Plan.

Determine how many participants to enroll, provide training to, receive credential/degree, and place in post-secondary education, state-approved apprenticeship, career advancement/promotion (Incumbent Worker), and/or employment for the grant term. Identify when enrollment, training, degree/credential attainment, and placement will occur, and enter the total participant numbers for each category for the respective quarters.

The participant data listed in the Participant Plan must align with the objectives and activities outlined in the Work Plan and Deliverables.

When determining the number of participants to enroll and provide services to, please ensure the applying organization has staff capacity to verify services and accurately manage all participant data.

Note: The grant term for Development Projects is 12 months (total of four quarters). The grant term for Implementation/Training and Expanding projects is 18 months (total of six quarters).

Please SAVE your work often.

Partner Roles and Responsibilities

Clearly articulate the roles and responsibilities of each partner listed in the application. Applicants are required to have 1) employer(s), 2) at least one worker representative, and 3) at least one training provider. Other partner categories listed are encouraged but not required.

For each partner, note any leveraged match (cash or in-kind).

For Development projects: Select whether partners are established or planned from the drop-down menu for each line used. Substantiation in the form of a partnership agreement (established partners) or Letters of Support (planned partners) is required and can be uploaded to the Documents tab. Planned partners should have clear roles and responsibilities. Their commitment to the project, if awarded, must be noted in their letter of support.

For Implementation projects: Must have established partners with substantiation in the form of a partnership agreement uploaded with the application.

For Expanding projects: Must have established partners from a current HRTP with substantiation in the form of a partnership agreement uploaded with the application. Planned partners with Letters of Support may be added as part of the expansion plan. Planned partners

should have clear roles and responsibilities. Their commitment to the project, if awarded, must be noted in their letter of support.

Note: For industries and employers with Collective Bargaining Agreements, the applicant must demonstrate participation and support from the union(s) representing the workers through letters of support, Memorandums of Understanding (MOUs), or other partnership agreements.

Budget Summary

Review the line items and determine how the requested amount will be allocated for the project. Enter the allocated amounts to the applicable line items under the *Grant Fund* column.

A maximum of 20 percent of the requested amount may be allocated to Administrative Costs. The Indirect Cost Rate falls under Administrative Costs and cannot exceed 20 percent. If an applicant has a Negotiated Indirect Cost Rate (NICRA) that is more than 20 percent and wants to include it under the Indirect Costs line item, it is allowable. However, Administrative Costs must remain below 20 percent of the requested amount. If using NICRA, an Applicant must provide the indirect cost rate (percentage) and name of the cognizant agency in the appropriate text box. Supporting document(s)/letter(s) with the indirect cost rate and name of the cognizant agency must be uploaded to the Documents tab.

Administrative Costs can be both personnel and non-personnel related and both direct and indirect. The general administrative functions may include accounting, budgeting, financial and cash management functions, procurement and purchasing functions, property management functions, etc.

Indirect Costs are costs incurred for a common or joint purpose, benefitting more than one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. Indirect Costs may include administration (staff or staff serving multiple program objectives), facilities (depreciation on building, equipment, and capital improvement), and office space or building depreciation used by "indirect staff").

When determining if a grant allocation should be categorized as a Contractual Service or a Subrecipient, please refer to the descriptions on the next page.

A Subrecipient's role within the project:
- Determines eligibility for the HRTP RWP.
- Measures performance against the objectives of the state program.
- Maintains programmatic control or independent discretion over their work.
- Responsible for adherence to applicable state program compliance requirements.
- Uses state funds to carry out a program for a specified public purpose as opposed to providing goods or services for a program or pass-through entity.
- Directly supports the goals of the grant.

A Contractor's role within a project:

- Provides (commercial) goods and services to a variety of purchasers within normal business operations
- Operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the state program
- Is not subject to state compliance requirements of the program resulting from the agreement
- Does not participate in program design
- Holds little or no independent discretion over program work or direction
- Has undelivered work which will result in non-payment
- Is not required to directly support goals of the grant

Note: Subrecipients and/or Contractors listed as "To be Determined (TBD)" in the budget tabs must have been formally authorized through written approval from the CWDB.

If cash or in-kind match is included, enter allocated amounts to the applicable line items under the *Leveraged Funds (Match)* column and then complete *Source of Leveraged Funds* and *Type of Leveraged Funds* columns. The Source of Leveraged Funds may be the name of the funding stream and/or name of contributing organization.

The amounts for the applicable line items on the Budget Summary tab must match the amounts for the applicable line items in the Budget Narrative tab.

Remember to SAVE your work.

Budget Narrative

Provide an expense description for line items with grant fund allocations. Descriptions must fully address the prompt under each line item. For example, the description for Staff Salaries and Benefits must include the job titles, roles, and responsibilities for each staff member associated with the project.

A Supplemental Budget must be completed if grant funds are allocated to line items: for Small Purchases ($2,500 or more) Equipment Purchases, Leased Equipment, Contractual Services, and/or Subrecipient, complete the Supplemental Budget tab.

If there is no grant fund allocation for a line item, leave the *Description* text box blank. Do not enter "N/A" or "Not Applicable." Entering "N/A" or "Not Applicable" in the text box for a line item without granting a fund allocation will prompt the system to ask for an amount other than $0.00 to be input.

Note: If the project is recommended for an award, prior written approval forms may be required. For more information on prior written approval forms, see the *Upload Documents* section of the guide.

Expenditure Plan

Enter the grant amount allocated to Administrative Costs and Program Costs, and if applicable, enter *cash* or *in-kind* match under the Funding Plan. The amounts for Total Administration and Total Program Cost under the Grant Funds column should be equal to the requested amount.

Under the Expenditure Plan, enter the estimated expenditure amount for each quarter under the Quarterly Planned Expenditures column, and if applicable, enter the estimated expenditure amount within each quarter under the Quarterly Planned Match column.

Note: The grant term for Development Projects is 12 months (four quarters). The grant term for Implementation/Training and Expanding projects is 18 months (six quarters).

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Supplemental Budget

Complete the Supplemental Budget tab if there are grant funds allocations for line items: Small Purchases ($2,500 or more), Equipment Purchases, Leased Equipment, Contractual Services, and/or Subrecipient.

Upload Documents

Applicants are required to upload Partnership Agreements for existing partners and Letters of Support for developing partners. Applicants must upload Payee Data Record STD 204 or Payee Data Record Supplement STD 205 (if applicable), and Proof of Non-Profit Status. Use the *Other* upload option for MOUs or Letters of Support.

 If an applicant is using a negotiated indirect cost rate over 20%, current supporting documentation with indirect cost rate (percent) and name of cognizant agency must be uploaded must be provided.

If a project is recommended for a grant award, the following prior written approval forms may be required during the application revision process:

- **CWDB Purchase Justification Approval Form** is required for purchases over $2,500. This pertains to an individual unit purchase as well as purchase orders totaling more than $2,500. The Fiscal Agent is responsible for obtaining three competitive quotes for purchases over $2,500 in order to justify the cost of the expense is reasonable. The Fiscal Agent is not required to submit the quotes but must keep this information on file.

- **CWDB Use of Funding Approval Form** is required for any expenses listed in the budget in which the cost's relation to the scope of work or project outputs or outcomes cannot

be determined. The Fiscal Agent must provide justification for the cost as well as an explanation for its relation to the scope of work or project outputs and outcomes.

- **CWDB Use of Funding for Child Care Approval Form** is required if funds are allocated for child care under the Supportive Services line item in the Budget Narrative. The Fiscal Agent must ensure the following: child care cost will not exceed $1,400 per child per month, maintain three competitive quotes for licensed child care providers for three years, and obtain receipts from the participants for child care costs incurred during the grant term.

To upload
1. Select *Upload Files*
2. Wait for it to upload successfully (a green check mark will appear), and select *Done;*

Uploading a new document
Take the following steps to upload a new file or re-upload:
1. Select *New* at the far right of the yellow bar above Action. A *Create Document* pop-up window will appear.
2. Enter a file name under *Document Name* and select *Document Format* from drop down menu (i.e. Word, PDF, ZIP, All types)
   Note: all file types are accepted (Word, Excel, PDF, etc).
3. Use *Other/Comments* section to describe document (encouraged but not required).
4. Select *Save*. A green success message will appear at the top of the screen.
5. View the updated document by selecting the blue links under Name or Version.

Note: If edits to a file must be made after the document was created and uploaded, do not click the *Upload Files* tab to re-upload updated document. Instead, follow the instructions under Upload a New Document for the desired document to re-upload. This step will prevent an override on uploaded document(s) and allow the CWDB staff to view all new and updated files.

Submitting an Application

Select *Submit* (top corner) to submit a completed application for review. Select *Yes* to the prompt: "Are you sure you want to submit the application?" After selecting *Yes,* a message confirming successful submission will appear.

The Cal-E-Grants system will not allow users to submit for review if there are errors present. The system will display a list of outstanding errors that will need to be resolved in order to submit.

Print View

To print a copy of a completed application select *Print View* in the upper right-hand corner of the application. This action will generate a PDF file with all tabs of the application. This function will display all inputs made to application tabs when it is printed.

Application Questions

All questions regarding the HRTP RWP program will be addressed in a weekly Q&A document during periods in which the application is open, and monthly during periods in which the application is closed. The Q&A document will be posted on the HRTP RWP web page beginning **Thursday January 26th, 2023**.

Please email any questions about the HRTP RWP RFA and application to: Solicitations@cwdb.ca.gov (Use "HRTP RWP Question" in the subject line).