HRTP Resilient Workforce Program

Please note: The Weekly Q&A is a cumulative document spanning each application cycle (Winter, Spring, Summer, Fall). The CWDB does not include duplicative questions. We encourage prospective applicants to utilize the search feature, CTRL + F, in this document to find answers to frequently or previously asked questions.

Weekly Q&A as of May 2023*

Contents

HRTP RWP Project Types

Q: If applying for an Expanding project type, would a large state agency overseeing multiple facilities which employ training participants statewide be considered a single employer or multiple employers?
A: If the state agency is the employer of record for all training participants, it would be considered a single employer.

Q: What is the difference between the planning and development, expanding, and training implementation application categories?
A: Descriptions of the project types can be found in the HRTP RWP Project Types section on page 4 of the RFA.

Q: Are application questions from the Planning and Development Project type different from the other Project Types?
A: Yes, each of the three project types has its own unique set of narrative questions.

Q: What designates a current program as an "existing HRTP"? What is the criteria?
A: Existing HRTPs are currently receiving funding from CWDB to implement their projects.

Q: Has CWDB determined how many grantees will be awarded under each project type?
A: No, CWDB does not have a predetermined number of awards by project type.

Q: Are we required to complete a planning and development grant before we can be awarded a training implementation grant?
A: No. A partnership that meets the criteria for a Training or Expanding project can apply without having been a Planning grantee.

Q: Will the "Expansion Program" continue to be on the application all four quarters this year should we decide to hold off until April or July?
A: Yes.

Q: Can an application apply for both Planning and Implementation?
A: Applicants should determine which Project Type category best describes their project and apply under a single project type. Organizations operating multiple, distinct projects may serve as the lead applicant for those distinct projects under different project types via separate applications.

Q: Does HRTP RWP replace the HRTP RWF grant going forward?
A: For prospective grantees, yes. The HRTP RWF program is no longer open to new applicants. In 2023, all HRTP funding will be awarded via the HRTP RWP grant program.

Q: What is the funding set aside for each category (planning, expanding, etc.)? How much funding is reserved per quarterly cycle?
A: The CWDB has not predetermined award allocations by quarter or project type.

Q: Can you please confirm the length of the Expansion projects?
A: The maximum grant term for the Expanding project type is 36 months.

Eligible Applicants

Q: For the "labor-management partnerships" as Eligible Fiscal Agents, would the Fiscal Agent have to be a legal entity that is a labor-management partnership, or could the Fiscal Agent be an employer representing a labor-management partnership?
A: The Fiscal Agent should be properly identified. For example, if an employer applies on behalf of a partnership, it would be considered an employer/employer association, etc. If a labor organization applies and plans to manage the grant, it would be considered "labor." The Fiscal Agent should be the entity/organization that can best oversee all grant administration (grant and contract management experience is recommended), oversee and ensure grant compliance, convene, and report on partnership efforts and outcomes throughout the grant term and appropriately report back to the state. The Fiscal Agent is responsible for all grant administration, which includes managing partners and contractors, and project management tasks and roles assumed in the partnership.

Q: For the "California State Registered Apprenticeship Programs" as Eligible Fiscal Agents, would the Fiscal Agent have to be a legal entity that is an apprenticeship program, or could the Fiscal Agent be an employer sponsor of a registered apprenticeship program?
A: The Fiscal Agent would not necessarily have to be a registered apprenticeship program. A fiscal agent, as described above, would be considered an eligible applicant.

Q: Are current HRTP grantees eligible to apply within the High Road Expanding Projects category? Can existing HRTP grantees apply for and receive NEW HRTP funding while still expending the initial HRTP grant?
A: Yes, an existing HRTP as described may apply for new HRTP funding.

Q: Can you confirm that our State of CA Department (as the employer) can be the fiduciary lead/lead applicant? The language in the RFA doesn't specifically exclude employers; however, it does not appear to include them either. We're seeking confirmation that we can apply on behalf of the partners (e.g., labor, training, etc.).
A: Yes, a for-profit organization would be the only applicant type that would <u>not</u> be considered.

Q: If we are already a recipient of HRTP RWP with contract dates of Sept 2022 - July 2025, is there a shorter way to ask for additional funds, or do we have to complete the entire application again as an Expanding project?
A: All applicants seeking HRTP RWP funding must complete a full application.

Q: We are interested in applying for the HRTP-Resilient Workforce Program and the HRTP Allied Healthcare Initiative Grant. Are we eligible to apply for both opportunities, or are we limited to only one submission?

A: The HRTP Allied Healthcare Initiative is not a separate funding opportunity. All HRTP funding will be awarded through the HRTP RWP grant program.

Q: Is a higher education institution eligible to apply?
A: Yes.

Q: Who is eligible to be the lead applicant? Can an Employer be a lead applicant?
A: One entity will apply on behalf of the partnership and assume the role of the fiscal agent. Additional information about eligible applicants can be found on page 11 of the RFA.

Q: Are entities restricted to serving as the Lead Applicant for only one HRTP RWP application or can an organization be the lead on multiple applications?
A: An organization may serve as the lead applicant for more than one application.

Q: Are we eligible to apply as a 501(c)(3) non-profit organization?
A: Yes.

Q: Can a private company be the applicant?
A: For-profit entities are not eligible to serve as a lead applicant.

Q: Do all our participants in the prison have to be eligible for release, and within what time frame after completing the training?
A: It will depend on the details of the proposed HRTP project. The CWDB currently funds programming for the re-entry population through its Prison to Employment program. An additional workforce program focused on services for formerly incarcerated and justice-involved workers will be announced in April 2023.

Q: When applying as part of a partnership, does the Lead Applicant also have to be an Eligible Fiscal Agent?
A: Yes.

Q: Is a registered apprenticeship program sponsor allowed to apply if they are a for profit organization?
A: Please refer to the Eligible Applicants section of the RFA on page 11.

Q: Can a regional convening organization apply as an association and Fiscal Agent if they do not yet have their 501(c)(3) non-profit status? The only requirement is that they have the UEI, correct?
A: Yes. An organization applying for funding must provide the Unique Entity Identifier (UEI) as part of the application process.

Target Populations

Q: Can we use the WIOA In-School waiver to serve a select number of In-School youth?
A: The WIOA in-school waiver is not applicable for the HRTP RWP program. Projects which seek to serve participants under the Youth target population should ensure participants are at least eighteen (18) years old and fall under the WIOA definition of an out-of-school youth.

Q: Can In-School Youth be served under the 'Other Under-Resourced Communities' category, specifically in communities of color?
A: Yes, provided those being served are at least 18.

Q: Can we apply to work with multiple industries simultaneously?
A: Yes.

Q: Are low-income Latino youth enrolled in high school eligible, or is it only for out-of-school youth?
A: Low-income individuals are the target population under HRTP RWP.

Program Partners

Q: Besides partners, who should the letters of support come from?
A: For Planning applicants, support letters should be provided from all project partners. For Training Implementation and Expansion projects, signed MOUs should be submitted.

Q: What is the idea or intent to include the Community Colleges, including non-credit or Adult Education, in these solicitations? Or are they examples?
A: Refer to the HRTP Program Partners section of the RFA on page 7 for information on non-profit and community-based organizations.

Q: Is it acceptable to submit Letters of Support from employer partners rather than fully executed partner agreements? The planning period will determine the nature of the training we will develop and execute within the grant period, so for our employer partners, agreements/contracts/MOUs would be premature at this stage. Partner responsibilities, however, will be outlined in the letters of support. Is that acceptable?
A: Yes, for Planning projects, letters of support from partners are sufficient. However, Training Implementation and Expanding project applicants should submit signed MOUs for all project partners.

Q: Our proposed partners for this program are already existing members under our consortium with whom we have signed agreements. Will those agreements suffice for the

required MOUs, or will we need to have new ones implemented specifically for the proposed project?
A: Applicants in this scenario may submit existing partner agreements, provided those agreements align with the partner roles and responsibilities described in the application.

Q: If my organization will be the sole core convener, are we still required to upload a partnership agreement? We already plan to upload letters of support for planned partners.
A: For a Planning project application, support letters would be sufficient in this scenario. Signed MOUs for all project partners are required for both Implementation and Expanding applications.

Q: The solicitation states, "Worker representatives must be independent of the employer(s)". If the *Employer* does not have a Collective Bargaining Agreement, can *Worker Representatives* be employees at a different business but within the same industry?
A: An entity that represents workers must meet the requirements as described in the RFA. Employees of a different business may satisfy the requirements provided they are part of an organization such as a union, worker center, community-based organization (CBO), or labor-management partnership that has demonstrated a record of meaningful, consistent, ongoing advocacy of workers' interests, and can provide this representation throughout the project.

Q: Can you define or explain the qualifications of community-based organizations (CBOs) that are referenced as potential Worker Representative(s)? (i.e. advocacy groups)?
A: CBOs are local non-profit, mission-driven groups with the experience and capacity to work with, provide support, and advocate for workers from disadvantaged or underrepresented populations or communities. They have insight and expertise in working with specific population groups and are embedded in the communities they represent and serve. CBOs often can effectively provide recruitment, retention, outreach, and engagement activities, as well as targeted support services and training.

Q: Both of our worker and owner member leaders want to contribute letters of support for this grant. Is it acceptable for us to submit one letter from each group (Workers, Owners), with the names of core member leaders?
A: For Planning projects, letters of support should be provided for all project partners. Projects in the planning stage should submit letters of support from training provider(s), employer partner(s), and a partner (or partners) representing workers.

Q: Can you clarify what "existing high road employers" means? Is there a list of qualified employers or a set of criteria?
A: Criteria for defining successful high road employers can be found on pages 6-7 of the RFA.

Q: Are worker organizations required for new and innovative apprenticeship pathways such as digital marketing? If so, is a registered apprenticeship program considered a worker

organization? If not, can you please provide examples of worker organizations that are acceptable?

A: A partner organization representing workers is a requirement for all HRTP RWP projects. Worker representatives must be independent of the employer(s), demonstrate a record of meaningful, consistent, ongoing advocacy of workers' interests, and provide this representation throughout the project. Unions, worker centers, community-based organizations (CBOs), and labor-management partnerships can meet the worker-representative requirement.

Q: Is a registered apprenticeship program sponsor considered independent of the employer if the program sponsor is not hiring apprentices?
A: Yes.

Q: For the training and implementation project, can a partnership that is still in its development be expected to formalize an MOU before the grant commences?
A: For Training Implementation projects, applicants must submit signed MOUs or other evidence of partner commitment. All supporting documents may be submitted via the Upload Documents section of the application.

Q: As a Subrecipient, what are the responsibilities for compliance and reporting back to the lead grantee? Are Subrecipients required to submit reports through Cal-E-Grants?
A: The entity that applies and is awarded the grant is referred to as the 'Fiscal Agent/Subrecipient'. This is different than a 'subrecipient' of contracted funds (WSD 18-06). Contractors and subrecipients do not have to submit/complete a progress report. If information is needed from a contractor or subrecipient, it will be the responsibility of the Fiscal Agent/Subrecipient to obtain this information and include in the progress report through Cal-E-Grants.

Q: Are worker organizations required for new and innovative apprenticeship pathways such as digital marketing? If so, is a registered apprenticeship program considered a worker organization? If not, can you please provide examples of worker organizations that are acceptable?
A: A partner organization representing workers is a requirement for all HRTP RWP projects. Worker representatives must be independent of the employer(s), demonstrate a record of meaningful, consistent, ongoing advocacy of workers' interests, and provide this representation throughout the project. Unions, worker centers, community-based organizations (CBOs), and labor-management partnerships can meet the worker-representative requirement.

Priority Sectors

Q: Would substance use disorder counselors fit in this allied health category, Specifically, Genetic Counselors, Mental Health Counselors, and Family Therapists?
A: Yes.

Q: Do you anticipate that the priority sectors will remain the same in next quarter's round of applications? And do you assume the amounts for each category will be the same?
A: Priority Sectors and Project type award ranges will remain consistent throughout the 2023 HRTP RWP funding cycle.

Q: Can you apply for funding, including career training programs, that cover more than one priority sector?
A: Yes.

Allowable Use of Funds

* *The CWDB Program team will make final determinations about allowable costs during the application modification phase, which will follow award determinations.*

Q: If we are awarded funds, can we get reimbursed for equipment and salaries for program participants such as a work training program?
A: Yes. *

Q: Are there any CWDB requirements for logo placement or other promotion of the department/HRTP program for promotional items/materials purchased using grant funds? Would this line item require a Use of Funding Approval Form to be filled out and included as an attachment to the proposal?
A: The CWDB will communicate branding guidelines with grantees following the award process.

Q: The HRTP webpage states, "NOTE: Funds allocated for health and human services will be awarded in three focus areas." Can you please elaborate on these three focus areas?
A: Please disregard that language on the HRTP RWP webpage, and note that this language is not in the RFA. A factsheet specific to health and human services HRTP projects will be added to the website in the coming weeks.

Q: Can funding target youth in high school?
A: Youth must be 18 or over. See the Youth target population description on page 10 of the HRTP RWP RFA for more information.

Q: Can stipends be covered for pre-apprentices who can't be hired at the start of an apprenticeship because they don't yet have entry-level requirements?
A: Yes. *

Q: Can union dues be paid for with these funds?
A: Yes. *

Q: Can funds be used for scholarships?
A: Yes. *

Q: Can funds be used to pay salaries and benefits of staff providing training? Staff will be training the justice-involved for certification.
A: Yes. *

Q: Is there a capped percentage of administrative or indirect costs?
A: See page 18 of the RFA for information about indirect/admin costs.

Q: Can funds pay for tuition for training and equipment spaces to install projectors/screens, AV equipment, etc.?
A: Yes. *

Q: Can stipends be awarded to apprentices who are State of California apprentices due to State apprenticeship constraints (i.e., State apprentices are apprenticed through a T&D and maintain their lower-classification salary while apprenticing in higher-paid classifications)?
A: Yes. *

Q: To confirm, these are State funds, not Federal, correct?
A: Yes, HRTP RWP is a State-funded program.

Q: Can trainees be paid for work experience during training?
A: Yes. *

Q: For apprenticeships, can initial entry union dues be paid on behalf of a trainee who is entering a union job?
A: Yes. *

Q: Can funds be used for student tuition scholarships?
A: Yes. *

Q: Can funds be used to hire clinical and administrative staff to support the training program for workforce development?
A: Yes. *

Q: Can funds be used for salaries to participants using WIOA and HRTP funds if the participant is WIOA eligible?
A: Braiding HRTP RWP funds with other funding sources for participant salaries is allowable. Note that WIOA and HRTP RWP have different participant eligibility criteria, and it is incumbent on the grantee to determine participant eligibility for all funding streams.

Q: Can funds be used for stipends to youth apprentices?
A: Yes, if participants meet the HRTP RWP's criteria for the Youth target population.

Q: What is not reimbursable?
A: Please refer to Section Five, Funding Requirements and Appendix B of the RFA for allowable use of funds.

Q: If the proposed indirect costs fall below 20%, must the applicant include the NIRCA and cognizant agency, or is this only if the indirect costs exceed 20%?
A: If the applicant organization has a negotiated indirect cost rate agreement (NICRA), then the cognizant agency should be identified within the exhibits. If the applicant organization does not have a NICRA or wishes to just apply a *de minimus* rate of maximum 20%, they can indicate "de minimus rate" in the cognizant agency field within the exhibits. If the applicant is claiming over 20% due to NICRA, a copy of the agreement must be provided if awarded (CWDB will formally request).

Q: Can indirect costs be used as leverage/match? or is it a required item?
A: Match is not required.

Q: For Implementation projects, can funds be used to develop new MOUs with partners and build training pathways?
A: Please refer to Section Five, Funding Requirements and Appendix B of the RFA for allowable use of funds.

Q: If an employer has employees they want to send to meetings in support of the HRTP would this grant be able to reimburse employers for the time that those employees were away from the job?
A: Grant funds may be used for staff and travel costs provided those costs are identified and justified in the relevant budget exhibits.

Q: When the grant says administrative cost, is that different from staff costs? If yes, how does this grant define both?
A: **Administrative costs** are expenses directly associated with grant implementation, management, and reporting. Generally, staff costs fall under administrative costs; however, staff costs may also fall under **Indirect costs**, which are expenses associated with the costs of

doing business that are not readily identified within a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.

Q: As a subrecipient, how much of their total written-in costs can be indirect/admin costs? For example, the lead applicant can request up to 20% for indirect. Can the Subrecipient also request up to 20% for indirect?
A: When receiving grant funds, the CWDB does not track itemized line items for Contractors or Subrecipients of the Fiscal Agent/Subrecipient. Budget requirements and limitations are determined by the Fiscal Agent/Subrecipient as part of the contract between them and the entity/individual providing the good or service. Although entities/individuals receiving contracted funds are not held to the 20% cap on administrative or indirect costs, the CWDB recommends that contracted entities adopt these criteria, if needed.

Q: Is there a best practice for reimbursing the company for the employee's time participating in the grant? Would we reimburse the company or the employee directly? What budget code do you recommend?
A: Refer to Section Six, Reporting Requirements, of the RFA on page 19.

Grant Timeline

Q: What is the estimated date for actual contracts to the awardees if they apply by the February due date?
A: Applicants for the January-February 2023 application cycle should use **July 1, 2023,** as their estimated program start date. The CWDB and EDD will provide awarded projects with additional information about the actual program start date during the contract execution process.

Q: What is the submission application date for the April 1 cycle?
A: May 3 is the tentative due date. More information about the timeline of the April application cycle will be posted on the HRTP RWP webpage

Q: For consideration in the next quarter starting April 1, may we submit a proposal any time before April 1, or do we need to wait to submit it during a specified period?
A: The application will close on February 17 and reopen on April 3. The application will be closed to new submittals between those dates. Applications will be accepted from April 3 through May 3.

Q: Can you clarify the deadline of this grant? The webpage previously said it was on an ongoing basis, but now it says the deadline is the 17th but the awards are quarterly. Will there be opportunities to apply this year after the 17th?

A: The deadline for the January-February cycle is February 17, 2023, at 5:00 PM PST. Applications for subsequent cycles will open on the first business day of each quarter (April, July, October) and must be submitted by 5:00 PM PST on the specified due date of the following month. For a list of key dates related to the HRTP RWP RFA refer to the [HRTP RWP webpage](#).

Q: What is the anticipated contract start date for applications submitted in the Spring (May 5) cycle?
A: Applications submitted during the Spring cycle, should anticipate October 1, 2023, as the program start date. The actual program start date is TBD and will depend on awarded projects' contract execution timelines. If awarded, the CWDB will request timeline adjustments during the application revision phase and before contract execution.

Cal-E-Grants & Online Application

Q: Can you provide the STD 204, STD 205, and Proof of Non-Profit status forms referenced in the documents tab of the online application?
A: Applicants must upload an IRS letter with the organization name and Employer ID Number confirming the organization's tax-exempt status. [STD 204](#) and [STD 205](#) can be accessed online.

Q: Can you please provide the date range breakdown for the quarters?
A: Please use July 1, 2023, as the start date in the application. The actual program start date is TBD and will depend on awarded projects' contract execution timelines. If awarded, the CWDB will request timeline adjustments during the application revision phase and before contract execution.

Q: Is there a Word or pdf version of the application or a list of all fields? How can I see the whole application at once?
A: Users can generate a pdf version of the complete application by completing the Cover Page and then selecting *Print View* in the upper right-hand corner of the application, which will display all exhibits and any input made to the application when printed.

Q: The RFA indicates that leveraged/match funds are not required. However, in the online application, I'm receiving a message that all three project types require a 1:1 match requirement.
A: There is no match requirement. The online application does not require match fields to be completed.

Q: Our organization is interested in applying for the HRTP Resilient Workforce Program and the HRTP Allied Healthcare Initiative Grant. We want to confirm that we are eligible to apply for both opportunities, or are we limited to only one submission?

A: The "HRTP Allied Healthcare Initiative" is not a separate funding opportunity. All HRTP funding will be awarded through the HRTP RWP grant program. HRTPs focused on healthcare should submit an HRTP RWP application.

Q: The section in the online form for the UEI Number is not accepting our UEI number, with the message that "UEI Numbers contain only numbers." Should we use a placeholder?
A: The CWDB is working with its development team to correct this issue. In the interim, applicants can skip this question. The CWDB will collect this information from awarded projects before contracting.

Q: Are the proposal questions the same as the application questions on the HRTP RWP Application Guide, or is there a separate HRTP RWP Grant Proposal Guide?
A: HRTP RWP does not have a grant proposal step. All applicants will submit an application only. Applicants are encouraged to view the Application Guide for additional information about the application process.

Q: How do we find out the status of our application?
A: All applicants will receive an email notification from the CWDB as to whether or not their application was awarded following CWDB's review. Users can view their submittal status under the *My Applications* menu on the Cal-E-Grants site.

Q: I want to make sure I'm filling out the Participant Plan correctly. Are we filling out the top two lines correctly or is there a better way to tally the numbers?
A. The Salesforce system will not allow users to save the budget exhibits if there is an error present. Please review carefully to resolve each line. The system will display details about the error in red letters. If the problem persists, please send a screenshot of the error you are receiving to Solicitations@cwdb.ca.gov.

Q: Does the 3000-character limit per narrative question include spaces?
A: Yes.

Application Guide

Q: Page three of the HRTP RWP Application Guide states the grant term for the High Road Expanding projects is up to 36 months (3 years), but the Work Plan (page 6) states, "the grant term for Implementation/Training and Expanding projects is 18 months (total of six quarters)."
A: The maximum grant term for the Training Implementation project type is 24 months. The maximum grant term for the Expanding project type is 36 months.

Q: Is there a document called "Application Guide," or are you referring to your home website?
A: Yes, there is an document called the HRTP RWP Application Guide.

Other

Q: What is the difference between the High Road Training Partnerships: Resilient Workforce Program (RWP) and the High Road Training Partnerships: Resilient Workforce General Fund (RWF)?
A: The RWP is the current HRTP funding cycle. The HRTP RWF was the grant name for the 2022 funding cycle. All new applications should reference materials pertaining to the HRTP RWP only.

Q: I missed the Live Help session on January 24. Will a recording be posted to the website? Will there be other sessions scheduled?
A: The HRTP RWP Application Webinar session is now available on the HRTP RWP webpage.

Q: As a High Road job seeker, how do individuals find organizations hosting these trainings and jobs? Is there a local board with contact information or is there an application online? How can an individual go through training and enter employment through this initiative?
A: A list of current High Road Training Partnerships is available on the HRTP RWP webpage under the "HRTP Projects" dropdown.

Q: How active or integrated will the field team members be when the grant is awarded? Should we use them as a specific resource to leverage in the project structure?
A: CWDB's High Road Field Team will be available to provide guidance and support to awarded projects; however, they should not be listed as a formal partner in the application.

Q: What is the next due date for this funding opportunity when it reopens? If we miss the Feb 17th deadline, can we submit in April the exact same proposal we would have turned in, or will there be changes to the application process that we will need to account for?
A: Applications for the HRTP RWP will open on the first business day of each quarter (April, June, October) and must be submitted by 5:00 PM (PST) on the due date of the following month. For the April cycle applications will reopen on April 3 and are due on May 3.

The application process will remain the same for the duration of the funding opportunity. If you cannot apply by the February 17 deadline, we encourage you to apply during the April, June or October cycles.

Q: I put together a previous HRTP RWP application that I did not submit. I plan on submitting this same application for my organization for the April cycle. Is it correct that the due date for

this is in May? Can I submit the application from the previous cycle that I did not turn in?

A: If you have not submitted your application for the January-February cycle, you can use the same application for the April cycle. The HRTP RWP application will reopen on April 3. Applications for this cycle will be due by May 3 at 5:00 PM (PST).

Q: Are any resources available to explain High Road's climate connection?

A: Yes, below is a list of resources for High Road's climate nexus:

- [Access to Jobs and Workers Via Transit Tool](#)
- [Cal-Adapt](#)
- [CalEnviroScreen](#)
- [California Climate Investments Priority Populations](#)
- [Climate and Economic Justice Screening Tool](#)
- [National Walkability Index](#)
- [Smart Location Database](#)
- [The California Healthy Places Index: Extreme Heat Edition](#)
- [UCLA Heat Maps](#)

When looking across industries, High Road considers the impacts and the benefits surrounding the built environment and climate, which the Health in All Policies Task Force further describes:

"Policies that support active transportation help Californians incorporate more health-promoting physical activity into their lives, while also reducing greenhouse gas emissions and other harmful co-pollutants. Infill development can help to reduce urban sprawl, reduce greenhouse gas emissions, and support location-efficient housing that promotes active transportation and allows workers to reap both economic and health benefits."

[Health in All Policies Task Force Report to the Strategic Growth Council Executive Summary](#), Sacramento (CA): Health in All Policies Task Force, December 2010.