



## **Breaking Barriers to Employment Initiative 2.0**

### **CUMULATIVE Q & A**

**September 9 – November 20, 2023**

**Q1: Are current Breaking Barriers (BB) grantees eligible to apply for these funds?**

A1: Active grantees are not eligible to apply as a lead on an application and may participate as a partner with another lead on an application.

**Q2: Can a new partnership still apply if a Local Workforce Development Board (LWDB) is already a prior grantee? And is the LWDB a required partner?**

A2: Active lead grantee organizations are not eligible to apply as a lead applicant and may be named a Partner organization. At a minimum, one Community-Based Organization (CBO) and one Local Workforce Development Board are required partners.

**Q3: Can we find out what our score was or what was missing from our last application that didn't get funding from 1.0?**

A3: Application scores from the previous round of funding were not published, and the available time period for requesting application feedback has closed.

**Q4: As a High School CTE Coordinator, we could not apply for the grant, but we could partner with a local CBO and Workforce Development Board that could apply for the grant and work with them?**

A4: Correct. The lead applicant may choose to partner with additional partners such as school districts, etc.

**Q5: Is "community" defined strictly as a geographic region? Can we apply if we work in multiple parts of the state, or must we narrow our work to one area?**

A5: "In accordance with the RFA, "community" is defined as a geographic region and "target population" is in reference to the group of people being served. CBO applicants are required to submit 1 letter of intent from a respective LWDB. Applicants proposing to serve more than one local workforce area will at minimum need to notify all respective workforce boards in the regions they intend to serve.

**Q6: If a current BB grantee in our area is not engaging with the community or providing outreach (nor is it engaging with its proposed partners), will another agency be able to submit an application for the same geographical area?**

A6: Applications are encouraged from all eligible applicants serving eligible target populations within California. While priority will be given to counties referenced in the Request for Application (RFA), funding may be distributed to applicants throughout California.

**Q7: Why is Riverside County a priority area but not San Bernardino? Can you explain priority counties in more depth?**

A7: Priority counties are counties that are currently underrepresented in receiving Breaking Barriers funding. San Bernardino County is in fact a priority county. Please reference Appendix C of the RFA for a complete list.

**Q8: Will we have access to the Q&A for reference?**

A8: Yes. All Q&A will be posted to the Breaking Barrier to Employment Initiative webpage.

**Q9: We are a Domestic Violence provider with a WFD component. Am I eligible to apply?**

A9: We encourage organizations that meet the eligibility criteria outlined in the 'Eligible Applicants' section of the RFA to apply.

**Q10: What is the average grant size for this initiative?**

A10: There are different grant award caps for the last round compared to this round.

**Q11: Who from the workforce board do we need to get the support from?**

A11: That would be determined at each board level.

**Q12: If we are an active grantee currently serving a non-priority region but have the local presence and ability to serve one of your priority rural regions (Riverside, San Bernardino, etc.) for AB628 2.0, would there be potential to apply as a lead, or would you still suggest partnering with a new lead as a sub-grantee/partner?**

A12: Per the eligibility criteria stated in the RFA, active grantee organizations cannot be named as a lead and will need to partner with another organization.

**Q13: As a small non-profit working with Justice Involved, homeless, and other re-entry individuals in northern Los Angeles County, can we apply with a letter of intent from the Los Angeles County Workforce Development Board?**

A13: We encourage organizations that meet the eligibility criteria outlined in the RFA serving any counties within California to apply.

**Q14: If a CBO is providing services in multiple counties, may it submit separate application proposals for each county - in part because services will be provided in separate facilities in each county and separate staff?**

A14: An organization may only submit one application as a lead applicant.

**Q15: If we apply, is there a match of funds needed?**

A15: Yes. Applicants are required to demonstrate a 20% cash match or an in-kind match.

**Q16: If we applied for 300K - But you didn't see the full amount as needed, would you fund and determine a smaller amount to fund? Or just not grant anything?**

A16: Applicants should propose a budget that directly aligns with their proposed project and services to be delivered. Funding determinations will be made based on final scores and additional factors as outlined in the RFA.

**Q17: Regarding the question of "Bonus points are available to organizations whose staff and/or executive leadership reflect the target populations they serve," does it have to be the lead applicant, or can it also include the CBO we will work with?**

A17: The bonus points available to organizations whose staff and/or executive leadership reflect the target populations they serve are based upon the lead applicant organization's makeup.

**Q18: Is a state-funded community college considered an eligible applicant? If so, what kind of organization would we identify as in the application?**

A18: Community Colleges are not eligible to serve as the lead applicant but are encouraged to be a partner to a Workforce Development Board or Community-based Organization that is applying as the lead agency.

**Q19: I saw that active grantees are not eligible. Can you share the active grantee list?**

A19: Please reference the AB 628: Breaking Barriers to Employment Initiative Awards document online for a list of current grantees.

**Q20: If one CBO is a "Lead Applicant" with other Workforce Boards and CBOs as subrecipients/partners, can the partner Workforce Boards and CBOs apply as a "Lead Applicant" for their own Breaking Barriers grant? Or are they ineligible because they are a subrecipient/partner of another Breaking Barriers application?**

A20: Yes. Subrecipient organizations are eligible to be a lead applicant on a separate

proposal. If an organization is participating in more than one grant, the projects should be distinct from one another.

**Q21: Is there an ideal cost-per-participant?**

A21: There is not a specified cost per participant specific to Breaking Barriers. For guidance, CWDB uses a cost of \$12,000 per participant for similarly funded programs. The funding amounts requested should be reasonable and aligned with the applicant's goals and deliverables.

**Q22: Does this grant allow wraparound support services like emergency housing assistance, utility payments, as well as expenses related to employment, such as union dues, required clothing, driver's license fees, or tools?**

A22: Yes, the grant allows for supportive services. There isn't a requirement for the provision of wraparound supports. Applicants should clearly articulate how participants can achieve family-sustaining wages and justify the proposed service delivery approach.

**Q23: Would any or all supportive services be available during an initial job retention period, as is the case in other training programs?**

A23: Supportive services can be provided at any point of the individual's participation in the program during the grant term.

**Q24: Are stipends allowable for this grant? If so, would stipends be allowable for one or more of the following: internships, mini-apprenticeships, other work-and-learn / on-the-job training, attending classroom training, etc.?**

A24: Yes, stipends are allowable. Proposals should describe stipend amounts and uses. See Appendix A of the RFA for further guidance on allowable expenditures.

**Q25: Is the local Workforce Development Board a required partner for the grant?**

A25: Yes. A minimum of one Local Workforce Development Board and one Community-Based Organization are required.

**Q26: What is the application window?**

A26: The application period will be open from October 16, 2023, through December 8, 2023.

**Q27: Is there a limit to the number of applications a Workforce Development Board should support?**

A27: There is no limit.

**Q28: Where can I obtain a copy of the RFP?**

A28: The RFA is available on the [Breaking Barriers Initiative webpage](#).

**Q29: Are there performance measures requirements for training participants?**

A29: Reporting obligations and metrics will directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Additionally, awarded grantees will be measured based on their progress toward the outcomes specified in their grant proposal.

**Q30: What are the reporting requirements for this funding opportunity? Is there a requirement to use a specific CRM/database?**

A30: Monthly quantitative reports and quarterly narratives are required using predetermined metrics and questions. Reports will be submitted through the Cal E-Grants portal, powered by Salesforce. Supplemental report files may be requested through a secure portal as needed. For more information on reporting requirements, please reference page nine (9) of the RFA.

**Q31: If a CBO provides services in multiple counties/locations across California, do they need to partner with multiple LWDBs, or should an organization pick one single LWDB (and if so, would that restrict services to that one county/area)?**

A31: CBO applicants are required to submit one (1) letter of intent from a respective LWDB. Applicants proposing to serve more than one local workforce area will, at minimum, need to notify all respective workforce boards in the regions they intend to serve.

**Q32: How specifically is "priority" mechanized within the selection/scoring process (e.g., extra points, etc.)?**

A32: Applications will be ranked from highest to lowest according to the scoring rubric outlined in the RFA, which includes bonus points for applicants who meet certain criteria aligned with priority areas. Funding recommendations are based on final scores in addition to factors such as geographic distribution of funds, reasonableness of funding request, representation of organizations by size, populations served, etc.

**Q33: We are focused in South Los Angeles. You mentioned that you are prioritizing rural areas. Can you let me know if we are encouraged to apply?**

A33: While priority will be given to counties currently underrepresented under the Breaking Barriers to Employment Initiative, all eligible applicants are encouraged to apply.

**Q34: Please clarify the targeted geographic areas for this grant.**

A34: Refer to Appendix C of the RFA for a list of priority counties.

**Q35: After reviewing the previous recipient list for AB 628 Breaking Barriers, it appears there were 42 recipients. Would you be able to share the number of total applicants for that round?**

A35: Applicant information from the previous round of funding was not published and is not available at this time.

**Q36: In the CA.Gov portal, where can I find the AB628 Breaking Barriers to Employment Initiative 2.0” application for the grant?**

A36: You can access the Request for Application (RFA) online through the [CWDB Breaking Barriers Initiative webpage](#). We also offer a PDF version here: [RFA PDF](#). To submit an application, you must navigate to the [Cal E-Grants](#) website under the [Funding Opportunities tab](#) at the top of the Cal E-Grants page, then select the grant’s link under CWDB Grant Opportunities.

**Q37: On the CWDB website, where can I find the application presentation on the RFA?**

A37: The presentation is available for viewing on the [CWDB Breaking Barriers Initiative webpage](#).

**Q38: I see that current recipients of funds are not eligible to submit an application, and wanted to get an understanding of this eligibility or potential geography or partnerships we could link with to support this upcoming application?**

A38: Please reference Part 1, question 1A for more details. We offer more details on eligibility beginning on page 6 of the RFA. PDF version here: [RFA PDF](#).

**Q39: Could a non-profit community-based organization be eligible for funding on our own or would we need to partner with a Workforce Board?**

A39: Eligible CBOs can act as the lead fiscal entity. The requirement for partnership is to secure the Letter of Intent and ensure they are in alignment with the RFA requirements around partnership.

**Q40: Is an earn and learn program that includes a job readiness curriculum and monthly stipend considered eligible, and are stipend costs allowable? Is there a cap on how high those stipends can be?**

A40: Yes, earn and learn, and job readiness activities are eligible. Applicants should clearly articulate how participants can achieve family-sustaining wages and justify the proposed service delivery approach.

Yes, stipends are allowable. Proposals should describe stipend amounts and uses. See Appendix A of the RFA for further guidance on allowable expenditures.

**Q41: What are the expectations for a community-based organization / workforce development board partnership?**

A41: Community-based organizations shall use their expertise in working with targeted populations and local workforce development boards shall ensure a connection between community-based organizations and the America’s Job Center of California system. The

partnership should integrate individuals served by community-based organizations under this initiative into the education and broader workforce systems for employment through referrals to local workforce development board services.

**Q42: Are you considering any multi-year proposals (the grant period listed is one year)?**

A42: We are currently soliciting applications for a 12-month grant period.

**Q43: Appendix C highlights counties of interest, does this mean that applications from outside of the counties listed are not eligible for funding?**

A43: While priority will be given to counties currently underrepresented under the Breaking Barriers to Employment Initiative, all eligible applicants are encouraged to apply.

**Q44: What are the primary anticipated outcomes of the grant program - are you more focused on the numbers served? Length of programs?**

A44: Reporting obligations and metrics will directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Additionally, awarded grantees will be measured based on their progress toward the outcomes specified in their grant proposal.

**Q45: Can you please clarify specifically how you are defining current Breaking Barriers grantees? Is this defined as having received AB 628 funds? Would having provided Letters of Support in the past preclude an entity from being eligible for Breaking Barriers 2.0?**

A45: Current Breaking Barriers grantees are defined as primary awarded organizations with active Breaking Barriers projects. Please reference the [AB 628: Breaking Barriers to Employment Initiative Awards](#) document online for a list of primary awarded organizations. Organizations that have received Breaking Barriers funds but are not primary awarded organizations are eligible to apply. Providing a letter of support does not preclude applicants from eligibility.

**Q46: Are the eligible activities state, county or city labor market needs? Are hospitality jobs a part of the successful project definition?**

A46: Breaking Barriers aims to provide individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs. The hospitality field can be a focus if it is aligned with the region's labor market needs.

**Q47: May we apply for this grant to help cover the cost of monthly job boards to increase our diversity outreach to diversify our talent pool and recruit candidates aligned with our DEI initiatives and meet our requirements and qualifications?**

A47: The intent of the Breaking Barriers initiative is to:

- i. Focus on innovative approaches to, and proven practices for, addressing racial, ethnic, and socioeconomic disparities in the labor market.
- ii. Provide individuals with barriers to employment the services and support they need to be successful in entering, participating, and completing broader workforce preparation, training, and education programs within pathways aligned with regional labor market needs. Those who complete these programs should have the skills and competencies

necessary to successfully enter the labor market, retain employment, and earn wages that lead to self-sufficiency and, eventually, economic mobility, and security.

- iii. Deliver services through collaborative partnerships between mission-driven community-based organizations and local workforce development boards with experience providing services and relevant relationships to target populations.

The application must demonstrate how proposed costs and activities directly support the applicant's proposed project as aligned with the objectives of the initiative.

**Q48: As a current Breaking Barriers grantee and CBO, are we eligible to participate as a partner with the local Workforce Development Board we currently partner with serving as the lead agency?**

A48: Yes, current Breaking Barriers primary awarded organizations are eligible to participate as partner organizations in BB 2.0. For example, if the current grantee is a CBO and their participating local Workforce Development Board elects to apply for this round of funding, the CBO may participate as a partner.

**Q49: As a WDB and current Breaking Barriers grantee, are we eligible to participate as a partner with a different CBO as the lead applicant?**

A49: Yes, current Breaking Barriers primary awarded organizations are eligible to participate as partner organizations in BB 2.0. For example, if the current grantee is a WDB and a local CBO elects to apply for this round of funding, the WDB may participate as a partner.

**Q50: Is a non-profit organization that involves a community-based organization and workforce [board] eligible to apply for this grant?**

A50: Lead applicants must be a community-based organization with 501(c)(3) status or a local workforce development board. Organizations that do not meet the eligibility criteria as a lead applicant may participate as a partner organization.

**Q51: Would a for-profit small business social advocacy organization be eligible to apply for this grant?**

A51: Only community-based organizations with 501(c)(3) status or local workforce development boards are eligible to apply as lead applicants.

**Q52: Can a for-profit subrecipient have a line item for profit on their budget to provide career services?**

A52: Yes, any subcontractor or subrecipient providing services under the eligible activities list on RFA pages 8-9, which includes career services, may incorporate fees for delivery of services as a line item in their budget.

**Q53: To be eligible, must participants be work authorized?**

A53: No, participants do not need to be work-authorized in order to be eligible to participate in Breaking Barriers programming.



**Q54: Is there a certain percentage requirement for employment and certification? For example, 60% must be employed and 75% must get a credential?**

A54: Applicants shall propose metrics and outcomes that directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Reporting obligations and metrics will directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Additionally, awarded grantees will be measured based on their progress toward the outcomes specified in their grant proposal.

**Q55: We are a worker center in the process of building out workforce development opportunities for our members and in partnership with the local high road industry players and LATTC. How can we go about establishing a relationship with our local workforce development board and how involved does it need to be in whatever program we are developing?**

A55: Refer to this list of [45 local workforce development boards](#) for respective websites and contact information. Suggested points of contact include individual board members and/or workforce development department staff in the respective local workforce development area.

- a. The role of the local workforce development board is to ensure a connection between community-based organizations and the America's Job Center of California system to integrate individuals served by community-based organizations under this initiative into the education system and broader workforce for employment. Applications should clearly demonstrate an integrative approach to service delivery through partnerships between community-based organizations and local workforce development boards. Responsibilities should be determined by the partners involved and outlined in the application.

**Q56: From the RFA and also the currently existing Q&A, it seems like stipends are allowable for learn-and-earn type programs. A couple questions related to this: 1) is there a cap on the stipend amount per participant, and 2) in the Q&A there was clarification that proposals need to include uses for stipends, however once we give out stipends, we don't usually dictate what participants spend stipends on. For these purposes would we need to restrict usage to what is allowable in Appendix A and how would we track actual usage? ie) would we need receipts from participants, etc...?**

A56: Correct, stipends are allowable expenditures for learn-and-earn programs. While there is no cap on stipend amount, we encourage applicants to submit proposals that are reasonable and justifiable and meet the needs of the target population(s) they serve. Awarded applicants are not required to track participant use of stipends. However, applicants should articulate within their proposals the programmatic uses and milestones participants need to complete to become eligible for stipends.

**Q57: Can a public university or a nonprofit research and development organization hosted at a university with 501(c)(3) status apply as the lead applicant?**

A57: Lead applicants must be either a community-based organization with 501(c)(3) status or a local workforce development board. However, a higher education institution is eligible to

participate as a partner organization in BB 2.0. An additional explanation of community-based organizations is included on page 7 in the RFA.

**Q58: Are funding opportunities available for new initiatives, or is funding primarily allocated to already-formed programs?**

A58: Funding is available to support new initiatives and already-formed programs.

**Q59: Why are the procurement requirements more restrictive than federal procurement requirements?**

A59: The procurement requirements for Breaking Barriers are in accordance with Assembly Bill (AB) 628 legislation and guidelines provided by the CWDB. These guidelines are aligned with the federal regulations.

**Q60: Will projects be scored lower if they do not focus on immediate employment for participants? For example, if the population focus is individuals who do not currently have work authorization, or who are in the process of completing their high school credential before looking for work?**

A60: In their proposals, applicants should demonstrate the anticipated outcomes for participants who are not work-authorized and how the services being provided aim to remove barriers for these individuals on their path to securing employment.

**Q61: Can a lead applicant that is in a different county subcontract a provider in a different county?**

A61: Yes, applicants may propose to subcontract with providers from a different county within California, as long as the subcontractor is providing services in the region being served in the application. This should be made clear in the application.

**Q62: We're a fiscally-sponsored organization. Are we able to apply as a lead organization?**

A62: CBOs that are fiscally sponsored are eligible to apply. However, the appropriate lead applicant listed on the RFA is determined based on whose name appears on the W9 and when taxes are filed. To be eligible to apply, lead entities must have 501(c)(3) status.

**Q63: How many hours per month should grantees expect for technical assistance activities?**

A63: The exact time commitment will vary from month-to-month, depending on the activities occurring in that month. For example, an in-person Learning Lab will require more time than a webinar. On average, the commitment is approximately 60-90 minutes per month.

**Q64: Are there limits on who can apply due to their budget? Is there a minimum or maximum?**

A64: There are no requirements on the minimum budget an applicant must have to apply. Applicants who have an annual budget of \$1.5 million or less can apply for up to \$300,000. Applicants with an annual budget that exceeds \$1.5 million can apply for up to \$500,000.

**Q65: Do the requirements for having a partner at a state level mean that programs are required to scale their program at a state level, or is it sufficient to scale it at their local community level?**

A65: It is sufficient to scale at the local community level for the primary community served. For clarity, the partnership requirement for local CBO applicants is to submit a Letter of Intent from their respective Local Workforce Development Board, not from a partner at a state level.

**Q66: I noticed Contra Costa County is not in Appendix C. Does that mean clients in the city of Richmond and Oakland would be excluded. Richmond and Oakland have their own workforce development boards.**

A66: Counties listed in Appendix C are currently underrepresented in Breaking Barriers 1.0. Participants in Contra Costa County are eligible to be served through Breaking Barriers programming.

**Q67: If the CBO is located in a county that is not listed in Appendix C, but serves participants from counties that are listed, would we still receive the bonus points on the application?**

A67: To be awarded bonus points, the lead applicant's organization must be 1) located and 2) serving participants in counties listed in Appendix C.

**Q68: If we would like to serve entrepreneurs how can we measure employment? Can we just measure income?**

A68: Entrepreneurial support is eligible for the grant if grantees can document progress toward meeting proposed goals during the grant period through the monthly data tracking system. Specifically, there is space in the monthly data tracking system to record training outcomes, milestones, employment outcomes, which could include self employment.

**Q69: One of the acceptable ways to use Breaking Barriers 2.0 funding is for Know-Your-Rights Trainings. If a proposed project provides training around wage theft, would an acceptable outcome be an increase in the number of wage complaints filed?**

A69: Applicants shall propose metrics and outcomes that directly align with the goals and objectives of the initiative and the evaluation criteria established in the RFA, which are inclusive of both labor market outcomes and educational outcomes. We encourage applicants to submit proposals that are reasonable and justifiable and meet the needs of their target population(s).

**Q70: Can we apply as a collaborative? Lead Workforce Board, CBO and local organization?**

A70: Yes. At minimum, one community-based organization and one local workforce development board are required partners, but other partners may be involved as well. However, the lead applicant must be a community-based organization with 501(c)(3) status or a local workforce development board.

**Q71: Does the Breaking Barriers selection committee see any issue with awarding an application to an organization that is also a High Road Training Partnership Resilient Workforce Program awardee?**

A71: There are no conflicts with awarding Breaking Barriers funding to a High Road RWP recipient. However, it is recommended to review the eligibility requirements for all of the grants you are applying for, as receipt of Breaking Barriers could impact other grant funding received.

**Q72: Is it the intention of the Breaking Barriers initiative to continue to fund existing programs for multiple grant terms, and would funded grantees be eligible for the next round of Breaking Barriers funding? Or is the ideal for this funding to be a one-time setup/initiation opportunity?**

A72: Continued funding for Breaking Barriers is contingent on legislation and an annually-approved state budget. There is no confirmation of continued funding beyond the specified 2.0 the grant term.

**Q73: Is the monthly data report the SDGS (State Grant Data Solutions) spreadsheet? Or is it something customized for this particular grant? Does it allow for importing from another database?**

A73: The monthly data report is currently in an SDGS file but will eventually be developed in Cal-E-Grants, powered by Salesforce. At the moment, it is not possible to import data from other data systems.

**Q74: Is the monthly report or more information on which data will need to be entered into Salesforce available? We want to anticipate how much data entry work will be expected of our team in addition to our internal database.**

A74: The monthly quantitative report is available upon request. Reporting requirements will be closely aligned with the criteria requirements outlined in the RFA in addition to the outputs and outcomes grantees propose in their application. FoundationCCC will provide additional details regarding reporting requirements to all grantees upon selection.

**Q75: Will serving high-school and college students be acceptable as our target group to impact?**

A75: Applicants may propose projects that address target populations not listed on the RFA. However, applicants must be able to document benefits specific to each proposed target population. Populations eligible to be served by the grant can be found on page 8 of the RFA. This list is not exhaustive, and applicants may serve other or additional populations.

**Q76: Is there a list of grantees that received Breaking Barriers 1.0 funding? Are they mostly workforce boards?**

A76: Please reference the [AB 628: Breaking Barriers to Employment Initiative Awards](#) document online for a list of current grantees.

**Q77: Is the monthly report both qualitative and quantitative?**

A77: The monthly reporting requirement includes quantitative data. The narrative qualitative reports will be required quarterly.

**Q78: If an organization is statewide or located in multiple workforce development board jurisdictions, do we need letters of intent from each WDB?**

A78: CBO applicants are required to submit one letter of intent from the LWDB that serves their community. Applicants proposing to serve more than one local workforce area will, at minimum, need to notify all workforce boards in the regions they intend to serve.

**Q79: When notifying the “local WDB,” does that refer to the local regions in which participants will be served or the local headquarters of the CBO?**

A79: The WDBs in the regions with large concentrations of the target population and the locations of service delivery should be notified.

**Q80: Who is best to follow up with additional questions?**

A80: Please review the Application Presentation and weekly Q&A on the [Breaking Barrier to Employment Initiative webpage](#). Additional questions may be sent to the Breaking Barriers email address: [breakingbarriers@foundationccc.org](mailto:breakingbarriers@foundationccc.org). Please note that questions will not be answered individually but will be incorporated into the weekly Q&A.

**Q81: Are the approved certifications participants must obtain only industry-recognized certifications?**

A81: There is no restriction for obtaining only industry-recognized certifications, though it is one category of certifications that can be obtained.

**Q82: Does the work proposed in 2.0 need to be very different from 1.0, or can we provide a similar approach and services?**

A82: While a similar approach may be used, the projects should be distinct from one another.

**Q83: What are one or two of the biggest mistakes to avoid making when applying?**

A83: Pay close attention to the RFA details, including eligible populations, requirements of partnering with a local workforce development board, and ensuring that your application is complete.

**Q84: The organization I represent has a partnership with the Harbor Gateway Worksource Center (HGWC), which is a program of the City of LA WDB. Is it sufficient to get a letter from the HGWC or does it have to come directly from the WDB?**

A84: The Letter of Intent for a lead CBO applicant must be signed directly by a representative of the respective Local Workforce Development Board.

**Q85: As a CBO, can we apply in one region with only one Workforce Development Board? Do we have to include another CBO? If so, what is the nature of the relationship that we must have with the other CBO? Do we have to sub-award money to them, or can the relationship be based on support or a working relationship?**

A85: Yes, CBOs may apply to serve a single community or region and are required to partner with a minimum of one local workforce development board. Other partners may be involved as well, but are not required. Sub-awards are not required to be issued to any partners; however,

subrecipients and/or subcontractors are allowable as part of the proposal. We offer more details on Partnership Roles on page 7 of the RFA.

**Q86: Our CBO has an existing relationship with Pacific Gateway Workforce Board in Long Beach. Can someone please help advise if their sites/services are in multiple jurisdictions? And if so, do we need to get letters of intent from any/all workforce boards to apply?**

A86: CBO applicants are only required to submit one letter of intent from the LWDB that serves their community. Applicants proposing to serve more than one local workforce area will, at minimum, need to notify all workforce boards in the regions they intend to serve. We recommend communicating directly with the workforce board to determine which jurisdictions they serve and/or refer to this list of [45 local workforce development boards](#) for more information.

**Q87: Given that the holistic, person-centered approach that you are seeking generally requires working with fewer people more intensively, I am wondering if there is a number of participants that you'd like to see served by a \$500k contract, for example, over the course of a contract year? Is there a percentage of those individuals that you hope to see placed in employment?**

A87: There is not an expectation of the number of participants served that is specific to Breaking Barriers 2.0. For guidance, CWDB uses a cost per of \$12,000 for similarly funded programs. Funding amounts requested should be reasonable and aligned with the applicant's goals and deliverables. Applicants shall propose metrics and outcomes that directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Awarded grantees will be measured based on their progress toward the outcomes specified in their grant proposal.

**Q88: Where is the actual RFP for this grant that's due on December 8?**

A88: You can access the Request for Application (RFA) and additional solicitation information online through the [CWDB Breaking Barriers Initiative webpage](#). A direct link to the RFA can be found here: [RFA PDF](#).

**Q89: What are the expectations for a community-based organization/workforce development board partnership?**

A89: Community-based organizations shall use their expertise in working with targeted populations, and local workforce development boards shall ensure a connection between community-based organizations and the America's Job Center of California system. The partnership should integrate individuals served by community-based organizations under this initiative into the education and broader workforce systems for employment through referrals to local workforce development board services.

**Q90: San Diego County is not listed as one of the counties in Appendix C. Can you confirm that San Diego nonprofits are eligible to apply?**

A90: Yes, San Diego-based nonprofits are eligible to apply. While priority will be given to counties currently underrepresented under the Breaking Barriers to Employment Initiative, all eligible applicants are encouraged to apply regardless of geographic location.

**Q91: What are the primary anticipated outcomes of the grant program - are you more focused on numbers served? Length of programs?**

A91: Applicants shall propose metrics and outcomes that directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Your organization's approach and service delivery methods should be the primary determinant of your proposed outcomes. Additionally, awarded grantees will be measured based on their progress toward the outcomes specified in their grant proposal.

**Q92: Is it acceptable for the lead applicant to be a national entity based outside of California if the project takes place in California?**

A92: Yes, national entities are welcome to apply if they meet the RFA criteria for eligible applicants on page 6 of the RFA.

**Q93: Can FoundationCCC provide a letter of support for applicants?**

A93: FoundationCCC cannot provide letters of support to applicants. Applicants shall submit a Letter of Intent from their required partner. For example, a lead CBO applicant must submit a Letter of intent from their respective workforce development board and vice versa.

**Q94: We are interested in potentially submitting a proposal that includes two of our office locations in California. Would this be allowable, or is Breaking Barriers limited to only 1 location per proposal?**

A94: Yes, an entity may apply to serve multiple locations in California.

**Q95: Is the Breaking Barriers grant tied to WIOA requirements that require participants to be documented, or is the funding from a non-WIOA source that does not require right-to-work documentation?**

A95: Breaking Barriers is an initiative funded by SB 101, a dedication of state funding by the California Legislature for the purpose of this grant program. This initiative does not require right-to-work documentation and is not funded via WIOA.

**Q96: On the application cover page, there is a section titled Approval of Authorized Representative, where we fill in their name and supply their signature. What is your definition of an "authorized representative"?**

A96: The authorized representative is the person at your organization with the appropriate level of authority to sign legal documents on behalf of the organization.

**Q97: Can I view the application and corresponding documents before I start the application process? When can I find it online?**

A97: The application rubric table in Section IV of the RFA (linked below) provides an outline of questions and other components that will be in the application. A direct link to the RFA can be found here: [RFA PDF](#). To view the full application, you must create an account in the [Cal E-Grants portal](#). Once you create an account and begin an application, you will be able to view the full application prior to filling it out.

**Q98: Is there a limit on how many letters of support a LWDB can write for organizations? Can they support multiple partners that are submitting applications?**

A98: There is no limit to the number of letters of support local workforce development boards write for organizations. They can agree to support multiple CBO partners that are submitting applications.

**Q99: When you say in the RFP that you need a CBO partner, we are a CBO so are we the partner or should we have another partner to apply?**

A99: A community-based organization that is applying as the lead will require one local workforce development board partner.

**Q100: Can you clarify if the match can come from federal or state government money or if it must be unrestricted foundation money?**

A100: Yes, you can use state or federal governmental match sources as long as the program or services leveraged are aligned with the intent of the initiative.

**Q101: The budget and workplan within the application are both for 24 months (or 8 quarters). Is the expectation that we will provide information about how we expect to sustain the program after BB funding has ended? Or shall we just leave Qs 5-8 blank?**

A101: Eight quarters appear within the application in Cal-E-Grants by default. However, there are five quarters for this grant, which start May 1, 2024. Please complete quarters 1-5 and leave quarters 6-8 blank.

**Q102: Do you have a minimum number of participants or a requirement that they become certified?**

A102: There is not an expectation of the number of participants served that is specific to Breaking Barriers 2.0. Participants are not required to earn certifications, although third-party, industry recognized, and other certifications are examples of potential program outcomes. Applicants shall propose metrics and outcomes that directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA. Awarded grantees will be measured based on their progress toward the outcomes specified in their grant proposal.

**Q103: Some CBOs experience issues getting in touch with the contact person at their local workforce development board. What additional support can CBOs request to help with connecting to someone?**

A103: Refer to this list of [45 local workforce development boards](#) for respective websites and contact information. Suggested points of contact include individual board members and/or workforce development department staff in the respective local workforce development area. The [California Workforce Association](#) has also agreed to help support CBOs in connecting with their LWDB. For additional support, the California Workforce Association may be able to assist with connecting to your local workforce development board.

**Q104: Is this application still open for applications?**

A104: The Breaking Barriers 2.0 application period is open until December 8, 2023, at 5:00 pm PT. A direct link to the RFA can be found here: [RFA PDF](#).

**Q105: How is question #13 different from question #15 in the application?**



A105: Question 13 seeks information about how the proposed project will provide support for participants, while question 15 asks about the role of the community-based organization and their particular expertise in serving their target populations.

**Q106: Is it possible to receive the Breaking Barriers Grant Application as a document for offline editing and collaboration before submittal via CalGrants?**

A106: The full application is only available within the Cal E-Grants portal. The application rubric table in Section IV of the RFA (linked below) provides an outline of questions and other components that will be in the application.

**Q107: Can you please provide a link to the eligibility requirements? I am not clear if an organization must have 501(c)(3) status to apply. If so and 501(c)(3) status is pending, can we designate a fiscal sponsor or a partner organization?**

A107: Applicant eligibility is outlined in the "Eligibility" section of the RFA beginning on page 6. A direct link to the RFA can be found here: [RFA PDF](#). Applicants must align with the mission of this initiative and, at a minimum, must include a designation of either 1) a lead community-based organization (must provide proof of 501c3 status by uploading Form 990 through application uploads) OR 2) local workforce development board as a single fiscal agent with experience in providing services consistent with the objectives of this initiative and to the populations specified. Fiscal sponsorships are allowable.

**Q108: We are a CBO applying as the convenor for two workforce development boards and smaller CBOs who will provide wraparound services. Our fiscal agent would apply as the lead entity and act as a pass through for our work. Do you have insight or direction as to how we should handle this? Can the questions be answered from the standpoint of the services offered by the subgrantee (us) and our partners (other subgrantees and/or subcontractors)?**

A108: Application questions should be responded to from the standpoint of the lead entity and may speak to the expertise and experience of its sub-recipients and/or subcontractors.

**Q109: Do all budgeted partners need to provide matching funds?**

A109: No, the match requirement is 20% of the requested funds and may be allocated to any line items of the applicant's choice. Leveraged funds can be from a single source or across multiple sources.

**Q110: Can you give an example of an allowed in-kind match?**

A110: In-kind matches can be any leveraged resources from your organization, such as staff time, trainings offered, office space, and any sort of support that is not cash. This is fairly flexible and can be used from different sources.

**Q111: If we use grant funds to support part of the tuition for workforce development training, can we later collect the remaining unpaid tuition from participants/trainees?**

A111: Yes, the funds are flexible. You can pay for all or part of the tuition, and it is up to you how you collect the remaining tuition.

**Q112: I need clarification on underrepresented areas. Appendix C is listed, but areas like Oakland, Richmond, Contra Costa, Alameda counties I believe have underrepresented populations. Are they also included?**

A112: The list of counties in Appendix C are counties where there are few or no current grantees represented under Breaking Barriers 1.0 funding. Appendix C does not refer to underrepresented populations. While priority will be given to the counties listed, all eligible applicants are encouraged to apply.

**Q113: Do populations served through our planned initiative have to be enrolled in a Community College?**

A113: No, participants do not need to be enrolled in a Community College. There are no enrollment requirements.

**Q114: We are a brand new nonprofit/501(c)(3), so there is no 990 in our name yet. However, we have a 990 from the parent organization, which is not a 501(c)(3). Will that suffice?**

A114: To be eligible to apply, lead entities must have 501(c)(3) status and must submit a form 990. CBOs that are fiscally sponsored are eligible to apply. However, the appropriate lead applicant listed on the RFA is determined based on whose name appears on the W9 when taxes are filed.

**Q115: Are letters of support from additional partners required? If not, will they make the application more competitive?**

A115: No. Applicants are only required to submit one letter of intent. A local workforce board as a lead applicant is required to include a letter of intent from a local CBO, and a letter of intent is required from a LWDB for CBOs serving as the lead applicant. No additional letters of intent or support are required but are allowed.

**Q116: Could you please explain the dynamics of the 20% cash or in-kind funding match? And could you also explain what implications this has for the budget submitted?**

A116: Matching funds are required at 20% of the total proposed budget. If an applicant is proposing a budget of \$300,000, 20% of that amount, or \$60,000, would be required to be demonstrated under leveraged (cash or in-kind match) funds. Leveraged funds can include any external or internal resources that are being leveraged to supplement or support the project. Within the Budget Summary of the application, align matched fund amounts with the budget lines they will support. For example, if staff salaries are being partially funded by cash, the matching funds will be listed in the adjacent staff salaries line.

**Q117: Is it acceptable for leveraged match funds to come from ourselves, as the applicant agency?**

A117: Yes, match funds may include internal cash or in-kind contributions from the applicant.

**Q118: Can the lead organization be a non-profit Job Training Agency who partners with another non-profit who will provide wraparound services to support the clients (as well as the workforce board)?**

A118: Yes, as long as the non-profit organization has 501(c)(3) status and meets the eligibility criteria included in the RFA.

**Q119: In the directives, it mentions that we need to speak to the ability to provide services to all of the populations identified. Will 1-2 sentences per population suffice to allow us to expand more on our targeted population? Or is the expectation we're able to fully articulate how we'd provide our services to all?**

A119: Only speak of your ability to provide services to the population(s) you intend to serve as stated in your application. Applicants should fully respond to the question and can use as much space as needed to do so.

**Q120: I have a program manager who will be full time. If I enter 50% of their salary and benefits, can I have their other 50% salary and benefits be our matching funds?**

A120: Yes, staff salary and benefits can be used as matching funds.

**Q121: I can not see the leveraged column in the budget narrative?**

A121: Leveraged funds can be added to the application under the Budget Summary exhibit. Cal E-grants application or submission questions can be addressed during the IT Demonstration and Office Hour, scheduled for November, 27, 2023, at 1:00 pm PT. Registration information can be found on the [Breaking Barriers 2.0 webpage](#).

**Q122: In the PARTICIPANT PLAN section of the online application, there is a "Participant Outcomes" categorized as "Enrolled in Program," "Training," and "Placement." This table seems to include carryover formulas that I don't quite understand. Is there an opportunity for the table to be further explained, perhaps with an example?**

A122: The top row cannot be edited and is intentionally placed there as a gross count; it includes a formula to add the number from the "No of Participants at End of Quarter" at the end of each column. The way to read the table is by completing the rows downwards. You will also notice that the top row will automatically calculate. The total displayed in the top row will be an aggregate of the "Participants at End of Quarter" values and will not match the actual total participant numbers.

**Q123: We are a university based in Long Beach, CA and have created a coalition partnering with a number of CBOs. Many participants need additional financial support to pay the full tuition and then become employed. Would this type of program qualify?**

A123: Yes, as long as the project directly aligns with the goals and objectives of the initiative and the eligibility criteria in the RFA are met.

**Q124: In the "UPLOAD In DOCUMENTS" section, there is no designated area to upload the STD 205. Are we supposed to upload the STD 205 in the "Other"?**

A124: A W9 will be collected in place of the STD 205 and 204. W9s are optional uploads and can be included under the “Other” uploads tab in the application. Cal E-grants application or submission questions will be addressed during the IT Demonstration and Office Hour, scheduled for November 27, 2023, at 1:00 pm PT. Registration information can be found on the [Breaking Barriers 2.0 webpage](#).

**Q125: Can you provide some examples of the types of partnerships CBOs have established with a LWDB in the current round of Breaking Barriers?**

A125: Some CBOs have used their LWDB partnership to help participants co-enroll in WIOA programs. Some CBOs refer their participants to their LWDBs for additional services or support. For example, accessing the LWDB for tech training certificate vouchers. LWDBs can also serve as a resource for understanding job market data and trends. CBO-LWDB partnerships can be creative and collaborative as long as they are agreed upon by both parties.

**Q126: Overall, is the interest of this program for overcoming barriers in depth (for a relatively small cohort over time) or in breadth/scale (for a lot of people in a specific area)?**

A126: It depends on the program model proposed. This funding is intentionally flexible to support individuals in the community who have barriers to employment. Models that align with the initiative goals and objectives outlined in the RFA are acceptable.

**Q127: We’re a nonprofit with ESE programs. We love our workforce development board and they love us, but we don’t have a formal program in place. We generally send folks there on a case by case basis. To be competitive do we need to create a more formal partnership or program?**

A127: No, it is not necessary to create a more formal partnership or program. At minimum, a letter of intent from the LWDB is required.

**Q128: If we as the CBO will cover partial staff time (rather than request grant funding for this), would this be considered as “Cash” match, or is it considered as “in-kind” match?**

A128: Cash should be used when the organization is using internal monies to pay for a resource, such as staff time. In-kind is used when your organization is receiving or using donated services, materials and equipment, space, etc.

**Q129: We sit in a task force with a workforce board, aimed at bolstering the local garment industry. Would that be an eligible partnership for this program?**

A129: A project would be eligible if it includes, at minimum, one community-based organization and one local workforce development board as partners and meets all eligibility requirements included in the RFA.

**Q130: Does the LWDB have to provide a letter of commitment specific to this Breaking Barriers 2.0 opportunity, or does an existing task force or similar ongoing collab count towards this?**

A130: The letter of intent should be in support of the Breaking Barriers project proposed.

**Q131: Is there a specific task that the LWDB must complete in order for a CBO to apply?**

A131: CBO's must submit a Letter of intent from their respective workforce development board.

**Q132: Our budget hovers around \$1.5m. What financial documents do we submit with the application? Does the \$1.5m threshold between small and large CBOs include in-kind matching contributions?**

A132: Your organization's most recent 990 form must be submitted with the application. The budget is determined based on the organization's operating budget for taxes filed the previous year. The operating budget is calculated using this formula: Operating budget = Part IX Line 25 - Part IX Line 1 - Part IX Line 2 - Part IX Line 3 - Part IX Line 4.

**Q133: If a CBO is the lead applicant, does the LWDB need to be a budgeted partner, or can they agree not to accept funds for activities on this grant project?**

A133: The LWDB is not required to be funded for grant activities.

**Q134: If we are a larger nonprofit (over \$1.5M annual budget) but still have a fiscal sponsor, can we apply under our name and our fiscal sponsor's federal ID #'s?**

A134: The appropriate lead applicant is determined based on whose name appears when taxes are filed. Lead applicants must meet eligibility criteria, including having 501(c)(3) status.

**Q135: If the fiscal sponsor is the lead applicant and we are the convening organization, can we still have smaller CBOs as subgrantees and also partner with the LWDB? If the fiscal sponsor is the lead applicant, would our organization be a sub-grantee or partner?**

A135: If the fiscal sponsor is a CBO, they are required to have, at minimum, the LWDB as a partner on the application. However, additional partners may be involved. The fiscal sponsor as the lead applicant would make the convening organization a sub-recipient. Subrecipients and/or subcontractors are allowable as part of the proposal. Their determination would depend on the specific context and role of the partner. More details on Partnership Roles can be found on page 7 of the RFA.

**Q136: Just curious, in the application one of the sections is titled "Partner R&R". What does R & R stand for?**

A136: R&R stands for Roles and Responsibilities, referring to the roles and responsibilities of the involved partners.

**Q137: The "Budget Summary" section of the application has "Type of Leveraged Funds" as the last column, in which we need to indicate "Cash" or "In-Kind." What do we indicate for staff salaries if our CBO is covering partial salaries?**

A137: Matching funds are "cash" when the organization is using internal monies to pay for a resource, such as staff time. "In-kind" is used when the organization is receiving or using donated services, materials and equipment, space, and non-tangibles.

**Q138: Can you please let me know if HACLA staff time to fulfill the 20% match is allowed?**

A138: Yes, In-kind matches can be any leveraged resources from the lead applicant and/or a partnering organization, such as staff time, training offered, office space, and any sort of support that is not cash.

**Q139: Since we work with teenagers during the school year, our programs run from August to June. Would it be better for us to request support for a program over the course of two program years (i.e., for May and June of one program year and September through April of another) or to limit the request to a partial program year within the grant period (i.e., August to April)?**

A139: The proposed project and timelines should align with your target population's needs and your organization's program model. Please clearly articulate your selected approach within your application. We are unable to advise on one approach over another.

**Q140: We have two programs that would work well for this grant. Can we ask for funds for both or can we only ask for support for one program?**

A140: Yes, applicants may propose two programs in one application, provided they meet the goals, objectives and eligibility criteria outlined in the RFA. Additionally, both programs will submit one overall budget.

**Q141: For this grant, how long will we need to track participants? Our program ends after high school graduation and we generally collect data on students' plans after high school before they graduate (i.e., have they enrolled in college, secured a job, etc.). Will that suffice?**

A141: Applicants are required to track and document services provided to participants enrolled in Breaking Barriers projects during the duration of the grant period. The applicant will determine the frequency and cadence of collecting participant data; however, data reports are due on a monthly basis with the information collected.

**Q142: Do organizations that receive funds need to have a financial audit?**

A142: A financial audit is not required. Although grantees are responsible for maintaining a ledger, detailed records, and receipts for all costs. Please keep detailed records and receipts in the event we need to see your backup on demand, such as for a desk audit.

**Q143: Is a copy of the full Breaking Barriers 2.0 application available for download? To make sure my request is clear – I have the RFA. What I am looking for is a downloadable version of the Narrative Questions, Budget Summary, Budget Narrative, Supplemental Budget, and Expend Plan tabs of the application, as well as the required documents and forms, so they can be prepared offline before completing the application on Cal-E-Force.**

A143: The full application is only available within the Cal E-Grants portal. The application rubric table in Section IV of the RFA provides an outline of questions and other components that will be in the application.

**Q144: The RFA indicates that "Grantees must submit Letters of Intent from required partners with the application." If our CBO is the lead applicant, does that mean we should include two**

**letters (one from ourselves as the CBO and one from the LWDB) or just one letter (from the LWDB)?**

A144: If the CBO is the lead applicant, only a letter of intent from the LWDB is required.

**Q145: The RFA lists the term of the grant as one year, ending June 30, 2025. The body of the document discusses multiple quarterly reporting periods through June 30, 2026. Which is true?**

A145: 8 quarters appear within the application in Cal-E-Grants by default. However, there are 5 quarters for this grant, which start May 1, 2024. Please complete quarters 1-5 and leave quarters 6-8 blank.

**Q146: Are we able to make changes to the New Application cover page after saving the document on the website?**

A146: Yes, you will be able to edit your application, including the cover page, up until it is submitted.

**Q147: Are there maximum character/word counts or page limits for each section of the Narrative?**

A147: Yes, each narrative question has a maximum character count of 3000.

**Q148: The RFA explains, “Partnerships must include at least one community-based organization and one local workforce development board.” If the LWDB is the lead applicant, is the CBO still required to have 501c3 status?**

A148: The CBO acting as the lead applicant or primary partner providing the letter of intent must have 501(c)(3) status.

**Q149: For purposes of this solicitation, what is the definition of “low-wage worker.” For purposes of this solicitation, what is the definition of “economically disadvantaged persons.”**

A149: ‘Low-wage worker’ refers to workers whose hourly wage rates are so low that even if they worked full-time, year-round, their annual earnings would fall below the poverty line. Please reference Appendix B in the RFA for a full list of terms.

**Q150: If the lead applicant plans to award funding to a contractor, is it allowable for the *Contractual Services* budget line item to include the contractor’s administrative costs?**

A150: No, they can not include the contractor’s administrative costs in Contractual Services. However, a subrecipient may include up to 10% of their budget to cover administrative costs.

**Q151: If the lead applicant plans to award funding to a subrecipient, is it allowable for the *Subrecipient* budget line item to include the subrecipient’s administrative costs?**

A151: Yes, subrecipient’s may include up to 10% of their budget to cover administrative costs. Applicants may also include 10% administrative cost to cover their direct cost. For reference, direct costs include the following budget line items: Staff Salaries and Benefits, Travel, Operating Expenses, Consumable Testing and Instructional Materials, Training Tuition, Payments/Vouchers, On-The-Job Training, Participant Wages, Fringe Benefits and Stipends, Supportive Services, Contractual Services and Other.

**Q152: How is the in-kind donation match amount calculated? Do volunteer hours or pro-bono services count as such? Do we have to submit additional information for in-kind matches?**

A152: In-kind match donations should be assigned a value determined by the applicant, within reasonable and justifiable limits. Yes, volunteer hours and pro-bono services are acceptable. No additional information will be collected.

**Q153: Is there something else we can submit in lieu of the 990?**

A153: Yes, you can verify your 501(c)(3) status through other methods in lieu of the Form 990. You can submit a copy of your IRS determination letter. A determination letter is issued to an organization if its application and supporting documents establish that it meets the particular requirements of the section under which it is claiming exemption. In this case a letter from the Department of the Treasury Internal Revenue Service could be presented that states they are exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). It must say the exemption is under 501(c)(3). The name on this letter must match the name of the lead applicant on the grant application. Another way to verify your 501(c)(3) status is to submit a statement from a State taxing body or State attorney general certifying that the organization is a nonprofit organization operating within the State and no part of its net earnings may lawfully benefit any private shareholder or individual.

**Q154: What does "the total amount" refer to: the total amount we are requesting, the total overall budget for our project, or something else? And should it be the total amount within each quarter? Can you provide a clear definition of "Administration Cost," "Total Program Cost," and "Match Funds" for these instructions?**

A154: The total subgrant amount refers to the total amount your project is requesting for the overall grant term. This should match the amount requested in the cover page of the application. The total program cost refers to the total program budget not including administrative costs. Total administrative cost refers to indirect cost; applicants may include up to 10% administrative cost to cover their direct cost. A negotiated indirect cost rate (NICRA) can exceed 10% with proof from the cognizant agency. Match funds refers to the 20% cash match or an in-kind match requirement.

**Q155: The RFA states that equipment over \$2,500 must have 3 quotes and be approved. The application on CalEGrants, under Budget Narrative, has a section for pooled equipment, and equipment over \$5,000, not \$2,500. Which amount should we use when requesting approval, and what is the process to request approval? Does the approval need to be given before the application is submitted or after?**

A155: The RFA requires purchase orders over \$2,500 to obtain three competitive quotes. Applicants do not need to submit quotes but are required to obtain and keep them on file. The budget narrative requires applicants to list furniture and equipment costs in two line items: Small amount of furniture and equipment items less than \$5,000 and greater than \$5,000. Approval is requested through submission of a complete Budget Narrative. Awarded applications will receive approval once awarded.



**Q156: Can we include shipping/freight costs and installation costs in our Breaking Barriers 2.0 budget? If so, would those go under the budget, or a subcontractor?**

A156: Yes, these costs may be included in your Budget Narrative.

#### **Weekly Q & A: Technical Office Hour Questions**

**Q157: Do we need an actual signature on the cover page of the application, or can we simply type the name?**

A157: Applicants can type the signatory's name in the signature field.

**Q158: Does the 3000 character limit for responses include spaces?**

A158: Yes, the character limit includes spaces.

**Q159: Is there an Excel Budget workbook/template (or something similar) that matches the budget sections in the online application a team could use to develop their budget outside of the online application before submitting?**

A159: There is no workbook or template available. The full application is only available within the Cal E-Grants portal. The application rubric table in Section IV of the RFA provides an outline of questions and other components that will be in the application.

**Q160: If we only have to complete 5 quarters of the work plan, will the system allow us to proceed with blank quarters?**

A160: It should not be an issue to proceed with only 5 quarters completed. If there are issues, email the Breaking Barriers team. Note that there is a validation component for descriptions, so if you are unable to proceed, be sure that you have not included a description for the blank quarters.

**Q161: If we send questions to the Breaking Barriers team, what's the turnaround time on a response?**

A161: All questions are answered in our weekly Q&A. The last day to submit questions is 11/30/23. The updated Q&A document will be posted on Tuesday.

**Q162: How many users can the primary user add to view the application? I ask because this may be the best way for my team to view the Participant Plan chart. Can you say more about how the system allows, or disallows, information input for multiple users from a single organization?**

A162: The primary user can add as many users as they wish to the account. All users on the account can view the application and Participant Plan chart. The purpose of the primary user is to manage the users on the account.

**Q163: Does the "Benefit %" field in Personnel auto-calculate?**

A163: Yes, the "Benefit %" field auto-calculates.

**Q164: Does the subrecipient only have to put expenditures into the one line item in the budget narrative and supplemental budget, or do their costs need to be integrated into every line item in the budget narrative?**

A164: Include the total cost for the subrecipient on Line N of the budget. The subrecipient's budget should be included in the supplemental budget.

**Q165: Do we need a subrecipient's full budget at the time of submission? If not, when is the supplemental budget due?**

A165: You must include the amount to be awarded to the subrecipient in the budget narrative, and, if awarded, a supplemental budget can be submitted at a later date. If you have the subrecipient's full budget detailed with line items, it can be submitted as the supplemental budget. However, it is not necessary to submit the subrecipient's budget when submitting the application.

**Q166: What is the purpose of the "Notes" section of the application?**

A166: Applicants do not need to complete anything in the "Notes" section. This section is for staff questions or comments to applicants about the application. Applicants will be notified if a note is left by staff.

**Weekly Q & A: Part 7 (11/27/23-12/01/23)**

**Q167: I clicked on the link but did not find an application so perhaps I need to go through some steps before being given the link?**

A167: To submit an application you must navigate to the [Cal E-Grants](#) website under the [Funding Opportunities tab](#) at the top of the Cal E-Grants page, then select the grant's link under CWDB Grant Opportunities.

**Q168: Is there some other documentation that would be accepted in lieu of a letter of intent from the Local Workforce Development Board?**

A168: No, a letter of intent from the Local Workforce Development Board is required. The letter of intent should indicate a willingness from your respective required partner to identify ways to collaborate on your proposed project. There does not need to be a fully developed partnership or plan for collaboration at this stage.

**Q169: Some of our sites have WAF and P2E grants with the WDB. Are there any complications with layering those grants with this opportunity? Can we cross enroll participants?**

A169: For Breaking Barriers funding there is no issue with prospective grantees utilizing other types of state/federal funding. However, we do highly recommend applicants look into their existing or anticipated grant funding to ensure they are still eligible for that funding, if they are awarded BB funding.

**Q170: Can we include a percentage of administrative staff salaries in the budget as a direct cost? For example, if our Associate Director of HR spends 20% of her time on payroll and HR issues directly related to the services proposed in the grant, can we include her time as a direct cost?**

A170: Yes, applicants may include a percentage of salaries for all relevant staff working on your project. Include a brief description of the roles and responsibilities of each staff working on your project that is being paid directly with grant funds.

**Q171: Do we have to provide all the information in the data report?**

A171: Yes, all the information in the SDGS report is required, with the exception of Social Security Numbers (SSN). However, it is recommended to include if possible.

**Q172: Unfortunately, they (LWDB) have not responded to our email or telephone requests. However, we do have letters of support from other partners. Because we are acting as the lead agency, will this suffice?**

A172: If the CBO is the lead applicant, a letter of intent from the LWDB is required.

**Q173: We have a signed STD 204 form dated February 9, 2023. Is that sufficient for the Breaking Barriers application or do I need to get another signed form?**

A173: Yes, this would be sufficient. Although, a W9 will be collected in place of the STD 205 and 204. W9s are optional uploads and can be included under the "Other" uploads tab in the application.

**Q174: Can you use the match only for program costs and only for certain line items? Or do they want to see the match used for administrative costs as well and spread across more line items?**

A174: Match funding can be demonstrated at the discretion of the lead applicant.

**Q175: Is there a limit on how much of the total award can go to pass through to the sub-recipient?**

A175: There is no limit to the amount of funding a lead applicant can budget for the subrecipient.

**Q176: Can staff travel costs only be for the subrecipient? Or can the lead CBO also charge for staff travel?**

A176: Lead applicants can budget for staff travel costs in the Budget Narrative of the application. Subrecipient travel costs should be included in the subrecipient's budget.

**Q177: What is the minimum and maximum amounts for funds requested?**

A177: Applicants defined as small community-based organizations (annual budgets less than or equal to \$1.5M) may request up to \$300,000 in grant funds to complete proposed grant activities. Applicants with annual budgets exceeding \$1.5M may request up to \$500,000 in grant funds to complete proposed grant activities.

**Q178: How many organizations do you aim to support through this funding initiative?**

A178: There is not a specified number of grant recipients.

**Q179: Can you provide a template or sample Letter of Intent for local workforce development boards to provide to CBOs?**

A179: There is no Letter of Intent template for this initiative. The information that should be included in the letter is stated in the RFA, page 7.

**Q180: Performance measures and outcomes related to "placement" do not fit well within "Entrepreneurial training and support for small business development". Do we count new businesses/new business start-up activities in "employment/new employee"? Do we add an additional metric? Or do you have another recommendation?**

A180: Applicants should articulate the intended program outcomes in the program narrative, which should clearly indicate how the services and programs provided will reduce barriers to employment and support career advancement. Applicants shall propose metrics and outcomes that directly align with the goals and objectives of the initiative and evaluation criteria established in the RFA.

**Q181: How is organization size determined? Is this by budget or by number of staff? Is this for the lead applicant, CBO, or both?**

A181: Organization size is determined by the annual operating budget of the lead applicant. The operating budget is calculated using this formula applied to form 990: Operating budget = Part IX Line 25 - Part IX Line 1 - Part IX Line 2 - Part IX Line 3 - Part IX Line 4.

**Q182: If an organization is applying to serve Persons with Disabilities, what type of verification can be submitted for staff /leadership that reflects the target population would be acceptable without violating HIPAA (e.g., staff medical records that contain a diagnosis)? Would a letter indicating that staff meet the criteria be acceptable?**

A182: Yes, a letter stating that staff meet the criteria would be acceptable. The applicant can choose which documentation sufficiently demonstrates that the organization meets the requirement. Any documentation submitted should serve as sufficient support to verify.

**Q183: If the subrecipients are paying participant costs such as vocational training, work experience, and supportive services, should this be included in subrecipient line items?**

A183: For subrecipients, complete the "Subrecipient" and "Supplemental" sections accordingly.

**Q184: We want to hire a full-time staff person to manage the grant if awarded, but they would be hired through a subrecipient instead of the lead grantee. Most of the grant activities would be performed through the subrecipient and a separate partner. Is this allowed?**

A184: Yes, subrecipients may hire staff to perform grant activities. This information should be included in the subrecipient's budget.

**Q185: If we have multiple locations where we will implement services, can we pick any one of the local workforce development boards to get a letter, and just notify the others? How do we prove we have notified the various Workforce Development Boards?**

A185: Yes. Ideally, the letter would come from the workforce board serving the community where your organization anticipates having the largest concentration of participants. One letter of intent is required. Proof of notification is not required.

**Q186: Our client is proposing a \$4,000 expense in their budget for equipment (laptops). We anticipate the equipment will have a useful life of more than one year, but the cost charged to the project is less than \$5,000. Do we need to include the \$4,000 expense in the Supplemental Budget?**

A186: Yes, please include the laptop expense in the Supplemental Budget, as the useful life of the laptops will be more than one year.

**Q187: How do you structure the fiscal sponsor as the recipient when the letters of support and intent are to our org name, not the fiscal sponsor's name?**

A187: If you are fiscally sponsored, ask the partners providing the letter of support to include your name and other names of the organizations which they are fiscally sponsoring.

**Q188: Should we be a subcontractor under our fiscal sponsor - I don't think that's possible since technically we are under their umbrella and their tax exemption. Should CBO's be considered subcontractors if any funds are passed through to them?**

A188: It depends on how your organization is fiscally sponsored and how that looks within your partnership. If a subcontract is not necessary, then it may not be needed. Eligibility is determined by where and how taxes are filed. Non-lead partner organizations that will receive funds should be included as subcontractors for reimbursement purposes.

**Q189: Could we submit a Letter of Intent after the application is submitted if it will not be ready in time?**

A189: No, a Letter of Intent is a requirement of the application and must be submitted with the application by the deadline.

**Q190: What portions of the "Participant Plan" are required in Cal E-grants?**

A190: Applicants should complete all applicable portions of the Participant Plans. For fields that require entry in order to move forward, enter 'N/A' or '0'. If there are any outcomes that are not reflected in your program or you do not have outcomes within each plan, you can add additional details in the narrative.

**Q191: Are there specific points the LWDB MUST address in their letter or just address they are working with us, the CBO, and support the program what we are doing with grant funding?**

A191: The Letter of Intent is meant to be an acknowledgement of intention to work together. Per the RFA, at a minimum, the letter should indicate a shared understanding that the partnership will integrate individuals served by community-based organizations under this initiative into the education system and broader workforce for employment, through referrals to Local Workforce Development Board (LWDB) services. Nothing further needs to be included.