



WORKFORCE
ACCELERATOR
FUND *12*

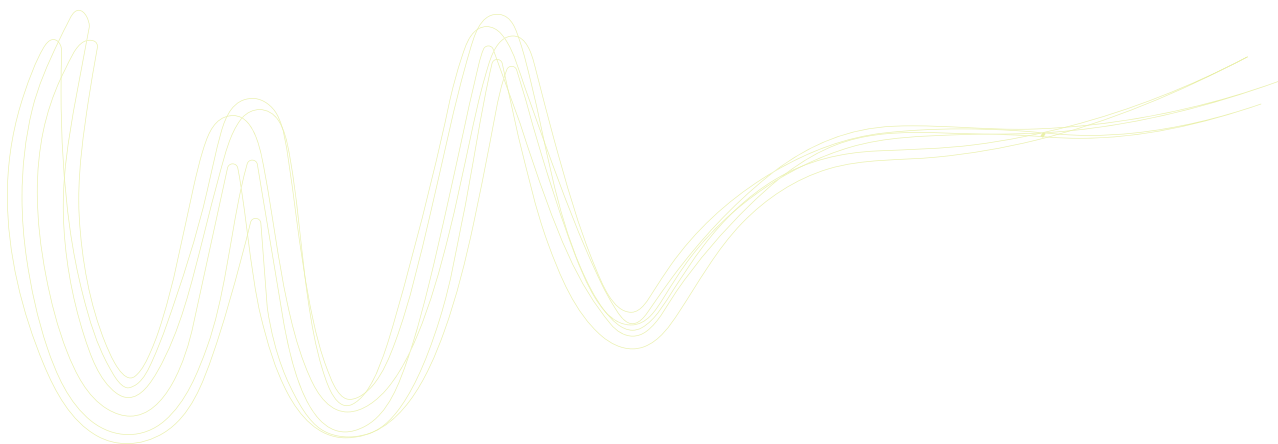
GRANT SOLICITATION

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Contents

Section One. Overview	3
The High Road Vision	3
Intent of the Accelerator 12 Grant	3
Eligibility	3
Section Two. Grant Details and Post Award Requirements	3
Accelerator 12 Program Structure	4
Leveraged WIOA Formula Funding Requirement	4
Phase I: Planning and Partnership Development	4
Phase II: Training and Implementation	4
Eligible Activities	5
Target Populations	5
Grantee Requirements	7
Contract Process and Grantee Onboarding	7
High Road Community of Practice	7
Other Grantee Requirements	7
Section Three. How to Apply	7
Letter of Intent Prompts	8
LOI Scoring & Review	9
Interview Process	9
Section Four. Funding Source Information	9



Section One. Overview

The California Workforce Development Board (CWDB) is pleased to announce the availability of up to \$3 million in Workforce Innovation and Opportunity Act (WIOA) funds for the Workforce Accelerator Fund (Accelerator 12) grant program. The CWDB seeks to fund local workforce development board (local board) led projects that align with the CWDB's [High Road Vision](#).

The High Road Vision

The CWDB oversees a suite of investments and policy initiatives to advance quality jobs as a reliable pathway to the middle class for Californians who have been left out of economic prosperity. The High Road Vision reflects the sector approach championed by the CWDB:

- Industry partnerships that deliver job quality
- Economic equity for more workers
- Climate resiliency

Under this initiative, the CWDB has developed several grant programs, including High Road Training Partnerships (HRTTP) and High Road Construction Careers (HRCC). To date, the CWDB has funded over 100 projects in various industries, regions, and phases of development. Accelerator 12 seeks to underscore the state's commitment to the High Road vision while allowing grantees to align funding, programs, and services in ways that center [worker voice](#), [equity](#), and [job quality](#).

Intent of the Accelerator 12 Grant

Grant awards will support local board development and implementation of projects that incorporate High Road strategies, as defined in [California Unemployment Insurance Code §14005\(r\)](#), which include:

- Improving job quality and job access with a focus on people from underserved and underrepresented populations, including women, single parents, and communities of color.
- Meeting the skill and profitability needs of employers.
- Meeting the economic, social, and environmental needs of the community.

Successful applicants will outline a project plan that integrates the above strategies.

Eligibility

The CWDB seeks to award funding to local boards that are not or have not previously served as a lead fiscal agent for a High Road Training Partnership or High Road Construction Careers grant. Applications received from ineligible organizations will not be reviewed.

Section Two. Grant Details and Post Award Requirements

Each eligible local board may request up to \$1 million to complete proposed grant activities. The grant term will be up to 21 months, with the estimated program period being **June 1, 2024 – March 31, 2026**.

No obligation of funds will be allowed before or beyond the grant term. Any funds not expended during the grant term shall be returned to the state. The grant term is limited to 21 months. Grant term extensions will not be allowed.

Accelerator 12 Program Structure

Grant funding will be distributed in two separate phases during the grant period.

Phase I will entail project development, planning, and partnership development. This phase will account for approximately 6-8 months of the grant term. Up to 50% of awarded funds may be used for Phase I activities.

Phase II will entail training implementation and service delivery and may begin upon submittal and approval of the project's Phase I deliverables to the CWDB. Grantees will utilize the remaining balance of their award to implement Phase II activities.

Leveraged WIOA Formula Funding Requirement

Strategic co-enrollment can maximize resources, enable greater efficiencies in service delivery, and align services with regional sector pathways. To maximize these benefits for participant success, all grantees must leverage their WIOA formula funding at a 1:1 ratio to support Phase II implementation of their projects. Phase II implementation will be funded with the remaining balance of the total Accelerator 12 award **and** an equal amount of leveraged WIOA formula funding.

For example, a grantee awarded the \$1 million maximum may use up to 50% (\$500,000.00) of their award for Phase I activities. The remaining award balance (\$500,000.00) and an equal amount of leveraged formula funds (\$500,000.00) will be used for Phase II activities. Therefore, grantees requesting the maximum award amount should plan to allocate \$500,000.00 for Phase I and a total of \$1 million for Phase II.

The use of WIOA leveraged funding is required for all grantees and should be taken into consideration when an applicant is determining their funding request.

Phase I: Planning and Partnership Development

Phase I entails the establishment of partnership(s) and the development of an implementation plan to be utilized during Phase II. Funding may support the research of industry demand and the incorporation of High Road strategies, staff time to develop and cultivate partnerships, and program design for training and employment outcomes. This phase will account for up to 50% of the grant award (for a maximum initial award of up to \$500,000.00) and does not require the use of leveraged formula funding by the grantee.

Phase I occurs during the initial 6-8 months of the grant term and will culminate in developing an implementation plan and evidence of partner commitments. Grantees must submit proposed Phase I deliverables to their assigned CWDB program manager prior to beginning Phase II activities. Awarded grantees will receive more information about requirements for deliverables during the grantee onboarding process.

Phase II: Training and Implementation

Phase II entails implementing the planning activities developed during Phase I. Implementation activities will include direct services for participants, such as training, education, and supportive services. Phase II will occur following the submission of deliverables to the CWDB. Phase II activities will account for approximately 13-15 months of the 21-month grant term.

Grantees will be required to leverage their WIOA formula funds at a 1:1 ratio throughout the entire Phase II implementation period.

Eligible Activities

Eligible activities for the Accelerator 12 grant include:

Phase I: Planning and Development

- The development of a partnership action plan for translating planning and development activities into training implementation.
- The development of a training implementation plan describing how training will be implemented in alignment with partners, which target populations will be trained, and what goals and performance metrics will be achieved.
- Establishment of partnership commitments that outline the roles and responsibilities of project partners during Phase II implementation. Evidence of partnership commitments may include compacts, partnership agreements, and/or memoranda of understanding (MOUs) with partners representing workers, employers, and training providers.

Phase II: Project Implementation

- Direct participant services, including training, education, and supportive services (as outlined in the planning and development deliverables described above).
- Ongoing partnership and program development.

Target Populations

Local boards are encouraged to reach out to identified target populations that have been historically underserved. The grantee is responsible for thoroughly screening and determining whether an individual is both WIOA eligible and meets the selected target population definition. Awardees are also responsible for retaining documentation demonstrating how the individual's identity was verified and meets WIOA criteria. Participants may fall into more than one target population (For example, someone can be both homeless/housing insecure and a veteran and would be tracked as both). Projects are required to serve at least one of the identified target populations listed below:

- **Displaced Homemakers¹:** A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who also meets the following criteria: (a) has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- **English Language Learners²:** An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language, and (a) whose native language is a language other than English, or (b) who live in a family or community environment where a language other than English is the dominant language.
- **Homeless and Housing Insecure³:** A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual's current housing situation.
- **Immigrants⁴:** An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.

1 WIOA Public Law 113-128, Section 203(16)(a)1

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

3 42 U.S.C. Section 11302 103(a) and (b)

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

- **Justice-involved Individuals⁵:** A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process and for whom services under the WIOA may be beneficial, or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- **Low-Income Individuals⁶:** A low-income individual is a person who receives, or in the past six months has received, or is a member of a family that receives or in the past six months has received any of the following: Supplemental Security Income (SSI), assistance through the supplemental nutrition assistance program, Temporary Assistance for Needy Families (TANF), or local income-based public assistance. Alternatively, low-income individuals may also reside in a family with a total family income that does not exceed the greater of (a) the poverty line or (b) seventy percent of the [Lower Living Standard Income Level](#).
- **People with Disabilities⁷:** A People with Disabilities (PWD) is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.
- **Veterans⁸:** A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. The eligible participants in this program are veterans in at least one of the following priority groups. Each group is different and has particular characteristics; however, individual veteran participants can belong to more than one group: campaign,⁹ disabled,¹⁰ recently separated,¹¹ veterans with significant barriers,¹² and other covered veterans.¹³
- **Youth¹⁴:** For the purposes of this solicitation, a youth is an individual that meets the criteria for WIOA-eligible out-of-school youth ages 16-24.
- **Other target population(s) in geographic location(s) disproportionately impacted by COVID-19:** Applicants choosing to serve other special populations under this category must provide justification and supporting evidence to clearly and convincingly demonstrate the disproportionate impact of COVID-19 and be able to produce this documentation if requested.

All participants served with Accelerator 12 grant funds must meet WIOA eligibility requirements. Refer to the [EDD Eligibility Technical Assistance Guide](#) for Adult and Dislocated Workers and [WSD16-01 - WIOA Youth Program Requirements](#) for information on WIOA eligibility for youth. CWDB's [WIOA Title I Eligibility Technical Assistance Guide](#) also provides guidance regarding participant eligibility, acceptable documentation, and document verification.

⁵ WIOA Public Law 113-128, Section 3(38)(a) and (b)

⁶ WIOA Public Law 113-128, Section 302(36)(a)(1)

⁷ 42 U.S.C. Section 12102 1(a)(b)(c)

⁸ 38 U.S.C. Section 101

⁹ Campaign Veterans are those veterans who served on active duty in the U.S. Armed Forces during a war, or in a campaign or expedition for which a campaign badge or medal has been authorized. A list of these wars, campaigns, and expeditions can be found at the [Office of Personnel Management website](#).

¹⁰ These are veterans who are entitled to compensation under laws administered by the Department of Veterans Affairs, or individuals who were discharged or released from active duty because of a service-connected disability. For additional clarification refer to the annotation below regarding Special Disabled and Disabled Veterans.

¹¹ Recently separated veterans are those who separated from the military within the 48 months prior to application and received a DD214 for conditions other than dishonorable. Applicants must follow the participant eligibility guidelines outlined under WIOA Title I.

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

¹³ 38 U.S.C Section 4215 (a)(1)(B)

¹⁴ WIOA Public Law 113-128, Section 129(a)(1)(B)

Grantee Requirements

This section provides an overview of the grantee requirements for Accelerator 12.

Contract Process and Grantee Onboarding

Awarded grantees will be required to complete a full set of exhibits including, but not limited to, a full project budget, planned outcomes and deliverables, and partner roles and responsibilities. Exhibits will be completed with guidance from the CWDB's Program Implementation Branch prior to the subcontracting process.

High Road Community of Practice

Awarded grantees will be required to participate in Community of Practice events. The Community of Practice is a forum for grantees, staff, partners, and other key system stakeholders to share information. It provides the opportunity to solve problems and prioritize challenges addressed through dialogue and proactive thinking. Grantees and their program partners are expected to access peer and expert technical assistance, share successful program models and coordinate performance criteria and evaluation activities through the learning community.

Other Grantee Requirements

All participants served with Accelerator 12 funding in Phase II must be enrolled in WIOA and tracked in CalJOBS.

All grantees will be required to have procedures for collecting program participant source documentation in alignment with the CWDB's [WIOA Data Guide](#). A grantee guide containing additional information about allowable uses of funding, participant data reporting requirements, and other grant management policies will be provided to awarded grantees.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

The use of these funds is governed by the WIOA and its associated federal regulations, state and federal directives, and the federal Office of Management and Budget (OMB) Guidance for Grants and Agreements ([Uniform Guidance for Federal Awards 2 CFR Part 200](#)).

Annual monitoring will be conducted by the EDD Compliance Review Office and follow a similar protocol as WIOA Title I monitoring. Funds awarded under this solicitation cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs. The definition of administrative costs is provided in Appendix A on the [HRTP: WIOA 3.0 – Applying for WIOA Funds](#) document.

Section Three. How to Apply

Eligible local boards may apply for Accelerator 12 by submitting a completed Letter of Intent (LOI) form to Solicitations@cwdb.ca.gov by Wednesday, **March 20, 2024, at 5:00 pm PT** to be considered for funding. The LOI form is a standardized application template designed to collect short responses to narrative prompts. The LOI form was issued alongside the solicitation to the CWDB's eligible applicant distribution list. To request a copy of the LOI form, email Solicitations@cwdb.ca.gov.

The CWDB will evaluate all submissions and invite selected applicants to participate in a panel interview that will be scheduled prior to the grant award.

Completing the Accelerator 12 Letter of Intent Form

Organizations applying for Accelerator 12 must respond to each prompt in the LOI form (refer to the Letter of Intent prompts below). Responses should directly address the prompts. Applicants are strongly encouraged to review the full Accelerator 12 solicitation before completing the LOI form. LOI responses must be single-spaced, in 12-point Arial font (note: the LOI form will automatically default to this formatting responses with these text/font settings). The LOI form has a 1500-character limit per response box, including spaces.

Letter of Intent Prompts

Please address the following prompts using the attached LOI template.

Accelerator 12 Rubric		
Section	Description	Points
1. General Project Information	<ul style="list-style-type: none"> a. Propose an allowable funding amount request. (1 point) b. Identify total amount of proposed WIOA formula funds to be leveraged for project implementation (Phase II). (1 point) c. Identify target industry sector(s) and occupation(s). (1 point) d. Explain justification for identified industry sector(s) above. (2 points) 	5
2. Project Overview & Deliverables	<ul style="list-style-type: none"> a. Provide high level overview of the proposed project plan for both Phase I and Phase II. (5 points) b. Describe how proposed Phase I and Phase II activities align with High Road strategies. (5 points) 	10
3. Target Population	<ul style="list-style-type: none"> a. Identify the target population(s) that will be served by this project (see page 3 of the solicitation). (1 point) b. Describe how your organization will conduct outreach and engagement to recruit participants in Phase II. (2 points) c. Describe your organization's approach to addressing the barriers faced by the identified target population(s). (2 points) 	5
4. Addressing High Road Barriers	<ul style="list-style-type: none"> a. Identify any challenges your organization has experienced in developing, implementing, or scaling programming that aligns with High Road strategies. (3 points) b. Explain how this funding will help address those challenges. (2 points) 	5
Total Points Available		25

Questions about this solicitation should be sent to the CWDB’s Solicitations team, at Solicitations@cwdb.ca.gov. Please include “Accelerator 12 Solicitation” in the subject line.

Due to time constraints related to the funding timeline, the CWDB will not hold an application workshop session or post a public Q&A for this funding opportunity. Any questions received that are unrelated to this solicitation may not be addressed.

LOI Scoring & Review

Letters of Intent will be evaluated based on the quality and detail provided in each letter's responses to the prompts listed above.

The CWDB reserves the right to adjust the total number, duration, and amount of each grant award, including allocating additional funds above the requested amounts.

Interview Process

Selected applicants will be required to participate in a panel interview with representatives of the CWDB, which will be held virtually. Interviewees will be expected to discuss their proposed project at length and address follow-up questions from interview panelists. Interviews will take place between April 1 through April 19 and are expected to last approximately 60 minutes. Up to three (3) representatives from invited organizations may attend the panel interview. The CWDB will contact selected organizations to provide further details about the interview process.

The interview panel will make final award decisions based on the quality and detail of each applicant's responses during the interview. Organizations will be notified about award decisions in the weeks following the interview.

Section Four. Funding Source Information

The Workforce Accelerator Fund 12.0 is supported by the California Workforce Development Board (CWDB) in coordination with the California Employment Development Department (EDD) with Department of Labor funding totaling \$3,000,000.

