



GRANT SOLICITATION SEPTEMBER 30, 2024



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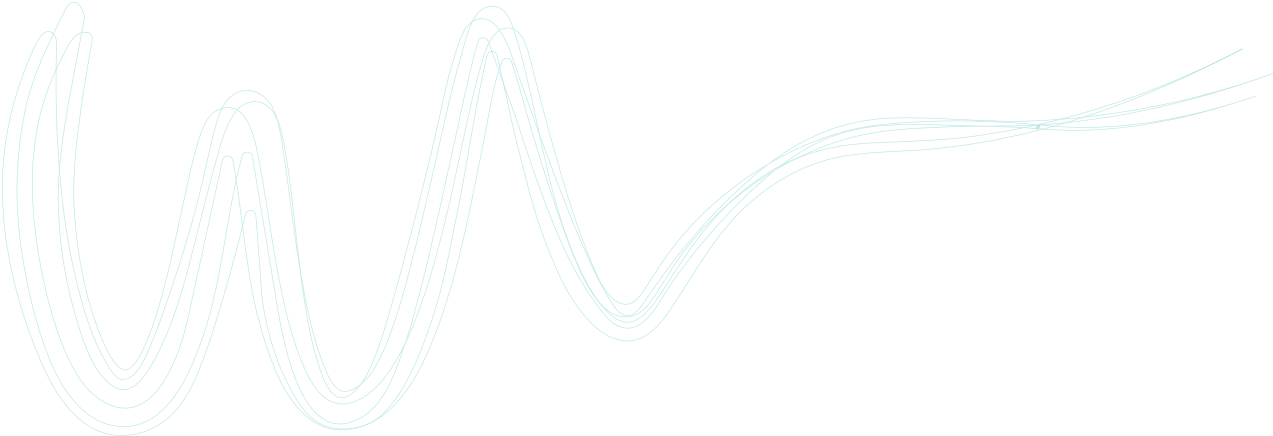
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Section One. Program Overview

Introduction

The California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency (LWDA), in partnership with the Employment Development Department (EDD), and in collaboration with the California Jobs First, are pleased to announce up to \$2,700,000 in Workforce Innovation and Opportunity Act (WIOA) Governor’s discretionary funds for the Workforce Accelerator Fund 13 (Accelerator 13) grant program

Through Accelerator 13, the CWDB seeks to fund new projects and expand existing projects that will design, develop, and implement innovative workforce service models that lead to quality jobs and accelerate employment and re-employment for California workers. Traditional workforce funding streams can be rigid, and Accelerator 13 funding is designed to allow grantees the flexibility to bridge gaps in the workforce system in ways that mobilize existing funding streams for greater employment impacts.

Workforce Accelerator Fund Background

In April 2014, the CWDB and EDD established the Workforce Accelerator Fund (Accelerator) as a new initiative for driving innovation in California’s workforce system. Since then, over \$52.5 million has been invested in 243 projects statewide. To learn more about the Workforce Accelerator Fund, please refer to the Workforce Accelerator Fund [webpage](#).

Historically, traditional workforce and education strategies have not successfully removed barriers and provided the necessary services to bridge gaps for underserved populations and communities. The Workforce Accelerator Fund supports innovative solutions that 1) accelerate quality employment outcomes for low-income and disadvantaged populations and 2) have the potential for a system-wide scale. Through a combination of seed funding and an initiative-wide support network, Accelerator provides an opportunity for the workforce system to align funding for programs and services in unique, worker-centered ways. The intent is to bring successful strategies to scale and embed them into the workforce system, ultimately leading to impactful systems change. The pillars of Accelerator are:

- **Collaboration** among partners in the development of service delivery strategies and alignment of resources to better connect disadvantaged and disconnected job seekers to employment.
- **Innovation** that creates new methods or adapts existing approaches or accelerates promising practices in workforce development and skill attainment.
- **System change** that uses these sub-grants to incentivize the adoption of proven strategies and innovations that are sustained beyond the grant period.

Accelerator 13 embeds the work of the Governor’s Unified Strategic Workforce Development Plan (Strategic Plan), California Jobs First regional priorities, and the High Road¹ vision. Its goal is to impact economic and racial equity by supporting innovative service delivery and to create pathways to good-quality jobs for workers from disadvantaged or low-income communities.

Big Idea Concept Overview

As a mechanism for driving this change, each project must identify a specific workforce system challenge or gap that existing workforce programs do not or cannot address due to current barriers as part of their project’s Big Idea. Examples include too rigid funding requirements, inadequate resources, the need for relevant expertise or new partnerships, or other obstacles.

¹ Per Chapter 2 of Division 7 of the [California Unemployment Insurance Code 14405](#), “High Road” refers to a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment.

Applicants should demonstrate the potential to increase the effectiveness, scale, and/or capacity of their project's Big Idea (and project design) through existing workforce system programs and funding streams. Successful projects should create new tools, borrow methods from other disciplines, or apply models from other sectors or populations to achieve the desired outcomes.

Applicants will clearly outline their innovation process, key areas of change, and the potential for large-scale implementation. While proposals may build on existing programs or service delivery frameworks, successful grants will demonstrate how their projects might be expanded to achieve broader population, system-wide, or regional impact.

The intent of Accelerator 13 is to fund new programs or expand previously funded projects. Successful applicants will also be able to demonstrate sustainability by identifying and connecting to, or aligning with, existing resources and efforts. These efforts should not create or reinforce service delivery silos or funding silos but rather should result in strategies that take a new or unique approach to address workforce pipeline gaps specific to these populations that can be applied, replicated, or scaled to create broader impact and system improvement.

For more information on the Big Idea Concept, please review page 8 of this RFA.

Section Two. Program Detail

The CWDB seeks to fund applications that successfully articulate a Big Idea, serve one or more of the target populations listed on page 3, and integrate at least one of the High Road elements as defined below.

- **Design Quality Jobs** that pay at or above local or regional living wages, provide health and retirement benefits, create safe working conditions, establish fair and predictable scheduling practices, including worker voice and agency, and ensure equitable and transparent career advancement opportunities. For more information on Job Quality, please review CWDB's [Job Quality Handout](#) and the U.S. Department of Labor's [Good Jobs Principles](#).
- **Ensure Equity for Workers** means gender, race, ethnicity, or other demographic characteristics do not affect access to and advancement in quality jobs. For more information on Ensuring Equity, please review CWDB's [A Road Map to Equity](#) and [High Road Overview](#).
- **Amplify Worker Voice** allows workers to participate in decisions that affect their livelihoods. These include, but are not limited to, labor unions, worker centers, labor-management partnerships, or other entities with a demonstrated history of providing consistent and independent worker voice that informs employer decision-making. For more information on Amplify Worker Voice, please review CWDB's [H RTP Essential Elements: Worker Voice](#) document.

Priority Funding Considerations

Priority consideration for Accelerator 13 funding will be given to applications that reflect one or more of the following elements:

- Connection to an existing CWDB-funded High Road project.
- Projects led by Native American tribes or tribe-serving non-profit organizations.
- Focus on strategies and services for veterans.

The CWDB encourages applicants to address the priority factors listed above, but these are not eligibility requirements.

Alignment with an Existing CWDB High Road Project

The CWDB funds a wide range of High Road projects under the [High Road Training Partnerships \(H RTP\)](#) and [High Road Construction Careers \(HRCC\)](#) grant initiatives. Accelerator 13 applicants who can demonstrate a connection to the planning and/or implementation of a current or past CWDB-funded H RTP or HRCC project are eligible to receive priority consideration. Applicants wishing to demonstrate a connection to a High Road project are required to provide a signed letter of support from the Lead Fiscal Agent of the High Road project and clearly describe how an Accelerator 13 grant award will connect participants with, support, enhance, or expand on the work of the existing High Road project. Lists of existing High Road projects can be found at the following links: [H RTP](#) and [HRCC](#).

Priority Target Populations

The CWDB will prioritize applications that propose outreach, recruitment, training, supportive service, and other strategies tailored to the unique needs of Native Americans and/or Veterans as defined below:

- **Alaska Natives, Indians, Indian Tribe, Tribal Organizations, Native Hawaiians, and Native Hawaiian Organizations:** as such terms are defined in [Workforce Innovation and Opportunity Act Subtitle D Section 166 Indian and Native American Programs](#).²
- **Veterans³:** 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,⁴ disabled,⁵ recently separated,⁶ veterans with significant barriers,⁷ and other covered veterans.⁸

All federal target population definitions are provided in this RFA as a courtesy to applicants. Awarded grantees are responsible for determining participant eligibility.

Other Eligible Target Populations

Applicants must identify either a priority target population above and/or at least one of the following:

- **English Language Learners⁹:** 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) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

² Please refer to Public Law 113-128 (WIOA) Section 3 for the official definitions.

³ 38 U.S.C. Section 101

⁴ 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.

⁵ 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.

⁶ 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.

⁷ 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.

⁸ 38 U.S.C Section 4215 (a)(1)(B)

⁹ WIOA Public Law 113-128, Section 203(7)(a) and (b)

- **Homeless and Housing Insecure**¹⁰: 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.
- **Immigrants**¹¹: 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.
- **Justice-involved Individuals**¹²: 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.
- **People with Disabilities**¹³: 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.
- **Out of School Youth**¹⁴: For the purposes of this RFA, a youth is an individual who meets the criteria for WIOA-eligible out-of-school youth ages 16-24.¹⁵
- **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.

Eligible Applicants

One entity will apply on behalf of the project and assume the role of the lead applicant, or Fiscal Agent. The CWDB recommends that the Fiscal Agent has experience managing WIOA and/or federally-funded grants and the capacity to organize and coordinate your team comprised of representatives from the partner organizations listed in the Project Core Team.

The Fiscal Agent will be the first point of contact for the CWDB and is responsible for organizing, coordinating, and reporting on project activities, deliverables, and program metrics.

Eligible Fiscal Agents include, but are not limited to:

- Community-based organizations
- Community colleges
- County social services agencies
- K-12 education entities and adult schools
- Labor-management partnerships
- Labor organizations
- Local workforce development boards
- Native American tribes and tribe-serving non-profit organizations
- Non-profit organizations
- Public universities

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

¹¹ WIOA Public Law 113-128, Sections 167(1) and 188(a)5

¹² WIOA Public Law 113-128, Section 3(38)(a) and (b)

¹³ 42 U.S.C. Section 12102 1(a)(b)(c)

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

¹⁵ Grantees serving youth are responsible for adhering to all federal and state requirements associated with serving participants under the age of 18. For more information, visit the Work Permits section of the [Department of Industrial Relations](#).

- Workforce intermediaries
- Worker centers and workers' rights organizations

A for-profit, private business or for-profit consortium of businesses cannot be the lead applicant but can listed as a partner and/or member of the Project Team.

Accelerator 13 Project Types

Accelerator 13 applicants must select from one of three application types when completing their application. Project types are determined by two factors: 1) the Project stage and 2) the lead applicant's experience managing WIOA funds. "Project stage" refers to a project's status at the start of the grant term.

New Accelerator Projects

The CWDB will fund new, unique, and innovative projects that align with the goals of the Accelerator pillars.

New Accelerator Project applicants are encouraged to take a research and development approach to prototyping new models of workforce service delivery. New projects may entail design, development, testing, piloting, and/or training implementation activities. Applicants may, for example, propose projects that modify or redirect existing service delivery or programs, adapt nontraditional approaches to workforce development, or design and develop something brand new that has real potential for success.

New Accelerator applicants must demonstrate clear goals, strategies for achieving goals, methods and indicators for measuring progress (including data tracking and reporting), and clear outcomes of the proposed strategies (including successes and lessons learned). For example, a project that proposes to improve job quality must benchmark the quality of the jobs targeted, define the elements that will improve job quality, provide a clear mechanism to demonstrate progress, and identify outcomes related to the project's target population(s).

Projects may choose to utilize:

- Tools, models, or resources that are already developed but not used in the public workforce system, with the targeted populations, or are not at scale.
- Strategies, resources, and lessons from other disciplines, applied to the workforce system and target population(s)
- New ideas that have the opportunity to be cutting edge for the workforce system and target population(s).

Application Requirements for New Accelerator Projects

New Accelerator Project proposals may include delivery of direct services to participants; however, servicing participants is not required for New Accelerator Projects. There are two application types for New Accelerator Projects:

1. New Accelerator Projects led by an organization **with** experience administering WIOA funds. These projects are eligible for a maximum award of \$250,000 and will be required to substantiate the applying organization's direct experience operating and managing a WIOA-funded program. These applicants must be well versed with WIOA Title I and the Code of Federal Regulations, Title 2 (Uniform Guidance), and able to responsibly operate and manage their grant in accordance with WIOA requirements.
2. New Accelerator Projects led by an organization **without** experience administering WIOA funds. These projects are eligible for a maximum award of \$150,000. Applicants must commit to and outline their plan to become familiar with WIOA Title I, the Code of Federal Regulations, Title 2 (Uniform Guidance), and EDD Workforce Services Branch Directives and Information Notices to responsibly operate and manage their grant in accordance with WIOA requirements

Innovation Impact Projects

Innovation Impact Project Applicants will use innovative strategies to adapt, replicate and scale previous successful project models that address economic and racial equity. This can include any project models funded with CWDB grant dollars, including Accelerator, High Road Training Partnerships, Regional Plan Implementation, etc.

Innovation Impact Project Applicants must demonstrate clear goals and proposed outcomes, strategies for achieving goals, methods for demonstrating progress (including data tracking and reporting), outcomes (including successes and lessons learned), and a plan to sustain the project beyond the grant term. For example, a project that proposes to improve job quality must benchmark the quality of the jobs targeted, define the elements that will improve quality, and provide a clear mechanism to demonstrate progress and outcomes related to the project's target population.

To be eligible for the Innovation Impact Project type, applicants must be either an existing or past CWDB grantee that has administered a WIOA-funded grant (e.g., Accelerator or HRTP WIOA 3.0). Existing grantees must have progressed through at least 75% of their grant term.

Application Requirements for Innovation Impact Projects

Innovation Impact Projects are those that have completed an initial planning process and/or conducted an initial pilot project and are seeking Accelerator 13 funds to expand, replicate, or scale. These projects may continue to conduct planning and development activities throughout the grant term; however, *Innovation Impact Projects must serve participants*. *Innovation Impact applicants* may propose a phased implementation approach that includes an initial planning phase where participants are not served followed by a second phase in which participants are served. For example, an applicant may propose designating the first six months (two quarters) of their project to planning and development activities only, with no participants served, followed by a second phase in which participants are served upon completion of the initial planning and development phase.

Innovation Impact Projects are eligible for a maximum award of \$500,000. Applicants for this project type must be well versed with WIOA Title I and the Code of Federal Regulations, Title 2 (Uniform Guidance), and able to responsibly operate and manage their grant in accordance with WIOA requirements.

Serving Participants

As noted above, New Accelerator Projects are not required to serve participants but may propose to serve participants as part of their project. The CWDB will not give preference to New Accelerator Projects that propose serving participants.

Innovation Impact Projects must serve participants during their grant term; however, they are not required to serve participants at the program's commencement. Impact projects may use six months (two quarters) for research and development activities (piloting process) but will be required to serve participants throughout the grant period.

Innovation Impact Projects and/or New Accelerator Projects that directly serve participants must serve at least one of the target populations identified in the [Target Populations](#) section of this RFA.

Participants may fall into more than one target population (e.g., a participant can be both homeless/housing insecure and a veteran and—for data reporting purposes—would be tracked as both). The Fiscal Agent is responsible for thoroughly screening and ensuring an individual is both WIOA eligible and meets the selected target population definition(s). The Fiscal Agent should be able to provide documentation showing how the individual was vetted and meets the relevant eligibility criteria. Refer to the [EDD Eligibility Technical Assistance](#)

[Guide](#) for adult and dislocated workers and [WSD17-07 - WIOA Youth Program Requirements for information on WIOA eligibility for youth](#).

If grant funds (WIOA 15% Governor’s Discretionary Funds) and/or leveraged funds are used to provide direct services to participants, the participants must be enrolled in CalJOBS and utilize WIOA performance indicators (employment and earnings). This requirement applies to Innovation Impact grantees and New grantees who are serving participants.

Project Type Comparison

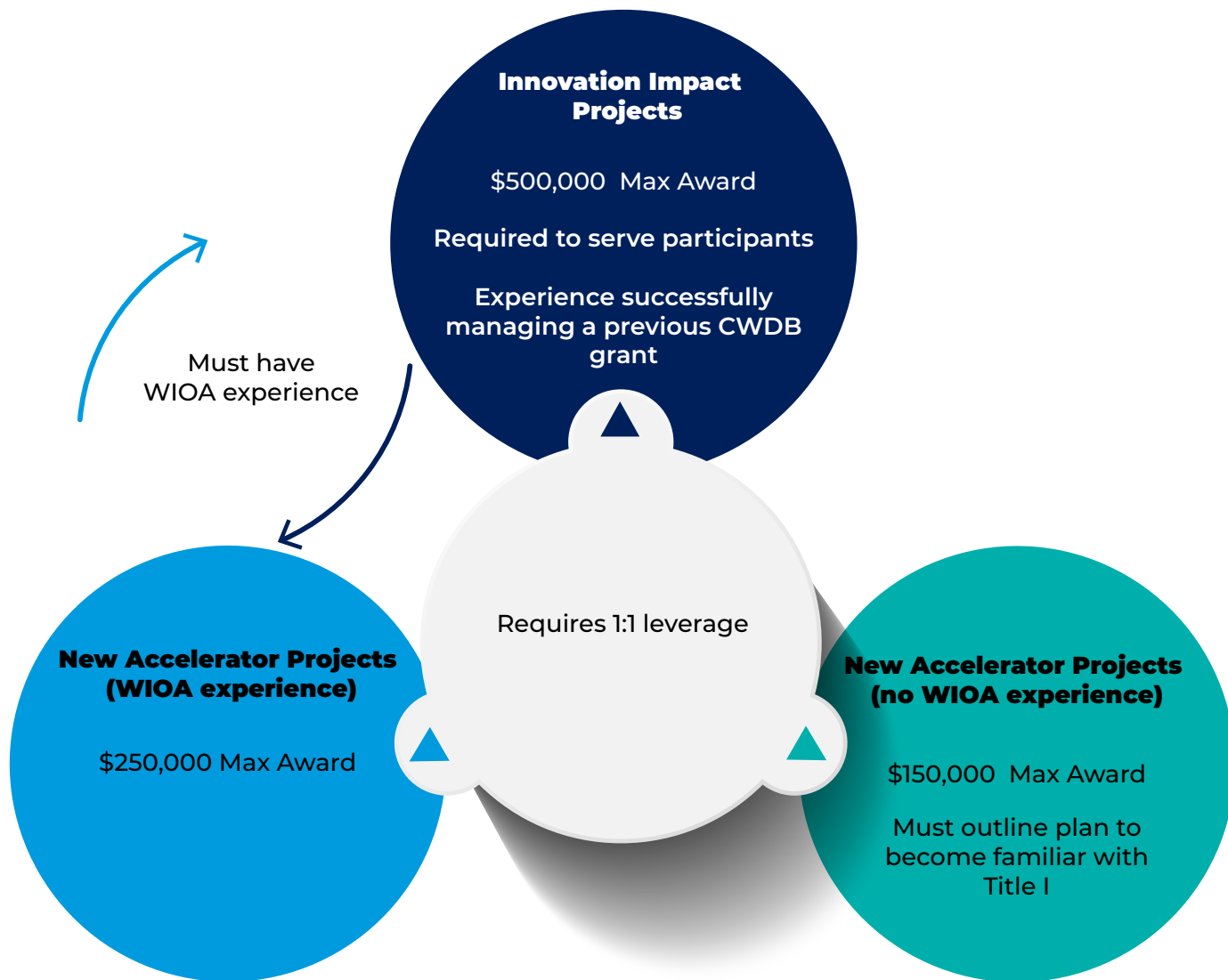


Figure 1. Comparison of Accelerator 13 project types.

The Big Idea Concept

The Big Idea is an *innovative approach that has the potential to address a specific workforce system challenge or gap, thereby accelerating quality job outcomes for the population(s) targeted by the project.*

Examples of a Big Idea include but are not limited to:

- Accelerating education, training or retraining of workers in the targeted populations.
- Developing new ways of engaging industry (employers and/or labor stakeholders) to articulate skill needs, calibrate supply and demand, develop curricula and/or training modalities, or other strategies to match job seekers with employment.
- Increasing the use of existing, or development of new industry-valued skills credentials (e.g., certificates, licenses, digital badges, stackable credentials, etc.).
- Accelerating implementation of WIOA “career services” by increasing the partners committed to integrating service delivery and/or developing strategies and tools to prepare targeted populations for training and job placement.
- Accelerating recognition of existing skills, such as prior learning assessments, and/or utilizing competency-based models that focus on learning rather than on duration of training.
- Expanding or creating apprenticeship, pre-apprenticeship or other “earn and learn” models (i.e., quality paid internships or other work-based learning opportunities).
- Improving work-based learning infrastructure that supports employers and/or that increases access and opportunities for working learners.
- Creating cross-system service alignment by bringing together systems and partners to provide support services (housing, mental health care, substance use counseling, etc.) to increase effectiveness of workforce services.
- Creating more robust services by braiding multiple funding sources or utilizing new funding models to increase scale or funding diversity.
- Increasing use of training and hiring incentives for targeted populations, including subsidized employment (e.g., on-the-job training, CalWORKs jobs programs, EDD’s Unemployment Insurance Work Sharing or other resources).
- Improving job matching and assessment strategies to accelerate employment/reemployment.
- Improving employer recruitment and hiring strategies to benefit targeted groups.
- Streamlining the use of virtual training (e.g., via use of technology) with in-person strategies for job seekers and employers.

Project Core Teams

Successful applicants will design, develop, and/or prototype tools, methods, and strategies using diverse approaches that innovate approaches presently used by workforce stakeholders. The intent is to use existing resources in new, more efficient, effective ways. As such, each applicant is required to bring a team of partners that offers unique skills and contributions to the project. Applicants must identify each team member (team members may represent organizations) and describe the role of each in developing and implementing the project. Applicants must name individuals, their background, and their contribution to the proposed project.

The ideal team is created through partnerships based on a common vision and a shared Big Idea that has the potential for meaningful and long-term change that aligns with the goals of Accelerator 13. The team can be a partnership that has worked together in the past or a new partnership brought together for the purpose of the WAF 13 project. Form should follow function—the structure of the Project Core Team and their roles are defined by the specific Big Idea and the gap or challenge being addressed. The project budget and allocation of project funding should reflect and appropriately support the role of each Project Team Member.

Project Core Team must include at least one unique member from each of the following groups:

- **Customers** – Partners who represent at least one end-use customer of the project: namely, workers and/or employers. Each project must include at least one Customer representative:
 - **Workers** – A partner who currently represents and best understands the needs of the target population(s). This individual could represent a community-based organization, worker center, worker or community advocacy group, labor organization, etc. This partner must be able to provide direct input from individual workers from the target population(s) impacted by the project.
 - **Employers** – A partner with quality jobs that need to be filled, knows how to create access to quality jobs, or is positioned to improve job quality. To the extent feasible, this partner should currently represent multiple public or private sector employers (this individual could represent an industry or business association, labor-management partnership, public agency, local government, etc.). This partner must be able to provide direct input from employers impacted by the project.
- **Experts** – Partners who understand workforce programs and are positioned to redirect existing public or private resources (e.g., workforce boards, community organizations, community colleges, K-12 schools, America’s Job Centers, county social services/public assistance providers, etc.). This partner must have direct expertise and experience with these institutions.
- **Innovators** – Partners who bring a fresh perspective from non-workforce sectors, especially in applying models that are not considered traditional workforce approaches, such as employee-owned enterprises, community benefits agreements, community or business collaboratives, hiring halls, etc. This partner will likely not come from the public workforce development system but will be able to adapt approaches to a workforce context (e.g., social enterprises, academic research entities or think tanks, social or economic policy advocates, worker centers, community grassroots organizations, labor organizations, workforce intermediaries, etc.).
- **Influencers**—Partners who are positioned to take the project’s lessons and change policy and practice in ways that can affect system change (e.g., decision-makers or leaders in government, industry, labor, community, or other areas relevant to the change that the project seeks to make).

A Core Team member may not fulfill more than one of the four Core Team roles.

Project Partners

Applicants must identify all partner organizations involved in supporting the planning, development, and/or implementation of the project in their application and identify the roles and responsibilities of each partner. Partner organizations may include, but are not limited to, employers and the organizations listed in the Eligible Applicants section of this RFA. A partner organization may or may not include a member of the Project Core team; however, applicants should note which organization each Core Team member is associated with in the *Partner Roles and Responsibilities section of the application*.

Project Sustainability

A key objective of Accelerator 13 funding is to establish and expand workforce pathways in the target occupation(s) for the target population(s) in the proposed region to be served beyond the grant term. As such, the CWDB will consider the applicant’s strategy for sustaining the proposed project beyond the term as indicated in the Project Sustainability section of the application narrative. Awarded grantees may be asked to develop and submit a sustainability plan detailing and operationalizing the project’s sustainability strategy as a deliverable prior to grant closeout.

Past Administrative Performance

For applications submitted by organizations that have received CWDB grant funding in the past, the CWDB may review its administrative records to evaluate whether a prospective Accelerator 13 grantee was able to achieve an adequate level of administrative performance under their previous CWDB grant(s). Factors that will be considered when evaluating past administrative performance include, but are not limited to, success in

achieving proposed project goals, fiscal agent performance, data collection and reporting, and the occurrence of any cash holds and/or de-obligations. Findings that indicate an organization was unable to adequately administer past CWDB grant funding may disqualify such an organization from consideration for Accelerator 13 funding.

The CWDB will collect and maintain administrative performance data for awarded Accelerator 13 grantees, which may be considered in future CWDB funding decisions.

Section Three. Program Timeline

Application & Award Timeline

Event	Details
RFA Release	Monday, September 30, 2024
Applications Due (Deadline)	Monday, October 28, 2024, at 5:00 p.m.
Award Announcement	Winter 2025
Subgrant Processing	2-3 months
Estimated Program Start Date	May 1, 2025
Grant Term	21 months

The CWDB may adjust dates after the application submission deadline on [Cal-E-Grants](#) without an addendum to this RFA. All dates in the table above are estimated and may be changed. Significant dates, including cutoff dates and review periods, will be posted on the [Accelerator 13 webpage](#).

Fiscal Agents must complete grant activities by February 28, 2027. During the closeout period, the Fiscal Agents will complete final reporting for the CWDB and EDD.

All applications must be submitted by Monday, October 28, 2024, at 5:00 PM (PST). The online application portal will automatically close once the deadline has passed. There are no exceptions to application deadlines. Any technology or inability of an applicant to submit an application by the deadline for any reason shall not be grounds for an extension of the deadline.

Weekly Q&A

To adhere to the legality and transparency requirements of the solicitation process, individual CWDB staff cannot respond directly to inquiries or engage with potential applicants during the solicitation period. The Q&A document serves as a supplement to this RFA and is intended to clarify policy about the grant and application process. Questions regarding this RFA can be sent via email to Solicitations@cwdb.ca.gov. Please use "Accelerator 13 Question" in the subject line. Cumulative questions and answers will be posted on the [Accelerator 13 webpage](#) on a weekly basis beginning Friday, October 11, 2024. Questions must be received each Tuesday by 2:00 PM (PDT) to be included in that Friday's weekly posting. The last Q&A posting will be Tuesday, October 22, and questions must be received by Monday, October 21, at 3:00 PM (PDT) to receive an answer. Questions submitted after the deadline will not be included or answered in the Q&A.

Section Four. Application Submission Instructions

All applications for Accelerator 13 funding must be submitted electronically through the [Cal-E-Grants](#) webpage. Only electronic applications submitted through the Cal-E-Grants website will be considered. Paper applications will not be accepted and will be automatically disqualified.

Applicants can find the Accelerator 13 application on [Cal-E-Grants](#) under the Funding Opportunities link (located in the upper left corner of the website) or under the CWDB link (located in the middle of the website).

To begin the application, locate and select the Workforce Accelerator Fund 13 link and select *Start Application*.

Creating a Cal E-Grants Account

Applicants must create a Cal-E-Grants account to access the Workforce Accelerator Fund 13 application.

To sign up for an account:

1. Click on the *Log In* button on [Cal-E-Grants](#).
2. Select *Sign Up*.
3. Enter the required information in the *New User Registration Form*.
4. Follow the steps to complete registration.
5. For more information on new registration, refer to the [New User Registration](#).

If a Cal-E-Grants account already exists for the organization, request the organization's primary account holder to add the applying user via the system's Manage Users function. For information on adding new users, visit [Manage Users](#).

Application Elements

Applicants must complete and include each of the following application elements to be considered for funding.

Cover Page

Input basic information about the organization and proposed project.

Applicants serving participants will need to determine whether their project will serve participants using grant (WIOA) funds and/or leveraged funds. If participants are being served, all participants must meet WIOA eligibility and reporting requirements, and CalJOBS data entry and case management will be required.

If "Yes" is selected for "Is project serving participants," the Participant Plan tab must be completed in the application. Upon review of the application, if the state determines that a project is serving participants (if "No" was selected), then the project will have to complete the Participant Plan tab, and CalJOBS data entry and case management will be required for the award.

To serve participants, an organization will provide direct services like job readiness workshops, job search assistance, coaching and mentoring, enrollment into training and/or education, etc. A staff member from your organization will provide the service or assist the individual.

WIOA Title I Declaration for New and Existing Projects

By signing and submitting an application, the "Applicant" acknowledges the following:

1. If requesting \$150,000 or less, the Applicant is aware of, willing to become familiar with, and comply with WIOA Title I and the Code of Federal Regulations, Title 2 (Uniform Guidance) to responsibly manage the grant program if awarded; or
2. If requesting more than \$150,000, an applicant is confirming they have direct experience managing WIOA-funded projects, are well versed with WIOA Title I and the Code of Federal Regulations, Title 2 (Uniform Guidance), can responsibly manage grant programs, and meet WIOA requirements if awarded. The Applicant is agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization). The applicant must accept/agree to proceed with applying for funding.

Project Narrative

Respond to the narrative questions about the proposed project. There is a 3,000-character limit per text box.

Outcomes and Deliverables

Identify specific project outcomes and deliverables and provide details relative to the proposal and intent of the project that will be completed by the end of the grant term if awarded. For each deliverable or outcome, explain how performance will be measured and how you will know if the project is successful.

Partner Roles & Responsibilities

List all partnering organizations and their roles and responsibilities as part of the Accelerator 13 project. Applicants must also identify at least one unique individual who will represent each of the Innovator, Expert, Customer, and Influencer roles of the project's Core Team as outlined in the [Project Core Team](#) section of this RFA. Include leveraged funds being provided by partners. Leveraged funds included on this tab must be included in the leveraged funds section reported in other tabs of the application (Cover Page, Expenditure Plan, and Budget Summary).

Leveraged funds outlined on this tab and in the other tabs of the application will be required to be reported in CalJOBS and produce documentation for monitoring purposes.

Note: Do not list the CWDB as a partner—the CWDB is the grant administrator.

Participant Plan

Determine the total number of participants to enroll and provide direct services and the target populations of these participants, along with the number of training and placements. When determining the number of participants to enroll and serve, applicants should consider their organization's capacity to serve and provide case management to participants in a timely manner within the grant term.

Section I. Target Population: Identify the Target Populations and Age Group (based on WIOA definitions).

Section II. Participant Plan: Enter the number of participants to be enrolled in the program, the number of participants to be enrolled in training, and the number of participants to be placed on a quarterly basis. If there are placement numbers under the placement section, provide details on placement outcomes under Question 2 of Section II.

All participants must be WIOA eligible and meet the Accelerator 13 target populations. For more information, refer to the [Participant Eligibility](#) section of this RFA.

Work Plan

The Work Plan is a tool to help projects plan the various components and milestones leading to the achievement of the project's outcomes and deliverables and assist CWDB staff supporting your project to better understand associated objectives.

In the spaces provided, enter objectives/activities with details under the Objectives/Activities section relative to the proposal and scope of work, along with the estimated completion date for each objective/activity. Objectives/activities must occur within the grant term period and should align with the proposal, scope of work, and deliverables/outcomes outlined in the Project Narrative and throughout the application. Activities can carry over between quarters, but this must be clearly outlined for each quarter.

Budget Exhibits

Organizations recommended for Accelerator awards will be required to complete budget exhibits. Detailed instructions and guidance for how to complete these exhibits can be found in [APPENDIX C](#).

Section Five. Selections and Award Process

Required Exhibits

All applicants must complete and submit the required exhibits. The Cal-E-Grants system will not allow an application to be submitted if the required fields are not complete.

Document Name/Description	Required?
Cover Page	Yes
Project Narrative	Yes
Outcomes & Deliverables	Yes
Participant Plan	Only if the project is serving participants
Work Plan	Yes
Partner Roles & Responsibilities	Yes

Application Scoring Rubrics

The table below provides an overview of the scoring categories and total points available by section, that will be used during the CWDB's application scoring process.

New and Innovation Impact Projects	
Section	Percentage of Score
Project Overview	60
Alignment with Accelerator 13 Priorities	20
Administrative Capacity	10
Project Sustainability	10
Total	100

Technical Review

All applications received will be subject to an initial round of review to ensure adherence to and alignment with the Accelerator 13 program requirements. Prior to the CWDB's application scoring process, all applications will be reviewed for the following:

- 1:1 leveraged funding
- Past grantee performance (for previously funded organizations only)
- Verification of Project Team Members that detail each party's role in relation to the proposed project

Applications that are missing the required documentation are subject to automatic disqualification.

Application Scoring Process

All applications will be evaluated and ranked in accordance with the criteria and point-scale outlined in the Application Scoring Rubrics section of this RFA.

Communication of Award Decisions

All applicants will receive an emailed communication of their award decision to the primary point of contact identified in their application following the conclusion of the application scoring process. Awarded grantees must respond via email to Solicitations@CWDB.ca.gov within three (3) business days to confirm acceptance of a grant award. Awarded applicants who do not confirm their award within this timeline may be subject to forfeiture of the award.

Acceptance of Award

Upon confirmation of acceptance of their award as outlined in the *Communication of Award Decisions* section above, awarded applicants agree to complete all required exhibit modifications as identified by the CWDB within no more than 30 calendar days, unless otherwise specified by CWDB. Failure to complete requested exhibit modifications in accordance with the timeline and specifications conveyed to the awarded applicant by CWDB may result in revocation of a grant award. Awarded applicants also agree to comply with all requirements outlined in this RFA, all terms in the subgrant agreement, and all administrative and reporting requirements communicated by the CWDB at any time following acceptance of the award through the end of the grant term. The CWDB reserves the right to revise the terms and conditions of Accelerator 13 awards throughout the grant term.

Application Exhibit Modifications

Following the award notification and prior to subgrant agreement execution, the CWDB's Program Implementation and Regional Support Branch will work directly with the point of contact listed in the awarded applicant's application to initiate the modification process. During this stage awarded applicants will be required to update application exhibits and complete and submit all required budget documents. This process is time-sensitive and requires awarded applicants to respond to all emails and return paperwork promptly to authorize funding and begin project activities by the program start date.

Subgrant Agreement Process and Timeline

CWDB partners with EDD to process and execute subgrant agreements following the award process. The subgrant agreement process will begin with CWDB program staff contacting awarded organizations to make necessary edits to application exhibits and to complete the budget for the proposal. Awarded applicants are expected to respond and make requested edits promptly. Once requested edits are made, CWDB will submit relevant documentation to EDD for subgrant agreement processing.

Any changes to an organization's contact information, including primary and fiscal point(s) of contact, as identified in their application at any point during the grant cycle must be communicated to the CWDB immediately. Failure to provide valid and current contact information and/or failure to respond to CWDB requests for information during the award process may result in revocation of a grant award.

Rejection of Funding Request

All award decisions are considered final; however, applicants not selected for award may request a summary of feedback from the CWDB scoring panel. Requests for feedback must be sent to Solicitations@CWDB.ca.gov within 30 calendar days of CWDB's award decision message. Applicants submitting such a request will receive an emailed summary of scorer comments within 10 business days of their request.

The CWDB reserves the right to waive any immaterial deviation in an application; however, the waiver of an immaterial deviation in an application shall in no way modify the document or excuse the successful applicant from full compliance with the application requirements after the sub-grant agreement is awarded.

An application may be rejected for any of the following:

- The application is incomplete or fails to meet the solicitation specifications and/or basic application requirements.

- The application contains false or misleading statements or references that do not support an attribute or condition claimed by the applicant. The application shall be rejected if, in the CWDB’s opinion, such information was intended to erroneously mislead the state in its evaluation of the application.
- The applicant has received a substantive negative contract evaluation from the State of California.
- The applicant has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990.
- It is determined that the applicant is not responsible. Examples of why an applicant may not be found responsible include:
 - No business license.
 - Submitted an application when the license is subject to suspension on the date of the application opening and/or award of the contract or during the proposed term of the Agreement.
 - Submitted an application without an authorized signature.
 - Falsified any information in the application package or has had poor performance on a previous contract with the CWDB.
- Upon license verification with the Contractor’s State Licensing Board, it is found that an applicant’s license is subject to suspension on the date of the application opening and/or award of the contract or during the proposed term of the Agreement.

Fund Source Information

Accelerator 13 is supported by the California Workforce Development Board (CWDB) in coordination with the California Employment Development Department (EDD) with Department of Labor funding totaling \$2,700,000. Funding for this RFA will be provided through the WIOA 15% Governor’s Discretionary allocation. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The CWDB reserves the right to adjust the grant term duration and amount of each grant award based on the availability of funds and performance. If additional funds become available, the CWDB reserves the right to fund additional projects solicited through this RFA and/or increase award amounts to funded projects.

Section Six. Administrative Requirements and Guidelines

Awardees/Subrecipients awarded Accelerator 13 grants must adhere to and be in compliance with the WIOA administrative requirements and participant reporting guidelines.

All sections in the Code of Federal Regulations (CFR) Part 200 and 2900 require compliance from the awarded agency (Awardee/Subrecipient). There are specific sections of the CFR linked below for reference; however, it is the Fiscal Agent’s responsibility to review all sections in the CFR to ensure all elements are understood and in compliance:

- [OMB Title 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [OMB Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

In addition, there are EDD Directives and Information Notices. While not every Directive or Information Notice is relevant for the WIOA 15% Discretionary programs, this RFA does utilize applicable ones, and CWDB program staff may share additional ones as resources during the grant period.

- [EDD Directives](#)
- [EDD Information Notices](#)

For Awardees/Subrecipients using funds to serve participants, WIOA law and sections in CFR Title 20, Chapter V, Part 681, Subpart B, and CFR Title 20, Chapter V, Part 680 require compliance.

- [WIOA Law](#)
- [CFR Title 20, Chapter V, Part 680](#)
- [CFR Title 20, Chapter V, Part 681, Subpart B](#)

For the Administrative and Additional Requirements section:

- The term Awardee/Subrecipient/Fiscal Agent refers to the awarded agency that enters into an agreement with the State of California.
- The stand-alone term Subrecipient refers to the agency/s selected by the Awardee/Subrecipient to carry out the program.

Monitoring and Audits

After subgrant agreement execution, Awardees/Subrecipients will be monitored and/or audited by the state under existing policies, procedures, and requirements governing the use of WIOA funds. The Awardee/Subrecipient is expected to be responsive to all compliance monitor's requests, provide reasonable and timely access to records and staff, facilitate access to contractors and/or Subrecipient(s), and communicate with compliance monitors in a timely and accurate manner. If performance is insufficient or the project is not performing and making progress towards deliverables, the state will consider placing the agency on cash hold and possibly de-obligating funds.

The Awardee/Subrecipient must conduct regular oversight and monitoring of all contractors and/or Subrecipients. The purpose of this requirement is to ensure that expenditures meet the cost category and cost limitation requirements of WIOA and the regulations, that there is compliance with other provisions of WIOA and the regulations, the Uniform Guidance, OMB Title 2 CFR part 200 and part 2900, and other applicable laws and regulations, and to provide technical assistance as needed. It is the responsibility of the Awardee/Subrecipient to ensure that all awarded funds comply with all regulations.

The Awardee/Subrecipient and their Subrecipients that are units of local government or non-profit organizations must ensure that audits required under OMB guidelines, CFR 200.501, are performed and submitted when due. All organizations that are Subrecipients under WIOA Title I and that expend more than the minimum level specified in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must have either an organization-wide audit conducted per Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.

- [CFR 200.327 - 200.329 - Performance and Financial Monitoring and Reporting](#)
- [CFR 200.330 - 200.332 – Subrecipient Monitoring and Management](#)
- [CFR 200.501 - 200.507 - Audit Requirements](#)

Record Retention

Awardees/Subrecipients must maintain the project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer-generated) data sources. Awardees/Subrecipients will retain all records pertinent to this contract for three years from the date of final payment on this subgrant agreement.

- [Record Retention and Access, CFR 200.333 – 200.337](#)

Local Agency Policies

As a recipient of WIOA funds, Awardees/Subrecipients must have a series of local agency policies that comply with state and federal regulations. All administrative policies are required. Policies about serving participants

are only needed when an agency is using grant funds and/or leveraged funds to serve participants. There may be additional policies that are necessary for the future and some that are not listed or mentioned in this RFA. The local agency policies will be reviewed during monitoring.

It is up to the Awardee/Subrecipient to determine which policies are applicable and draft/implement them for their program. The Awardee/Subrecipient needs to review the lists of Administrative and Participant Policies and determines which policies need to be implemented for the Accelerator grant program. The state cannot do this on their behalf. The CWDB staff can provide examples of local policies or connect Subrecipients to their local area.

Administrative Policies

Accounting Systems

- Allowable Costs and Cost Classification
- Audits and Audit Resolution
- Cash Management (including minimizing cash on hand)
- Closeout – Grants and Contracts
- Complaints and/or Grievances (participants, staff, and bidders)
- Conflict of Interest
- Debt Collection
- Incident Reporting and Grievance
- Indirect Costs
- Internal Controls/Separation of Duty
- Leveraged Resources
- Subrecipient monitoring
- Operating Expense Payments
- Payroll (salaries and fringe)
- Procurement/Purchasing
- Program Income (if applicable)
- Property Management
- Records Retention
- Salary and Bonus Limitations
- Travel

Participant Policies

Applicable for Projects serving participants

- Eligibility Determination
- Services and Training
- Supportive Services

CalJOBS: Participant Data Entry and Case Management

Awardees/Subrecipients proposing to serve participants with grant funds and/or leveraged funds are required to collect and report participant data entry and maintain case management in the CalJOBS system in a timely manner.

Prior to program enrollment into CalJOBS, Awardees/Subrecipients will need to determine WIOA eligibility and then identify the Accelerator 13 target population (as selected in the application) of the individual. An individual may fall under multiple target populations, and it is up to the Awardees/Subrecipients to determine those populations.

If an individual meets the WIOA eligibility and the selected target population, CalJOBS enrollment would occur under Title I application as an Adult, Dislocated Worker, or Youth.

For more information refer to the [Participant Eligibility](#) section of this RFA.

Eligible Activities

Accelerator 13 prioritizes regional coordination among key partners, sector-based employment strategies, skill attainment through earn-and-learn and other effective training models (including, but not limited to, apprenticeship), and the development of career pathways.

In addition, Accelerator 13 emphasizes the coordination and alignment of resources and systems to better serve all California job seekers, including those with significant barriers to employment. This RFA aims to increase workforce system capacity to serve job seekers in the targeted populations by addressing gaps or capitalizing on opportunities to bridge priority services, training or education, and ultimately employment in targeted industry sectors.

For allowable costs associated with eligible activities, see [APPENDIX B](#).

Allowable Use of Funds

The use of funds awarded in the RFA 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](#)). Appendices A and B describe the general requirements for these funds. 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 RFA cannot be used to purchase real property or construct buildings.

Administrative Costs

A maximum of 10% of the total requested amount (awarded amount) will be allowed for administrative costs. The 10% of administrative costs should include indirect costs. The definition of administrative costs is provided in Appendix A.

If awarded an Accelerator 13 grant, the maximum of 10% of administrative costs would apply to the expended total award amount and not to the total requested amount (awarded amount) when the total requested amount (awarded amount) is not fully expended at the end of the grant term.

Indirect Costs

Indirect costs are those remaining to be allocated to benefitted cost objectives after direct costs have been determined and assigned directly to the awarded amount. Costs cannot be considered indirect if the cost (in like circumstance) serves a similar purpose to costs that have been charged as direct costs ([Appendix IV & VII to Part 200](#)). See Appendix C for more about Indirect Costs.

Refer to [Indirect Cost Rates Active Directive](#) for further information.

Grant Term

The anticipated Accelerator 13 grant term is **May 1, 2025, through February 28, 2027**.

No obligation or commitment of funds will be allowed before or beyond the grant term end date. Any grant funds not expended during the grant period will be returned to the state.

The CWDB and EDD reserve the option to extend the grant term with proven justification.

Leveraged Funding Requirement

Applicants must demonstrate the ability to leverage the Accelerator 13 award at a 1:1 ratio with funds or services from other sources. The leverage needed for funds is based on the total grant funding requested. Applicants are encouraged to braid funds, leverage human capital, and utilize other resources to maximize the project's success. Leveraged resources can come from a variety of sources, including but not limited to (i) businesses, (ii) industry associations, (iii) labor organizations, (iv) CBOs, (v) education and training providers, and/or (vi) federal, state, and local government programs.

The leveraged funds may include other WIOA funds, provided this project's scope falls under the allowable activities of those funds. All leveraged funds will be subject to the reporting requirements contained in Workforce Services Directive, WSD 19-05 and Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance), Section 200.306 Cost sharing or leveraging. Leveraged funds are a contribution of funds made available to the subrecipient to be explicitly used for project activities and must be consistent with the allowable activities of the fund source. The Awardee/Subrecipient has control over and disburses these funds. The definition of "in-kind resources" is a contribution of non-cash resources explicitly used for project activities. Examples include but are not limited to donated personnel, services, and use of equipment or space. See Appendix A for more information on adequately documenting pledge contribution agreements.

Leveraging Project Staff and Partner Salaries

If not charging 100% Full-Time Equivalent (FTE) to the grant, the remaining portions of the project staff's salary can be billed towards the grant, and the remaining portions of their salary paid from a different source can be used as leverage. Applicants will need to maintain records of time spent on the grant to support this, along with the funding sources for the individual's salary. This can also be applied to project team members working on the grant program that are not compensated with grant funds.

Awardee/Subrecipient Requirements & Responsibilities

The term Awardee/Subrecipient refers to the awarded agency agreeing with the State of California.

As the first point of contact for the CWDB, the Awardee/Subrecipient is expected to:

- Be or become familiar with WIOA Title I, the Code of Federal Regulations, Title II (Uniform Guidance), and EDD Workforce Services Branch Directives and Information Notices to responsibly manage the grant program.
- Know about the project's program and fiscal status at all times. This includes but is not limited to program and partnership activities, the status of individual project teams, participant activities and data, project obstacles, expenditure status, etc.
- Have knowledge, experience, and practice in managing federal subgrant agreements and following fiscal rules and requirements.
- Be responsible for tracking and entering participant data in CalJOBS in a timely and accurate manner.
- Maintain active communication with stakeholders and the CWDB and communicate any obstacles impeding the progression/success of the project to the CWDB.
- Organize and coordinate regional activities (if applicable to the project).
- Collect and report all data, deliverables, and outcomes of the partnership to the CWDB.
- Prepare for compliance monitoring or audits by EDD and/or the Department of Labor (DOL).
- Be responsible for the Single Audit Requirement if the Subrecipient is a non-federal entity that expends more than \$750,000 in federal award funds during the program year.

- The Single Audit is a requirement that is separate from compliance monitoring. It is the subrecipient's responsibility to perform a single audit on their entire organization. The Single Audit's objective is to assure the U.S. federal government about the management and use of such funds by recipients such as states, cities, universities, non-profit organizations, and Indian Tribes. The audit is typically performed by an independent certified public accountant (CPA) and encompasses both financial and compliance components. The Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, SF-SAC.
- For more information on Single Audit Requirements, refer to the [Audit Requirements \(WSD20-03\)](#).

Fiscal Requirements

Awardees/Subrecipients need to ensure that all federal and state fiscal requirements are being met by all agencies utilizing the funds awarded under this RFA. If projects fall behind on spending or deliverables, the Awardee/Subrecipient may be put on a cash hold until the issues and concerns are remedied. If a resolution is not reached, there is a possibility that funds will be de-obligated.

Awardees/Subrecipients of WIOA funds will request grant funds through Cash Draw in CalJOBS then submit the Summary of Expenditure to show expenses, aligning with the amount of Cash Draw. Upon award, Awardees/Subrecipients will have access to the CalJOBS Cash Draw and Summary of Expenditure to receive funds.

Before completing the application, it is recommended to review the following EDD Directives:

- [EDD Directive - CalJOBS Cash Request](#)
- [EDD Directive - Allowable Costs and Prior Written Approval Information](#)
- [EDD Directive - Procurement of Equipment and Related Services](#)

Note: If leasing equipment is being considered, it must be included in the procurement analysis. Review Federal Acquisition Regulations (FAR) section 7.400 for additional information on leasing:

- [Equipment Acquisition, Subpart 7.4](#)
- [EDD Directive - Subrecipient and Contractor Distinctions](#)
- [EDD Directive - Indirect Cost Rates](#)
- [EDD Directive – Guidance on Regional Awards](#)

Contractual Services and Subrecipients

This RFA does not act as procurement, nor does it waive state and federal procurement rules and requirements. All contractual services must be competitively procured under federal and state procurement regulations and policies. See Procurement Standards ([Sect. 200.318](#)) in the Federal Uniform guidance, 2CFR200.

For more information on Procurement of Equipment, refer to [EDD Directive - Procurement of Equipment and Related Services](#).

Applicants must categorize contracted funds as either a Contractual Service or Subrecipient. Review [EDD Directive WSD 18-06](#) to distinguish between the two. Upon review of the application, if the state determines that a Subrecipient is a contractor, then procurement would be required.

Participant Eligibility

Participant eligibility is only applicable to Accelerator 13 projects serving participants. All participants served through this grant program must be WIOA eligible and meet at least one of Accelerator 13's target populations.

All participants must be registered, enrolled, and tracked in CalJOBS. Participants will be enrolled in the Accelerator 13 grant program under the WIOA Title I application as an Adult, Dislocated Worker, or Youth.

Eligibility Requirements for Adults

The eligibility requirements to serve adults must be:

- 18 years or older
- Registered Selective Service for males*

*Gender and selective service registration are based on the gender listed on the birth certificate (not assigned at birth). If male, evidence of Selective Service Registration is required. Refer to Selective Service Registration, [WSD 16-18](#),

Eligibility Requirements for Dislocated Workers

An individual who meets one of the five definitions required for certification as a Dislocated Worker:

1. Individuals must meet (a), (b), and (c) below:
 - a) Has been terminated or laid off, or has received a notice of termination or layoff from employment; and
 - b) Is eligible for or has exhausted unemployment insurance; OR has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment insurance due to insufficient earnings or having performed services for an employer that were not covered under state unemployment compensation law; and,
 - c) Is unlikely to return to a previous industry or occupation.
2. Has been terminated or laid off, or received notification of termination or layoff, from employment as a result of a permanent closure of, or substantial layoff at, a plant, facility, or enterprise; OR Is employed at a facility where the employer has made the general announcement that the facility will close within 180 days.
3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster.
4. Is a displaced homemaker. The term “displaced homemaker” means an individual who has been providing unpaid services to a family member in the home and who 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, call or order to active duty, a permanent change of station, or the service-connected death or disability of the member AND is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
5. Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of such member OR is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Incumbent Workers

To qualify as an Incumbent Worker, the employee (participant) must meet the following:

- Be a current employee of an eligible employer.
- Have been employed by the eligible employer for at least six months. If the employee has not been employed by the employer for at least six months, they would be considered a new employee.
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship.

Incumbent Workers include a separate set of eligibility requirements for employers and participants. For more information, refer to the [WSD 19-01 Incumbent Worker Training](#).

Additional Resources: Establishing Eligibility

Use the following Directives to establish eligibility:

- [WSD 15-14 WIOA Adult Program Priority of Service](#)

- [WSD 16-18 Selective Service Registration](#)
- [WSD 21-06 70 Percent LLSIL and Poverty Guidelines for 2022](#)
- [WSD 17-07 Youth Program Requirements](#)
- [WSD 18-03 Pathway to Services, Referral, and Enrollment](#)
- [Title 20 CFR Section 681.210 - Out-of-School Youth](#)
- [Title 20 CFR Section 681.220 - In-School Youth](#)
- [Public Law 113-128](#)

Right to Work Documents

All Accelerator and WIOA eligible participants entering employment services or activities must have right-to-work documents meeting one of the criteria below:

- One document from List A.
- Two Documents: One each from List B and List C.

List A: Documents that Establish Both Identity and Employment Eligibility

- U.S. Passport (unexpired).
- Permanent Resident Card or Immigrant Registration Receipt Card (Form I-551).
- An unexpired foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- An unexpired Employment Authorization Document that contains a photograph (Form I-766).
- In the case of a nonimmigrant authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A, bearing the same name as the passport and containing an endorsement of the immigrant's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A to indicate nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

List B: Documents that Establish Identity

A driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.

ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.

- School ID card with a photograph.
- Voter's registration card.
- U.S. Military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

- School record or report card.
- Clinic, doctor, or hospital record.
- Day-care or nursery school record.

List C: Documents that Establish Employment Eligibility

- U.S. Social Security card (other than a card stating it is not valid for employment).
- Certification of Birth Abroad issued by the Department of State (Form FS-545).

- Certification of Report of Birth issued by the Department of State (Form DS-1350).
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (Form I-197).
- ID card for the use of Resident Citizen in the United States (Form I-179).
- Unexpired employment authorization document issued by DHS (other than those listed under List A

Supportive Services

Supportive services are only applicable to projects using grant funds and/or leveraged funds to serve participants.

Supportive services can only be provided when participants are participating in career and training services, are unable to obtain support from other programs, and are necessary to enable a participant to participate in career and education services. A local agency policy must be developed if using grant funds to provide supportive services to participants.

- [CFR Title 20, CH V, Part 680, Subpart G – Adult and Dislocated Worker Supportive Services](#)
- [CFR 681.570 – Youth Supportive Services](#)

Examples of supportive services rules and documentation requirements that a Subrecipient will be responsible for implementing include (list is not exhaustive):

- Receipts for all expenses. If items are purchased and given to the client, there needs to be a tracking system that shows the client received the items.
- Funds provided in the form of gift cards require receipts signed by the participant and the case manager for the full amount of the gift card with matching documentation for the specific amounts in the case notes. A tracking system must be in place to show the client received the gift card. Receipts from the gift card purchase must also be provided back to the organization along with the gift card if there are unspent funds.
- Funds for gas must be tracked in a log with mapped mileage and addresses to and from the worksite.

Case Management

Case Management is only applicable to Accelerator projects using grant (WIOA) funds and/or leveraged funds to directly serve participants.

While case management is a programmatic function, the Awardee/Subrecipient is responsible for ensuring that all Awardee/Subrecipient staff and their Subrecipients serving participants with WIOA funds and/or leveraged funds are performing case management in compliance with WIOA regulations. All participants must be eligible for the WIOA program and meet eligibility requirements as an Adult, Dislocated Worker, or Youth, and complete both the registration and enrollment process in the CalJOBS system. Verification of eligibility needs to occur before any funds are spent on a participant. If a participant is not eligible for the program and WIOA funds are spent (paid) on that participant, the expense paid by the WIOA funds may be deemed unallowable.

Examples of case management (not exhaustive) include:

- Eligibility verification – supporting documentation is required.
- Creation of a participant file and clearly outlined service strategy plan.
- Detailed case notes explaining all supports to the participant.
- Justification for all funds spent on the participant that align with the service strategy plan.
- Receipts for all expenses. If items are purchased and given to the participant, there needs to be a tracking system that shows the participant received the items.

- Funds provided in the form of gift cards require receipts for the full amount of the gift card. A tracking system must be in place to document the participant receiving the gift card.
- If work experience or on-the-job training is provided, signed timesheets are required.

During monitoring, a thorough review will occur to ensure that the participant is eligible for the program and that all funds spent align with the service strategy plan and are justifiable and allowable. It is the Awardee/Subrecipient's responsibility to create participant files that contain all the necessary documentation and details to tell the story of how a participant was supported while enrolled in the Accelerator 13 grant program under WIOA.

Additionally, CalJOBS activity codes associated with services provided to the participants must be entered in on time (to reflect real-time). Refer to CalJOBS Activity Code, [WSD 19-06](#), for more information.

Reporting

Awardee/Subrecipients must have the capability to report expenditures, participant data, and outcome data to the state in a timely, thorough, and accurate manner through CalJOBS, the state's required reporting system. The state will provide training on how to use CalJOBS. If the Awardee/Subrecipient is a Local Board or RPU, work with the Management Information System (MIS) Administrator for additional assistance.

All Awardees/Subrecipients will have access CalJOBS to enter participant data, conduct Cash Draw and submit Summary of Expenditure Report. Refer to the Monthly and Quarter Financial Reporting Requirements, [WSD 19-05](#), for more information. Only the Awardee/Subrecipient using grant (WIOA) funds and/or leveraged funds to serve participants will be required to enter participant data into CalJOBS, submit participant reports, enter activity codes, and perform case management. Refer to CalJOBS Participant Reporting, [WSD 20-10](#), for more information.

Additionally, the CWDB will make progress reporting template available in the Cal-E-Grants for Awardees/Subrecipients to report project's status and activities. It is the Awardee/Subrecipient's responsibility to provide a comprehensive narrative on project activities, information on expenditures, and metrics for participants, reflecting work done by all partners. Reports will be cross-checked with CalJOBS data entry.

The CWDB may request monthly reporting if there are concerns with meeting project outcomes or issues with expenditures. In some instances, an Awardee/Subrecipient may be put on cash hold if reports are not being submitted on time, expenditures are a concern, or timely reporting in CalJOBS is not occurring.

If an Awardee/Subrecipient has to de-obligate their WIOA funds, an EDD project closeout report will be due within 60 days of the project termination date. Refer to the WIOA Closeout Requirements, [WSD 16-05](#), for more information.

Compliance

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, WIOA and its associated federal regulations, OMB Circulars, CFRs Title 2, Title 20, and Title 29, and EDD Directives and Information Notices.

Acknowledgment of Federal Funding

As required by [Public Law 101-166, Section 511](#) (Stevens Amendment), all award recipients must acknowledge federal funding in documents that communicate funding, such as press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or part with federal funds. This includes funding from the Department of Labor and the Department of Education.

Documents that communicate funding may include:

- Award Announcements
- Bid Solicitations
- Marketing materials (PowerPoints announcing funding)
- Press Releases (communicating funding, announcing a new activity or program with funding)
- Social media content
- Website content

Recipients are required to state (1) the percentage and dollar amounts of the total program or project costs financed with federal funds and (2) the percentage and dollar amount of the total costs financed by non-governmental sources.

General structure:

This [project/publication/program/website, etc.] [is/was] supported by the [federal sub-agency] of the [federal agency] as part of an award totaling \$XX [Insert total NFA amount here] with XX percentage financed from nongovernmental sources.

Example:

This Wagner-Peyser Program bid solicitation is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$361,633 with 0% financing from non-governmental sources.

Refer to [Stevens Amendment FAQs](#) for more information.

Evaluation

WIOA Sections 134 and 136(e) provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the state to determine the effectiveness of the Governor's 15% Discretionary funds in addressing the identified statewide needs. Awardees will be required to submit reports on project progress and document outcomes, which will be made available to the CWDB, EDD, and other stakeholders.

Disposition of Application

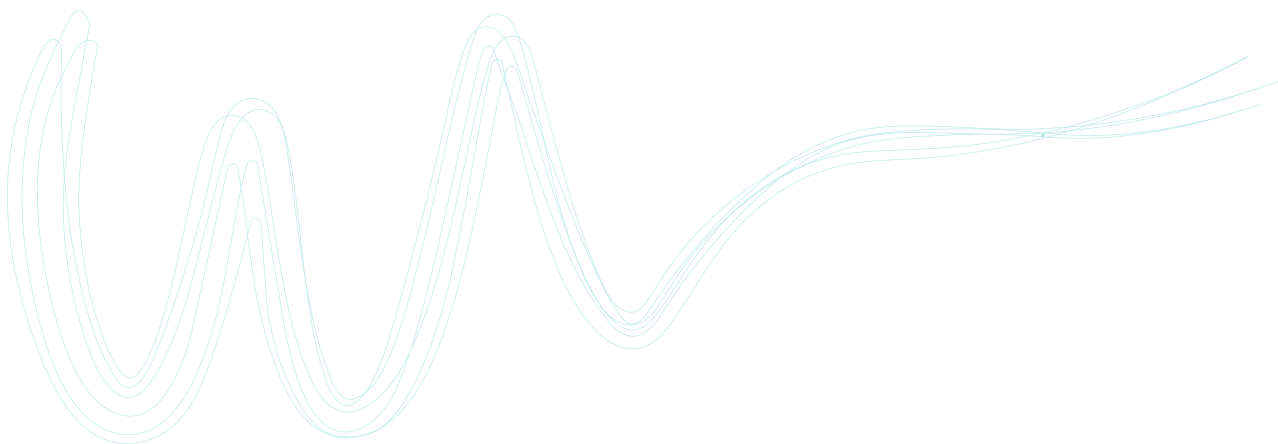
All materials submitted in response to this RFA will become the property of the CWDB and, as such, are subject to the Public Records Act ([Gov. Code, § 6250, et seq.](#)). The CWDB will disregard any language purporting to render all or portions of any application confidential.

After applications are evaluated, awarded, and posted, all applications shall be available for public inspection.

The contents of all applications, draft RFAs, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of an applicant's application shall be held in the strictest confidence until the award is made. The CWDB shall hold the content of all working papers and discussions relating to an application confidential indefinitely unless the public's interest is best served by the disclosure because of pertinence to a decision, agreement, or the evaluation of an application. An applicant's disclosure of this subject is a basis for rejecting an application and ruling the applicant ineligible to participate further in the process.

The application process does not act as procurement, nor does it waive local, state, and federal procurement rules and requirements. All contractual services must be competitively procured in accordance with state and federal procurement regulations, and policies and types of procurement must be outlined in the Supplemental Budget. Links to applicable resources are included within the Supplemental Budget.

Contracted funds must be categorized as either a Contractual Service or Subrecipient. Upon review, the state may determine that a Subrecipient is a contractor. If a Subrecipient is deemed a contractor, all procurement requirements apply.



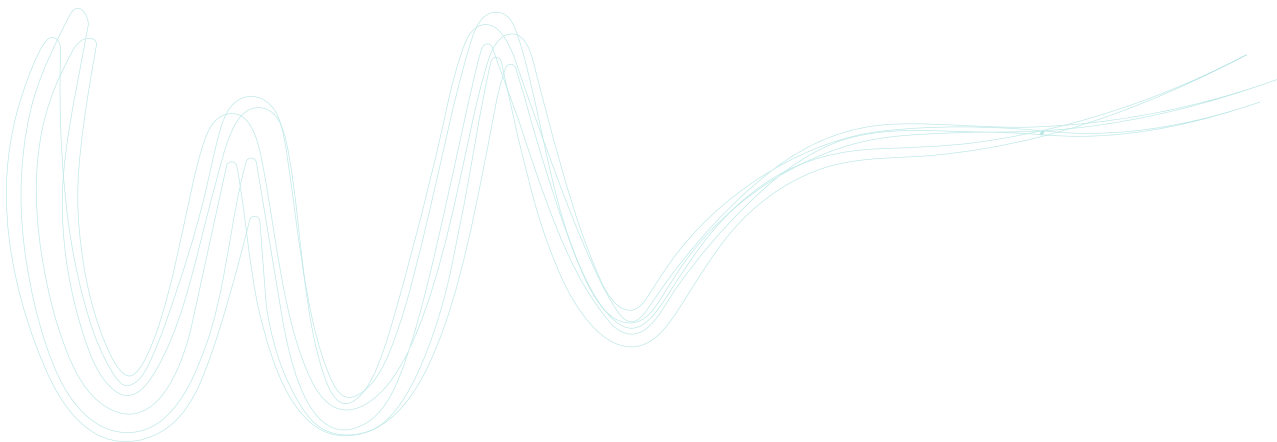
APPENDIX A. Administrative Costs

There is an administrative cost limit of 10 percent of the total funds awarded under this subgrant agreement.

The following WIOA Title I function, and activities constitute the costs of administration subject to the administrative cost limitation:

- The costs of administration are expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, and local fiscal agents and are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- The costs of administration are the costs associated with performing the following functions:
 - Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - Accounting, budgeting, financial, and cash management functions
 - Procurement and purchasing functions
 - Property management functions
 - Personnel management functions
 - Payroll functions
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
 - Audit functions
 - General legal services functions
 - Developing systems and procedures, including information systems, are required for these administrative functions.
 - Performing oversight and monitoring responsibilities related to WIOA administrative functions.
 - Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
 - Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems), including the purchase, systems development, and operating costs of such systems.
 - Specific costs are charged to an overhead or indirect cost pool that can be identified directly as administrative costs. Documentation of such charges must be maintained.
- Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
 - Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - Except as provided in paragraph (1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
 - Costs of the following information systems, including the purchase, systems development, and operating (data entry) costs, are charged to the program category
 - Tracking of performance information.

- Information relating to supportive services and unemployment insurance claims for program participants.
- Continuous improvement activities are charged to the administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.



APPENDIX B. Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) ([2 CFR Part 200](#)) and Department of Labor (DOL) exceptions ([2 CFR Part 2900](#)).

In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award.
- Be allocable to the award.
- Conform to any limitations or exclusions outlined in the award.
- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.
- Be accorded consistent treatment.
- Be determined to follow generally accepted accounting principles.
- Not be used to meet cost sharing or matching requirements of any other federally financed program.
- Be adequately documented.

Below is a high-level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide rather than a final authority for deciding whether or not a cost would be considered allowable.

The legend key below, along with the definitions, is intended to help the user understand whether a cost item is allowable or not.

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable
NS	Not Specified in the Uniform Guidance

If a cost item is denoted with two or more legend keys, users should further investigate the various information sources as they may provide additional clarity. If this effort does not provide the necessary information, the project manager or Regional Advisor should be contacted.

The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before contacting the project manager or Regional Advisor.

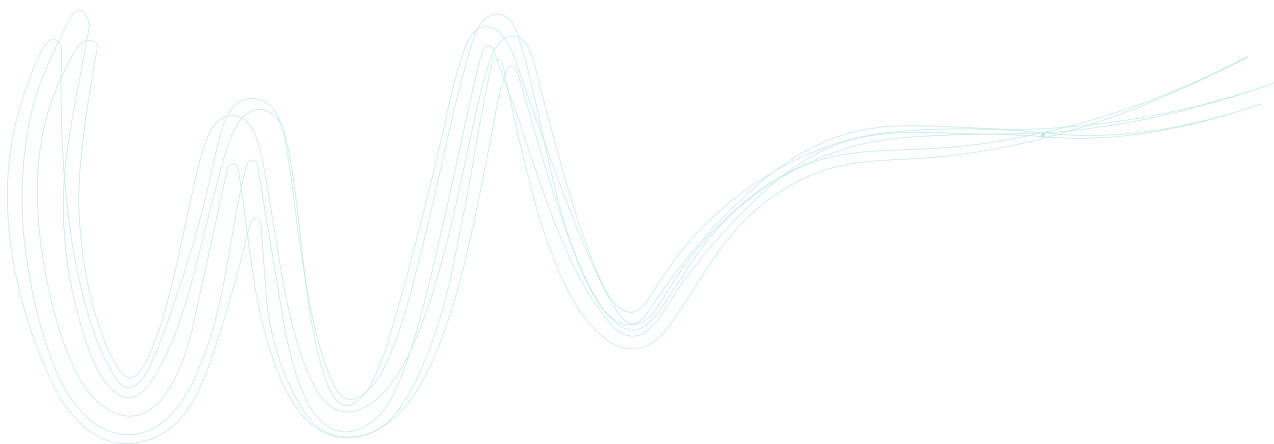
The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Cost Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	200.421	
2	Advisory councils	AC/U	AC/U	AC/U	200.422	
3	Alcoholic beverages	U	U	U	200.423	
4	Alumni/ae activities	U	NS	NS	200.424	
5	Audit services	AC/U	AC/U	AC/U	200.425	
6	Bad debts	U	U	U	200.426	
7	Bonding costs	A	A	A	200.427	
8	Collection of improper payments	A	A	A	200.428	
9	Commencement and convocation costs	AC/U	NS	NS	200.429	
10	Compensation – personal services	A/U	A/U	A/U	200.430	
11	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
16	Depreciation	AC	AC	AC	200.436	
17	Employee health and welfare costs	A	A	A	200.437	
18	Entertainment costs	U/AP	U/AP	U/AP	200.438	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
20	Exchange rates	AP	AP	AP	200.440	
21	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	200.441	
22	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
24	General cost of government	NS	NS	U/A	200.444	
25	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	200.449	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Application costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local & Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	
49	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
50	Taxes	AC	AC	AC	200.470	
51	Termination costs	AC/U	AC/U	AC/U	200.472	
52	Training and education costs	A	A	A	200.473	
53	Transportation costs	A	A	A	200.474	
54	Travel costs	AC	AC	AP	200.475	
55	Trustees	A	A	NS	200.476	



APPENDIX C. Application Budget Instructions

All organizations recommended for Accelerator 13 award, are required to complete and submit application exhibits relating to their budget.

This step is in addition to any requested edits to the Project Narrative, Outcomes and Deliverables, Participant Plan, Work Plan, and Partner Roles and Responsibilities.

Expenditure Plan

This tab must be completed before completing the Budget Summary, Budget Narrative, and Supplemental Budget tabs. Responses from the Expenditure Plan will pre-populate/validate responses in other sections of the application. An error message may appear or experience lost data as a result of not completing this tab first.

When completing the Expenditure Plan, ensure the following:

- List the quarterly planned expenditures and cumulative planned expenditures for the proposed budget. Costs are divided into two categories: Grant Funds (WIOA 15%) and Leveraged Funds .
- Grant Funds (WIOA 15%) refers to the amount of funding of request (or is awarded) from the CWDB.
- Leveraged and funds refers to funds contributed at one-to-one ratio of the Total Award Amount.
- WIOA formula dollars can only be used as leveraged funds and cannot be used as match funds.
- Funding Plan: Grant Funds (WIOA 15%) refers to the amount of funding requested (or is awarded) from the CWDB. Of this total request, awarded organizations must identify how much will be used for grant administration* (Total Administration - 10% Cap) and how much will be used for the actual program (Total Program Cost). The same amounts reported for these two areas on this tab/section should be the same reported on the Budget Summary.
- Expend Plan: Awarded organizations must enter quarterly spending projections for both grant funds and leveraged funds. Quarterly Planned Expenditures refers to the amount of funds that is planned to expend on a quarterly basis and the funds requested (or awarded) from the CWDB. Quarterly Planned Leverage refers to the amount of leveraged funds that is planned to expend on a quarterly basis from the awarded organization and/or contributing partners.

Note, grant administrative costs are associated with administrative and general functions of the Awardee/ Subrecipient to operate and oversee the grant. These are expenses that support the overall organization and program. These typically include staff salaries for administrative roles, accounting and audit, legal fees, and other allocation of program administrative support and expenses. Administrative costs cannot exceed 10% of grant funding.

Budget Narrative

The Budget Narrative is used to further elaborate on details of the budget. On this tab, provide details to justify each line-item allocation. Under each line item, there are specific instructions on what details need to be included for each proposed expense (cost), along with the amount per expense (cost). If there are multiple expenses (costs) within a line item, each expense (cost) must be covered separately with individual details and amount outlined, totaling the full line-item allocation.

When completing the Budget Narrative tab, ensure the following:

- Enter the grant fund allocation for each applicable line item and provide relative details (i.e., cost breakdown, the purpose of the cost, etc.) for each proposed allocation. Allocation amounts of the applicable line items in this tab should mirror exactly each line item in the Grant Funds (15% WIOA) column on the Budget Summary. This tab accounts for grant funds only, so do not include leveraged funds in the Budget Narrative.

- Total Award Amount: Cannot exceed the Total Award Amount requested.
- Staff Salaries and Benefits: List the job title and provide a description of responsibilities for the job title, determine the FTE, number of months (may be for the full or partial grant term), and enter amount for Staff Benefits. There is a formula embedded in the system, so the Total Salary and Total Staff Salaries and Benefits will auto-calculate.
- This line item should only include staff from the awarded organization. Staff of organization(s) listed under the Contractual Services and/or Subrecipient line items should not be included under the Staff Salaries and Benefits line item.
- The CWDB has adopted the Workforce Innovation and Opportunity Act (WIOA) salary and bonus limitations for all CWDB-managed grant initiatives. This adopted policy applies to Awardees/ Subrecipients receiving WIOA program funds and fiscal agents receiving state program funds. Refer to Salary and Bonus Limitations for 2023, [WSDD-242](#), for more information.
 - As of January 1, 2023, the current salary and bonus limit for full-time grant-funded staff is \$212,100. The salary and bonus limit does not factor in the cost of employee benefits. The CWDB reserves the right to deny claims for the cost of benefits for employees working on the grant program if they are unreasonable, unsupported, or exceed allowances.
 - For salaries within 25% of the salary and bonus limit, prorated based on the percentage of time staff is assigned to the grant (according to the 2023 rate, this is \$159,075 or more for a position working full time on the grant), a Salary and Bonus Justification Form may be required. Details and supporting documentation demonstrating how and why the salary rate was determined must be provided.
- Indirect Costs: A de minimis rate of 10% of modified total direct costs (MTDC) can be used for Indirect Costs. In order to qualify for the minimis rate 10%, the awarded organization must never have received a prior approved indirect cost rate. To determine the 10% of MTDC, it is the 10% of the total of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. This method may be used indefinitely for all grants until the awarded organization chooses to negotiate a rate, which can be done at any time.
 - If awarded organization has a **NICRA** or **Negotiated Indirect Cost Rate Agreement** and choose to use the **NICRA**, proof of the approved rate and the Cognizant Agency will need to be included in the budget exhibits and supporting documentation will need to be uploaded with the application. However, the administrative costs must not exceed 10%.

Budget Summary

The Budget Summary lists all line-item allocations of the proposed budget. Costs are divided into two categories: Grant Funds (WIOA 15%) and Leveraged Funds (Match). Grant Funds (WIOA 15%) refers to the amount of funding you are requesting from the CWDB. Leveraged Funds (Match) refers to the amount of leveraged funds from your organization and/or contributing partners.

When completing the Budget Summary tab, ensure the following:

- Grant Funds (WIOA 15%) = All grant funds must be allocated to a line item. Select the line item that best fits. For costs that do not fit under any of the available line items, use the “Other” line item (you will have to provide details/description for “Other Costs” on the Budget Narrative).
- Total Grant Funds = Total amount of funding the Applicant is requesting from the CWDB. This amount will auto-populate once the Budget Summary table is filled out.

- Administrative Costs = Amount of requested funds that will go towards administrative costs to operate/ manage the grant. Administrative costs cannot exceed 10% of the Total Award Amount (or requested amount). The Applicant will manually enter this amount. This should match what was entered on the Expenditure Plan tab.
- Program Costs = Amount of requested funds that will go towards the grant program itself. This amount will auto-populate once Administrative Costs are entered by the Applicant. Additional clarity for select line items:
 - The number of full-time equivalents: Total of individual FTE for all staffed positions outlined in Budget Narrative.
 - Staff Benefit Rate: Average staff benefit rate from all staffed positions outlined in Budget Narrative.
 - Small Purchase: Equipment items with a unit cost of under \$5,000.
 - Equipment Purchase: Equipment items with a useful life of more than one year and/or with a unit acquisition cost of \$5,000 or more are charged to the project. Additional guidance/instructions are found in the Supplemental Budget. Note: If grant funds are allocated to Equipment Purchase, Leased Equipment, Contractual Services, or Subrecipient line items, the Supplemental Budget must be completed.
 - Contractual Services: Definitions/guidance on Contractors can be found in the Supplemental Budget (Subrecipient and Contractor Distinctions – see WSD 18-06).
 - Subrecipient: Definitions/guidance can be found in the Supplemental Budget (Subrecipient and Contractor Distinctions – see WSD 18-06).
 - Indirect Costs: A de minimis rate of 10% of modified total direct costs (MTDC) can be used. In order to qualify, the awarded organization must never have received a prior approved indirect cost rate. This method may be used indefinitely for all grants until the Subrecipient chooses to negotiate a rate, which can be done at any time. If awarded organization has a Negotiated Indirect Cost Rate Agreement (NICRA), you must provide proof of this rate and the Cognizant Agency by entering this information where applicable throughout the budget and uploading the supporting documentation with this application. For more information, see the Indirect Costs Section of the Budget Narrative tab/section above.
- Leveraged Funds = Amount, Type and Source of Leveraged Funds for any line allocations that indicate leveraged funds.

Supplemental Budget

The Supplemental Budget is used to identify expenses listed in the following line items, Equipment Purchase, Leased Equipment, Contractual Services, and/or Subrecipient, and must be completed. Instructions, guidance, and resources are outlined in each section of the tab.

The solicitation/application process of the Accelerator does not act as procurement, nor does it waive state and federal procurement rules and requirements. All Contractual Services must be competitively procured following federal and state procurement regulations, and the policies and type of procurement must be outlined in the Supplemental Budget. Refer to ([Procurement Standards \(Sect. 200.318\)](#)) in the Federal Uniform Guidance, 2 CFR 200. All resources applicable to procurement are linked within the Supplemental Budget. Applicants must categorize contracted funds as either a Contractual Service or Subrecipient. Review Subrecipient and Contractor Distinctions, [WSD 18-06](#), (also found within the Subrecipient and Contractors section of the Supplemental Budget) to distinguish between the two. Upon review, if the state determines that a Subrecipient is a Contractor, then procurement would be required.

When completing the Supplemental Budget tab, ensure the following:

- Sections I, II, and III: If data are entered in any of these sections, all fields should be complete with information.

- For Section I. Equipment: If data are entered, applicants must complete a Prior Written Approval Form. The CWDB Program Team will provide this form. Once complete, upload the document into the Upload Document tab in the Cal-E-Grants System.

