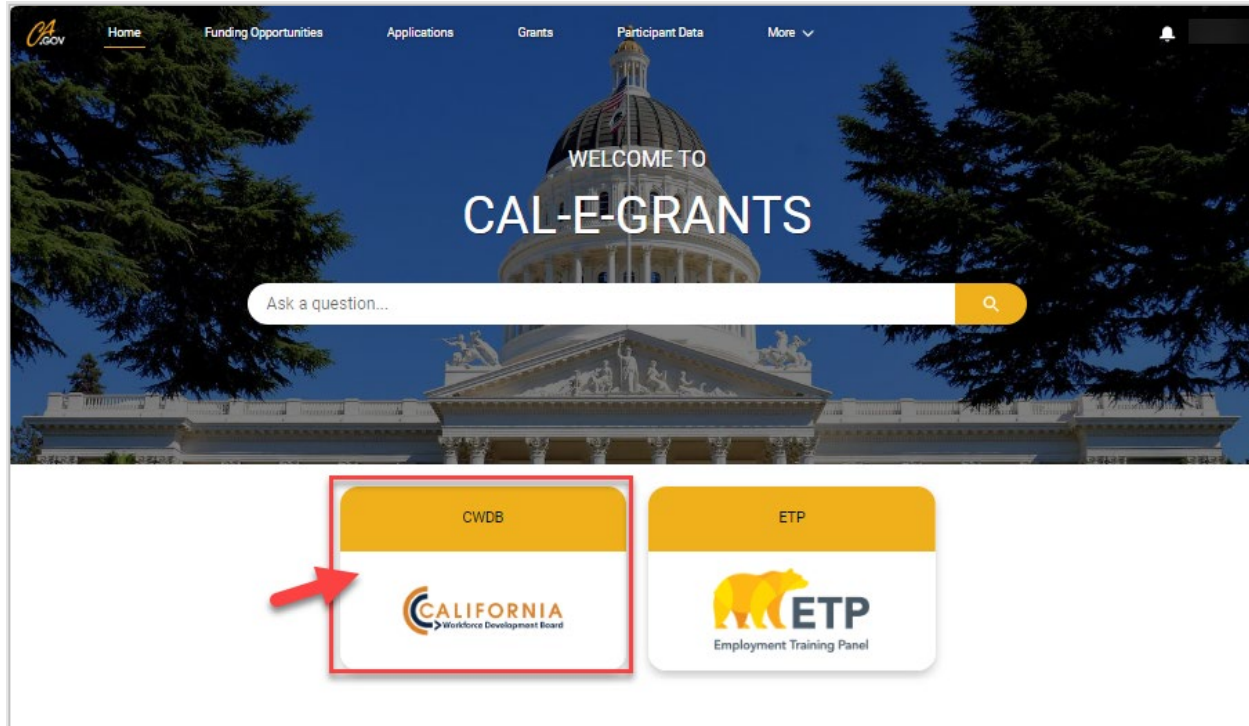


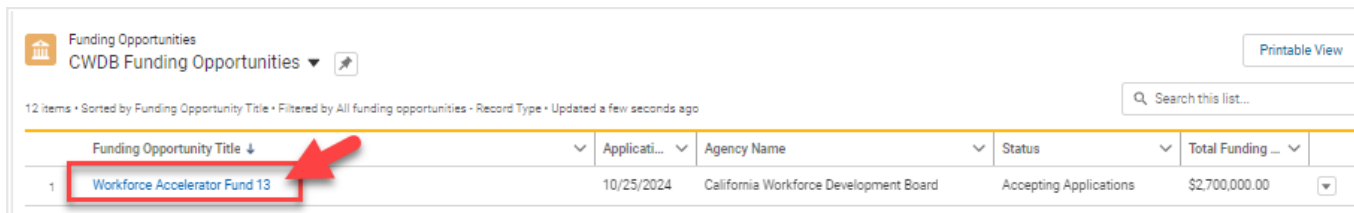
# CAL-E-GRANTS REFERENCE GUIDE: WORKFORCE ACCELERATOR FUND APPLICATION

Applicants must first log into the Cal-E-Grants system to apply for funding. Please refer to the [New User Registration](#) reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system.

1. From the Cal-E-Grants landing page, select the **CWDB** button.



2. Select the **Workforce Accelerator Fund 13** link from the Funding Opportunities Title list.



3. Select the **Apply** button at the top right of the page to begin the application.

Agency Name	Status	Application Due Date	Type
California Workforce Development Board	Accepting Applications	10/25/2024	Open/Competitive Solicitation

4. Select an application category from the drop down list.

Then select the **Next** button.

**Note:** Only one application per category can be chosen.

Select Application Category

Select Category

- WAF 13 - Innovation Impact
- WAF 13 - New without WIOA experience
- WAF 13 - New with WIOA experience

Select Application Category

WAF 13 - Innovation Impact

Next

5. Complete all required fields noted with a red asterisk. (\*)

The **Lead Agency Applicant** will pre-populate with the company name provided in user registration.

**Note:** Circles with an “i” are help bubbles. Hover over them to show definitions of fields.

The screenshot shows the 'Cover Page' of an application form. It contains several required fields marked with a red asterisk: 'Lead Agency Applicant' (pre-filled with 'ETP'), 'Project Name', 'Requested Amount', 'Cash or In-Kind Leverage', 'Industry' (with 'Available' and 'Chosen' dropdowns), and 'Target Occupation'. A blue help bubble is positioned over the 'Requested Amount' field, containing the text: 'Applicants can submit up to the maximum amount, however based on applications submitted and awarded, the granted amount may be adjusted.' The form is set against a background with a wavy pattern at the bottom.

6. Complete the **Approval of Authorized Representative** section.

Select the **Save** button.

**Note: Signature** is a typed field and **Submission Date** will auto populate when the application is submitted.

Approval of Authorized Representative

\* Authorized Representative

\* Signature

Submission Date

Cancel Save & New Save

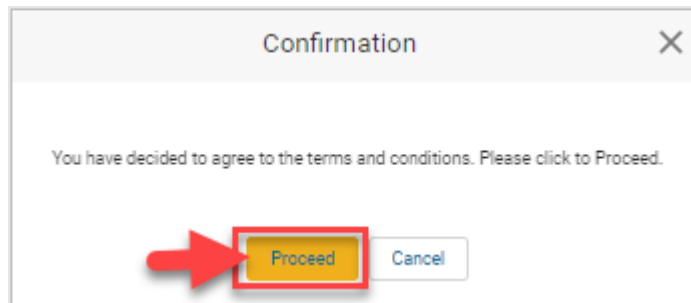
7. Applicant will be taken to the application **Cover Page**.

To proceed with the application, read the **WIOA Title 1 Declaration** and select the **I Agree** button.

The screenshot displays the application interface for 'Application Test'. At the top right, there are buttons for 'Submit', 'Print View', and 'Delete'. Below this, the 'Requested Amount' is \$5,000.00 and the 'Application Type' is 'WAF 13 - Innovation Impact'. A progress bar shows the current status as 'Application In Progress', with other stages being 'Application Submitted', 'Application Under Review', 'Edit for Contract', 'Award In Progress', and 'Award Converted to Grant'. The 'Cover Page' is selected in the navigation menu, with other options including 'Narrative', 'Outcomes & Deliverables', 'Expend Plan', 'Budget Narrative', 'Supplemental Budget', 'Budget Summary', 'Work Plan', and 'Participant Plan'. The 'WIOA Title 1 Declaration' section is expanded, showing a declaration text and two numbered points. At the bottom right of this section, the 'I Agree' button is highlighted with a red box and a red arrow pointing to it. Below the declaration, the 'Cover Page' section is also expanded, showing fields for 'Lead Agency Applicant' (ETP), 'Project Name' (Test), 'Requested Amount' (\$5,000.00), and 'Cash or In-Kind Leverage' (\$55,000.00). The 'Total Project Budget' is \$60,000.00.

8. A pop up will appear confirming the applicant's choice to agree with the **WIOA Title 1 Declaration**.

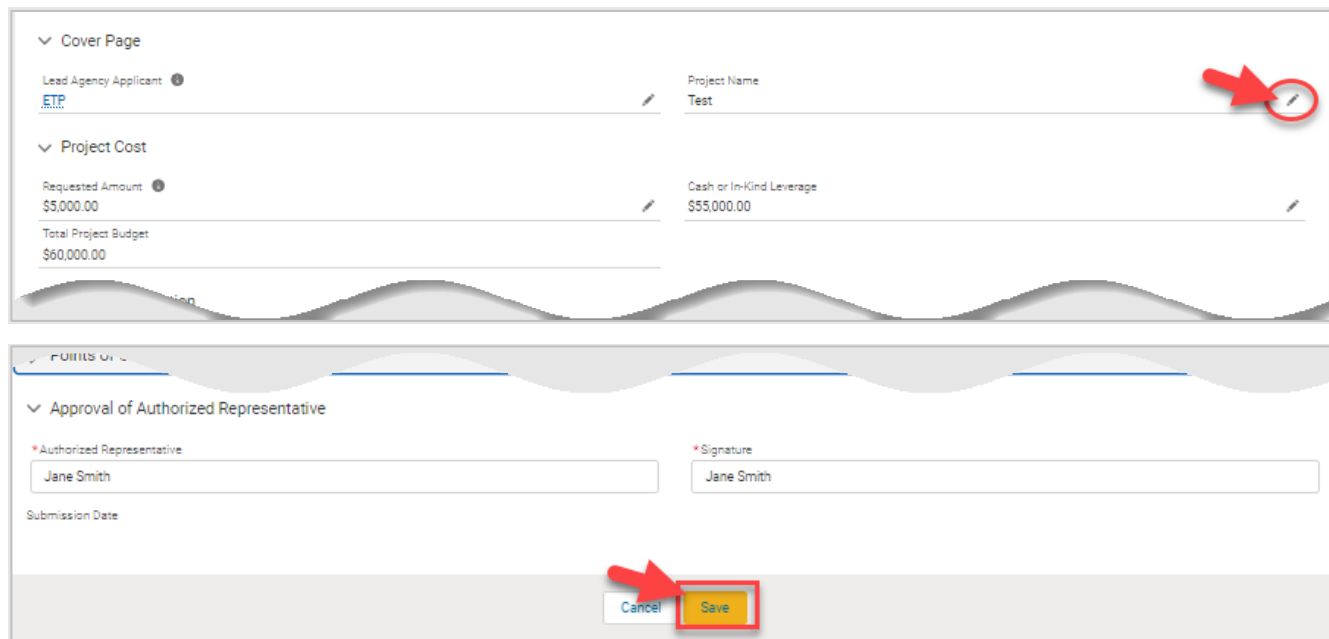
Select the **Proceed** button to continue.



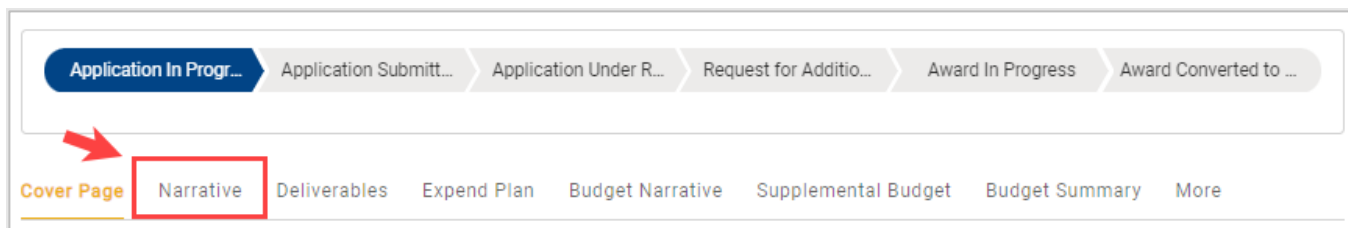
9. Applicant will be returned to the **Cover Page**.

Review the information on the page. If any edits are needed, select the *pencil* icon to the right of the field that needs to be changed.

Once changes are complete, select the **Save** button.

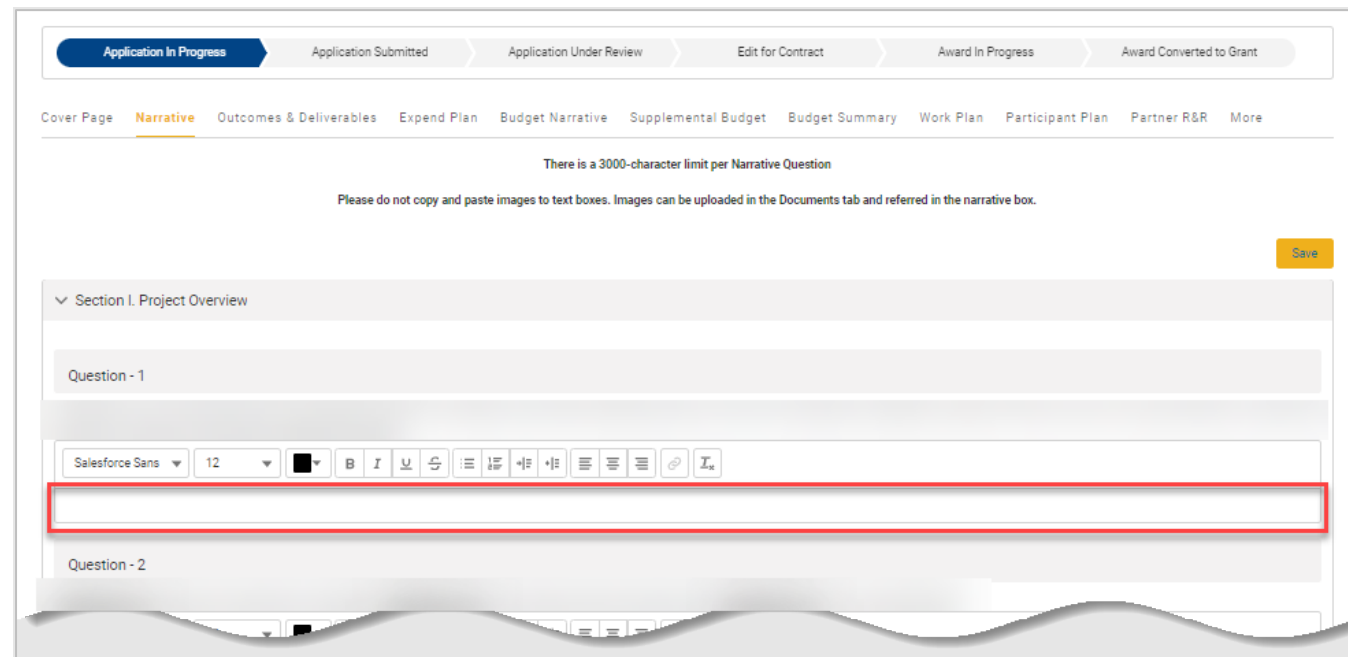
A screenshot of the 'Cover Page' form. The form is divided into sections: 'Cover Page', 'Project Cost', and 'Approval of Authorized Representative'. The 'Cover Page' section includes 'Lead Agency Applicant' (with a pencil icon) and 'Project Name' (with a pencil icon). The 'Project Cost' section includes 'Requested Amount' (\$5,000.00), 'Total Project Budget' (\$60,000.00), and 'Cash or In-Kind Leverage' (\$55,000.00). The 'Approval of Authorized Representative' section includes 'Authorized Representative' (Jane Smith) and 'Signature' (Jane Smith). At the bottom, there are 'Cancel' and 'Save' buttons. A red arrow points to the pencil icon next to 'Project Name', and another red arrow points to the 'Save' button.

10. To move to the next area of the application, select the **Narrative** tab from the Navigation Bar.



11. Fill in all fields for **Section I: Project Overview**.

**Note:** All fields have a 3000-character limit at time of submittal.



12. Fill in all fields in **Section II: Alignment with Accelerator 13 Priorities.**

**Note:** All fields have a 3000-character limit at time of submittal.

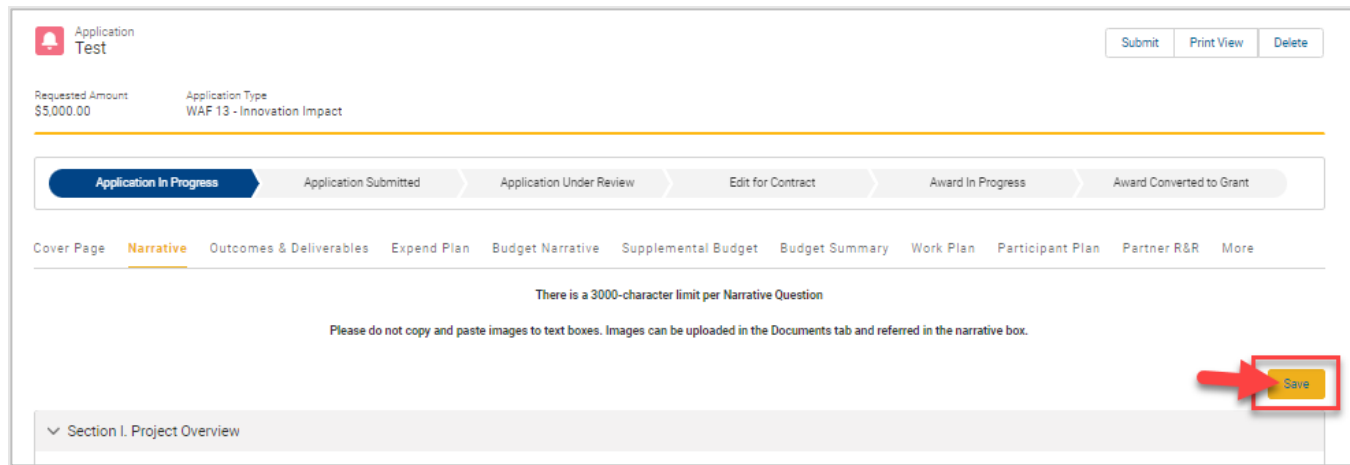
Certain questions are conditional. An additional field may appear depending upon the applicant's answer.

The screenshot shows a web-based application form. At the top, there is a section header: "Section II. Alignment with Accelerator 13 Priorities". Below this, there are several question fields. The first visible question is "Question - 8", which has two radio button options: "Yes" (selected) and "No". A red circle with the number "1" points to these radio buttons. Below "Question - 8" is "Question - 8.1", which is a large text input field. A red circle with the number "2" points to this text field. Above the text field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, etc.) and font settings (Salesforce Sans, size 12). Below "Question - 8.1" is "Question - 9", which is partially visible at the bottom of the screenshot.



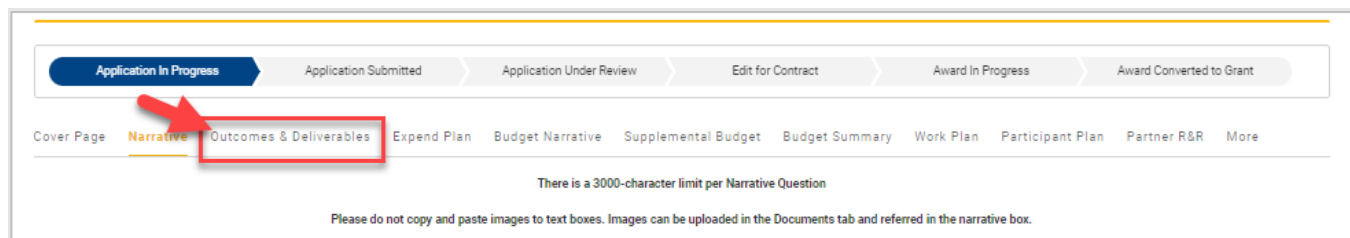
13. When applicant has finished entering information, go to the top of the page and select the **Save** button.

**Note:** Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



The screenshot shows the top of the application interface. At the top right, there are buttons for 'Submit', 'Print View', and 'Delete'. Below this, the 'Requested Amount' is \$5,000.00 and the 'Application Type' is WAF 13 - Innovation Impact. A progress bar shows the current status as 'Application In Progress'. Below the progress bar is a navigation bar with tabs: 'Cover Page', 'Narrative', 'Outcomes & Deliverables', 'Expend Plan', 'Budget Narrative', 'Supplemental Budget', 'Budget Summary', 'Work Plan', 'Participant Plan', 'Partner R&R', and 'More'. The 'Narrative' tab is currently selected. Below the navigation bar, there is a warning: 'There is a 3000-character limit per Narrative Question' and a note: 'Please do not copy and paste images to text boxes. Images can be uploaded in the Documents tab and referred in the narrative box.' At the bottom right, a yellow 'Save' button is highlighted with a red arrow.

14. To move to the next area of the application, select the **Outcome & Deliverables** tab from the Navigation Bar.



This screenshot is similar to the one above, showing the same application interface. However, the 'Outcomes & Deliverables' tab in the navigation bar is now selected and highlighted with a red arrow. The 'Narrative' tab is no longer selected. The rest of the interface, including the progress bar and warning messages, remains the same.

15. Fill in all the fields for the section.

When the applicant has finished entering all information, go to the top of the page and select the **Save** button.

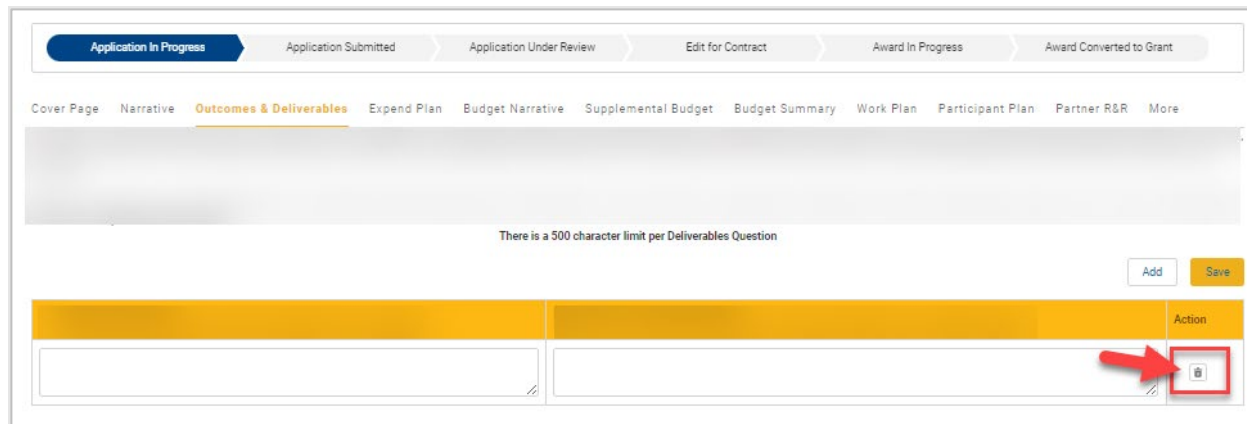
**Note:** All fields have a 500-character limit per field at time of submittal.

The screenshot shows the 'Outcomes & Deliverables' section of the application. At the top, there is a progress bar with steps: Application In Progress (selected), Application Submitted, Application Under Review, Edit for Contract, Award In Progress, and Award Converted to Grant. Below the progress bar is a navigation menu with options: Cover Page, Narrative, Outcomes & Deliverables (selected), Expend Plan, Budget Narrative, Supplemental Budget, Budget Summary, Work Plan, Participant Plan, Partner R&R, and More. The main content area contains a text input field with a placeholder text: 'There is a 500 character limit per Deliverables Question'. Below this is a table with a yellow header row and one data row. The data row has two empty text input fields. A red circle with the number 1 points to the first input field. To the right of the table is an 'Action' column with a 'Save' button highlighted by a red circle and the number 2.

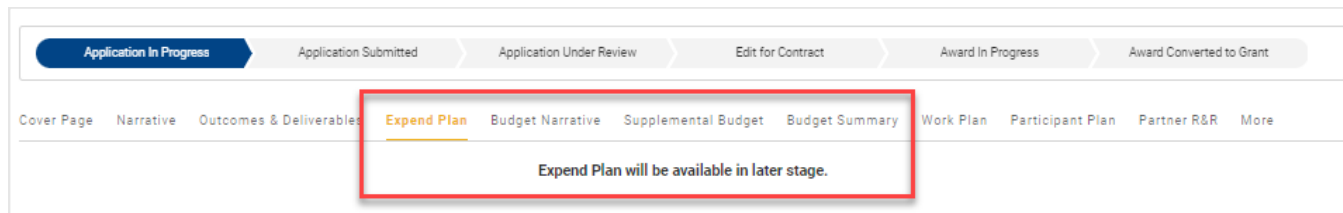
16. To add additional deliverable lines, select the **Add** button at the top right of the section.

The screenshot shows the 'Outcomes & Deliverables' section of the application. At the top, there is a progress bar with steps: Application In Progress (selected), Application Submitted, Application Under Review, Edit for Contract, Award In Progress, and Award Converted to Grant. Below the progress bar is a navigation menu with options: Cover Page, Narrative, Outcomes & Deliverables (selected), Expend Plan, Budget Narrative, Supplemental Budget, Budget Summary, Work Plan, Participant Plan, Partner R&R, and More. The main content area contains a text input field with a placeholder text: 'There is a 500 character limit per Deliverables Question'. Below this is a table with a yellow header row and one data row. The data row has two empty text input fields. To the right of the table is an 'Action' column with an 'Add' button highlighted by a red circle and an arrow, and a 'Save' button.

17. To delete extra rows, select the *trash* icon to the right of the fields.



18. The next four tabs: **Expand Plan, Budget Narrative, Supplemental Budget, and Budget Summary** will be available at a later stage and may be skipped now.



19. To move to the next area of the application, select the **Work Plan** tab from the Navigation Bar.

The screenshot shows the 'Work Plan' tab selected in the navigation bar. A red arrow points to the 'Work Plan' tab, which is highlighted with a red box. The interface includes a progress bar at the top with stages: Application In Progress, Application Submitted, Application Under Review, Edit for Contract, Award In Progress, and Award Converted to Grant. Below the navigation bar, there is a table with columns for Objectives/Activities, Estimated Completion Dates, and Action. The table lists five quarters, each with a '+ Add' button. A 'Save' button is located in the top right corner of the table area.

Objectives/Activities	Estimated Completion Dates	Action
Quarter 1:		+ Add
Quarter 2:		+ Add
Quarter 3:		+ Add
Quarter 4:		+ Add
Quarter 5:		+ Add

20. Select the **+Add** button to add in line items for each quarter.

Enter in the description and the estimated completion date.

**Note:** The date must fall within that designated quarter.

Date can be typed in or use the calendar pop up.

The screenshot displays the 'Work Plan' section of the application. At the top, there is a navigation bar with tabs: Cover Page, Narrative, Outcomes & Deliverables, Expend Plan, Budget Narrative, Supplemental Budget, Budget Summary, Work Plan (selected), Participant Plan, Partner R&R, and More. Below the navigation bar is a 'Save' button. The main content area is a table with three columns: 'Objectives/Activities', 'Estimated Completion Dates', and 'Action'. The table is organized by quarters, from Quarter 1 to Quarter 4. In the 'Quarter 1' row, the 'Objectives/Activities' column has a text input field, and the 'Estimated Completion Dates' column has a date input field with a calendar icon and the placeholder text 'MMM d, yyyy'. A red callout '2' points to the 'Objectives/Activities' input field. The 'Action' column for Quarter 1 has a '+ Add' button, which is highlighted by a red callout '1'. Below the Quarter 1 row, there are rows for Quarter 2, Quarter 3, and Quarter 4, each with a '+ Add' button in the 'Action' column.

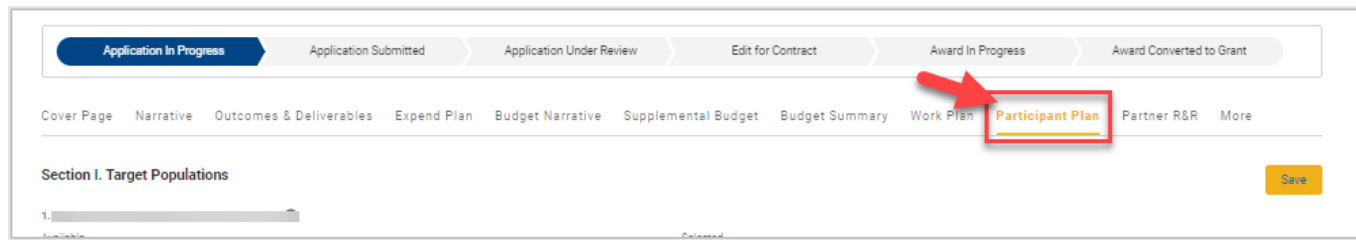
21. When applicant has finished entering information, go to the top of the page and select the **Save** button.

**Note:** Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.

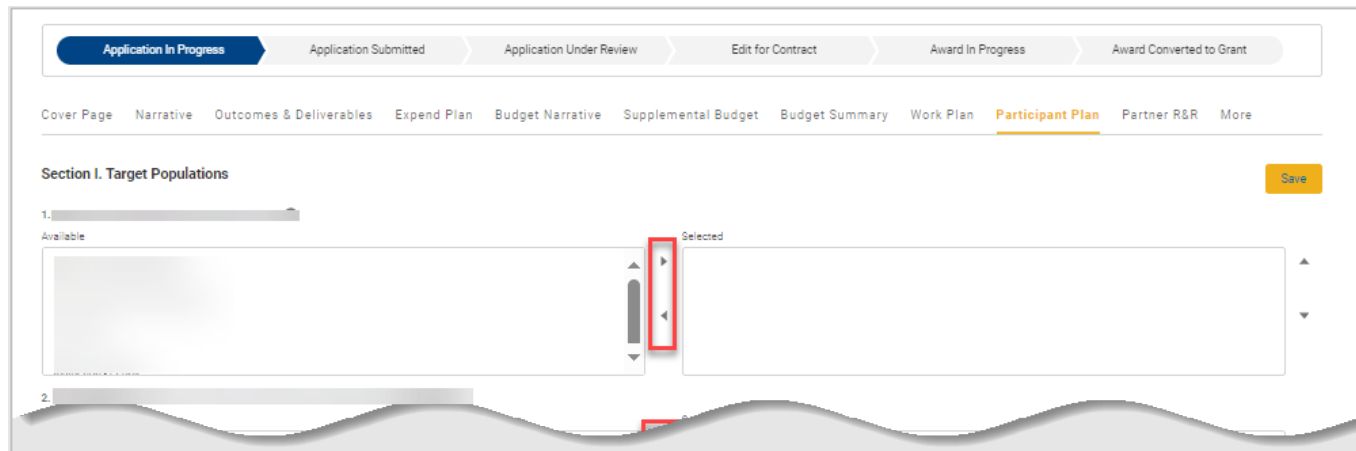
The screenshot displays the 'Work Plan' section of the application. At the top, a navigation bar includes links for 'Cover Page', 'Narrative', 'Outcomes & Deliverables', 'Expend Plan', 'Budget Narrative', 'Supplemental Budget', 'Budget Summary', 'Work Plan' (highlighted), 'Participant Plan', 'Partner R&R', and 'More'. Below this is a table with three columns: 'Objectives/Activities', 'Estimated Completion Dates', and 'Action'. The table is organized by quarters, from 'Quarter 1' to 'Quarter 4'. Each quarter row contains a text input field for objectives, a date input field for completion dates (with a calendar icon and the placeholder 'MMM d, yyyy'), and an '+ Add' button. A red arrow points to a 'Save' button located in the top right corner of the table area.

22. To move to the next area of the application, select the **Participant Plan** tab from the Navigation Bar.

**Note:** This tab only appears if the question on the cover page: “Is Project Serving Participants” was answered “Yes.”



23. For **Section I: Target Populations**, select the applicable values in the left column and then select the arrow to move them to the right column.



24. Enter data in all applicable fields in **Section II: Participant Plan**.

Section II. Participant Plan

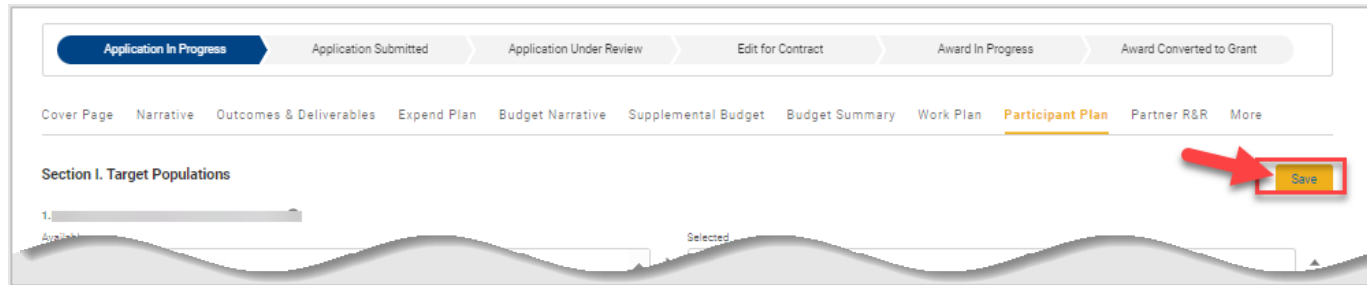
1.

Participant Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Total
Program Enrollment (CalJOBS)									
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
									0
Training									
									0

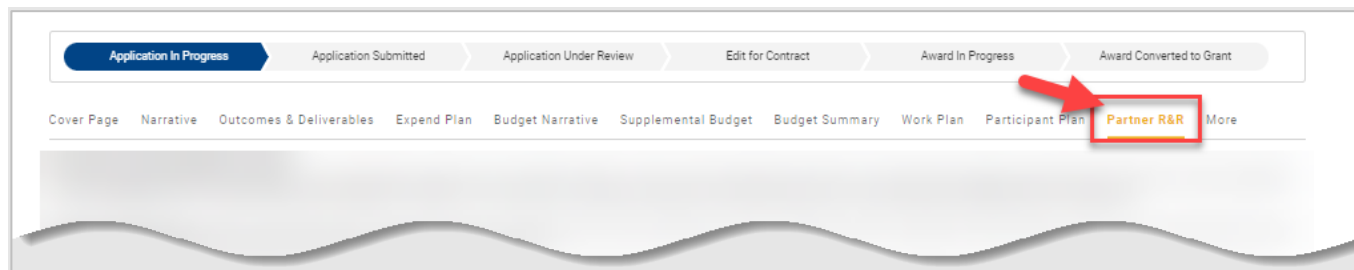


25. When the applicant has finished entering information in the **Participant Plan** tab, go to the top of the page and select the **Save** button.

**Note:** Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



26. To move to the next area of the application, select **Partner R&R** tab from the Navigation Bar.



27. Select the **+Add** button for each line item of each **List Partner** (as needed).

Complete all required fields as applicable.

**Note:** If additional rows are needed, select the **+Add** button within each application section.

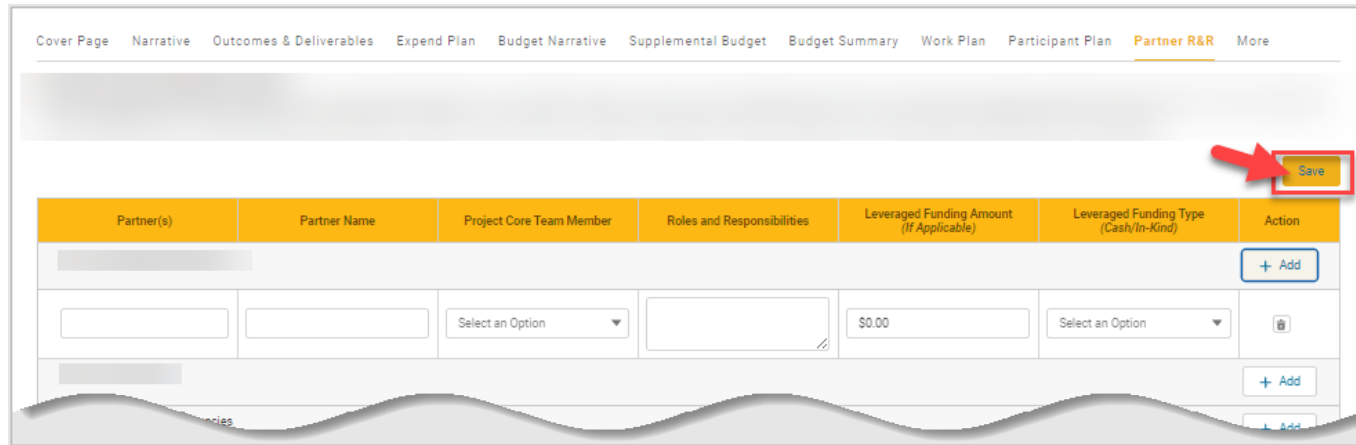
The screenshot shows the 'Partner R&R' section of the application. At the top, there is a navigation bar with tabs: Cover Page, Narrative, Outcomes & Deliverables, Expend Plan, Budget Narrative, Supplemental Budget, Budget Summary, Work Plan, Participant Plan, Partner R&R (selected), and More. Below the navigation bar is a 'Save' button. The main content is a table with the following columns: Partner(s), Partner Name, Project Core Team Member, Roles and Responsibilities, Leveraged Funding Amount (If Applicable), Leveraged Funding Type (Cash/In-Kind), and Action. The first row is highlighted in yellow. The 'Leveraged Funding Amount' is \$0.00. A red circle with the number '1' highlights the '+ Add' button in the Action column. A red arrow with the number '2' points to the first empty cell in the Partner(s) column.

28. To remove lines, select the *trash* icon to the right of the row.

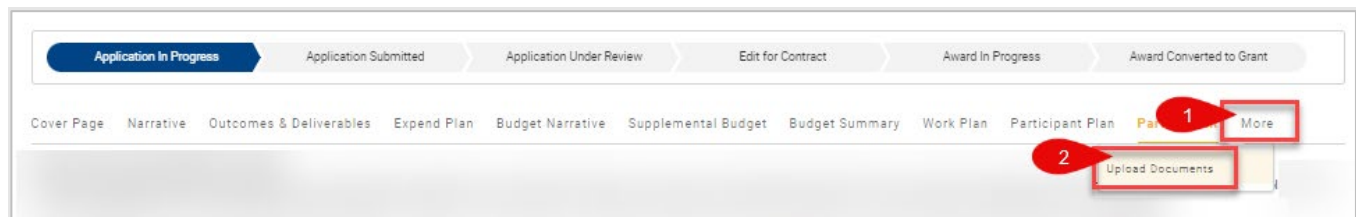
The screenshot shows the same 'Partner R&R' section as above. The table has three rows. The first row is highlighted in yellow. The 'Leveraged Funding Amount' is \$0.00. A red circle highlights the trash icon in the Action column of the second row. A red arrow points to this trash icon.

29. When applicant has finished entering information in the **Partner R&R** tab, go to the top of the page and select the **Save** button.

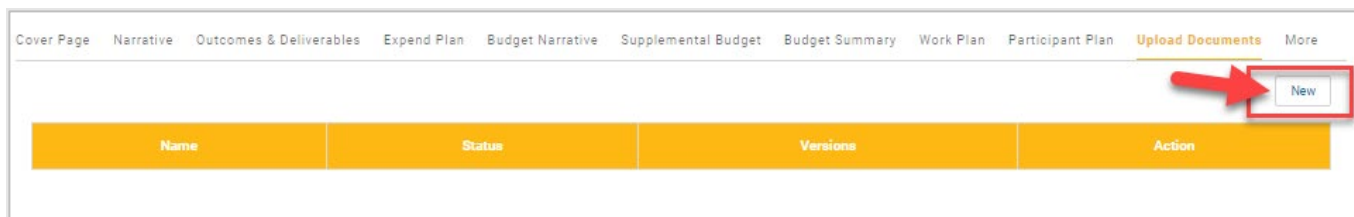
**Note:** Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



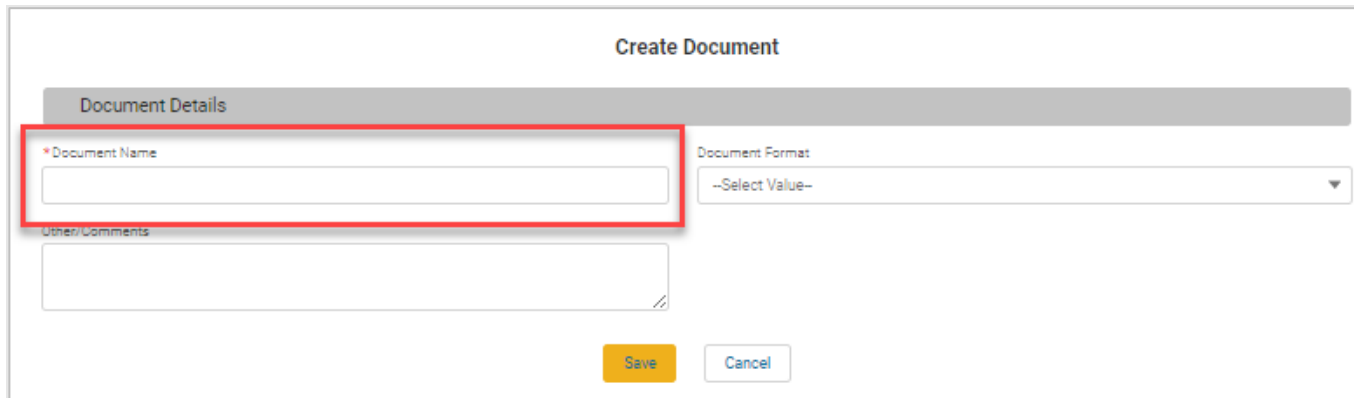
30. To upload documents, select the **More** tab and then **Upload Documents** from the Navigation Bar.



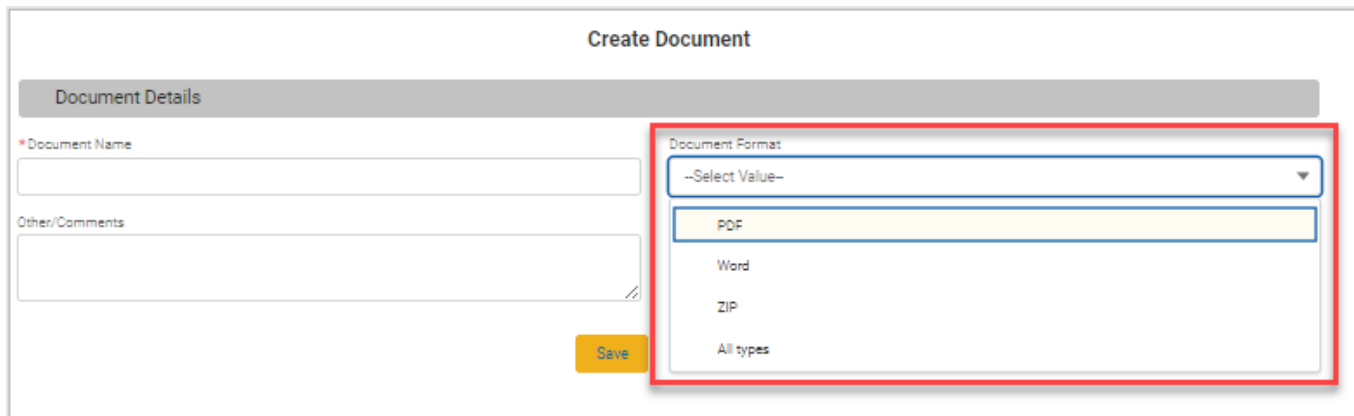
31. To add a document, select the **New** button at the top right of the page.



32. From the popup, enter the Document Name.



33. Select the appropriate document format type from the dropdown field options.



# CAL-E-GRANTS REFERENCE GUIDE: WORKFORCE ACCELERATOR FUND APPLICATION

34. Enter comments if applicable and then select the **Save** button.

This action returns applicant to the **Upload Documents** tab.

**Create Document**

Document Details

\* Document Name: test Document Format: PDF

Other/Comments

1

2 Save Cancel

35. Select the **Upload Files** button to select the document.

Application In Progress Application Submitted Application Under Review Edit for Contract Award In Progress Award Converted to Grant

Cover Page Narrative Outcomes & Deliverables Expend Plan Budget Narrative Supplemental Budget Budget Summary Work Plan Participant Plan **Upload Documents** More

New

Name	Status	Versions	Action
test	Active		Upload Files Or drop files

36. Select the appropriate file and then select the **Open** button.

Open

Organize New folder

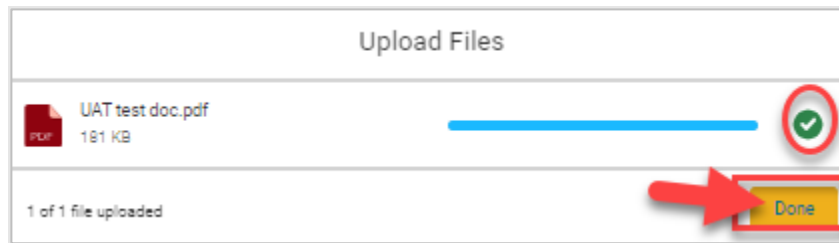
Name	Date modified
PDF UAT test doc.pdf	4/19/2024 9:41 AM

File name: UAT test doc.pdf Adobe Acrobat Document (\*.pdf)

Upload from 2 Open Cancel

37. A green checkmark appears when the document is done uploading.

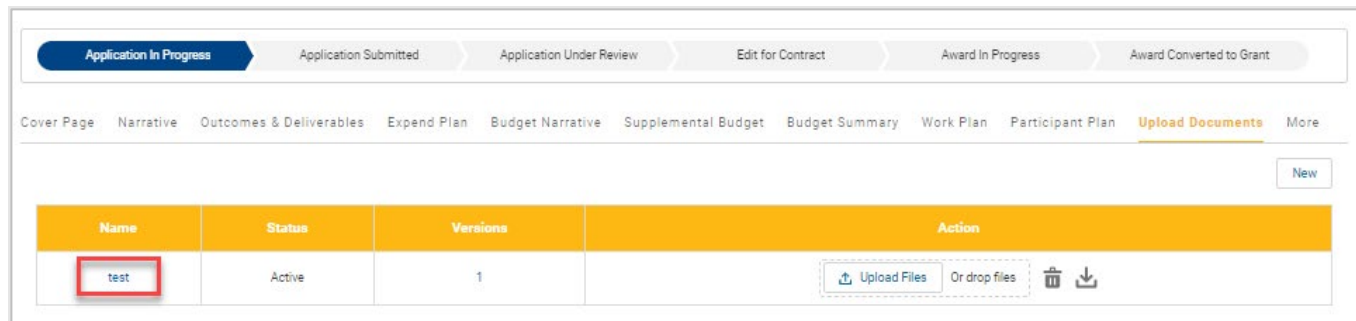
Select **Done** button to exit.



38. The document will now appear in the list view.

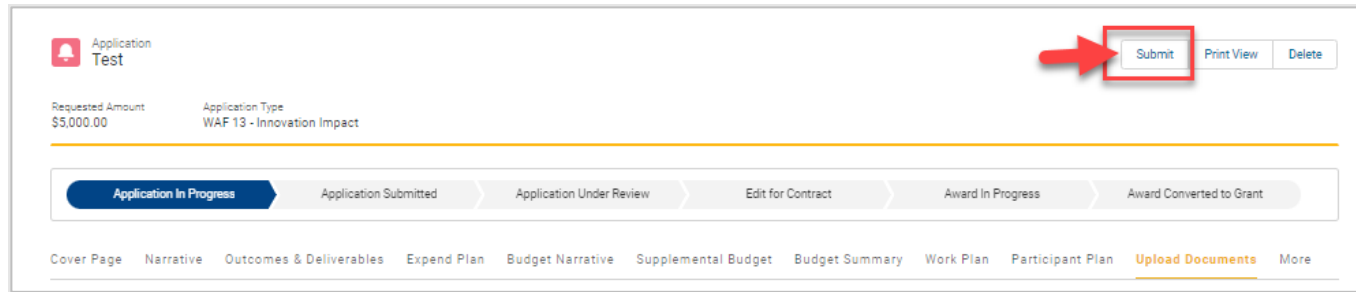
To view document, select the document name.

Repeat steps to add additional files by selecting the **New** button.



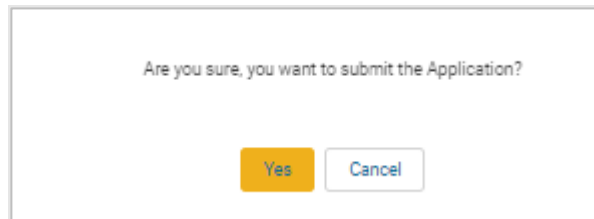
39. Select the **Submit** button when all files have been added.

Verify all information has been uploaded.



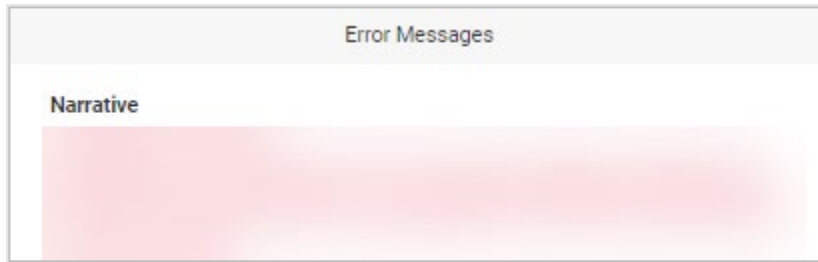
40. A confirmation popup will appear. Select **Yes** button to proceed.

**Note:** Once the application has been formally submitted, it can no longer be edited.



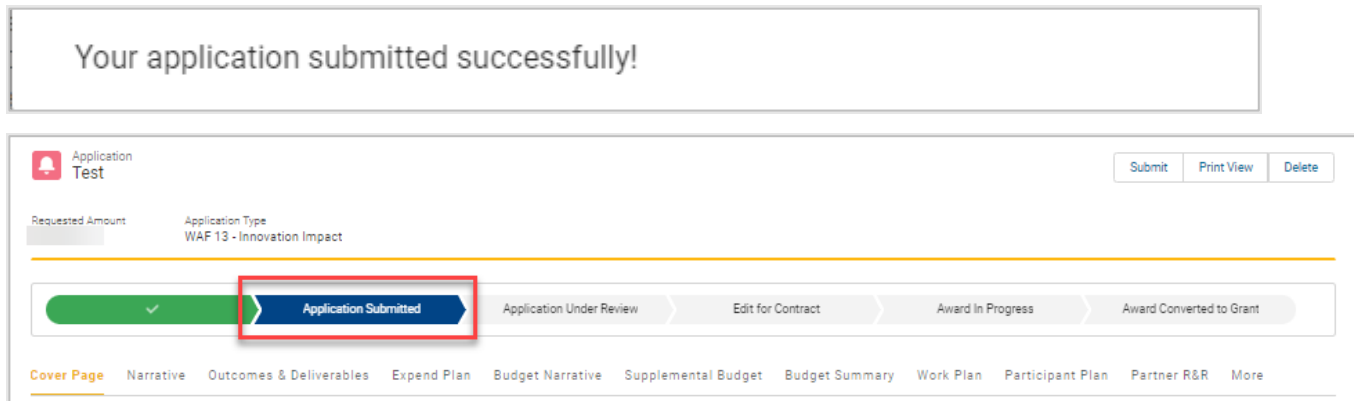
41. An **Error Messages** popup will appear if there is required information missing.

**Note:** Each error will appear as its own line and section and must be corrected before submittal.



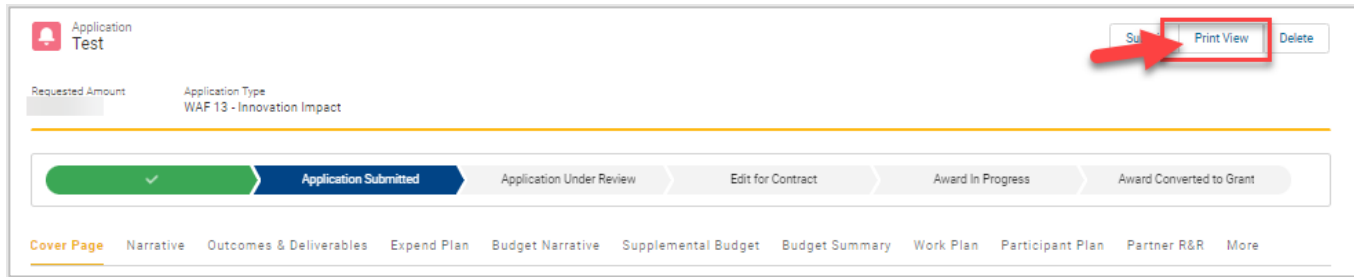
42. Once all required information is inputted, applicant will receive confirmation the application was successfully submitted.

The status bar will also update to **Application Submitted.**





43. To print a copy of the application, select the **Print View** button at the top right-hand corner.



44. The print view will appear in a new tab/popup.  
  
Right-click on the application to get the print option.

