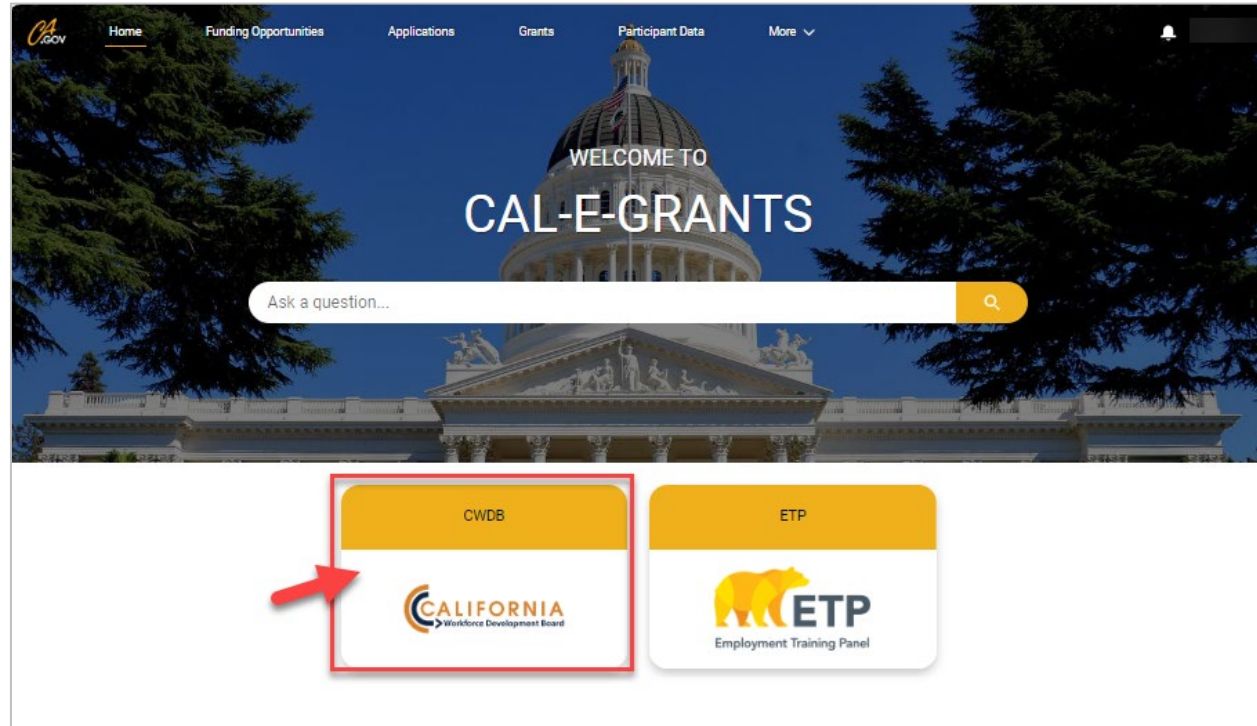


CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS APPLICATION

Applicants must first log into the Cal-E-Grants system to apply for funding. Please refer to the [New User Registration](#) document 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 **High Road Training Partnerships 2024 – Healthcare** link from the Funding Opportunity Title list.

Funding Opportunities
CWDB Funding Opportunities

13 items • Sorted by Application Due Date • Filtered by All funding opportunities - Record Type • Updated a few seconds ago

	Funding Opportunity Title	Appl...	Agency Name	Status	To
1	High Road Training Partnerships 2024 – Healthcare	11/12/20...	California Workforce Development...	Accepting Applications	\$2

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

Funding Opportunity
High Road Training Partnerships 2024 – Healthcare

Agency Name	Status	Application Due Date	Type
California Workforce Development Board	Accepting Applications	11/12/2024	Open/Competitive Solicitation

Information

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

Select the **Next** button.

Note: Only one application category can be in progress at any given time.

Select Application Category

Select Category

- H RTP - Planning & Development
- H RTP - Training Implementation
- H RTP - Expanding

Select Application Category

H RTP - Planning & Development

Cancel Next

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

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

Note: Circles with an “i” are help bubbles. Hover over them for the help text to appear.

The screenshot displays a web application form with the following sections and fields:

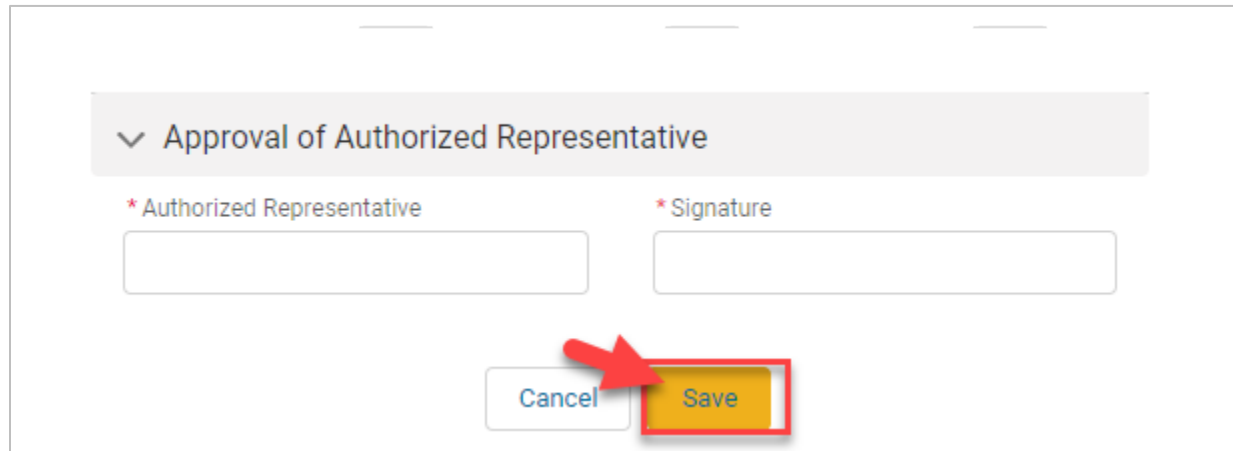
- Information**
 - Lead Agency Applicant (with help bubble 'i') containing the text "ETP"
 - * Project Name (required field)
- Project Costs**
 - * Requested Amount (with help bubble 'i')
 - Leverage/Match (with help bubble 'i')
- Project Information**
 - * Industry (required field)
 - Available: A dropdown menu showing "Advanced Manufacturing"
 - Chosen: A dropdown menu showing "Healthcare"

A dark blue callout bubble with white text is positioned over the Project Costs section, stating: "Applicants can submit up to the maximum amount, however based on applications submitted and awarded, the granted amount may be adjusted."

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

Select the **Save** button.

Note: **Signature** is a typed field.



Approval of Authorized Representative

* Authorized Representative

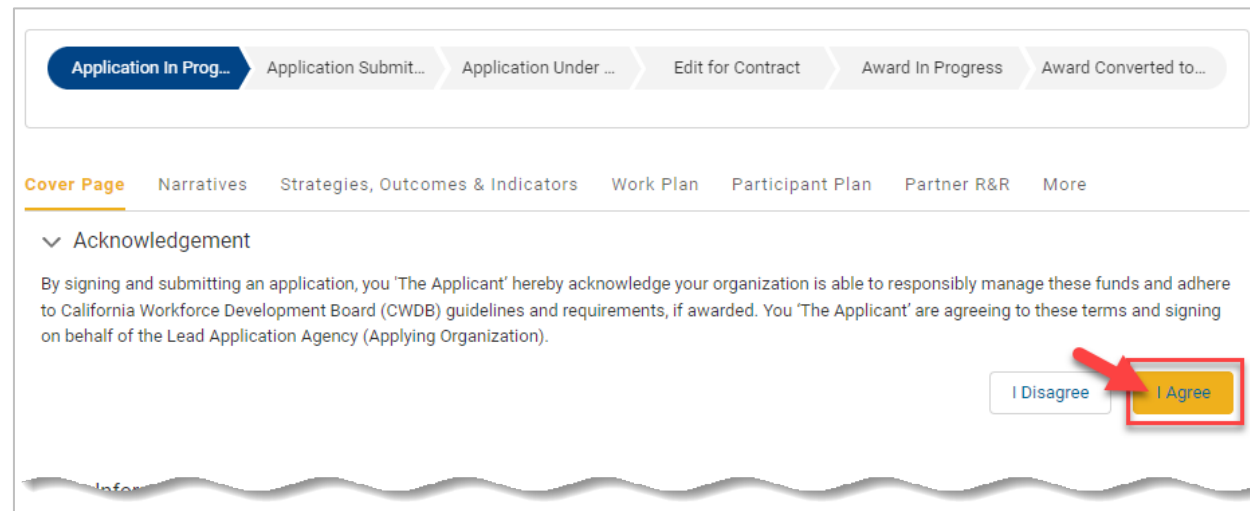
* Signature

Cancel Save

The applicant will be taken to the application **Cover Page**.

7. Read the Acknowledgement and select the **I Agree** button.

Note: In order to proceed, the applicant must accept the acknowledgement.



Application In Prog... Application Submit... Application Under ... Edit for Contract Award In Progress Award Converted to...

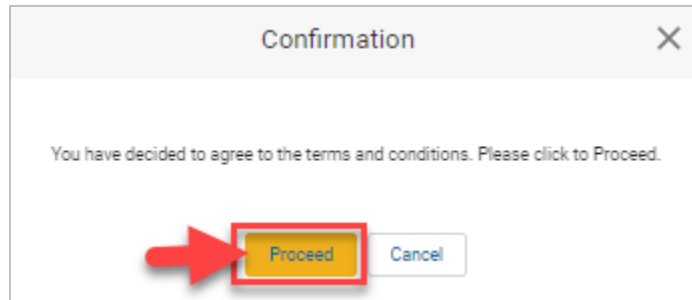
Cover Page Narratives Strategies, Outcomes & Indicators Work Plan Participant Plan Partner R&R More

Approval of Authorized Representative

By signing and submitting an application, you 'The Applicant' hereby acknowledge your organization is able to responsibly manage these funds and adhere to California Workforce Development Board (CWDB) guidelines and requirements, if awarded. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization).

I Disagree I Agree

8. Select the **Proceed** button in the pop up window to continue.



The applicant will be returned to the **Cover Page**.

9. Review all information on the page.

Select the *pencil* icon to the right of the field if edits need to be made.

Select the **Save** button.

Cover Page | Narratives | Strategies, Outcomes & Indicators | Work Plan | Participant Plan | Partner R&R | More

✓ Acknowledgement

By signing and submitting an application, you 'The Applicant' hereby acknowledge your organization is able to responsibly manage these funds and adhere to California Workforce Development Board (CWDB) guidelines and requirements, if awarded. You 'The Applicant' are agreeing to these terms and signing on behalf of the Lead Application Agency (Applying Organization).

✓ Information

Lead Agency Applicant ⓘ ETP	Project Name Testtt
--------------------------------	------------------------

✓ Project Cost

Requested Amount ⓘ \$50,000.00	Leverage/Match ⓘ \$50,000.00
-----------------------------------	---------------------------------

Total Project Budget

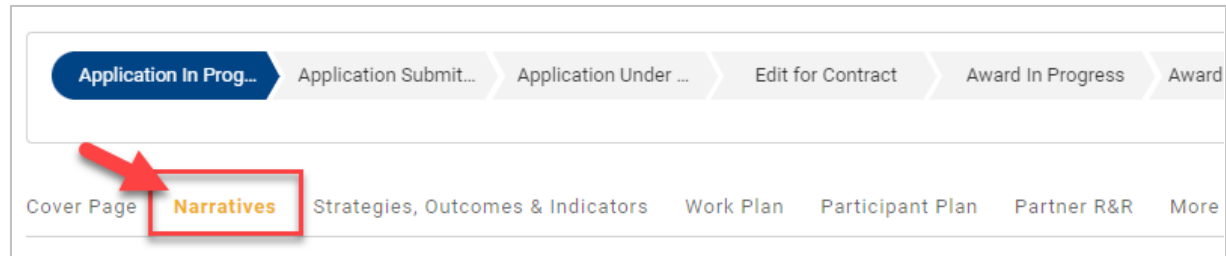
✓ Approval of Authorized Representative

* Authorized Representative Jane Smith	* Signature Jane Smith
---	---------------------------

Submission Date

Cancel Save

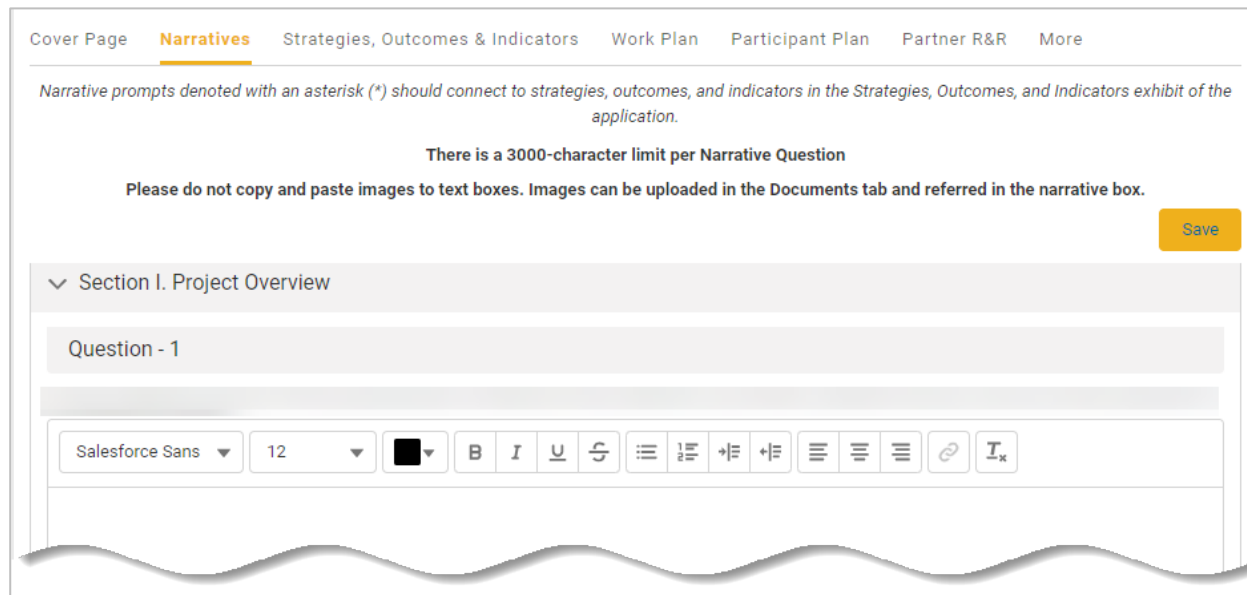
10. Select the **Narratives** tab on the Navigation Bar to move to the next area.



11. Complete all required fields.

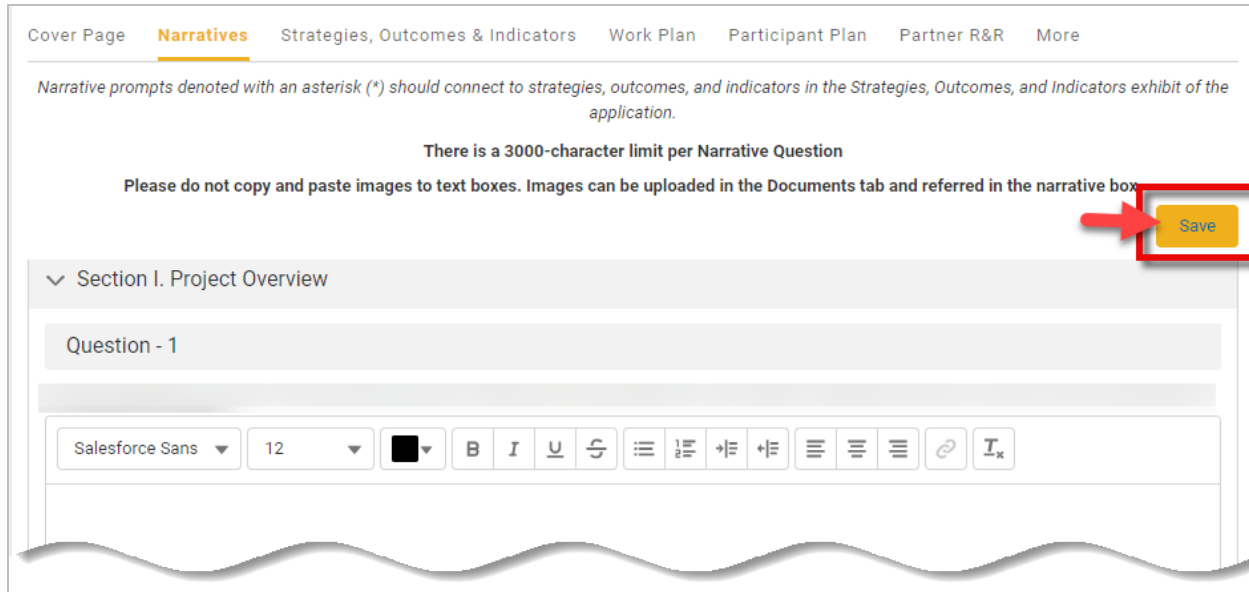
Note: Section V: Environmental Sustainability is optional.

Note: There is a 3000 character limit.

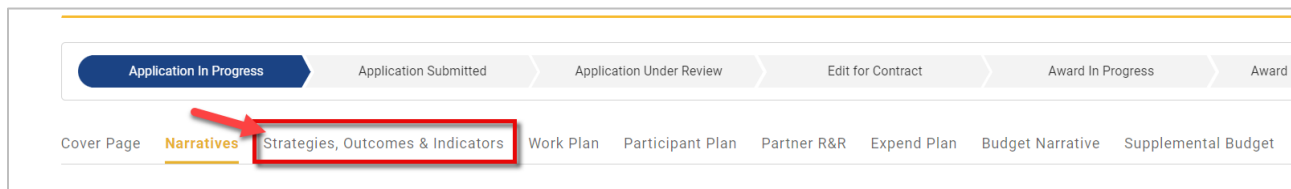


12. Select the **Save** button at the top of the page when finished.

Note: Be sure to select **Save** in each area after entering information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.



13. Select the **Strategies, Outcomes & Indicators** tab from the Navigation Bar to move to the next area.



14. Complete all the required fields for the section.

Select the **Save** button at the top of the page when finished.

Note: There is a 500 character limit per field.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

Cover Page Narratives **Strategies, Outcomes & Indicators** Work Plan Participant Plan Partner R&R Expend Plan Budget Narrative Supplemental Budget Budget Summary More

This exhibit is intended to prompt applicants to connect gaps and opportunities identified in their narrative responses to concrete strategies, outcomes, and indicators. For more information about strategies, outcomes, and indicators (See pages 8-10 of RFA). There are five required prompts; however applicants are strongly encouraged to identify additional gaps/opportunities, strategies, outcomes, and indicators by selecting the "+Add" button in the bottom right-hand corner of this exhibit.

For each of the required prompts, and any additional, applicants should provide the following: 1) summary or restating of their corresponding narrative question response 2) description of one or more strategies associated with the identified gap(s)/opportunity(ies) 3) one or more outcome associated with the strategy(ies), and 4) one or more indicator associated with the identified outcome(s). Responses to this exhibit should also align with your application's Work Plan exhibit.

Each prompt is labeled in the row header above the prompt. The column headers at the top of the table provide guidance for how applicants should respond to each field in that column.

The application narrative questions that require corresponding responses in this exhibit are:

Planning and Development Projects*: Questions 3, 4, 5, 7, and 9


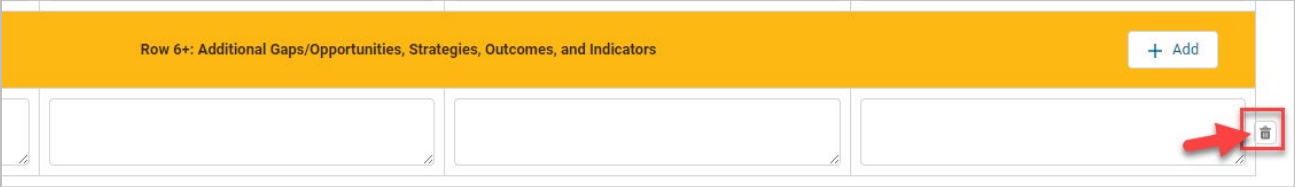
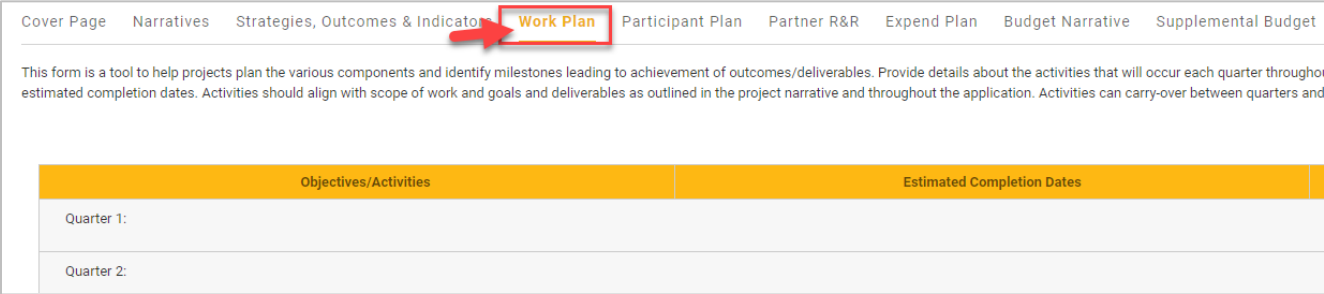
Training Implementation & Expanding Projects: Questions 3, 7, 8, 10, and 11

*For Planning and Development applicants only: Planning and Development projects are not expected to have fully-developed strategies, outcomes, and indicators for each prompt. Applicants may respond with a description of how each element will be addressed during the planning process.

There is a 500 character limit for each field.

Gaps & Opportunities:	Strategy:	Outcomes:	Indicators:

Save

<p>15. Select the Add button at the top of the section to add additional Gaps/Opportunities, Strategies, Outcomes, and Indicators.</p>										
<p>16. Select the <i>trash</i> icon to the right of the fields to delete extra rows.</p>										
<p>17. Select the Work Plan tab from the Navigation Bar to move to the next area.</p>	 <p>Cover Page Narratives Strategies, Outcomes & Indicators Work Plan Participant Plan Partner R&R Expend Plan Budget Narrative Supplemental Budget</p> <p>This form is a tool to help projects plan the various components and identify milestones leading to achievement of outcomes/deliverables. Provide details about the activities that will occur each quarter throughout estimated completion dates. Activities should align with scope of work and goals and deliverables as outlined in the project narrative and throughout the application. Activities can carry-over between quarters and</p> <table border="1"> <thead> <tr> <th></th> <th>Objectives/Activities</th> <th>Estimated Completion Dates</th> </tr> </thead> <tbody> <tr> <td>Quarter 1:</td> <td></td> <td></td> </tr> <tr> <td>Quarter 2:</td> <td></td> <td></td> </tr> </tbody> </table>		Objectives/Activities	Estimated Completion Dates	Quarter 1:			Quarter 2:		
	Objectives/Activities	Estimated Completion Dates								
Quarter 1:										
Quarter 2:										

18. Select the **+Add** button to add a line item for each quarter.

Enter a description and the estimated completion date.

Note: The date must fall within the designated quarter.

Note: To enter dates, you can manually type in the date, or use the calendar pop up.

The screenshot shows the 'Work Plan' section of the application. At the top, there are navigation tabs: Cover Page, Narratives, Strategies, Outcomes & Indicators, **Work Plan**, Participant Plan, Partner R&R, Expend Plan, Budget Narrative, Supplemental Budget, Budget Summary, and More. Below the tabs is a brief instruction: 'This form is a tool to help projects plan the various components and identify milestones leading to achievement of outcomes/deliverables. Provide details about the activities that will occur each quarter throughout the grant term, along with estimated completion dates. Activities should align with scope of work and goals and deliverables as outlined in the project narrative and throughout the application. Activities can carry-over between quarters and should be clearly outlined.' A 'Save' button is located in the top right corner. The main content area is a table with three columns: 'Objectives/Activities', 'Estimated Completion Dates', and 'Action'. The table is divided into sections for 'Quarter 1:' and 'Quarter 2:'. In the 'Quarter 1:' section, a red box highlights the '+ Add' button in the 'Action' column, with a red circle and the number '1' next to it. Another red box highlights the input fields for the description and date in the same row, with a red circle and the number '2' next to it. In the 'Quarter 2:' section, there are '+ Add' buttons in the 'Action' column.

19. Select the *trash icon* to delete any extra rows.

The screenshot shows the 'Work Plan' section of the application, similar to the previous one. The navigation tabs and instructions are the same. The table has three columns: 'Objectives/Activities', 'Estimated Completion Dates', and 'Action'. In the 'Action' column, a red box highlights the trash icon, with a red arrow pointing to it. There is also a '+ Add' button in the 'Action' column. The table is divided into sections for 'Quarter 1:' and 'Quarter 2:'. The 'Quarter 1:' section has a row with input fields for description and date, and a trash icon in the 'Action' column. The 'Quarter 2:' section has a '+ Add' button in the 'Action' column.

20. Select **Save** at the top of the page when you are finished entering information.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

The screenshot shows a navigation menu at the top with the following items: Strategies, Outcomes & Indicators, **Work Plan**, Participant Plan, Partner R&R, Expend Plan, Budget Narrative, Supplemental Budget, Budget Summary, and More. Below the menu is a text area with the instruction: "plan the various components and identify milestones leading to achievement of outcomes/deliverables. Provide details about the activities that will occur each quarter throughout the grant term, along with ties should align with scope of work and goals and deliverables as outlined in the project narrative and throughout the application. Activities can carry-over between quarters and should be clearly outlined." In the top right corner of this section, a yellow "Save" button is highlighted with a red box, and a red arrow points to it from the left. Below the text area is a table with three columns: "Objectives/Activities", "Estimated Completion Dates", and "Action". The "Action" column contains a blue "+ Add" button.

21. Select the **Participant Plan** tab from the Navigation Bar to move to the next area.

Note: This tab only appears for **Training Implementation** and **Expanding Applications**.

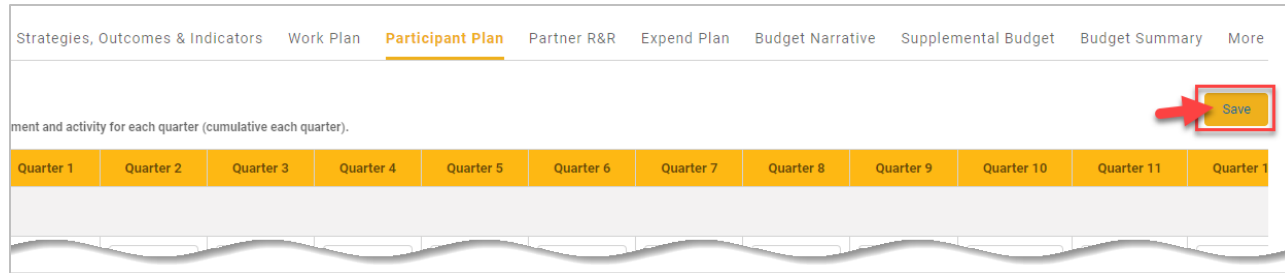
For **Planning and Development** applications, continue to Partner R&R.

The screenshot shows a navigation bar with the following tabs: Cover Page, Narratives, Strategies, Outcomes & Indicators, Workplan, **Participant Plan** (highlighted with a red box and arrow), Partner R&R, Expend Plan, Budget Narrative, and Supplemental Budget. Below the navigation bar, the instruction reads: "1. Identify specific participant enrollment and activity for each quarter (cumulative each quarter)." Below this instruction is a table header with columns: Participant Outcomes, Quarter 1, Quarter 2, Quarter 3, Quarter 4, Quarter 5, Quarter 6, Quarter 7, Quarter 8, Quarter 9, and Quarter 10. The table content is partially obscured by a wavy line.

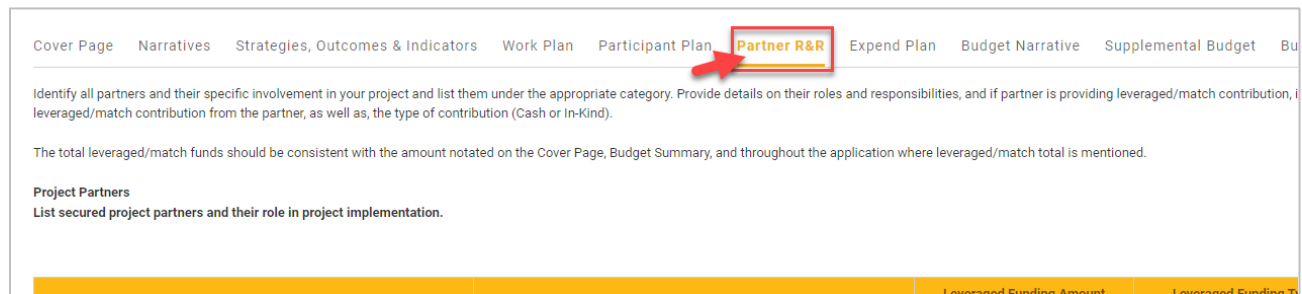
Participant Outcomes	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10
Program Enrollment										

22. Complete all required fields, then select the **Save** button at the top of the page.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.



23. Select **Partner R&R** tab from the Navigation Bar to move to the next area.



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

Complete all required fields.

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

Cover Page Narratives Strategies, Outcomes & Indicators Work Plan Participant Plan **Partner R&R** Expend Plan Budget Narrative Supplemental Budget Budget Summary More

Identify all partners and their specific involvement in your project and list them under the appropriate category. Provide details on their roles and responsibilities, and if partner is providing leveraged/match contribution, include the amount of leveraged/match contribution from the partner, as well as, the type of contribution (Cash or In-Kind).

The total leveraged/match funds should be consistent with the amount noted on the Cover Page, Budget Summary, and throughout the application where leveraged/match total is mentioned.

Project Partners
List secured project partners and their role in project implementation.

[Save](#)

List Partners	Roles and Responsibilities	Leveraged Funding Amount (If Applicable)	Leveraged Funding Type (Cash/In-Kind)	Action
Employer(s)/Employer Association(s) *				+ Add
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="Select an Option"/>	<input type="button" value="🗑"/>
Worker Representative(s) *				+ Add

25. Select the *trash* icon to the right of the row to remove lines.

ers and their role in project implementation.

[Save](#)

List Partners	Roles and Responsibilities	Leveraged Funding Amount (If Applicable)	Leveraged Funding Type (Cash/In-Kind)	Action
Association(s) *				+ Add
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="Select an Option"/>	<input type="button" value="🗑"/>
(s) *				+ Add

26. Navigate to the top of the page and select the **Save** button when finished entering information in the Partner R&R tab.

Note: Be sure to select **Save** in each area after entering information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

Strategies, Outcomes & Indicators | Work Plan | Participant Plan | **Partner R&R** | Expend Plan | Budget Narrative | Supplemental Budget | Budget Summary | More

Specific involvement in your project and list them under the appropriate category. Provide details on their roles and responsibilities, and if partner is providing leveraged/match contribution, include the amount of from the partner, as well as, the type of contribution (Cash or In-Kind).

Amounts should be consistent with the amount notated on the Cover Page, Budget Summary, and throughout the application where leveraged/match total is mentioned.

and their role in project implementation.

List Partners	Roles and Responsibilities	Leveraged Funding Amount (If Applicable)	Leveraged Funding Type (Cash/In-Kind)	Action
Association(s) *				+ Add

27. Select the **Expend Plan** to move to the next area.

Strategies, Outcomes & Indicators | Work Plan | Participant Plan | Partner R&R | **Expend Plan** | Budget Narrative | Supplemental Budget | Budget Summary | More

In Section I. Funding Plan: provide grant fund amounts for Total Administrative Costs (cannot exceed 20% of Total Subgrant Amount Requested) and Total Program Cost (Requested Award Amount minus provide leveraged/match amounts for Total Administration and Total Program Costs. In Section II. Expenditure Plan: provide planned quarterly spending projections for both grant funds and leveraged/match funds. Quarterly Planned Match refers to contributions in the form of cash or in-kind.

Grant Funds	Leveraged/Match Funds	Project Total
-------------	-----------------------	---------------

28. Complete all required fields, then select the **Save** button at the top of the page.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

Cover Page Narratives Strategies, Outcomes & Indicators Work Plan Participant Plan Partner R&R **Expend Plan** Budget Narrative Supplemental Budget Budget Summary More

Expenditure Plan

In the spaces provided below, in Section I. Funding Plan: provide grant fund amounts for Total Administrative Costs (cannot exceed 20% of Total Subgrant Amount Requested) and Total Program Cost (Requested Award Amount minus Administrative Costs), and provide leveraged/match amounts for Total Administration and Total Program Costs. In Section II. Expenditure Plan: provide planned quarterly spending projections for both grant funds and leveraged/match funds. Quarterly Planned Expenditures refers to the grant funds amount requested from the California Workforce Development Board. Quarterly Planned Match refers to contributions in the form of cash or in-kind.

I. FUNDING PLAN

Fund Source	Grant Funds	Leveraged/Match Funds	Project Total
Total Administrative Costs - 20% Cap	\$0.00	\$0.00	\$0.00

Save

29. Select the **Budget Narrative** to move to the next area.

Strategies, Outcomes & Indicators Work Plan Participant Plan Partner R&R Expend Plan **Budget Narrative** Supplemental Budget Budget Summary More

the partnership.

mounts that you are allocating grant funds to cover the expenses; and do not include leveraged/match fund allocations. Be sure to include a breakdown for all costs encompassing many items under ample, if the total Supportive Services allocation on the Budget Summary is \$200,000, a break down must be provided on the Budget Narrative, detailing what specific supports are being covered by the r each (e.g. transportation assistance - \$50,000, work attire - \$70,000, tools-\$90,000, etc.).

title and a brief description of the roles and responsibilities for each staff working on your project that is being paid directly with grant funds. For example: "Case Manager; coordinates services and hem to training and appropriate placement".

(FTE), fringe benefits, and benefits percentage. Example provided below:

CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS APPLICATION

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

Complete all required fields.

Total Salary x Benefit Percentage (0.00) = Total Benefits
 Total Salary + Total Fringe Benefits = Grand Total

[Save](#)

Staff Salaries and Benefits									
Job Titles of Staff & Roles and Responsibilities	FTE	Monthly Salary	Months	Total Salaries		Benefits	Benefit %	Total Staff Salaries + Benefits	Action
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>	<input type="button" value="+Add"/>
Total Salary				\$0.00	Total Benefits		\$0.00		
Staff Salaries & Benefits Total								\$0.00	

31. Select the *trash* icon to the right of the row to remove lines.

Grand Total

[Save](#)

Staff Salaries and Benefits									
Job Titles of Staff & Roles and Responsibilities	FTE	Monthly Salary	Months	Total Salaries		Benefits	Benefit %	Total Staff Salaries + Benefits	Action
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>	<input type="button" value="🗑️"/>
Total Salary				\$0.00	Total Benefits		\$0.00		
Staff Salaries & Benefits Total								\$0.00	

32. Select the **Save** button at the top of the page when finished entering information.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

Cover Page Narratives Strategies, Outcomes & Indicators Work Plan Participant Plan Partner R&R Expend Plan **Budget Narrative** Supplemental Budget Budget Summary More

Complete Budget Narrative on behalf of the partnership.

Identify which line item and determine amounts that you are allocating grant funds to cover the expenses; and do not include leveraged/match fund allocations. Be sure to include a breakdown for all costs encompassing many items under "Narrative Details" as appropriate. For example, if the total Supportive Services allocation on the Budget Summary is \$200,000, a break down must be provided on the Budget Narrative, detailing what specific supports are being covered by the \$200,000 along with an estimate cost for each (e.g. transportation assistance - \$50,000, work attire - \$70,000, tools-\$90,000, etc.).

Staff Salaries and Benefits: Enter the job title and a brief description of the roles and responsibilities for each staff working on your project that is being *paid directly with grant funds*. For example: "Case Manager; coordinates services and supports for HRTTP participants, linking them to training and appropriate placement".

For the salaries cost breakdown, include (FTE), fringe benefits, and benefits percentage. Example provided below:

FTE x Monthly Salary x Time ('X' months) = Total Salary

Total Salary x Benefit Percentage (0.00) = Total Benefits

Total Salary + Total Fringe Benefits = Grand Total

Staff Salaries and Benefits

Job Title and Responsibilities	Cost	Months	Benefits	Staff	Action
					Add

Save

33. Select the **Supplemental Budget** to move to the next area.

Strategies, Outcomes & Indicators Work Plan Participant Plan Partner R&R Expend Plan Budget Narrative **Supplemental Budget** Budget Summary More

Purchase, Leased Equipment, Contractual Services, and/or Subrecipient, the Supplemental Budget must be completed. Instructions, guidance, and resources are outlined within the tab/sections below.

on process does not act as procurement nor does it waive state and procurement rules and requirements. All contractual services must be competitively procured in accordance with state procurement procurement must be outlined on the Supplemental Budget.

of more than one year and/or with a unit acquisition cost of \$2,500 or more charged to the project. The approval of the budget plan contained in the grant does not constitute approval of the purchase of est to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis.

Add Save

Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project	Action

34. Complete the required fields, then select the **Save** button at the top of the page.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

[Cover Page](#)
[Narratives](#)
[Strategies, Outcomes & Indicators](#)
[Work Plan](#)
[Participant Plan](#)
[Partner R&R](#)
[Expend Plan](#)
[Budget Narrative](#)
[Supplemental Budget](#)
[Budget Summary](#)
[More](#)

If grant funds are used for Equipment Purchase, Leased Equipment, Contractual Services, and/or Subrecipient, the Supplemental Budget must be completed. Instructions, guidance, and resources are outlined within the tab/sections below.

Please Note: The solicitation/application process does not act as procurement nor does it waive state and procurement rules and requirements. All contractual services must be competitively procured in accordance with state procurement regulations and policies and type of procurement must be outlined on the Supplemental Budget.

I. Equipment

List equipment items with a useful life of more than one year and/or with a unit acquisition cost of \$2,500 or more charged to the project. The approval of the budget plan contained in the grant does not constitute approval of the purchase of equipment or request. A separate request to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis.

Item Description	Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="button" value="X"/>
TOTAL		\$0.00	\$0.00		\$0.00	

35. Select the **+Add** button to add additional line items.

[Strategies, Outcomes & Indicators](#)
[Work Plan](#)
[Participant Plan](#)
[Partner R&R](#)
[Expend Plan](#)
[Budget Narrative](#)
[Supplemental Budget](#)
[Budget Summary](#)
[More](#)

ent Purchase, Leased Equipment, Contractual Services, and/or Subrecipient, the Supplemental Budget must be completed. Instructions, guidance, and resources are outlined within the tab/sections below.


cation process does not act as procurement nor does it waive state and procurement rules and requirements. All contractual services must be competitively procured in accordance with state procurement of procurement must be outlined on the Supplemental Budget.

life of more than one year and/or with a unit acquisition cost of \$2,500 or more charged to the project. The approval of the budget plan contained in the grant does not constitute approval of the purchase of request to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis.

Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project	Action
<input type="text"/>	<input type="text"/>				

36. Select the *trash* icon to the right of the row to remove items.

fe of more than one year and/or with a unit acquisition cost of \$2,500 or more charged to the project. The approval of the budget plan contained in the grant does not constitute approval of the purchase of quest to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis.

	Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project	Action
	<input type="text"/>	<input type="text"/>		<input type="text"/>		
	\$0.00		\$0.00		\$0.00	

37. Select the **Budget Summary** to move to the next area.

Outcomes & Indicators Work Plan Participant Plan Partner R&R Expend Plan Budget Narrative Supplemental Budget Narrative **Budget Summary** More

rship.

with the project activities and include the leveraged/match amount, source of leveraged/match fund, and type of leveraged fund. Source of Leveraged/match funds can be name of the organization n (i.e., WIOA, foundation funds).

o match the amounts allocated to the line items in the Budget Narrative.

cts are required to leverage and/or match funding from a non-HRTP source at a 1:1 rate for their proposed projects.

38. Complete all required fields in **Budget Summary**, then select the **Save** button at the top of the page.

Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

Costs associated with the project activities and include the leveraged/match amount, source of leveraged/match fund, and type of leveraged fund. Source of Leveraged/match funds can be name of the organization or type of funding stream (i.e., WIOA, foundation funds).

Each line item needs to match the amounts allocated to the line items in the Budget Narrative.

Expanding projects are required to leverage and/or match funding from a non-HRTP source at a 1:1 rate for their proposed projects.

2 Save

Budget Line Item	Grant Funds	Leveraged/Match Funds	Total Project Budget	Source of Leveraged/Match Funds	Type of Leveraged/Match Funds
Staff Salaries and Benefits		<input type="text"/>	\$0.00	<input type="text"/>	Select an Option ▼
Number of full-time equivalents: 0					

1

39. Select the **Upload Documents** from the Navigation Bar to upload documents.

Note: The applicant may need to select **More**.

Home & Indicators Work Plan Participant Plan Partner R&R Expend Plan Budget Narrative Supplemental Budget **Budget Summary** More

Upload Documents
Notes

Describe project activities and include the leveraged/match amount, source of leveraged/match fund, and type of leveraged fund. Source of Leveraged/match funds can be name of the organization or type of funding stream (i.e., WIOA, foundation funds).

40. Select **Upload Files** to upload applicable documents.

Note: MOU 1 and MOU 2 are required documents.

Name	Description	Action
MOU 1*	<input type="text"/>	Upload Files Or drop files
MOU 2*	<input type="text"/>	Upload Files Or drop files
STD 204	<input type="text"/>	Upload Files Or drop files
Additional Documents	<input type="text"/>	Upload Files Or drop files
205 (if applicable)	<input type="text"/>	Upload Files Or drop files

41. Select the **New** button at the top right of the page to add a new document.

Name	Status	Versions	Action

42. Enter the Document Name in the pop up.

The screenshot shows a 'Create Document' form with a 'Document Details' header. It contains a required text field for 'Document Name', a dropdown menu for 'Document Format' (currently showing '--Select Value--'), and a text area for 'Other/Comments'. A yellow 'Save' button and a grey 'Cancel' button are at the bottom. A red rectangular box highlights the 'Document Name' input field.

43. Select the document format type from the dropdown field options.

This screenshot shows the same 'Create Document' form, but the 'Document Format' dropdown menu is open, displaying options: PDF, Word, ZIP, and All types. A red rectangular box highlights the dropdown menu and its options. The 'Document Name' field is now empty. The 'Save' button is visible at the bottom.

44. Enter comments if applicable. Then select the **Save** button.

The applicant will be returned to the **Upload Documents** tab.

Create Document

Document Details

* Document Name: Document Format:

Other/Comments:

1 **2** Save Cancel

45. Select the **Upload Files** button to upload the document.

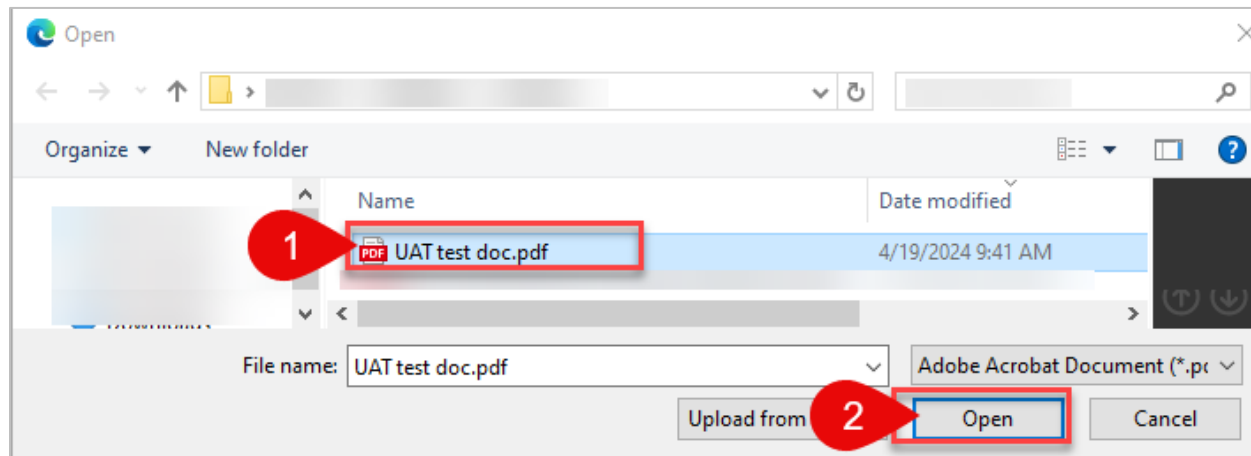
Application In Progress Application Submitted Application Under Review Edit for Contract Award In Progress Award Converted to Grant

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

New

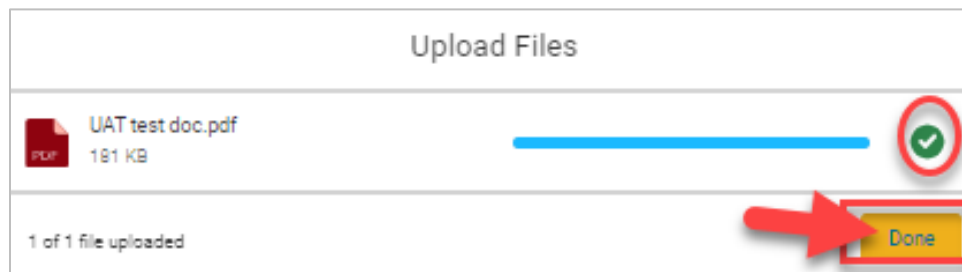
Name	Status	Versions	Action
test	Active		<input type="button" value="Upload Files"/> <input type="button" value="Or drop files"/>

46. Select the appropriate file. Then select the **Open** button.



A green checkmark will appear when the document finishes uploading.

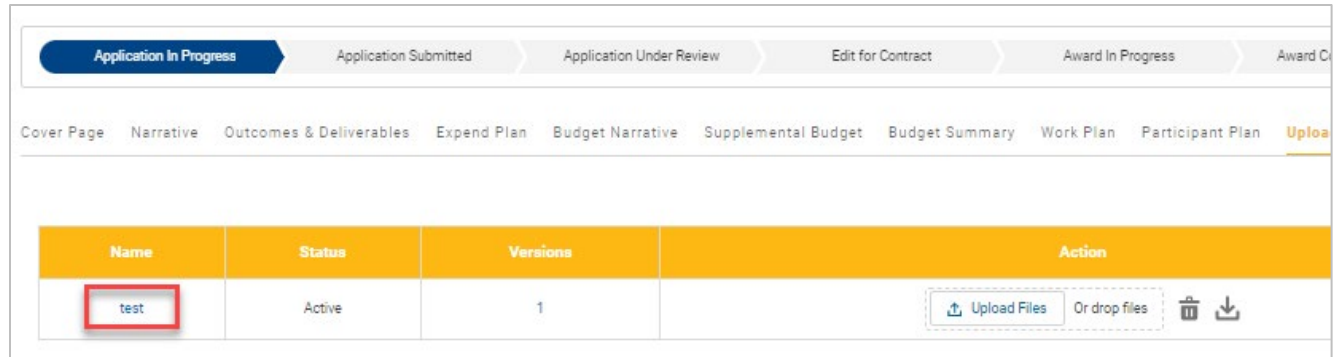
47. Select the **Done** button to exit.



The uploaded document will appear in the list view.

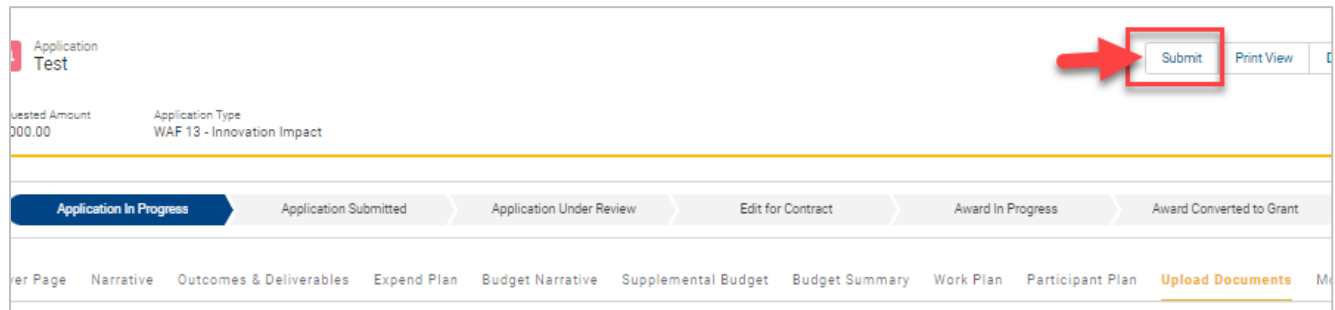
48. Select the name to view the document.

Note: Select the **New** button and repeat the steps to add additional files.



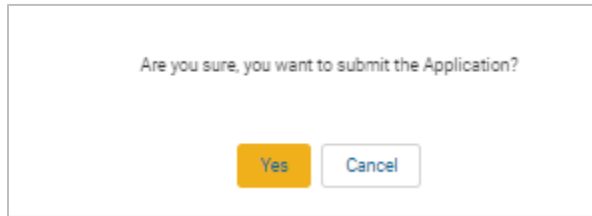
49. Select the **Submit** button when ready to submit.

Verify all information has been completed.



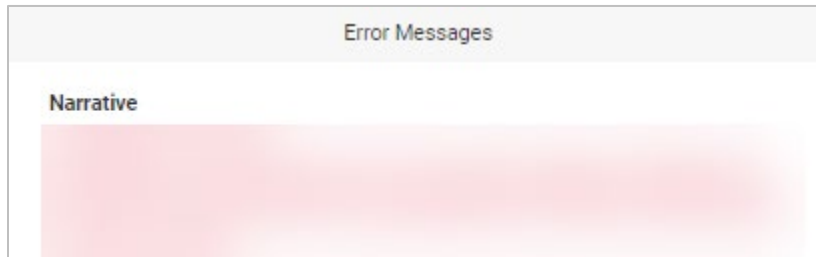
Select **Yes** in the confirmation pop up window to proceed.

Note: Once the application is formally submitted, it can no longer be edited.



An **Error Message** pop up will appear if there is any required information missing.

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



When all required information is input, the applicant will receive a confirmation the application was submitted successfully.

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

Your application submitted successfully!

Application test

Requested Amount: \$50,000.00 Application Type: H RTP - Planning & Development

Application Submitted

Application Under Review Edit for Contract Award In Progress

50. Select the **Print View** button at the top right-hand corner to print a copy of the application.

Submit **Print View** Delete

Type: Planning & Development

Application Submitted

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

51. Right-click on the application that appears in the pop up window to print.

The screenshot shows a web application interface. At the top left, a red-bordered box contains the text: "NOTE: Please right-click to print the Application." In the top right corner, there is a logo for "CA.GOV" featuring a bear silhouette. Below the logo, the heading "Cover Page" is displayed. Underneath this heading is a form with several input fields: "Lead Agency Applicant" with a dropdown arrow, "Project Name", "Fiscal Contact Telephone Number", "Authorized Representative", "Signature", and "Submission Date". Below the "Cover Page" section, the heading "Narrative" is shown, followed by a dropdown menu currently set to "Section I. Project Overview". The bottom of the page features a decorative wavy border.