



# Workforce Accelerator Fund 13 (Accelerator 13)

Cumulative questions and answers will be posted on the Accelerator 13 webpage every Friday, beginning October 11, 2024. **Questions must be received each Tuesday by 2:00 PM (PST) to be included in that Friday’s weekly posting.** Questions submitted after the deadline will be included in the following week’s Q&A while the application is open. The last Q&A posting will be on Tuesday, October 22, 2024.

The Q&A does not include duplicate questions. The CWDB encourages prospective applicants to utilize the search feature, CTRL + F, in this document to find answers to frequently or previously asked questions.

## Weekly Q&A as of October 11, 2024

Table of Contents	
Program Detail .....	2
Priority Funding Considerations .....	2
Project Types.....	2
Application Requirements for New Accelerator Projects.....	4
Eligible Applicants .....	4
Target Populations.....	5
Serving Participants .....	5
Project Partners .....	6
Eligible Activities .....	7
Application Elements .....	7
Grant Timeline .....	8
Cal-E-Grants & Online Application.....	8
Fund Source Information .....	8
Participant Eligibility .....	8
Leveraged Funding Requirement.....	10
Reporting.....	11
Other .....	11



## Program Detail

### **Q: How are quality jobs defined?**

A: Quality jobs 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](#).

## Priority Funding Considerations

### **Q: If the applicant is or has managed a CWDB-funded High Road Training Partnership (H RTP) grant, is a Letter of Support required?**

A: Yes, applicants wishing to demonstrate a connection to a High Road project are required to provide a signed letter of support from the project's Lead Fiscal Agent 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.

## Project Types

### **Q: How will "previous awardees" for the Innovation Project type be defined for Accelerator 13?**

A: To be eligible for the Innovation Impact Project type, applicants must be either an existing or past CWDB grantee that has administered a Workforce Innovation and Opportunity Act (WIOA)-funded grant (e.g., Accelerator or H RTP WIOA 3.0). Existing grantees must have progressed through at least 75% of their grant term. Please see page 6 of the RFA.

### **Q: Can an applicant submit multiple proposals under different Project Types (e.g., apply for both New Accelerator Project and Innovation Impact)?**

A: Yes, an organization may submit more than one application. However, the CWDB will award no more than one (1) qualifying application from that organization.

### **Q: Is the lead applicant required to have WIOA experience, or can this requirement be fulfilled through staff members involved in the project?**

A: Applicants applying under the New Accelerator Projects without WIOA experience may leverage their project partner's experience administering WIOA funding. However, the lead applicant must become familiar with WIOA requirements to manage funds and comply responsibly. For more information, refer to page 5 of the RFA.

Applicants applying for the New Accelerator Projects with WIOA experience and Innovation



Impact Projects will be required to substantiate the applying organization’s direct experience operating and managing a WIOA-funded program. These applicants must be well versed in 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.

**Q: Is a grantee of AB628 Breaking Barriers to Employment eligible to apply for the Innovation Impact project type and fulfill the requirement of managing WIOA funds?**

A: No. To be eligible for the Innovation Impact project type, applicants must have existing or past experience administering a CWDB-funded WIOA grant, including past Accelerator or H RTP WIOA 3.0.

**Q: My organization is currently wrapping up a Department of Labor grant related to workforce development. Is this grant sufficient experience in lieu of WIOA experience?**

A: No. Applicants must have direct experience administering WIOA funding to be eligible for the “New with WIOA experience” project type.

**Q: My entity is part of a university that has likely performed work under a WIOA grant. Since our grant administration is mostly done by a central Sponsored Programs office, is it necessary that my particular group have WIOA experience?**

A: If the applying organization has direct experience administering WIOA and can substantiate that experience in its application, it would be eligible for the “New with WIOA experience” project type. If the organization is unable to demonstrate experience administering WIOA funding it would only be eligible for the “New without WIOA experience” project type.

**Q: What is the amount an organization can apply for if they have been a subrecipient on a WIOA grant rather than having managed one?**

A: Applicants applying under the New Accelerator Projects without WIOA experience may leverage their project partner’s past experience administering WIOA funding. However, the lead applicant must become familiar with WIOA requirements to manage funds and comply responsibly. These applicants can apply for a maximum of \$150,000. For more information, refer to page 5 of the RFA.

**Q: Does our proposed project have to be brand new, or can it build on existing?**

A: Depending on the project type a program can be new or existing. Please refer to pages 5 and 6 of the RFA for more information.

**Q: Can two local workforce development boards (Local Boards) apply under a single project type (e.g., New Accelerator Project) to be eligible for up to \$500,000 (up to \$250,000 each)?**



A: No, this scenario is not allowable. The award maximum for the “New with WIOA experience” project type is \$250,000, regardless of whether multiple organizations associated with a single application have the requisite WIOA experience.

**Q: Are we considered an existing project even though we did not have a WAF 11 or 12 grant?**

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

### Application Requirements for New Accelerator Projects

**Q: Are the only guidelines relevant to New Applicants with no WIOA experience listed on page five (5)?**

A: The application requirements specific to New Applicants with no WIOA experience are on page five (5) of the RFA. However, the general program requirements and guidelines detailed throughout the RFA also apply to applicants for this project type.

### Eligible Applicants

**Q: Can an organization with headquarters outside California and sites in the state be awarded and be able to carry out programmatic activities in California?**

A: Applying organizations must have a physical location in the state of California to be eligible for funding.

**Q: What is a workforce intermediary?**

A: Many types of organizations function as workforce intermediaries. These include but are not limited to community-based non-profit organizations, chambers of commerce and other employer associations, labor-management partnerships, community colleges, and governmental agencies, including some Workforce Investment Boards. An intermediary’s origins and institutional bases often determine its particular priorities and relative strengths. More information can be found at [Workforce Intermediaries and Their Roles in Promoting Advancement](#) (Jobs for the Future, 2004).

**Q: Are past Accelerator grantees eligible for this funding opportunity?**

A: Existing or past CWDB grantees that have administered a WIOA-funded grant are eligible for the Innovation Impact Project type. Existing grantees must have progressed through at least 75% of their grant term. For more information, refer to pages 9 and 10 of the RFA.

**Q: Is a planning organization that also serves as a council of governments an eligible applicant for Accelerator 13?**



A: Yes, provided this organization is not a for-profit organization.

**Q: Can a for-profit/business corporation be the lead applicant?**

A: No. A for-profit, private business or for-profit consortium of businesses cannot be the lead applicant for Accelerator 13 but can be a partner and/or member of the Project Team. Please refer to pages 4 and 5 of the RFA for more information.

**Q: Can a city government be a Fiscal Agent/lead applicant? We operate an employment resource center but have not previously received WIOA or H RTP funds. Are we still eligible to apply?**

A: Yes, this type of organization would be eligible for the “New without WIOA experience” project type.

**Q: Please explain the 75% progress through the current grant term.**

A: To be eligible for the Innovation Impact Project type, applicants must be either existing or past CWDB grantees who have administered a WIOA-funded grant (e.g., Accelerator or H RTP WIOA 3.0). Existing grantees must have progressed through at least 75% of their grant term. For more information about Innovation Impact projects, refer to page 6 of the RFA.

**Q: What are the required additional documents to submit?**

A: No additional document uploads are required. However, applicants wishing to demonstrate a connection to an existing High Road project must submit a Letter of Support from the lead fiscal agent of the High Road project via the *Upload Documents* section of the application.

**Target Populations**

**Q: Are applicants required to indicate their project’s priority target populations if the proposed project is not serving participants?**

A: Yes, projects not serving participants should identify a target population(s) they intend to serve following the planning and development activities conducted during their Accelerator 13 grant term.

**Q: Can applicants select multiple target populations?**

A: Yes, applicants must identify either a priority target population and/or serve at least one of the target populations listed in the RFA. For more information, refer to pages 3 and 4 of the RFA.

**Serving Participants**

**Q: Is there a definition for the types of services that must be provided for someone to be considered a participant?**



A: 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. For more information, please refer to pages 20-23 of the RFA.

**Q: Is there a definition of the types of services that must be provided for someone to be considered a participant for the purposes of qualifying as an Innovation Impact project?**

A: The CWDB seeks to fund applications that successfully articulate a Big Idea, serve one or more of the target populations listed on page 3 of the RFA, and integrate at least one of the High Road elements listed on page 2 of the RFA. Services should align with the project's Big Idea and help the project's target population.

**Q: Do all participants receiving services funded by the grant have to be members of the target population and qualify for WIOA?**

A: Innovation Impact Projects and/or New Accelerator Projects that directly serve participants must serve at least one of the target populations identified in the Priority Target Populations or Other Eligible Target Populations sections on page 7 of the RFA. 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.

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 project grantees who are serving participants.

## Project Partners

**Q: Does each Project Core Team member need to be from a different organization?**

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

- Customers
  - Workers (Customer Representatives)
  - Employers (Customer Representatives)
- Experts
- Innovators
- Innovators



A Core Team member may not fulfill more than one of the four Core Team roles. For more information, refer to pages 8 and 9 of the RFA.

**Q: Does each project team member agency/entity have to be compensated as a sub-award through grant funds?**

A: Compensation for project partners and core team members is determined by the applying organization and its partners/core team members.

**Q: Which partner agency of the core four team members is eligible to complete the application?**

A: Partner organizations may include, but are not limited to, employers and organizations listed in the Eligible Applicants section of the RFA on page 4.

**Q: How often does the Project Core Team need to meet minimally? If documented, would one-on-one meetings with individual members suffice?**

A: The CWDB has not established a minimum number of Project Core Team meetings at this time. Grantees will have the flexibility to meet with partners and Project Core Team members as they see fit.

#### Eligible Activities

**Q: Can Accelerator 13 funds be used to support workforce development and training activities in California's cannabis industry?**

A: Yes, funds may be used towards a project's workforce development and training activities for the cannabis sector, provided the activities do not support the growing, selling, or distribution of cannabis with Tetrahydrocannabinol (THC) levels higher than 0.3 percent. Selected applicants will be required to certify that testing or verification is in place to ensure that the THC level does not exceed 0.3 percent. Applicants should provide sufficient detail in their project narrative responses to align with this requirement if the project design includes growing, selling, or distributing cannabis.

#### Application Elements

**Q: At what stage in the application process will applicants be required to complete and submit budget documents (e.g., Expenditure Plan, Budget Narrative, Budget Summary, etc.)?**

A: Organizations recommended for Accelerator 13 awards will be required to complete budget exhibits. For information, refer to Appendix C on page 33 of the RFA.

**Q: Is the budget-related information not required at this stage of the application, or is this simply not active/live yet in the portal and is expected with all applications?**



A: All organizations recommended for Accelerator 13 awards are required to complete and submit the following budget exhibits: Budget Summary, Budget Narrative, Expenditure Plan, and Supplemental. For more information, refer to Appendix C on page 33 of the RFA.

#### Grant Timeline

**Q: Is the grant term of 21 months required, or can an applicant dictate the term length?**

A: The CWDB cannot extend the grant term beyond the designated period. However, applicants may propose to carry out their program in less than 21 months.

#### Cal-E-Grants & Online Application

**Q: How can an interested applicant determine whether their organization has an existing Cal-E-Grants account?**

A: Applicants may contact the CWDB's Solicitation Team at [Solicitations@cwdb.ca.gov](mailto:Solicitations@cwdb.ca.gov) and request a search of their organization's name in the Cal-E-Grants system.

**Q: Is Fiscal contact the Chief Executive Officer or Chief Financial Officer?**

A: The CWDB cannot advise applicants who to list as the fiscal contact in their application. The applying organization should make that determination, provided the lead applicant meets the eligibility criteria outlined on pages 4 and 5 of the RFA.

**Q: Does "Authorized Representative" mean authorized to sign contracts on behalf of the organization or authorized to submit a grant application?**

A: Authorized to sign the contract (subgrant agreement).

#### Fund Source Information

**Q: Is \$2,700,000 the totality of funding or per application?**

A: Up to \$2,700,000 is the total funding available for all awards.

**Q: How will the \$2.7 million in funding be allocated across the three project types (Innovation Impact, New Accelerator Projects with WIOA experience, and New Accelerator Projects without WIOA experience)? Will there be a set percentage or amount allocated to each project type?**

A: The CWDB has not established specific funding allocations by project type at this time.

#### Participant Eligibility

**Q: What are the requirements and/or limitations of Participant Eligibility (e.g., undocumented farmworkers) for this grant program?**





A: Undocumented participants are eligible to receive limited services with Accelerator 13 funding. Grantees may deliver many services to enrolled undocumented participants, such as training and supportive services, without proof of the participant’s work authorization. This can be helpful in many situations, including where workers are awaiting work authorization, already have work authorization but do not have the documents to demonstrate it due to surviving a disaster, are recently returning from incarceration, experiencing homelessness, leaving foster care, moving to a new location, or otherwise lack full access to many of their vital documents, or any number of circumstances. Grantees should keep in mind that they can postpone verifying work authorization documentation until the participant is moving into services that require such authorization.

***Generally, grantees may not provide certain career services, including job referrals or employment training activities, including occupational skills training that leads to post-secondary credentials, to enrolled participants if they are not authorized to work.*** [Workforce Services Directive \(WSD\) 18-03](#) provides a snapshot of services that require work authorization and those that don’t.

Finally, as encouraged by the Employment and Training Administration, when serving participants whose work authorization has not been verified, grantees should consider policy and procedures for the development of service plans that consider the menu and order of services that best prepare the individual to successfully reside in the community and to eventually secure employment with a livable wage. For example, programs funded through the Adult Education and Family Literacy Act (AEFLA), and authorized by WIOA Title II, provide basic skills instruction for both below and at the high school level, integrated English literacy and civics education, and English language acquisition instruction.

**Q: What are the Employment Development Department’s (EDD) directives for Adult and Youth WIOA eligibility?**

A: [WSD 15-14 WIOA Adult Program Priority of Service](#) and [WSD 17-07 WIOA Youth Program Requirements](#). For additional resources to establish participant eligibility, refer to page 25 of the RFA.

**Q: Are undocumented participants eligible to receive support from Accelerator?**

A: Undocumented participants are eligible to receive limited services with Accelerator 13 funding. Grantees may deliver many services to enrolled undocumented participants, such as training and supportive services, without proof of the participant’s work authorization. This can be helpful in many situations, including where workers are awaiting work authorization, already have work authorization but do not have the documents to demonstrate it due to surviving a disaster, are recently returning from incarceration, experiencing homelessness, leaving foster



care, moving to a new location, or otherwise lack full access to many of their vital documents, or any number of circumstances. Grantees should keep in mind that they can postpone verifying work authorization documentation until the participant is moving into services that require such authorization.

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**Q: If an individual is not a member of the target population(s) or does not qualify for WIOA, does that mean they cannot be served with grant funds?**

A: All participants served through this grant program must be WIOA eligible and meet at least one of Accelerator 13's target populations. For more information, refer to page 20 of the RFA.

**Q: What is the minimum and maximum age for participants to be eligible under Accelerator 13?**

A: While there is no maximum age limit for participants to be served using Accelerator funds, a project may propose to serve Out-of-School Youth starting at age 16 provided the individual meets the criteria for WIOA-eligible Out-of-School youth ages 16-24. For more information, refer to page 4 of the RFA.

**Q: Where can we find information on WIOA eligibility definitions?**

A: As a courtesy to applicants, the RFA includes all federal target population definitions on pages 7 and 8. Awarded grantees are responsible for determining participant eligibility.

Leveraged Funding Requirement
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**Q: Do the leveraged sources need to be documented at the application phase, or can they be secured later?**

A: Applicants must demonstrate the ability to leverage the Accelerator 13 award at a 1:1 ratio with funds or services from other sources at the time of application submission. Prior to the CWDB's application scoring process and as part of the technical review, all applications will be reviewed for 1:1 leveraged funding. Applications missing the required documentation are subject to automatic disqualification. For more information, refer to page 19 of the RFA.

**Q: What is 1:1 leverage funding?**

A: Leveraged funds are in-kind contributions that will support administrative staff not funded by the grant.

**Q: If we are adding to a state-funded program, can those resources be counted as matching?**

A: 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. Please reference page 18 of the RFA for more information.

**Q: Is another secured grant an appropriate source of leveraged funding?**

A: Yes, this is likely an allowable source of leveraged funding.

## Reporting

**Q: Will grantees be required to use Cal-E-Grants or CalJOBS to track participant data?**

A: 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. For more information, refer to page 17 of the RFA.

## Other

**Q: If awarded, will Accelerator 13 funds be added to the existing Subgrant Agreement through EDD?**

A: Yes, if the Fiscal Agent or awardee is a local workforce development board (local board), the awarded funds are added to the LWDB's existing or 'master' subgrant or in CalJOBS.

**Q: Is a recording of the Application Webinar available?**

A: Applicants may access the recorded [WAF Application Webinar](#) available on CWDB's YouTube channel.



**Q: Are the PowerPoint slides from the Application Webinar on October 3 presentation available?**

A: Yes, a presentation copy can be requested by emailing [Solicitations@cwdb.ca.gov](mailto:Solicitations@cwdb.ca.gov).

**Q: How are "administered WIOA funds" defined?**

A: Administering WIOA funds is defined as the lead applicant's experience managing WIOA funds. 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.

**Q: Do guidelines on pages six through nine, including Project Core Team, Partners, and Sustainability, only apply to Innovation Impact projects? Therefore, these requirements do not apply to New Projects.**

A: These requirements apply to all project types.