

## H RTP 2025 Grant Program - Phase II

Cumulative questions and answers for Phase II of the H RTP 2025 grant will be posted on the H RTP 2025 webpage every Friday, beginning June 20, 2025.

**Questions must be received each Tuesday by 2:00 PM (PT) to be included in 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 Wednesday, July 2, 2025.

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 asked or previously asked questions.

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### Weekly Q&A through Friday, June 27, 2025

#### REQUIRED AGREEMENTS FOR NEW PROJECTS

**Q: Our proposed program includes a Labor-Management Partnership (LMP) that is housed at the training provider's organization rather than the employer's organization. Would this LMP structure meet the eligibility criteria, or must the LMP be based at the employer's organization?**

A: The CWDB does not have a preference regarding **the structure** of a LMP provided the LMP aligns with the requirements **outlined** on page 2 of the RFA.

**Q: We are applying as a Lead Applicant and have a Labor-Management Partnership (LMP). Should the LMP be confirmed in an MOU signed separately or together by a Worker Representative and us?**

A: Required agreements for new projects (LMP substantiation in this scenario) must be uploaded separately from required partner MOUs. See the Upload Documents subsection of the RFA on page 23 for more information.

## **EVIDENCE OF FORMAL PARTNERSHIP**

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**Q: We are applying as a Lead Applicant and also serving as a convenor. As a training fund for a union with an existing collective bargaining agreement in place, would this fulfill the requirement for an MOU with a worker representative partner?**

A: Yes, a new or existing Collective Bargaining Agreement may be submitted as part of the Phase II application. Collective Bargaining Agreements must include a description of the roles and responsibilities the Required Partner agrees to perform as part of the funded H RTP project. For a full overview of MOU requirements, see page 10 of the RFA.

## **PHASE II APPLICATION ELEMENTS**

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**Q: We understand the project duration is 24 months, 8 quarters total. However, the Workplan is set up for 13 quarters in Salesforce. Would you recommend we type N/A for quarters 9-13?**

A: The Work Plan exhibit is used for all CWDB grant opportunities, some of which have a longer grant term. H RTP 2025 applicants only need to complete 8 quarters.

**Q: If an entity has a United States Department of Health and Human Services-approved Negotiated Indirect Cost Rate Agreement (NICRA) that exceeds 20 %, and uploads that NICRA and the attachment, how should that be documented in the Expenditure Plan tab?**

A: Applicants should upload supporting NICRA documentation via the Upload Documents tab. In the Expenditure Plan tab, you will only enter the amount. In the Budget Summary tab, you will enter the amount, negotiated indirect cost rate (percent), and name of the cognizant agency.

**Q: If rent and other operating expenses are covered by the NICRA, how should that be documented?**

A: Indirect costs do not need to be itemized. Administrative costs are typically distributed across various budget categories. However, if the indirect cost line item in the budget narrative includes an itemization, it will provide the CWDB with clarity on how the funds are allocated.

**Q: If subrecipients are providing services and support, do we detail participants served in the Budget Narrative for subrecipients?**

A: Providing detailed information in the Budget Narrative is strongly encouraged to ensure clarity and avoid duplication of funding. If funds are allocated for participant supportive services in the budget and a subrecipient is also providing similar services, the narrative should clearly distinguish between the two.

## **ADMINISTRATIVE REQUIREMENTS**

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**Q: If an employer partner is willing to pay workers for training on the clock (which could cost the employer \$500,000 or more over the 2-year grant period), does this contribution count toward the 1:1 match requirement?**

A: Yes, participant wages paid by an employer partner are an allowable source of leverage funds.

**Q: If a staff member's salary exceeds the allowable salary posted in the RFA, but all of their work time will be paid by in-kind, leveraged, or match funds (not supported by direct grant funding), does that in-kind amount have to be capped according to the maximum salary?**

A: If a staff member's salary is being funded in part or in full through leveraged or other grant funds, this must be captured in the leveraged funds section of the Budget Summary. The Budget Narrative should only reflect costs covered by program (grant) funds and should not include any details related to leveraged funds. If a position is not funded at all with program dollars, it will not be reflected in the Budget Narrative. However, the associated costs and basic information will appear in the leverage funds section of the Budget Summary. While the Budget Summary does not capture detailed role descriptions, there is space to include staff salaries covered by leverage or match funding, indicating the associated costs per position.

## **ALLOWABLE USES OF FUNDS**

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**Q: We have a Negotiated Indirect Cost Rate Agreement that is higher than 20%.**

**Are we allowed to use it? Based on our agreement, can we use the difference as a cost-share amount?**

A: Unrecovered indirect costs can be used as matching funds, but this would require prior approval to explain why this is necessary, describe the mechanisms in place to ensure proper utilization of funds in this manner, and prevent “double dipping” of funds. You must maintain proper documentation to support the use of Indirect Costs as match. This includes demonstrating that the costs are allowable under the H RTP 2025 Grant Program and that they meet the necessary criteria for matching funds.

**Q: Will CWDB increase its salary cap amount to reflect the 2025 Executive Level II rate published by the Office of Personnel Management (\$225,700)?**

A: The CWDB Salary and Bonus Limitations directive will be updated to reflect the current rate limits. You may use the most current salary rate published by the Office of Personnel Management.

**Q: In our model, participants are compensated for their involvement in internships and apprenticeships hosted at the training provider organization. Is it permissible for the training provider to pay participants directly, or must all participant wages come from the employer organization identified in the partnership? This scenario is allowable.**

A: The CWDB does not have a preference regarding the structure of an LMP, provided the LMP aligns with the requirements outlined on page 2 of the RFA.

**Q: If our approved NICRA is higher than 20%, can we claim the difference as leveraged funds?**

A: If an organization’s indirect cost rate exceeds 20%, a NICRA is required. A letter from a cognizant agency must be provided to justify the request.

**Q: Can you clarify that the NICRA cap is 10%, the administrative cap is 10%, and there's a combined 20 % cap?**

A: There is a 10% administrative cost cap and a 10% indirect cost cap. A NICRA refers to a negotiated indirect cost rate, which is often higher than the 10% or 20% De Minimis rates recognized by the state. Organizations with an approved NICRA may use the

negotiated rate if properly documented. Without a NICRA, the De Minimis rate applies by default. Any request to exceed the 20% combined cap must go through the NICRA process with a cognizant agency.

Even with a high negotiated indirect cost rate, it is not required to use the full rate. CWDB Analysts will work with each awarded organization to ensure that administrative and indirect costs are reasonably allocated. The goal is to prevent duplication of costs and ensure a clear distinction between direct and indirect expenses, as these can sometimes be difficult to differentiate.

**Q: Can the employer partner be reimbursed for providing on-the-job training during Human Resources' onboarding and training process of employees?**

A: Any expenditures for non-participants, such as partner organizations, employer partners, or union partners, require justification to demonstrate the need for reimbursement, followed by the CWDB's review to determine allowability of costs.

## **OTHER**

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**Q: Are applicants allowed to request less funding in the Phase II application than was originally indicated in the Phase I pre-application?**

A: Yes.

**Q: Our proposed program includes a Labor-Management Partnership (LMP) that is housed at the training provider's organization rather than the employer organization. Would this LMP structure meet the eligibility criteria, or must the LMP be based at the employer organization?**

A: The CWDB does not have a preference regarding the structure of a Labor Management Partnership, provided the LMP aligns with the requirements outlined on page 2 of the RFA.

**Q: In our model, participants are compensated for their involvement in internships and apprenticeships hosted at the training provider organization. Is it permissible for the training provider to pay participants directly, or must all participant wages come from the employer organization identified in the partnership?**

A: Yes, this scenario is allowable.

**Q: Are applicants allowed to request less funding in the Phase II application than was originally indicated in the Phase I Pre-application?**

A: Yes.

**Q: Can participants funded in the LA County H RTP grant be co-enrolled in the CWDB H RTP if they receive different services?**

A: Yes, this scenario is allowable.