HRTP 2025 Grant Program - Phase II

Cumulative questions and answers for Phase II of the HRTP 2025 grant will be posted on the HRTP 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.

Contents

Weekly Q&A through Wednesday, July 2, 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.

PROGRAM PRIORITIES

Q: Are "Jobs First regional councils" and "Steering Committees" the same?

A: For the purposes of the Jobs First letter element of the Phase II application, yes.

Q: What are the requirements for the Jobs First Letter of Support?

A: Support letters must be signed by a representative from the regional Jobs First Council and substantiate the applicant organization's role in the regional collaborative process.

Q: How is the term "New Workers" being defined within the context of this RFA?

A: Non-incumbent workers. This could mean an individual who is not currently employed, or an individual not employed in the occupation for which training is sought. In either case, the individual is seeking new employment placement as an outcome.

EVIDENCE OF FORMAL PARTNERSHIP

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 HRTP project. For a full overview of MOU requirements, see page 10 of the RFA.

Q: Can existing MOUs from a Planning grant be reused?

A: Yes, provided the MOUs align with all MOU requirements described in the RFA.

Q: Can one MOU with all Required Partners be uploaded in multiple sections?

A: Yes, multiple Required Partners may be party to a single MOU. In this scenario, applicants must upload the MOU to each Required Partner category in the Upload Documents section of the application.

Q: Can more than one MOU per partner type be uploaded?

A: Yes. At least one MOU is required for each Required Partner type — additional MOUs may be uploaded via the Additional Documents upload option.

Q: Do MOU dates need to match the grant period?

A: MOUs must be active through the end of the HRTP 2025 grant term.

PHASE II APPLICATION ELEMENTS

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. HRTP 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.

Q: How should participants be counted if they attend multiple training tracks within the same program? Are IHSS healthcare workers eligible for HRTP 2025 training?

A: Participants may be counted once regardless of the number of trainings attended. IHSS healthcare workers are eligible to participate.

Q: How should "To Be Determined" service providers be listed in the Partner Roles & Responsibilities exhibit?

A: List as "TBD" in the application. Awarded applicants will be required to update this information prior to the contracting process.

Q: What dates should be used for participant outcomes in the application?

A: Applicants should use January 1, 2026, as the grant start date for the quarterly breakdown.

ADMINISTRATIVE REQUIREMENTS

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.

Q: Do leveraged resources need to be allocated by program activity, or can they be totaled across the full budget?

A: Match/Leveraged funds must be documented in the following exhibits: Cover Page, Expend Plan, and Budget Summary. The Cal-E-Grants system requires match/leverage totals entered in the Expend Plan and Budget Summary exhibits to align with the overall match/leverage total entered in the Cover Page. Match/leverage inputs will not be scored during the application review process and awarded applicants will have an opportunity to make revisions to line item allocations prior to the contracting process. Additional guidance about completing the required budget exhibits can be found on page 23 of the RFA.

Q: How should budget lines be designated for non-required partners providing key program support?

A: Such partners should be listed under "Contractual Services."

Q: How are administrative and indirect cost percentages calculated?

A: Both are calculated based on the total funding request.

Q: If a subrecipient uses contractors, how should this be represented in the application?

A: Applicants should describe the services provided. Individual contractor names are not

required during the grant application process.

Q: How should unknown community college faculty contractors be addressed in the budget?

A: Use "TBD" in the budget narrative and supplemental budget.

Q: Can match funds from previous grants that extend into 2025 be used?

A: Grant funding from external non-CWDB resources that extends into the HRTP 2025 grant term may be used as a source of match funds.

Q: Can pending grant awards be counted toward the 1:1 match requirement? We have applied for additional grants to support our proposed project, but have not yet received award notifications for them. Would these pending funds be allowable to use as match/leveraged resources if awarded during the grant period?

A: Pending awards cannot be counted as a match/leverage source in an HRTP 2025 application unless they are formally secured at the time of application submittal.

ALLOWABLE USES OF FUNDS

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 HRTP 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.

Q: Is there a cap on the duration of on-the-job training?

A: No duration cap exists, but training must occur within the grant term.

DATA COLLECTION & REPORTING

Q: Is the participant data collected by CWDB aggregate or recorded at the individual level with all entered information tied to the individual that submitted it?

A: Participant data is kept at the individual level. However, most Participant Information fields (see page 40 of the RFA) offer the individual a decline-to-state option. The exception would be information that is required to establish their eligibility to be served under the grant, which would be required.

OTHER

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

A: Yes, this scenario is allowable.

Q: Can we increase our funding request from the amount we originally indicated in our Phase I Pre-Application?

A: Phase II applicants may request an increase beyond their original Phase I amount, provided the total request remains within the award range specified for the Project Type. Applicants must clearly document any changes from their approved Phase I application in the Phase II Cal-E-Grants application.

Q: Are employer partners required to serve as the employer of record?

A: No specific requirement exists. Employer roles vary by project structure and must align with the guidelines listed on page 7 of the RFA.

Q: Can a consortium qualify as an employer partner?

A: Yes, provided the consortium facilitates job placement and meets employer guidelines listed on page 7 of the RFA.

Q: Are there limits on the number of supplemental documents that can be uploaded?

A: No limitations apply to the number of supplemental document uploads.

Q: Does participation in multiple applications impact competitiveness?

A: No. Organizations may apply as a Lead on one project and be listed as a partner in other applications.

Q: Do Letters of Support add competitiveness to the application?

A: Applicants are welcome to submit Letters of Support; however, the scoring process for this grant does not entail a review of support letters.

Q: Should changes from Phase I to Phase II be explained?

A: Yes. Any deviations from the approved Phase I Pre-Application must be addressed in the project summary or relevant narrative questions.

Q: How many applicants are in Phase II?

A: 104 applicants have been invited to Phase II with approximately $243 million in total funding requested.