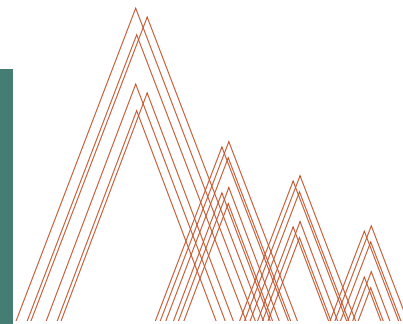


HIGH ROAD

CONSTRUCTION CAREERS

2026

GRANT SOLICITATION
APRIL 15, 2026



Contents

Section One. Overview	1
HRCC 2026 Funding Structure	1
Round One: Bridge Funding for HRCC Regions	1
Round Two Funding	3
Section Two. Program Priorities	3
Alignment with Infrastructure Investments	3
Funding for Communities that Need it Most	3
Section Three. Program Guidelines	3
Eligibility	3
Required Partners	4
Building Trades Council	4
Multi-Craft Core Curriculum (MC3)	4
Community-Based Organization	5
Program Goals & Deliverables	5
Community Workforce Agreements	6
Target Populations	6
Section Four. HRCC Background	7
HRCC Regions	7
Funding Background	8
Section Five. How to Apply	8
How to Access the HRCC Application	8
Application Instructions	8
Cal-E-Grants	9
Creating a Cal-E-Grants Account	9
Logging in to Cal-E-Grants	9
Application Elements	9
Cover Page	9
Project Narrative (Scope of Work)	9
Work Plan	10

Participant Plan.....	10
Expenditure Plan	10
Budget Narrative.....	10
Supplemental Budget.....	10
Budget Summary	10
Upload Documents	11
Section Six. Program Timeline	11
Application & Award Timeline	11
Section Seven. Selections and Award Process	11
Communication of Award Decisions.....	11
Acceptance of Award.....	12
Application Exhibit Modifications	12
Grant Agreement Process and Timeline	12
Rejection of Funding Request	13
Administrative Performance	14
Section Eight. Administrative Requirements	14
Administrative and Indirect Cost Limits	14
Negotiated Indirect Cost Rate Agreement (NICRA)	14
De Minimis Rate	15
When Should Costs Generally Considered Indirect Be Counted as Direct Costs?	15
What Types of Non-Labor Costs Should Be Treated as Indirect Costs?	15
Leveraged Resources.....	15
Supplanting	16
Travel Reimbursements.....	16
Contractor Procurement.....	16
Fair and Reasonable Purchasing	16
Noncompetitive Procurement (Sole source).....	16
Role of Lead Applicant	17
Community of Practice	17
Record Retention	17

Advance Payment	17
Invoicing	17
Monitoring and Audits	18
Section Nine. Data Collection and Reporting	18
Data Management	18
Collection of Personal Information	18
Use of Personal Information	19
Collaboration with the HRCC Program Evaluation Team.....	19
Measuring Partnerships	19
Grantee Onboarding and Administration Guide	19
Periodic Review and Information Requests	20
Progress Reporting and Close-out	20
Close-out Period	20
CWDB Support	20
Appendices	21
Appendix A. Allowable Expenditure Guidance	21
Allowable Activities	21
While the proposed cost is allowable under the funding source, is it also reasonable?	21
What are the guidelines for allocable?	21
When do I need to submit a Purchase Justification Form?.....	21
Allowability of General Costs	22
Appendix B. Required Cal E-Grants Participant Data Fields	23
Grantee Information	23
Participant Information	23
Supportive Services	23
Career Services.....	23
Training Services	23
Milestones	23
Credentials	24
Post-Exit Outcomes.....	24

Section One. Overview

The California Workforce Development Board (CWDB), in partnership with the California Department of Transportation (Caltrans), is pleased to announce the availability of \$8 million in grant funding for Round One of the High Road to Construction Careers 2026 (HRCC 2026) Grant Program, a California Jobs First Initiative.

HRCC 2026 supports regional construction workforce development efforts that align with California's infrastructure investments and workforce priorities. The HRCC 2026 program will utilize a two-round funding approach to ensure continuity of services statewide and direct funds to regions where hiring demand is highest.

The HRCC 2026 grant program's objectives are to:

- **Meet demand:** Train workers to meet the hiring needs of public infrastructure and construction projects.
- **Promote access:** Support entry into joint-apprenticeship programs for individuals who have traditionally faced barriers to employment in the construction trades, including women, veterans, and justice-involved individuals.
- **Boost the economy:** Increase employment, boost incomes, and drive economic activity in communities that need it most.

HRCC 2026 Funding Structure

Funding for the HRCC 2026 program will be awarded in two rounds. All current HRCC grantees are eligible to apply for both rounds.

Round One of the HRCC 2026 program will provide \$8 million to existing HRCC grantees. Round One funding is intended to serve as a "bridge" between the HRCC Resilient Workforce Fund (RWF) program and Round Two of the HRCC 2026 program. Each region will be awarded funding in Round One based on an allocation formula intended to expedite funding for grantees to maintain existing regional service levels.

In Round Two, approximately \$19 million will be awarded to regions with demonstrated hiring demand through a competitive application process. The CWDB will issue a separate solicitation for Round Two in the 2026-27 State Fiscal Year.

Round One: Bridge Funding for HRCC Regions

All HRCC regions will receive a predetermined funding allocation under this solicitation. Funding allocations for Round One are based on each region's HRCC RWF spending rate using invoice data through December 2025. Funding allocations by region are shown in the table below.

HRCC Region	Current Grantee	Average Invoice Amount (~8-month bridge)
1	Construction Trades Workforce Initiative	\$688,260
2	Working Partnerships USA	\$801,693
3	Monterey County Workforce Development Board	\$73,207
4	San Bernardino Community College District	\$799,723
5	San Diego Workforce Partnership	\$1,018,112
6	Workforce Development Board of Ventura County	\$663,988
7	NB BCTC - NB TIP	\$157,701
8	LA/OC BTC - Apprenticeship Readiness Fund	\$964,727
9,11	North Central Counties Consortium (NCCC)	\$222,210
10	Fresno Area Workforce Investment Corporation	\$1,322,756
12	People working together	\$776,235
13	Humboldt State University (Cal Poly Humboldt)	\$258,973
14	SF CLOUT	\$252,415
	Total	\$8,000,000

Table One. HRCC 2026 Round One Funding Allocations

Applicants must apply for the exact amount shown in Table One. In the event one or more eligible regions decline to apply or are deemed ineligible for Round One, the CWDB may reallocate that region’s Round One award to one or more eligible applicant(s) in Round One and/or reallocate that funding to a future solicitation.

PLEASE READ CAREFULLY

Applicants must request access to the HRCC 2026 application through the Application Access form and, once access is granted, complete and submit the application through Cal-E-Grants.

Round Two Funding

The CWDB will release a closed, competitive funding opportunity during the 2026-27 State Fiscal Year, through which the remaining HRCC 2026 funds will be awarded to further support HRCC program goals and align investments with regional labor market demand. Additionally, past grantee performance, including compliance with, and timeliness of, required participant data collection and reporting under previous HRCC grants will be considered. Additional information about eligibility, funding amounts, application requirements, and evaluation criteria will be released in the Round Two solicitation. Details outlined in this RFA regarding the Round Two solicitation are subject to change.

Section Two. Program Priorities

The HRCC 2026 program will support projects that advance equitable access to high-quality careers in the building and construction trades while aligning workforce strategies with industry demand and California's infrastructure investments. Applicants are expected to design projects that are responsive to labor market conditions, support workforce readiness, and promote long-term career pathways into state-approved apprenticeships and high-road employment opportunities.

Alignment with Infrastructure Investments

Under the HRCC 2026 program, the CWDB seeks to fund projects that align workforce training and placements with current and anticipated infrastructure investments in each HRCC region. Applicants are expected to design and implement regional workforce strategies that respond to labor-market demand through a skilled, prepared construction workforce.

In Round One, applicants must submit a scope of work demonstrating how program activities are informed by state and regional infrastructure investments, including current or anticipated Caltrans construction projects located in the applicant's region, where applicable. Refer to [Section Five. How to Apply](#) for more information about application submittal requirements.

Funding for Communities that Need it Most

HRCC 2026 funding will support projects that expand equitable access to individuals who have been historically underrepresented in the building and construction trades. Applicants are expected to prioritize serving women, veterans, and justice-involved individuals as a core element of program design and implementation.

Projects should demonstrate how proposed activities support increased representation of these priority populations through intentional outreach, recruitment, training, supportive services, and connection to state-approved apprenticeship and high-road employment opportunities. Applicants are encouraged to describe strategies that address barriers to entry, retention, and advancement, and that support sustainable, long-term careers in construction.

Section Three. Program Guidelines

The HRCC 2026 program will support projects that advance high-road workforce pathways in the building and construction trades by strengthening apprenticeship access, expanding equitable participation, and aligning workforce training with California's infrastructure priorities.

Eligibility

Funding available through this Request for Application (RFA) is limited to existing HRCC regions only. Applications received from ineligible organizations will not be reviewed. The organization that applies on behalf of the region will serve as the Fiscal Agent. For more details, refer to the Administrative Requirements, subsection "[Role of Lead Applicant](#)".

Required Partners

HRCC partnerships create pathways to apprenticeships between local Building Trades Councils (BTCs), local workforce boards, schools, and community-based organizations (CBOs) through the use of a standard Multi-Craft Core Curriculum (MC3) and the provision of supportive services. Building on this model, applicants must develop and strengthen regional networks through strategic partnerships that address employment gaps and enhance HRCC program service delivery.

HRCC networks must include:

- Local Building Trades Council(s) in the region
- At least one Multi-Craft Core Curriculum (MC3) Provider
- At least one Community-Based Organization

Optional additional partners may include:

- Community Colleges
- County Corrections entities, including Probation or Parole Offices
- County Social Services
- Joint Apprenticeship Training Committees (JACT)
- Local Public Works Agency
- School Districts
- Local Workforce Development Board

Building Trades Council

All Building Trades Councils (BTCs) whose jurisdictions cover the proposed regional service area are eligible to participate in an HRCC network. BTCs are composed of the construction unions affiliated with North America's Building Trades Union (NABTU). BTCs coordinate the activities and interests of the affiliated local unions with the purposes of:

- a) Securing work opportunities for the members of the affiliated local unions.
- b) Providing mutual assistance to each affiliated union to secure sustainable wages, hours, and working conditions for its members through the collective bargaining process.
- c) Promoting workforce development with industry partners.
- d) Promoting apprenticeships as a pathway to careers.
- e) Promoting the interests of the affiliates through participation in political and legislative activities. BTCs are crucial to partnership when it comes to coordinating the Joint Apprenticeship Training Committee, local trades, and contractors for access to apprenticeship training; coordinating training providers; and working with NABTU to grant approval for the use of the MC3.
- f) Assessing and calibrating the supply of new apprentices with regional demand and connecting MC3 with demand for first-period apprentices.

Multi-Craft Core Curriculum (MC3)

The HRCC program utilizes the Multi-Craft Core Curriculum (MC3) as the core pre-apprenticeship training framework to prepare participants for entry into state-approved apprenticeship programs in the building and construction trades. Under California law, MC3 is the mandated curriculum for state and federally funded construction pre-apprenticeship programs. Developed by NABTU's National Training Directors, MC3 is a standardized comprehensive pre-apprenticeship curriculum that identifies and addresses common prerequisites for diverse trades and delivers an industry-recognized credential. This curriculum benefits job seekers by broadening their employment opportunities and increasing their chances of placement into an apprenticeship. Participants can explore different trades

and select their best fit, and construction contractors get a pool of qualified, diverse candidates who have received a minimum of 120 hours of rigorous instruction.

The MC3 curriculum includes:

- Construction Industry Orientation
- Tools and Materials
- Construction Health and Safety
- Blueprint Reading
- Basic Math for Construction
- Heritage of the American Worker
- Diversity in the Construction Industry
- Green Construction
- Financial Literacy

Community-Based Organization

Community-based organizations (CBOs) play a critical role in the HRCC program by helping recruit participants and provide supportive services that enable individuals to successfully enter pre-apprenticeship and apprenticeship pathways in the building and construction trades. CBOs are non-profit groups with considerable experience and capacity to work with and support disadvantaged populations. They have insight and expertise working with specific population groups, which play a crucial role in recruitment and retention. CBOs are crucial for outreach and expanding into new areas and communities, engaging and retaining participants, and providing targeted support services to individuals (particularly those who are in high need).

Program Goals & Deliverables

Program goals and deliverables are intended to build upon prior HRCC investments and support a coordinated, regional approach to construction workforce development.

Funded projects are expected to achieve the following:

- Develop a skilled and qualified construction workforce capable of supporting high-quality infrastructure and construction projects.
- Expand access to state-approved pre-apprenticeship and apprenticeship pathways in the building and construction trades.
- Increase participation and representation of underrepresented and disadvantaged workers, including women, veterans, minorities, and justice-involved individuals, in construction career pathways.
- Advance collaborative models among labor, employers, education and training providers, community-based organizations, Local Workforce Development Boards (LWDBs), and government partners to address current and future workforce needs; and
- Promote alignment with workforce and infrastructure initiatives, including Community Workforce Agreements (CWAs), local hire policies, and state infrastructure investments.

Additionally, HRCC 2026 grantees must prioritize placement of MC3-certified graduates into infrastructure projects identified by Caltrans where feasible. When placement opportunities on regional Caltrans-identified projects are unavailable, graduates should be placed in other registered apprenticeship programs. In instances where no apprenticeship opportunities are immediately available, participants may be referred to other appropriate employment, training, or supportive service opportunities through the region's local workforce development board partner(s).

Round One applicants must submit a scope of work that clearly describes the proposed project's goals, key activities, and planned deliverables. Refer to [Section Five. How to Apply](#) for more information about application submittal requirements.

Community Workforce Agreements

Applicants are strongly encouraged, but not required, to include one or more Community Workforce Agreements (CWA) as part of their application. CWAs support coordinated labor-management partnerships and help connect training programs to employment opportunities, including alignment with local hire priorities where applicable.

Applicants including a CWA in their application are encouraged to include the following elements:

- Identification of the project and/or partnership covered by the agreement.
- Names of participating organizations and authorized representatives.
- A description of the roles and responsibilities of each party related to workforce development and project implementation.
- Provisions supporting apprenticeship utilization and pathways from pre-apprenticeship to state-approved apprenticeship programs.
- Commitments to equitable workforce participation, including access for individuals from underrepresented or priority populations.
- The geographic area(s) where project services and workforce activities will occur.
- Signatures (electronic or original) from authorized representatives of the participating organizations.

A CWA may be uploaded in the *Upload Documents* section of the application. For instructions on document submission, refer to the [Upload Documents](#) section of this RFA.

Target Populations

Applicants must prioritize serving women, veterans, minorities, and justice-involved individuals to increase their representation in the building and construction trades.

Applicants should prioritize serving one or more of the following target populations to the extent feasible:

English Language Learners: An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language and (a) their native language is a language other than English or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

Homeless and Housing Insecure: A homeless and/or housing insecure individual lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements; is an unaccompanied or migratory youth; and/or is fleeing domestic violence or life-threatening conditions in the individual's current housing situation.

Justice-involved Individuals: A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process; and for whom services may be beneficial; or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

People with Disabilities: People with Disabilities (PWD) is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.

Veterans: A veteran is a person who served in active military, naval, or air service and who was discharged or released under conditions other than dishonorable.

Youth: For the purposes of this RFA, a youth is an individual who meets the criteria for WIOA-eligible out-of-school youth ages 18-24.

Immigrants/Refugees: An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.

Low-income Workers: Including but not limited to individuals who reside in low-income communities and low-income households.

Other Under-resourced Communities: Including but not limited to residents of disadvantaged communities, underserved populations as defined under Executive Order 13985, Native American communities, Communities of Color, and unemployed individuals.

Applicants seeking to serve participants who do not align with this list must provide a clear definition of any target populations not defined in this RFA.

Section Four. HRCC Background

To date, the CWDB has invested \$62,270,492 to support thirteen pre-apprenticeship training partnerships across the state. Past grant programs supporting these projects include the California Clean Energy Jobs Act (Prop 39), the Road Repair and Accountability Act (SB 1), and California Climate Investments (CCI).

HRCC partnerships connect local Building and Construction Trades Councils with workforce boards, schools, and community-based organizations (CBOs) to create pathways into state-approved apprenticeship programs across multiple construction trades, including training through the MC3 and supportive services for participants.

Senate Bill (SB) 150 established a partnership between Caltrans and CWDB to support the HRCC Grant Program. Pursuant to Unemployment Insurance Code § 14010 and 14013, the CWDB is authorized to develop, fund, and implement workforce programs aligned with the state's economic, equity, and climate goals. These provisions authorize CWDB to award HRCC grants to support high-road workforce strategies in the construction sector.

HRCC Regions

A map of all HRCC regions and their corresponding counties can be found on the [HRCC webpage](#). The interactive map includes grantees and is searchable by project name, building trade councils, joint apprenticeship and training committee, workforce development boards, community-based organizations, and educational institutions

Funding Background

Senate Bill 150 (SB 150) directs Caltrans to partner with the CWDB to support the HRCC program. Additionally, Unemployment Insurance Code sections 14010 and 14013 authorize the CWDB to develop and fund workforce programs aligned with the State's economic, equity, and climate goals, providing the statutory foundation for HRCC as a grant program within CWDB's High Road Training Partnership (H RTP) framework.

The CWDB and Caltrans have established an Interagency Agreement (IAA) to align workforce development efforts with state and federal transportation infrastructure investments. The IAA will support pre-apprenticeship and apprenticeship pathways that prepare Californians for careers in the construction trade while meeting demand for skilled labor on state infrastructure projects.

Through the IAA, Caltrans provides funding and strategic input, and the CWDB administers and manages HRCC funds to support workforce alignment with Caltrans-supported infrastructure projects, particularly those located within or serving HRCC regions. HRCC grantees are expected to prioritize preparing participants for employment opportunities associated with current and anticipated Caltrans projects, where feasible.

Projects that clearly articulate equity-focused goals, partnerships, and measurable outcomes for women, veterans, minorities, and justice-involved individuals will be considered responsive to this program priority.

Section Five. How to Apply

The HRCC 2026 application will be available only to existing [HRCC grantees](#). Applicants should follow the steps in this section to ensure all the required HRCC 2026 application elements are completed and submitted by the application deadline.

How to Access the HRCC Application

Applying for HRCC 2026 Round One funding is a closed, invite-only process. Eligible applicants must submit the [Application Access Request form](#) to receive access to the application on the Cal-E-Grants website. The form collects basic applicant information and identifies the individual(s) who require access to the application. Delays in requesting and/or receiving application access will not be grounds for extensions to the application deadline. For questions regarding HRCC 2026 application access, contact Solicitations@CWDB.ca.gov.

Application Instructions

All applications for HRCC funding must be submitted electronically through the Cal-E-Grants website. Only applications submitted through Cal-E-Grants will be considered. Paper applications will not be accepted and will be automatically disqualified.

Applicants can apply for HRCC 2026 by selecting the *CWDB Application* on Cal-E-Grants under the Funding Opportunities link (located in the upper left corner of the website) or under the CWDB link (located in the middle of the website).

If your organization has changed its name since the beginning of the HRCC RWF grant term, please note the change on the cover page.

To begin the application, locate and select the **CWDB Application** link and select *Start Application*.

Applications must be submitted electronically through the Cal-E-Grants website by Wednesday, May 06, 2026, at 5:00 pm PDT.

Cal-E-Grants

In partnership with the Employment Training Panel (ETP), the CWDB posts available grant opportunities on the Cal-E-Grants website.

Cal-E-Grants supports the state's administration of grant programs, including application submission, application ranking and assessment, and contract generation.

New Users must create an account to complete and submit an application package.

To receive funding consideration, all required Narrative questions, exhibits, and documentation must be completed and submitted in Cal-E-Grants by the application deadline.

Creating a Cal-E-Grants Account

Applicants must create a Cal-E-Grants account to access the HRCC 2026 application. If a Cal-E-Grants account already exists for the organization, request the organization's primary account holder to add the applying user via the system's Manage Users function. For information on adding new users, visit [Manage Users](#).

To register for an account:

1. Select the *Log In* button on [Cal-E-Grants](#).
2. Select *Sign Up*.
3. Enter the required information in the New User Registration Form.
4. Follow the steps to complete registration.
5. For more information on new registration, refer to the [New User Registration](#).

Logging in to Cal-E-Grants

Applicants must log in to the webpage using the administrator credentials created by their organization. It is strongly recommended that the individual with the organization's administrator credentials be the only person to add new users and manage existing users. The administrator can add multiple users, inactivate users, and delete the contents of input fields in the application. When added, new users will be able to complete and submit the HRCC 2026 application and, if awarded, have access to complete and submit Quarterly Progress Reports, Invoices, Modification Requests, and other relevant documents.

Application Elements

To be considered for funding, applicants must complete each of the following application elements. The Cal-E-Grants system will not allow an application to be submitted if any required fields are incomplete. Applications submitted with missing, incomplete, or inaccurate information may be disqualified.

Cover Page

Enter general information about the partnership and proposed project. The Cover Page contains a pop-up acknowledgement of terms before an applicant can proceed to the subsequent exhibits. Once the acknowledgement is accepted, the remaining application exhibits will be made available for review and completion.

Project Narrative (Scope of Work)

Applicants must submit a scope of work under the Narrative exhibit of the application. The scope of work must identify the following about the project:

- Overview of planned activities, goals, and deliverables

- Partner roles and responsibilities
- How the proposed program will recruit and serve participants from the target populations outlined in this RFA
- How the project will align with public infrastructure and construction projects in the region*

*Applicants are encouraged to describe how project design reflects anticipated construction timelines, project sequencing, and regional workforce demand, while maintaining flexibility to adapt to changing market conditions. Projects may also align activities with other regional infrastructure investments that generate demand for skilled construction labor, where relevant.

The scope of work must align with all other application exhibits including Budgets, Work Plan and Participant Plan.

There is a 12,000-character limit including spaces and punctuation for this exhibit.

Work Plan

Provide details about proposed activities and estimated milestone completion dates quarterly throughout the grant term. This information must align with the scope of work, goals, and deliverables outlined in the Project Narrative.

Participant Plan

Projects must identify their target population(s) and the number of participants the project plans to enroll, train, and place in post-secondary education, Department of Apprenticeship Standards (DAS) approved apprenticeship, and/or employment. Applicants must also provide detailed information about their project's participant placement and/or career objectives, participant lifecycle, training cadence, and types of supportive services offered. For more information, refer to the [Target Populations](#) section of this document.

The Participant Plan exhibit will be provided to applicants via email as a .xlsx file once the [Application Access Request form](#) is submitted. The completed Participant Plan must be uploaded via the *Upload Documents* section in the CalEGrants application. Applications missing this document may be deemed incomplete and ineligible for Round One funding.

Expenditure Plan

Enter quarterly expenditure projections for the proposed grant funding.

Note: The Expenditure Plan will automatically display 13 quarters. However, projects should only complete three quarters (8-9 months) worth of information.

Budget Narrative

Provide details related to proposed line-item allocations, including but not limited to cost-breakdown calculations, subrecipient information, and purchase justification.

Supplemental Budget

Complete if grant funds are used for Equipment Purchases, Leased Equipment, Contractual Services, and/or Subrecipient.

Budget Summary

List all line-item allocations of the proposed budget. Costs are divided into two categories: Grant Funds and Leveraged Funds (match).

Upload Documents

The Upload Documents section of the application allows applicants to submit additional required and supporting documentation. Please use the description field to clearly identify each uploaded document (for example, "Participant Plan"). There is a 500-character limit per text box.

Applicants must upload the required Participant Plan (refer to the *Participant Plan* subsection above). Applicants must also upload a completed Payee Data Record (STD 204) and, if applicable, a Payee Data Record Supplement (STD 205).

Applicants who wish to submit a Community Workforce Agreement (CWA) may upload their CWA in this section.

Section Six. Program Timeline

This section provides an overview of the HRCC 2026 program timeline and key program milestones.

Application & Award Timeline

Event	Details
RFA Release	April 15, 2026
Applications Due	May 6, 2026, at 5:00 p.m.
Award Announcement	Late May (estimated)
Contract Processing	1-3 weeks
Estimated Program Start Date	June (estimated)
Grant Term	8-18 Months*

*Round One funds are intended to serve as an eight (8) month bridge until Round Two funds are solicited and awarded; however, awarded Round One funds may be used for up to 18 months.

The CWDB reserves the right to modify any dates in this RFA without an addendum. All dates provided in the table above are estimates and are subject to change. Significant dates, including cutoff dates and review periods, can be found on the [HRCC 2026](#) webpage.

The application deadline is Wednesday, May 6, 2026, at 5:00 p.m. PDT. Applicants are encouraged to submit their applications at least 48 hours in advance to ensure that there are no errors in their submission. Technical issues that prevent submission by the deadline will not be grounds for an extension.

To ensure timely assistance with application issues, applicants are encouraged to submit requests for assistance to Solicitations@cwdb.ca.gov at least two (2) business days before the application deadline. The CWDB cannot guarantee individualized assistance with application issues if notified less than two days prior to the application deadline.

Section Seven. Selections and Award Process

Applications will be reviewed and evaluated based on their alignment with the HRCC 2026 program priorities and objectives. Applications that meet the evaluation criteria described in this RFA will be eligible for funding.

Communication of Award Decisions

All applicants will receive an emailed communication of their award decision to the primary point of contact identified in their application following the conclusion of the application scoring process. Awarded grantees must respond via email to Solicitations@cwdb.ca.gov within three (3) business

days to confirm acceptance of a grant award. Awarded applicants who do not confirm their award within this timeline may be subject to forfeiture of the award. The CWDB will also post a list of awarded projects to its website following the conclusion of the award process.

Acceptance of Award

Upon confirmation of award acceptance, awarded applicants must complete all exhibit modifications identified by the CWDB within the timeline specified by the CWDB. Failure to complete requested exhibit modifications in accordance with the timeline and specifications conveyed to the awarded applicant by CWDB may result in revocation of a grant award.

Awarded applicants also agree to comply with all guidelines and stipulations outlined in this RFA, all terms in the grant agreement, and all administrative and reporting requirements communicated by the CWDB at any point in the grant term.

The CWDB reserves the right to revise the terms and conditions of HRCC 2026 awards throughout the grant agreement execution process and grant term.

Application Exhibit Modifications

Following the award notice and prior to the execution of the grant agreement, the CWDB's Program Implementation and Regional Support (PIRS) Branch will work directly with the point of contact listed in the application to initiate the modification process. During this stage, awarded applicants will be required to update their application exhibits. This process is time-sensitive and requires prompt responses to all emails and the return of all paperwork to authorize funding and begin project activities by the program start date.

The application exhibit update modification process will include the following steps:

1. An analyst from the PIRS Branch will contact the application point of contact with the revisions needed or additional information requests.
 - a) If assistance is needed during this process, contact the PIRS Branch through their inbox, HRCC@cwdb.ca.gov.
2. The analyst will reopen the application for edits in the Cal-E-Grants system.
 - a) Prior Approval authorization (via Use of Funding or Purchase Justification forms) may be needed depending on the nature of the scope of work. If required, the CWDB will notify and provide the appropriate forms for completion. These will be added to the application via the *Upload Documents* section.
 - b) Revisions must be completed in the Cal-E-Grants system. Revisions should only be made to the identified Applicable exhibits (tabs).
3. After revisions are submitted, the CWDB will review them and determine if all revisions are met. Once approved, the CWDB will provide an update on the process and start the Grant Agreement process.
4. After Award Announcements are made, the CWDB will release a Grant Administration Guide to all grantees, providing further guidance on using the Cal-E-Grants system for monitoring and reporting purposes.

Grant Agreement Process and Timeline

Upon acceptance of the final approved grant application, the completed grant agreement package will be sent to the awarded organization for signature. Organizations must review, sign, and return the grant agreement on the timeline specified by CWDB following the award announcement. The CWDB Director or designee will be the final signature.

Upon receipt of the required signature(s), the Grant Agreement will be executed. However, the Grant Agreement is not effective, and program activities cannot begin until a fully executed Grant Agreement is returned to the grantee, regardless of the listed grant term start date. If a grant agreement is executed before the assigned grant term date, program activities cannot begin until the grant term's start date. Awarded grantees should expect the grant agreement process to take one (1) to four (4) months.

Any changes to an organization's contact information as identified in their application at any point during the grant cycle, including primary and fiscal point(s) of contact, must be communicated to the CWDB immediately. If a contact changes during the application modifications or after grant agreement execution, the change should be communicated to HRCC@cwdb.ca.gov. If the change occurs during the grant agreement processing period, the change should be communicated to Contracts@cwdb.ca.gov. Failure to provide valid and current contact information and/or failure to respond to CWDB requests for information may result in revocation of a grant award.

Rejection of Funding Request

All award decisions are considered final. However, applicants not selected for the award may request a summary of feedback from the CWDB scoring panel. Requests for feedback must be sent to Solicitations@cwdb.ca.gov within 30 calendar days of CWDB's award decision message. Applicants submitting such a request will receive an email summary of the scorer's comments within ten (10) business days of the request.

The CWDB reserves the right to waive any immaterial deviation in an application. However, the waiver of an immaterial deviation in an application shall in no way modify the document or excuse the successful applicant from full compliance with the application requirements after the contract is awarded.

An application may be rejected for any of the following:

- The application is incomplete or fails to meet the solicitation specifications and/or basic application requirements.
- The application contains false or misleading statements or references that do not support an attribute or condition claimed by the applicant. The application shall be rejected if, in the CWDB's opinion, such information was intended to erroneously mislead the state in its evaluation of the application.
- The applicant has received a substantive negative contract evaluation from the State of California.
- The applicant has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990.
- It is determined that the applicant is not responsible. Examples of why an applicant may not be found responsible include, but are not limited to:
 - No business license.
 - Submission of an application when the license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the Agreement.
 - An application is submitted without an authorized signature.
 - The applicant falsified any information in the application package or has shown poor performance on a previous contract with the CWDB.
 - Upon license verification with the Contractor's State Licensing Board, the CWDB learns that an applicant's license is subject to suspension on the date of the application opening and/or award of the contract or during the proposed term of the Agreement.

Administrative Performance

For applications submitted by organizations that have received past CWDB grant funding, the CWDB may review its administrative records to determine whether a prospective HRCC 2026 grantee achieved an adequate level of administrative performance under their previous CWDB grant(s). Factors that will be considered when evaluating past administrative performance include, but are not limited to, success in achieving proposed project goals, fiscal agent performance, participant data collection and reporting, and the occurrence of any cash holds or de-obligations. Findings indicating that an organization was unable to adequately administer past CWDB grant funding may disqualify such an organization from consideration for HRCC 2026 funding.

The CWDB will collect and maintain administrative performance data for awarded HRCC 2026 grantees, which may be considered in future CWDB funding decisions.

Section Eight. Administrative Requirements

Funding requests must be clearly justified and outlined within the application's Narrative, Budget Summary, Supplemental Budget, and Budget Narrative, including a detailed breakdown of all costs by line item and thorough descriptions provided under the Budget Narrative. The CWDB reserves the right to request additional information as needed. Funding requests must align with the allocations listed in *Table One* under section [Round One: Bridge Funding for HRCC Regions](#).

No obligation or commitment of funds will be allowed prior to the start of the grant term or beyond the grant term end date. Any grant funds not expended during the grant period will be returned to the state.

The CWDB and EDD reserve the option to extend grant periods within the term limits imposed on the funding appropriation, provided there is proven justification. The CWDB also reserves the right to adjust the total number, duration, and amount of each grant award, including allocating additional funds above the requested amounts.

Administrative and Indirect Cost Limits

Administrative Costs should be detailed in the Budget Narrative section of the application, under the other line item. Details should include which line items within the budget have associated Administrative Costs. This way, Administrative Costs are considered direct costs as defined.

Indirect Costs should be detailed in the Budget Narrative section of the application, under the Indirect Costs line item. Details should include cost-breakdown calculations and sufficient justification. For more information on Indirect Costs, refer to [CWDB State-Funded Program: Indirect Costs](#) (CWDB25-01).

Negotiated Indirect Cost Rate Agreement (NICRA)

Negotiated Indirect Cost Rate Agreements are established by the federal government. If the applicant is claiming an indirect cost rate exceeding 20%, the applicant must submit a NICRA from a cognizant agency to the CWDB for review and approval, which outlines the above information. Each agreement must include:

- The approved rate(s) and information directly related to the use of the rates (e.g., type of rate, effective period, and distribution base).
- The treatment of fringe benefits as either direct and/or indirect costs.
- General terms and conditions.
- Special remarks (e.g., the composition of the indirect cost pool).

NICRAs with redacted information will not be accepted. Organizations with a NICRA accepted by CWDB will have administrative costs capped at 10% of the grant award.

De Minimis Rate

Organizations without a NICRA or unable to provide one can use a *de minimis* indirect cost rate of 20% of the modified total direct costs (MTDC). The rate caps administrative costs at 10% and combined administrative and indirect costs cannot exceed 20% of the total grant award amount.

When Should Costs Generally Considered Indirect Be Counted as Direct Costs?

Costs for program implementation are direct costs, but direct costs should include costs normally classified as indirect when they are *directly allocated to the project*. including costs from the following activities:

- Managing, coordinating, directing, and/or evaluating the overall program/project.
- Preparing program plans, budget schedules, and related amendments.
- Monitoring programs, projects, subrecipients, and related systems and processes.
- Developing systems and procedures, including management information systems, for assuring compliance with program requirements.
- Preparing reports and other documents related to program requirements.
- Evaluating program results against stated objectives.
- Performing administration services such as program-specific payroll, accounting, auditing, or legal activities.

What Types of Non-Labor Costs Should Be Treated as Indirect Costs?

Examples of non-labor costs that should be treated as indirect costs when directly allocated to the project funded by this grant include:

- Costs for goods and services required for administration of the program, including goods and services such as the rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space
- Travel costs incurred for official business in carrying out program management and administrative activities.

Leveraged Resources

Leveraged resources (match requirement) may include both non-cash (in-kind) and cash contributions, if they are made outside the domain of the donor and provide benefits and/or scale the proposed project, as well as the donor's impact aims.

Leveraged resources are to be used by the grantee(s) and/or subrecipient contractor(s) to support the proposed project's activities (such as training or supportive services) and may include a cash dollar amount up to the equivalent value of the total requested funding, in-kind services with an equivalent dollar value, or a combination of the two. It is the applicant's responsibility to ensure that the use of match funding is allowable by its source.

The CWDB has the sole authority to determine whether proposed leveraged resources are acceptable. Leveraged resources may be from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs.

Projects are encouraged to propose leveraged resources from similar workforce programs, including, but not limited to, California Jobs First, in a manner that strategically aligns with the intent of the HRCC 2026 program.

Workforce Innovation and Opportunity Act (WIOA) funds may be used as leverage, but not as a cash source or to make a Cash Match. All leveraged funds will be subject to the reporting requirements contained in [Workforce Services Directive 19-05](#) and [Title 2 Code of Federal Regulations \(CFR\) Part 200](#): “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

Supplanting

Grant funds provided under HRCC 2026 shall not be used to replace or duplicate funding from other sources or initiatives. Grant funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. Projects must be able to demonstrate that the funds are added to the amount of state and local funds that would, in the absence of the grant funds, be made available for uses specified in the grant application. Grantees must ensure that HRCC 2026 funds are used to enhance, rather than replace, existing funding or resources for target programming.

Travel Reimbursements

The travel and per diem rates shall be set in accordance with the California Department of Human Resources for comparable classes. Travel outside the State of California will not be reimbursed unless prior written authorization is obtained from the CWDB.

Contractor Procurement

The Fiscal Agent must determine the relationship with partners within the scope of the grant on a case-by-case basis prior to entering into a contractual agreement. When determining whether a Contractor or Subrecipient relationship exists, the substance of the relationship is more important than the form of the agreement (i.e., grant, contract, subgrant, or subcontract). All characteristics related to the type of provider and agreement should be analyzed, and no single factor should be taken in isolation. Not all characteristics will be present in every relationship. Contractors are subject to procurement regulations as defined in CWDB’s [State-Funded Program: Subrecipient and Contractor Management](#) (CWDB24-01). All state grant procurements must be “necessary and reasonable” in operating the state program and directly contribute to its success and outcomes.

Fair and Reasonable Purchasing

All purchases of goods over \$10,000 or subcontracts must be procured through a fair and reasonable contracting method requiring the Fiscal Agent to obtain at least three written, competitive quotes to justify that the purchase price is fair and reasonable. The Fiscal Agent shall keep quotes for purchases on file and provide them to CWDB upon request.

Noncompetitive Procurement (Sole source)

If a purchase is a sole-source purchase (only one vendor can provide an item or service, so a competitive bid cannot be obtained), justification must be provided to the CWDB detailing why the purchase cannot be competitively procured and why the provider was selected.

All sole-source purchases (regardless of price) require a Proprietary Letter. A Proprietary Letter explains an entity’s rights to its specialized goods or services. Fiscal Agents do not need to submit this letter to the CWDB but are required to obtain and keep the Proprietary Letter on file in the event they are monitored.

Role of Lead Applicant

The Lead Applicant will represent the HRCC region and make disbursements on behalf of the awarded region. As such, they must possess legal authority to administer state funds as they will be responsible for organizing, coordinating, and reporting on project activities, deliverables, and program metrics on behalf of their HRCC Region. They are the lead reporting entity for their project and are expected to administer fiscal responsibilities for this grant program. Lead Applicants may also provide services to participants.

Community of Practice

Awarded grantees will be required to participate in CWDB-facilitated Community of Practice events. The Community of Practice is a forum for grantees, staff, partners, and other key system stakeholders to share information. It provides an opportunity to solve problems and prioritize challenges addressed through dialogue and proactive thinking. Grantees and their program partners are expected to access peer and expert technical assistance, share successful program models, and coordinate performance criteria and evaluation activities through the learning community.

Record Retention

Fiscal Agents are required to maintain the project and fiscal records in a manner that will allow state and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary data sources (e.g., computer-generated). Fiscal Agents will retain all records pertinent to this contract for three (3) calendar years from the date of final payment of this contract. Specific documentation and records used for this purpose are within the Fiscal Agent's discretion to determine and produce if requested. The CWDB will rely on federal standards regarding Record Retention and Access.

Advance Payment

This grant operates on a reimbursement structure. Due to funding constraints for the 2026-2027 FY, the CWDB is unable to offer grantees an Advance Payment option.

The CWDB will not, under any circumstances, pay for services provided before the start date or the state's final Grant Agreement approval, whichever is later. Final approval occurs when all parties have signed the Grant Agreement, with the latest signature date being the date of final approval.

Invoicing

Grantees will submit monthly invoices in accordance with funding requirements for approval in the Cal-E-Grants system by CWDB. Invoices are due by the 20th of the month following the invoice period. Invoices must be submitted even when the month's balance is \$0. Payments shall be issued within 45 calendar days from the date the invoice is approved and processed by the EDD Fiscal Program Division in accordance with the [California Prompt Payment Act](#).

If a new user needs to complete and submit an invoice on Cal-E-Grants, the primary user for the organization should add a new user rather than create a new Cal-E-Grants account. Refer to [Manage Users](#) for instructions on how to add a new user to the primary user's Cal-E-Grants account. Training will be provided for all selected grantees.

Under no circumstances will CWDB pay for services provided after the grant agreement end date. Final invoices for all reimbursable grant activities must be submitted no later than the 20th day of the month following the grant term's end date.

Monitoring and Audits

After grant approval, Fiscal Agents may be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the funding source and grant program. The purpose is to identify areas of strength and non-compliance. If selected, the Fiscal Agent/Awardee is expected to:

- Be responsive to all compliance monitors' Fiscal and Program Management requests.
- Provide reasonable and timely access to records and staff.
- Facilitate access to subcontractors and communicate with compliance monitors promptly and accurately.
- Conduct regular oversight and monitoring of all Fiscal Agents and their contractors.¹
- Ensure that all awarded funds are compliant with State regulations.

If performance is insufficient or the project is not making progress toward deliverables, the state may place the agency on a cash hold and de-obligate funds.

Section Nine. Data Collection and Reporting

This section provides applicants with an overview of the HRCC 2026 program's data collection, reporting, and evaluation expectations and requirements.

Awarded grantees must provide all necessary information to the CWDB to facilitate grant performance evaluation. Each grant will be evaluated using the following criteria:

- Ability to provide the services proposed in the grant to the number of individuals specified in the grant, as evidenced by, among other factors, whether the grantee completed the work proposed.
- Ability of individuals to successfully complete relevant programming funded under the grant, as demonstrated by relevant measures directly related to the purpose of the program.
- Ability of individuals to succeed in both the broader workforce and education system and the labor market once they transition into the broader system. This will be measured by tracking these individuals using existing performance monitoring systems and metrics that govern relevant programs and outcomes once they transition into the broader system.
- Ability to provide comprehensive updates on project activities, successes, and challenges, submit accurate reporting, invoices, and contract modification requests throughout the grant term.

Awarded grantees will be responsible for ensuring all program data is captured and that data is, to the extent feasible, complete and accurate.

Data Management

All information reported to CWDB is expected to be complete, accurate, and proprietary. Reported data will be used by the CWDB for evaluation purposes and only shared publicly as an aggregate of the HRCC program as a whole. The CWDB will not publicly share personally identifiable information of any participant, client, or organization without prior consent or authorization.

Collection of Personal Information

The CWDB administers the HRCC 2026 program as authorized by SB 150. The HRCC 2026 program entails the collection of Personal Information as defined in the EDD [Privacy Policy](#).

¹ This requirement ensures that all expenditures meet the cost category and limitation requirements of CWDB, that all Fiscal Agents are compliant with applicable laws and regulations, and provide technical assistance as needed.

Use of Personal Information

The CWDB collects Personal Information for the following purposes:

- Program evaluation
- Participant eligibility

Providing participant data, program outcomes, and any additional information requested by the CWDB is mandatory. Grantees that decline to provide this information may be subject to revocation of grant funds.

Collaboration with the HRCC Program Evaluation Team

Awarded grantees must comply with all administrative and reporting requirements. They must submit demographic information on the participants they serve, the services they provide to participants, and the outcomes participants achieve (“Data Metrics”) to the CWDB using the Cal E-grants (“CEG”) participant data system. Grantees are required to collect information for all fields listed in CWDB’s Participant Data Fields Guide as a condition of funding.

A complete list of data variables awarded grantees are required to collect is included in [Appendix B](#), along with the source of data. Full definitions of variables and response options are provided in the *Cal-E-Grants Participant Data Fields Guide* on our [Grantee Guidance](#) webpage. Response options described in CEG allow participants to opt out of providing information for most variables, but grantees must still attempt collection via participant self-attestation or documentation supplied by the participant. Any information that establishes eligibility in a program is required and must be provided.

[Measuring Impact: How to Approach Participant Data Collection](#) provides additional guidance on CWDB’s data security and confidentiality practices, the purpose of collecting participant data, and suggested best practices for collecting individual information.

Grantees that do not comply with data collection and reporting requirements may be subject to de-obligation of any outstanding grant funds. All reporting requirements outlined in this RFA are subject to change to comply with all state and federal laws.

Grantees may be required to participate in a third-party evaluation of work achieved at the end of the grant term.

Measuring Partnerships

The CWDB seeks to comprehensively assess the impact of its High Road grants. Doing so requires considering benefits to (1) trainees; (2) employers; (3) consumers and (4) the environment.

The CWDB has established metrics for its High Road programs for which grantees must demonstrate progress through their reported participant data. All High Road Common Metrics must be measured and reported in a way that examines results through an equity lens. This requires disaggregating results by gender, race, ethnicity, and other relevant demographic information.

High Road grantees may define additional metrics and must document and report on progress throughout the grant term.

Grantee Onboarding and Administration Guide

Following the execution of the grant agreement, the CWDB PIRS team will host individual or group onboarding sessions and provide grantees with a grant administration guide.

Periodic Review and Information Requests

The CWDB may conduct periodic reviews or request information from Fiscal Agents as needed throughout the grant term. Periodic review and information requests may include, but are not limited to, surveys, interviews, and site visits. If a Fiscal Agent is not performing in accordance with program requirements, the Fiscal Agent will be subject to remedies for non-performance, including cash hold and de-obligation.

Progress Reporting and Close-out

The Fiscal Agent must complete and submit semi-annual progress reports (due on the 20th of the following month after the reporting period) and a close-out report (due 30 days after the end of the grant term). The CWDB reviews the progress reports to ensure projects' progress throughout the grant term.

Fiscal Agents must complete and submit semi-annual progress reports and close-out reports through Cal-E-Grants. An email notification will be sent to the Fiscal Agent when the report is active and available to complete.

The Fiscal Agent is responsible for providing complete and comprehensive responses that demonstrate activities, progress, successes, and challenges in project implementation. Failure to provide correct or responsive answers may impact the performance and evaluation of the Fiscal Agent and the project.

Close-out Period

The grant close-out period refers to the 60-day period before the end date of the grant agreement or when its funding is fully utilized. The close-out period is a crucial component of the grant agreement cycle. It is used by the grantee to liquidate remaining obligations and prepare and transmit final fiscal and program documents. Additionally, the grantee should review and update or close out participant data, ensuring that all participant information is accurately entered and captured. The final invoice is due on the 20th of the month following the end of the grant term, and the close-out report is due 30 days after the grant term ends. Grant funds cannot be spent after the grant term ends, nor can prepayment be made for activities that occur outside of the grant term. Any unspent grant funds will revert to the State of California.

CWDB Support

CWDB staff are available to respond to questions about the HRCC 2026 grant. Questions about this solicitation and/or Cal-E-Grants issues can be sent to Solicitations@cwdb.ca.gov.

Awarded grantees may submit questions regarding the grant agreement process to Contracts@cwdb.ca.gov. Questions regarding application modifications and/or grant administration can be sent to the grantee's designated contact on the CWDB's PIRS Team.

CWDB PIRS staff will provide day-to-day grant oversight, administrative assistance, and project management, including grant agreement, fiscal, reporting, and grant technical assistance.

Awarded grantees will also work with a Field Specialist from the CWDB's Equity, Climate, and Jobs Branch. The Field Specialist will provide strategic support, capture lessons from the field, and help grantees navigate challenges.

Appendices

The appendices in this section contain examples, explanations, and concepts of standard contracting language and templates that will be included in the contract of awarded grantees.

Appendix A. Allowable Expenditure Guidance

Allowable Activities

Allowable costs must meet four primary criteria:

1. Substantiation that the cost was necessary and reasonable for proper and effective administration of all allocations.
2. The cost must be justifiable.
3. The cost must be allocable to the funding sources' activities.
4. The cost must not be a general expense required to carry out the Grantee's overall responsibilities (not supplanting).

However, even if the costs meet the prior four criteria, they must be approved within the Grantee's application work plan and budget; otherwise, they are not allowable. The state has the discretion to impose special conditions above and beyond the funding source, which would also determine the allowability of the costs.

While the proposed cost is allowable under the funding source, is it also reasonable?

"Reasonable" is defined as agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision. Systems that guide this definition include those that are:

- necessary for the performance of the grant
- following sound business practices (procurement processes)
- following state and local laws
- following the terms of the grant; using fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

What are the guidelines for allocable?

"Allocable" is defined as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. Grantees may only charge in proportion to the value received by the funding source/program.

Example: The Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition, allocable also means that the cost must be related to the activities identified in the approved work plan.

When do I need to submit a Purchase Justification Form?

It is not necessary to include a Purchase Justification Form with the grant application. During the review process, if CWDB staff finds that a single item or a group of items serving the same purpose exceeds \$2,500, the Contractor will be asked to submit a Purchase Justification Form for review and approval. This applies to any future contract amendments where purchases fall under this description.

Allowability of General Costs

Grantees must follow the intent of the RFA to ensure the cost is necessary, reasonable, allocable, justifiable and not supplanting. Any additional cost restrictions identified in the RFA would supersede allowable costs within this document.

Appendix B. Required Cal E-Grants Participant Data Fields

The information below describes the complete set of variables that projects will be required to collect and report on to the CWDB. Parenthetical notes clarify the source of information for each variable.

The superscripts after the field names indicate the source of information for the field.

- (*) Indicates fields for which information is received directly from participants.
- (+) Indicates fields generated automatically by the Cal E-Grants System.
- (A) Indicates fields where the information is sourced from the administrative data maintained by the grantee.

Grantee Information

- Grant Title⁺
- Grant Name⁺
- Lead Agency Applicant Name⁺

Participant Information

- Participant ID⁺
- First Name⁺
- Last Name⁺
- Date of Birth⁺
- Does Participant have a Social Security Number?⁺
- Social Security Number⁺
- Gender⁺
- Transgender / Gender Nonconforming⁺
- Sexual Orientation⁺
- Address Line 1⁺
- Address Line 2⁺
- City, State, Zip Code⁺
- Race/Ethnicity⁺
- Individual with a Disability⁺
- Veteran Status⁺
- Employment Status⁺
- Individual Income⁺
- Household Income⁺
- Household Size⁺
- Unemployment Insurance (UI) Eligible⁺
- Long-Term Unemployed⁺
- Dislocated Worker⁺
- School Status⁺
- Highest Education Level Completed⁺
- Immigrant
- Public Benefits Status⁺ Foster Care Individual⁺
- Homeless Individual / Runaway Youth⁺
- Formerly Incarcerated/Justice-Involved⁺
- English Language Learner⁺ Basic Skills Deficient/Low Literacy⁺
- Single Parent⁺
- Displaced Homemaker⁺

- Migrant / Seasonal Farmworker Status⁺
- Desired Occupation⁺
- Enrollment Date^A Has Participant exited the program?^A
- Exit Date^A
- Which services were provided?^A

Supportive Services

- Service Provider Name^A
- Supportive Service Name^A
- Service Start Date^A
- Supportive Service Status^A Supportive Service Type^A

Career Services

- Service Provider Name^A
- Career Service Name^A
- Service Start Date^A
- Career Service Type/ Type of Internship/ Work Experience^A
- Career Service Status^A
- Service Completion or Withdraw Date^A
- Reason for Withdrawing from Service^A

Training Services

- Training Provider Name^A
- Training Course Name^A
- Training Start Date^A
- Training Type^A
- Occupation of Training^A
- Occupation
- Training Course Status^A
- Training Completion / Withdraw Date^A
- Reason for Withdrawing from Training^A

Milestones

- Skill Gain: Training Milestone^A
- Skill Gain: Skills Progression^A, Stabilized Housing⁺, Improved Health⁺, Improved Personal Finances⁺

Credentials

- Has Participant received a Credential?^A
- Credential Name^A
- Credential Type^A
- Date Attained Recognized Credential^A

Post-Exit Outcomes

- Post-Exit Employed*
- Post-Exit Holding Multiple Jobs*
- Post-Exit Employment Related to Training*
- Career Advancement for Incumbent Worker*
- Post-Exit Wages or Salary (quarterly)*
- Occupation Description*
- Occupation (O*Net code)*
- Employer-Provided Benefits*
- Post-Exit Public Benefits Status*
- Post-Exit DAS Registered Apprenticeship*
- Post-Exit Postsecondary Education*