



## Innovation Evaluation

### *Request for Applications*

May 2017

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## **Section 1      Overview**

### **A. Introduction**

The California Workforce Development Board (State Board) and the Employment Development Department (EDD) are pleased to announce the availability of up to \$500,000 in *Workforce Innovation and Opportunity Act* (WIOA) to assess and evaluate two signature innovation initiatives of the State Board: SlingShot and the Workforce Accelerator Fund (Accelerator).

### **B. About SlingShot**

The SlingShot Initiative seeks to seed collaborative efforts by employers and industry, government, workforce and economic development, and education stakeholders within a region to identify and then work to solve employment challenges that slow California’s economic engine — with regionally-selected solutions to regionally-defined problems. Each region has created a Coalition (12 throughout California), charged with developing a *Compact* that addresses specific regional challenges to economic opportunity and growth. These Coalitions, led by industry champions, have the autonomy to execute their plans and implement their regional strategy with the support of the State Board.

SlingShot Goals:

- Increase intergenerational income mobility;
- Move the needle on big employment, education, and jobs issues; and
- Increase prosperity and agility of regions, businesses and workers.

*For additional information, please see [www.cwdb.ca.gov/initiatives](http://www.cwdb.ca.gov/initiatives)*

### **C. About the Workforce Accelerator Fund**

Accelerator funds innovative solutions to accelerate system-wide changes to better address the challenges and barriers that keep Californians from achieving success in their professional lives. Through a combination of seed funding and an initiative-wide support network, Accelerator provides an opportunity for the workforce system to create services in unique ways, tailored to the needs of customers.

As with the State Board’s SlingShot Initiative, the goal is to fund “ground up” solutions to some of the most vexing challenges that are keeping Californians with barriers to employment from achieving success in jobs and careers. Target populations include:

- Long-Term Unemployed
- Returning Veterans
- Individuals with Disabilities
- Low-Income Workers
- CalWORKs Participants
- Disconnected Youth
- Ex-Offenders
- Immigrant Job Seekers and their Families

*For additional information, please see [www.cwdb.ca.gov/initiatives](http://www.cwdb.ca.gov/initiatives)*

#### **D. The Innovation Evaluation Model**

In an effort to evaluate the Governor’s investment in innovative service delivery and employer engagement strategies, an evaluation model comprised of specialized teams coordinated by an evaluator is necessary to identify innovation effectiveness for both the Workforce Accelerator Fund and SlingShot. This evaluation model also provides an opportunity to identify how each initiative might be interacting and/or integrated with one another. Each team is responsible for and will focus on an initiative through the use of interviews, focus groups, surveys, and grantee data to qualitatively analyze innovation effectiveness and lessons learned. The innovation evaluation coordinator will collectively work with the teams and the State Board to develop a work plan, timeline, interim deliverables and co-produce a final report with policy recommendations based on findings. This collaborative approach maximizes the potential of the evaluation by creating opportunities to derive shared lessons across initiatives. Figure 1 illustrates the coordinated approach of the evaluation model.

#### **E. Project Types**

Through this RFA, the State Board will fund three types of Innovation Evaluation Projects:

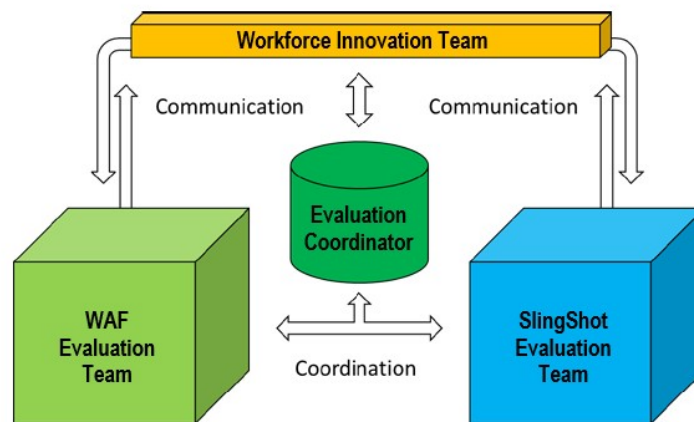
- 1. Workforce Accelerator Fund Evaluation**
- 2. SlingShot Evaluation**
- 3. Innovation Evaluation Coordinator**

Innovation Evaluation Project Teams and coordinator should have the minimum qualifications:

- Workforce Accelerator Fund Evaluation Team
  - Experience working with the broader workforce system including local boards, CBO’s, training providers, and workforce intermediaries; preferably with a background in social justice advocacy;
  - Accredited and published applied qualitative research.

- SlingShot Evaluation Team
  - Experience working with economic development initiatives, including employer-led sector strategies and employer engagement strategies;
  - Accredited and published applied quantitative and qualitative research.
- Innovation Evaluation Coordinator
  - Comprehensive understanding of the workforce system, publicly funded innovation initiatives, and public policy;
  - Skill set of working with both public and private stakeholders;
  - Evaluation program management.

Figure 1



## F. Eligible Applicants

Eligible applicants for this RFA include public and not for profit organizations, academic institutions, and private for-profit businesses that meet the minimum qualifications outlined in this RFA.

### *Grant Awards*

The State Board and EDD anticipate funding up to three (3) grants not to exceed \$200,000 each for each Project Type for up to 12 months in duration. **Applicants may apply for 1 or more Project Types, but must submit separate applications for each.**

*Note: The State Board and EDD reserve the option to extend grants for up to an additional 12 months with proven justification.*

**Section 2      Significant Dates**

<b>Event</b>	<b>Date*</b>
RFA Release	May 1, 2017
Q&A	Accepted and posted weekly to the State Board’s website. All questions must be submitted prior to the final posting date.
All Applications Due	May 25, 2017 (by 3:00pm)
Award Announcement	June 30, 2017

*\*All dates after the final application submission deadline may be adjusted, without addendum to this RFA.*

**Section 3      Application Submission Instructions**

This RFA contains the requirements that applicants must meet in order to submit a responsive Application. The RFA provides information regarding the format in which applications must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicants’ responsibilities.

Application Deadline

The deadline for applications is **May 25, 2017 3 p.m. Pacific Standard Time.**

**Late applications will not be accepted.**

Application Delivery Method and Addresses

Applications must be submitted electronically to:

[CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov)

All applications must be submitted in one .ZIP File containing all required forms and using the following naming convention:

**InnovationEvaluation\_ApplicantOrganization**

## Questions

Questions regarding the instructions for this RFA may be sent to: [CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov)

Note “Innovation Evaluation” in the subject line. Cumulative questions and answers will be posted to the State Board’s website under the Initiatives tab on a weekly basis.

### **Section 4 Application Requirements, Award and Contracting**

All applications must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. Applications that do not adhere to these requirements will be determined non-responsive and will not be considered for funding. **Applicants may apply for 1 or more Project Types, but must submit separate applications for each.**

All applications must adhere to the page limits indicated in the chart below, one-inch margins, single-spaced, in a font no less than 12 point. Forms and cover page are not included in the page limits.

#### **Page Limits**

<b>Innovation Evaluation Project Type</b>	<b>Narrative Page Limit</b>	<b>Team Description Page Limit</b>
Workforce Accelerator Fund	2	1
SlingShot	2	1
Evaluation Coordinator	2	1

**All applicants must submit the required forms and attachments. These include:**

<b>Document Name/Description</b>	<b>Form Provided</b>
<b>Cover Page</b>	<b>YES</b>
<b>Narrative</b>	<b>NO</b>
<b>Form I: Work Plan</b>	<b>YES</b>
<b>Form F: Budget Summary</b>	<b>YES</b>
<b>Form F2: Budget Detail</b>	<b>YES</b>
<b>Form G: Supplemental Budget</b>	<b>YES</b>

#### **Application Narrative, Evaluation and Recommendation for Funding**

The application narrative for each project should address each of the sections outlined in the Project Narrative Tables. All applications must include the required forms and cover page. The scoring value of each section of this RFA is included in the Application Tables. The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the application. Only those applications deemed to be meritorious and in the best interests of

the State will be recommended for funding.

<b>Workforce Accelerator Fund Narrative Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
Project Narrative	<ul style="list-style-type: none"> <li>▪ Describe the research design and suggested methodology that will be employed for this particular initiative;</li> <li>▪ Provide an explanation of how the research design and qualitative methodology will address the innovative nature of the initiative;</li> <li>▪ Provide an explanation how this design might be flexible to accommodate a coordinated evaluation approach with potentially separate individuals and organizations;</li> <li>▪ Provide an outline of the project and the project objectives as it pertains to the suggested design and methodology, including: assurances and/or self-identified outcomes, participant confidentiality, projected timeline, monthly and quarterly deliverables, interim written work, and final products.</li> </ul>	45
Project Team	<ul style="list-style-type: none"> <li>▪ Identify the individuals and organizational affiliation represented on the Project Team and their experience and qualifications in regards to working with the broader workforce system including local boards, CBO's, training providers, and workforce intermediaries as well if any members have a background in social justice advocacy;</li> <li>▪ Describe the function or activities each team member will provide in the project;</li> <li>▪ Provide physical copies or accessible URL links to pertinent accredited and published applied qualitative research.</li> </ul>	45
Budget	Complete and attach the Project Budget (Forms F, F2, and G).	10



<b>SlingShot Narrative Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
Project Narrative	<ul style="list-style-type: none"> <li>▪ Describe the research design and suggested methodology that will be employed for this particular initiative;</li> <li>▪ Provide an explanation of how the research design and quantitative and/or qualitative methodology will address the innovative nature of the initiative;</li> <li>▪ Provide an explanation how this design might be flexible to accommodate a coordinated evaluation approach with potentially separate individuals and organizations;</li> <li>▪ Provide an outline of the project and the project objectives as it pertains to the suggested design and methodology, including: assurances and/or self-identified outcomes, participant confidentiality, projected timeline, monthly and quarterly deliverables, interim written work, and final products.</li> </ul>	45
Project Team	<ul style="list-style-type: none"> <li>▪ Identify the individuals and organizational affiliation represented on the Project Team and their experience and qualifications in regards to working with economic development initiatives, including employer-led sector strategies and employer engagement strategies;</li> <li>▪ Describe the function or activities each team member will provide in the project.</li> <li>▪ Provide physical copies or accessible URL links to pertinent accredited and published applied quantitative and/or qualitative research.</li> </ul>	45
Budget	Complete and attach the Project Budget (Forms F, F2, and G).	10

<b>Evaluation Coordinator Narrative Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
Project Narrative	<ul style="list-style-type: none"> <li>▪ Provide an explanation of how, as the Evaluation Coordinator, the proposed coordination approach will address the innovative nature of the initiative;</li> <li>▪ Provide an explanation how this coordination might be flexible to accommodate particular evaluation approaches with potentially separate individuals and organizations;</li> <li>▪ Provide an outline of the project and the project objectives as it pertains to the proposed role of the Evaluation Coordinator, including: assurances and/or self-identified outcomes, participant confidentiality, projected timeline, monthly and quarterly deliverables, interim written work, and final products.</li> </ul>	45
Project Coordinator	<ul style="list-style-type: none"> <li>▪ Identify the individual(s) and organizational affiliation represented as the Project Coordinator and his/her experience and qualifications in regards to:               <ul style="list-style-type: none"> <li>○ Comprehensive understanding of the workforce system, publicly funded innovation initiatives, and public policy;</li> <li>○ Skill set of working with both public and private stakeholders;</li> <li>○ Evaluation program management.</li> </ul> </li> </ul>	45
Budget	Complete and attach the Project Budget (Forms F, F2, and G).	10

[Application Forms \(Required\)](#)

## **APPENDIX A**

### **WIOA Allowable Activities**

The Workforce Innovation and Opportunity Act (WIOA) permits three types of career services: basic career services, individualized career services, and follow-up services.

#### **Basic Career Services**

1. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
2. Outreach, intake, and orientation to information and other services available through the one-stop delivery system.
3. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
4. Job search and placement assistance, and, when needed by an individual, career counseling, including:
  - a. Information on in-demand industry sectors and occupations.
  - b. Information on nontraditional employment.
  - c. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.
5. Provision of referrals to and coordination of activities with other programs and services including: programs and services within the one-stop delivery system and, when appropriate, other workforce development programs.
6. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
  - a. Job vacancy listings in labor market areas.
  - b. Information on job skills necessary to obtain the vacant jobs listed.
  - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.

8. Provision of understandable and accurate information about how the Local Area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Provision of understandable and accurate information relating to the availability of supportive services or assistance including: child care, child support, medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program, benefits under the CalFRESH Program (federally known as the Supplemental Nutrition Assistance Program), assistance through the earned income tax credit, and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program.
10. Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America's Job Center of California<sup>SM</sup> must provide "meaningful assistance" to individuals seeking assistance in filing a UI claim. The term "meaningful assistance" means:
  - a. Providing assistance on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants; or
  - b. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
  - c. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

### **Individualized Career Services**

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
  - a. Diagnostic testing and use of other assessment tools.
  - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information about, the eligible training providers.
3. Group counseling.

4. Individual counseling.
5. Career planning.
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.
7. Internships and work experiences that are linked to careers.
8. Workforce preparation activities.
9. Financial literacy services.
10. Out-of-area job search assistance and relocation assistance.
11. English language acquisition and integrated education and training programs.

### **Follow-up Services**

Follow-up services, such as counseling regarding the workplace, are provided for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

## **APPENDIX B Administrative Costs**

Under the Workforce Innovation and Opportunity Act (WIOA), there is an administrative cost limit of ten percent. The following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant subrecipients, local fiscal agents, and which are not related to the direct provision of WIOA services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

The costs of administration are the costs associated with performing the following functions:

- (1) Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
  - i. Accounting, budgeting, financial and cash management functions,
  - ii. Procurement and purchasing functions,
  - iii. Property management functions,
  - iv. Personnel management functions,
  - v. Payroll functions,
  - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports,
  - vii. Audit functions,
  - viii. General legal services functions,
  - ix. Developing systems and procedures, including information systems, required for these administrative functions, and
  - x. Fiscal agent responsibilities.
- (2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.
- (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.

Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

- a. Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
  - (1) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
  - (2) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.

- (3) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
- (4) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
  - i. Tracking or monitoring of participant and performance information.
  - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
  - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
  - iv. Local Workforce Development Area performance information.
  - v. Information relating to supportive services and unemployment insurance claims for program participants.
- b. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

## **APPENDIX C**

### **Allowable Costs and Cost Items Matrix**

An entity that receives funds under Title I of the Workforce Innovation and Opportunity Act (WIOA) is required to comply with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule (Uniform Guidance) ([2 CFR Part 200](#)) and Department of Labor (DOL) exceptions ([2 CFR Part 2900](#)). In general, to be an allowable charge under WIOA, a cost must meet the following criteria:

- a. Be necessary and reasonable for the performance of the award.
- b. Be allocable to the award.
- c. Conform to any limitations or exclusions set forth in the award.
- d. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
- e. Be accorded consistent treatment.
- f. Be determined in accordance with generally accepted accounting principles.
- g. Not be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the State).
- h. Be adequately documented.



Below is a high level cost items matrix with six columns. The first four columns identify cost items and various entity types. The remaining two columns are reserved for the specific Uniform Guidance sections and DOL exceptions (if applicable). It should be noted that the matrix is intended to be used as an initial tool or quick reference guide, rather than a final authority for making a determination of whether or not a cost would be considered allowable.

The legend key below along with the definitions is intended to help the user understand whether a cost item is allowable or not.

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable
NS	Not Specified in the Uniform Guidance

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The “NS” legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor. The “AP” legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

## Cost Items Matrix

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	<a href="#">200.421</a>	
2	Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3	Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4	Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5	Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6	Bad debts	U	U	U	<a href="#">200.426</a>	
7	Bonding costs	A	A	A	<a href="#">200.427</a>	
8	Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9	Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10	Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11	Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12	Conferences	A	A	A	<a href="#">200.432</a>	
13	Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14	Contributions and donations	U	U	U	<a href="#">200.434</a>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<a href="#">200.435</a>	
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	

<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local and Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
2 Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	
2 Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	
2 General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
2 Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	
2 Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
2 Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
2 Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
2 Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
3 Lobbying	U	U	U	<a href="#">200.450</a>	
3 Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
3 Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
3 Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
3 Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	<a href="#">200.454</a>	
3 Organization costs	U/AP	U/AP	U/AP	<a href="#">200.455</a>	
3 Participant support costs	AP	AP	AP	<a href="#">200.456</a>	
3 Plant and security costs	A	A	A	<a href="#">200.457</a>	
3 Pre-award costs	AP	AP	AP	<a href="#">200.458</a>	
3 Professional services costs	A	A	A	<a href="#">200.459</a>	
4 Proposal costs	A	A	A	<a href="#">200.460</a>	
4 Publication and printing costs	A	A	A	<a href="#">200.461</a>	
4 Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<a href="#">200.462</a>	

<b>Cost Item</b>	<b>Educational Institutions</b>	<b>Non-Profit Organizations</b>	<b>State, Local and Indian Tribal Governments</b>	<b>Uniform Guidance Section</b>	<b>DOL Exception Section</b>
4 Recruiting costs	A/U	A/U	A/U	<a href="#">200.463</a>	
4 Relocations costs of employees	AC/U	AC/U	AC/U	<a href="#">200.464</a>	
4 Rental costs of real property and equipment	AC/U	AC/U	AC/U	<a href="#">200.465</a>	
4 Scholarships and student aid costs	AC	NS	NS	<a href="#">200.466</a>	
4 Selling and marketing	U/AP	U/AP	U/AP	<a href="#">200.467</a>	
4 Specialized service facilities	AC	AC	AC	<a href="#">200.468</a>	
4 Student activity costs	U/AP	U/AP	U/AP	<a href="#">200.469</a>	<a href="#">2900.19</a>
5 Taxes	AC	AC	AC	<a href="#">200.470</a>	
5 Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
5 Training and education costs	A	A	A	<a href="#">200.472</a>	
5 Transportation costs	A	A	A	<a href="#">200.473</a>	
5 Travel costs	AC	AC	AP	<a href="#">200.474</a>	
5 Trustees	A	A	NS	<a href="#">200.475</a>	
1 Advertising and public relations	A/U	A/U	A/U	<a href="#">200.421</a>	
2 Advisory councils	AC/U	AC/U	AC/U	<a href="#">200.422</a>	
3 Alcoholic beverages	U	U	U	<a href="#">200.423</a>	
4 Alumni/ae activities	U	NS	NS	<a href="#">200.424</a>	
5 Audit services	AC/U	AC/U	AC/U	<a href="#">200.425</a>	
6 Bad debts	U	U	U	<a href="#">200.426</a>	
7 Bonding costs	A	A	A	<a href="#">200.427</a>	
8 Collection of improper payments	A	A	A	<a href="#">200.428</a>	
9 Commencement and convocation costs	AC/U	NS	NS	<a href="#">200.429</a>	
10 Compensation – personal services	A/U	A/U	A/U	<a href="#">200.430</a>	
11 Compensation – fringe benefits	A /U	A /U	A /U	<a href="#">200.431</a>	
12 Conferences	A	A	A	<a href="#">200.432</a>	
13 Contingency provisions	AC/U	AC/U	AC/U	<a href="#">200.433</a>	<a href="#">2900.18</a>
14 Contributions and donations	U	U	U	<a href="#">200.434</a>	
15 Defense and prosecution of	AC/U	AC/U	AC/U	<a href="#">200.435</a>	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	criminal and civil proceedings, claims, appeals, and patent infringement					
16	Depreciation	AC	AC	AC	<a href="#">200.436</a>	
17	Employee health and welfare costs	A	A	A	<a href="#">200.437</a>	
18	Entertainment costs	U/AP	U/AP	U/AP	<a href="#">200.438</a>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<a href="#">200.439</a>	
20	Exchange rates	AP	AP	AP	<a href="#">200.440</a>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<a href="#">200.441</a>	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<a href="#">200.442</a>	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<a href="#">200.443</a>	
24	General cost of government	NS	NS	U/A	<a href="#">200.444</a>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<a href="#">200.445</a>	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<a href="#">200.446</a>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<a href="#">200.447</a>	
28	Intellectual property	A/U	A/U	A/U	<a href="#">200.448</a>	
29	Interest	AC/U	AC/U	AC/U	<a href="#">200.449</a>	
30	Lobbying	U	U	U	<a href="#">200.450</a>	
31	Losses on other awards or contracts	U	U	U	<a href="#">200.451</a>	
32	Maintenance and repair costs	A	A	A	<a href="#">200.452</a>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<a href="#">200.453</a>	
34	Memberships, subscriptions, and	A/U	A/U	A/U	<a href="#">200.454</a>	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	professional activity costs					
35	Organization costs	U/AP	U/AP	U/AP	<a href="#">200.455</a>	
36	Participant support costs	AP	AP	AP	<a href="#">200.456</a>	
37	Plant and security costs	A	A	A	<a href="#">200.457</a>	
38	Pre-award costs	AP	AP	AP	<a href="#">200.458</a>	
39	Professional services costs	A	A	A	<a href="#">200.459</a>	
40	Proposal costs	A	A	A	<a href="#">200.460</a>	
41	Publication and printing costs	A	A	A	<a href="#">200.461</a>	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<a href="#">200.462</a>	
43	Recruiting costs	A/U	A/U	A/U	<a href="#">200.463</a>	
44	Relocations costs of employees	AC/U	AC/U	AC/U	<a href="#">200.464</a>	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	<a href="#">200.465</a>	
46	Scholarships and student aid costs	AC	NS	NS	<a href="#">200.466</a>	
47	Selling and marketing	U/AP	U/AP	U/AP	<a href="#">200.467</a>	
48	Specialized service facilities	AC	AC	AC	<a href="#">200.468</a>	
49	Student activity costs	U/AP	U/AP	U/AP	<a href="#">200.469</a>	<a href="#">2900.19</a>
50	Taxes	AC	AC	AC	<a href="#">200.470</a>	
51	Termination costs	AC/U	AC/U	AC/U	<a href="#">200.471</a>	
52	Training and education costs	A	A	A	<a href="#">200.472</a>	
53	Transportation costs	A	A	A	<a href="#">200.473</a>	
54	Travel costs	AC	AC	AP	<a href="#">200.474</a>	
55	Trustees	A	A	NS	<a href="#">200.475</a>	

## **APPENDIX D**

### **Internet Resources**

The following websites provide additional information that may help on developing project plans, building partnerships, obtaining data, and responding to questions in this SFP.

- 1. America's Job Center of California<sup>SM</sup> ([AJCC](#))**  
Central location for information about Job/Career Centers and related links.
  
- 1. California Association for Local Economic Development ([CALED](#))**  
Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.
  
- 2. California Department of Finance-Demographic Research ([DOF](#))**  
State finance census data including population by gender, age and race by county.
  
- 3. California Department of Health Care Services ([DHCS](#))**  
Provides services to preserve and improve the health status of all Californians.
  
- 4. California Department of Industrial Relations-Division of Apprenticeship Standards ([DIR-DAS](#))**  
Opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.
  
- 5. California Department of Rehabilitation ([DOR](#))**  
Services and advocacy for employment, independent living and equality for individuals with disabilities.
  
- 6. California Department of Social Services ([CDSS](#))**  
Oversight and administration of programs serving California's most vulnerable residents.
  
- 7. California Employment Development Department ([EDD](#))**  
The EDD is the administrative entity for this SFP. This site contains or links to a wide range of employment and training resources, including labor market information.
  
- 8. California Labor and Workforce Development Agency ([LWDA](#))**  
The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department.

- 9. California Regional Economies Employment ([CREE](#)) Series**  
The California Regional Economies Employment Series provides state and local economic and workforce development organizations with information about each regional economy and labor market in California.
- 10. California Workforce Association ([CWA](#))**  
CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with workforce development partners in California.
- 11. California Workforce Development Board ([State Board](#))**  
The State Board establishes policy for, and provides guidance to, Local Workforce Development Boards (Local Board), which provide services under the WIOA.
- 12. Division of Apprenticeship Standards ([DAS](#))**  
Apprenticeship programs' search.
- 13. Final Rule ([Uniform Guidance](#))**  
Uniform Guidance applies to all Federal awards (i.e. funds awarded under this SFP).
- 14. Labor Market Information ([LMID](#))**  
Find labor market information industry/business that can be useful in preparing your proposal.
- 15. Local Workforce Development Areas ([Local Area](#))**  
A listing of Local Areas with addresses and contact information.
- 16. Office of Management and Budget ([OMB](#))**  
The OMB oversees and coordinates Federal administration procurement, financial management, information, and regulatory policies.
- 17. [Preapprenticeships](#)**  
Information on the quality elements of a pre-apprenticeship program
- 18. [State Sector Strategies](#)**  
On-going multi-state project focused on accelerating the adoption of sector strategies.
- 19. U.S. Small Business Administration ([SBA](#))**  
Guidance and resource information to owners and operators of small businesses.
- 20. U.S. Chamber of Commerce – Institute for Competitive Workforce ([ICW](#))**  
Develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century.



**21. U.S. Department of Labor Employment and Training Administration ([DOLETA](#))**

The U.S. DOLETA is the federal agent for the WIOA program.

**22. Workforce Development Solicitation for Proposals ([SFP](#))**

The WIOA SFPs and related information can be accessed from the EDD's SFP page.

**23. [WorkforceGPS](#)**

WorkforceGPS is sponsored by the U.S. Department of Labor, Employment and Training Administration. The WorkforceGPS is an integrated workforce system network.

**24. Workforce Innovation and Opportunity Act ([WIOA](#))**

Act governing the funds made available in this SFP.

**APPENDIX E**  
**State Reporting System**  
**Hardware and Software Requirements**




VOS v16.x

**Workstation Requirements**

System	Hardware Required	Software Required	Connectivity
Client Workstation	Processor: PIII or higher Memory: 2 GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10.4.8 (Panther) or higher 3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object <sup>1</sup> / Microsoft Silverlight 3 <sup>2</sup> DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high speed access, 380k or higher
Staff/ Administrator Workstation	Processor: PIII or higher Memory: 2GB of RAM or higher  Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10.4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) 3rd-Party Software (described after table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high speed access, 380Kbps or higher

**Supported Browsers:**

For best results, use a current version of one of the following supported browsers:

-  [Microsoft Internet Explorer 10 or higher | Download Latest Version](#)
-  [Mozilla Firefox 30 or higher | Download Latest Version](#)
-  [Apple Safari 5 or higher | Download Latest Version](#)
-  [Google Chrome 36 or higher | Download Latest Version](#)
-  [Opera 22 or higher | Download Latest Version](#)

**Client Workstations (Third-Party Software)**

As indicated in the preceding table certain freely available third-party software is required on client workstations to maximize all of the features in the Virtual OneStop suite.

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	<a href="http://get.adobe.com/reader/otherversions/">http://get.adobe.com/reader/otherversions/</a>
Adobe Flash	v11+	v11+	
Meadco ScriptX	v7.4+	v7.4+	<a href="http://scriptx.meadroid.com/home.aspx">http://scriptx.meadroid.com/home.aspx</a>
Microsoft RSClientPrint for SSRS reports			<p>Detailed instructions for installing the 2012 MS RSClientPrint control can be copied from the following site:</p> <p><a href="http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/">http://www.sqlslayer.com/wp/2013/09/20/upgrading-to-ssrs-2012-client-side-printing-silent-deployment-of-rsclientprint-asp/comment-page-1/</a></p> <p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.</p>
DynamSoft HTML5 Document Scanning			<p><a href="http://www.dynamsoft.com">http://www.dynamsoft.com</a></p> <p>Download DynamicWebTWINHTML5Edition.exe</p>

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed content; all settings are automatically restored to default settings and no permanent changes are saved. ScriptX v7.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

Adobe Acrobat Reader 11: Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some of the resources that are available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

Adobe Flash 11: The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be with client firewalls and security obstructions that may keep the videos from functioning correctly.

RSCClientPrint is a Microsoft ActiveX control that enables client-side printing of Microsoft SQL Server Reporting Services reports. The ActiveX control displays a custom print dialog box that shares common features with other print dialog boxes. The client-side print dialog box includes a printer list for selection, print preview option, page margin settings, orientation, etc.

Downloading and installing the ActiveX control RSCClientPrint.cab requires administrator permissions on the client machine.

VOS uses CKEditor version 4.3.1

The version 14.0 Virtual One Stop (VOS) is currently using version 4.3.1 of CKEditor. CKEditor is used within the VOS system to allow you to use common word processing features in the system with such things as job descriptions, resumes and cover letters.

CKEditor supports all popular browsers including Chrome, Firefox, Internet Explorer, Opera and Safari. However, Internet Explorer 7 (or lower) and Firefox 3.6 are no longer supported (CKEditor 4.1.3 was the last version to support Internet Explorer 7 and Firefox 3.6).

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.

If you are using these unsupported browsers versions, your browser should be updated to avoid compatibility issues.

