

Notice of Availability of Funds

By the Employment Development Department
On behalf of the California Labor and Workforce Development Agency

Workforce Innovation and Opportunity Act Regional Coordination Project

Program Year 2025-26

Solicitation for Proposals



February 2026

The Employment Development Department is an equal opportunity employer/program.
Auxiliary aids and Services are available upon request to individuals with disabilities.
Requests for services, aids, and alternate formats may be made by calling 1-916-654-8434.
TTY users, please call California Relay Services at 711.

This Regional Coordination Project (RCP) Program Year 2025-26 (PY 25-26) grant is funded by a grant award totaling \$10 million (100%) from the U.S. Department of Labor (DOL), with \$0 (0%) financed from non-federal sources.

Proposal Package Instructions and Exhibits

The following list contains the Solicitation for Proposals (SFP) required exhibits and attachments for the Regional Coordination Project (RCP) for Program Year 2025-26 (PY 25-26) funding opportunity. Select each link individually, download each file, then save the SFP to a personal computer.

Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions in Appendix A to meet all proposal application requirements.

Required Exhibits and Attachments

- [Cover/Signature Page \(DOCX\)](#)
- [Exhibit A - Project Narrative \(DOCX\)](#)
- [Exhibit F - Budget Summary \(DOCX\)](#)
- [Exhibit F2 - Budget Narrative \(DOCX\)](#)
- [Exhibit G - Supplemental Budget \(if applicable\) \(DOCX\)](#)
- [Exhibit H – Logic Model \(DOCX\)](#)
- [Exhibit J - Partner Roles and Responsibilities \(DOCX\)](#)
- [Executive Summary \(DOCX\)](#)
- [Indirect Cost Declaration \(DOCX\)](#)
- Indirect Cost Rate Agreement* (if applicable)
- Commitment Letter*
- Partnership Agreement Letters*
- Organizational Chart*

*A template is not provided in the SFP.

Table of Contents

Notice of Availability of Funds.....	1
Proposal Package Instructions and Exhibits	2
1. Overview	1
A. Background	1
B. Purpose.....	1
C. Availability	2
D. Target Populations	2
E. Target Regions	2
F. Target Sector	3
G. Eligibility	3
2. Project Design	4
A. Theory of Change.....	4
B. Project Goals and Objectives	4
C. Strategies.....	5
D. Required Partnership(s)	6
E. Participant Services.....	7
F. Proposed Outcomes	8
G. Supporting Data	9
3. Application and Program Requirements	10
A. Required Exhibits and Attachments	10
B. Registration with the System for Award Management	10
C. Commitment and Partnership Agreement Letters	11
D. Performance Goals.....	11
4. Budgeting and Performance Requirements	13
A. Funding Request.....	13
B. Leveraging Resources	13
C. Allowable Use	13
D. Administrative Cost Limits.....	14
5. Submission	15
A. Submission Format	15
B. Submission Guidelines	15
C. Questions and Answers	17

D.	Delivery	18
6.	Award and Contracting Process	19
A.	Proposal Review, Scoring, and Evaluation	19
B.	Appeals Process	20
C.	Award Notification	21
D.	Agreement and Contracting	21
7.	Administrative Requirements	22
A.	Monitoring and Audits	22
B.	Record Retention	22
C.	Reporting	22
D.	Closeout	23
E.	Compliance	23
F.	Intellectual Property Rights/Creative Commons Attribution License	23
G.	Public Communications – Certain Information Requirement	23
H.	Evaluation	24
Appendix A:	Proposal Package Instructions	25
A.	Required Documents and Format	25
B.	SFP Exhibit Instructions	26
C.	Exhibit Attachment Instructions	38
Appendix B:	WIOA Allowable Activities	43
A.	Basic Career Services	43
B.	Individualized Career Services	44
C.	Follow-up Services	45
Appendix C:	Allowable Costs and Cost Items Matrix	46
Appendix D:	Administrative Costs	52
Appendix E:	Internet Resources	55
Appendix F:	CaJOBSSM Workstation and Software Requirements	58

1. Overview

The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$10 million in Workforce Innovation and Opportunity Act (WIOA) Governor’s Discretionary funds for the Regional Coordination Project (RCP) Program Year 2025-26 (PY 25-26) grant.

A. Background

The Regional Coordination SFP is designed to advance workforce innovation through collaboration with community colleges and adult education providers, grounded in regionally defined approaches, sector strategy, labor market data, and evidence-based practice. This initiative reflects California’s commitment to implementing the California Master Plan for Career Education¹ (CMPCE) by creating coordinated, industry-aligned credential programs that support and leverage partnerships between local workforce boards and education partners.

B. Purpose

This initiative aims to strengthen collaboration between local workforce boards and community colleges and adult schools through regional partnerships for equitable access to high-quality jobs and long-term systems change. This competitive solicitation will invite Local Workforce Development Boards to propose regionally defined approaches grounded in sector strategy, labor market analysis, and collaboration with colleges and adult schools. Applicants must demonstrate how collaboration will drive workforce innovation and employment outcomes.

This initiative will accelerate the implementation of the CMPCE and drive systemic change. This solicitation facilitates the creation, expansion, or adaptation of industry-recognized certificate programs, including stackable credentials, apprenticeship programs, and credit-bearing short-term certificates that demonstrate strong labor market outcomes, with the goal of ensuring long-term viability and alignment with workforce development priorities and the CMPCE, fostering a more integrated and robust workforce and education system.

Workforce Development Boards will:

¹ The California Master Plan for Career Education will address the pain points that have made it challenging for Californians to learn-and get credit for- the skills they need for rewarding, living wage work.

- Build or expand collaboration with public educational institutions to leverage resources for training, education, and other services and resources.

C. Availability

Applicants may apply for \$750,000 to \$1 million to serve a single population or multiple populations. Any application requesting an amount that does not fall within the allowed range will be disqualified and not considered for funding. The state may choose to exceed the maximum amount for awards based on the availability of funds. The EDD anticipates that 10-13 projects will be awarded.

The period of performance (POP) for projects funded under this SFP will be between 18 and 24 months, with an anticipated start date of June 1, 2026. This POP includes all necessary implementation and start-up activities. Grant funds will not be available for longer than 24 months. No obligation of funds will be allowed before or beyond the grant POP. Any funds not expended during the grant agreement period shall be returned to the state.

D. Target Populations

Funds will be used to design, develop, and implement projects that accelerate pathways to employment for adult learners. Applicants will identify their own target population(s) and demonstrate an understanding of the population(s) they plan to serve in their region. They must also build partnerships with education and training providers through existing or new programs that align with high-demand occupations and address the skill gaps within their selected population(s).

Applicants should include a thorough description of the target population and their current barriers to achieving high-quality employment with at least one citation (i.e., census data, labor market information). Applicants are encouraged to provide multiple, reputable sources.

E. Target Regions

Applicants will propose regional collaborations based on the labor market, existing partnerships, and other factors. Applicants are encouraged to consider the Jobs First regional boundaries, but they also have the flexibility to define a region that better reflects their labor market, partnerships, or strategic goals. Workforce boards may propose regional collaborations that cross or combine Jobs First Regions when doing so will improve service delivery and employment outcomes.

Applicants are encouraged to provide multiple, reputable sources for each claim made in their proposal.

F. Target Sector

Applicants must make a data/analytical case for the selected industry sector(s) and occupation(s) of focus using labor market data, employer validation, and equity indicators. Applicants may use existing data analysis, such as Community College Centers of Excellence, or other similar analyses. Proposals should demonstrate how these sectors are critical in their specific region and how they align with regional economic trends and offer pathways to support family-sustaining wages.

G. Eligibility

Applicants: Local Workforce Development Areas (Local Areas) or Workforce Development Boards. The Local Workforce Development Area (Local Area) Administrators oversee the WIOA services in their areas as assigned by the Governor. Only the organizations listed on the [EDD LWDA Directory list](#) are eligible to apply for this funding opportunity.

Participants: All individuals must be at least 18 years of age and meet WIOA Title I eligibility requirements to participate in the RCP PY 25-26 program.

Projects: All activities funded under this grant are subject to applicable federal laws.

2. Project Design

A. Theory of Change

Hypothesis

When Local Workforce Development Boards build strong partnerships with Community Colleges and Adult Education, they can ensure that adult learners and job seekers have equitable access to industry-recognized credentials and quality employment opportunities through aligned education pathways and employer-driven training programs.

Goals

Create a sustainable collaboration in which local workforce boards engage industry partners to inform program design and support job placement, provide wrap-around support and conduct community outreach, and education partners deliver stackable, industry-aligned credential programs. This approach ensures pathways to family-sustaining wages and long-term economic mobility, and can align with current planning around Workforce Pell, Medicaid, and SNAP work requirements.

B. Project Goals and Objectives

Develop sustainable regional partnership(s) between local boards, community colleges, and/or adult education, where workforce boards lead industry engagement to inform program design, and education partners deliver stackable, industry-aligned credential programs supported by financial aid and wrap-around services provided by workforce boards. This approach ensures pathways to family-sustaining wages and long-term economic mobility. Applicants will create sustainable partnerships, implement and deliver program services, and provide replicable models that will drive systems change.

- **Strengthen Regional Partnerships** - Build or expand collaborations among workforce boards, community colleges, adult education providers, county social services, and employers to align resources and strategies.
- **Deliver Industry-Aligned Credential Programs** - Implement stackable, industry-recognized credential programs that meet regional labor market needs and are listed on the ETPL and/or cohort training contracts, ensuring quality and compliance.
- **Advance Innovation in Access and Delivery** - Integrate Credit for Prior Learning (CPL) as an example of innovation to accelerate credential attainment and reduce barriers for adult learners.
- **Provide Wrap-Around Services as a Core Strategy** - Offer transportation, childcare, digital literacy, stipends, and case management to remove barriers and improve retention and completion.

C. Strategies

Applicants begin with a sector strategy analysis to understand the region's economic dynamics, then translate those insights into forming regional partnerships with Community Colleges and/or Adult Education providers to form shared priorities and actionable strategies that align with the SFP's emphasis on regional partnerships, employer engagement, and wrap-around support. The following are required elements organized by areas of focus, not rigid steps, allowing flexibility based on regional context. Applicants must include the following components in their regional approach.

The following are required elements organized by areas of focus, not rigid steps, allowing flexibility based on regional context:

1 — Sector Strategy (First-Level Analysis)

A. Define the Problem Statement, such as:

- **Region:** Applicants should use Jobs First regions but may propose other regional collaborations based on labor market demand, existing collaborations, or other definitions to achieve impact.
- **Problem Statement:** Applicants will need to analyze labor market data, economic trends, equity indicators, and stakeholder feedback to clearly identify the specific challenges related to workforce shortages in key sectors. These challenges include significant workforce gaps in priority sectors, limited access for target population(s), ineffective outcomes from current workforce programs, and a lack of employer participation in the development of credential programs.

B. Validate with Employers & Stakeholders

- Conduct, or utilize completed, employer roundtables/focus groups/surveys to confirm skills gaps, hiring challenges, and technology trends; other stakeholder research may include Workforce Boards, Community Colleges, Adult Schools, County Social Services, and Community-based Organizations.

C. Regional Partnership Development

- Formalize partnerships (e.g., MOUs) among Workforce Development Boards and Community Colleges, Adult Schools, and/or other partnerships (e.g., County Social Services).
- Establish governance, problem-solving, and cadence for joint planning and accountability.

D. Industry-Aligned Program Design

- Co-design training with employers and education providers in priority sectors; align curricula to industry-recognized credentials and local occupational demand; embed work-based learning. May also address new innovations and changes to existing programs.

E. Employer Engagement & Placement

- Secure employer commitments for internships/apprenticeships, job placements, and curriculum input; maintain an employer advisory cadence and feedback loop.

F. Wrap-Around Services

- Provide region-specific supportive services (transportation, childcare, stipends, case management) to increase retention and completion.

G. Data & Continuous Improvement

- Define shared metrics, dashboards, and review cycles; use data to iterate and scale effective practices across the partnership.

2 — Implementation Plan & Timeline (SFP Aligned)

A. Awards & Period

- Plan deliverables to fit \$750k–\$1M awards over 18–24 months; align milestones to the SFP schedule and ensure “startup → launch → scale → evaluation” flow.

B. Deliverables

- Work plan, budget, partner roles & responsibilities, performance measurement plan, employer agreements (e.g., MOUs), and participant support protocols—structured for ongoing systems change.

D. Required Partnership(s)

Applicants must establish regional partnerships that demonstrate collaboration as an organic, data-driven approach or behavior, not a rigid governance structure. Partnerships should be designed to advance workforce reform and systems change by leveraging shared resources and aligning strategies across education, workforce, and social service systems.

Required Partners

Each application must include a Local Area or Workforce Development Board acting as the lead applicant and **one of each** of the following partners:

- Community Colleges and/or Adult Schools (at least 1)
- Employers and Industry Associations (at least 1)

In addition to the two required partners, applicants may include Jobs First collaboratives, universities and state colleges, K-16 collaboratives, non-profit training providers, labor organizations, and community-based organizations that strengthen regional capacity.

Core Partnership Responsibilities

Applicants must describe how the three required partners (and additional partners if applicable) will collaborate to create a proposal that meets all the following criteria:

- **Joint Strategy Development:** Collaboratively define region-specific priorities based on sector analysis and labor market data.
- **Employer Engagement:** Secure employer commitments for curriculum development, work-based learning, and job placement.
- **Education System Alignment:** Ensure seamless pathways between adult education, community colleges, and higher education for stackable credentials and credit for prior learning.

E. Participant Services

Applicants must provide comprehensive participant services that ensure equitable access to training and employment opportunities, improve retention, and support completion. These services are essential to achieving the goals of the PY 25-26 Regional Coordination SFP and must include the following:

Principally, Expand Access to Training and Education

- Expand access to training and education programs that lead to economic mobility and family-sustaining wages.
- Training activities funded through grant funds under this SFP.
- Applicants must create capacity for future training by:
 - Leveraging financing strategies to support ongoing education opportunities.
 - Aligning education systems (Community Colleges, Adult Schools) to support stackable credentials and career pathways.

Wrap-Around Services

- Transportation assistance
- Childcare support
- Digital literacy training
- Stipends and financial support
- Case management and individualized guidance

Equity and Sustainability

- Services must prioritize underserved populations and address barriers to participation.

F. Proposed Outcomes

Successful applications must provide **clear, measurable outcomes** that align with the RCP PY 25-26 SFP goals and demonstrate impact across participant success, employer engagement, and systems change.

Participant-Level Outcomes

- **Enrollment:** The statewide target for the \$10 million fund is **500 participants**. Each applicant must enroll participants proportional to their funding request (e.g., \$1M award = minimum 50 participants).
- **Completion:** Ensure the minimum statewide target of 65% credential attainment is reached, with a reasonable opportunity for a higher completion rate.
- **Credential Attainment:** Facilitate training that results in industry-recognized credentials of value, aligned with priority sectors and occupations identified through sector analysis.

Employment and Wage Gains: Place participants in high-quality jobs or pathways leading to family-sustaining wages. Employer and Partnership Outcomes:

- Secure employer commitments for work-based learning, internships, curriculum design, apprenticeships, and job placement.
- Maintain active employer partnerships documented through MOUs or letters of support.

Systems Change and Sustainability Outcomes

- Project-Based Collaborations are organized around specific deliverables with planned milestones (e.g., credential program launch, Workforce Pell implementation) rather than permanent governance structures, which allow partnerships to evolve as needs change.

- Assign lead roles by function (e.g., workforce board leads employer engagement, community college leads curriculum alignment, adult education leads on-ramps).
- Collaborative, flexible, and responsive advisory groups focused on strategy alignment and problem-solving, not formal approvals.
- Use data transparency as the glue for collaboration instead of governance, which may entail partners agreeing on common metrics and reviewing progress together quarterly.
- Multi-year partnership commitments documented for sustainability beyond the grant period.

Instead of creating a formal governance board, applicants may use Memoranda of Understanding (MOUs) that clearly define the methods for achieving the desired systems change and sustainability outcomes.

Grantees must participate in technical assistance and evaluation (TAE) activities coordinated by the State. These activities will be funded separately and will not reduce the award amount

G. Supporting Data

Successful proposals must cite supporting data on labor market demand from a variety of sources. Relevant data sources may include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), MIT living wage for the local area, local surveys, or any other reliable data source, such as consultation with industry associations or mandatory and non-mandatory partners. The supporting data should: (i) reflect the applicant’s comprehensive understanding of the issues specific to the just transition of the target population(s) workers into in-demand industry sector jobs; (ii) demonstrate the need for the proposed project; (iii) justify the project’s approach and make a case for the potential for success; (iv) validate program design with evidence that the best practices are being used; and (v) use local data sources that illustrate the experience of individuals and specific communities, such as analyses of local news articles and reliable social media groups, or data from interviews, focus group sessions, or surveys.

3. Application and Program Requirements

All proposals must adhere to proposal requirements, utilize the required format, and include all requested information and attachments. Incomplete submissions and proposals that do not meet the minimum requirements will be disqualified pending appeal. Disqualified applications will not be scored or considered for funding unless the appeal is successful. Refer to Appendix A for guidance on how to properly complete, format, and submit all elements of the proposal package.

A. Required Exhibits and Attachments

- Cover/Signature Page
- Executive Summary
- Exhibit A - Project Narrative
- Exhibit F - Budget Summary
- Exhibit F2 - Budget Narrative
- Exhibit G - Supplemental Budget (if applicable)
- Exhibit H – Logic Model
- Exhibit J - Partner Roles and Responsibilities
- Partnership Agreement Letters
- Commitment Letters
- Indirect Cost Declaration
- Indirect Cost Rate Agreement (if applicable)
- Organizational Chart

B. Registration with the System for Award Management

To apply for and receive funding for this initiative, applicants must register with the System for Award Management (SAM). Here are the key points to remember:

1. **Annual Renewal:** SAM registration needs to be reviewed and updated every 12 months. Keeping your account current and accurate is essential.
2. **Active Status:** To remain eligible for funding, your SAM registration must be active. Ensure that all information is updated before submitting your proposal application.

3. **Time Consideration:** The registration or renewal process can take several weeks. It involves submitting sensitive financial and banking information, so start this process as early as possible.
4. **Your Responsibility:** It is your responsibility to keep your SAM information up to date before applying for funding.

For more information on SAM registration requirements, please visit the [SAM website](#).

C. Commitment and Partnership Agreement Letters

Applicants are required to include partner organization(s) in their submission and must submit a Partnership Agreement Letter from each partner. The inclusion of this agreement letter is essential, as partnerships are a mandatory aspect of the application process. Failure to provide a corresponding Partnership Agreement Letter for any partner listed on Exhibit A or Exhibit J will negatively impact the applicant's overall score.

Applicants must include Commitment Letters that detail the following:

- **Lead Applicant Commitment Letter**
 - Must be created and signed by the lead applicant.
 - Should detail how the leveraged resource requirement will be met.
 - Must include the exact dollar amount.
- **External Partner Commitment Letter(s)**
 - Required for each external partner contributing leveraged resources.
 - Must detail the source of the leveraged resources.
 - Must specify the exact dollar amount being provided.

See Appendix A for more information on submitting Commitment and Partnership Agreement Letters.

D. Performance Goals

Applicants are encouraged to refer to the state's negotiated performance goals outlined in Figure 3.1. These metrics and rates of achievement serve as benchmarks for evaluating and aligning your local goals. It is important to recognize that while these state goals are a valuable reference point, local goals may be tailored to address unique community needs and circumstances. We encourage applicants to review these metrics when setting their

local goals to ensure they align with their organization’s specific goals and the context in which they operate.

Refer to Appendix A, *State Negotiated Performance Goals PY 24-25* ([WSIN23-54](#)) (June 13, 2024), and *Local Area Negotiated Performance Goals PY 24 and 25* ([WSIN24-17](#)) (October 31, 2024), for more information about performance goals.

Figure 3.1: State Negotiated Performance Goals

PY 24-25 Negotiated Performance Goals	Adults
Employment Rate 2nd Quarter After Exit	67.5%
Employment Rate 4th Quarter After Exit	65.5%
Median Earnings 2nd Quarter After Exit	\$7,800
Credential Attainment	65.0%
Measurable Skill Gains	60.0%

In addition to the WIOA performance measures, the state requires subrecipients to track total participants enrolled in education, training, and training-related employment.

For this SFP, the applicant is encouraged to exceed the state-negotiated performance goals in delivering on the measurable employment and quality job outcomes. Applicants should tailor performance goals to the project needs and regional objectives. The Project Narrative explanation of performance goals must reflect a data-driven local or regional economic analysis that supports the proposed project performance goals concerning service delivery, target populations, and skill attainment.

4. Budgeting and Performance Requirements

A. Funding Request

Funding, timing, and decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change. A total of \$10 million in WIOA Governor's Discretionary Funds is available through this SFP. Applicants may request awards ranging from \$750,000 to \$1 million. The EDD anticipates that an estimated 10-13 awards will be granted. Final award amounts and awardee counts may be subject to change for any reason.

B. Leveraging Resources

Applicants must demonstrate the ability to leverage resources from other sources to support the goals and objectives of this grant. This grant requires that leveraged resources are the equivalent of 20% of the grant award amount.

The term "leverage" is not defined in regulation or any related administrative requirements. For EDD-funded programs, the term refers to all resources the recipient uses to support grant activity and outcomes, regardless of whether those resources meet the standards required for matching. Applicants are encouraged to blend and leverage funds, utilize human capital effectively, and utilize other resources to maximize the project's success. Leveraged resources can come from various sources.

Leveraged resources can include non-cash or third-party in-kind contributions to share infrastructure costs. The definition of "in-kind resources" refers to a contribution of non-cash resources that are explicitly used for project activities. Examples include but are not limited to donated personnel, services, and the use of equipment or space. See Appendix A for more information on adequately documenting pledge contribution agreements.

Leveraged resources can come from various sources. All leveraged funds will be subject to the reporting requirements contained in Workforce Services *Directive Monthly and Quarterly Financial Reporting Requirements* ([WSD19-05](#)) (December 4, 2019) and Title 2 Code of Federal Regulations (CFR) Part 200: "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*" (Uniform Guidance), Section [200.306](#) Cost sharing or leveraging.¹⁸

C. Allowable Use

The proper and improper use of grant funds is governed by WIOA and its associated federal regulations, state and federal directives, and the Federal Office of Management and Budget (OMB) Uniform Guidance for Grants and Agreements. Refer to Appendices B, C, and D for

the general requirements of these funds. Funds awarded under this SFP cannot be used to purchase real property or to construct buildings. For Title I and Title III service category definitions and a comprehensive list of CaJOBSSM Activity Codes, see Workforce Services Information Notice *CaJOBS Activity Codes* ([WSD24-05](#)) (October 10, 2024).

Please note – To prepare participants for employment and foster positive relationships with employers, staff should make participants aware of federal law requiring employers to verify employment authorization before employment and confirm a participant’s consent to work documents before providing a job referral. Refer to Workforce Services Directive *Pathway to Services, Referral, and Enrollment* ([WSD18-03](#)), issued on August 18, 2018, for guidance on making services accessible to all populations.

D. Administrative Cost Limits

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Refer to Appendix D for the definition of administrative costs.

5. Submission

Each applicant may submit only one proposal. If multiple applications are received from the same applicant, only the first one submitted will be accepted; all subsequent application submissions will be disqualified. Please ensure that your complete proposal is submitted electronically by the specified deadline.

A. Submission Format

Each applicant must submit their proposal package via email as a compressed (or “Zipped”) file. Emails must be sent to WSBSFP1@edd.ca.gov. The subject line of each application submission email must include: “[Applicant’s Three Digit Initialism] RCP PY 25-26 Proposal.” Example: “ABC RCP PY 25-26 Proposal.” The proposal package is due by 3 p.m. PST on March 17, 2026. Documents must adhere to the following naming convention: [Applicant’s Three-Digit Initialism] RCP PY 25-26 [Abbreviated Name of Document]. Example: “ABC RCP PY 25-26 ExA”, for Exhibit A.

- Applicants must create an initialism for their organization’s name. Please use the organization’s CaJOBS initialism, if available.
- File names must not exceed 40 characters.
- The Cover/Signature page (CovSign), Indirect Cost Declaration (ICD), Partnership Agreement Letters (PtrLtr), and Commitment Letters (ComLtr) must be submitted in PDF form. All other exhibits and exhibit attachments must be submitted in Word format.
- The CovSign page must include the signature of the signatory authority on the form.
- Partnership Letters and Commitment Letters should be grouped by category, and submitted as two separate PDFs using the following naming conventions: “ABC RCP PY 25-26 PtrLtr” and “ABC RCP PY 25-26 ComLtr”.

B. Submission Guidelines

Please provide only the required information in the exhibits. The chart below lists the required documents that must be included in your proposal file submission, along with the suggested naming convention for each file. Applications that do not include all required documents or are submitted after 3 p.m. PST on March 17, 2026, will be considered non-responsive and disqualified from funding consideration.

Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

Figure 5.1: Document Submission Guidelines

Required Documents	Naming Convention Suggestions
Exhibit A: Project Narrative (ExA)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ExA
Exhibit F: Budget Summary (ExF)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ExF
Exhibit F2: Budget Narrative (ExF2)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ExF2
Exhibit G: Supplemental Budget (ExG)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ExG
Exhibit H: Logic Model (ExH)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ExH
Exhibit J: Partner Roles and Responsibilities (ExJ)	[Applicant’s Three-Digit Initialism] RCP PY 25-26] ExJ
Cover/Signature Page (CovSign)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 CovSign
Executive Summary (ExecSum)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ExecSum
Commitment Letters (ComLtr)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ComLtr
Partnership Agreement Letters (PartLtr)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 PartLtr
Indirect Cost Declaration (ICD)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ICD
Cost Allocation Plan (CAP) (if applicable)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 CAP
Indirect Cost Rate Agreement (ICRA) (if applicable)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 ICRA

Required Documents	Naming Convention Suggestions
Organizational Chart (OrgChart)	[Applicant’s Three-Digit Initialism] RCP PY 25-26 OrgChart

Figure 5.2: Application Timeline

Event	Date
SFP release	February 12, 2026
Last date to email questions to EDD	February 24, 2026, by noon PST
Informational Webinar	February 25, 2026, at 1:30 PM PST
Notice of Intent to Apply	March 3, 2026, by noon PST
Proposals due	March 17, 2026, by 3 pm PST
Proposal review and evaluation	March 23 – March 27, 2026
Award announcements	May 2026
Estimated project start date	June 2026
Estimated project end date	March 2028

Note – All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without an addendum to this SFP.

C. Questions and Answers

An informational webinar is scheduled for February 25, 2026, at 1:30 p.m. PST to review application requirements and address questions related to the SFP. Pre-registration is required for all participants via the [pre-registration link](#). After registering, you will receive a system-generated email containing a Zoom link for the webinar.

Before submitting your questions, it is essential that you thoroughly review the SFP Proposal Package Instructions in Appendix A. If you have inquiries before the webinar, please email them to WSBSFP1@edd.ca.gov with the subject line: [Your Three-Digit Initialism] RCP PY 25-26 SFP Inquiry. All questions must be submitted by noon PST on February 24, 2026.

Please note this webinar will not be recorded.

All registered attendees will receive a summary of the content covered during the webinar. The webinar summary will be distributed via email after the webinar, once it has been finalized. Additionally, a comprehensive list of all questions and answers received during the solicitation process will be posted on the EDD website following the informational webinar, after the necessary review and preparation are completed.

D. Delivery

Applicants must submit a complete proposal package with all required elements to WSBSFP1@edd.ca.gov by no later than 3 p.m. PST on March 17, 2026. The Cover/Signature Page must be signed by the signatory authority as stated in the resolution for the signatory authority.

Refer to *Appendix A: Proposal Package Instructions* for further guidelines on electronic submission and *Section 6. D: Agreement and Contracting* for the signatory authority requirements for the Subgrant Agreement (contract).

6. Award and Contracting Process

After the deadline, the EDD will vet the proposals based on the minimum qualifications established in this SFP and administer a competitive evaluation for all proposals that meet the minimum qualifications. Funding decisions are based on scoring criteria, performance history, and regional and target population needs. The EDD will notify all applicants about the status of their proposal. A summary of projects funded under this SFP will be publicly posted on the EDD website.

A. Proposal Review, Scoring, and Evaluation

Teams of reviewers will score and rank proposals based on the criteria outlined in this SFP. For those organizations that have participated in past grant programs administered by the EDD's Workforce Services Branch, past and present performance will be considered in making funding decisions.

Figure 6.1: Scoring Rubric

Narrative Criteria	Maximum Points
Section 1 – Statement of Need	15
Section 2 – Regional, Equity, and Access Strategies	20
Section 3 – Performance Goals	15
Section 4 – Partnerships and Governance	20
Section 5 – Statement of Capabilities	20
Section 6 – Budget and Sustainability Plan	10
Total Points Available	100

Only proposals that score in the top tier, are deemed meritorious, and are in the state's best interest will be recommended for funding. The EDD reserves the right to conduct on-site reviews before making final funding recommendations. After completion of the evaluation process, the EDD Director will receive the funding recommendations. The LWDA Secretary, in consultation with the EDD, will make final funding decisions based on the ranked scores and other factors such as the distribution of funds across geographic locations and special populations in need, past performance, innovative approach, and uniqueness of the project.

B. Appeals Process

A proposal may be disqualified for not meeting the application requirements. Please read the SFP carefully and consult *Appendix A: Proposal Package Instructions* for detailed instructions on adequately completing and submitting all application elements to ensure all applicable requirements have been met.

Disqualification decisions can be appealed, but disqualifications can only be overturned in specific instances. Please take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline.
- There is no appeal process for organizations that are not eligible under this funding opportunity (example: individuals, non-US entities, non-profit organizations, etc.).
- There will be no extension of the appeal deadline.
- Final funding decisions cannot be appealed.
- The EDD will not review documents submitted on appeal that were not requested in the DQ letter. Applicants may not add extra documentation to their application or change previously accepted exhibits.

The EDD will distribute disqualification letters to applicants by email. Applicants have seven calendar days from the date their disqualification letter is emailed in which to appeal. Please send all appeals to WSBSFP1@edd.ca.gov by the close of business on the seventh calendar day.

Each applicant must submit all the facts related to their appeal in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

- Appealing organization's full name, address, and telephone number in the body of the email.
- All corrective documentation requested. If one of the documents needing appeal is missing or incorrect, the appeal will not be granted.

Appeals must be submitted to WSBSFP1@edd.ca.gov. The EDD will respond to all appeals via email. The review of each appeal will be limited to determining whether the applicant's corrective actions successfully addressed the non-responsiveness indicated in their disqualification letter and whether the proposal now meets the minimum application requirements relayed by the SFP to be evaluated.

C. Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by May 2026. An award offer does not constitute approval of the application as submitted. The applicant is required to negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

D. Agreement and Contracting

The EDD will contact the subrecipients to finalize the Subgrant Agreement (contract) details. The EDD may request that the contracts incorporate changes to the original project proposals. After all exhibits are finalized, the awardee will officially enter into a contract with the EDD to provide the services and serve the number of participants listed in the contract for the amount awarded. Any unauthorized deviation or non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization to accomplish and that your infrastructure supports the administrative and operational requirements. The state expects contract negotiations to begin immediately after providing official award notices. A Notice of Award does not automatically entitle the subrecipient to funding. The EDD reserves the right to terminate any funding offer if a subrecipient does not negotiate in good faith. Subrecipients are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before accepting funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions and the projected work plan.

All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with federal and state mandates during the approval and contract negotiation process. The Special Initiatives Support Section guides finalizing the exhibits and verifies that all requirements are met to be incorporated into the official Subgrant Agreement (contract). The subrecipients must submit a resolution for signatory authority designating the position having the authority to sign for the organization. The EDD reserves the right to rescind any funding offer if a subrecipient does not comply with the revision process and the terms of the Subgrant Agreement.

7. Administrative Requirements

To qualify for awarded funds, successful applicants must comply with all administrative and reporting requirements. Applicants who do not comply may be de-obligated. Refer to *Unilateral De-Obligation* ([WSD16-03](#)) (July 20, 2016), for more guidance.

A. Monitoring and Audits

During the POP, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and EDD guidance to clarify requirements governing the use of WIOA funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely manner.

Complete and accurate reporting is essential during the monitoring process. Subrecipients that expend over \$750,000 in federal funds from any source must complete a single or program-specific audit for the fiscal year per the Single Audit Act for State and Local Agencies, 1996 Amendments, Public Law 104-156. Refer to *Audits Requirements* ([WSD22-06](#)) (December 9, 2022) for more information.

B. Record Retention

Subrecipients must maintain sufficient project and fiscal records to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. Subrecipients will retain all records pertinent to the contract for five years from the date of the final payment of the contract unless a more extended period of record retention is stipulated.

C. Reporting

All subrecipients must have access to the CaUOBS website to report expenditures, participant information, and outcome data to the state in a timely and accurate manner. Refer to Appendix F: CaUOBS Workstation and Software Requirements for more details. The state will provide training on how to use the CaUOBS reporting system. Review [Types of Work-Based Learning WIOA Desk References](#) and *CaUOBS Activity Codes* ([WSD24-05](#)) (October 10, 2024) for guidance on entering grant activity codes. See *CaUOBS Participant Reporting* ([WSD20-10](#)) (April 8, 2021), for more information regarding participant reporting requirements.

Subrecipients must enter participant information for each individual served by the grant into CaUOBS. The information required includes, but is not limited to, complete program

applications, individual services provided, supporting documentation, and outcome data. All data must be entered into CaJOBS within 30 days. Review CaJOBS Participant Reporting ([WSD20-10](#)) for more information on reporting participant information in CaJOBS.

Subrecipients will be required to submit monthly financial and participant reports using CaJOBS. Subrecipients will also be required to submit narrative progress reports on the status of the projects, which is a condition of the Subgrant Agreement. Failure to properly report may result in a cash hold and de-obligation of the funds. Refer to *Monthly and Quarterly Financial Reporting Requirements* ([WSD19-05](#)) (December 4, 2019), for further information.

D. Closeout

Project closeout reports are due within 60 days of the project termination date. Applicants should include costs associated with closeout activities in the budget plan. Refer to *WIOA Closeout Requirements* ([WSD16-05](#)) (July 29, 2016), for further guidance.

E. Compliance

All funds are subject to state and federal statutory and regulatory requirements, including the WIOA and its associated federal regulations, OMB Circulars, Title 29 of the [Code of Federal Regulations](#), and compliance with the Subgrant Agreement.

F. Intellectual Property Rights/Creative Commons Attribution License

Subrecipients of a federal award obtain the title to intangible property once acquired. The subrecipient must use the property for the originally authorized purpose and must not encumber the property without approval from the EDD. Further, the DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes (Uniform Guidance Section [200.315\[a\],\[d\]](#)). In addition, DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work as specified by the recipient (DOL Exceptions 2 CFR Section [2900.13](#)). Refer to [WSD16-10](#), Subject: *Property – Purchasing, Inventory, and Disposal* (November 10, 2016) for more information.

G. Public Communications – Certain Information Requirement

Pursuant to P.L. 117-103, Division H, Title V, [Section 505](#), when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing

projects or programs funded in whole or in part with federal money, all non-Federal entities receiving federal funds shall clearly state:

- The percentage of the total costs of the program or project that will be financed with federal money.
- The dollar amount of federal funds for the project or program.
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this term are separate from those in [2 CFR Part 200](#), and, when applicable, both must be complied with.

H. Evaluation

The WIOA Sections [134 and 136](#) (e) provide for the ongoing evaluation of workforce development activities. A statewide activities assessment allows the state to determine the effectiveness of the Governor's Discretionary Funds in addressing identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. If a statewide evaluation occurs, the subrecipient will be required to participate by providing the requested data and information. Therefore, throughout the POP, subrecipients must document lessons learned and effective practices ascertained through this project and share them through the QPR medium.

Appendix A: Proposal Package Instructions

Applicants must follow the instructions below and complete all requested exhibits in the SFP announcement. The Cover/Signature Page, Executive Summary, Project Narrative, and all Exhibits must be completed in Aptos 12-point font. There is a 15-page limit, which applies only to Exhibit A: Project Narrative. All other application attachments are not included in this page limit. After carefully reviewing the SFP and Appendices, questions regarding the proposal package can be emailed to EDD staff at WSBSFP1@edd.ca.gov.

A. Required Documents and Format

Figure A.1 below lists the SFP Exhibits and Exhibit Attachments the applicant is required to download and complete according to the instructions in this SFP. Applicants should submit documents according to the naming convention guidelines by the deadline stated in the SFP. Applications that fail to do this may be deemed non-responsive and disqualified from being forwarded for funding consideration. The list may also be used as a checklist to help ensure a complete SFP application package submission.

Figure A.1: Required Document Format Checklist

Required SFP Exhibits	
1. Exhibit A: Project Narrative - ExA (must complete the Word template provided in the SFP, including all required sections and sub-sections)	
2. Exhibit F: Budget Summary - ExF (must complete the Word template provided in the SFP)	
3. Exhibit F2: Budget Narrative – ExF2 (must complete the Word template provided in the SFP)	
4. Exhibit G: Supplemental Budget - ExG (if applicable) (must complete the Word template provided in the SFP)	
5. Exhibit H: Logic Model – ExH (must complete the Word template provided in the SFP)	
6. Exhibit J: Partner Roles and Responsibilities - ExJ (must complete the Word template provided in the SFP)	
Required SFP Exhibit Attachments	
1. Cover/Signature Page - CovSign (must complete the Word template provided in the SFP and submit it as a PDF signed by the authorized signatory)	
2. Executive Summary - ExecSum (must complete the Word template provided in the SFP)	

3. Commitment Letters - ComLtr (Provide a PDF version from applicant and/or any partner(s) that are providing leveraged resources)	
4. Partnership Agreement Letters - PartLtr (Must provide a PDF version for collaborations and strategic partnerships that are established in the proposal)	
5. Indirect Cost Declaration - ICD (must complete the Word template provided in the SFP signed by the authorized signatory. Submit as either a Word document or a PDF)	
6. Indirect Cost Rate Agreement - ICRA; or Cost Allocation Plan - CAP (if applicable) (If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency or attach a CAP with a certification letter)	
7. Organizational Chart – a chart detailing all staff that will work on the program. Names, job titles and job descriptions are required for each. If staff has not yet been hired, job title, description and how the role will be filled is required.	

B. SFP Exhibit Instructions

Complete only the required information in the exhibits provided in the SFP. Submit all exhibits and attachments with the following naming convention: “[Applicant’s Three Digit Initialism] RCP PY 25-26 [Exhibit or Attachment Initialism].” For example, “ABC RCP PY 25-26 ExF” for Exhibit F. File names must not exceed 40 Characters.

Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

Exhibit A – Project Narrative (ExA)

Applicants will complete Exhibit A using the template provided. The structure and content of the sections and subsections should align with the proposal requirements in this SFP. The Project Narrative should convey how the applicant’s approach will lead to the success of program awardees, potential participants, and the workforce system. **There is a 15-page limit for Exhibit A.** Anything beyond the 15-page limit will not be considered. The other required exhibits and attachments do not count toward this page limit.

The Project Narrative must be submitted in MS Word format in Aptos 12-point font. Save this document according to the following naming convention: “ABC RCP PY 25-26 ExA.”

The Project Narrative contains the following sections, which must all be addressed by the applicant:

Narrative Criteria	Maximum Points
Section 1 – Statement of Need	15
Section 2 – Regional, Equity, and Access Strategies	20
Section 3 – Performance Goals	15
Section 4 – Partnerships	20
Section 5 – Statement of Capabilities	20
Section 6 – Budget and Sustainability Plan	10
Total Points Available	100

Applicants must cite supporting data as applicable for each section to be considered complete. Relevant data sources may include (i) the EDD Labor Market Information Division (LMID), (ii) the Bureau of Labor Statistics, (iii) the U.S. Census, (iv) local surveys, (v) case studies, (vi) past performance; and (vii) consultation with industry associations, Local Areas, or mandatory and non-mandatory partners. The data should:

- Reflect the applicant’s comprehensive understanding of the issues specific to the workforce system.
- Demonstrate the need for the proposed project.
- Justify the project’s approach.
- Suggest the potential for success.

The narrative must include the Section and Sub-Section headers indicated in bold and must directly address the bulleted prompts. Each section will be reviewed and scored individually for content according to the instructions below.

Exhibit A – Project Narrative, Section 1: Statement of Need (Maximum 15 points)

1.1. Target Region (Score Range 0–5 points)

- Describe the target region(s), including an estimated number of the target population(s) in the region(s).
- Describe the unmet needs of the target population(s), including gaps in services.

- Explain how the unmet need was determined and what factors contributed to the unmet need.
- Provide supporting data and sources for each bullet point.

1.2. Target Group Description (Score range 0–5 points)

- Describe the characteristics of the target population(s).
- Describe common and significant barriers to employment, training, and services.
- Describe basic and occupational skills gaps and needs.
- Discuss current challenges with employment and retention, and how the project will address them.
- Provide a clear justification for the project, including qualitative and quantitative evidence, to explain how existing gaps in services currently provided to the target population(s) will be addressed.
- Provide supporting data and sources for each bullet point.

1.3. Targeted Sector (Score Range 0-5 points)

- Describe the industry/sector where participants will be trained and placed.
- Indicate the criteria that qualify the target occupations as good quality jobs.
- Demonstrate the demand for skilled workers in the target industries in the service region, including how the demand was determined.
- Describe the current and projected employment opportunities in the targeted industry sector(s) and geographic service region, including a forecast of the approximate number of jobs available in the target industries.
- Assess the individual skill levels of the demographic population and compare the skills needed by the industry sector(s) that justify the project's recruitment, training, and employment strategies.
- Provide wage data for specific occupation(s) based on the MIT living wage standard.

Exhibit A – Project Narrative, Section 2: Regional, Equity, and Access Strategies (Maximum 20 points)

2.1. Regional Project Plan (Score range 0–5 points)

- Included a Logic Model (ExH) completed clearly and accurately.
- Identify the culturally relevant outreach and recruitment methods specific to the target population(s) that will be used to recruit program participants.

- Describe the outcomes and lessons learned if the organization or other agency has used this project's outreach and recruitment methods.
- Demonstrate how these methods will reach a significant percentage of the target population(s) in a replicable, effective, and timely manner.

2.2. Planned Service Approach (Score range 0–5 points)

- Describe the services and training used to achieve the planned goals and objectives.
- Demonstrate how the approach addresses the challenges in the Statement of Need.
- Indicate what best practices will be applied and how building upon them will result in an innovative new approach.
- Describe how the approach will address the barriers to the target population(s), transition participants into employment, and/or help participants achieve ongoing career advancement and sustainability.
- Demonstrate how services and training will enable participants to increase their vocational and job readiness skills, attain and retain employment, enter career pathways, and advance in the target industries.
- Describe how the project will strengthen collaboration, support co-enrollment, provide clear pathways to employment, and provide support and follow-up services to ensure participant success.
- Explain how the project is replicable, scalable, and sustainable at the regional or systemic level.

2.3. Job Readiness and Transitional Employment Training (Score range 0–5 points)

- Demonstrate that the technical or occupational skills targeted in this project are based on standards developed or endorsed by the target industries and/or employers.
- Explain how this strategy will enable participants to obtain employment in a career pathway that offers career mobility and living wages.
- Demonstrate a strategy to utilize or develop pre-apprenticeships, apprenticeships, PWEX, or other WBLs to train for unsubsidized employment.
- Demonstrate that the approach to providing job skills, certified training, and WBL programs balances participant and community needs with those of employers.
- Demonstrate that the proposed strategy seeks to build the infrastructure necessary to support future WBL, certified training, or job readiness training programs.

2.4. Supportive Services and Wrap-Around Support (Score range 0–5 points)

- Explain the strategy to develop capabilities and increase access to training by focusing on target population-specific outreach, staff development, policy development, barrier removal, and intensive case management services.
- Demonstrate a strong collaboration, strategic co-enrollment, equal access, and the implementation of evidence-based strategies that offer a holistic suite of wrap-around support, case management, and supportive service interventions designed to address the needs of the target population(s).
- Demonstrate an approach to provide wrap-around support and case management with a trauma-informed approach tailored to the individual's cultural, personal, educational, and professional needs to ensure full engagement in education, credential attainment, and upskilling opportunities that increase the likelihood of job placement and retention in higher wage jobs.
- Explain the type of wrap-around support and case management that will enable participants to focus on learning opportunities. Examples can include, but are not limited to, providing assessments, access to career navigation training, customized occupational skills training, finding employment opportunities with career ladders, and childcare subsidies.
- Explain the type of pay-for-support services and wrap-around support that will be provided to transition participants to unsubsidized employment or training.

Exhibit A – Project Narrative, Section 3: Performance Goals (Maximum 15 Points)

3.1. Performance Goals Matrix (Score range 0–10 points)

Describe program outcomes for participants in (Insert grant name) programs to include:

- Complete the Performance Goals Matrix (SFP Exhibit K) for the target population(s). If serving multiple populations, complete a separate Exhibit K for each population.
- Analyze labor market information and explain how this informs the proposed performance goals in Exhibit K.
- Describe all planned goals to include planned/actual numbers served, planned/actual placed into employment, planned/actual number trained, types of employment, or other pertinent information relevant to the success of this project.
- Describe how performance goals are tailored to meet the project's needs and regional objectives, and how the project's goals will be measured.

- Provide a baseline to demonstrate the project's impact on the target industries and the target population(s).
- Describe the goals to provide good-quality jobs in the in-demand sectors with wages that meet or exceed the local MIT living wage standard.
- If the planned project goals are not higher than the state's negotiated WIOA performance goals, provide an explanation that addresses the discrepancies.

3.2. Performance Goal Effectiveness (Score range 0–5 points)

- Identify and describe anticipated employment and job quality outcomes in the in-demand sectors and among the target population(s).
- Describe how the project goals will be measured.
- Provide a baseline to demonstrate the project's impact on the target population(s).
- Describe how the identified outcomes will result in sustained, meaningful partnerships to increase long-term employment with living wages for the target population(s) and create systemic change.

Exhibit A – Project Narrative, Section 4: Partnerships (Maximum 20 points)

4.1. Partnerships and Responsibilities (Score range 0–10 points)

- Complete and attach Exhibit J: Partner Roles and Responsibilities.
- Complete and attach a Partnership Agreement Letter for each listed partner following all SFP requirements.
- Complete and attach Commitment Letters that match amounts listed on ExF and ExJ following all SFP requirements.
- Describe how regional partnerships have been or will be successfully formed with each mandatory partner and other partners or partner agencies committed to good quality job outcomes for participants.
- Explain how partnerships will be used to coordinate and provide services.
- Describe the roles and responsibilities of each mandatory and optional partner in terms of specific tasks, services, or support that will be provided.
- Understanding changing situations, provide a brief statement that ensures a contingency plan to ensure project success (meeting goals) in case any of the partnerships drops or does not come through during the performance period.

4.2. Required Partner Outreach and Inclusion (Score range 0–10 points)

- Describe how the community college, or adult school partner will be identified and incorporated in developing the regional strategy approach and each project plan part.
- Describe the existing or projected programs the educational partner will leverage to improve participant training and outcomes.
- Describe how the employer or industry-associated partner will be identified and incorporated in developing the regional strategy approach and each project plan part.
- Describe how the strategic partnership with the employer partner will improve program outcomes, such as outreach and placement needs.
- Describe how the project will identify employers willing and able to work with the barriers of participants.
- Describe how employers will ensure participants' working conditions will improve, such as higher wages, improved safety, comfort, and well-being.
- Describe what services the labor partner will contribute to, such as outreach, sourcing additional partnerships, case management, or wrap-around support.
- Describe how the involvement of a labor partner will improve program outcomes, such as outreach and placement needs.

Exhibit A – Project Narrative, Section 5: Statement of Capabilities (Maximum 20 points)

5.1. *Capability and Knowledge* (Score range 0–10 points)

- Demonstrate or identify opportunities to expand capabilities and knowledge in conducting and administering programs for the target population(s).
- Demonstrate capacity to collect and report financial and participant performance data as required by the SFP.
- Describe past or present projects that prepared participants for good jobs and how grant funds will build on these experiences.
- Describe past success in preparing participants for good-quality jobs defined in the SFP. Provide concrete performance outcomes.
- If the organization has limited experience and/or capacity, describe how past or current partnerships with higher capacity, more experienced agencies satisfy the requirements in this section.

5.2. Staffing and Organizational Capacity (Score range 0–10 points)

- Organizational Chart (OrgChart) is included as a separate exhibit, fully completed.
- Describe the organizational infrastructure and capacity that demonstrates the ability to provide services to the target population(s), and to meet the administrative requirements of the SFP.
- Include the proposed staffing plan for this project and detail staff experience working with the target population(s) in the identified capacity.
- List and describe all key positions that will carry out the project.
- If staff have not been identified, describe the process of identifying, hiring, or appointing key staff, the timeline, and the training provided during the project start-up period.

Exhibit A – Project Narrative, Section 6: Budget and Sustainability Plan **(Maximum 10 Points)**

6.1. Budget Plan and Effectiveness (Score range 0–5 points)

- Complete and attach the Budget Summary (Exhibit F).
- If applicable, complete and attach Supplemental Budget (Exhibit G).
- The Budget Summary and Supplemental Budget explain all line items.

See exhibit instructions below for detailed information on completing Exhibits F and G.

6.2. Budget Sustainability (Score range 0–5 points)

- Complete and attach the Budget Narrative (Exhibit F2).
- The figures in Exhibit F2 align with Exhibit F.
- The Budget Narrative clearly explains all line items in Exhibit F.

See exhibit instructions below for detailed information on how to complete Exhibit F2.

Exhibit F – Budget Summary (ExF)

- The Total Project Budget column includes calculated fields that must be populated. Once all data is entered, right-click inside each field and select "Update Field" to populate each line item—complete Total Funding using the same steps.
- Program Costs and Administrative Costs must add up to the total award amount.

- Under Amount Leveraged, enter the amount identified in the *Project Narrative (Exhibit A)* and documented in commitment letters.
- The amounts entered for Total Funding in the *Budget Summary Plan (Exhibit F)* must match those listed on the Cover/ Signature page.
- If the applicant plans to purchase equipment with a unit cost of \$10,000 or more and a useful life span of more than one year, the *Supplemental Budget (Exhibit G), Section I. Equipment* must be completed.
- If an applicant plans to sub-award funds to sub-recipients to carry out a portion of the grant services, Sections II (subrecipient) and III (Contractor) of the *Supplemental Budget (Exhibit G)* must be completed.
- If an applicant plans to contract a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G)* must be completed.

Exhibit F - Budget Summary must be submitted in MS Word format. Save this document according to the following naming convention: “ABC RCP PY 25-26 ExF.”

Exhibit F2 – Budget Narrative (ExF2)

- Provide a detailed justification in the Budget Narrative (Exhibit F2) for each line-item cost contained in the Budget Summary Plan (Exhibit F). For example, a thorough rationale for staff salaries should include each title or position, a narrative of the staff roles, responsibilities, activities, annual salary, the percentage of staff time devoted to the project, and the corresponding portion of their salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of their benefit to participants.
- **In Sections A-D: Staff Salaries**, enter the total dollar amount of the Salaries Paid and Benefits Charged to the grant in the line provided.
- Utilize Line Items A-D from the Budget Summary Plan (Exhibit F) to complete the table in Section A of the Budget Narrative (Exhibit F2).
- In Column 1, list each staff position.
- In Column 2, multiply the number of full-time equivalents (FTE) by the monthly salary, then multiply the product by the amount of staff time devoted to the project (FTE x Monthly Salary x Time).
- In Column 3, enter the staff Fringe Benefit cost.

- In Column 4, calculate the Total by adding the product listed in Column 2 (FTE x Monthly Salary x Time) to the Fringe Benefits. Provide details of Line Items A-D below the table.
- **In Section E**, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses. Award recipients and critical staff must attend quarterly meetings, CoP, and other activities coordinated by EDD-approved TA providers; all travel costs are included in the budget.
- **In Section F**, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in Column 2 of the items listed in Column 1 (the items in Column 1 marked with an asterisk are based on the FTE for program staff).
- **In Section G**, enter the total cost of any Required or Targeted Activities. In the table, list the dollar amount in the Cost column.
- **In Section H**, enter the total cost of furniture and equipment on the provided line. Refer to OMB Uniform Guidance Section [200.313](#), and EDD Directives *Allowable Costs and Prior Written Approval* ([WSD16-16](#)) (February 21, 2017), *Property – Purchasing, Inventory, and Disposal* ([WSD16-10](#)) (November 10, 2016), and *Procurement of Equipment and Related Services* ([WSD17-08](#)) (March 14, 2018) for Procurement Guidelines. Refer to EDD Information Notice [WSIN25-17](#) for updates impacting furniture and equipment purchases.
- In-Line Item 1, enter the total expenditure for Equipment and Furniture items that cost less than \$10,000 per unit. Indicate whether the items will be leased or purchased and include a cost allocation. In the indicated space, include the name, cost, and quantity of the items to be purchased.
- In-Line Item 2, enter the total expenditure for Equipment and Furniture items that cost more than \$10,000. Include the item's name, cost, and quantity in the indicated space. If any items are listed in Section G.2., complete Exhibit G.
- In In-Line Item 3, provide the estimated Equipment Lease dollar amount. Explain the calculation below the line item.
- **In Section I (if applicable)**, include the total cost of Contractual Services (Section 3 of Supplemental Budget, Exhibit G) on the line provided. Describe in detail.
- **In Section J (if applicable)**, enter the total Indirect Costs on the line provided. The Indirect Cost Rate must be negotiated and approved by a Cognizant Agency, per Appendices III through VII of Uniform Guidance, [2 CFR 200](#).
- **In Section K**, list other expenses. Describe in detail the additional costs that do not fit into the specific categories in the prior sections. Specify whether an expense is for an Administrative or Program. Enter the estimated total of Administrative and Program expenses on the line provided.

Exhibit F2 - Budget Narrative must be submitted in MS Word format. Save this document according to the following naming convention: "ABC RCP PY 25-26 ExF2."

Exhibit G – Supplemental Budget (ExG)

Exhibit G – Supplemental Budget, Section 1: Equipment

- If the applicant plans to purchase equipment with a unit cost of \$10,000 or more and a useful life span of more than one year, *Section 1: Equipment* of the *Supplemental Budget (Exhibit G)* must be completed.
- Due to the short-term nature of these projects, the purchase of high-cost equipment is discouraged. Instead, rental or leasing options should be explored if high-cost equipment is essential to the project's operation. All equipment with a unit cost of \$10,000 or more is subject to prior approval by the EDD and will be negotiated with contract completion.
- A separate request to purchase equipment must be submitted to the EDD for approval. See Basic Considerations in OMB Uniform Guidance Sections [200.407](#) and [200.313](#). Refer to EDD Directives *Allowable Costs and Prior Written Approval (WSD16-16)* (February 21, 2017), *Property – Purchasing, Inventory, and Disposal (WSD16-10)* (November 10, 2016), and *Procurement of Equipment and Related Services (WSD17-08)* (March 14, 2018) for Procurement Guidelines.
- The Item Description column must list all equipment costing \$10,000 or more.
- The Quantity column must contain the desired amount for each item in the Item Description column.
- The Cost Per Item column must contain the cost for each item listed in the Item Description column.
- Right-click each cell in the Total Cost column and select "Update Field" to populate the total cost for each item listed in the Item Description column.
- The Percent Charged to Project column must be manually calculated. If the percentage sign is deleted, it must be re-entered manually to ensure an accurate calculation in the following column, the Total Cost Charged to Project column.
- To populate the Total Cost Charged to Project column, right-click each cell in the column and select "Update Field."
- To populate the Total cells in the final row of columns 3 and 5, right-click on each cell and select "Update Field."

Exhibit G – Supplemental Budget, Section 2: Subrecipients

- If an applicant plans to award and fund a subrecipient to carry out a portion of the grant services, Section 2: Subrecipients of the *Supplemental Budget (Exhibit G)* must be completed.
- The Service Provider Name column must list the subrecipient's name.
- The Subaward Amount column must contain the desired subaward amount of each service provider listed in the Service Provider Name column.
- The Deliverables column must contain the deliverables contributing to the grant objectives for each provider listed in the Service Provider column.
- Right-click on the Total cell in the Subaward Amount column and select "Update Field" to populate the total award for each amount listed in the Subaward Amount column.

Exhibit G – Supplemental Budget, Section 3: Contractors

- Section 3 of the Exhibit G - Supplemental Budget is for contractual services. Contractual Services must be completed.
- If an applicant plans to procure a contract with a contractor, such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, the *Supplemental Budget (Exhibit G), Section 3: Contractors* must be completed.
- The Description/Type of Service column must list the type of services the contractor will provide through procurement.
- The Cost column must contain the service cost for each service listed in the Description/Type of Service Column.
- The Service Provider (If known) column must list the name of the contractor that will be competitively procured to provide the contractual services for each service listed in the Description/Type of Service column.
- Right-click on the Total cell in the Cost column and select "Update Field" to populate the total cost for each amount listed in the Cost column.

Exhibit G - Supplemental Budget must be submitted in MS Word format. Save this document according to the following naming convention: “ABC RCP PY 25-26 ExG.”

Exhibit H – Logic Model (ExH)

- Must include the statement of needs from Exhibit A.
- Must consist of appropriate outputs/deliverables.
- Must include appropriate outcome(s).

Save this document according to the following naming convention: “ABC RCP PY 25-26 ExH.”

Exhibit J – Partner Roles and Responsibilities (ExJ)

- List all partners in the Organization Column under the appropriate heading.
- To add a row for additional partners, hover over a row in the far-left column and select the plus sign symbol when it appears. Then, copy and paste the preformatted rows into the newly added rows using the paste option "Overwrite Cells."
- Enter the contribution amounts for the Cash/In-Kind Contribution Amount Column, if available.
- Right-click "Update Field" to populate the Total Cash/In-Kind Contribution Cell.
- The Roles and Responsibilities column should include concise summaries of the specific tasks, services, or support partners provided for each organizational type. A more in-depth description of roles and responsibilities can be provided in the Project Narrative.
- List the funding source under the Fund Source Column for partners providing leveraged funds.
- Check "Yes" in the Partnership Agreement Letter Column if a partner provided a Partnership Agreement Letter.

Exhibit J - Partner Roles and Responsibilities must be submitted in MS Word format. Save this document according to the following naming convention: “ABC RCP PY 25-26 ExJ”

C. Exhibit Attachment Instructions

Complete only the required information in the exhibit’s attachments. Do not change or alter the exhibit attachments. Submit all exhibit attachments in the required format with the following title: "[Applicant’s Three Digit Initialism] RCP PY 25-26 [Attachment Abbreviated Title]." For example, " ABC RCP PY 25-26 CovSign" for the Cover/Signature Page. File names must not exceed 40 characters.

Disclaimer: All exhibit attachments must be completed accurately and submitted as part of the application package.

Cover/Signature Page (CovSign)

The Cover Signature page must be completed and submitted electronically as a PDF document signed by the applicant’s signatory authority. Ensure that contact information for both the designated contact person and the authorized signatory authority is correct. Save this document according to the naming convention: “ABC RCP PY 25-26 CovSign”.

Executive Summary (ExecSum)

The Executive Summary is limited to three pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten. Save and submit this document according to the naming convention: “ABC RCP PY 25-26 ExecSum.”

Executive Summary Content

Industry(ies) of Focus

- Targeted organizations and industries must be listed alphabetically and adequately capitalized (for example, Advanced Manufacturing, Business Services, Cybersecurity, Healthcare, Information Technology, and Security Services).
- Do not include a narrative in this space.

Counties to be Served

- If serving more than one county, list counties in alphabetical order.

Key Partners

- List key partners in a bullet list.
- Required partners should be listed first, followed by additional training, education, employer, and supportive services partners.

Project Description

- Provide an abstract of project highlights (this section should summarize the Project Narrative).
- Use complete sentences and proper grammar.

Outreach Plan for Targeted Populations to be Served

- Provide an abstract of outreach plan highlights (this section should summarize the project outreach).
- Use complete sentences and proper grammar.

Proposed Outcomes

- Proposed outcomes are not the same as performance goals. Outcomes are mid and long-term results demonstrating individual participants’ progress towards successful career pathways and reflecting a meaningful change in the workforce system.
- Include the proposed outcomes of your project in a short narrative.

Commitment Letters (ComLtr)

Applicants are required to demonstrate a minimum of 20 percent leveraged resources in relation to the total requested amount, to be calculated according to the following example:

Requested Funds: \$1,000,000

Minimum Leveraged Resources: $(\$1,000,000) \times (.20) = \$200,000$

Leveraged resources can be leveraged from various sources, including, but not limited to, businesses, industry associations, labor organizations, CBOs, education and training providers, and/or federal, state, and local government programs. The match may include other WIOA funding, provided this project's scope falls under the allowable activities of the funding. Leveraged resources will be subject to the reporting requirements in [WSD19-05 Subject: Monthly and Quarterly Financial Reporting Requirements](#) (December 4, 2019) and Title 2 CFR Part 200: Uniform Guidance, Section [200.306](#).

The definition of “cash contribution” is a contribution made available to the subrecipient to be explicitly used for project activities and must be consistent with the allowable activities of the funding source. The awarded subrecipient has control over and disburses these contributions. Examples include but are not limited to funding received from employers, foundations, private entities, or local governments.

“In-kind contribution” is a contribution of non-cash resources explicitly used for project activities. This type of contribution includes, but is not limited to, donated personnel or staff, services, and use of equipment or space. If an education provider provides classroom instruction, for example, the classroom space and instructor(s) are considered a leveraged resource, and the value of the space and instruction qualifies as an “in-kind” contribution.

Applicants must provide a letter to verify the dollar amount and the source of contributions from each entity that pledges cash or in-kind resources to the project. The letters should clearly define the contribution parameters and include the exact cash amount or an estimate of the in-kind dollar amount of the contribution. If provided, the individual amounts and totals in these letters should match those listed in *Exhibit J: Partner Roles and Responsibilities*. In the case of a discrepancy, the dollar amount pledged in the letter will be used in all calculations. If a partner or partners contribute, the applicant must provide a letter conforming to the stated guidelines.

Commitment Letters should meet the following criteria:

- Must be signed by an authorized signatory representative of the partner agency, complete with the contact’s name, title, and telephone number.

- Must be dated within the grant competition period between February 12, 2026, and March 17, 2026 (SFP Release Date-Proposal Due Date).
- Any Commitment Letters must be submitted in one continuous PDF and submit this document according to the naming convention: “ABC RCP PY 25-26 ComLtr.”

Partnership Agreement Letters (PartLtr)

Applicants must submit Partnership Agreement Letters from partner(s) outlined in the proposal that clearly identify the partner’s organization type. All letters must be submitted in one continuous PDF. Save and submit this document according to the naming convention: “ABC RCP PY 25-26 PartLtr.”

Ensure that each Partnership Agreement Letter meets the following criteria:

- Each letter must identify each partner’s organization type.
- Each letter must describe in detail each partner's specific roles and responsibilities.
- Each letter must explain how the proposed services will differ from what already exists locally.
- Each letter must describe the extent of the partnership and its anticipated outcomes.
- Each letter must provide an agency contact person and telephone number.
- Each letter must be dated within the grant competition period between February 9, 2026, and March 17, 2026.
- Each letter must be signed by an authorized signatory representative of the partner agency, complete with their contact’s name, title, and telephone number.

Applications that do not attach the Partnership Agreement Letters from each partner(s) outlined in the proposal will be disqualified pending appeal.-The applicant must provide their Partnership Agreement Letter and follow the format indicated in the instructions above.

Indirect Cost Declaration (ICD) (WIOA only)

The Indirect Cost Declaration must be completed to indicate if an organization is going to claim indirect costs for this WIOA Title I program and, if so, which indirect cost method will be used:

- Indirect Cost Rate Agreement (ICRA) - Attach ICRA and indirect cost certification letter
- Cost Allocation Plan (CAP) - Attach CAP and certification letter
- De Minimis Rate - Recipients and subrecipients that do not have a current Federal

negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit. Check only if you do not receive more than \$35 million annually in direct federal funds, and you do not have a currently approved ICRA.

- An ICR approved by the Employment Development Department - Attach the ICR proposal and indirect cost certification letter.

Applicants must adhere to OMB Uniform Guidance Part 2 CFR 200.414 Indirect Costs if electing to use an IDCR. The applicant must complete the Word version provided in the SFP and have it signed by the authorized signatory. Save and submit this document according to the naming convention: “ABC RCP PY 25-26 ICD.”

Please note: If an applicant indicates that they are using an ICRA or CAP, they must include the ICRA approved by the Cognizant/Approving Agency, or attach a Cost Allocation Plan with a certification letter. Save and submit this document according to the naming convention: “ABC RCP PY 25-26 ICRA.”

Organizational Chart (OrgChart)

The Organizational Chart will detail all staff that will participate in any activity that relates to this grant. For each role you must provide the Job Title, a brief description of job duties, and the name of the current employee. If the position has not yet been filled please provide a brief explanation of the hiring process and expected timeline. Save this document according to the naming convention: “ABC RCP PY 25-26 OrgChart”.

Reminder of the Submission Guidelines

Complete only the required information in the exhibits. Submit all exhibits and attachments with the following naming convention: “[Applicant’s Three Digit Initialism] RCP PY 25-26 [Exhibit or Attachment Initialism].” For example, “ABC RCP PY 25-26 ExF” for Exhibit F. File names must not exceed 40 Characters. Exhibits must be completed accurately. Applications that do not include all the required documents and/or are submitted after 3 p.m. PST on March 17, 2026, will be deemed non-responsive and automatically disqualified from being considered for funding.

Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act.

Refer to section 5.B. *Submission Guidelines*, Figure 5.1: Document Submission Guidelines for instructions on file submission.

Appendix B: WIOA Allowable Activities

The WIOA permits three career services: a) basic career services, b) individualized career services, and c) follow-up services.

A. Basic Career Services

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or young adult programs.
- Outreach, intake, and orientation to information and other services are available through the one-stop delivery system.
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- Job search, placement assistance, and career counseling, including the following:
 - Information on in-demand industry sectors and occupations.
 - Information on nontraditional employment.
 - 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.
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs.
- Provision of workforce and labor market employment data relating to local, regional, and national labor market areas, including the following:
 - Vacant job listings in labor market areas.
 - Information on the job skills necessary to obtain the listed vacant jobs.
 - Information relating to local, in-demand occupations, including earnings, skill requirements, and opportunities for advancement.

- Provision of performance and program cost information pertaining to eligible providers of training services by program and type of providers.
- Provision of information regarding the Local Area performance that specifies local performance accountability measures, as well as any additional performance information relating to the area’s one-stop delivery system.
- Provision of 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 (SNAP); assistance through the earned income tax credit; assistance, supportive services, and transportation through the Temporary Assistance for Needy Families (TANF) program.
- Provision of information and assistance regarding filing claims for Unemployment Insurance (UI), by which the America’s Job Center of CaliforniaSM (AJCC) must provide “meaningful assistance” to individuals seeking assistance in filing a UI claim. The term “meaningful assistance” means the following:
 - Assisting on-site using staff who are well-trained in UI claim filing and the rights and responsibilities of claimants.
 - Assisting by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
 - Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under the WIOA.

B. Individualized Career Services

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and employment goals.
- Development of an individual employment plan to identify employment goals, achievement objectives, and the appropriate combination of services for the

participant to achieve their employment goals, including information about eligible training providers.

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

C. 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. Participants may receive follow-up services for up to 12 months after the first day of employment.

Each proposal should include follow-up services for participants after being placed in unsubsidized employment and after exiting the project. The follow-up is intended to support the client in retaining employment and improving 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 available, not all registered participants placed into unsubsidized employment will need or want such services.

Appendix C: Allowable Costs and Cost Items Matrix

An entity that receives funds under Title I of the WIOA must comply with the OMB Uniform Guidance 2 CFR [Part 200](#) and U.S. DOL exceptions 2 CFR [Part 2900](#). In general, to be an allowable charge under the WIOA, a cost must meet the following criteria:

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

Figure C.1: Allowable Costs Legend

Legend Key		Legend Key Definition
A		Allowable
AP		Allowable with Prior Approval
AC		Allowable with Conditions
U		Unallowable

Legend Key	Legend Key Definition
NS	Not Specified in the Uniform Guidance

Users should delve further into the various information sources if a cost item is denoted with two or more legend keys, as they may provide the additional necessary clarity. If this effort does not provide the essential 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 before contacting 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.

Figure C.2: Cost Items Matrix

Cost Item	Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
Advertising and public relations	A/U	A/U	A/U	200.421	
Advisory councils	AC/U	AC/U	AC/U	200.422	
Alcoholic beverages	U	U	U	200.423	
Alumni/ae activities	U	NS	NS	200.424	
Audit services	AC/U	AC/U	AC/U	200.425	
Bad debts	U	U	U	200.426	
Bonding costs	A	A	A	200.427	
Collection of improper payments	A	A	A	200.428	
Commencement and convocation costs	AC/U	NS	NS	200.429	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Compensation – personal services	A/U	A/U	A/U	200.430	
	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
	Conferences	A	A	A	200.432	
	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
	Contributions and donations	U	U	U	200.434	
	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	200.435	
	Depreciation	AC	AC	AC	200.436	
	Employee health and welfare costs	A	A	A	200.437	
	Entertainment costs	U/AP	U/AP	U/AP	200.438	
	Equipment and other capital expenditures	AP/U	AP/U	AP/U	200.439	
	Exchange rates	AP	AP	AP	200.440	
	Fines, penalties, damages, and other settlements	U/AP	U/AP	U/AP	200.441	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Fundraising and investment management costs	U/AP/A	U/AP/A	U/AP/A	200.442	
	Gains and losses on disposition of depreciable assets	AC	AC	AC	200.443	
	General cost of government	NS	NS	U/A	200.444	
	Goods or services for personal use	U/AP	U/AP	U/AP	200.445	
	Idle facilities and idle capacity	AC/U	AC/U	AC/U	200.446	
	Insurance and indemnification	AC/U	AC/U	AC/U	200.447	
	Intellectual property	A/U	A/U	A/U	200.448	
	Interest	AC/U	AC/U	AC/U	200.449	
	Lobbying	U	U	U	200.450	
	Losses on other awards or contracts	U	U	U	200.451	
	Maintenance and repair costs	A	A	A	200.452	
	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
	Memberships, subscriptions, and	A/U	A/U	A/U	200.454	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	professional activity costs					
	Organization costs	U/AP	U/AP	U/AP	200.455	
	Participant support costs	AP	AP	AP	200.456	
	Plant and security costs	A	A	A	200.457	
	Pre-award costs	AP	AP	AP	200.458	
	Professional services costs	A	A	A	200.459	
	Proposal costs	A	A	A	200.460	
	Publication and printing costs	A	A	A	200.461	
	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
	Recruiting costs	A/U	A/U	A/U	200.463	
	Relocation costs of employees	AC/U	AC/U	AC/U	200.464	
	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
	Scholarships and student aid costs	AC	NS	NS	200.466	
	Selling and marketing	U/AP	U/AP	U/AP	200.467	

Cost Item		Educational Institutions	Non-Profit Organizations	State, Local, and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
	Specialized service facilities	AC	AC	AC	200.468	
	Student activity costs	U/AP	U/AP	U/AP	200.469	2900.19
	Taxes	AC	AC	AC	200.470	
	Termination costs	AC/U	AC/U	AC/U	200.471	
	Training and education costs	A	A	A	200.472	
	Transportation costs	A	A	A	200.473	
	Travel costs	AC	AC	AP	200.474	
	Trustees	A	A	NS	200.475	

Appendix D: Administrative Costs

Under the WIOA, there is an administrative cost limit of 10 percent. As stated in 20 CFR Section [683.215](#), the following WIOA Title I functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. “The costs of administration are expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, and 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.”
2. The costs of administration are the costs associated with performing the following functions:
 - a. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
 - Accounting, budgeting, financial, and cash management functions
 - Procurement and purchasing functions
 - Property management functions
 - Personnel management functions
 - Payroll functions
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
 - Audit functions
 - General legal services functions
 - Developing systems and procedures, including information systems, required for these administrative functions
 - Fiscal agent responsibilities
 - b. Performing oversight and monitoring responsibilities related to WIOA administrative functions.
 - c. 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.

- d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
 - e. 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.
3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
- a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 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.
 - b. 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.
 - c. Except as provided in item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
 - d. Continuous improvement activities are charged to the 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 (for example, data entry), are charged to the program category:
- a. Tracking or monitoring of participant and performance information.
 - b. Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - c. Performance and program cost information on eligible providers of training services, young adult activities, and appropriate education activities.
 - d. Local Area performance information.

e. Information relating to supportive services and unemployment insurance claims for program participants.

5. Where possible, entities identified in item 1 must make efforts to streamline:

a. Services in item 2a-2e of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

Appendix E: Internet Resources

The following websites provide additional information that may help develop project plans, build partnerships, obtain data, and respond to questions in the SFP:

America’s Job Center of CaliforniaSM ([AJCC](#))

Central location for information about Job/Career Centers and related links.

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.

California Community Colleges Economic and Workforce Development ([CCCEWD](#))

The primary system for delivering career technical education and workforce training to Californians.

California Department of Finance-Demographic Research ([DOF](#))

State finance census data, including population by gender, age, and race by county.

California Department of Health Care Services ([DHCS](#))

Provides services to preserve and improve the health status of all Californians.

California Department of Education ([DOE](#))

Programs available to provide adults with the knowledge and skills necessary to participate effectively as productive citizens and workers.

California Department of Industrial Relations - Division of Apprenticeship Standards ([DIR-DAS](#))

Provides opportunities for workers to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. Contains information on the quality elements of apprenticeship and pre-apprenticeship programs.

California Department of Rehabilitation ([DOR](#))

Services and advocacy for employment, independent living, and equality for individuals with disabilities.

California Department of Social Services ([DSS](#))

Oversight and administration of programs serving California's most vulnerable residents.

California Employment Development Department ([EDD](#))

The EDD is the administrative entity for the WIOA ESP SFP. This site contains links to a wide range of employment and training resources, including labor market information.

California’s 2024-2027 Unified Strategic Workforce Development Plan ([State Plan](#))

The State Plan represents an agreement among partners identified in the WIOA and serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.

CaJOBSSM ([CaJOBS](#))

The CaJOBS system is California’s online resource to help job seekers and employers navigate the state’s workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs. CaJOBS also serves as a case management system for programs administered by the EDD Workforce Services Branch.

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 EDD.

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 collaborating with workforce development partners in California.

California Workforce Development Board ([CWDB](#))

The CWDB establishes policy for and provides guidance to Local Workforce Development Boards (Local Boards), which provide services under the WIOA.

Disability Benefits 101 ([DB 101](#))

Gives tools and information on health coverage, benefits, and employment.

Final Rule ([Uniform Guidance](#))

Uniform Guidance applies to all federal awards, including funds awarded under this SFP.

EDD Labor Market Information Division ([LMID](#))

Find labor market information to research and write the proposal.

Local Workforce Development Areas ([Local Area](#))

A listing of Local Areas with addresses and contact information.

Office of Management and Budget ([OMB](#))

The OMB oversees and coordinates federal administration procurement, financial management, information, and regulatory policies.

Resources for Grant Subrecipients) ([EDD Resources](#))

An EDD website featuring “Frequently Asked Questions,” project management resources, guidance, webinar materials, and other important information for applicants and subrecipients.

United States Census Bureau ([Census Bureau](#))

Serves as the leading source of quality data about people, business, and the economy.

U.S. Small Business Administration ([SBA](#))

Guidance and resource information to owners and operators of small businesses.

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.

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

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

Workforce Development Solicitation for Proposals ([SFP](#))

WIOA-funded SFPs and related information can be accessed from the EDD’s SFP page.

WorkforceGPS ([WorkforceGPS](#))

An integrated workforce system network sponsored by the DOL Employment and Training Administration.

Workforce Innovation and Opportunity Act ([WIOA](#))

The act governing the funds made available in this SFP.

Appendix F: CaJOBS Workstation and Software Requirements

Figure F.1: Workstation Requirements (VOS v16.x)






System	Hardware Required	Software Required	Connectivity
Client Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2 GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System:</p> <p>Microsoft Windows 7</p> <p>Macintosh OS X v10. 4.8 (Panther) or higher</p> <p>3rd-Party Software (described after the table):</p> <p>Meadco ScriptX ActiveX 7.4/ Object¹/ Microsoft Silverlight 3²</p> <p>DynamSoft HTML5 Document Scanning</p>	<p>Minimum:</p> <p>Dedicated broadband or high-speed access, 380k or higher</p>
Staff/ Administrator Workstation	<p>Processor: PIII or higher</p> <p>Memory: 2GB of RAM or higher</p> <p>Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor</p>	<p>Operating System:</p> <p>Microsoft Windows 7</p> <p>Macintosh OS X v10. 4.8 (Panther) or higher.</p> <p>JAWS for Windows software for visually impaired access (optional)</p> <p>3rd-Party Software (described after the table):</p> <p>Meadco ScriptX ActiveX 7.4/ Object</p> <p>Microsoft Silverlight 3</p>	<p>Minimum:</p> <p>Dedicated broadband or high-speed access, 380Kbps or higher</p>

System	Hardware Required	Software Required	Connectivity
		DynamSoft HTML5 Document Scanning	

Supported Browsers

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




Desktop Browsers

-  [Google Chrome](#) | [Download Latest Version](#)
-  [Mozilla Firefox](#) | [Download Latest Version](#)
-  [Apple Safari](#) | [Download Latest Version](#)
-  [Opera](#) | [Download Latest Version](#)
-  [Microsoft Edge](#) | [Download the Latest version](#)


Mobile Browsers

For iOS and Android mobile phones and tablets, use a current version of one of the following supported browsers:

iOS

-  [Safari for iOS](#)
-  [Google Chrome for iOS](#)
-  [Firefox for iOS](#)

Android

-  [Google Chrome for Android](#)

- 
[Firefox for Android](#)

Client Workstations (Third-Party Software)

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

Figure F.2: Third-Party Software

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	Adobe Flash
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			<p>Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.</p> <p>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>DynamSoft</p> <p>Download DynamicWebTWAINHTML5Edition.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 resources 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 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, a 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) currently uses 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 using these unsupported browser versions, the browser should be updated to avoid compatibility issues.