

**AB 2060 – Supervised Population Workforce Training Grant Program 2.0 –
Frequently Asked Questions (FAQ)
Week of April 4, 2016**

Questions and Answers:

- 1) Who do I contact if I have additional questions or concerns?

A: All questions can be sent to CWDBInfo@cwdb.ca.gov.

For specific questions regarding program design, implementation and technical questions:

Contact Lynn Le, Program Manager at Lynn.Le@cwdb.ca.gov

For contract policy and legal questions: Contact Sheri Larson, Contract Analyst

Sheri.Larson@edd.ca.gov

- 2) Please clarify that Community Corrections Partnership (CCP) involvement is an option, and that a Memoranda of Understanding (MOU) with Probation will suffice for the grant?

A: Depending on your program design, the grantee may have an MOU with either the CCP or the local county probation office or both, *and must include* one or more the local workforce development boards.

- 3) May WIOA funds be used as match?

A: Yes.

- 4) So, "supervised population" does not include inmates in a County Sheriff facility?

A: Correct. **The participants must be of these three populations: Probation, mandatory supervision and post release community supervision** supervised by, or are under the jurisdiction of, a county as defined in Penal Code §1234(c). However, the State Board encourages program designs that collaborate with your local county sheriff office to create a pathway for inmates to enter their program after release.

- 5) Under the statement of need it asks to describe the specific "subset of the supervised population" can you describe or give resource to understand the subsets?

A: See answer to Q#4 above. The applicants are required to describe their specific population they will serve that is within the identified supervised population defined by Penal Code §1234(c).

- 6) For the agreements/MOU can the signatory be county probation department or must it be county Community Correction Partnership representative?

A: Depending on your program design, the signatory for the MOU may be from the CCP and/or the county probation department, in addition to one or more Local Boards.

- 7) Are work and earn activities (on the job training) allowable?

A: Yes and it is encouraged.

8) What are examples of "local boards" that need to be part of that signed agreement?

A: We refer to the Local Workforce Development Boards as "local boards" for this grant. For a listing of Local Workforce Investment Board, please see the State Board's website here: http://cwdb.ca.gov/local_boards_map_overview.htm

9) Will you be emailing an electronic version of the application?

A: The request for application is available on our website to download at this link: <http://cwdb.ca.gov/res/docs/AB2060/FINAL%20RFA%2073705%20-%20AB%202060%202%200v3.pdf>

Appendix C – Application Forms are also available at this link: <http://cwdb.ca.gov/res/docs/AB2060/Appendix%20C%20-%20Application%20Forms.xlsx>

10) Where do you find forms 5 to 8?

A: These forms are available in Appendix C – Application Form in the link provided in Q #9.

11) Is there a particular age range for this program?

A: Age 18 and older.

12) What is the difference between this grant and WIOA?

A: AB 2060 is a state funded grant while WIOA is a federal funding stream. AB 2060 focuses on recidivism reduction and has specific stipulations from the state legislature that may or may not be addressed by WIOA.

13) Will there be a funding application to continue successful projects that are awarded?

A: Sustainability should be built into the design of the project/program being funded by this grant. Although the State Board anticipates additional AB 2060 funding next year, there is no guarantee. Additional funding for successful grants may be considered in the design of future RFAs, but again, sustainability should be built into the program.

14) How much preference is given to small and rural communities? Please comment on this provision in the RFA: *The State Board will consider all counties; however, small and rural counties are competitive in applying for funds.* (p. 7)?

A: This is a competitive grant and all applicants are given equal preference.

15) Is there an example narrative for layout, etc.?

A: No, we don't have an example narrative. Be sure your narrative meets the application requirements. The application narrative must address Section 1 in the RFA and will be evaluated based on the rubric identified on Section 5.

16) Are there any guidelines that should be followed on issuing stipends? i.e. dollar amount when they can be issued, etc.?

A: There aren't specific guidelines regarding stipends; however, please refer to Appendix D – Allowable Expenditures Guidance in the RFA on reasonable and allocable cost.

17) On Appendix B bullet that states Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies. Can you explain this statement? Is this related to the program performance and what does accept full responsibility mean?

A: The lead agency is the applicant applying for the grant within the primary partnership, which will serve as the grantee and have overall fiscal and administrative responsibility for the grant. The grantee (a.k.a. lead agency) will be responsible for meeting the program performance that includes reporting requirements and to ensure that all grant activities are completed based on the RFA, their proposed application, and approved work plan documents.

18) Do you require pre-award verification of match having been secured? Or is it sufficient for the lead applicant to affirm that they will contribute matching funds?

A: It is sufficient for the lead application to affirm they will contribute matching funds; however, if the applicant has partners that plan to contribute to the match, they must include the amount in the MOU and be identified on Form 1: Project Budget under "Source of Leverage Funds."

19) Since the Applicant Narrative is limited to 5 pages should this narrative be single or double spaced?

A: The applicant can choose single or double spaced. No points will be deducted for this.

20) Can we get a copy of the PowerPoint for reference as we prepare our applications?

A: The PowerPoint presentation and the FAQs will be posted on our website under "Initiatives".

21) I would like a copy of the flowchart. Where do I obtain a copy?

A: The flowchart will be made available on our website.

22) Is there any reason from the state's perspective for us to budget for travel, e.g., to meet with the learning community in person?

A: Yes. The State Board plans to conduct at least 1, possibly 2, in-person Community of Practice meetings in Sacramento with the rest being webinars. Please budget for travel expenses or consider using leverage funds to attend the mandatory meeting(s).

23) What was the other grant you referenced, that the State Board has just released?

A: The State Board released the Workforce Accelerator Fund RFA 3.0 earlier this week. For more information, please visit the following link: <http://cwdb.ca.gov/Initiatives.htm>

24) Are applicants required to serve the entire age range or can they just serve a subset (for example, 18-24)?

A: The applicant must describe who they plan to serve within the target population. They can identify the age range they want to serve within the target population.

25) Is there a geographic coverage requirement?

A: No.

Week of April 11, 2016

26) Is it OK to apply for both the AB2060 grant and the Workforce Accelerator grant?

A: Yes. As long as the proposed projects are different and not supplanting.

27) Is it possible for a national organization to apply in two distinct jurisdictions (e.g. Oakland and San Bernardino), but to indicate a preference for being awarded in one jurisdiction over the other if unable to receive awards for both?

A: The State Board encourages regional partnership; however, if a national organization has two distinct jurisdictions that wish to apply, they will have to submit an applications for each jurisdiction. If one or both of the applications is awarded, then the awardee must conduct activity identified in their proposed region.

28) Could you please clarify the match requirements? If we are going to ask for \$400,000, are we to match \$400,000 or \$200,000?

A: If you are requesting \$400,000, you will be required to match \$200,000

29) Is a Letter of Agreement/Support sufficient from CCP/Probation?

A: Each application must include at minimum, a signed partnership agreement between the county Community Corrections Partnership(s)/County Probation and one or more local boards on one document/agreement/MOU. A letter of agreement/support will not be sufficient.

30) Do we need to have letters of agreements for all project partners?

A: The applicant has the option of providing additional letters of agreement for other project partners that are not identified in Q29.

31) To use training dollars from this grant, does the school providing the training have to be on the ETPL (Eligible Trainer Provider List?)

A: No.

32) What is the definition of a client/participant served?

A: Participants served must be those of the supervised population defined in the Penal Code §1234(c) and be enrolled in the grantee’s pilot program during the 18 month grant period.

33) Do all clients have to enroll in vocational training, or can we count someone who used job readiness services, GED prep, computer literacy, or other services that helped them on their career path? For example, if a client meets with us and receives interview skills training and we refer the client to a job, can we count that person?

A: The applicants are required to design a program that addresses the education and training needs of the following:

- Individuals with some postsecondary education who can enter into programs and benefit from services that result in certifications and placement in jobs with a pathway to a living wage and a career.
- Individuals who require basic education as well as training in order to obtain entry level jobs where there are opportunities for career advancement.

In addition, an education and training assessment for each individual participating in the project must be provided unless a prior assessment is determined to be accurate by a local workforce development board.

34) The grant period is 18 months. Does everyone have to complete training during that period to be counted? If during the planning period for the grant we are providing service to eligible clients, can we count them? Is there a follow-up period within the timeframe of the grant?

A: Yes. Grant activities, specifically education and training must be conducted within the 18 month grant period. See answer to Q#33 for more details on education and training requirements; however, the grantees are required to conduct follow-up and retention tracking for all participants until they exit from the program, even after the grant period. All participant data must be entered and tracked via the CalJOBS system.

35) We think generally the amount per client for this grant is \$5,000 per client. Is this correct?

A: Please refer to Appendix D – Allowable Expenditure Guidance on reasonable and allocable costs.

36) We have a grant from the DOL to serve this population. As this grant is supposed to be supplemental to other grants supporting this population, are we able to use this grant for the same training program?

A: Applicants may build upon existing leveraged activities that promote the development of new service delivery models for the supervised population. Grant funds may not free up state or local dollars for other purposes, but should create or augment programs to an extent not possible without the funding. See Appendix D for definition of supplanting.

37) If a client is initially in a Sheriffs Work Furlough program, trained at JobTrain while he/she is an inmate, but released and still working with JobTrain to find employment, can that student be counted post release?

A: See Q#32 answer regarding participants served.

Week of April 18, 2016

- 38)** Our organization primarily serves the 18-21 population. If we put together a proposal that primarily focuses on this population, with some supports for the 22-24 population, would that be a wide enough population to focus on for the purposes of this grant?

A: All Participants served must be those of the supervised population defined in the Penal Code §1234(c). The State Board does not have minimum number requirement for participants to be served.

- 39)** Do we have to call the MOU an MOU or can we title it "Partnership Agreement"?

A: Partnership Agreement title works as long as it meets all the requirements in the RFA (identified roles, contained all partner's signatures, etc.) The purpose of the agreement is to ensure the applicant partners are committed to the proposed project.

- 40)** Section 5, Application Evaluation Rubric, section I, can the description of the industry sectors/occupations including current and projected openings, range or wages rates and training/education requirements be listed in a table that is an attachment to the narrative, or must they be in the body of the narrative that is limited to 5 pages?

A: This information must be in the body of the narrative.

- 41)** Section 5, Application Evaluation Rubric, section VI, bullet 3, is the "Cost Worksheets show costs are necessary and reasonable in conformance with Exhibit D" ... is this referring to information put into FRA forms 1,2 and 4 or an additional worksheet

A: We refer the cost worksheet as Form 2: Budget Detail.

Week of April 25, 2016

- 42)** May we use earned income as leveraged funds in our budget?

A: Yes. Leverage funds can be in-kind or cash match that is used to support the applicant's proposed AB 2060 project.

- 43)** In the checklist, item 11 "Proof of registration with the California Secretary of State's Office" what form or documentation is required to meet this requirement?

A: For this requirement, we need a copy of your Certificate of Good Standing. To check whether your corporation is in good standing, visit <http://kepler.sos.ca.gov/> and search your corporation name. A print out of your "Business Entity Detail" from this website will meet this requirement.

- 44)** In the checklist, item 12, "Partnership Agreement Letter/MOU", would an active contract with our partner, in this case, the LA County Probation Department, be acceptable?

A: The partnership agreement letter/MOU must at a minimum contain the signatures of one or more local workforce board(s) and Local Probation Department representative, and include their

roles and commitments with the proposed AB 2060 project. If your current contract meet this requirement, then it is acceptable.

45) What is the match requirement 1:1 or 1:2?

A: The match requirement is 1:2. See the answer to Q#28 for example.