



**ADDENDUM #1 - Updated April 2016**

**PROPOSITION 39 PRE-APPRENTICESHIP SUPPORT,  
TRAINING AND PLACEMENT GRANTS**

**2.0**

*Request for Application*

November 2015

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**Appendix 3** – Reading and Scoring Instructions and Scoring Rubrics

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## PROPOSITION 39 PRE-APPRENTICESHIP SUPPORT, TRAINING AND PLACEMENT GRANTS 2.0

### SECTION 1 OVERVIEW

#### Introduction

The California Workforce Development Board (State Board), in partnership with the Employment Development Department (EDD), is pleased to announce the availability of approximately \$4.3 million in Clean Energy Job Creation funds established by the voter-approved Proposition 39 - The California Clean Energy Jobs Act (SB 73 – Chapter 29, Statutes of 2013) to implement and support energy efficiency focused “earn-and-learn” job training and placement programs targeting disadvantaged job seekers. The State Board will fund grant projects that fill critical workforce skills gaps by creating opportunities for disadvantaged California job seekers to earn industry-valued credentials and enter into pre-apprenticeship, leading to apprenticeship or direct employment, in the energy efficiency or construction sectors.

The United States Department of Labor defines pre-apprenticeship as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s) and/or are registered with the California Division of Apprenticeship Standards (DAS). For more information on the quality elements of a pre-apprenticeship program, visit DOL website at <http://www.doleta.gov/OA/preapprentice.cfm>.

In addition, the State Board is interested in funding applications that further advance the goals of [California’s Strategic Workforce Development Plan 2013-2017 - “Shared Strategy for a Shared Prosperity”](#) (Strategic Plan) and build workforce system infrastructure and capacity through:

- **Collaboration** among regional partners in the development and delivery of “earn and learn” and pre-apprenticeship models in the energy efficiency/construction sector.
- **Innovation** that creates new or adapts existing approaches or accelerates application of promising practices in workforce development and skill attainment.
- **System change** that utilizes these funds to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.

#### Project Goals and Objectives

California is a recognized leader in the development and implementation of environmental and energy efficiency policies and climate change management practices. In furtherance of this commitment, the State has directed the State Board to award grants that support the growth of California’s green/clean economy. The State Board estimates that approximately two-thirds of the jobs created by Proposition 39 Clean Energy Job Creation-funded projects in California shall be in traditional construction trades occupations and shall have “green skills” elements that are critical to improving energy efficiency in school facilities across the state.

This Request for Application (RFA) will leverage public and private investment in the energy efficiency industries to train disadvantaged Californians for entry-level employment and careers in these newly emerging fields. The first round of Proposition 39 grants (Prop 39 1.0) was announced in February 2014, and resulted in ten innovative projects. Prop 39 2.0 will build upon these successes and solicit new strategies for California's green/clean economy. Projects funded under this RFA will create opportunities for at-risk youth, veterans, women and other disadvantaged or disconnected job seekers to improve their qualifications for energy efficiency occupations and to qualify them for state-certified apprenticeship programs, community college career programs and direct job placement.

**Project Goals:**

- train at-risk youth, women, veterans and other disadvantaged job seekers in green job skills
- create structured pathways to apprenticeship
- build the energy-efficiency workforce
- align systems and leverage funding to optimize results and reduce service duplication
- implement, replicate, and/or scale successful innovations that emerged from Prop 39 1.0 projects

Successful applications shall create or expand regional partnerships that include local workforce development boards (Local Boards), community colleges, community-based organizations, labor organizations and industry associations or coalitions of employers. Funds awarded under this RFA may be used to provide training, “earn and learn” activities, support services and job placement assistance. In addition, the State Board shall make funding available for technical assistance and capacity building among key stakeholders and for the development of program elements, tools and service strategies that advance project and system efficiency and effectiveness.

**Program Design**

California's Strategic Plan prioritizes the development of regional sector initiatives and “earn and learn” strategies that build career ladder opportunities for California workers and job seekers. In an effort to serve at-risk youth, women, veterans and disadvantaged or disconnected job seekers facing barriers to employment, and to address near- and long-term employer skill needs, California is focusing on workforce and economic development in strategic industry sectors.

These “earn and learn” strategies concentrate on ongoing skills attainment through career pathway models that focus on regional industries that are growing and have high employer demand. The programs funded by this RFA should draw lessons from the traditional apprenticeship model and align with green job, employer-recognized standards and credentials. This approach will maximize green job employment outcomes and is a proven workforce development strategy for the long-term unemployed, veterans and those with barriers to

employment.

Applicants shall be required to identify the regional construction and energy efficiency occupational demand and job seeker skill(s) gap(s) that will be addressed through the project. The State Board will fund applications that demonstrate how these workforce challenges will be met. Successful proposals must include all four of the following core elements:

- Pre-apprenticeship training programs aligned with local building trades councils and based on nationally certified Multi-Craft Core Curriculum (MC3). MC3 is a pre-apprenticeship program designed by the National Building Trades Department of the American Federation of Labor – Congress of Industrial Organizations (AFL-CIO). This program provides a pathway to post-secondary education and careers in any of the building trades from high school or community college to joint industry registered apprenticeships. MC3 training and placement requirements are developed in alignment with construction and energy efficiency work opportunities.
- Regional partnerships, resource and program alignment among Local Boards, employers, organized labor, K-12 education entities, California Community Colleges, California Conservation Corps, certified community conservation corps and community-based stakeholders.
- Rigorous performance and evaluation methods to ensure program efficacy and continuous improvement.
- Development of sustainability models to increase scale and/or replication of successful programs.

**Beyond these core components, applicants are encouraged to address the following elements in their approach to serving the target population:**

*Job Coaching and/or Mentoring Models*

The State Board is interested in innovative models that help at-risk youth, veterans, women and other disadvantaged or disconnected job seekers receive job coaching and/or mentoring services to enhance their success in the program and post-placement.

*Supportive Services*

Disadvantaged job seekers face many employment barriers that prevent them from completing the program and obtaining employment. Applicants are encouraged to address supportive services (e.g. transportation, childcare, driver license renewal/reinstatement, housing, etc.) that will assist the participants to overcome their employment barriers and lead them to be successful in the program.

*Recruiting Women and Veterans*

Recruiting women and veterans is a challenge in many pre-apprenticeship programs. Applicants are encouraged to identify outreach and recruitment efforts, in addition to pre-apprenticeship training and placement approaches tailored to those populations.

**Scope and Activities for Each Program Element Funded by this RFA**

Under this RFA, the State Board will fund activities in the three (3) program elements summarized below. Applicants wishing to apply for more than one program element must submit a separate application for each program element.

Applications that include elements or strategies to sustain the programs beyond the term of the grant or that develop the infrastructure to increase scale and capacity of the energy efficiency/construction workforce development system will be highly competitive.

**Program Elements:**

- 1. Technical Assistance & Capacity Building** – Regional, statewide or stakeholder or population-based projects that increase the scale, effectiveness and/or replication of successful pre-apprenticeship training programs, job placement efforts and service delivery strategies.
- 2. Development** – Creation of short-term (6 month) projects that develop program and/or system infrastructure necessary for successful training implementation.
- 3. Training Implementation** – Training Implementation grantees are required to develop performance targets/goals related to the specific focus of these grants, which include:
  - completion of the MC3 and achievement of an employer recognized certificate,
  - placement in state-certified apprenticeship,
  - placement in continuing education, and/or
  - placement in employment.

The table on the next page details the scope and activities for each of the 3 program elements.

<b>Detailed Summary of Program Elements</b>		
<b>Element</b>	<b>Scope</b>	<b>Activities</b>
<p><b>1. Technical Assistance &amp; Capacity Building</b></p>	<p>Regional, Statewide, Stakeholder-specific (e.g. Community College, WDBs, labor, etc.)</p>	<ul style="list-style-type: none"> <li>• Creation of technical assistance materials, tools and other resources for grantees and/or project stakeholders. (Including electronic access).</li> <li>• Development and delivery of capacity-building curricula, workshops and “Train the Trainer” strategies.</li> <li>• Grantee and stakeholder convening, partnership brokering/development, cross-system information sharing and field-building activities.</li> <li>• Best practice dissemination, development of resources for program replication and strategies to increase program scale.</li> </ul>
<p><b>2. Development</b></p>	<p>Regional, Statewide</p>	<p>Short-term, fast-tracked creation of program and/or system infrastructure for implementation, such as:</p> <ul style="list-style-type: none"> <li>• Partnership development and stakeholder convening.</li> <li>• Industry, occupational and training gap analysis.</li> <li>• Development of articulation agreements or interagency collaborative infrastructure.</li> <li>• Curriculum development, innovations in service delivery elements.</li> </ul>
<p><b>3. Training Implementation</b></p> <p><i>(Unlike the first two program elements, this element will directly serve program participants).</i></p>	<p>Regional</p>	<p>Delivery of Pre-apprenticeship Training and Job Placement <b>to participants</b> including:</p> <ul style="list-style-type: none"> <li>• Outreach and Recruitment.</li> <li>• Assessment.</li> <li>• Career Counseling.</li> <li>• Training-related support services.</li> <li>• MC3 Pre-Apprenticeship Training.</li> <li>• Work-based learning.</li> <li>• Transition to apprenticeship, further education and/or job placement.</li> <li>• Follow-up and re-employment services.</li> <li>• Implementation structure to include multi-stakeholder partnerships and Industry Advisory Panel.</li> <li>• Minimum number of participants per grant = 50.</li> </ul>

**Funding**

The State Board shall award grants solicited through this application process with funding received from the Clean Energy Job Creation Fund. **Applicants may bid on one or more program elements of this RFA. However, separate applications must be submitted for each individual program element. The State Board reserves the right to adjust the total number and amount of each grant award based upon the availability of funds. The State Board also reserves the right to make additional awards by June 30, 2016 to applications not initially funded through this RFA, if additional funding becomes available.**

<b>Program Element</b>	<b>Anticipated # of Grantees</b>	<b>Duration</b>	<b>Grant Range</b>
1. Technical Assistance & Capacity Building	2	6-18 months	<u>\$25,000 - \$150,000</u>
2. Development	4	6 months (Rolling Start Dates)	<u>\$25,000 - \$50,000</u>
3. Training Implementation	4	18 months	<u>\$300,000 - \$400,000</u>

*Grant Period*

The grant period shall vary depending on the project and the amount of time it takes grantees to approve the grant terms and conditions, but may start as early as January 1, 2016 or when contracts are fully executed. **Under no circumstances shall grant services begin until the grantee receives a fully executed copy of the contract from EDD.**

*Allowable uses of funds*

Grantees awarded funds under this RFA must comply with all requirements of the California Public Resources Code (PRC) §262320(c)(1-5). All grant activities must be directly related to the purpose detailed in this RFA and solely focused on industries related to the development, deployment and/or adoption of energy-efficiency focused “earn-and-learn” job training and placement programs targeting the eligible participants in Section F. Refer to Appendix 4 – Allowable Expenditures Guidance for a synopsis of rules on determining allowability of costs.

The State Board and EDD reserve the right to determine if the proposed uses of funds are not allowable and to reject payment for uses deemed not consistent with the activities identified in the “Scope and Activities for Each Program Element Funded by this RFA” on page 5.

## **Eligible Participants**

*Element 1 – Technical Assistance:* No participants for this program element.

*Element 2 – Development:* No participants for this program element.

*Element 3 – Training Implementation:* The Proposition 39 Pre-apprenticeship support, training and placement funds offered under this RFA are designed to address the training and employment needs of disadvantaged Californians such as at-risk youth (up to 25 years of age), women in construction trades, veterans and other disadvantaged or disconnected job seekers. In order to be eligible, participants must be at least 18 years of age upon pre-apprenticeship training completion.

Grant applications for the Training Implementation program element must describe the demographic characteristics and the barriers to employment of the training program participants that shall be served. Training Implementation program operators must define their eligibility criteria and document participant eligibility within this framework.

Training Implementation grantees shall be required to submit participant eligibility guidelines and procedures to the State Board with the first quarter report, and include appropriate eligibility documents in participant case files and/or program operations materials.

## **Eligible Applicants**

The following entities are eligible to submit an application for any program element under this RFA:

- Local Boards
- Labor organizations
- K-12 education entities
- California Community Colleges and adult schools
- Community-based organizations.

Any of the above-listed organizations may serve as the fiscal agent for the required regional partnership. Priority shall be given to partnerships that include the participation of Local Boards, labor unions in the construction trades and youth workforce development organizations; particularly the California Conservation Corps or a certified local conservation corps.

### *Partnerships*

Strong partnerships are an essential component of all program elements of this grant. Successful proposals will describe existing working relationships or plans to develop working relationships with both local and regional stakeholders such as Local Boards, employers, organized labor, K-12 education entities, California Community Colleges, California Conservation Corps, certified community conservation corps and community-based stakeholders.

*Element 1 – Technical Assistance:* Applications must identify and describe how the applicant will engage with the State and regional stakeholders, including techniques and strategies to be

utilized for initial and on-going technical assistance and capacity building.

***Element 2 – Development:*** Applications must identify and describe how the applicant will engage with applicable state or regional stakeholders, and techniques and strategies to be utilized for the development of infrastructure.

***Element 3 – Training Implementation:*** Applications must demonstrate that a high level of coordination exists or that formalized linkages are in the process of being established. Successful applicants shall demonstrate their work with a broad mix of partners, which may include:

- California Community Colleges
- California Conservation Corps (State department with operations throughout California), and certified community conservation corps (independently run non-profit organizations annually certified by the California Conservation Corps)
- Labor organizations, including local labor and Building Trades Councils and Joint Apprenticeship Training Committees
- Community-based organizations
- Workforce Development Boards
- Coalitions of industry employers (via industry advisory panels)

### **Oversight & Coordination**

#### *The Green Collar Jobs Council (GCJC)*

The GCJC is a permanent special committee of the State Board enacted by the Green Collar Jobs Act of 2008 (AB 3018 – Chapter 312, Statutes of 2008) and codified in California Unemployment Insurance Code (UIC) §15002. Under the purview of the State Board, the GCJC is charged with developing and updating a “strategic initiative” framework to address emerging skills demands due to expanded use of renewable energy sources and energy efficiency to meet state policy goals. The GCJC shall serve in an oversight and advisory capacity for the implementation of this grant program. The GCJC shall seek to enhance California’s capacity to serve youth and veterans and coordinate with community-based organizations, contractors and labor organizations through identifying technical assistance needs, exploring investment strategies and applying lessons learned beyond the term of this grant program.

#### *California Community Colleges Chancellor’s Office (CCCCO)*

The CCCCCO shall provide additional resources to projects and partnerships that include California Community Colleges as training entities for Training Implementation grants awarded under this RFA. Additionally, the CCCCCO is supporting regional collaborations among community colleges and other stakeholders that may leverage MC3 alignments with community college training programs that shall prepare students for careers in occupations that shall support capital investments in building the energy efficiency workforce. More information is available on

the California Community Colleges Chancellor's Office website at <http://www.cccco.edu/>.

#### *California Conservation Corps (CCC) and certified local conservation corps programs*

The CCC shall provide guidance to their field offices to achieve alignment with MC3 training providers and state-certified apprenticeship training programs. Applications for Training Implementation grants that include recruitment and training strategies aligned with CCC programs and graduates, and develop mechanisms to engage and enroll CCC and/or conservation corps members, will be highly competitive. Certified community conservation corps that are 501(c)3 non-profits may submit applications for any of the three program elements. However, they must meet all other program activity and eligibility requirements. More information is available on the California Conservation Corps website at <http://www.ccc.ca.gov/Pages/default.aspx> or by calling (916) 341-3105.

#### *Building Trades National Standing Committee*

The State Board is seeking to implement the innovative MC3 that can serve as a pipeline of apprentices for state-approved apprenticeship training programs in occupations that will grow along with the demand in construction projects resulting from the State's movement toward gaining further energy efficiencies. MC3 was developed by the Building Trades National Standing Committee on Apprenticeship and Training, by identifying courses that cut across all building trades' apprenticeship programs – a common core curriculum. Training Implementation grantees shall be required to gain approval from the Building Construction Trades Department of the AFL-CIO through building trades councils or Joint Apprenticeship Training Committees to provide the MC3 to participants. Applicants are not required to have this approval in place in order to be awarded grants; however, funding to attend the required training to obtain certification will be provided by the State Board through this solicitation.

More information on the Multi-Craft Core Curriculum is available at [http://www.encycity.org/wp-content/uploads/062309/BCTD%20TriFold\\_v6.pdf](http://www.encycity.org/wp-content/uploads/062309/BCTD%20TriFold_v6.pdf)

#### *Industry Advisory Panel*

Applicants awarded Training Implementation grants shall be required to convene an Industry Advisory Panel made up of regional employers and labor representatives that are committed to providing information on skill requirements, hiring practices and apprenticeship and job opportunities in order to align the supply and demand side of the pre-apprenticeship training programs. Grantees may expand on the work of an existing committee or group in order to provide this oversight function.

#### *Learning Community*

The State Board is committed to implementing continuous improvement, innovation, and system change strategies. The State Board will form a learning community of grantees, staff, partners, and other key stakeholders. Grantees and their program partners will be expected to access peer and expert technical assistance, share successful program models and coordinate performance criteria and evaluation activities through the learning community. The State Board will convene

in person and via virtual learning community meetings. Costs associated with attending the meetings will be negotiated during the final approval of the grantee's awarded budget.

### **Performance**

**Training Implementation applicants** shall propose program performance targets/goals (final targets will be negotiated with successful applicants). Performance measures for Training Implementation grants shall include:

- Attainment of industry-valued credentials (successful completion of MC3 curriculum)
- Placement in state-certified apprenticeship
- Placement in continuing education
- Placement in construction/energy efficiency employment
- Retention in employment/state-certified apprenticeship
- Income increase

Training Implementation applicants shall be required to follow WIOA guidelines regarding follow-up procedures which can be located at the following link:

<https://www.congress.gov/bill/113th-congress/house-bill/803/text>

### **Program Evaluation and Reporting Requirements**

The State Board and EDD will develop an evaluation of program effectiveness and produce quarterly reports on program activities and outcomes. Grantees shall submit quarterly narrative reports on the 20<sup>th</sup> of the month and monthly invoices to their EDD Program Manager and validate a client data-tracking dashboard using CalJOBS<sup>SM</sup>. Grantees shall submit a closeout report after sixty days from the end of the grant period. Reporting templates will be provided to grantees at a later date. This information will be shared with the State Board to develop evaluation reports for the GCJC, Citizens Oversight Committee, and other stakeholders.

#### *CalJOBS<sup>SM</sup>*

Grantees shall report accurate participant data elements including participant information, project activities and outcome data through the State's CalJOBS<sup>SM</sup> labor exchange reporting system. Grantees shall have the approved emulation software for this purpose. EDD shall provide CalJOBS<sup>SM</sup> training to grantees that request the training from their assigned EDD grant administrator. Grantees that are new to using the CalJOBS<sup>SM</sup> labor exchange system shall include funds in their budget to attend training in Sacramento.

If an applicant is a Local Board and has received prior authorization from EDD to use an authorized third party client data-tracking software, the applicant, if awarded a grant, is responsible for ensuring that all participant and outcome data are uploaded to, and available for, extraction from the CalJOBS<sup>SM</sup> labor exchange system.

**SECTION 2      SIGNIFICANT DATES**

EVENT	DATE*
RFA Release	November 12, 2015
Applicant Workshop at 10AM – 11AM	December 3, 2015
<u>Element 1 - Technical Assistance &amp; Capacity Building</u> Applications Due (by 3:00 p.m.)	December 18, 2015
<u>Element 2 - Development</u> Applications Due (by 3:00 p.m.)	<del>May 2</del> June 30, 2016
<u>Element 3 - Training Implementation</u> Applications Due (by 3:00 p.m.)	December 18, 2015
Initial Award Announcement	By January 31, 2015

*\*All dates after the final application submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this RFA.*

**Applicant Workshop**

An Applicant Workshop shall be held for this RFA as a webinar on the date and time identified in the table above. The State Board requests that potential applicants register for this webinar by sending an RSVP with your name, organization and contact information via email to [CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov). A webinar link and conference call information shall be provided to registered participants. Failure to attend the Applicant Workshop shall not preclude the submission of an application. Questions shall be taken during the Applicant Workshop and accepted via the email address above until December 18, 2015. Questions and answers shall be posted on the State Board website on a weekly basis during the application period. ***Any verbal communication with the State Board or EDD concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.***

**SECTION 3      APPLICATION SUBMISSION INSTRUCTIONS**

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

The following are incorporated by reference as part of this RFA:

- GTC - 610 - General Terms and Conditions for all contracts except Interagency Agreements.
- CCC - 307 - Contractor Certification Clauses effective 3/28/2007

These documents can be found on the Department of General Services website:  
<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

#### *Application Delivery Method and Address*

Applications must be submitted **electronically** in Portable Document Format (PDF) to:

Cory Buttler  
[Cory.Buttler@edd.ca.gov](mailto:Cory.Buttler@edd.ca.gov)

#### *Application Questions*

Questions regarding this RFA shall be sent to the State Board's Program Manager Lynn Le, at [Lynn.Le@cwdb.ca.gov](mailto:Lynn.Le@cwdb.ca.gov). Cumulative questions and answers shall be posted to the State Board's website on a weekly basis up to the RFA application deadline.

## **SECTION 4      REQUIRED APPLICATION CONTENT**

### **Minimum Requirements**

All applications must adhere to the required format and in order to be competitive must include all of the requested information, completed forms and attachments for the program element. The application must meet the minimum requirements listed below. **Applications that do not adhere to these requirements shall be determined non-responsive and shall not be scored or considered for funding.**

- Applicants must use the specific instructions and complete all requested forms.
- Applicants may bid on multiple program elements; however each element requires submission of a separate application.
- **Qualified Business:** If the applicant is a corporation, the applicant must be registered with the Secretary of State's Office to do business in California. "Doing business" is defined in California Revenue & Taxation Code Section 23101 as actively engaging in any transactions for the purpose of financial or pecuniary gain or profit. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California.
- **Company must be in Good Standing.** Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies can determine whether a corporation is in good standing by calling the Office of the Secretary of State at (916) 653-6814.
- **Subcontractors:** Subcontracting shall be allowed within reasonable limits as determined by the State Board and EDD in approving the project budget and budget detail form. Individual subcontracts exceeding twenty-five percent of the total award must be listed in

the application. The State Board and EDD reserve the right to approve/reject the proposed subcontractor(s).

Regardless, the Grantee (Contractor) shall be solely responsible for fulfilling the requirements of the Contract (Agreement).

The Contractor agrees that changes to any subcontractors originally listed in the project budget and budget detail form in this Agreement must be approved in advance by EDD and the State Board. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

The Contractor shall monitor subcontractor activity and compliance. This monitoring shall be verified by the EDD Workforce Services Branch as part of the grant management for this program.

- **Monitoring and Audit Provision:** Contractor agrees that the State Board, EDD, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Government Code §8546.7, Public Contract Code §10115 et seq., California Code of Regulations Title 2, §1896).

The Contractor shall be required to ensure diligence in managing programs under this grant agreement to include providing appropriate monitoring activities and taking prompt corrective action against known violations/findings.

- **Non-Supplanting:** Grant funds awarded under this RFA are for direct services to the program element only and are intended to supplement, not supplant existing programs.
- **Insurance Requirements:** The Contractor shall not commence performance under this Agreement until the Contractor has provided EDD with a certificate of insurance stating that there is a liability insurance presently in effect for the Contractor with a Combined Single Limit (CSL) of not less than \$1,000,000 per occurrence. The Contractor shall provide written notice to EDD within five (5) business days of any cancellation, non-

renewal, or material change that affects required insurance coverage. The certificate of insurance must include the following provision:

- The State of California, its officers, agents, employees, and servants are included as additional insured's, but only with respect to work performed for EDD and the State Board under this contract.
- **Workers' Compensation Insurance:** If an employer, the Contractor shall not commence performance under this Agreement until the EDD is provided with one of the following:
  - A certificate of insurance issued by an insurance carrier licensed to write Workers' Compensation insurance in the State of California, which includes the name of the carrier and the date of expiration of the insurance; or,
  - A certificate of consent to self-insure issued by the Director of the Department of Industrial Relations.

**Application Requirements**

The application narrative is limited to 5 pages, 1-inch margins, single spaced, in Arial font no less than 12 point, excluding forms and cover page. Applications that do not adhere to these requirements shall be scored; however, a 3-point penalty shall be assessed for those that do not meet these requirements.

All applicants must use [Appendix 2 – Prop 39 - 2.0 Application Forms \(Excel Spreadsheet\)](#) to submit the required forms and attachments, and complete the checklist included in the Excel Spreadsheet. These include:

DOCUMENT NAME/DESCRIPTION	FORM PROVIDED
Cover Page	YES
Application Narrative	NO
Form 1: Project Budget	YES
Form 2: Budget Detail	YES
Form 3: Workplan	YES
Form 4: Participant Plan (Training Implementation applications only)	YES
Form 5: Worker's Compensation Certification	YES
Form 6: CCC-307	YES

Form 7: Darfur Contracting Act Certification (If applicable, see form for details)	YES
Form 8: Bidder Declaration	YES
Proof of registration with the California Secretary of State's Office (if applicable, see Section 4 A)	NO

**SECTION 5      AWARD AND CONTRACTING PROCESS**

**Application Requirements, Evaluation and Recommendation for Funding**

The application narrative for each program element should address each of the sections outlined in the Program Elements and Activities Table in the “Scope and Activities for Each Program Element Funded by this RFA” on page 5. All applications must include the required forms and cover page. The scoring value of each section of this RFA is included in the Program Element Tables below.

<b>A.1 Program Element: Technical Assistance &amp; Capacity Building Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
I. Statement of Need	<ul style="list-style-type: none"> <li>Describe the provider, partner, industry, or system stakeholders to be served through the Technical Assistance or Capacity Building project.</li> <li>Define the challenges and opportunities to be addressed.</li> </ul>	10
II. State, Regional, or Stakeholder Coordination	<ul style="list-style-type: none"> <li>Identify the scope of the strategy to be addressed by the grant: Regional, Statewide or Stakeholder specific.</li> <li>Describe how the applicant shall engage the applicable areas and stakeholders, and techniques and strategies to be utilized for initial and on-going technical assistance and capacity building.</li> </ul>	10
III. Project Plan	<ul style="list-style-type: none"> <li>Provide an overview of the project, and the project strategies, activities and timeline.</li> <li>Identify the key levers for program improvement (staff, instructors, programs, systems, stakeholders, etc.) and how this project shall address one or more of these.</li> <li>Describe the anticipated outcomes of the Technical Assistance and Capacity Building activities.</li> </ul>	30
IV. Expertise	<ul style="list-style-type: none"> <li>Describe the applicant’s history of providing technical assistance or capacity building, and two projects that demonstrate past success in a similar or related area.</li> <li>Describe how this project shall advance the applicant’s knowledge or strategy as a technical assistance or capacity building provider.</li> </ul>	20
V. Innovation	<ul style="list-style-type: none"> <li>Describe how the project shall create new or adapt existing approaches or accelerate application of promising practices in workforce development and skills attainment.</li> </ul>	10
VI. System Change	<ul style="list-style-type: none"> <li>Describe how the project shall leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.</li> </ul>	10
VII. Budget & Work Plan	<ul style="list-style-type: none"> <li><i>Leveraged Resources</i> – Briefly describe the total project budget, amount of funding requested, the sources and use of cash or in-kind leveraged resources for this project.</li> <li><i>Project Budget and Budget Detail (RFA Form 1 &amp; 2)</i> – Applicants must provide detailed budget information including use of subcontractors and amounts subcontracted.</li> <li><i>Work Plan (RFA Form 3)</i> – Applicants must provide work plan activities and goals.</li> </ul>	10
<b>Application narrative must not exceed 5 pages, not including required forms.</b>		
<b>Total Possible Points</b>		<b>100</b>

<b>A.2 Program Element: Development Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
I. Statement of Need	<ul style="list-style-type: none"> <li>Describe the providers, service delivery or system infrastructure to be targeted for the short-term Development project.</li> <li>Define the challenges and opportunities to be addressed.</li> </ul>	10
II. State or Regional Coordination	<ul style="list-style-type: none"> <li>Identify the scope of the strategy to be addressed by the grant: Regional or Statewide.</li> <li>Describe how the applicant shall engage the applicable stakeholders, and techniques and strategies to be utilized for development of infrastructure.</li> </ul>	10
III. Project Plan	<ul style="list-style-type: none"> <li>Provide an overview of the project, and the project strategies, activities and timeline.</li> <li>Identify the key levers targeted for program or system infrastructure development (funding, information, service delivery, etc.) and how this project shall address one or more of these.</li> <li>Describe the anticipated outcomes of the Development activities.</li> </ul>	30
IV. Expertise	<ul style="list-style-type: none"> <li>Describe the applicant’s history developing program or system infrastructure improvements, and two projects that demonstrate past success in a similar or related area(s).</li> </ul>	20
V. Innovation	<ul style="list-style-type: none"> <li>Describe how the project shall create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment.</li> </ul>	10
VI. System Change	<ul style="list-style-type: none"> <li>Describe how the project shall leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.</li> </ul>	10
VII. Budget & Work Plan	<ul style="list-style-type: none"> <li><i>Leveraged Resources</i> – Briefly describe the total project budget, amount of funding requested, the sources and use of cash or in-kind leveraged resources for this project.</li> <li><i>Project Budget and Budget Detail (RFA Form 1 &amp; RFA Form 2)</i> – Applicants must provide detailed budget information including use of subcontractors and amounts subcontracted.</li> <li><i>Work Plan (RFA Form 3)</i> – Applicants must provide work plan activities and goals.</li> </ul>	10
<b>Application narrative must not exceed 5 pages, not including required forms.</b>		
<b>Total Possible Points</b>		<b>100</b>

<b>A.3 Program Element: Training Implementation Table</b>		
<b>Section</b>	<b>Description</b>	<b>Points</b>
I. Statement of Need	<ul style="list-style-type: none"> <li>• Provide a snapshot of the regional construction/energy efficiency sector including types of development/ construction work (e.g., private or public development, infrastructure, residential, etc.) and industry growth projections.</li> <li>• Identify the high demand construction/energy efficiency occupations (due to growth and/or replacements, or skill gaps), in the local/regional area that shall be targeted under the grant.</li> <li>• Identify the regional skill shortages and how the project shall address those shortages.</li> <li>• Describe the characteristics of the target populations (at-risk youth, veterans, and other disadvantaged or disconnected job seekers) being served. Include a summary profile of the employment barriers among the target populations and the implications on the project service design.</li> </ul>	10
II. Regional Coordination and Partnerships	<ul style="list-style-type: none"> <li>• Identify the regional area being served by the grant and the partners involved in the program design and delivery.</li> <li>• Describe how the applicant shall partner with employers, educators and other stakeholders, their roles in the project, and the expected outcomes for each partner.</li> <li>• Describe the role of the local building trades in the regional partnership and include a copy of a partnership agreement among them.</li> </ul>	10
III. Project Plan	<ul style="list-style-type: none"> <li>• Provide an overview of the project, number of participants to be served and anticipated performance outcomes for participants. Include outcomes for employers, innovation and system change goals as appropriate to the project.</li> <li>• Describe the project's career pathway approach and participant/client flow.</li> <li>• Describe the strategy for outreach and recruitment of participants from the priority populations and other target populations for the project. Include outreach and recruitment of California Conservation Corps and/or certified local conservation corps participants if applicable.</li> <li>• Describe the employer outreach and engagement approach and the job placement and re-employment strategy, including services to be provided to participants, unions and employers. Include the strategy for recruitment and engagement of the Industry Advisory Panel.</li> </ul>	20

<p>IV. Pre-Apprenticeship Training</p>	<p><i>Note: Applicants must include the MC3 training curriculum in the pre-apprenticeship training model. However, additional training or curriculum elements may be included in the overall program design.</i></p> <ul style="list-style-type: none"> <li>• Describe the training to be provided and how this shall be linked to specific crafts in demand in the region.</li> <li>• Describe how the training shall be tailored to meet the needs and experience of the priority population(s) the project shall target.</li> <li>• Identify the trades/crafts to be targeted for apprenticeship following completion of MC3 training and describe the role of the applicable unions in placing graduates in apprenticeship/employment.</li> <li>• Identify the employers that shall be involved in the training and their role in curriculum development, development of student learning outcomes, or other training-related activities.</li> </ul>	<p>30</p>
<p>V. Innovation</p>	<ul style="list-style-type: none"> <li>• Describe how the project shall create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment.</li> </ul>	<p>10</p>
<p>VI. System Change</p>	<ul style="list-style-type: none"> <li>• Describe how the project shall leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.</li> </ul>	<p>10</p>
<p>VII. Budget, Work Plan &amp; Participant Plan</p>	<ul style="list-style-type: none"> <li>• <i>Leveraged Resources</i> – Briefly describe the total project budget, amount of funding requested, the sources and use of cash or in-kind leveraged resources for this project.</li> <li>• <i>Project Budget and Budget Detail (RFA Form 1 &amp; RFA Form 2)</i> – Applicants must provide detailed budget information including use of subcontractors and amounts subcontracted.</li> <li>• <i>Work Plan (RFA Form 3)</i> – Applicants must provide work plan activities and goals.</li> <li>• <i>Participant Plan (RFA Form 4)</i> – Applicants must provide participant information and goals.</li> </ul>	<p>10</p>
<p><b>Application narrative must not exceed 5 pages, not including required forms.</b></p>		
<p><b>Total Possible Points</b></p>		<p><b>100</b></p>

### **Application Reading and Scoring Instructions**

See Appendix 3 for the following scoring rubrics:

- Element 1 – Technical Assistance and Capacity Building – Scoring Rubric
- Element 2 – Development – Scoring Rubric
- Element 3 – Training Implementation – Scoring Rubric

Applicants are not required to complete the rubrics. The rubrics serve only as a reference for the applicants in the State Board scoring criteria.

### **Recommendation for Funding**

The ranked scores shall serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness and innovative aspects of the application. Only those applications deemed to be meritorious and in the best interests of the State shall be recommended for funding.

The State Board will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore past performance of other state grants will be a consideration prior to final selection.

#### *Rejection of Application*

The State Board reserves the right to reject all applications, and is not required to award any grants under this RFA.

An application shall be rejected as non-responsive if any of the below is determined:

1. Received at any time after the submission date listed in Section 2;
2. Incomplete or fails to meet the RFA specifications;
3. Not prepared in the format described;
4. The application contains false or misleading statements or references which do not support an attribute or condition contended by the applicant. The application shall be rejected if, in the opinion of the State, such information was intended to erroneously mislead the State in its evaluation of the application;
5. An itemized budget is not enclosed and/or exceeds amount indicated;
6. The applicant has received substantive negative contract evaluation from the State of California;

7. The applicant has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990;
8. It is found that the applicant is not responsible (i.e., has not paid taxes, has no business license, has submitted an application when license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the agreement, submitted an application without an authorized signature, falsified any information in the application package or has provided poor performance on a previous contract with the State Board, etc.); or
9. It is found, upon license verification with the Contractor's State Licensing Board that an applicant's license is subject to suspension on the date of the application opening and/or award of the contract, or during the proposed term of the agreement.

### **Debriefings**

Written debriefings of the evaluation results shall not be provided to unsuccessful applicants. Oral debriefings may be provided at the State Board's discretion.

### **Disposition of Applications**

1. All materials submitted in response to this RFA shall become the property of the State Board/EDD, and as such, are subject to the Public Records Act (Government Code, §6250, et seq.). The State Board and EDD shall disregard any language purporting to render all or portions of any application confidential.
2. After applications are evaluated and the notices of intent to award have been posted, all applications shall be available for public inspection. However, the contents of all applications, draft RFA's, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of an applicant's application shall be held in the strictest confidence until the award is made. The State Board and EDD shall hold the content of all working papers and discussions relating to an application confidential indefinitely, unless the public's interest is best served by disclosure because of pertinence to a decision, agreement or the evaluation of an application. An applicant's disclosure of this subject is a basis for rejecting an application and ruling the bidder ineligible to participate further in the bidding process.

### **Appeals**

Applicants who wish to appeal a grant award decision must submit a Letter of Appeal to the State Board. Appeals are limited to the grounds that the State Board failed to correctly apply the standards for reviewing the application as specified in this RFA. Appeals based on a disagreement with the professional judgment of the grant reader shall not be considered.

The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position. The letter must have an original signature of the Authorized Agent or the Designee. The appeal should be delivered or mailed to:

Employment Development Department  
800 Capitol Mall, MIC 62-C  
Sacramento CA 95814  
Attn: Cory Buttler

**The State Board must receive the Letter of Appeal within 10 calendar days of the Intent to Award announcement.**

Appendix 1

**SAMPLE STANDARD AGREEMENT**

**STANDARD AGREEMENT**

STD. 213 (Rev 06/03)

	AGREEMENT NUMBER
	REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

**California Workforce Development Board (State Board) and Employment Development Department (EDD)**

CONTRACTOR'S NAME

(Successful Respondent)

2. The term of this Agreement is: 6-18 Months (depending on program element) or upon final approval

3. The maximum \$ of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

- |  |         |
|--|---------|
| Exhibit A – Scope of Work                              | Pages   |
| Attachment A-1, Specifications (will vary by contract) | Pages   |
| Exhibit B – Budget Detail and Payment Provisions       | Pages   |
| Attachment B-1, Project Budget                         |         |
| Attachment B-2, Budget Detail                          |         |
| * Exhibit C – General Terms and Conditions             | GTC 610 |
| Exhibit D – Special Terms and Conditions               | Pages   |
| * Exhibit E – Request for Application (RFA) #72185     |         |
| * Exhibit F – Contractor's Response to RFA #72185      |         |

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto  
 These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>		<b>CALIFORNIA</b> <b>Department of</b> <b>General Services</b> Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		
BY (Authorized Signature)	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME		
<b>California Workforce Development Board</b>		
BY (Authorized Signature)	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
800 Capitol Mall, Suite 1022, Sacramento, CA 95814		<input type="checkbox"/> Exempt

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

1. This Agreement is entered into by and between the California Workforce Development Board, hereinafter referred to as State Board, and XXXXXXXXXXXX, hereinafter referred to as the Contractor, for the purpose of providing workforce training services in accordance with Request for Application #72185.
2. The project representatives during the term of this agreement will be:

**State Agency**

California Workforce Development Board  
Attn: Douglas Sale  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814  
Phone: (916) 657-1445

**Contractor**

SAMPLE

**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval.

**1. Invoicing and Payment**

1. For services satisfactorily rendered and upon receipt and approval of the invoices, State Board agrees to compensate the Contractor in accordance with Attachment B-1, Budget Detail. The total amount of this Agreement shall not exceed XXXX Dollars and XXXX Cents.
2. Invoices shall include the Agreement Number MXXXXXX and shall be submitted in triplicate, not more than monthly, in arrears to:

California Workforce Development Board  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814 Attn: XXXXXX

**B. Budget Contingency Clause**

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government or by the State of California for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

The parties mutually agree that if the Congress and/or Legislature does not appropriate sufficient funds for the program, this agreement shall be amended to reflect any reduction in funds.

The State Board has the option to terminate the agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

**C. California Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code § 927, et seq.

**Attachment B-1  
Project Budget**

<b>Item #</b>	<b>Expense Item</b>	<b>Amount Requested</b>	<b>Amount Leveraged</b>	<b>Total</b>	<b>Source of Leveraged Funds</b>	<b>In Kind or Cash Match</b>
1.	Staff					
a.	Salaries			\$0.00		
b.	Fringe Benefits			\$0.00		
2.	Staff Travel			\$0.00		
3.	Communications			\$0.00		
4.	Facilities Rent			\$0.00		
5.	Facilities Utilities			\$0.00		
6.	Facilities Maintenance			\$0.00		
7.	Office Supplies			\$0.00		
8.	Testing and Instructional Materials			\$0.00		
9.	Equipment Purchases			\$0.00		
10.	Equipment Leases/Use-Charge			\$0.00		
11.	Tools and Supplies			\$0.00		
12.	Support Services			\$0.00		
13.	Indirect Costs			\$0.00		
14.	Other - List other in Item 14 of Budget Detail			\$0.00		
15.	Subcontract(s) - List subcontract(s) in Item 15 of Budget Detail			\$0.00		
16.	<b>TOTAL</b>	\$0.00	\$0.00	\$0.00		\$0.00

**Attachment B-2  
Budget Detail**

<b>BUDGET LINE #1 - Staff Salary and Fringe Benefits</b>					
<b>List job titles of staff working on project</b>		<b>Salaries charged to project</b>	<b>Fringe Benefits charged to project</b>	<b>FTEs %</b>	<b>Amount Requested</b>
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
				-	\$ -
<b>Staff Subtotals</b>		\$ -	\$ -	<u>0%</u>	\$ -
<b>BUDGET LINE #</b>	<b>EXPENSE ITEM</b>	<b>NARRATIVE DETAIL</b>			<b>Amount Requested</b>
2	Staff Travel				\$
3	Communications				\$
4	Facilities Rent				\$
5	Facilities Utilities				\$
6	Facilities Maintenance				\$
7	Office Supplies -- detail major				\$

8	Testing/Instructional Materials -- detail major		\$
9	Equipment Purchases with grant funds -- list, briefly state purpose/need/cost of each item.		\$
10	Equipment lease/use-charge costs paid with grant funds -- list, briefly state purpose/need/total lease or use-charge cost of each item, total (to equal Budget line 10 entry).		\$
11	Tools and Supplies (detail per participant cost)		\$
12	Support Services -- (detail each type of cost, and amount per participant)		\$
13	Indirect costs -- Provide rate, direct cost(s) to which authorized to be applied, approving cognizant agency and date of approval. Show how total was calculated.		\$
14	"Other" Costs - Identify and detail the nature of each such cost to be paid with grant funds.)		\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>"Other" Subtotal</b>			<b>\$0.00</b>
15	Subcontract - Identify, detail main functions/activities, cost of each subcontracts and timelines of grant agreements.		
<b>"Subcontract" Subtotal</b>			<b>\$0.00</b>
<b>Total Amount Requested</b>			<b>\$0.00</b>

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

1. Subcontractors or Subgrantee

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Contractor. The Contractor's obligation to pay its subcontractors or subgrantees is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

2. Consultant–Staff Expenses

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have contractual relationship with any governmental entity.

3. Public Contract Code (Consultant Services)

Contractor is advised that he/she has certain duties, obligations, and rights under the Public Contract Code, Article 5, Sections 10355 – 10412, with which the Contractor should be familiar with. These Public contract Code sections can be viewed at:

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=4](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=4).

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=8](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=8).

4. Contractor Evaluation

Within sixty (60) days after the completion of this Agreement, the Contract Manager shall complete a written evaluation of Contractor's performance under this Agreement. If Contractor did not satisfactorily perform the work, a copy of the evaluation will be sent to the State Department of General Services, Office of Legal Services, and to Contractor within 15 working days of the completion of the evaluation. (PCC §10369)

5. Termination Clause

This Agreement may be terminated by State Board for any reason by giving written notice 30 days prior to the effective date of such termination.

6. Advance Work

This is a cost reimbursement Agreement. Under no circumstances can the State pay for services provided prior to the start date or the final approval of the State, whichever is later. Final approval occurs when all parties have signed the Agreement, with the latest signature date being the date of final approval. Should the Contractor begin work before receiving a

copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Contractor's own risk and as a volunteer.

7. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in the this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods and other natural disasters such that performance is impossible.

8. Change in Contractor Staff

Should a Contractor's team member(s) become unavailable prior to a start date agreed upon with the State Board, the Contractor will propose an equally well-qualified replacement consultant after consultation with State Board. All replacements are subject to State Board approval. Switching staff that were identified in the Contractor's proposal with alternates immediately, or soon thereafter, after execution of this Agreement, are grounds for termination of this contract.

The State Board has the right to request removal and/or replacement of Contractor resources.

9. Avoidance of Conflicts of Interest by the Contractor

- A. The Contractor agrees that all reasonable efforts will be made to ensure that no conflict of interest exists between its officers, agents, employees, consultants or members of its governing body.
- B. The Contractor shall prevent its officers, agents, employees, consultants or members of its governing body from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business or other ties.
- C. In the event that State Board determines that a conflict of interest situation exists, any cost associated with the conflict may constitute grounds for termination of this agreement. This provision shall not be construed to prohibit the employment of persons with whom the Contractor's officers, agents, or employees have family, business or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant and such persons have successfully competed for employment with other applicants on a merit basis.
- D. Certain consultants designated by the EDD's Conflict of Interest Code are required to file a Statement of Economic Interests, Form 700. The Contractor agrees that if the Director of EDD determines that a Statement of Economic Interests, Form 700, is required, the consultant shall obtain the Form 700 and filing instructions from the EDD Personnel Office.

10. Workforce Innovation and Opportunity Act

Contractor agrees to conform to nondiscrimination provisions of the Workforce Innovation and Opportunity Act (WIOA) and other federal nondiscrimination requirements as referenced in 29 CFR, Part 37.

12. If the Contractor is disputing an action of the EDD and/or the State Board in the administration of this Agreement, the Contractor may appeal to the State Board's Executive Director or designee. Such appeals shall be filed within 30 calendar days of the notification from Contractor of such dispute.

The State Board Executive Director will review the correspondence and related documentation and render a decision of the appeal within 30 calendar days, except in those cases where the Contractor withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Contractor and the State Board Executive Director.

13. Contractor shall cooperate with the State Board and EDD with regard to the performance of this agreement.
14. Contractor shall cooperate with the State Board and/or EDD to provide timely responses to any requests for data and/or reports the Legislature and/or the State Board deems necessary for the evaluation of the grant program. Such data may include individual program participant data. Contractor further understands and agrees that this data will be shared with the Citizens Oversight Board and other stakeholders. The Citizens Oversight Board and the Legislature may request data and/or reports at any time.
15. Contractor is responsible for the project activities identified in the original Grant Proposal submitted to the State Board and EDD, which is attached to and made a part of this Agreement. Review and approval by the State Board and EDD is solely for the purpose of proper administration of grant funds by EDD and shall not be deemed to relieve or restrict the Contractor's responsibility.
16. Contractor shall fulfill all assurances, declarations, representations, and statements made by the Contractor in the Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
17. Contractor agrees to procure all permits, resolutions, and/or licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of project work.

18. Travel Clause

The travel and per diem shall be set in accordance with Department of Human Resources for comparable classes and that no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from State Board.

**Appendix 2 – Prop 39 2.0 Application Forms (Excel Spreadsheet)**

The completed application forms must be included with your response. The forms can be downloaded on the State Boards website at the following address:

<http://www.cwdb.ca.gov/res/docs/PROP%2039/Prop%2039%202.0/Appendix%20%20-%20Prop%2039%202.0%20Application%20Forms.xlsx>

## **Appendix 3**

### **Reading and Scoring Instructions and Scoring Rubrics**

#### **Overview**

Each reader will receive a copy of the original **RFA** document to be used as reference guide. Although the RFA is a total of 23 pages, only the first 19 contain the relevant information that will be referenced in the application.

In addition to the RFA, each reader will receive one email per application submission, containing the following items:

- Cover Page – Contains the applicant’s information, total project budget, grant amount requested, region(s) covered by the application, proposed occupations/trades and program element (Technical Assistance and Capacity Building, Development, or Training Implementation)
- Application Narrative – covers all of the elements required in the RFA
- RFA Form 1 – the Project Budget form detailing the various grant expenditure items allocated by Administration and Program.
- RFA Form 2 – the Budget Detail that outlines staffing and other costs by budget line item.
- RFA Form 3 – the Workplan
- RFA Form 4 – Participant Plan (Training Implementation applications only), showing the various Participant Planning Elements and the number of participants, by quarter, who will be involved in each planning element.
- Letters of Support, Partnership Agreements, Contract for Services – while not specifically required, some of the applicants will have included these documents in their application package. Training Implementation applications should include a copy of a partnership agreement with the local building trades.
- RFA Scoring Rubric – this document will be used to score the application. Instructions for completing the rubric are listed below.

Forms 5-8 and proof of registration with the California Secretary of State’s Office is not included as part of the reading and scoring. In some instances, the documents above (except the rubric) may have been combined into a single PDF document.

#### **RFA Scoring Rubric (Rubric)**

The rubric has been designed so that the reader can type information in each of the required fields.

#### First Page

The first page of the rubric contains Application Information (application number, applicant and requested funding, date reviewed and reviewer's name). The first page also contains the cumulative score for each of the Scoring Section.

### Scoring Sections

Each of the Scoring Sections has been assigned a maximum number of points. Each section has a varying number of Expectations related to that section. For each Expectation, the reader will be asked to determine, based on the following definitions, if the requirements of the Expectation were:

- Unmet – unclear, non-responsive, misses key point, does not meet the requirements
- Met – acceptable, adequate, suitable, meets the requirements
- Exceeded – outstanding, excellent, extraordinary, clear, supported, goes beyond meeting the requirements

A corresponding number for each of the above definitions has been entered on the Rubric. Readers are asked to total the scores from each of the expectations and type it in the SCORE column. Scores may range from zero to the assigned maximum number of points for each expectation.

Readers scoring an Expectation as Unmet or Exceeded need to provide additional explanations in the justification or comments section below each of the section scoring charts.

### Application/Project Review Summary Page

The last page of the Rubric is a summary of the application. We ask that readers enter the total number of points scored for the application and provide comments on the overall strengths and weaknesses of the application. Readers also have the opportunity to provide any other comments they feel are relevant to their review of the application.

### Completion of Application Review

When readers have completed the scoring of the application, we ask that scores for each of the sections be entered on the first page of the Rubric, as well as a final cumulative score for the application.

**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>Application Number:</b>	<b>Applicant:</b>	
<b>Name of Organization:</b>		
<b>Requested Funding: \$</b> _____		<b>Partner Contributions:</b> when applicable \$ _____
<b>Date Reviewed:</b>	<b>Reviewer's Name:</b>	
<b>SCORING BY SECTION</b>		
	POINT RANGE	TOTAL SCORED
Section I: Statement of Need	0 - 10 points	
Section II: State, Regional, or Stakeholder Coordination	0 - 10 points	
Section III: Project Plan	0 - 30 points	
Section IV: Expertise	0 - 20 points	
Section V: Innovation	0 - 10 points	
Section VI. System Change	0 - 10 points	
Section VII. Budget and Work Plan	0 - 10 points	
TOTAL POINTS AWARDED		
		TOTAL POINTS Available      100 points

**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION I – Statement of Need (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes the provider, partner, industry, or system stakeholders to be served through the Technical Assistance or Capacity Building project.	<b>0</b>	<b>3</b>	<b>5</b>	
2. The Application defines the challenges and opportunities to be addressed.	<b>0</b>	<b>3</b>	<b>5</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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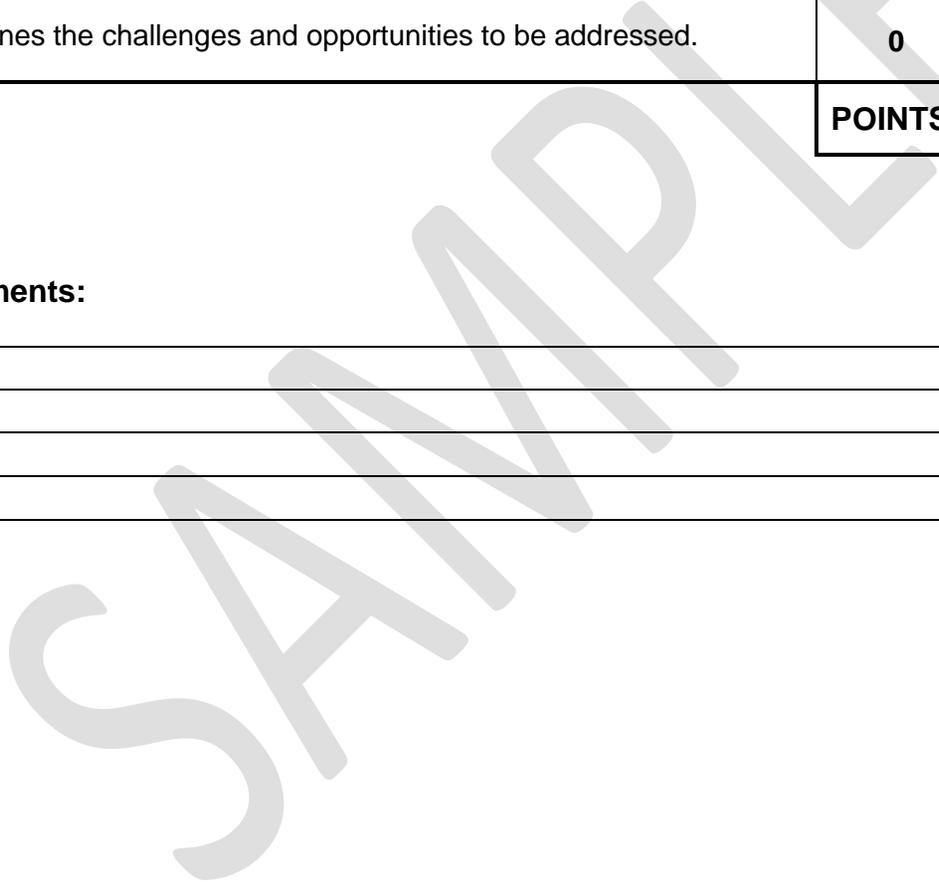
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**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION II – State, Regional, or Stakeholder Coordination (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application identifies the scope of the strategy to be addressed by the grant: Regional, Statewide, or Stakeholder specific.	<b>0</b>	<b>3</b>	<b>5</b>	
2. The application describes how the applicant will engage the applicable areas and stakeholders, and techniques and strategies to be utilized for initial and on-going technical assistance and capacity building.	<b>0</b>	<b>3</b>	<b>5</b>	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION III – Project Plan (Maximum 30 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application provides an overview of the project, the project strategies, activities and timeline.	<b>0</b>	<b>5</b>	<b>10</b>	
2. The application identifies the key levers for program improvement (staff, instructors, programs, systems, stakeholders, etc.) and how this project will address one or more of these.	<b>0</b>	<b>5</b>	<b>10</b>	
3. The application describes anticipated outcomes of the Technical Assistance and Capacity Building activities.	<b>0</b>	<b>5</b>	<b>10</b>	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION IV – Expertise (Maximum 20 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes the applicant’s history of providing technical assistance or capacity building.	0	4	6	
2. The application describes two projects that demonstrate past success in a similar or related area in providing technical assistance or capacity building.	0	5	7	
3. The application describes how the project will advance the applicant’s knowledge or strategy as a technical assistance or capacity building provider.	0	5	7	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION V – Innovation (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes how the project will create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION VI – System Change (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes how the project will leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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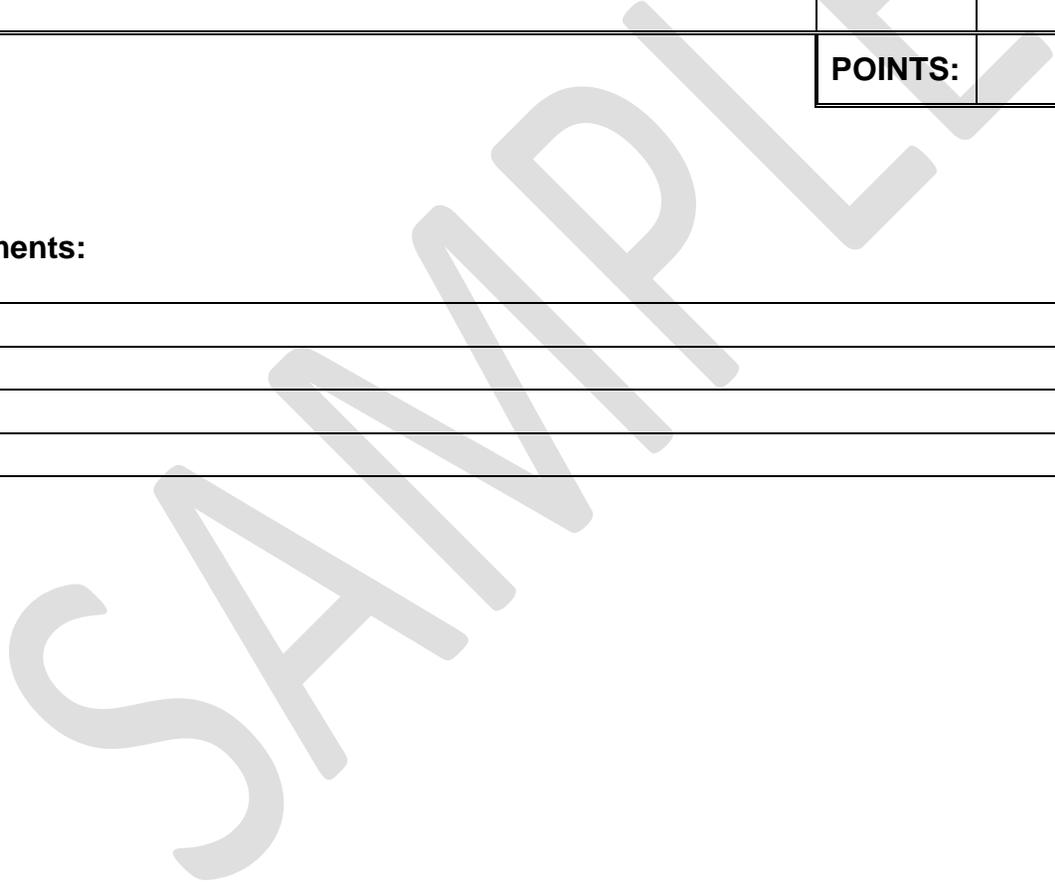
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**Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics**  
**A.1 Program Element: Technical Assistance & Capacity Building**  
**Do Not Complete**

<b>SECTION VII – Budget and Work Plan (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes Leveraged Resources, the total project budget, amount of funding requested, the sources and use of leveraged resources for the project.	<b>0</b>	<b>3</b>	<b>4</b>	
2. The applicant completed and attached the Project Budget (RFA Form 1) and Budget Detail (RFA Form 2) that details the specific line item costs of the application including use of subcontractors and amounts subcontracted. Costs must be necessary and reasonable in accordance with the Pre-Apprenticeship Support, Training and Placement Program.  The applicant provided a detailed justification for all line items contained in the Budget Detail and Plan. For example, Equipment Purchase should include a breakdown of cost charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.	<b>0</b>	<b>2</b>	<b>3</b>	
3. The applicant completed and attached the Work Plan (RFA Form 3).  The applicant provided workplan activities and goals.	<b>0</b>	<b>2</b>	<b>3</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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Appendix 3 - Reading and Scoring Instructions and Scoring Rubrics  
A.1 Program Element: Technical Assistance & Capacity Building  
**Do Not Complete**

<b>Application/Project Review Summary</b>	<b>TOTAL POINTS:</b>  <b>BONUS POINTS:</b>
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**Overall Strengths:**

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**Overall Weaknesses:**

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**Project Justification or Comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>Application Number:</b>	<b>Applicant:</b>	
<b>Name of Organization:</b>		
<b>Requested Funding: \$</b> _____		<b>Partner Contributions:</b> when applicable \$ _____
<b>Date Reviewed:</b>	<b>Reviewer's Name:</b>	
<b>SCORING BY SECTION</b>		
	POINT RANGE	TOTAL SCORED
Section I: Statement of Need	0 - 10 points	
Section II: State or Regional Coordination	0 - 10 points	
Section III: Project Plan	0 - 30 points	
Section IV: Expertise	0 - 20 points	
Section V: Innovation	0 - 10 points	
Section VI. System Change	0 - 10 points	
Section VII. Budget and Work Plan	0 - 10 points	
TOTAL POINTS AWARDED		
		TOTAL POINTS Available      100 points

**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION I – Statement of Need (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes the providers, service delivery, or system infrastructure to be targeted for the short-term Development project.	<b>0</b>	<b>3</b>	<b>5</b>	
2. Defines the challenges and opportunities to be addressed.	<b>0</b>	<b>3</b>	<b>5</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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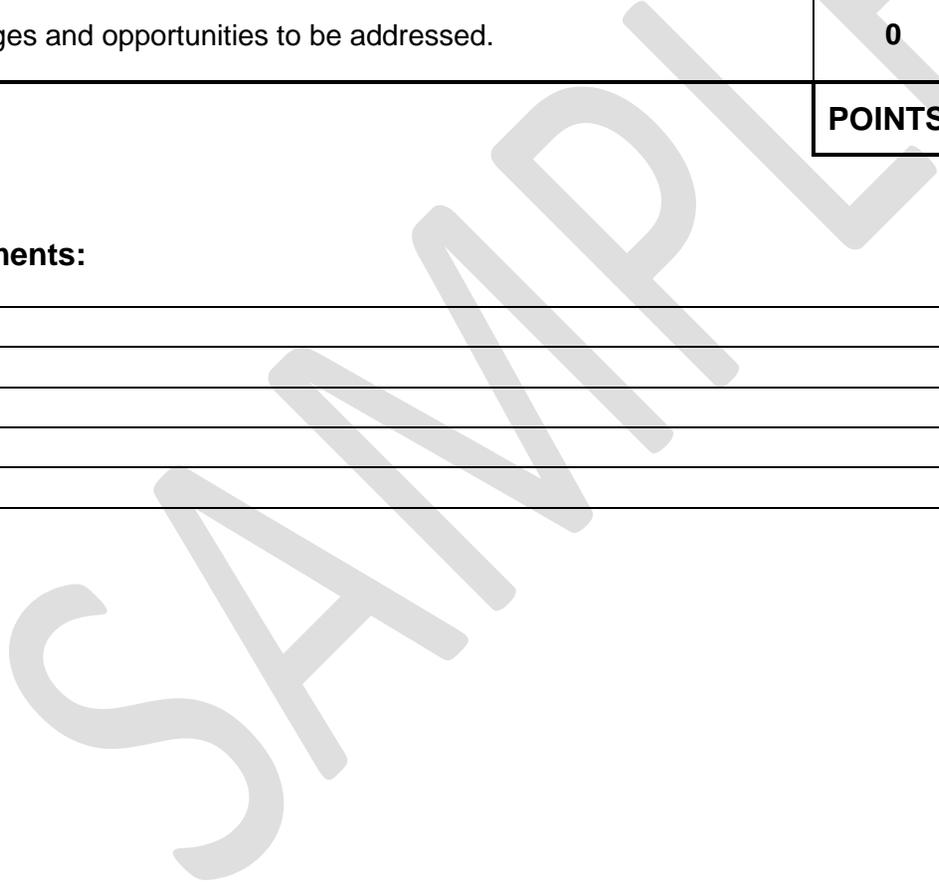
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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION II – State or Regional Coordination (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application identifies the scope of the strategy to be addressed by the grant: Regional or Statewide and describes how the applicant will engage the applicable stakeholders, and techniques and strategies to be utilized for development of infrastructure.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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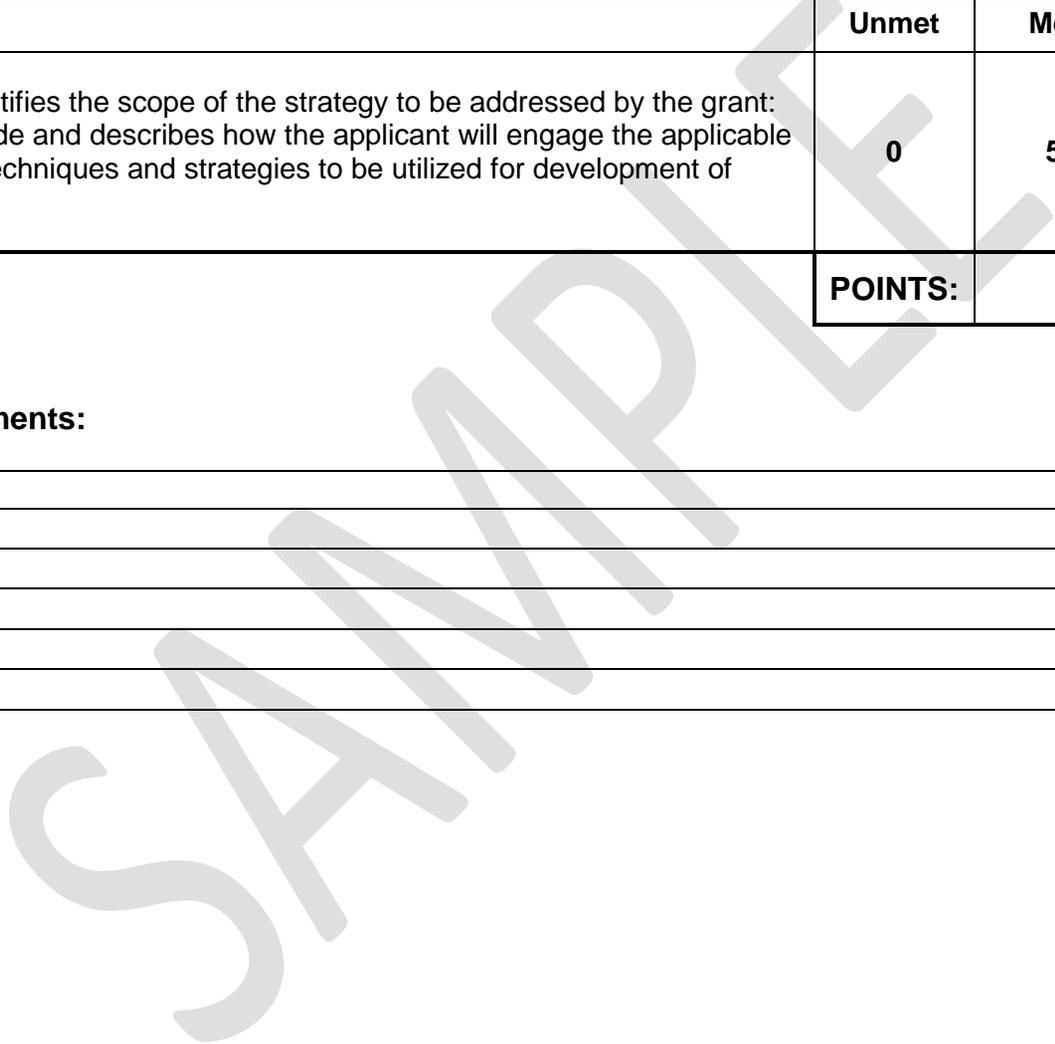
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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION III – Project Plan (Maximum 30 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application provides an overview of the project, project strategies, activities and timeline.	<b>0</b>	<b>5</b>	<b>10</b>	
2. The application identifies the key levers targeted for program or system infrastructure development (funding, information, service delivery, etc.) and how this project will address one or more of these.	<b>0</b>	<b>5</b>	<b>10</b>	
3. The application describes the anticipated outcomes of the development activities.	<b>0</b>	<b>5</b>	<b>10</b>	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION IV – Expertise (Maximum 20 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes the applicant’s history developing program or system infrastructure improvements.	0	5	10	
2. The application describes two projects that demonstrate past success in a similar or related area(s) in developing program or system infrastructure improvements.	0	5	10	
<b>POINTS:</b>				

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION V – Innovation (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes how the project will create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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SAMPLE

**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION VI – System Change (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes how the project will leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>SECTION VII – Budget and Work Plan (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes Leveraged Resources, the total project budget, amount of funding requested, the sources and use of leveraged resources for the project.	<b>0</b>	<b>3</b>	<b>4</b>	
2. The applicant completed and attached the Project Budget (RFA Form 1) and Budget Detail (RFA Form 2) that details the specific line item costs of the application including use of subcontractors and amounts subcontracted. Costs must be necessary and reasonable in accordance with the Pre-Apprenticeship Support, Training and Placement Program.  The applicant provided a detailed justification for all line items contained in the Budget Detail and Work Plan. For example, Equipment Purchase should include a breakdown of cost charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.	<b>0</b>	<b>2</b>	<b>3</b>	
3. The applicant completed and attached the Workplan (RFA Form 3).  The applicant provided workplan activities and goals.	<b>0</b>	<b>2</b>	<b>3</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.2 Program Element: Development**  
**Do Not Complete**

<b>Application/Project Review Summary</b>	<b>TOTAL POINTS:</b>
	<b>BONUS POINTS:</b>

**Overall Strengths:**

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**Overall Weaknesses:**

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**Project Justification or Comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>Application Number:</b>	<b>Applicant:</b>	
<b>Name of Organization:</b>		
<b>Requested Funding: \$</b> _____		<b>Partner Contributions:</b> when applicable \$ _____
<b>Date Reviewed:</b>	<b>Reviewer's Name:</b>	
<b>SCORING BY SECTION</b>		
	POINT RANGE	TOTAL SCORED
Section I: Statement of Need	0 - 10 points	
Section II: Regional Coordination and Partnerships	0 - 10 points	
Section III: Project Plan	0 - 20 points	
Section IV: Pre-Apprenticeship Training	0 - 30 points	
Section V: Innovation	0 - 10 points	
Section VI. System Change	0 - 10 points	
Section VII. Budget, Work Plan and Participant Plan	0 - 10 points	
TOTAL POINTS AWARDED		
		TOTAL POINTS Available      100 points

**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION I – Statement of Need (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application provides a snapshot of the regional construction/energy efficiency sector including types of development/construction work (e.g., private or public development, infrastructure, residential, etc.) and industry growth projections.	<b>0</b>	<b>1</b>	<b>2</b>	
2. The application identifies the high demand construction/energy efficiency occupations (due to growth and/or replacements, or skills gaps), in the local/regional area that will be targeted under the grant.	<b>0</b>	<b>1</b>	<b>2</b>	
3. The application identifies the regional skill shortages and how the project will address those shortages.	<b>0</b>	<b>1</b>	<b>2</b>	
4. The application describes the characteristics of the target populations (at-risk youth, veterans, and other disadvantaged or disconnected job seekers) being served.	<b>0</b>	<b>1</b>	<b>2</b>	
5. The application includes a summary profile of the employment barriers among the target populations and the implications on the project service design.	<b>0</b>	<b>1</b>	<b>2</b>	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION II – Regional Coordination and Partnerships (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application identifies the regional area being served by the grant and the partners involved in the program design and delivery.	<b>0</b>	<b>2</b>	<b>3</b>	
2. The application describes how the applicant will partner with employers, educators, and other stakeholders, their roles in the project, and the expected outcomes for each partner.	<b>0</b>	<b>2</b>	<b>3</b>	
3. The application describes the role of the local building trades in the regional partnership.	<b>0</b>	<b>1</b>	<b>2</b>	
4. The applicant attached a copy of a partnership agreement among the local building trades in the regional partnership.	<b>0</b>	<b>1</b>	<b>2</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION III – Project Plan (Maximum 20 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application provides an overview of the project, number of participants to be served and anticipated performance outcomes for participants and includes outcomes for employers, innovation and system change goals as appropriate to the project.	<b>0</b>	<b>2</b>	<b>4</b>	
2. The application describes the project's career pathway approach and participant/client flow.	<b>0</b>	<b>2</b>	<b>4</b>	
3. The application describes the strategy for outreach and recruitment of participants from the priority populations and other target populations for the project. Include outreach and recruitment of California Conservation Corps and/or certified local conservation corps participants if applicable.	<b>0</b>	<b>2</b>	<b>4</b>	
4. The application describes the employer outreach and engagement approach and the job placement and re-employment strategy, including services to be provided to participants, unions, and employers.	<b>0</b>	<b>2</b>	<b>4</b>	
5. The application includes the strategy for recruitment and engagement of the Industry Advisory Panel.	<b>0</b>	<b>2</b>	<b>4</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION IV – Pre-Apprenticeship Training (Maximum 30 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The applicant included the MC3 training curriculum in the pre-apprenticeship training model.	0	3	6	
2. The application describes the training to be provided, and how this will be linked to specific crafts in demand in the region.	0	3	6	
3. The application describes how the training will be tailored to meet the needs and experience of the priority population(s) the project will target.	0	3	6	
4. The application identifies the trades/crafts to be targeted for apprenticeship following completion of MC3 training and describes the role of the applicable unions in placing graduates in apprenticeship/employment.	0	3	6	
5. The application identifies the employers that will be involved in the training and their role in curriculum development, development of student learning outcomes, or other training-related activities.	0	3	6	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION V – Innovation (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes how the project will create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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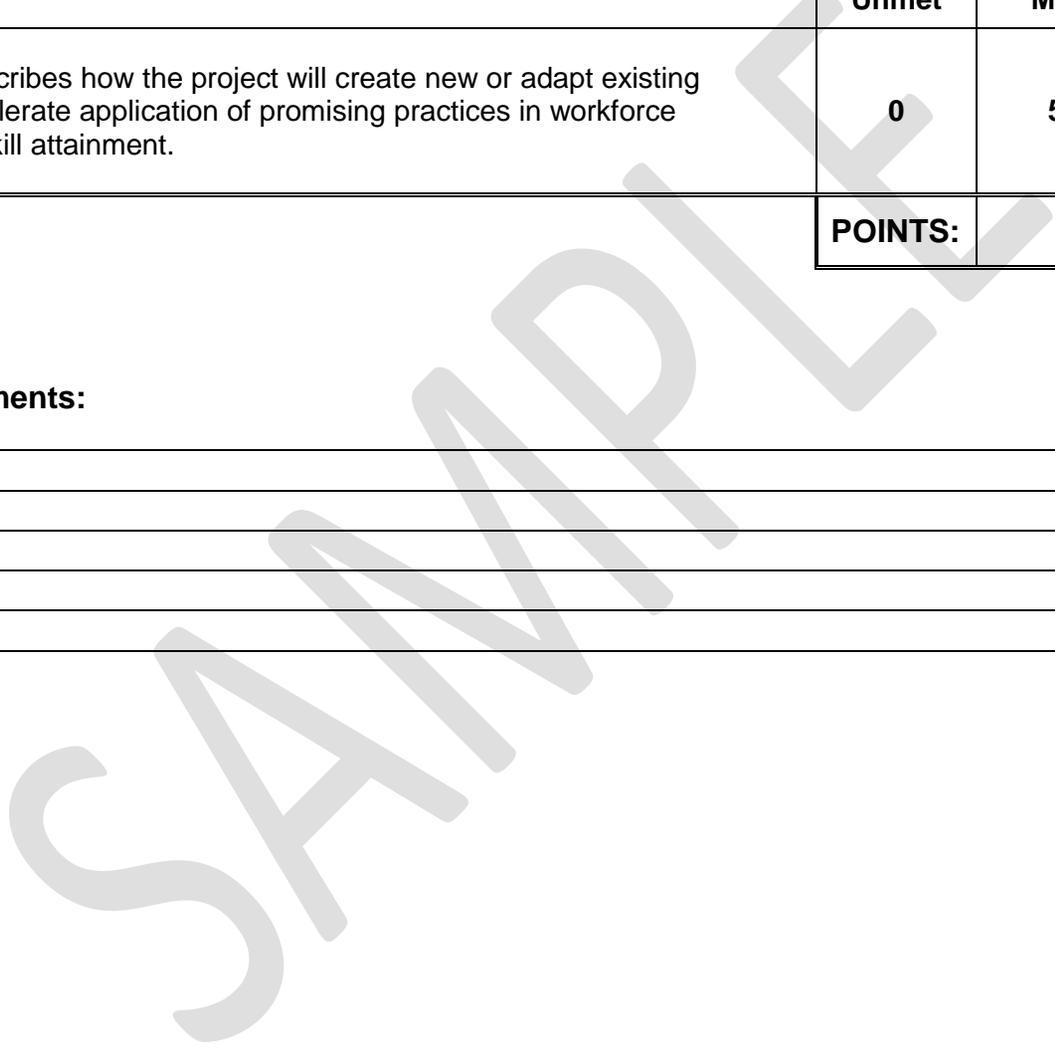
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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION VI – System Change (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes how the project will leverage the grant to incentive adoption of proven strategies and innovations that are sustained beyond the grant period.	<b>0</b>	<b>5</b>	<b>10</b>	
	<b>POINTS:</b>			

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>SECTION VII – Budget and Participant Plans (Maximum 10 points)</b>				
<b>EXPECTATIONS</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Score</b>
1. The application describes Leveraged Resources, the total project budget, amount of funding requested, the sources and use of leveraged resources for the project.	<b>0</b>	<b>3</b>	<b>4</b>	
2. The applicant completed and attached the Project Budget (RFA Form 1) and Budget Detail (RFA Form 2) that details the specific line item costs of the application including use of subcontractors and amounts subcontracted. Costs must be necessary and reasonable in accordance with the Pre-Apprenticeship Support, Training and Placement Program.  The applicant provided a detailed justification for all line items contained in the Budget Detail and Plan. For example, Equipment Purchase should include a breakdown of cost charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.	<b>0</b>	<b>2</b>	<b>3</b>	
3. The applicant completed and attached the Work Plan (RFA Form 3) and Participant Plan (RFA Form 4).  The applicant provided workplan activities, participant information, and goals.	<b>0</b>	<b>2</b>	<b>3</b>	
		<b>POINTS:</b>		

**Justification or comments:**

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**Appendix 3 – Reading and Scoring Instructions and Scoring Rubrics**  
**A.3 Program Element: Training Implementation**  
**Do Not Complete**

<b>Application/Project Review Summary</b>	<b>TOTAL POINTS:</b>
	<b>BONUS POINTS:</b>

**Overall Strengths:**

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**Overall Weaknesses:**

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**Project Justification or Comments:**

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## APPENDIX 4

### Allowable Expenditures Guidance

#### **A. Allowable Cost**

All allowable costs must meet three primary criteria:

1. Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations;
2. The cost must be allocable to the funding source activities; and
3. The cost must not be a general expense required to carry out the grantee's overall responsibilities (not supplanting).

However, even if the costs meet the prior three criteria, the costs must be approved within the application workplan and budget of the grantee otherwise the costs are not allowable. Also, the State has the discretion to impose special conditions above and beyond the funding source which would also determine allowability of cost.

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

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are: necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

#### ***What are the guidelines of Allocable?***

Allocable is defined by the dictionary as: capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Above and beyond this definition allocable also means that the cost must be related to the activities identified in the approved workplan.

#### **B. Supplanting**

SB 73 Clean Energy Job Creation funds may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount

## APPENDIX 4

### Allowable Expenditures Guidance

of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

#### **C. Allowability of General Costs**

The Table 1 below is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations (2 CFR Parts 215 and 220) [http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf)

However, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable and not supplanting, and any additional cost restrictions identified in the RFA would supersede allowable costs within this document.

**Table 1 - Allowability of General Costs**

Allowable	Unallowable
<p><b>Advertising Costs</b> are those that are solely for:</p> <ol style="list-style-type: none"> <li>1. The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored;</li> <li>2. The procurement of goods and services for the performance of a sponsored agreement;</li> <li>3. The disposal of scrap or surplus materials acquired in the performance of a sponsored agreement except when non- Federal entities are reimbursed for disposal costs at a predetermined amount; or</li> <li>4. Other specific purposes necessary to meet the requirements of the sponsored agreement.</li> </ol>	<p><b>Advertising and Public Relations Costs</b> include the following:</p> <ol style="list-style-type: none"> <li>1. All advertising and public relations cost unless specified as allowable;</li> <li>2. Costs of meetings, conventions, convocations, or other events related to other activities including:               <ol style="list-style-type: none"> <li>a. Costs of displays, demonstrations, and exhibits;</li> <li>b. Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and</li> <li>c. Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;</li> </ol> </li> <li>3. Costs of promotional items and memorabilia, including models, gifts, and souvenirs;</li> <li>4. Costs of advertising and public relations designed solely to promote the institution.</li> </ol>
<p><b>Public Relations Costs</b> are those that are solely for:</p> <ol style="list-style-type: none"> <li>1. Costs specifically required by the sponsored agreement;</li> <li>2. Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or</li> <li>3. Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.</li> </ol>	

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**Allowable Expenditures Guidance**

<b>Allowable</b>	<b>Unallowable</b>
<b>Audit Costs</b> (can be included in indirect cost)	<b>Alcoholic Beverages</b>
<b>Communication Costs</b> (telephone, telegrams, postage, messenger)	<b>Alumni Activities</b>
<b>Personnel Services</b>	<b>Bad Debts</b>
<b>Equipment Costs</b> that are within the objectives of this RFA will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability	<b>Entertainment Costs</b>
<b>Materials &amp; Supply Costs</b> (only those actually used for performance of sponsored agreement)	<b>Contingencies</b>
<b>Meetings and Conferences</b> primary purpose of dissemination of technical information are allowable. This includes costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences.	<b>Lobbying</b>
<b>Supportive Services</b>	<b>Losses on Other Sponsored Agreements or Contracts</b>
<b>Travels</b> (In-state and <u>approved</u> out-of-state travel and follow state per diem set in accordance with California Department of Human Resources)	<b>Out-of-State Travels</b> without prior approval