

Workforce Accelerator Fund 2.0
Frequently Asked Questions
UPDATED MAY 15, 2015

1. Where I can find any notifications and/or updates related to this application?

You can find the information on the Web site of the California Workforce Investment Board. The grant information is found at <http://www.cwib.ca.gov/Initiatives.htm>. The Q & A link will be updated every Friday by COB.

2. Where I can find Q&A for the current Workforce Accelerator Fund 2.0 Grant?

The Q & A link will be uploaded by 4:00 pm on Friday, May 1, 2015 in the link provided above.

3. Can nonprofit, private universities be a lead applicant on this RFA?

Yes. The RFA states that eligible applicants for this funding include business-related non-profit organizations.

4. Is there anything that prohibits an applicant from submitting both a “New” and an “Existing” application?

No. If you are the lead applicant on an existing WAF project, you could submit a proposal which would implement, replicate, or scale your current innovative project. You could also submit a completely different proposal as a new applicant.

5. Is there a list of grantees and any related information from last year's workforce accelerator grant 1.0?

Information regarding the Workforce Accelerator Fund grant 1.0 can be found on the Employment Development Department's site at: <http://www.cwib.ca.gov/res/docs/Other%20Events/Workforce%20Accelerator/WAF%20Award%20Announcement%20Web%20Posting.pdf>

6. The instructions state that, if funded, one must follow the WIA/WIOA eligibility requirements. Does it also include following the WIA outcome measure requirements for our County?

Under section G. Performance, the RFP states “Applicants are required to propose project performance targets and goals, and metrics and deliverables that fit with identified target populations. Specific project strategies and outcomes will be determined with each grantee.”

7. What type of follow-up services does it require? Same as WIA?

*Participant follow-up serves to validate project performance measures for job seekers beyond the length of the project. This will enhance past-performance reviews during future grant proposal evaluations. However, follow-up services are not **required** for this grant.*

8. **If a proposer is targeting Returning Veterans with Disabilities as the target population would this group be considered as one or two separate groups?**

It would be considered one group – Returning Veterans.

9. **I am wondering if you can further elaborate about the "low-income workers" population that can be served under this grant. Must they be incumbent workers, or can they be unemployed or underemployed workers that cycle through dead-end, low wage jobs? Any detailed definition on this category would be helpful.**

Determination guidelines for low-income individuals can be found in The WIA Eligibility Technical Assistance Guide http://www.edd.ca.gov/jobs_and_training/pubs/rwsd14-4.pdf.

10. **Can a lead applicant also be a partner on another application**

Yes. Any qualified lead applicant may be a partner on another application.

11. **Does this RFA require Letters of Commitment?**

No, Letters of Commitment are not required and should not be submitted with the application. Team member and partner commitments should be described in the project narrative and team narrative.

12. **In Appendix B part 2, Certifications/Assurances, c.) Sectarian Activities, the RFP states: The Subgrantee certifies that this subgrant agreement does not provide for the advancement or aid to any religious sect, church, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever.**

Can religious or faith-based organizations apply for this grant?

Faith-based organizations may apply for this RFA, provided that they meet the eligibility criteria described in the RFA. Additional details specific to faith based organizations:

Faith-based organizations that receive USDOL support may:

- *Continue to carry out their religious activities*
- *Keep religious signs or symbols in their facilities*
- *Continue to select their board members (including members of the clergy) and otherwise govern themselves on a religious basis*
- *Offer voluntary religious activities to program participants—keep in mind that no “direct” Federal support can be used for religious activities and these activities must be separate in time or location from federally supported activities and voluntary for program participants.*

Prospective or active program participants:

- *Must not be treated differently because of their religion or religious beliefs (or lack thereof) Must be permitted to freely express their views and exercise their right to religious freedom*
- (continued)*

- *Must be provided with reasonable accommodation for their religious beliefs in programs; ‘reasonableness’ is determined on a case-by-case-basis, with regard to the particular circumstances involved*
- *Must be informed that participation in inherently religious activities is voluntary, and that their choice whether or not to participate will not affect the quality of the service they receive*

13. What will be the grant period for WAF 2.0 grants?

Grants are anticipated to start between June 16 and June 30, 2015 and end 12 months after the start date.

14. How do we fill out the Project Goals and Performance” section of the Overview Matrix

All applicants must address A. System Goals and Performance. Only those that plan to include direct services to clients should answer B. Service Delivery Goals.

All applicants must list a minimum of 1 System Goal, but no more than 4 in the overview matrix. Applicants that plan to include direct service delivery must list a minimum of 1 Service Delivery Goal, but no more than 3 in the overview matrix.

Examples of both System Goals and Performance and Service Delivery Goals and success indicators are listed below:

System Goal <u>OR</u> Service Delivery Goal	How Will Success Be Measured? <u>OR</u> Metric
Design CTE program supports with students and alumni	-32 students recruited to participate -Student barriers identified and addressed -Documentation of program and services available in a toolkit for replication
Increase enrollment and completion of low-income students in Career Technical Education programs	-20 students enrolled -16 Complete -14 placed in training related employment
Replication and scaling of program through sharing of curriculum, focus group analysis, and data.	3 CTE/CC programs will adopt all or part of the pilot program model within a year of Toolkit completion
40 youth on public assistance placed paid and unpaid internships	Internship completion rate of 80%
Youth peer mentoring process developed	Peer evaluations at end of mentoring
Creation of partnerships with employers and other community members	Double # of partners/employers (from 6 to 12)awareness of positive impacts of mentorship/internships by
25 Veterans enrolled in nursing transition program	70% completion 65% placed in nursing occupations
Accelerate the training of Vets with medical experience through competency testing and transition of military credentials	Shorter time to completion of experienced Vets (v. traditional student) Creation of articulated pathway for LVN

	licensing challenge
Scaling of the model via sharing of tools, pathways, and curricula.	5 Agencies and Community Colleges partner to pilot replication
Test use of virtual services on jobseeker client core services	-Reduce time to placement by 15% -Increase attendance by 20% -Increase response rate to career advisors by 20% - 80% report increased employment skills
Creation of tools specific to youth and adult jobseekers	-90% of Jobs seekers and staff report satisfaction with service model -90% of career advisors report improvement in client interactions
Develop tools and instructions for replication	-Materials available for download on agencies' websites -Model shared at 1-2 workforce events (by June 2015)
Assessment of competencies and "translation" to customized resume and outreach tools	Employer's report that new tools better meet their hiring requirements
Creation of competency-based Bridge program in health care	-Decrease in time to complete by 20%
Development of model to support LTU in completing training and entering employment	-Decrease transition time from classroom to "earn and learn" employment by 50% -Increase in retention by 50%

15. In looking over the RFA for the second round of the WAF, we noticed Existing WAF Target Populations do not include ex-offenders. We are an existing WAF 1.0 recipient and want to apply for a grant to implement recommendations from our current project. The recommendation to develop an apprentice training program which will enhance the employability of ex-offenders would also benefit our CalWORKS population. Since ex-offenders are not listed, what is the best applicant type to apply under, New or Existing?

A WAF 2.0 proposal to develop an apprentice training program benefitting ex-offenders and CalWORKs should be submitted under New Applicants.

16. The SFP states that 1:1 in kind or cash match is required but makes no mention of match commitment letters. Are letters required?

No. Commitment letters are not required and should not be included in the submission.

17. Will we be required to track and report the match?

Matching funds must be reported at least quarterly in CalJOBS and must be documented in your records. In-kind matches must be valued at Fair Market Value.

18. What is the expectation for projects to focus on planning vs direct services? Should it be more on planning or is it okay to provide direct services?

Direct services to participants are allowed. However, applicants are encouraged to take an "R&D" approach. Please refer to the Project Goals section on page 5 and the "Big Idea" section that begins at the bottom of page 6 of the RFA.

19. Where do I find the projects funded under WAF 1.0 and their outcomes?

See question #5.

20. Can project funding be used to target low income workers, regardless of immigration status?

According to the WAF 2.0 RFA, Low-Income Workers are a targeted group in this grant. If the low-income workers are also immigrant workers, they must have the legal authorization to work in California to be eligible.

21. Can project funding be used to target immigrants?

No. Immigrants are not a targeted group of this grant.

22. The following statement is quite broad: New WAF projects will address gaps and increase efficiencies in:

- The service delivery pipeline of the workforce system
- The alignment of funding for the targeted populations

Can you clarify? It seems that as long as we address one or both of these areas (in some way) that affect (in some way) one of the targeted populations, it seems like our proposed project would be eligible to apply.

Correct. If your proposal addresses service delivery and/or alignment of funding and it will affect one of the targeted populations stated in the RFA, your proposed project would be considered eligible to apply.

23. Can you specify what costs will be unallowable and whether or not those costs can be incorporated into the match (if needed)?

Appendix A, "Administrative Cost Definitions" in the RFA, defines Allowable Cost and provides a link to Directive WIAD03-10 Allowable Costs. All costs must meet WIA requirements to be attributable to your project.

24. Are there restrictions on where the cash/in-kind match can come from?

The RFA states only that applicants will demonstrate a dollar-for-dollar match of cash or in-kind support for their project activities. In-kind funds may come from any source, but all existing government restrictions on those funds still apply.

- 25. One of my biggest questions is regarding the location of the lead applicant. In Appendix B it says in section 2 a “Corporate Registration: The subgrantee, if it is a corporation, certifies it is registered with the Secretary of State of the State of CA.” Does this also apply to 501c5’s? I’m asking, because SEIU is planning to submit a proposal. Our project is collaboration between our International, based in Washington, DC, but with numerous offices and staff based in California. The SEIU is a 501(c) (5) unincorporated association. We also have a 501c3 not for profit Corporation – the SEIU Education and Support Fund, based in Washington DC, which provides training and education support throughout the US, in collaboration with our SEIU locals, including in California. Would either of these entities qualify as the lead agency? The project would, of course, be based in California and involve collaboration with many California agencies.**

Your 501c3 would be the better lead applicant since they are registered with the California Secretary of State.

- 26. Can we get a list of the projects that were funded under the Workforce Accelerator Fund 1.0 projects - to assess if our design plan support or replicates successful innovations that emerged from Workforce Accelerator Fund 1.0 projects?**

See question #5.

- 27. On page 8, it states that for those projects engaged in direct service delivery, job seeker participants must meet WIA, and as appropriate, WIOA eligibility requirements. Can you please clarify what is meant by this language?**

The funding for WAF 2.0 comes from the Department of Labor (DOL). Funds awarded before 06/30/2015 require all participants served by those funds to meet Workforce Investment Act (WIA) eligibility guidelines: http://www.edd.ca.gov/Jobs_and_Training/pubs/rwsd14-4.pdf.

- 28. We are focusing on serving disconnected youth. Is the ultimate goal to prepare clients to gain skills they will need in the future such as a certificate, life skills training, or to place them directly to a subsidized or unsubsidized job?**

The RFA states that applicants should focus on addressing the “Big Idea Gap or challenge.” An applicant must identify that challenge or gap and demonstrate how the project would significantly improve employment for one or more of the targeted groups. The successful results would be clients gaining skills, certificates, life skills training, and placing them directly into subsidized or unsubsidized employment.

- 29. Are Letters of Support permitted to be submitted with the RFA?**

See question #11.

- 30. Apprenticeships require wage incentives. If a funding source covered those wage incentives (paid to apprentices), would that be eligible for the 1:1 match?**

Yes, non-WAF 2.0 funds used as wage incentives would qualify as a cash match.

31. Can state or federal dollars be used for matching?

See question #24.

32. On the budget form is “WIA 15 percent”. What does this refer to? What is the 15 percent?

WIA Fifteen Percent Funding refers to a type of Department of Labor funding. The WAF 2.0 is being funded with 15% Workforce Investment Act (WIA) funds.

33. Request for Application, page 8, item F. lists Eligible Applicants. As noted above we are a worksource/one-stop center funded by the County of Los Angeles. We are a government entity (Joint Powers Authority “Special District”) formed by four cities. Are we eligible to be a Lead Applicant? Do we come under the category “business-related non-profit organizations” or the category “workforce intermediaries”?

According to the definition of your organization that you provided, you are eligible to be the Lead applicant in the WAF 2.0 grant. Your organization would classify as a “Workforce Intermediary”.

34. Request for Application, page 8, top paragraph (Item E), states “Successful applicants will demonstrate a dollar for dollar match of cash or in-kind support for their project activities.” Can match include adult or dislocated WIA/WIOA dollars to supplement project activities?

See question #24.

35. What documentation is required for matching dollars?

In-kind matches must be verifiable from your records. Those contributions must be for activities that are allowable under the grant. Those records must be maintained with your project records. The methods used to value in-kind must be documented. In-kind value must not exceed Fair Market Value.

36. If activities such as On-the Job Training (OJT) and/or Work Experience (WEX) are utilized can the following be used as match: the salary paid by the OJT employer minus the reimbursement portion of the OJT; and for WEX worksites can the WEX supervisor’s time be counted as match?

Yes and yes.

37. Frequently Asked Questions, Updated May 8, 2015, page 3, item 13, identifies grant period to start June 16-30, 2015. Does this grant overlap the WIA/WIOA Fiscal Year that begins July 1, 2015 and ends June 30, 2016? When and how will funds be awarded to successful applicants – (monthly, cash advance, cost reimbursement, etc.)?

Yes, the grant period overlaps that period. WAF 2.0 Awardees report expenditures and request cash (via wire transfer) through CalJOBS, the state’s reporting system.

38. Cover Page of Application is the Total Project Budget, the total dollars requested plus match and the Requested Amount is the total dollars requested without the match, is this correct?

Yes. An applicant makes a request for WAF 2.0 grant dollars and the match is the funding they bring to the project.

39. Budget & Supplemental Budget, contractual services (Item N in budget and item II in supplemental budget) are all costs in this category considered Program?

Not necessarily. The applicant may have administrative costs represented in many of the line items. Contractual services belong to whichever category best describes the services provided.

40. Can a Lead Applicant submit and be considered for more than one application?

Yes.

41. Given that the webinar had to be moved to Friday, will the due date for the grant be extended?

No, the due dates listed in the WAF 2.0 RFA remain the same.

42. What are the paperwork enrollment requirements for this grant? Do they differ from the standard WIA enrollment through the WorkSource Centers?

No. The standard WIA enrollment applies.

When are proposals due? Will there be an extension?

WAF 2.0 Applications are due May 21 at 3 pm. No extensions or exceptions.

43. Do we need to name specific individuals as innovators or can we describe their role and appoint them later?

You do not need to name individuals if they have not yet been assigned, however in that case you must at minimum describe the organization and their capacity to play that role on the Project Team.

44. Would a Building Trades Council count as representing employers in the “customer” category of the Project Team?

*A Building Trades Council would qualify as representing job seekers. Each project must include partners who represent **at least one** of the potential “end use customers” of the projects: job seekers or employers.*

45. Can applicants apply for “new” and “existing” WAF projects if we plan to expand a WAF 1.0 project and have a new 'big idea'?

Yes. Applicants may apply in both categories.

46. If we were not a part of a WAF 1.0 project, could we replicate/implement a project for the same or a different population for our area?

Yes. You may be part of an "existing WAF project" team or application.

47. What do you mean by "Portable Format" PDF?

Portable Format includes any electronic format that cannot be edited by a third party, e.g. Adobe, etc.

48. Will there be a confirmation email upon sending application?

No. There will be no confirmation email upon submittal of applications.

49. On the budget form, Column A says 'WIA 15%'. What does that mean? How do we complete that column of the form?

WIA 15% is the funding source for this project (see page 7 of the RFA). Applicants should fill in that column with the amount of funding requested in their application by applicable line items.

50. Will there be a transcript of the webinar and questions/answer here?

There is not transcript. All questions submitted by Friday May 15 will be posted on the CWIB website.

51. Wouldn't the project team be the innovators? I don't understand why one person/organization would be named the innovator.

The entire project should be "innovative". However, applicants must list at least one member representing each of the three categories as part of the Project Team (see page 4 of the RFA).

52. Any suggestions of how to attach the provided PDF doc to the other 4 pages for one single PDF document?

All applications must be submitted as a single PDF document (see page 10 of the RFA). Individual software packages have specific directions for combining documents which can be found on line. Multiple documents may also be scanned into a single document using a copy machine or other scanning device.

53. Can a single organization fit into more than one category as partner? (innovator AND customer, for example)

No. Unique originations and/or individuals must represent each of the Project Team categories.

54. Do we have to already have the match funds in hand, or can they include funds we anticipate raising to support the project?

You may include funds you anticipate raising. All matching fund costs must be documented quarterly, and the full match must be met by the end of the grant term.

55. What are the requirements for documenting the match?

Any funding source may be used as matching funds (in kind or cash). Grantees will be required to submit quarterly documentation of costs/expenses documenting the project match budget.

56. What is the cap for indirect cost rate?

*The cap for **indirect costs** is the difference between the total administrative costs and the 10 percent administrative cost-cap for the award. For example, if the grant award is \$100,000 the 10 percent administrative cost-cap would be \$10,000. If the actual administrative costs budgeted were \$8,500, the cap for the indirect costs would be \$1,500 ($\$8,500 + \$1,500 = \$10,000$).*

*However, **unrecovered or unclaimed indirect costs** may be used as a cash-match so long as those costs are related to the project.*

57. Is the indirect cost the same as what is referred to in the Appendix as administrative cost?

*Please Appendix A, Administrative Cost Definitions for information on **administrative** versus **indirect costs**.*

58. Since the Project Narrative is limited to 2 pages are we to address the projects outputs and outcomes (performance metrics) in both the narrative and the overview matrix?

You should address the project outputs and outcomes briefly in the project narrative (see project Proposal Tables on pages 11-13 of the RFA) and in detail in the Form 1 Project Overview Matrix. See #14 above for additional details.

59. Are you allowed to use WIA 15% or Dislocated Worker funds as match on this grant? Are we allowed to use CalFresh Employment and Training (E&T) funds as match?

Yes. Any funding source may be used as matching funds for the WAF 2.0 grant.

60. How much text can be entered into each of the overview matrix cells? Can the form extend to more than one page or is it limited to one page?

Text box capacity is limited and the form will not extend beyond one page. Please be concise in your descriptions.

61. What are the paperwork enrollment requirements for this grant? Do they differ from the standard WIA enrollment through the WorkSource Centers?

Standard enrollment as recorded in CalJOBS.