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NOTICE OF AVAILABILITY OF FUNDS

California Workforce Development Board
In Coordination with the
Employment Development Department

On behalf of the
California Labor and Workforce Development Agency

Workforce Innovation and Opportunity Act
Regional Plan Implementation/SlingShot 3.0
Technical Assistance and Evaluation
Program Year Funding 2019/20

Request for Applications (RFA)

January 2020

Workforce Innovation and Opportunity Act
Regional Plan Implementation/Slingshot 3.0
Technical Assistance and Evaluation
Request for Applications (RFA)

Table of Contents

Section 1: Overview

A. Introduction

The Labor and Workforce Development Agency, the California Workforce Development Board (State Board) and the Employment Development Department (EDD) are pleased to announce the availability of up to $130,000 in *Workforce Innovation and Opportunity Act* (WIOA) to select an agency to assess and evaluate the progress and impact of the State Board's Regional Plan Implementation/Slingshot 3.0 (RPI 3.0) investments and up to $180,000 to select a Technical Assistance provider to provide training and technical assistance to the Regional Planning Units (RPUs) as they implement the regional plans and efforts funded by RPI 3.0.

B. Background

In 2014 the State Board embarked upon the SlingShot Challenge, an effort to accelerate income mobility through regional collaboration. Local Workforce Boards developed SlingShot regions to work with industry, education, workforce and economic development leaders to identify and solve regional employment challenges. The federal WIOA gave statutory relevance to the SlingShot initiative requiring States to designate RPUs aligned with regional labor markets and requiring regional workforce plans to facilitate the implementation of sector strategies, the coordination and alignment of service delivery systems, the pooling of administrative costs, and the collective development of shared strategies among regionally organized Local Boards. To support the implementation of the regional plans, the State Board funded: Regional Organizers in each region to support ongoing efforts to enhance collaboration of regional workforce leaders and implement the Regional Plans; Regional Training Coordinators to ensure that the staff and partners involved in the regional workforce system receive training and professional development; and Regional Plan Implementation grants to invest in the efforts of the RPUs to implement the goals and objectives of their regional plan. Regional Plan Implementation grants were funded in 2018, and 2019 and awards will soon be announced for 2020.

The purpose of the Regional Plan Implementation funding is to support the RPUs in their efforts to organize regional industry leaders and workforce, education and economic development partners to achieve scale and impact in implementing the three policy objectives of the California's Strategic Workforce Plan:

- Fostering "demand-driven skills attainment" in 'high road' jobs that are in demand. Workforce and education programs need to align program content with the state's High Road Training Partnerships industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.

- Enabling upward mobility for all Californians, including populations with barriers to

employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and can access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

- Aligning, coordinating, and integrating programs and services to economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's needs and potentially unique needs, including any needs for skills-development.

Additionally, to support priority objectives the CWDB has designed the High Road Training Partnership (HRTP) and the High Road Construction Careers (HRCC) approach to model a sector strategy that can address critical issues of equity, job quality, and environmental sustainability. HRTPs are industry-based, worker-focused training partnerships that build skills for California's high road employer firms that compete based on quality of product and service achieved through innovation and investment in human capital and can thus generate family-supporting 'high road' jobs where workers have agency and voice. The recent RFA that was released to the 14 RPUs for RPI 3.0 grants included HRTP as an option to focus on.

To effectively evaluate and provide technical assistance to the 14 RPUs and the efforts explained above, in 2018 and 2019, the CWDB released Request for Applications to select organizations to evaluate the success of the initial Regional Plan Implementation/Slingshot investments through the use of interviews, focus groups, surveys and grantee data to qualitatively analyze innovation effectiveness and lessons learned, and to select a Technical Assistance provider to convene regions and provide expert advice, consultation, technical assistance, and support in the Regional Plan Implementation. The Evaluation Organization and Technical Assistance Provider selected under this RFA will build on what has occurred from the beginning and continues under the current round of RPI 3.0 grant funds.

C. Evaluation Model

There is up to $130,000 available to select an organization to evaluate the Governor's investment in Regional Plan Implementation and the evaluation model will focus on qualitative and quantitative data to assess the success of the investment in developing: regional partnerships; regional career pathway programs that result in placement of populations with barriers to employment in quality jobs; and regional administrative efficiencies and decision making. The Evaluator will collectively work with the State Board to develop a work plan, timeline, interim deliverables, and co-produce a final report with policy recommendations based on findings. The Evaluator will also work with the RPUs, the Regional Organizers and the RPI 3.0 Technical Assistance Provider to evaluate the effectiveness and success of Regional Plan

Implementation efforts, identify lessons learned, and make recommendations for future investments.

The RPI 3.0 Evaluator should have the following minimum qualifications:
- Experience working with the broader workforce system including local boards, community based organizations, training providers, and workforce intermediaries; preferably with a background in social justice advocacy;
- Accredited and published applied qualitative research.
- Experience working with economic development initiatives, including employer-led sector strategies and employer engagement strategies;
- Comprehensive understanding of the workforce system, publicly funded innovation initiatives, and public policy;
- Skill set of working with both public and private stakeholders;
- Evaluation program management

D. Technical Assistance

There is up to $180,000 available to select a Technical Assistance Provider to convene regional staff on a regular basis to share information and provide expert advice, consultation, technical assistance, and support in the regional plan implementation, with a specific focus on: promoting job quality; expanding apprenticeships; strengthening sector strategies; aligning and unifying regional career pathways and business services; strengthening partnerships; promoting strategies to ensure success of individuals with barriers to employment; supporting professional development for workforce staff and partners; and providing models and best practices to RPUs seeking to create administrative efficiency through development of regional policies. The policy objectives and examples of activities for the provision of technical assistance are:

- Providing expert advice, consultation, technical assistance, and support to RPU's to support the Regional Plan Implementation
- Providing professional development opportunities for Regional staff and facilitating Regional Organizing Exchanges and conference calls
- Promoting job quality and High Road principles
- Expanding and strengthening sector strategies and non-traditional apprenticeships
- Aligning and unifying regional business services
- Strengthening partnerships and promoting strategies to ensure success of individuals with barriers to employment
- Provide models and best practices to RPUs seeking to create administrative efficiency through development of regional policies

E. Allowable Use of Funds

The use of funds awarded in the RFA is governed by the WIOA and its associated federal regulations, state and federal directives, and the federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Appendices A through C describe the general requirements pertaining to these funds. Funds awarded under this RFA cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs. The definition of administrative costs is provided in Appendix A.

F.   Eligible Applicants

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

G.   Funding

Funding under this RFA will be provided through the WIOA. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The CWDB reserves the right to adjust the total number, duration, and amount of each grant award based upon the availability of funds.

Grant Awards
The State Board and EDD anticipate funding up to two grants; $130,000 for Evaluation and $180,000 for Technical Assistance for a duration of 17 months.

Note: The State Board and EDD reserve the option to add additional funds and/or extend grants for up to an additional 18 months with proven justification.

Section 2: Significant Dates

Table of significant events

Event	Date*
RFA Release	January 27, 2020
Q&A	Accepted and posted weekly to the State Board's website throughout the application process. All questions must be submitted prior to the final posting date.
All Applications Due	February 21, 2020
Award Announcement	March 15, 2020

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

Section 3: Application Submission Instructions

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

H.   Deadline

The deadline for applications is **February 21, 2020, <u>at 3 p.m. Pacific Time</u>**
Late applications will not be accepted.

I.   Application Submission

Applications must be submitted electronically to:

CWDBInfo@cwdb.ca.gov

All applications must be submitted as original documents* (not PDF) in one .ZIP File containing all required forms and using the following naming convention:
RPI3.0TA/EVAL_ApplicantOrganization_ProjectName

*Pages with wet signatures may be scanned and submitted as a PDF.

J. Questions

Questions regarding the instructions for this RFA may be sent to:

CWDBInfo@cwdb.ca.gov

Note "RPI 3.0 TA EVAL Question" in the subject line. Cumulative questions and answers will be posted to the CWDB [Regional Collaboration, Regional Plan Implementation](#) website under the Initiatives tab on a weekly basis until February 21, 2020.

Section 4: Application Requirements and Scoring

K. Required Application Content

This RFA has two applications, one for Evaluation and one for Technical Assistance. There are separate Exhibit D, Project Narrative and Project Team templates to choose from, complete either:
Exhibit D, Project Narrative and Project Team – Evaluation
or
Exhibit D, Project Narrative and Project Team – Technical Assistance

All applications must use 12-point font. Exhibit D, Project Narrative and Project Team page limit is 4 pages and answers should be responsive and concise. The page limit is inclusive of existing prompted questions and header.

All applications must adhere to the requirements in this section in order to be competitive, and must include all of the requested information, completed forms, and required attachments. **Applications that do not adhere to these requirements will deemed non-responsive and not be reviewed or considered for funding. All forms must be included:**

Document Name/Description	Form Provided
Cover Page	YES
Exhibit D: Project Narrative and Project Team – Evaluation **Exhibit D: Project Narrative and Project Team – Technical Assistance**	YES
Exhibit E: Funding Expenditure Plan	YES
Exhibit F: Budget Summary	YES
Exhibit F2: Budget Narrative	YES

Exhibit G: Supplemental Budget	YES
Exhibit I: Work Plan	YES

L. Scoring

Applications will be reviewed and scored by a team of independent reviewers based on the Evaluation Rubrics as described in Table 1. The scoring value of each section of this RFA is also included in Table 1 and Table 2. Scoring will be ranked highest to lowest and will serve as the primary basis for making recommendations of funding amounts.

Table 1 – Application Rubric: RPI/Slingshot 3.0 EVALUATION

Section	Description	Points
Section 1, Project Narrative, Evaluation Project Narrative	**Exhibit D, Project Narrative and Project Team** **Section 1 describes the Project Narrative and must include:** ▪ Describe the organization's experience evaluating workforce systems and/or regional initiatives. ▪ Describe the research design and suggested methodology that will be employed for this particular initiative. ▪ Provide an explanation of how the research design and qualitative methodology will address the innovative nature of the initiative. ▪ Provide an outline of the project and the project objectives as it pertains to the suggested design and methodology, including: assurances and/or self-identified outcomes, participant confidentiality, projected timeline, monthly and quarterly deliverables, interim written work, and final products. ▪ Complete Exhibit I Work Plan (will be scored in this section)	45 points available for Evaluation Project Narrative
Section 2, Project Team, Evaluation Project Team	**Exhibit D, Project Narrative and Project Team** **Section 2 describes the Project Team and must include:** ▪ Identify the individual(s) and organizational affiliation(s) represented as the Evaluation team and his/her experience and qualifications in regards to: o Comprehensive understanding of the workforce system, publicly funded innovation initiatives, and	45 points available for Evaluation Project Team

Section	Description	Points

	public policy;
	     o Skill set of working with both public and private stakeholders;
	     o Working with the broader workforce system including local boards, CBO's, training providers, and workforce intermediaries as well if any members have a background in social justice advocacy; and
	     o Evaluation of program management.
	
	 ▪ Provide physical copies or accessible URL links to pertinent accredited and published applied qualitative research.	

Budget Exhibits	▪ Complete Budget Exhibits E, F, F2, and G	10 points available for Budget
Total Points for Evaluation Application		Total of 100 points available

Table 2 – Application Rubric: RPI/Slingshot 3.0 TECHNICAL ASSISTANCE

Section	Description	Points
Section 1, Project Narrative, Technical Assistance	**Exhibit D, Project Narrative and Project Team** **Section 1 describes the Project Narrative and must include:** ▪ Describe the organization and experience in providing training and technical assistance to workforce development programs. ▪ List and describe the specific types of training and technical assistance the organization is proposing to provide to the RPUs. ▪ Describe the organization's experience convening stakeholders and hosting workforce events. ▪ Describe the organization's experience providing regional technical assistance, including employer engagement and sector strategies, ensuring services to individuals with barriers to employment, and creating shared/aligned	45 points available for Technical Assistance Project Narrative

Section	Description	Points
	policies and procedures. ▪ Complete Exhibit I Work Plan (will be scored in this section)	

Section 2, Project Team, Technical Assistance Project Team	**Exhibit D, Project Narrative and Project Team**
	Section 2 describes the Project Team and must include:
	
	▪ Identify the individual(s) and organizational affiliation representing Technical Assistance and his/her experience and qualifications in regards to:
	   o Comprehensive understanding of the workforce system, publicly funded innovation initiatives, and public policy;
	   o Skill set of working with both public and private stakeholders;
	   o Working with the broader workforce system including local boards, CBO's, training providers, and workforce intermediaries as well if any members have a background in social justice advocacy; and
	   o Technical Assistance for regional projects/work.
		45 points available for Technical Assistance Project Team

Budget Exhibits	▪ Complete Budget Exhibits E, F, F2, and G	10 points available for Budget
	Total Points for Technical Assistance Application	Total of 100 points available

APPENDIX A
Administrative Costs

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

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

b. The costs of administration are the costs associated with performing the following functions:
   (1) Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:

   i. Accounting, budgeting, financial and cash management functions
   ii. Procurement and purchasing functions
   iii. Property management functions
   iv. Personnel management functions
   v. Payroll functions
   vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
   vii. Audit functions;
   viii. General legal services functions;
   ix. Developing systems and procedures, including information systems, required for these administrative functions; and
   x. Fiscal agent responsibilities

   (2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.

   (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.

   (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.

   (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll

systems) including the purchase, systems development and operating costs of such systems.

c. Additional guidance on costs:
(1) Awards to sub recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

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

(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

(6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
  i. Tracking or monitoring of participant and performance information.
  ii. Employment statistics information, including job listing information, job skills information, and demand occupation information.
  iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
  iv. Local Workforce Development Area performance information.
  v. Information relating to supportive services and unemployment insurance claims for program participants.

d. Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b) (1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

APPENDIX B

Allowable Costs and Cost Items Matrix

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

a. Be necessary and reasonable for the performance of the award.

b. Be allocable to the award.

c. Conform to any limitations or exclusions set forth in the award.

d. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.

e. Be accorded consistent treatment.

f. Be determined in accordance with generally accepted accounting principles.

g. Not be used to meet cost sharing or matching requirements of any other federally financed program (without prior approval from the State).

h. Be adequately documented.

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

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

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

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then the project manager or Regional Advisor should be contacted. The "NS" legend key means that information may not be readily available. In this event, other information sources should be sought out before attempting to contact the project manager or Regional Advisor.

The "AP" legend key means that, in some instances, prior written approval will be required. In this event, the user should adhere to the Uniform Guidance Section 200.407, DOL exceptions Section 2900.16, and contact their project manager or Regional Advisor.

Cost Item Matrix

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	200.421	
2	Advisory councils	AC/U	AC/U	AC/U	200.422	
3	Alcoholic beverages	U	U	U	200.423	
4	Alumni/ae activities	U	NS	NS	200.424	
5	Audit services	AC/U	AC/U	AC/U	200.425	
6	Bad debts	U	U	U	200.426	
7	Bonding costs	A	A	A	200.427	
8	Collection of improper payments	A	A	A	200.428	
9	Commencement and convocation costs	AC/U	NS	NS	200.429	
10	Compensation – personal services	A/U	A/U	A/U	200.430	
11	Compensation – fringe benefits	A /U	A /U	A /U	200.431	
12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	200.433	2900.18
14	Contributions and donations	U	U	U	200.434	
15	Defense and prosecution of	AC/U	AC/U	AC/U	200.435	

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

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
32	Maintenance and repair costs	A	A	A	200.452	
33	Material and supplies costs, including costs of computing devices	A	A	A	200.453	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	200.454	
35	Organization costs	U/AP	U/AP	U/AP	200.455	
36	Participant support costs	AP	AP	AP	200.456	
37	Plant and security costs	A	A	A	200.457	
38	Pre-award costs	AP	AP	AP	200.458	
39	Professional services costs	A	A	A	200.459	
40	Application costs	A	A	A	200.460	
41	Publication and printing costs	A	A	A	200.461	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	200.462	
43	Recruiting costs	A/U	A/U	A/U	200.463	
44	Relocations costs of employees	AC/U	AC/U	AC/U	200.464	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	200.465	
46	Scholarships and student aid costs	AC	NS	NS	200.466	
47	Selling and marketing	U/AP	U/AP	U/AP	200.467	
48	Specialized service facilities	AC	AC	AC	200.468	

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

APPENDIX C
Administrative Requirements

Awardees must adhere to the WIOA Title I requirements, the Office of Management and Budget's (OMB) Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards; Final Rule [Uniform Guidance](#) and OMBs Title 2 CFR Part 2900 (DOL Exceptions).

A. Monitoring and Audits

Awardees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

If performance is insufficient, or program is not performing and making progress towards deliverables, the state will consider redirecting resources.

B. Record Retention

Awardees will be required to maintain project and fiscal records sufficient to allow federal, State, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment on this contract [Uniform Guidance](#).

C. Reporting

Awardees must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate through the State's required reporting system: (CalJOBS^{SM}). The State will provide training on how to use CalJOBS^{SM}. See Appendix E for the State Reporting System Hardware and Software Requirements.

Awardees will be required to submit monthly financial and participant reports, data elements including participant information, project activities and expenditures using CalJOBS^{SM}. In addition, awardees will be required to submit monthly progress reports which include narrative on the status of the projects. Upon closeout of the project an "End of Project" report will be required.

D. Evaluation

Awardees must agree to work with the identified third-party evaluator.