NOTICE OF AVAILABILITY OF FUNDS

by the Employment Development Department
in coordination with the California Labor and Workforce Development Agency, the Governor's Office of Planning and Research, and the Governor's Office of Business and Economic Development
on behalf of the California Labor and Workforce Development Agency

**Economic Development Pilot
Program Year 2022-23**

SOLICITATION FOR PROPOSALS

January 2023

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1-916-654-8434. TTY users call the California Relay Services at 711.

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Proposal Package Forms

The following contains the Solicitation for Proposals (SFP) required exhibits for the Economic Development Pilot Program Year (PY) 2022-23 funding opportunity. Applicants should carefully read the SFP for the required elements and follow instructions carefully to meet all proposal application requirements. Reference Appendix A for full instructions.

Required Exhibits
1. Cover/Signature Page (DOCX)
2. Exhibit A: Project Narrative (DOCX)
3. Exhibit B: Proposed Budget Summary (DOCX)
4. Exhibit B2: Proposed Budget Narrative (DOCX)
5. Exhibit B3: Advance Payment Budget (DOCX)
6. Exhibit D: Proposed Work Plan (DOCX)

Required Appendices
1. Letters of Support
2. Organization Project Resume
3. Advanced Payment Statement of Need (*if applicable*)
4. Projected Expenditure Timeline for Advanced Payment (*if applicable*)
5. Planning Document
6. Feasibility Studies and/or Permits
7. Matching Funds Notice

I. CERF Program

A. Overview

The Employment Development Department (EDD), in collaboration with the Labor and Workforce Development Agency (LWDA), the Governor's Office of Planning and Research (OPR), and the Governor's Office of Business and Economic Development (GO-Biz), announces the availability of up to $50 million from the Community Economic Resilience Fund (CERF) Program for the Economic Development Pilot for PY 22-23 grant.

B. Purpose

The objective of CERF is to build an equitable and sustainable economy across California's diverse regions and to foster long-term economic resilience in the overall transition to a carbon-neutral economy. To achieve this objective, CERF includes a focus on investments that target equitable economic outcomes for workers and communities. Thus, CERF prioritizes regional and worker-centered inclusive economic planning while aligning with and leveraging state investments (e.g., High Road Training Partnerships, infrastructure investments, community capacity building programs), federal investments (e.g., American Rescue Plan Act, Infrastructure Investment Jobs Act), and philanthropic and private-sector investments.

CERF was established by Senate Bill 162 (2021) and amended in Assembly Bill 2342 (2022). CERF aims to fund regional programs and high road economic development strategies that directly complement state and federal infrastructure investments in multiple sectors. The program's high road focus prioritizes strategies that include but are not limited to: (i) improving job quality and job access, including for women and people from underserved and underrepresented populations, (ii) meeting the skill and profitability needs of employers, and (iii) meeting the economic, social, and environmental needs of the community.[1]

The Economic Development Pilot will fund projects that have already emerged from existing regional processes or plans and are ready for implementation. This gives regions the opportunity to showcase innovative projects that advance the goals of CERF. This SFP fulfills the requirement of SB 162 that the program "provide a small initial tranche of funding for economic diversification pilots with demonstrable high road elements in those regions already engaged in economic recovery and transition planning."[2] These projects will align with the high road focus of the program and will demonstrate potential uses of CERF Implementation Phase funding.

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[1] Pursuant to Division 7, Chapter 2, Section 14005 (r) of the Unemployment Insurance Code (UIC).
[2] Pursuant to Division 7, Chapter 5.1, Section 14531 (e) of the Unemployment Insurance Code (UIC).

II. Economic Development Pilot Project Design

A. Overview

The Economic Development Pilot will fund projects that are not directly tied to the CERF Planning and Implementation phases but that illustrate the types of projects that may be funded during the Implementation phase of the program. As such, these projects must align with the values of the CERF program. The grant funds can be used for various activities related to advancing a high-road economy that meet community or industry needs within a region or across multiple regions.

The CERF program includes the following core values for project development. Applicants should reflect on how their proposed project aligns with each of these core values.

- **Equity:** Projects must prioritize the needs and interests of disinvested communities across the region. Prioritizing equity requires identifying how the benefits and burdens of economic development, regional planning, and other relevant processes are distributed in and across communities. Equity includes "leveling the playing field" by identifying and remediating systemic barriers facing specific groups. It requires identifying present-day disparities and confronting the planning, development, and decision-making processes that keep existing barriers in place and perpetuate historical injustices.[3]
- **Sustainability:** Projects must advance economic development that is self-sustaining and aims at a carbon-neutral, climate-resilient economy addressing the needs of the region's communities.
- **Job quality and access:** Projects must prioritize jobs that provide a family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules, and safe working conditions. Quality jobs must be accessible to communities throughout the region, with a specific focus on equitable access for members of disinvested communities and other groups facing labor market barriers.[4]
- **Economic competitiveness:** Projects must strengthen the region to compete effectively in the global economy and deliver prosperity to the region. This includes leveraging a region's comparative advantage, diversifying its economy, and training its workforce to prepare for jobs in emerging industries.
- **Economic resilience:** Projects must focus on improving the region's ability to avoid, withstand, and recover from economic shocks. This includes foreseeing, adapting to, and leveraging changing conditions to a region's economic advantage.

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[3] Adapted from Department of Toxic Substances Control (DTSC) Office of Environmental Equity.
[4] California High Road: A Road Map to Equity

B. Eligible Applicants

This SFP requires local partnerships and collaboration. Award recipients will also work closely with staff from LWDA, EDD – Central Office Workforce Services Division, GO-Biz – Community & Place-Based Solutions Team, and OPR.

Proposals will be accepted from:
- Non-profit organizations
- Community-based organizations
- District organizations of an EDA-designated Economic Development District
- Institutions of higher education or consortium of institutions of higher education
- California Native American Tribes or a consortium of California Native American Tribes
- Local governments, Special Districts, Metropolitan Planning Organizations (MPO), etc.

For-profit entities are not eligible to apply. The applicants must be based in the United States.

C. Target Populations

CERF emphasizes inclusive economic development to ensure equitable outcomes for disinvested communities. Disinvested communities face many challenges resulting from inequitable land use and zoning policies, exclusionary economic development processes, underinvestment, and a lack of meaningful engagement with community residents in planning and policy decisions. Investments that benefit disinvested communities will be a priority for proposed projects.

CERF defines 'disinvested communities' as any of the following:
- Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency
- Census tracts with median household incomes at or below 80 percent of the statewide median income, or with the median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code.
- 'High poverty area' and 'High unemployment area' as designated by the California Governor's Office of Business and Economic Development California Competes Tax Credit Program
- California Native American Tribes as defined by the Native American Heritage Commission (NAHC) Tribal Consultation Policy

III. Project Requirements

All proposals must adhere to proposal requirements, use the required format, and include all requested information and attachments or the submission will be deemed non-responsive. Proposals that do not meet the minimum requirements will not be scored nor considered for funding. Refer to Appendix A for guidance on completing, formatting, and submitting all elements of the proposal package.

A. Project Requirements

The goal of the Economic Development Pilot funding is to prioritize equity, sustainability, job quality and access, and economic competitiveness and resilience across the state through investments in projects that are ready to begin implementation by September 2023.

Projects submitted for funding must do the following:

- Support job quality and labor standards that are in line with the high road intent of the CERF program. High road job quality and labor standards may include but are not limited to: (i) payment of workers at or above local or regional living wage standards as well as payment at or above regional prevailing wage standards where such standards exist for the occupations in question, (ii) provision of opportunities for career advancement and wage growth, (iii) health and paid leave benefits, (iv) predictable schedules, and (v) safe and healthy working conditions. High road labor standards may be defined through project labor agreements and/or community workforce agreements.
- Address geographic equity and access to basic services issues, accounting for differences in urban, suburban, rural, and tribal communities, and emphasize investment in disinvested communities.
- Organize strategies by industry or geography, or both, within or across regions, with the potential to focus on regionwide strategies or on one or more specific priority projects within a region.
- Include a range of activities related to economic diversification. Examples include but are not limited to include creating innovation hubs for key growth industries, expanding incubator or accelerator programs that provide technical assistance for small business owners to connect to larger industry clusters, identifying business retention or layoff aversion strategies for industries that have been hit hard by recent economic instability, or other projects and activities that advance a high road economy.
- Coordinate with, advance, and complement, without supplanting, state and federal infrastructure investments. Examples include but are not limited to projects funded by Infrastructure Investment and Jobs Act (IIJA) or the Inflation Reduction Act (IRA).
- Align with regional workforce needs by linking directly to high road training partnerships, high road construction careers training programs, or other workforce training that supports high quality jobs, wherever such partnerships exist or emerge in the region.
- Align with state climate goals. To be in alignment with state climate goals, projects must not exacerbate existing harms nor increase environmental degradation. Examples include but are not limited to fostering the development of low-carbon or regenerative industries, reducing and/or mitigating GHG emissions, or mitigating or adapting to present day hazards.

B. Eligible Projects

Projects must be identified in a locally adopted regional or subregional planning document from within the last five years. Examples of eligible plans include the following:

- Community Investment Playbook
- Unified Strategic Workforce Development Plan (State Plan)

- Economic or community development strategy
- Infrastructure financing or community revitalization plan
- US Housing and Urban Development consolidated plan
- Regional growth plan
- Other similar plans or strategies adopted by a local or regional body.

Projects must have completed feasibility and environmental studies and received permits, if relevant.

The Economic Development Pilot program will provide funding within but not limited to the following categories: Innovation Ecosystem, Entrepreneurship and Access to Capital, Infrastructure and Community Facility Development, and Social Infrastructure, as defined below.

Innovation Ecosystem
- Projects address innovation gaps in an industry, such as fostering an entrepreneurial culture, bringing ideas to market by supporting product or commercialization development, market-relevant R&D investment, support for businesses to incorporate new products or processes, and related supply chain advancements.

Entrepreneurship and Access to Capital
- Projects support firms and entrepreneurs with the capital required for new and expanding businesses, such as incubators and accelerators and revolving loan funds, among others.

Infrastructure and Community Facility Development
- Projects support targeted value chain investment for cluster growth, such as tailored or supportive infrastructure development, and multipurpose real estate development.

Social Infrastructure
- Projects that remove barriers for communities to access opportunities such as equity initiatives, capacity or network building, or wrap-around safety net supports that enable participation in local and regional economic initiatives.

CERF actively encourages the incorporation of high-road workforce training that builds sustainable career pathways and aligns with industry needs for the CERF Economic Development Pilot. Therefore, projects in Innovation Ecosystem, Entrepreneurship and Access to Capital, Infrastructure and Community Facility Development, and Social Infrastructure may include sub-projects in workforce training and supportive services. "Training" refers to establishing, strengthening, or expanding sectoral partnerships or regional workforce training systems to provide workers with high-road jobs and employers with skilled workers. Efforts to reach historically disinvested populations and areas, communities of color, women, and other groups facing labor market barriers, such as persons with disabilities, disconnected youth,

individuals in recovery, individuals with past criminal records, including justice-impacted and reentry participants, and veterans and military spouses are encouraged.

C. Program Metrics

Proposals must include indicators and metrics for evaluating project success that are specific, measurable, and appropriate. Some sample metrics for each project type include:

Innovation Ecosystem
- Anticipated number of new licensed technologies or patented innovation
- Anticipated number of new start-ups, spinouts, or exits
- Number of minority- or women-owned businesses, or small/midsize businesses in disinvested communities, expected to directly benefit from CERF investment
- Anticipated number of high-quality jobs

Entrepreneurship and Access to Capital
- Anticipated number of incubator or accelerator participants from disinvested communities
- Expected number of small/midsize businesses or minority- or women-owned businesses with access to funding
- Anticipated number of high-quality jobs

Infrastructure and Community Facility Development
- Size of population expected to benefit from investment
- Anticipated new businesses or expansion of businesses in disinvested communities
- Anticipated number of quality jobs

Social Infrastructure
- Number of network partners serving or representing members of disinvested communities
- Number of new initiatives or partnerships that contribute to social safety net programs
- Anticipated number of high-quality jobs

D. Environmental and Community Risk Mitigation

Activities funded by this program must comply with applicable, local, state, and federal laws and regulations, including the California Environmental Quality Act and other environmental permitting requirements. Interagency staff may assist the applicant with verifying applicable compliance with state and local policies; however, the applicant is solely responsible for project compliance. Applicants must be prepared to submit any permits, surveys, or reports that support the status of their environmental compliance.

Applicants must provide a public involvement plan demonstrating meaningful engagement of the community affected by the project, including environmental justice communities and disinvested communities where applicable. Applicants must detail the potential for community displacement and the strategies that the lead applicant and any project partners have undertaken or will undertake to mitigate those risks. In addition, the mitigation plan should

identify vulnerable communities or small businesses in the project area and existing displacement avoidance policies or programs in place in the project area.

IV. Application Package Requirements and Submission

All applications must adhere to Application Package requirements, use the required format, and include all the requested information and attachments; otherwise, the application will be deemed nonresponsive. Applications that do not meet the minimum requirements will not be scored or considered for funding. Refer to Submission Instructions in Appendix A for guidance on how to properly complete, format, and submit all elements of the Application Package. A maximum of 15 pages (12-point Arial font, single-spaced) will be accepted for the project narrative (Exhibit A). Applicants have the flexibility to decide how they want to distribute the 15 pages over the narrative requirements.

One application package will be accepted from each applicant. Do not submit more than one proposal.

Data and Supporting Evidence
Successful applications must use a combination of quantitative and qualitative supporting data as applicable from a variety of reliable sources that demonstrate their knowledge and background in the field. Relevant data sources include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or any other reliable data source such as consultation with industry associations, local jurisdictions, community-based organizations, or mandatory and non-mandatory partners. Applicants should also use local data sources that illustrate their experience serving the target populations. Appendix G suggests several data sources and tools, which applicants and successful grantees may use. Appendix F lists several useful Internet Resources available to applicants.

A. Project Narrative

The Project Narrative should present an overview of the project. It should highlight the process from which it emerged, including specific references to the sections of the planning document the applicant is tying the project to. The Narrative should also explain how the project will benefit the region.

The Narrative should also describe the following:
- Objectives and Vision
  - Describe the general goals, outputs, and outcomes of the project
  - Identify the industry, geography, or stakeholder group targeted by the project and establish the project's need in the regional context
  - Explain how the project relates to the process from which it emerged
- Alignment with CERF Priorities
  - Explain how the project aligns with the CERF values listed in Section II.A, such as:
    - Identify relevant labor standards that align with the high road vision of the program,

as applicable
- Explain how the project will provide direct, long-term benefits to disinvested communities. The narrative should identify the percentage of funds expended in a disinvested community or the percentage of project beneficiaries from disinvested communities.
- Describe contributions to greenhouse gas (GHG) emissions mitigation, climate vulnerability, or adaptation or mitigation efforts
  - o Describe the community outreach and engagement process that informed development of the project
- Project Design
  - o Explain the project in detail by articulating specific project goals, objectives, outputs, and outcomes
  - o Delineate activities, timelines, and milestones included in the Proposed Work Plan that demonstrate how the goals of the project will be achieved
  - o Include clear indicators and metrics for tracking success of the project in achieving anticipated outcomes
- Alignment with Existing Investments
  - o Identify state or federal programs aligned with project and explain how project complements, but does not supplant, investments
  - o Identify complementary workforce development programs or other programs or plans that advance high quality jobs and explain how the project aligns with these programs, if applicable
- Applicant Capacity
  - o Describe successful past implementation of a similar project
  - o Describe organizational capacity to manage and implement the project, including identifying key personnel
- Project Risks & Community/Environmental Mitigation
  - o Describe all materials risks and potential implementation challenges to the project, as well as possible solutions or mitigation plans
  - o Identify potential for community or worker displacement and describe strategies that applicant and partners have undertaken or will undertake to mitigate those risks (see Section III.D of this SFP for more information)

B. Application Package Exhibits

1. Exhibit B: Proposed Budget

The Proposed Budget should be easy to read and provide a clear understanding of how projects plan to allocate funding resources. Program Costs and Administrative Costs must add up to the total award amount. Priority will be given to budget proposals that include the following:
- Budgets that reflect the overall project objectives and program goals.
- Budgets that focus on equity and inclusion.

2. Exhibit B2: Proposed Budget Narrative
The Proposed Budget Narrative will accompany the Proposed Budget. The Proposed Budget and Proposed Budget Narrative must provide written explanation of budget allocations, describing details and rationale for proposed expenditures. For instance, details may include specifics of personnel costs (e.g., positions, salaries, and benefits), contracts, etc. The Proposed Budget should be easy to read and provide a clear understanding of how the project plans to allocate funding resources.

3. Exhibit B3: Advance Payment Budget
The Advance Payment Budget must document the total Advance Payment requested as well as the percent. The line-item categories must align with the information provided in the Proposed Budget and Proposed Narrative.

Note - If the applicant is not requesting Advanced Payment, please select "Not Applicable," below the Project Name.

4. Exhibit D. Proposed Work Plan
The Proposed Work Plan exhibit is a high-level overview of activities and timelines. It should correspond with more detailed descriptions of the Work Plan in the Project Narrative.

C. Required Appendices

1. Letters of Support
Applicants are required to submit a minimum of three letters of support from project partners.
a. One letter required from the lead agency of the related planning document
b. One letter required from a relevant local project partner
c. One letter required from one of the following entities:
   - Local or regional government
   - Economic development agency
   - Workforce development agency
   - California Native American Tribe

Note – Although the Economic Development Pilot Project funding is included in SB 162 (2021), the project does not require HRTC approval or endorsement for submission.

2. Organization Project Resume
Applicant must include a 2-page organization resume listing the most recent projects implemented by the applicant. Resume must include the following information.
   - Name of the project
   - Brief description of the project
   - Implementation timeline

3. Advance Payment Statement of Need (*if applicable*)

If the applicant is applying for Advance Payment, they must include a one-page statement (single space, Arial, 12-point font) detailing the need for the Advance Payment. The statement must include the type of organization, amount requested, and information on the organizational structure that supports the request. Advance Payment is subject to approval and amount or percentage requested is not guarantee. The information provided in the Advance Payment Statement of Need, Project Expenditure Timeline for Advance Payment, Proposed Budget (Exhibit B), Proposed Budget Narrative (Exhibit B2), and Advanced Payment Budget (Exhibit B3) will be taken under consideration for final advance payment recommendations.

Note – If the applicant is not requesting Advance Payment, please include a blank word document stating – "*Not Applicable*"

4. Projected Expenditure Timeline for Advance Payment (*if applicable*)

Applicants requesting Advance Payment must submit a projected 6-month timeline for spending the amount advanced. The applicants are strongly encouraged to develop a detailed planned that demonstrates their ability to spend the requested amount. The Project Expenditure Timeline must align with all project objectives and demonstrate sound rationale for supporting the project from Advance Payment to reimbursable.

Note – If the applicant is not requesting Advance Payment, please include a blank word document stating – "Not Applicable"

5. Planning Document

Projects must be identified in a regional or subregional planning document such as Comprehensive Economic Development Strategies (CEDS), Community Investment Playbook, Unified Strategic Workforce Development Plan (State Plan) or other similar planning documents.

Applicants must include a word document indicating the name of the planning document relevant to the project with a hyperlink. Statement must include page number references and year of approval.

6. Feasibility Studies and/or Permits

Projects must have completed feasibility and environmental studies as necessary and received permits, if relevant. Applicants must include copies of any relevant study or permit as applicable to the project.

Applicants must identify all permits required to implement the project, and that the permit(s) can be obtained within the grant term. Documentation of the permits will be used to evaluate the experience and management capacity of the Applicant.

Note – The state may request additional documentation to assess project readiness and feasibility. All projects must align with applicable regulations.

7. Matching Funds

Projects that intend to use Economic Development Pilot funds as matching funds must demonstrate additional funding has already been secured. Matching funds may include but are not limited to funds or in-kind support commitments from related public and private partners.

Applicants must include relevant documentation such as a notice of award to demonstrate that additional funding has already been secured.

Note – If the project is not matching funds, please include a blank word document stating "Not Applicable."

V. Funding Requirements

Awarding decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change.

A. Availability

A total of $50 million in the General State Funds are available through this SFP. Applicants may apply for any amount within the allowable award range of up to $10 million. The EDD anticipates that up to 13 projects will be awarded. Final awards and participant counts may be adjusted depending on the number of successful submitted proposals.

Note – Proposed funding is based on the anticipated availability of relevant funds; should anything change, the EDD reserves the right to adjust based on the funding level. Receipt of an extension of time and/or additional funding will be based on availability of funds, project performance, and compliance with progress and reporting requirements. In addition, to qualify for a time extension, grant recipients must demonstrate a plan to fully spend or obligate funds according to CERF applicable timelines.

B. Geographic Equity

During the scoring process, geographic equity will be a factor in determining awards, giving all 13 regions indicated by the Interagency Leadership Team an opportunity for funding. If multiple proposals are received from within one region, those proposals will first be weighed against each other, prior to comparison with other regional applications.

C. Matching Funds

Projects will be awarded at a 100% grant rate for a maximum amount of $10 million. Therefore, no match is required.

Projects that intend to use the Economic Development Pilot funds as matching funds must demonstrate additional funding has already been secured. See Section IV.C.7 Matching Funds.

D. Period of Performance

The period of performance (POP) for projects funded under this SFP will be between 24 months, with an anticipated start date of September 2023. This POP includes all necessary implementation and start-up activities. No obligation of funds will be allowed before or beyond the grant period of performance. Any funds not expended during the grant agreement period shall be returned to the state.

Note – Receipt of an extension of time and/or additional funding will be based on availability of funds, project performance, and compliance with progress and reporting requirements. In addition, to qualify for a time extension, grant recipients must demonstrate a plan to fully spend or obligate funds according to CERF applicable timelines.

E. Administrative/Indirect Cost Limits

A maximum of 10 percent of the total requested grant amount can be allocated to cover administrative and/or indirect costs. Please refer to Appendix E for a detailed definition of administrative costs.

F. Allowable Uses of Fund

The funds awarded in this SFP must be used to successfully implement the approved projects and retain competitive integrated staff and resources to meet all project goals and objectives.

Please refer to Appendix C for Allowable Costs and Cost Items and Appendix D for Disallowable Costs.

G. Advance Payment

EDD may provide, with legislative authority and Department of Finance (DOF) approval an Advance Payment option to community-based non-profit organizations or a Native American tribe. Advance Payment options aim to reduce barriers in participating in the Economic Development Pilot. Applicants may apply to receive up to 25 percent of their total grant award through an Advance Payment option. For the request to be considered, applicants will need to submit the additional documents requested for this grant application package. Please note, these additional requirements do not impact the Application Package's page limit. Applicants are not required to use the Advance Payment option if the reimbursement model is preferred.

Note – Applicants requesting Advance Payment will only be eligible for a one-time advance payment and will be required to demonstrate good standing with the IRS. Advance Payment is subject to approval from DOF; the requested percentage at the time of the application is not guarantee. The information provided in the Advance Payment Statement of Need, Project Expenditure Timeline for Advance Payment, Proposed Budget (Exhibit B), Proposed Budget Narrative (Exhibit B2) and Advance Payment (Exhibit B3) will be taken under consideration for final advanced payment percent approval.

The applicant is required to follow all requirements of Section 11019.1 of the Government Code and cooperate with any audits by the Department of Finance related to the advanced payments.

H. Registration with the System for Award Management

Applicants must register with the System for Award Management (SAM) to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must maintain active registration with current information during any period during which the organization has an application under consideration or an active award, including state funding distributed through the EDD. Applicants must ensure that this information is updated before submitting an application for funding. Proposals received with an inactive registration will not be evaluated and therefore disqualified.

Note – The registration and/or renewal process can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. The applicant must have all information up to date and accessible through the SAM before submitting the application. Visit the SAM website for more information about registration requirements.

VI. Significant Dates

Figure 1: Application Timeline

Event	Date *
Economic Development Pilot SFP release	Tuesday, January 10, 2023
Last date to submit inquiries for the webinar	Friday, January 13, 2023
Deadline to preregister for the webinar	Wednesday, January 18, 2023
Informational Webinar	Wednesday, January 18, 2023 at 10 a.m. PT
Deadline for Notice of Intent to Apply	Monday, January 23, 2023
Proposals due	Monday, February 13, 2023 by 3 p.m. PT
Proposal review and evaluation	February 20 – March 3, 2023
Award announcements	April 2023
Deadline to appeal (optional)	Friday, February 24, 2023
Estimated project start date	September 2023

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

1. Delivery

Applicants must submit a complete application package with all required elements to WSBCERF@edd.ca.gov and by Monday, February 13, 2023 by 3:00 p.m. PT.

Electronic Applicants must submit a copy of all required proposal elements to WSBCERF@edd.ca.gov.

2. Notice of Intent
Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by emailing WSBCERF@edd.ca.gov by noon on Monday, January 23, 2023 confirming your interest in applying. Applicants that do not provide this email notification may still apply for funding. These non-binding notifications will help inform the EDD to develop a more efficient process for reviewing grant applications in this competition. Please send the email with the following details:
- Subject Line Title: Notice of Intent – Economic Development Pilot
- Organization's Name, Contact Person, Title, Phone Number, and Email Address.

3. Questions and Answers
Direct any questions regarding this SPF to WSBCERF@edd.ca.gov. An informational webinar is scheduled on Wednesday, January 18, 2023, at 10 a.m. PT to review application requirements and answer questions regarding this SFP. Preregistration is required for all participants. Refer to the EDD's Workforce Development Solicitation for Proposals website for the preregistration link. To complete the preregistration, an applicant must fill out the name of the individual, job title, organization's name, and the region/county the organization is from. After successfully preregistering, a system-generated email will provide the webinar link. The EDD will not be providing a recording of the informational conference.

A full list of questions and answers will be compiled and posted on the EDD website after the informational teleconference. The EDD will continue answering questions up until the SFP submission deadline of Monday, February 13, 2023. Response times may vary based on the level of research required.

4. Application Technical Assistance
The GO-Biz, Community & Place-Based Solutions (CPBS) team will lead the provision of Technical Assistance to interested applicants for the CERF Economic Development Pilot Grant.

The assistance provided will include the following:
- General outreach and information dissemination to regional, county, and local partners regarding fund availability and program timelines
- Overview of the CERF Economic Development Pilot program, including eligible applicants, project qualifications, required documents, and required letters of support
- Connecting applicants with additional project partners and organizations eligible to provide letters of support
- Collection and identification of necessary data to illustrate project need and viability
- Review of application materials for completeness prior to submission

The Regional Economic Recovery Coordinator (RERC) assigned to each of the 13 CERF regions will be the point of contact for technical assistance and questions. Should the proposed project not meet the program guidelines, the RERCs may be able to assist in identifying other potential funding opportunities.

GO-Biz CPBS staff will not be available to provide assistance in drafting grant submissions.

To submit a request for assistance, or inquiry click HERE.

VII. Award and Contracting Process

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

A. Proposal Review, Scoring, and Evaluation

Teams of reviewers will score and rank proposals based on the criteria outlined in this SFP. For those organizations that have participated in past grant programs administered by the EDD's Workforce Services Branch (WSB), past and present performance will be considered in making funding decisions. The scoring value of each section of the SFP is as follows:

Figure 2: Scoring Rubric

Criterion	Maximum Points
Section I – Alignment with CERF	60
Section II – Project Design and Implementation	15
Section III – Risk Assessment and Mitigation	10
Section IV – Budget	10
Section V – Work Plan	5
Total Maximum Points Possible	**100**

Only those applications that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, the CERF Inter-Agency Leadership Team will make final funding decisions based on the ranked scores and other factors such as distribution of funds across geographic locations, special populations in need, and past performance.

All projects selected for funding are contingent upon the revision and approval of the project exhibits. Project exhibits are not automatically approved. Applicants may be required to revise the project exhibits to comply with state mandates during the approval and negotiation process. The Special Initiatives Support Group will provide guidance should revisions be necessary. The EDD reserves the right to rescind any funding offer if the applicant does not comply with the revision process and the terms of the contract.

B. Appeal Process

A proposal may be disqualified for not meeting the application requirements. Read the SFP carefully and consult Appendix A for detailed instructions on how to properly complete and submit all application elements and to ensure all requirements have been met. An appeal of the disqualification decision may be filed; however, take into consideration the following:

- There is no appeal process for not meeting the proposal submission deadline
- Proposals that do not meet the submission deadline or requirements will be deemed incomplete and, consequently, will not be evaluated for funding
- Final funding decisions cannot be appealed
- The application requirements are those conditions that must be met for the proposal to be forwarded for evaluation and scoring. See sections III., IV., and V. of the SFP and Appendix A for more information on application and submission requirements.

The EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to WSBCERF@edd.ca.gov by the close of business on the seventh calendar day. The appellant must submit the facts in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the following information:

- Appealing organization's full name, address, and telephone number
- A brief statement of the reasons for the appeal, including citations to the SFP and pertinent documents
- A statement of the relief sought
- Any and all corrective documentation
- A scanned copy of the statement with an original wet signature of the authorized signatory of the organization
- Appeals must be submitted in PDF form to WSBCERF@edd.ca.gov

The EDD will respond to appeals via email. The review will be limited to determining whether the corrective actions taken by the applicant were successful and whether the proposal meets the minimum application requirements to be evaluated.

C. Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by April 2023. An award offer does not constitute approval of the application as submitted. The applicant is required to

negotiate with the EDD to finalize program components, staffing levels, budget elements, and administrative systems to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the EDD reserves the right to terminate negotiations and decline to fund the application.

D. Agreement and Contracting

EDD will contact the applicants to negotiate and finalize contract details. EDD may request that the contracts incorporate changes to the original application package or exhibits. After any necessary negotiations, the EDD will mail the finalized contract to the subrecipients for review and signature. The state expects contract negotiations to begin immediately after official award notices are provided. A Notice of Award or negotiations do not automatically entitle the applicant to funding. The EDD reserves the right to terminate any offer of funding if an applicant does not negotiate in good faith. Applicants are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before accepting funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions.

Any unauthorized deviation or non-responsiveness may be grounds for breach of contract with legal repercussions. Please ensure that the contract goals and objectives are feasible and reasonable for your organization to accomplish and that your infrastructure supports the administrative and operational requirements.

VIII. Administrative Requirements

A. Monitoring and Audits

During the performance period, subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the State General Funds. Subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

B. Subcontracting and Procurement

Subcontractor procurement processes must adhere to state and local requirements. Any sub-agreements and contracts done at the direction of the EDD, as directed by the CERF Inter-Agency Leadership Team, are subject to the EDD's approval.

Procurement requirements: Projects must obtain three competitive quotes for purchases to justify that the cost of the equipment is reasonable. Awardees are required to obtain and keep them on file in the event they are monitored.

Sole source procurement: If the purchase is a sole source purchase (only one vendor capable of providing an item or service, therefore it is not possible to obtain competitive bids), justification

must be provided on why this cannot be competitively procured along with why the provider was selected.

C. Record Keeping

Awardees and their subrecipients will be required to maintain project and fiscal records sufficient to allow state and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. Awardees and subrecipients will retain all records pertinent to the grant contract for a period of five years from the date of the final payment of the contract unless a longer period of record retention is stipulated. Awardees and their subrecipients will be required to cooperate with EDD in responding to any requests under the Public Records Act for records related to this program.

D. Performance Reporting

Awardees must have the capability to report projected activities, participant and outcome data to the state, in a manner that is timely, thorough, and accurate. When applicable, awardees will be required to use the state's system for reporting participant data collected. If applicable, the awardee will be required to have access to the state's CalJOBS^{SM} reporting system. The state will provide training on how to use the CalJOBS reporting system. Additionally, awardees will be required to submit monthly progress reports which include narrative on the status of the projects.

See Appendix I for the CalJOBS Workstation and Software Requirements and Appendix H for Post-Award Reporting Requirements.

E. Fiscal Requirement and Reporting

The Economic Development Pilot is a reimbursable grant. Awardees are required to submit invoices and supporting documentation to receive reimbursement for expenditures incurred. Awardees must maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subcontractor agreement number, invoice date, payment date, and a description of the payment. Individual divisions may require additional ledger information. Applicants must indicate the accounting platform they propose to use.

Additionally, the awardee will prepare and submit monthly financial reports and quarterly expenditure reports, or as requested, in formats prescribed by the EDD. Awardees must establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Procedures, other state regulatory requirements, and the direction of the EDD.

F. Closeout

Closeout period refers to the 60-day period after a contract agreement has reached its term end date or its funding has been fully utilized. During this period, the awardee or subrecipient submits a closeout package to the state, and the state confirms that all applicable administrative actions and required work of the contract or subgrant agreement have been completed by the awardee or subrecipient. The closeout period is a critical piece in the cycle of a contract or subgrant agreement. It is used by the awardee or subrecipient to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. Closeout documents and an end of project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan.

G. Ownership

Infrastructure
For any rights of way, real and personal property, leases, improvements and infrastructure funded as a reimbursable direct cost of the Economic Development Pilot, the awardee must be the sole owner of the title or leasehold. Each site acquired or improved upon with the funding related to this SFP must be maintained in a state of good repair and remain permanently dedicated to the described use for its full useful life.

If the ownership or use of equipment or infrastructure changes to a use not in accordance with the CERF guidelines or contract agreement, the awardee may be required to reimburse the state in a manner determined by the EDD.

Equipment
For any equipment purchased or built with funds that are reimbursable as a direct cost of the Economic Development Pilot, as determined by the EDD, the awardee or subcontractor, as applicable, must be the sole owner on title. During the period of performance, equipment must be dedicated to the described use in the same proportion and scope as was in the contract agreement, unless EDD agrees otherwise in writing. On completion or early termination of the contract agreement, the state will either require that the equipment be returned or authorize the continued use of such equipment in the benefitting community; in making that determination, the state will consider the useful life of the equipment, and the awardee may be required to refund the state for the fair market value of equipment that continues to have a usable life, but is no longer required for the project implementation. Awardee will be required to maintain an inventory record for each piece of non-expendable equipment purchased or built with funds provided under the terms of a grant agreement.

H. Intellectual Property Rights/Creative Commons Attribution License

Subrecipients of a state award obtain the title to intangible property once it has been acquired. The subrecipient must use the property for the originally authorized purpose and must not encumber the property without approval from the EDD. Further, the Agency has the right to

obtain, reproduce, publish, or otherwise use the data produced under a state award, and authorize others to receive, reproduce, publish, or otherwise use such data for state purposes.

I. Compliance

All funds are subject to their related state statutory and regulatory requirements. The awardee is responsible for evaluating the risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing state general funds and regulatory requirements, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient or contract as a result of this award should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

J. Collaboration with HRTC

Projects funded under this SFP are required to participate in the High Road Transition Collaborative in the region applicable to the project. Participation will be facilitated by the state upon the start of the project implementation.

K. Program Evaluation

The state will pursue a statewide developmental evaluation to explore the success of the CERF Program and of the activities awarded through this SFP alongside other grant activities. The awardees of this SFP are required to participate in that evaluation by providing the requested data and information. Therefore, throughout the POP, awardees and subrecipients must document lessons learned and effective practices ascertained through this project. At designated points throughout the fiscal year, the CERF Inter-Agency Leadership Team may set annual priorities, evaluate progress against goals and objectives, discuss new strategies to improve program outcomes and align available funding to maximize results for the state.

APPENDICES

Appendix A: Proposal Package Instructions

Applicants must follow the specific instructions indicated below and complete all requested exhibits included in the SFP announcement. The Cover/Signature Page, Proposal Narrative, and all Exhibits must be completed in Arial 12-point font. The Cover/Signature Page, required SFP exhibits, and mandatory appendices are not included in the 15-page limit, which applies only to the Proposal Narrative – Exhibit A. If you have any questions regarding the Application Package after having carefully reviewed the SFP and Appendices, please email EDD staff at WSBCERF@edd.ca.gov.

Format and Document Order

The following chart lists the order of documents that must be included in the Application Package. This may also be used as a checklist to help ensure submission of a complete grant package.

Document Order	Check Box
1. Cover/Signature Page	
2. Proposal Narrative – Exhibit A (must include the following sections)	
Section I. Alignment with CERF	
Section II. Project Design and Implementation	
Section III. Risk Assessment and Mitigation	
Section IV. Budget	
Section V. Work Plan	
3. Required Exhibits	
Exhibit B – Proposed Budget	
Exhibit B2 – Proposed Budget Narrative	
Exhibit B3: Advance Payment Budget (f applicable)	
Exhibit D – Proposed Work Plan	
4. Required Application Package Appendices	
1. Applicant Resume	
2. Letters of Support	
3. Advance Pay Statement of Need (if applicable)	
4. Project Expenditure Timeline for Advance Pay (if applicable)	
5. Project Permits (if applicable)	
6. Letter of Support	

Cover/Signature Page

The Cover/Signature page must be completed in its entirety and submitted with wet signatures and electronically as a Microsoft (MS) Word and PDF document with the authorized signatory's electronic signature. Please ensure that contact information for both the authorized contact person and the authorized signatory is correct. Save this document according to the following naming convention: [Applicant Name] [Grant Initialism] PY 22-24 CoverPage. For example,

"CommunityOrg ESP PY 22-23 CoverPage." The electronic version must be submitted with the complete proposal package by Monday, February 13, 2023 by 3:00 p.m. PT.

Proposal Narrative - Exhibit A
Complete the required sections of Exhibit A. The SFP contains additional details and information that the applicant must take into consideration when drafting their responses. Save this document according to the following naming convention: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ ESP PY 22-23 ExA for Exhibit A. Names can be no longer than 40 characters.

Note – Each section will be reviewed and scored individually.

Required Exhibits
Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ ESP PY 22-23 ExE for Exhibit E. Names can be no longer than 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

Note – Exhibits do not count towards the maximum page limit. Exhibits will be scored individually.

Required Application Package Appendices
In addition to completing the required exhibits, the applicant will need to include appendices as part of their application. Applicants will have the ability to develop their own format for these documents. Applicant must review this SFP for additional details pertaining to the requirements of each document. Submit as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Appendices 1]. For example, CommunityOrgXYZ ESP PY 22-24 Appendices 1 for Letters of Support. Names can be no longer than 40 characters.

Note – Appendices do not count towards the maximum page limit. Appendices will be scored individually.

Appendix B: Glossary of Terms

These definitions serve as a brief introduction to the terms used throughout this SFP. Please carefully consult the SFP for more detailed descriptions.

California Native American Tribe: A Native American Tribe that is on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).

Carbon Neutrality: The point at which the removal of carbon pollution from the atmosphere meets or exceeds emissions.[5]

Disinvested Communities: CERF defines 'disinvested communities' as one or more of the following:

1. Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency.[6]
2. Census tracts with median household incomes at or below 80 percent of the statewide median income or with the median household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code.
3. 'High poverty area' and 'High unemployment area' as designated by the California Governor's Office of Business and Economic Development California Competes Tax Credit Program.[7]
4. California Native American tribes as defined by the list maintained by the Native American Heritage Commission.[8]

Economic Competitiveness: The ability to compete effectively in the global economy and deliver prosperity to the region. This includes leveraging a region's comparative advantage, diversifying its economy, and training its workforce to prepare for jobs in emerging industries.

Economic Resilience: The ability to avoid, withstand, and recover from economic shocks. This includes foreseeing, adapting to, and leveraging changing conditions to a region's economic advantage.

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[5] [5] Governor Gavin Newsom. "Executive Order B-55-18 To Achieve Carbon Neutrality."

[6] California Office of Environmental Health Hazard Assessment (OEHHA). "CalEnviroScreen."

[7] GO-Biz. "California Competes Tax Credit List of High Poverty and High Unemployment Areas."

[8] Native American Heritage Commission (NAHC). "Native American Heritage Commission Tribal Consultation Policy."

Equity: Prioritizing equity requires identifying how the benefits and burdens of economic development, regional planning, and other relevant processes are distributed in and across communities. Equity includes "leveling the playing field" by identifying and remediating systemic barriers facing specific groups. It requires identifying present-day disparities and confronting the planning, development, and decision-making processes that keep existing barriers in place and perpetuate historical injustices.[9] For CERF, equity means that CERF Regions share the benefits and burdens of CERF investments, with targeted efforts to reach historically excluded populations and members of disinvested communities. Identifying constituent aspects of equity can help focus efforts to achieve better outcomes:

- **Economic Equity:** All people of the state regardless of race, gender, or nativity, can contribute to and access the opportunities of a strong, resilient economy.
- **Environmental Equity:** All people of the state have equal protection from the impacts of environmental degradation and climate change and equal access to natural resources and recreation opportunities in a clean, healthy environment.
- **Health Equity**: All people of the state have full and equal access to opportunities that enable them to lead healthy lives. Focusing efforts on achieving health equity can lead to significant progress in addressing the impacts of climate change, economic disruptions, and other aspects of economic recovery and transition.

High Quality Jobs: Job quality varies across industry, occupation, and region. Indicators of high quality jobs include family-sustaining wages, clearly defined routes to advancement into higher wage jobs, benefits (like paid sick and vacation), adequate hours and predictable schedules, access to training, occupational health and safety, worker representation or right to organize, and no employer or subcontractor record of wage theft or other violations of labor law. High quality jobs bring sustainable income to the region.

High Road: "A set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include, but are not limited to, interventions that: (1) improve job quality and job access, including for women and people from underserved and underrepresented populations; (2) meet the skill and profitability needs of employers; (3) meet the economic, social, and environmental needs of the community."[10]

High Road Transition Collaboratives (HRTCs): Inclusive regional planning groups that consist of balanced and meaningful representation from regional stakeholders. Like a "team of teams," the Collaboratives incorporate existing local planning efforts and organizations from across the region.

Implementation Phase: The next phase of the CERF program; applicants will advance projects throughout the region that advance globally competitive and sustainable industries with accessible and high-quality jobs.

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[9] Department of Toxic Substances Control (DTSC) Office of Environmental Equity.
[10] Pursuant to Division 7, Chapter 2, Section 14005 (r) of the Unemployment Insurance Code (UIC).

Inclusive Economy: An economy in which there is expanded opportunity for more broadly shared prosperity, especially for those facing the greatest barriers to improving well-being. Inclusive economies are equitable, participatory, growing, sustainable, and stable. Inclusive practices expand opportunities for historically underrepresented or disinvested groups to participate in, consult on, and make decisions about the CERF planning process and to share in the outcomes of CERF.[11]

Industry Cluster: "A geographic concentration or emerging concentration of interdependent industries with direct service, supplier, and research relationships, or independent industries that share common resources in a given regional economy or labor market."[12]

Interagency Leadership Team: Comprised of the Labor and Workforce Development Agency, the Governor's Office of Planning and Research, and the Governor's Office of Business and Economic Development. The team is responsible for planning, oversight, decision-making, and establishing evaluation criteria and metrics.

Planning Phase: Phase 1 of the CERF program; applicants establish inclusive, diverse, transparent, and accountable High Road Transition Collaboratives to develop integrated resiliency and transition plans.

Regional Convener: The lead organization tasked with organizing an inclusive group of regional stakeholders to form the HRTC and, with the Fiscal Agent, implement the planning grant in its region.

Sustainability: A concept that emphasizes three pillars of equity, environment, and economy. It focuses on equitable economic development that is self-sustaining and aims at a carbon-neutral economy addressing the needs of diverse communities including disinvested communities. Sustainable approaches should decrease reliance on fossil fuels and increase water and/ or energy efficiency.

Technical Assistance (TA): Aid and support provided to Applicants to facilitate development, selection, and the implementation of CERF.

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[11] Chris Benner and Manuel Pastor. "Inclusive Economy Indicators Framework and Indicator Recommendations."
[12] Pursuant to Division 7, Chapter 2, Section 14005 (k) of the Unemployment Insurance Code (UIC).

Appendix C: Allowable Costs and Cost Items

In general, to be an allowable charge, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award;
- Be allocable to the award;
- Conform to any limitations or exclusions set forth in the award;
- Be consistent with policies and procedures that apply uniformly to allowable uses of general funds;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles; and
- Be adequately documented.

Direct Costs: Direct costs incurred during the grant term and specified in the Grant Agreement will be eligible for reimbursement. Direct costs are defined as costs directly tied to the implementation process including, but not limited to:

Research: To conduct, compile, or gain access to data or research (e.g. accessing land-use data)

Planning and Communication Tools: Video conferencing, project management, translation of documents, mapping and any other related software subscription that can facilitate or improve participation of stakeholders during the project implementation process.

Consultant Fees: Costs of consultants that provide training, research, project planning or capacity building services.

Supportive Services: Interpretation services, transportation and transportation stipends, rental costs of equipment and facilities, and childcare.

Appendix D: Disallowable Costs

The following costs are ineligible uses of grant funds:

- Exceeding the 10 percent cost cap for Administrative and/or Indirect cost.
- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local propositions.
- Expenses not related to the Economic Development Pilot efforts.
- Commission fees.
- Ongoing operational costs beyond the grant term.
- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies.
- Expenses for publicity not directly related to project efforts.
- Bonus payments of any kind.
- The purchase of alcohol.
- Payments on debt or debt servicing fees.
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise.
- Services, materials, or equipment obtained under any other state program.
- Stewardship of legal defense funds.

Appendix E: Administrative Costs

Under the Economic Development Pilot, there is an administrative cost limit of 10 percent. The following functions and activities constitute the costs of administration subject to the administrative cost limitation:

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

2. The costs of administration are the costs associated with performing the following functions:
   a. Performing the following overall general administrative functions and coordination of those functions:
      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.
      x. Fiscal agent responsibilities.
   b. Performing oversight and monitoring responsibilities related to administrative functions.
   c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
   d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the grant.
   e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

3. Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
   a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
d. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

4. Costs of the following information systems including the purchase, systems development, and operational costs (for example, data entry) are charged to the program category:
    a. Employment statistics information

5. Where possible, entities identified in item must make efforts to streamline services in item of relevant section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

Appendix F: Internet Resources

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

- **California Association for Local Economic Development** (CALED): Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.
- **California Community Colleges Economic and Workforce Development** (CCCEWD): The primary system for delivering career technical education and workforce training to Californians.
- **California Department of Education** (DOE): Information for grantees regarding implementation of the Workforce Innovation and Opportunity Act.
- **California Department of Finance, Demographic Research** (DOF): State finance census data includes population by gender, age, and race by county.
- **California Department of Health Care Services** (DHCS)
- **California Department of Industrial Relations, Division of Apprenticeship Standards** (DIR-DAS)
- **California Department of Rehabilitation** (DOR)
- **California Department of Social Services** (DSS)
- **California Employment Development Department** (EDD): EDD is the administrative entity for the CERF program. This site contains links to a wide range of employment and training resources, including labor market information, information notices and directives.
- **California Labor and Workforce Development Agency** (LWDA): The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the EDD.
- **California Workforce Association** (CWA): CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while collaborating with workforce development partners in California.
- **California Workforce Development Board** (CWDB): The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards.
- **California's 2020-2023 Unified Strategic Workforce Development Plan** (State Plan): The State Plan serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.
- **Comprehensive Economic Development Strategy** (CEDS): A CEDS is a strategy-driven plan for regional economic development.
- **EDD Labor Market Information Division** (LMID): Find labor market information to research and write the proposal.
- **Governor's Office of Business and Economic Development** (GO-Biz): GO-Biz serves as the state's leader for job growth, economic development, and business assistance efforts.
- **Governor's Office of Planning and Research** (OPR): OPR is the state's Comprehensive Planning Agency.
- **Local Workforce Development Areas** (Local Area)

- **Preparing for Shovel-Worthy Funding** (Shovel Worthy Projects): A shovel-worthy project is one with positive change for people, with a focus on the outcome rather than the delivery of a completed project.
- **Regional Climate Collaboratives** (RCC): Networks that coordinate adaptation (and sometimes mitigation) work across jurisdictional boundaries in municipal regions of the U.S. and often include local and state government representatives as well as nonprofit, academic, and private partners.
- **United States Census Bureau** (Census Bureau): Serves as the leading source of quality data about people, business, and the economy.
- **University of California** (UC): The University of California is a public land-grant research university system in the U.S. state of California.

Appendix G: Data Resources and Tools

This section introduces tools and resources the applicants may use to prepare their Application Packages. The state expects the applicants to use their judgment on applying appropriate tools, data sources, and methodologies.

Cal-Adapt: this resource allows exploring peer-reviewed data that show how climate change might affect California at the state and local levels.

CalEnviroScreen: CalEnviroScreen is a screening methodology that helps identify California communities that are disproportionately burdened by multiple sources of pollution.

California Community and Place-Based Data Tool: Provides data including available labor pool, economic indicators, business resources, environmental incentives, key infrastructure, demographics, and targeted industries.

California Dream Index: This index is a socioeconomic mobility measurement tool designed to help policy makers learn more about the level of access that Californians have to education, health, jobs, and opportunities.

California Healthy Places Index (HPI): HPI assists with exploring local factors that predict life expectancy and comparing community conditions across the state.

CCHVIs: This tool is an interactive data visualization platform for the Climate Change & Health Vulnerability Indicators for California (CCHVIs).

Community and Pace-Based Data tool: An interactive web-mapping data tool containing up-to-date demographic, industry + business, education, consumer expenditure and occupation data for the cities, counties, and economic regions across California.

Climate and Economic Justice Screening Tool: This tool helps Federal agencies identify disadvantaged communities that are marginalized, disinvested, and overburdened by pollution.

Living wage calculator: This tool, created by MIT, calculates the cost of living based on a specific community or region.

National Equity Atlas: A web-based policy tool for data and ideas to advance equity and shared prosperity.

Plan Alignment Toolkit: The Toolkit is a suite of collaboration tools for policy makers, community members, and others to coordinate and align local and regional resilience planning efforts. The Tools and Data page provides a database of database of all Tools, Data, and Scientific Studies on the Adaptation.

Regional Planning Units: This dashboard assists workforce partners, businesses, and educational institutions by providing data to build and strengthen partnerships in alignment with the Workforce Innovation and Opportunity Act.

The future of place-based economic policy: This resource provides early insights from the Build Back Better Regional Challenge (BBBRC). BBBRC is administered by the Economic Development Administration (EDA) and provides five-year grants ranging from $25 million to $65 million across 21 regions.

US Cluster Mapping: The website provides data records on industry clusters and regional business environments in the U.S. to promote economic growth and national competitiveness.

Appendix H: Post – Award Reporting Requirements

Successful applicants must comply with all administrative and reporting requirements to remain eligible for awarded funds. Applicants that do not comply may be de-obligated. The post-award reporting is subject to change.

All awardees must comply with the outcome and reporting requirements as established by the CERF Inter-Agency Leadership Team and by EDD. The reporting requirements will be discussed in further detail during the contracting process. At a minimum the awardees must provide the following reports:

1. **Monthly Reports:**
   a. Progress Status Reports (PSR): Summary of the status of the project, including next steps, projected timelines, lessons learn, challenges, and identified solutions. PSR should be one to five pages.
   b. Invoices: Prepare and submit invoices with any applicable supporting documentation.
   c. Participant Data and Performance Metrics: Awardees will be required to report on project specific participant data or performance metrics on a regular basis.

Note – Reporting requirements will be developed for each project selected for award.

2. **Quarterly Reports:**
   a. Expenditure Report: On a quarterly basis, all awardees must complete an expenditure report indicating the quarterly expenditures and updated expenditure projections.
   b. Work Plan Summary: All awardees must provide a quarterly update on their work plan and work with the EDD to complete any necessary modifications.

3. **Evaluation Report:** All awardees and subrecipients must also provide reports, data, and information to guide the detailed evaluation of the CERF Program. Please see the Program Evaluation Section for details.

Appendix I: CalJOBS Workstation and Software Requirements

Figure 1: Workstation Requirements (VOS v16.x)

System	Hardware Required	Software Required	Connectivity
Client Workstation	Processor: PIII or higher Memory: 2 GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher 3rd-Party Software (described after the table): Meadco ScriptX ActiveX 7.4/ Object[1]/ Microsoft Silverlight 3[2] DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380k or higher
Staff/ Administrator Workstation	Processor: PIII or higher Memory: 2GB of RAM or higher Display: Super VGA (800 X 600) or higher-resolution video adapter and monitor	Operating System: Microsoft Windows 7 Macintosh OS X v10. 4.8 (Panther) or higher. JAWS for Windows software for visually impaired access (optional) 3rd-Party Software (described after the table): Meadco ScriptX ActiveX 7.4/ Object Microsoft Silverlight 3 DynamSoft HTML5 Document Scanning	Minimum: Dedicated broadband or high-speed access, 380Kbps or higher

Supported Browsers

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

Desktop Browsers

- Google Chrome | Download Latest Version
- Mozilla Firefox | Download Latest Version
- Apple Safari | Download Latest Version
- Opera | Download Latest Version
- Microsoft Edge | Download the Latest version

Mobile Browsers

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

iOS

- Safari for iOS
- Google Chrome for iOS
- Firefox for iOS

Android

- Google Chrome for Android
- Firefox for Android

Client Workstations (Third-Party Software)

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

Figure 2: Third-Party Software

VOS	v14.0	v15.3	
Adobe Acrobat Reader	v8.0+	v8.0+	Adobe Acrobat Reader
Adobe Flash	v11+	v11+	Adobe Flash
Meadco ScriptX	v7.4+	v7.4+	Meadco ScriptX
Microsoft RSClientPrint for SSRS reports			Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine. A user with permissions would opt to install when prompted by their browser to download the Active X control.
DynamSoft HTML5 Document Scanning			DynamSoft Download DynamicWebTWAINHTML5Edition.exe

Meadco ScriptX 7.4: ScriptX provides for the closely controlled printing of HTML- and XML-based documents. It is a client-side ActiveX object used throughout Virtual OneStop to ensure the consistent formatting and appearance of printed output from any local or networked printer, regardless of the printing attributes already set in that computer's browser. It temporarily controls printer settings such as margin sizes, header and footer information, page numbering, and whether to print in Landscape or Portrait mode. The control is in place at the time of printing a browser window or framed content; all settings are automatically restored to default settings, and no permanent changes are saved. ScriptX v7.5 or later is required when working with Internet Explorer 8 on Windows XP, Windows Vista, and Windows 7.

Adobe Acrobat Reader 11: Certain documents (such as User Guides and Quick Reference Cards) are available to our customers on our external OPC website as Adobe Acrobat files. They are also frequently attached as some resources available on the Staff Online Resources page in Virtual LMI. These files can be read with Adobe Acrobat Reader 6.0 or higher; however, it is recommended that this recent version of Adobe Acrobat Reader be installed. Acrobat Reader is free browser software.

Adobe Flash 11: The Training/Learning Center Videos for Virtual OneStop can be watched with Adobe Flash 9 or later, although we recommend the current version 11. Adobe Flash is free browser software. The only limitations may be client firewalls and security obstructions that may keep the videos from functioning correctly.

RSClientPrint is a Microsoft ActiveX control that enables client-side printing of Microsoft SQL Server Reporting Services reports. The ActiveX control displays a custom print dialog box that shares common features with other print dialog boxes. The client-side print dialog box includes a printer list for selection, a print preview option, page margin settings, orientation, etc. Downloading and installing the ActiveX control RSClientPrint.cab requires administrator permissions on the client machine.

VOS uses CKEditor version 4.3.1

The version 14.0 Virtual One Stop (VOS) currently uses version 4.3.1 of CKEditor. CKEditor is used within the VOS system to allow you to use common word processing features in the system with such things as job descriptions, resumes, and cover letters.

CKEditor supports all popular browsers, including Chrome, Firefox, Internet Explorer, Opera, and Safari. However, Internet Explorer 7 (or lower) and Firefox 3.6 are no longer supported (CKEditor 4.1.3 was the last version to support Internet Explorer 7 and Firefox 3.6).

It should also be noted that while the latest version of Safari is actively supported, earlier versions may have compatibility issues.

If you are using these unsupported browser versions, your browser should be updated to avoid compatibility issues.