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

Catalyst Program
Program Year 2023-24

CLOSED SOLICITATION

September 2023

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Proposal Package Forms

The following contains the Closed Solicitation required exhibits for the Catalyst Program PY 23-24 funding opportunity. Applicants should carefully read the program summary for the required elements and follow instructions carefully to meet all proposal application requirements.

Required Exhibits
1. Cover/Signature Page (DOCX)
2. Exhibit A: CERF Catalyst Program Application (DOCX)
3. Exhibit B1: Budget Summary (DOCX)
4. Exhibit B2: Budget Narrative (DOCX)
5. Exhibit B3: Advanced Payment Budget (DOCX) (If applicable)
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Required Appendices
1. Memorandum of Understanding

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 $182 million from the Community Economic Resilience Fund (CERF) Program for the Catalyst Program.

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. CERF prioritizes regional and worker-centered inclusive economic planning while aligning with and leveraging state (e.g., High Road Training Partnerships, infrastructure investments, community capacity building programs), federal (e.g., American Rescue Plan Act, Infrastructure Investment Jobs Act), and philanthropic and private-sector investments.

To ensure CERF effects systemic changes in regional economies, the Catalyst Program reserves up to $14 million for each CERF region (totaling $182M statewide) to bridge the gap between planning regional economic development strategies and implementing projects designed to achieve outcomes that align with those strategies. Catalyst funds will support each region's High Road Transition Collaborative (HRTC) to invest in pre-development activities, enabling regions to develop projects and maximize investment opportunities while reserving Implementation Phase funds for ready-to-go projects.

State, federal, and private funds typically target projects that are ready for implementation rather than the early investments needed to prepare projects. Too many communities across California lack the funds necessary to move projects through the development process (e.g., conducting feasibility or environmental studies, identifying, and controlling sites for development, negotiating Community Benefits Agreements), disqualifying them from many funding opportunities. Disinvested communities have suffered the most from this dynamic, while better-resourced communities are able to allocate capital to developing projects that are 'ready-to-go,' or ready for immediate implementation. Agencies across California have identified this need and are targeting funding to bridge the gap between planning and implementation.

Allocating funds for a Catalyst Program will accomplish two core goals: it will strengthen HRTC social infrastructure to allow for continued regional inclusive planning and will enable regions to build a pipeline of viable, ready-to-go CERF-aligned projects. In turn, this will maximize funding opportunities by capitalizing on federal, state, and private investments, as well as

alleviating CERF timeline constraints by enabling CERF-aligned projects to compete for funding beyond the lifetime of the program.

Pre-development funds will expand on the work of the CERF Planning Phase and catalyze projects in disinvested communities across the state while giving regions the flexibility to design projects that meet their needs. These funds will enable communities across California to develop projects that align with the vision of the HRTC and position them to access additional federal, state, and private funds.

C. Alignment with CERF Phases

The Catalyst Program aligns with other CERF funding streams as described in the table below.

CERF Phases and Objectives			
Phase	**Allocation**	**Objective**	**Timeline**
Planning	$65 million	Invest $5 million into each of the 13 regions to (i) establish regional inclusive economic planning entities, (ii) lead research and development activities to inform economic development strategy and (iii) define the Regional Economic Plans	SFP: May 2022 Award: October 2022 Period of Performance: March 2023 – September 2024
Pilot Projects	$39 million	Invest in ready-to-launch projects that align with CERF objectives to serve as demonstration projects for Implementation Phase	SFP: January 2023 Award: May 2023 Period of Performance: September 2023 – September 2025
Catalyst Program	$182 million	Invest up to $14 million into each of the 13 regions to (i) strengthen sustainability of regional inclusive economic planning entities and (ii) build a pipeline of viable projects that align with CERF objectives	SFP: September 2023 Award: January 2024 Period of Performance: May 2024 – September 2026
Tribal	$25 million	Invest in economic planning and implementation projects in partnership with California Native American Tribes.	SFP: July 2023 Award: Fall 2023 Period of Performance: May 2024 – September 2026
Implementation	$268 million	Invest total of $268 million into ready-to-launch projects that align with Regional Economic Development Strategy plans	SFP: July 2024 Award: Fall 2024 Period of Performance: December 2024 – September 2026
Total	**$579 million**		

II. Catalyst Program Design

The Catalyst Program will support the following activities in each of the 13 CERF regions:

1. Invest no more than $2M per region into the already identified Regional Convenor(s) to operate the established HRTC through at least September 30, 2026. These funds would support the Conveners in following activities on behalf of the HRTC:
   a. Continue to expand regional outreach and engagement activities, ensuring inclusion of disinvested communities;
   b. Continuously update research to keep plans current for future funding opportunities and planning processes;
   c. Coordinate Implementation Phase application process;
   d. Collaborate with the GO-Biz Community & Place-Based Solutions team and the U.S. Economic Development Administration to develop Economic Development Districts where they do not currently exist;
   e. Track the projects identified by the HRTC, including applications and awards for additional funding from other sources.

2. Invest no more than $1.5M per region into the development and recruitment of Sector Investment Coordinators, tasked with promoting system change and alignment activities. These funds will support no more than five positions or sub-contracts, either as new staff at the Conveners or at another identified organization in the region. The positions will execute the following activities on behalf of the HRTC:
   a. Work within the HRTC on industries prioritized in the Planning Phase;
   b. Support the HRTC in cataloguing projects that will support the proliferation of the prioritized industries and enhance high-quality job creation; label these projects as "exploratory" (agreed-upon ideas that are at the very initial phases) and "last-mile" (agreed-upon projects that need the final piece of the puzzle to begin development), or identify projects as non-viable;
   c. Work with GO-Biz staff and regional partners to find and apply for state, federal, and private grants;
   d. Align HRTC-identified projects with federal funding;
   e. Liaise with workforce and economic development partners, High Road Training Partnerships, community-based organizations, and others capable of contributing to the success of the project to build an ecosystem around identified industries or sectors;
   f. Provide or procure Technical Assistance for Implementation grant applications and administration.
   g. NB: Regions do not need to have identified industry clusters to apply for Catalyst Program Funds. Sectors targeted by Sector Investment Coordinators do not need to be established before the end of the Planning Phase.

3. Invest no more than $9M per region into projects labeled as "exploratory" or "last mile," with the intent of identifying viable projects that could become "ready-to-go" or any projects that may be non-viable. After receiving Catalyst funds, ready-to-go projects may be eligible for additional funding from local, state, or federal governments,

philanthropy, or private investors, or that align and complement state or federally funded projects. These projects must align with existing CERF priorities of equity, sustainability, job quality and access, economic competitiveness, and economic resilience. Projects must also adhere to federal, program specific Justice40 guidelines. The funds may also be identified in federal grant applications as matching funds.

    a. Pre-development activities include, but are not limited to:

        i. Feasibility studies; market analysis; environmental assessments, surveys, and remediation; site acquisition; site and development plans; project designs; permitting; establishing a regional tax increment financing district (TIF); drafting and negotiating Community Benefits Agreements and Community Workforce Agreements; establishing public-private partnerships, Community Development Corporations and Community Development Financial Institutions; revolving loan funds; joint powers authorities; financial planning (e.g., preliminary budget and construction financing); with the goal of establishing long-term funding opportunities for implementation of Planning Phase regional strategies;

        ii. Basic environmental infrastructure pre-development, construction, and development of long-term operations and maintenance plans for infrastructure such as: clean water supply systems; wastewater systems; waste disposal systems; pollution control services;

        iii. Support costs for building and sustaining the capacity of project leads and partners, such as: investments in partner and local staff development; funding new and/or critical positions; acquiring or utilizing tools and resources to increase partner capacity for project planning and implementation; organizational capacity activities such as access to financial services or legal review; developing new pilot or demonstration projects and programs; participation and/or partnership with existing workforce programs; providing or securing technical assistance for partners.

4. Invest no more than $1.5M for compliance and grant administration. This funding is reserved for the existing Fiscal Agents for project administration (e.g., fiscal oversight) in place of standard 10% administrative cost.

The State, in partnership with HRTCs, may provide additional guidance on project requirements, project selection criteria, and project readiness criteria.

III. 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.

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.

A. Application Package Exhibits

Please complete the attached CERF Catalyst Program solicitation and exhibits in collaboration with the Regional Convenor(s).

1. Exhibit A: CERF Catalyst Program Application Questions

The Catalyst Program Application presents five questions for applicants to explain how they intend to use Catalyst Program funds, how the funds will support and integrate with their existing HRTC governance structure and decision-making processes, and how the HRTC will prioritize investments in disinvested communities. Questions can be found in the Exhibit A template. Responses should not exceed 500 words.

2. Exhibit B1: Budget Summary

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.

3. Exhibit B2: 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.

4. Exhibit B3: Advanced Payment Summary (*if applicable*)

The Advanced Payment Budget must document the total Advanced 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 B4: Advanced Payment Statement of Need and Timeline (*if applicable*)

If the applicant is applying for Advanced Payment, they must include a one-page statement (single space, Calibri, 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.

Applicants requesting Advanced 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 Timeline must align with all project objectives and demonstrate sound rationale for supporting the project from Advanced Payment to reimbursable.

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

B. Required Appendices
1. Memorandum of Understanding between Fiscal Agent and Regional Convenor(s)
Fiscal Agent and Regional Convenor(s) MOU must include a mutual agreement of each entity's roles and responsibilities and a commitment to work together to achieve the goals, objectives, and deliverables of the CERF Catalyst Program.

IV. Funding Requirements

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

A. Eligibility

Each region's Fiscal Agent, on behalf of the HRTC, will be eligible to apply for up to $14 million in funds from the Catalyst Program. The closed solicitation closes on November 30, 2023.

Applications will be reviewed and awarded on a rolling basis.

B. Availability

A total of $182 million in the General State Funds are available through this closed solicitation. The EDD anticipates that up to 13 projects will be awarded. Final awards 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.

C. Period of Performance

The period of performance (POP) for projects funded under this closed solicitation will be between 28 months, with an anticipated start date of May 2024. 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.

D. Administrative Cost Limits
A maximum of $1,500,000 can be allocated to cover the Fiscal Agent's administrative costs. Please refer to Appendix C for a detailed definition of administrative costs.

E. Allowable Uses of Fund
The funds awarded under this closed solicitation 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 A for Allowable Costs and Cost Items and Appendix B for Disallowable Costs.

F. Advanced Payment
EDD may provide, with legislative authority an Advanced Payment option to community-based non-profit organizations. Advanced Payment options aim to reduce barriers in participating in the Catalyst Program. Applicants may apply to receive up to 25 percent of their total grant award through an Advanced Payment option. For the request to be considered, applicants will need to submit the 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 Advanced Payment option if the reimbursement model is preferred.

Note – Applicants requesting Advanced Payment will only be eligible for a one-time advance payment and will be required to demonstrate good standing with the IRS. Advanced Payment is subject to approval; the requested percentage at the time of the application is not guarantee.

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.

G. 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.

V. Significant Dates

Figure 1: Application Timeline

Event	Date
Catalyst Program **Closed Solicitation Announcement**	Friday, September 1, 2023
Technical Assistance Office Hours	Tuesday, September 12, 2023, at 10 a.m. PT
Proposals due	Thursday, November 30, 2023, by 5 p.m. PT
Proposal review and evaluation	Rolling basis
Award announcements	December 2023
Estimated project start date	May 2024

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

1. Delivery
Applicants must submit a complete application package with all required elements to WSBCERF@edd.ca.gov and by Thursday, November 30, 2023, by 5:00 p.m. PT.

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

2. Questions and Answers
Direct any questions regarding this closed solicitation to WSBCERF@edd.ca.gov. The CERF Inter-Agency team will review questions submitted and follow-up within 3 to 5 business days. If additional time is necessary to address a question, an EDD representative will follow-up with the status of the request as necessary.

VI. Award and Contracting Process
After the deadline, the EDD will: (i) vet the proposals based on the minimum qualifications established in this closed solicitation 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:

Criterion	Maximum Points
Section I – Catalyst Application Questions	60
Section II – Proposed Budget Summary	15
Section III – Proposed Budget Narrative	15
Section IV – Memorandum of Understanding	10
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. 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 December 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.

C. 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 closed solicitation. The time needed for such official action will affect the awardee'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.

VII. Administrative Requirements

A. Monitoring and Audits
During the performance period, awardees 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. 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.

B. Subcontracting and Procurement
Subcontractor procurement processes must adhere to state and local requirements.

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 E for the CalJOBS Workstation and Software Requirements and Appendix D for Post-Award Reporting Requirements.

E. Fiscal Requirement and Reporting

The Catalyst Program 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 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. The closeout period is a critical piece in the cycle of a contract or subgrant agreement. It is used by the awardee 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 Catalyst Program, the awardee must be the sole owner of the title or leasehold. Each site acquired or improved upon with the funding related to this closed solicitation 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 Catalyst Program, 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
Awardees of a state award obtain the title to intangible property once it has been acquired. The awardee 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 subcontract 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. 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 closed solicitation alongside other grant activities. The awardees of this closed solicitation 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: 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.

Participant Compensation: Participant compensation that is an exchange of payment for services rendered in the development of community work products and appropriately documented with deliverables such as sign in sheets or written surveys. Compensation up to $100 per day is allowed to attend CERF-related meetings, which does not include travel.

Appendix B: Disallowable Costs

The following costs are ineligible uses of grant funds:

- Exceeding $1,500,000 million for Fiscal Agent Administrative cost.
- Exceeding $2,000,000 million for operation of the HRTC.
- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local propositions.
- Expenses not related to the Catalyst Program 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 existing 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 C: Administrative Costs

Under the Catalyst Program, there is an administrative cost limit of $1,500,000 million. 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. Project management functions.
      vi. Payroll functions.
      vii. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
      viii. Audit functions.
      ix. General legal services functions.
      x. Developing systems and procedures, including information systems, required for these administrative functions.
      xi. 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.

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

Where possible, the awardee must make efforts to streamline services to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

Appendix D: 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 E: 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.