Employment Training Panel

Social Entrepreneurs for Economic Development (SEED)

SEED2 Grantee Orientation
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PREFATORY NOTES

This presentation is intended as an overview of the SEED2 Contract and how to invoice in Cal-E-Grants.

The contents of this presentation, and any verbal communication with the ETP and the Labor Agency concerning this Contract, are not binding on the State and shall in no way alter any specification, term, or condition of the Contract.

During this webinar all attendees are placed on mute. The chat feature is available for questions.

SEED Initiative Overview

Public Policy Goals
- Serve vulnerable communities facing significant barriers to employment.
- Promote entrepreneurship of individuals who may be precluded from obtaining gainful employment.

Non-profit Community Based Organization (CBO)
- Partner with non-profit CBOs that have expertise and track records of serving SEED target populations in culturally and linguistically effective ways.

Equity, Inclusion, and Social Responsibility
- Promote equity and inclusion, including racial, gender, and geographic equity.
- Support business innovation that is socially responsible, effective, and sustainable.

SEED Target Populations

Individuals with limited English proficiency, regardless of immigration or citizenship status

Individuals who are neither U.S. citizens nor lawful permanent residents

SEED is open to all individuals in the target populations, including those who may not be lawfully present in the U.S., DACA or TPS recipients, other immigrants, refugees, asylees, and U.S. citizens.

Term of Performance

Contract Term: June 1, 2022 through May 31, 2024

- No obligation or commitment of funds will be allowed prior to or beyond this term.

Entrepreneurship Program Components

- Training and Development

- Community Outreach

- Selection of SEED micro-grant awardees

- Disbursement of micro-grants for small business development

- Provide technical assistance to SEED micro-grant awardees

Demonstration Program Components

- Launching or supporting worker cooperatives in low-wage industries

- Development and implementation of worker training to support worker cooperatives

- Micro-grants to help start or maintain worker cooperatives

- Provide technical assistance to worker cooperatives

Entrepreneurship: Allowable Use of Funds

Program Costs: Costs of the Contractor including any and all subcontractors utilized that relate to the implementation of the program components.

May use a maximum of twenty-five percent (25%) of the Award Amount in order to cover all direct and indirect costs actually incurred in the administration of the program.

Micro-Grant Funds: Seventy-five percent (75%) of the Award Amount must be allocated and expended in full by the Contractor as micro-grants.

Average micro-grant amount shall range from $2,500 to $7,500. Micro-grants above this range, but not to exceed $10,000, may be awarded with adequate documentation.

Demonstration: Allowable Use of Funds

Program Costs: Costs of the Contractor including any and all subcontractors utilized that relate to the implementation of the program components.

May use up to eighty-five percent (85%) of the Award Amount in order to cover all direct and indirect costs actually incurred in the administration of the program. Indirect costs are capped at fifteen percent (15%) of the Award Amount.

Micro-Grant Funds: A minimum of fifteen percent (15%) of the Award Amount must be allocated and expended in full by the Contractor as micro-grants to start or sustain worker cooperatives.

ETP

Entrepreneurship: Disbursement of Funds

Disbursement of the Award Amount is as follows:

1. First Disbursement: ETP will make a First Disbursement payment of twenty-five percent (25%) of the Award Amount upon approval of the Contract.

2. Second Disbursement: Contractor may request payment in an amount equal to the total micro-grantees selected by the Contractor. The Micro-Grant Selection List must be completed and uploaded with request or payment will not be processed.

3. Third Disbursement: Contractor may request payment in an amount equal to the total micro-grantees selected by the Contractor. The Micro-Grant Selection List must be completed and uploaded with request or payment will not be processed.

4. Fourth Disbursement: Contractor may request payment for the remaining amount of the Award Amount upon selecting at least seventy-five percent (75%) of the projected number of micro-grantees. The Micro-Grant Selection List must be completed and uploaded with request or payment will not be processed.

May request fewer than four (4) disbursement payments but in no case shall the total of all disbursement payments exceed the Award Amount.

Micro-Grant Selection List: https://etp.ca.gov/fundingopportunities/grants/

Demonstration: Disbursement of Funds

Disbursement of the Award Amount is as follows:

1. First Disbursement: ETP will make first disbursement of thirty percent (30%) of the Award Amount to the Contractor upon submission of a master action plan and timetable for the formation, incubation, support, and/or capacity building of each worker cooperative. Master action plan and timetable must be completed and uploaded with request or payment will not be processed.

2. Second Disbursement: An additional thirty-five percent (35%) of the Award Amount will be disbursed upon submission of linguistically and culturally appropriate training curriculum and materials developed to help support the formation, incubation, and/or capacity building of each worker cooperative. Training curriculum/materials and training implementation plan must be completed and uploaded with request or payment will not be processed.

3. Third Disbursement: An additional thirty-five percent (35%) of the Award Amount will be disbursed upon submission of a final plan and timetable for distribution of the micro-grants including final analysis and determination of the amount and number of micro-grants and how they will be used to support each worker cooperative. Micro-grant plan and timetable for micro-grant distribution must be completed and uploaded with request or payment will not be processed.

Each disbursement payment shall only be made upon ETP's determination that the deliverable is complete.

Requests for disbursement do not need to be made in any particular sequence or order.

Disbursement Requests and Invoicing

Submitted through the Cal-E-Grants system with required uploads attached.

Exception: First disbursement of twenty-five percent (25%) for Entrepreneurship projects does not require additional documents to be uploaded.

Contracts are approved so first disbursement request can be submitted – **Entrepreneurship Projects only**

Quarterly Data Collection Requirements and Progress Reports

- Completed quarterly to show how grant funds are being appropriately extended.

- Quarterly progress reports will include providing data elements and narrative descriptions of grant activities.

- ETP is working on building the data collection and progress reports process into the Cal-E-Grants system.

- Once system build is complete an additional training session will be held.

Quarterly Progress Report Due Dates

- September 15, 2022

- December 15, 2022

- March 15, 2023

- June 15, 2023

- September 15, 2023

- December 15, 2023

- March 15, 2024

- June 20, 2024 **– Final Report**

Records Retention

- Contractor shall maintain program and fiscal records sufficient to satisfy reporting requirements to ETP and to enable evaluation of program effectiveness and proper use of funds.

- Includes thorough, complete, and accurate accounting ledgers to support all program expenses and expenditures of grant funds.

- Maintain fiscal integrity.

- Contractor shall retain all records pertinent to implementation of this Contract for a period of at least four (4) years from the termination of this Contract.

Community of Learning and Practice

ETP will conduct monthly SEED Community of Learning and Practice meetings to be held virtually.

This will be an open forum where SEED2 CBO grantees can discuss:

- Program models and strategies

- Engage in peer learning and support

- Facilitate access to technical assistance and best practices

- Share micro-grantee success stories

ETP will also provide any SEED updates if applicable.

ETP Name

Any material used to promote the SEED project and any other writing using the ETP name or logo, must be approved in advance by ETP.

SEED Related Questions

- ETP Website has support documents: https://etp.ca.gov/fundingopportunities/grants/

- Cal-E-Grants technical assistance email: ETPCalEForce@etp.ca.gov

- Reach out to your assigned SEED program analyst.