

Employment Training Panel

Healthcare Workforce Advancement Funding

Program & Application Information Session

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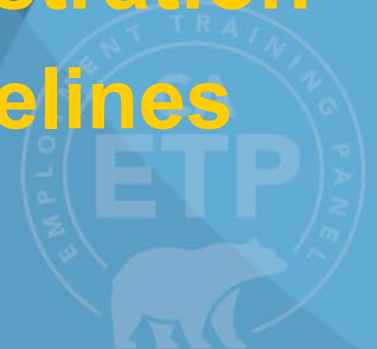
February 13, 2023



Today's Session:

Healthcare Workforce Advancement Fund Overview

- Applicants Eligibility
- Training Population
- Training
- Reimbursement and Administration
- Application Process and Timelines
- Questions & Answers



PREFATORY NOTES

This presentation is intended as a summary of the Healthcare Workforce Advancement Funding (HWAF) guidelines which were approved by the Panel on October 28, 2022.

The contents of this presentation, and any communication with ETP are not binding on the State and shall in no way alter any specification, term, or availability of funding.



What is ETP? (CORE Funding)

ETP is a State agency that uses a **pay-for-performance contract** to reimburse the costs for employer-customized job skills training. FY22/23 Focus on Priority Industry Sectors and LWDA Initiatives – includes Healthcare.

Multiple Employer Contract partners:

<https://etp.ca.gov/training-opportunities/>

Application Process Assistance and Interactive Orientation

<https://etp.ca.gov/getting-started/apply-for-funds/interactive-orientation/>

More information: ETPEDUnit@etp.ca.gov



HWAF Overview and Background

Governor Newsom's 22/23 budget, approved in AB 178, allocated to ETP \$25 million in general fund to train health and social workers, defining Healthcare Workforce Advancement Funds as an ETP program.

This funding shall meet the requirements of "high road" as specified in Sections 14005 and 14013 of the Unemployment Insurance (UI) code:

- Improve job quality and job access, including for women and people from underserved and underrepresented populations.*
- Meet the skill and profitability needs of employers.*
- Meet the economic, social, and environmental needs of the community.*



HWAF Overview and Background

The Healthcare Workforce Advancement Fund is focused on addressing the shortage of entry-level healthcare workers thereby will fund training for:

- job seekers in occupations with the most accessible entry points to career path opportunities*
- current workers in entry-level healthcare occupations who need career advancement and wage progression opportunities moving out of poverty*
- workers that face additional systemic barriers to employment including formally incarcerated women and workers in rural areas of the state*

HWAF Intended Outcomes

- *Build and create innovative and accessible opportunities to recruit, train, hire, retain, and advance a high road workforce.*
- *Support quality jobs and career advancement opportunity.*
- *Train workers for jobs critical to California economy.*
- *Increase economic mobility.*
- *Meet social, regional & community health needs.*
- *Leverage a broad coalition of partners in workforce training & community planning.*
- *Serve new populations & health and human service employers.*

HWAF Contract Format

ETP uses a pay-for-performance contract to fund a structured training program to achieve specific goals. All performance terms and conditions specified in the Contract must be met to earn approved funding.

ETP funding is only for training and employment that is provided within the term dates of an approved contract; ETP funding is not retroactive.

Unless specified within the HWAF guidelines standard ETP program criteria will be used.



HWAF Contract Funding

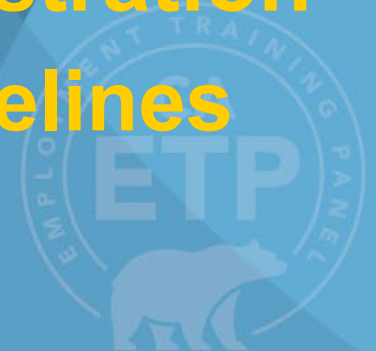
- Contract term is maximum of 4 years (all training must be delivered within 3 years and 9 months or less).
- HWAF projects are capped at \$1,000,000.
- Contract funding amount may be increased by amendment dependent on available funds.
- Performance is a condition to retain approved funding level or consideration for additional funding.
- Contract conditions include specified performance benchmarks to retain approved funding.
- Contracts not meeting the specified benchmarks may be subject to a reduction of Contract funding.

HWAF Funding Windows

- Funding to commence June 2023
- First HWAF Application Window:
 - Opens February 27, 2023 @ 8:00 AM PST
 - Closes March 20, 2023 @ 3:00 PM PST
- Multiple designated funding rounds until all funds dispersed and encumbered.
- If multiple application rounds new HWAF funding application must be submitted or resubmitted.
- Applications accepted only between open and closed Application Window periods.

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Contract Models

Single Employer

Health and human service employers train new and existing employees in employer-customized job skills training.

Multiple Employer Contractor

ETP contractor aggregates training needs to train and place job seekers (New Hires) and to upskill new and existing workers (Job Creation Retrainees and Retrainees).

HWAF Applicants may apply for ETP Core and alternative funded contracts in same fiscal year. ETP contract performance will be evaluated for any application.



HWAF Contractor Eligibility MEC

Multiple Employer Contractors (MEC) include:

Group of Employers – Chambers of Commerce, Trade Association, Economic Development Corporation and Joint Apprenticeship Training Committee

Public or Private **Training Agency**

Workforce Development Board

Workforce Investment and Opportunity Act (WIOA)

Grant Recipient/Administrator

Incidental Placement rules do not apply for MECs under HWAF.



Basic HWAF Employer Eligibility

- Employer Contractors, participating employers and affiliates.
- Must be non-profit or municipal employers not subject to the Employer Training Tax; with California Employer Account Number (CEAN) over 699.
- Employers must report wages for employees through EDD. *Excludes State of California employers.*
- Must be health and human service employers.

NAICS – Eligible Employer Industry

- Health Care and Social Assistance sector comprises establishments providing health care and social assistance for individuals. **NAICS Industry Code Section: 62.**
- Employers and affiliate employers shall provide their NAICS code and will be used for eligibility for HWAF. Employers outside Healthcare NAICS will go through Special Review as part of their application.
- NAICS code look up on our website to assist employers:
<https://caetp.force.com/NAICSLookup/s/>

Retraining Requirements

Employers Must Demonstrate the following:

- Need for Training
- Funding is supplemental and supplanting the company's own funds
- Provide Secure Jobs (low turnover rate) and
- An **In-Kind Contribution**: includes wages paid during training, course materials, equipment depreciation and facility rental. Does not mean cash on hand.



Turnover Rate Calculation

All employer participating must have a **turnover rate** for permanent full-time employees (individuals working an average of 35 hours or more per week) may not exceed 20 percent for the preceding calendar year at the facility where training is being requested.

Instructions to calculate turnover rate: Divide the number of full-time employees who separated from their jobs during the most recent calendar year (January – December) by the average number of full-time employees employed during the same time period at the same company site(s).

HWAF Application Information

Applicants must provide information as part of the application specific to HWAF:

1. Describe how the overall training of the organization's / company's workforce (trainees) will contribute to any or all High Road Employer workforce development strategies.
2. Describe the organization / company's workforce health and human service worker needs (including demonstrated shortage of workers in entry-level positions). In addition, any demonstrated regional or local workforce needs.
3. Describe current or planned structured support to build company/organization -wide strategic career pathways that lead to wage progression for entry-level worker trainees.

HWAF Application Information

4. Describe any worker populations the company / organization hires which require additional training resources (i.e. such as formally incarcerated women and workers in rural areas of the state).
5. Priority will be given to applicants with demonstrated wage progression of 10% or more from the start of training to the end of trainee retention period. Describe wage and occupational progression. Please be as specific as possible (include any qualitative and quantitative information).
6. Contract terms may be up to four (4) years. Please state if the submitted training plan and retention period can be delivered in less than 4 years (if so how long?).

HWAF Application Information

7. Describe how proposed training (curriculum) will lead to:
 - Career or wage progression (Include information on any change in trainee occupations from start of training to end of training/ retention).
 - Retention of healthcare & behavioral care workers.
 - Licensing and certification (if applicable).
8. Applicants may request up to 400 hours of ETP funded training per trainee. Provide justification a higher number of hours requested (be as specific as possible).
9. Provide employer / organization Diversity, Equity, and Inclusion plan or policy, if any. State N/A if the Organization / company does not have one. (You may upload files)



HWAF Intended Outcomes

The guidelines have identified the following intended outcomes to address the healthcare and behavioral health workforce needs.

Specify the results your company / organization intends to achieve as a result of training funded by the HWAF and describe how.

Be as specific as possible (include any qualitative and quantitative information) and add any other expected results and outcomes not listed below:

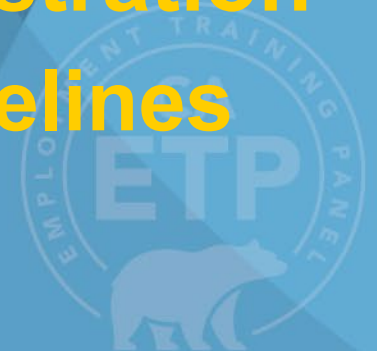
- Build and create innovative and accessible opportunities to recruit, train, hire, retain healthcare and behavioral health workers.

Intended Outcomes Continued

- Support Pathways to quality jobs and build ladders of career advancement opportunity for entry-level and other workers in care, healthcare, and human service social work settings.
- Train workers for jobs critical to California economy & the growing demands of healthcare workers.
- Increase economic mobility across health/ direct care service sectors to increase inclusivity & diversity in higher paid jobs to achieve equity and wage advancement out of poverty.
- Meet the unique regional & community health & social service needs.
- Leverage a broad coalition of partners in workforce training & community planning.

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HWAF Trainee Types

HWAF Trainee populations may include the following:

Unemployed Individuals/Job Seekers

New Hire Trainees (MEC ONLY)

New and Existing Full-time Workers

**Retrainees and Job Creation Retrainees
(SE and MEC)**



Trainee Eligibility

- Temp to Perm placement models can qualify.
- Unemployment Insurance eligibility is not required for HWAF trainees.
- Demonstration of union support must be submitted for Trainees represented by a Collective Bargaining Agreement.

Contracts may be approved with a 15-day contingency if Union Support documentation is forthcoming.

HWAF Occupations

Ambulatory care, human service, and social work occupations inclusive those which do not require a four-year degree, but face demonstrated shortages.

May include direct care, long term care, behavioral health, allied health, health tech roles such as respiratory therapists, phlebotomists, tele-health workers, community health and social workers).

Contractors will report both the starting occupation and the final occupation attained through funded training.



Basic Trainee Requirements

Trainees must complete a minimum of 8 hours of training within the contract term. Maximum is 400 hours of training per trainee.

May request a higher number of hours on a case-by-case basis with justification.

Training Funds are **EARNED** after

- the trainee works full-time during a post-training employment retention period; and
- earns in excess of a contract-specified minimum wage.

Retention Period

The post-training employment retention period ETP Regulation 4400(v) may include:

90 days after the end of training; or 500 hours of employment during a period not to exceed 272 calendar days after completion of training.

For this project, full-time will be considered 35 hours per week. Healthcare occupations allow for alternate definitions of full-time including 24 hours per week.



HWAF ETP Minimum Wages

Effective for HWAF contracts approved on or after January 1, 2023 and before December 31, 2023.

Category	New Hire (Minimum Wage After Retention)	Retrainee (Minimum Wage After Retention)
Standard ETP Minimum Wage	\$18.54 - \$20.60	\$22.66 - \$24.72
High Unemployment Area (with Wage Waiver)*	\$15.50	\$17.00 - \$18.54*
Job Creation Retrainee minimum wage is \$17.00		
SET Frontline Workers		n/a
SET Frontline Workers (Critical Proposal/Priority Industry)		n/a

Up to \$2.50 in employer paid health benefits may be included as part of the employees wages paid.



Trainee Wages

Applicants will identify **actual wages paid** for each occupation listed in the application, including a minimum and maximum wage paid per hour.

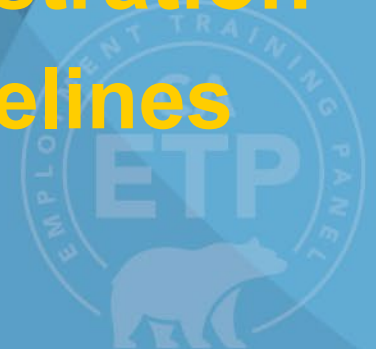
Contractors will be required to report wages at enrollment prior to the start of training and at the end of the trainee retention period.

If ETP cannot verify trainee's wages through existing processes, ETP may request payroll information from the contractor.



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Training: Topics

ETP funds employer-customized, job skills training.

To meet the objectives of HWAF, funded training should focus toward the following:

- career or wage progression;
- the retention of healthcare & behavioral care workers; and
- professional licensing and industry recognized certification.

Additional Training Notes

Ancillary and job readiness skills training may be provided for underserved training populations.

Legally-mandated, Continuing Education or generic training topics are not eligible.

Training that replaces, parallels, supplants, competes with, or duplicates in any way already existing approved apprenticeship programs is not eligible.

Delivery Methods/Trainer Ratios

ETP requires the following trainer to trainee ratio cap, not to exceed:

Delivery Method	Maximum Trainer to Trainee Ratio
• Classroom, Laboratory, Electronic-delivery training (E-learning)	1:20
• All Interactive for New Hires	1:15
• Medical Skills – Preceptor, Advanced Technology Training	1:10
• Computer-Based Training (CBT)	N/A
• OSHA 10/30 • Certified HAZWOPER • Certified HAZMAT	1:40
• Pre-Apprentice	1:25

Training Providers

Employer may select any combination of internal or external training provider as part of an ETP contract. Trainers should be California-based.

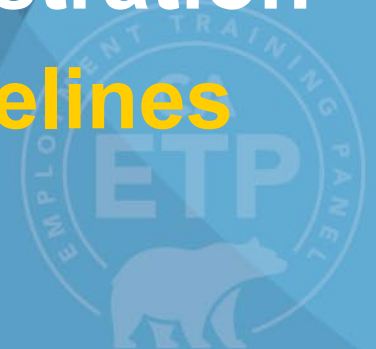
NOTE: ETP does not vet or endorse training providers as part of the ETP contract.

A MEC can use either employer facilities to train or a center-based facility to accommodate employers.



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Reimbursement

The cost of training is the cost of training.

ETP uses a **fixed-fee training reimbursement rate** that is inclusive of all administration and training costs. New Hire Training cannot pass costs to Trainee.

ETP reimbursement rates will be \$9 per training hour per trainee for CBT and \$19 per training hour for DAS-Recognized Pre-Apprenticeship and Apprenticeship Training, and \$23 per training hour for all interactive training delivery methods.

ETP funding = total training hours* x reimbursement rate

* based only upon the number of valid training hours delivered and tracked.



MEC Support Costs

The cost per trainee may be adjusted for support costs. Up to 8% of the total training costs may be added for allowable support costs such as recruitment, job placement, or assessment.

An extra 4% may be approved for promotional materials for potential New-Hire trainees (New Hire projects only).

Veteran, At-Risk-Youth and Justice-Involved trainees are eligible to receive 20% in support costs.

ETP Administration

Contractor is responsible for all contract administration including record keeping and payroll documentation.

Contractors may use alternate record keeping for this program. Contractors must get approval by their Regional Office development analyst prior to start of training.

All training hours must be reported in ETP systems within 90 days of the delivery of training.



Fund Recuperation

To maximize the usage of awarded funds and effectiveness of program design, any and all funds not expended in accordance with this Healthcare Workforce Advancement Fund shall be returned.

This includes, without limitation, any and all Administrative Costs and Support Costs allowed herein, at a rate commensurate with expected individual trainees not actually served and enrolled as determined by ETP.



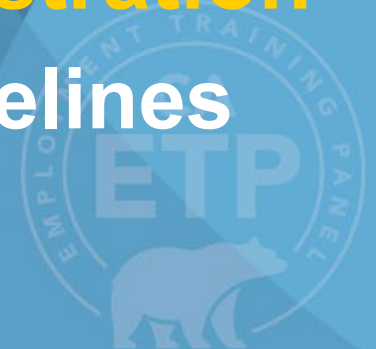
Fund Recuperation

The parties will acknowledge and agree that any and all returned funds may be used to fund other contractors awarded a contract under this Alternative Funding Source program.

Additionally, in order to ensure timely recuperation of funds not expended in accordance with this program, the parties acknowledge and agree that ETP shall conduct performance assessments regarding the demand for funds.

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ETP Application Process

The ETP Cal-E-Force system will be used for the HWAF funding opportunity. All applications will be submitted through Cal-E-Force:

<https://etp.ca.gov/fundingopportunities/apply-for-funds/>

1. Interested Applicant must register in the Cal-E-Force system.
2. Complete and Submit the Healthcare Workforce Advancement Fund Application.



Application Submission

The ETP will accept proposals for the first window between:

**February 27, 2023 (starting at 8:00AM PST)
and March 20, 2023 (until 3:00 PM PST)**

Late applications will not be accepted.

Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

ETP Support Staff will be available for technical support throughout the application windows.



CEF New Company Sign Up

On the ETP website

Apply For Contract Funds

Please see ETP's Funding Priorities for the fiscal year on the [Funding Priorities & Limitations page](#). Applications are now being accepted through ETP's Cal-E-Force online system.

- New Users – select the New Company Sign Up button below to register in the Cal-E-Force system. If your company is already in the system please contact your company's administrator for login information.
- Submit Application – Users with an company account created in Cal-E-Force can log into the system by selecting the Existing Company Login button & follow the screens to complete an application.
- Authorize a Subcontractor – If you are choosing to identify a subcontractor to assist you in completing your application select the Existing Company Login button below, and follow the screens to get your subcontractor identified and registered.

Cal-E-Force:

New Company Sign Up

Existing Company Login



If someone at your company has already signed up, please contact them to add you as a user. Otherwise, please continue to register for a new user below.

Note: Passwords require the presence of both letters and numbers, and must be a minimum of 10 characters in length and the username should be in email format.

* First Name

* Last Name

* Email

* Company Name

Please check your email after selecting the sign up button to receive your username and instructions to login

Sign Up

[Already have an account?](#)

ETP Application Eligibility

Eligible HWAF Applications:

- Meet All HWAF Program Eligibility Criteria
- Contain complete and accurate information (i.e. all questions answered and correct)
- Submitted within the designated application window

Ineligible Applications will not be considered for Funding



ETP Application Review

Applications will be reviewed for eligibility in the order received.

Eligible Applications will be considered within the Application Window and Funding Availability.

ETP intent is to fund as many eligible applications as possible with the limited funding available, therefore, funding request amounts will be considered, however, maybe adjusted based on intent of program funds.

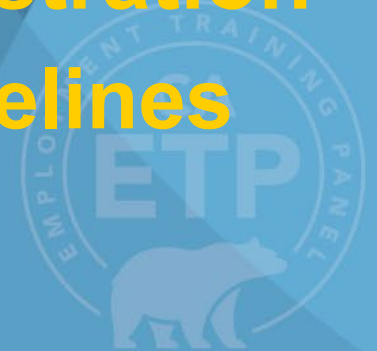


HWAF Significant Dates

Event	Date
Information Session	February 13, 2023
Application Window	February 27, 2023, 8:00 A.M. to March 20, 2023, 3:00 P.M.
Application Proposal Review	March through May 2023
Targeted Panel Approval	June 9, 2023; July 21, 2023
Estimated start date of training	June 12, 2023; July 24, 2023

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HWAF Related Information

ETP Website HWAF Program Page with support documents including guidelines, application and contract templates, and sample information:

<https://etp.ca.gov/fundingopportunities/hwaf/>

Questions regarding HWAF?

ETPHealthcareWorkerAdvancementFund@etp.ca.gov

The Cal-E-Force Hub has all related documentation for the HWAF application:

<https://etp.ca.gov/fundingopportunities/apply-for-funds/>



Questions & Answers

Thank you!

