



Employment Training Panel

# Memorandum

To: ETP Policy Committee  
Gretchen Newsom, Chairperson  
Rebecca Bettencourt, Member  
Rick Smiles, Member

Date: June 20, 2024

CC: Executive Staff  
Jessica Grimes, Executive Director  
Peter Cooper, Assistant Director  
Jaime Gutierrez, Chief Deputy Director  
Tara Armstrong, Deputy Director

From: Jana Lazarewicz, Northern California District Manager

Subject: ETP Policy Committee Meeting Agenda Item: Repeat Contractor Rule

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## Frequently Asked Questions

To provide additional clarification and address some concerns on the revised Repeat Contractor Rule, effective July 1, 2024, ETP has compiled a list of frequently asked questions:

### **Q1. How is a Repeat Contractor defined?**

Answer: Any contractor who has held a previous ETP Contract.

### **Q2. What will ETP review in determining if my application falls under the Repeat Contractor Rule?**

Answer: As part of our review ETP will take into consideration if any active core-funded contracts have reached 75% in final payment invoice (P4) submitted.

### **Q3. How is an “active” contract defined?**

Answer: Any contract that does not reflect a Closed status in the Cal-E-Force system.

### **Q4. How is “final payment invoice (P4) submitted” defined?**

Answer: Any final payment (P4) invoice that has been submitted into the Cal-E-Force system. Invoice doesn't need to be completely processed by Fiscal.

**Q5. Is the Repeat Contractor Rule applicable to all contracts including Alternative Funds Contracts?**

Answer: No, the Repeat Contractor Rule only applies to core-funded contracts. For example, a contractor could have an active alternatively funded contract that has not met the 75% final invoice submission and still move a proposal to Panel for approval on a core-funded contract.

**Q6. Can I submit an application for funding if I have not reached 75% actual earned on my active contract?**

Answer: Yes, you can still submit an application for funding, but the proposal will not go before Panel until 75% in submitted final payment invoices (P4) is reached.

**Q7. When will ETP process my application?**

Answer: ETP will follow its established process for applications.

**Q8. How long will ETP allow my application to remain as “In RO Development” status pending my 75% in submitted final payment invoices (P4)?**

Answer: Applications may remain “In RO Development” status for up to six (6) months or the end of the Fiscal Year, depending on demand.

**Q9. What if I have submitted final payment invoices (P4), but ETP has not processed them yet?**

Answer: You can still submit an application for funding.

**Q10. Can I add hours to trainees if I already submitted a final payment invoice (P4)?**

Answer: Under certain exceptions, additional hours may be added to trainees, although ETP’s expectation is that once a final payment invoice (P4) is submitted that it is final.

**Q11. Can I still move a proposal forward to Panel for review if my active contract is under 75% provided my new contract starts once the current contract expires?**

Answer: No, proposals will not move forward to Panel until 75% in submitted final payment invoices (P4) is reached.