

# Employment Training Panel

## *Paid Family Leave Small Business (PFL SB) Grant 4*

Presented by:

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San Francisco Bay Area  
Regional Office

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# Today's Session:

- **Paid Family Leave Overview**
- **Eligibility for Grant Awardees and Paid Family Leave Employers**
- **Funding and Timeframes**
- **Submission, Scoring, and Appeals**
- **Cal-E-Grants Overview**
- **Questions & Answers**



# PFL SB Grant 4

The PFL program allows California workers to take paid leave to bond with a new child, to care for a seriously ill family member, or to participate in a qualifying military event. On July 1, 2020, this leave was expanded from six to eight weeks.

- PFL pays up to eight weeks of benefits in a 12-month period.
- Although PFL does not provide job protection, there are various federal and state laws that provide protected leave for up to 12 weeks.

# PFL SB Grant 4

ETP has been designated to administrate \$920,000 in California State General Fund dollars to support outreach to California small businesses impacted by the expansion of the PFL program to help offset the costs incurred when training employees to cover the duties of the individual utilizing Paid Family Leave.



# PFL SB Grant 4

Businesses impacted by the PFL expansion will be primarily small businesses, and they will need to:

- train and upskill existing workers to cover the duties of the employee out on PFL
- hire and train additional workers

This impact also includes costs related to recruitment and training related to new workers.

# PFL SB Grant 4

The PFL SB Grant will take the form of up to four grants to eligible entities who will then distribute micro-grant payments and administer the grant's funding to California's small businesses with 100 or less employees who have at least one employee out utilizing the PFL program.

Each small business may receive up to \$1,000 or \$2,000 per employee utilizing PFL.



# PFL SB Grant 4 - Highlights

- The Solicitation for Proposals (SFP) will be released each fiscal year (FY), if funding is available.
- Multiple Employer Contractors (MEC) will be chosen as grant awardees. Standard MEC eligibility requirements will apply.
- Total grant funding = \$920K with Standard MEC grant awards between \$250K - \$500K
- Administrative Fees capped at 13%.
- No more than 12% in Support Costs granted.
- Curriculum does not need to be reported.

# PFL SB Grant 4 - Highlights

- Participating small businesses must have 100 or less employees, with at least one employee utilizing the PFL program.
- MEC awardees will need to complete a mid-term and a final grant report and will collect and maintain data on participating small businesses and PFL participants.
- Additional details and requirements will be included in the SFP each year.

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# PFL SB Grant Awardee Eligibility

Awardees must meet ETP core program MEC eligibility criteria AND have a strong pre-existing relationship with small businesses. One application will be accepted per MEC.

MECs include:

- **Group of Employers** (Chambers of Commerce, Trade Associations, and Economic Development Corporations)
- **Training Agencies** (Communities Colleges and University Foundations)
- **Workforce Development Boards / WIOA Administrative Entities**



# PFL SB Employer Eligibility

CA small businesses with 100 or less employees who have at least one employee utilizing the PFL program.

- Businesses must be registered to do business in the State of CA, be in an active status with the CA Secretary of State's Office, and have an active California Employer Account Number (CEAN) under which its employees are listed for payroll.

**NOTE:** Small businesses utilizing a professional employer organization (PEO) for payroll services under the PEO's CEAN are not eligible to participate.

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# Funding Availability

**\$920,000 is available for PFLSBG4 (FY 25/26)**

- Grantee award amounts are usually between \$250,000 and \$500,000 based on demonstrated demand and available funding.
- Grantees will receive a lump sum for all Administrative Fees (13%) and Support Costs (12%) at the beginning of their grant term. The amount is based on estimated number of individuals utilizing PFL to be served as contained within the grant application.

# Allowable Use of Funds

Examples of allowable Administrative Fees and Support Costs' expenses for the MEC grant awardees include staffing, materials, advertising, marketing, and outreach to other workforce partners.

All other grant funds must be distributed to the eligible participating small businesses.



# Funding Disbursement

Employer payments per individual utilizing PFL:

- \$1,000 (51 to 100 employees)
- \$2,000 (50 or less employees)

*\*Employers may have more than one employee utilizing PFL at any given time.*

MEC awardees will track and distribute micro-grant funding to small businesses as they are signed up to participate in the grant, once the number of employees utilizing PFL has been identified.



# Funding Availability

**Legal Notice** - *If, for any reason, the funds either do not become available or are reduced due to budgeting, fiscal, or administrative reasons, the State of California shall have no liability to pay any funds or to furnish any other considerations under this SFP, and no awardee will be obligated to perform any provisions of this SFP.*



# PFL SB Grant Timeframes

The performance period for projects awarded under this SFP will be up to 24 months, with an additional month dedicated to the final grant reporting requirements.

It is expected that the first one to two months of the project will be used for grant organization and start-up including the identification of small businesses impacted by the PFL program to participate in the project.



# PFL SB Grant Timeframes

No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance.

Any grant funds not expended during the grant-agreement period shall be returned to the state.

ETP will also reserve the right to reallocate any potential unused funding on the part of awardees.



# PFL SB Grant Timeframes

Event	Date
SFP release	January 26, 2026
Last date for Questions and Responses to be posted to the Cal-E-Grants PFLSBG4 webpage.	January 30, 2026
<b>Applications/Proposals due</b>	<b>February 13, 2026 by 5:00 P.M. PST</b>
Award announcements*	March 2026
Estimated project start date*	June 2026

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



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# Proposal Submission

ETP will accept proposals between **January 26, 2026 and February 13, 2026 until 5:00 P.M. PST.** – late proposals will not be accepted.

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

Submission method is via ETP's Cal-E-Grants website  
(note: 3,000 character limit for each "narrative" question):

<https://caetp.my.site.com/calegrants/s/>



# Scoring and Award Process

Proposals will be scored and ranked independently by ETP reviewers based on the criteria set forth in this SFP.

Ranked scores will serve as the primary basis for funding in conjunction with other factors like geographic distribution of funds, uniqueness, and innovative aspects of the proposal.

Only proposals with high merit and with the best interests of the state will be funded.

Grant awardees will be announced at the **March 2026** Panel meeting.



# Appeals

A proposal may be disqualified for not meeting the application requirements under Section 5.A of the SFP. An appeal of the disqualification decision may be filed.

There is no appeal process for not meeting the proposal submission deadline. Final funding decisions cannot be appealed.

**The appeal process will be specifically outlined in the SFP.**

# Appeals

The application requirements (which are listed in Section 5.A of the SFP) are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals that do not meet the minimum requirements will be disqualified.

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# PFL 4 Related Questions

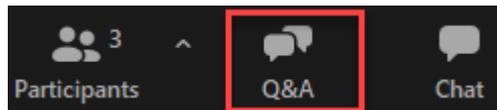
ETP's website has support documents, SFP-related documentation, and sample information:

<https://etp.ca.gov/fundingopportunities/grants/pflsb/>

Cal-E-Grants' website has the link to apply for the PFL SB Grant program:

<https://caetp.my.site.com/calegrants/s/>

Use Zoom's Q&A section on the bottom toolbar to ask any questions:



**Thank you!**

*Any Questions?*

