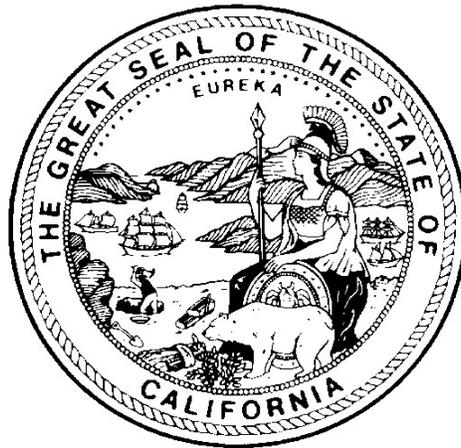


NOTICE OF AVAILABILITY OF FUNDS

by the Employment Training Panel

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

**SOLICITATION FOR PROPOSALS (SFP)
ADDENDUM #1**



February 10, 2026

The Employment Training Panel is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by contacting Michael Cable at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending written notice to Michael Cable at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814.

ADDENDUM #1

This Addendum modifies and clarifies the Paid Family Leave Small Business (PFL SB) Grant Solicitation for Proposals (SFP), originally released on January 26, 2026. Specifically, this Addendum revises funding disbursement requirements and adds amendment language under Funding Availability (Section 1.D of the SFP).

A. Addendum to Section 1.D of the SFP: PFL SB Funding Availability – Disbursements

The SFP outlines funding disbursement requirements for grant awardees (see SFP Section 1.D - Disbursements, page 6). This Addendum clarifies that administrative fees and support costs must be directly attributable to grant performance and must be reasonable, necessary, and allowable in accordance with applicable state and federal requirements. This addendum also modifies the funding disbursement schedule.

The PFL SB grant includes the following cost caps:

Administrative Fees: Not to exceed 13% of the total contract amount.

Support Costs: Not to exceed 12% of the total contract amount.

Program Costs: Not to exceed 75% of the total contract amount.

Advance payments are not permitted under this solicitation. All administrative fees and support costs shall be reimbursed on a cost-reimbursement basis only.

Administrative fees and support costs may be invoiced only after the corresponding enrollment milestone has been achieved and will be reimbursed proportionally based on cumulative enrollment progress. Reimbursement is contingent upon submission of complete and accurate invoices.

Disbursement of PFL SB grant funds will occur in four installments tied to cumulative enrollment milestones, as outlined below:

Enrollment Milestone	Percent of Total Administrative Fees Eligible for Reimbursement	Percent of Total Support Costs Eligible for Reimbursement
Enrollment of 25% of total expected PFL participant population	25%	25%
Enrollment of 50% of total expected PFL participant population	50%	50%
Enrollment of 75% of total expected PFL participant population	75%	75%
Enrollment of 100% of expected PFL participant population	100%	100%

Reimbursement at each milestone is cumulative. MEC awardees may only invoice for administrative fees and support costs corresponding to the enrollment milestone achieved and approved at the time of invoicing.

MEC awardees shall distribute funding to participating small businesses as they are enrolled in the grant, once the number of employees utilizing Paid Family Leave has been established.

B. Addendum to Section 1.D of the SFP: PFL SB Funding Availability – Amendments

This Addendum adds the following funding amendment language to allow the Employment Training Panel (ETP) the ability to reallocate funds during the grant term, if applicable:

The Contract may be amended to add money and time, consistent with the terms and conditions of this Contract and by mutual consent of both parties, subject to approval by the ETP. No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties and approved as required. No oral understanding not incorporated in the contract is binding on any of the parties.