

Employment Training Panel

Paid Family Leave Small Business Grant (PFL SB 4)

Grantee Orientation

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OPENING REMARKS

This presentation provides an overview of the PFL SB 4 Contract.

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.

This presentation is informational and does not alter contract terms. Refer to your executed Contract for binding requirements.

Participation Guidelines:

Please mute during presentation.
Use chat/raise-hand feature for questions.



PFL SB 4 Initiative Overview

About Paid Family Leave (PFL)

- Part of California's State Disability Insurance program.
- Provides wage-replacement benefits for workers who need time off to:
 - Care for a seriously ill or injured family member
 - Bond with a new child
 - Participate in a qualifying military event
- Offers up to 8 weeks of benefits in a 12-month period.
- PFL itself does *not* provide job protection, but other federal and state laws offer up to 12 weeks of protected leave.



PFL SB 4 Initiative Overview

Micro-Grants

Within the PFL SB 4 Grant, participating small businesses may receive:

- **\$1,000 for businesses with 51–100 employees**
- **\$2,000 for businesses with ≤ 50 employees**
 - *Per employee utilizing PFL*
- Designed to offset costs associated with covering duties while an employee is on PFL leave.



PFL SB 4 Eligibility Overview

Participating Employers (Small Businesses)

- California small businesses with ≤ 100 employees
- Must have at least one employee utilizing PFL
- Must be registered and active with the CA Secretary of State
- Must have an active California Employer Account Number (CEAN)
- ***Not eligible:*** Businesses using a PEO under the PEO's CEAN are not eligible.



Term of Performance

Contract Term

June 30, 2026 – June 29, 2028

No expenditures or commitments may occur before June 30, 2026, or after June 29, 2028.



Funding Structure & Reimbursement

Administrative fees and support costs are reimbursed on a cost-reimbursement basis only, and only after cumulative enrollment milestones (25%, 50%, 75%, 100%) are achieved and invoiced with complete, accurate documentation.



Disbursement Eligibility by Enrollment Milestone

Enrollment Milestone	Administrative Fees Eligible for Reimbursement	Support Costs Eligible for Reimbursement
25% enrolled	25%	25%
50% enrolled	50%	50%
75% enrolled	75%	75%
100% enrolled	100%	100%

Reimbursement Requests & Invoicing

- Requests are submitted through the Cal-E-Grants system.
- 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.
- Data Collection/Participating Employer Listing Form to be completed and uploaded with the invoice request.

Data Collection & Reporting Requirements

Mid-Term Grant Report

- The report will include summary information on grant activities to date.
- They will cover the first half of the grant's term (6/2026 – 6/2027) and are due no later than **June 30, 2027**.

Final Grant Evaluation Form

- Will include summary information with a brief narrative that summarizes their outcome.
- Final Grant Reports will cover the last half of the grant's term (6/2027 – 6/2028) and are due no later than **June 30, 2028**.



Reporting & Compliance

- Grantees must provide data to ETP, including business and participant details, funding distributed, and outcomes.
- Required forms:
 - 1) Data Collection/Participating Employer Listing Form
 - 2) Mid-Term Grant Report
 - 3) Final Grant Evaluation Form.
- Grantees must comply with audits, maintain records for **three years** from final payment, and follow all state/federal requirements.



Grant Amendments & Fund Reallocation

- The contract may be amended for additional funds or time, subject to ETP approval and mutual consent.
- ETP may reallocate funds during the grant term based on performance and need
- Amendments must be in writing, signed by both parties, and approved by ETP; no oral understandings are binding. Funds may be reallocated during the grant term, as applicable.



Contract Support

- Questions:
Contact your assigned Program Analyst
Ilya.Launitz@etp.ca.gov
- Technical help: ETPCalEForce@etp.ca.gov
- PFL SB 4 Grant page:
<https://etp.ca.gov/fundingopportunities/grants/pflsb/>



Thank you

Any questions?

