



High Road Training Fund Application Packet

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High Road Training Fund Overview

Introduction

Jobs for the Future (JFF), in partnership with the California Workforce Development Board (CWDB), the California Labor and Workforce Development Agency, and the Governor’s Office of Social Innovation, launched the High Road Training Fund (HRTF) to advance California’s [“high road” vision](#) for equity, job quality, and climate resiliency.

The HRTF raises private funding to build upon the State of California’s public resources that accelerate the impact of High Road Training Partnerships (HRTPs), which are designed to achieve equity and economic mobility for workers, develop skills, increase competitiveness for high road employers, and ensure long-term environmental sustainability for the state and its communities.

About JFF

Jobs for the Future drives transformation in the American workforce and education systems to achieve equitable economic advancement for all. More information is available [here](#).

About California Workforce Development Board

The overarching goal of California’s Workforce Development Board is the reorientation and realignment of California’s workforce programs and institutions to help build a dynamic and globally successful state economy that offers residents of all racial, ethnic, and socioeconomic backgrounds opportunities to achieve economic advancement. More information is available [here](#).

What is the HRTF?

The HRTF is a resource that HRTPs can turn to when public dollars cannot be utilized to meet their operational and program needs due to limitations on the use of public funds. The supplemental funding that the HRTF provides can be used for a wide range of efforts—including ideation, innovation, and the growth and expansion of HRTPs. Moreover, the HRTF can address the unmet needs of HRTPs to ensure that they have the capacity to address systemic barriers that have prevented people in low-wage jobs from pursuing well-paid employment opportunities. Here are a few examples of the challenges that HRTPs can address with HRTF funds:

- **Unforeseen Costs:** It’s not uncommon for partnerships to run into unexpected expenses (e.g., higher-than-anticipated administrative costs). When this happens, there are limitations on how they



can use public funding to cover the increased costs. Their only option may be to amend budgets and reallocate funds originally earmarked for other uses.

- **Immediate Deployment Needs:** Partnerships often find that they need to use funds sooner than expected to get initiatives off the ground. While HRTF funding can often cover costs related to the development of programs, there are cases where partnerships will need relatively quicker access to additional funds to cover costs that arise as they ramp up initiatives.
- **Public Spending Limitations:** HRTFs receive funding through a variety of public sources, and each has its own rules and regulations about how the money can be used.

Created to address challenges like these, the HRTF is positioned to help expand the capacity of the California workforce development system by providing capital for new, emerging, and expanding HRTFs. It will support initiatives that complement the programmatic work the public funding supports. The HRTF can support efforts across the following areas¹:

- **Infrastructure:** Partnerships require financial assistance for building and sustaining the infrastructure that supports their projects. They can tap HRTF resources for needs such as:
 - *Seed capital*
 - *Organizational capacity*
- **Program and Participant Support:** As partnerships grow, they may need to consider offering program participants wraparound supports as part of their efforts to achieve programmatic goals. They can turn to HRTF funds for help in areas such as:
 - *Supportive services*
 - *Program delivery*
- **Sustainability and Scalability:** The core goal of HRTFs is to create sustainable pathways to high-quality jobs in regional economies. As they work to fulfill that mission, they can draw on HRTF financing to support their efforts in areas such as:
 - *Stabilization services*
 - *Policy advocacy*

Award Eligibility Requirements

Before applying for award funding from the HRTF, HRTFs must agree to the following:

1. **Recipient of CWDB High Road Funding:** Partnerships applying to the HRTF must either already be recipients of CWDB High Road funding or have a contract in place to receive funding.
2. **Thematic Considerations:** For this open application period, the HRTF encourages partnerships who meet the following criteria to apply:
 - a. Geography: Greater Los Angeles²
 - b. Population Specific: Opportunity Youth³
3. **Use of Grant Funds:** Applicants agree that the Grant Funds will be used exclusively for charitable purposes as described in Section 501(c)(3) of the Internal Revenue Code, and only in support of the Activities and the Detailed Budget. Subrecipient shall notify JFF of any changes to key personnel or Budget associated with the project or Activities. Any portion of the Grant Funds unexpended at the completion of the Grant Period shall be returned to JFF unless otherwise determined by JFF.
4. **Eligible applicants** (i.e., fiscal agents for the partnership) include, but are not limited to:
 - a. Industry-based training providers
 - b. Industry-based intermediaries including industry associations
 - c. Labor organizations and labor-management partnerships
 - d. Community-based organizations and non-profit organizations
 - e. Public education entities and training providers
 - f. Workforce intermediaries
 - g. Local workforce development boards
 - h. Environmental justice organizations
5. **Application Completion:** An application is considered complete if the applicant has adhered to the eligibility requirements, application format, and included all the requested information, including forms and attachments. Any application that does not adhere to these requirements will be considered an incomplete application and will not be considered for funding.

¹ For a detailed list of sample HRTF activities, please review the [Appendix A](#).

² The Greater Los Angeles region includes Los Angeles County, Orange County, San Bernardino County, Riverside County and Ventura County.

³ "Opportunity Youth are young people who are between the ages of 16 to 24 years old and are disconnected from school and work." (<https://youth.gov/youth-topics/opportunity-youth>)



Application

Deadline to Submit: 5 p.m. PT on September 30th, 2022.

Award Details

With funding from the Conrad N. Hilton Foundation, JFF is soliciting applications for HRTPs to receive sub-grants through the HRTF.

- This is a 2–3-year award in an amount up to \$500,000, administered by JFF.
- We anticipate award announcements to be released between October and November 2022.

Key Responsibilities and Conditions for an Award

Awardees selected for this opportunity will be required to:

- Designate a primary point of contact for sub-grant management and coordination with JFF staff.
- Participate in recurring touchpoints with JFF to assess progress toward award goals and address concerns or questions. This will include cooperation with JFF's Inclusive Regional Economic Development (IRED) unit, JFF's Research and Analysis unit, and a third-party evaluation firm. Examples of such touchpoints include, but are not limited to, bi-monthly connection calls with awardees and participation in convenings to initiate peer learning and feedback loops. More details will be provided to awardees.
- Submit interim and final annual reports to JFF. These are intended to be streamlined and not burdensome for partnerships to complete. Templates for the reports will be provided to all awardees.

Submission Process

Applicants should submit their application through this form: [HRTF Application Form](#). Applicants can submit responses to the questions directly on the form. If applicants have issues submitting via this form, or would prefer to submit it via email, please reach out to highroadtrainingfund@jff.org.

There are suggested character counts for the longer narrative responses; however, applicants will not be penalized for going above or below the suggested character count.

Application Review

Applications will be reviewed based on the items outlined below:

- **Need:** Does the partnership demonstrate a significant need for funding through the HRTF?
- **Intended Impact:** Does the partnership demonstrate that the award will support its partnership's ability to further drive its goals on equity, job quality, climate, and/or regionalism?
- **Additionality:** Does the partnership demonstrate that without the award, achieving the goals of the partnership would be difficult?

Application Questions

Questions included within the application form are provided below for reference...

Part I: Fiscal Agent Basic Information

Instructions: These questions pertain to the fiscal agent applying on behalf of the HRTP.

1. Name of Organization:
2. Mailing Address:
3. Type of Organization (please select only one):
 - a. Industry-based training providers (not a community college)
 - b. Industry-based intermediaries including industry associations
 - c. Labor organizations and labor-management partnerships
 - d. Community-based organizations and non-profit organizations
 - e. Public education entities and training providers (e.g., community college)
 - f. Workforce intermediaries
 - g. Economic Development Organization
 - h. Local workforce development boards
 - i. Environmental justice organizations
 - j. Other (please describe)
4. Primary Point of Contact Information:



- a. Full Name:
 - b. Title:
 - c. Email Address:
 - d. Phone Number:
5. On behalf of which partnership are you applying?

Part II: Funding Need & Request

6. Please enter the requested amount of funding (up to \$500,000). List dollar value in whole dollars only.

7. **Funding Request:** Please describe for what you intend to use the funds. How will your partnership utilize HRTF funding to advance its HRTF mission and address regional workforce needs? Please describe specific deliverables, goals, and outcomes.

Note: Please keep this response around 1000 – 2000 characters

8. **Funding Gap:** What has prevented you from addressing these needs through existing funding streams? How has this impacted your partnership?

Note: Please keep this response around 1000 – 2000 characters

Part III: Background & Expertise

9. **Mission and Impact:** Please briefly describe the mission and impact of the fiscal agent organization, as well as the mission and impact of the partnership overall. List any key programs or initiatives as part of the program.

Note: Please keep this response around 1000 – 2000 characters

10. **Organizational Capacity and Partnership Sustainability:** For us to understand where your organization and partnership currently stand in terms of growth, development, and sustainability, please describe:

- a. Why your organization is well-positioned to lead this effort in your community,
- b. The resources, expertise, partnerships, and staff capacity you would dedicate and/or need to develop to advance your HRTF program(s)/initiative(s),
- c. How your partnership will work to sustain its HRTF efforts (e.g., strategies to expand its current fundraising and development efforts), and
- d. If applicable, how all of this has changed since your partnership first received support from the CWDB.

Note: Please keep this response around 2000 characters

Part IV: Priority Populations

11. **Population Served Details:** Please answer the following questions in response to the specific initiative(s) for which you are applying for HRTF funding to support. For example, if your partnership has a program targeting Opportunity Youth in a specific county, please indicate this in your response.

- a. **Population(s) Served:** select all that apply:

- i. English language learners
- ii. Housing insecure
- iii. Immigrants
- iv. Justice-involved individuals
- v. Low-income individuals
- vi. Opportunity Youth
- vii. People with disabilities
- viii. Women
- ix. Veterans
- x. Rural
- xi. Other (please describe)

- b. **Region served:** select all counties that apply:

- | | | |
|--------------------------|-------------------------|----------------------------|
| i. Alameda County | xx. Madera County | xl. San Luis Obispo County |
| ii. Alpine County | xxi. Marin County | xli. San Mateo County |
| iii. Amador County | xxii. Mariposa County | xlii. Santa Barbara County |
| iv. Butte County | xxiii. Mendocino County | xliii. Santa Clara County |
| v. Calaveras County | xxiv. Merced County | xliv. Santa Cruz County |
| vi. Colusa County | xxv. Modoc County | |
| vii. Contra Costa County | xxvi. Mono County | |



- | | | |
|-------------------------|------------------------------|-----------------------|
| viii. Del Norte County | xxvii. Monterey County | xlvi. Shasta County |
| ix. El Dorado County | xxviii. Napa County | xlvi. Sierra County |
| x. Fresno County | xxix. Nevada County | xlvi. Siskiyou County |
| xi. Glenn County | xxx. Orange County | xlvi. Solano County |
| xii. Humboldt County | xxxi. Placer County | xlvi. Sonoma County |
| xiii. Imperial County | xxxii. Plumas County | l. Stanislaus County |
| xiv. Inyo County | xxxiii. Riverside County | li. Sutter County |
| xv. Kern County | xxxiv. Sacramento County | lii. Tehama County |
| xvi. Kings County | xxxv. San Benito County | liii. Trinity County |
| xvii. Lake County | xxxvi. San Bernardino County | liv. Tulare County |
| xviii. Lassen County | xxxvii. San Diego County | lv. Tuolumne County |
| xix. Los Angeles County | xxxviii. San Francisco | lvi. Ventura County |
| | xxxix. San Joaquin County | lvii. Yolo County |
| | | lviii. Yuba County |
| | | lix. Statewide |

12. Equity & Demographic Reach: Describe your organization’s commitment to and experience with serving the populations being prioritized for this award. How is your organization and partnership working to reduce systemic inequities in your community?

Note: Please keep this response around 1000 – 2000 characters

13. Supportive Services: What supportive services and/or resources does your organization offer to recruit and support its priority populations? How does it design programs and services based on lived experiences? If none are currently offered, describe the wraparound services and/or resources your organization would like to develop and the partners or tools you would need to offer those services.

Note: Please keep this response around 1000 – 2000 characters

Part V: Additional Information

14. Optional: Is there any other information about your organization and/or partnership approach that you would like to share?

Part VI: Budget Template

Please use the template provided within the application form to indicate how the proposed funding will be allocated. Feel free to estimate costs to the best of your ability. Please reference Appendix A for a list of sample activities. This budget is nonbinding in this phase.

HRTF Activities	Amount	High Level Description
[Enter Line Item]	\$	[Text]
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	

Application FAQ

- Where can I find more information about the JFF HRTF and/or the application?**
Please visit highroadtrainingfund.com for additional information about the fund. For questions, please reach out to highroadtrainingfund@jff.org.
- If my organization does not apply in this JFF HRTF application round, will my organization be eligible to apply for future JFF HRTF opportunities?**
Yes. JFF and the CWDB team will be in communication for future funding opportunities; please also visit highroadtrainingfund.com for more details.
- What type of organizations are eligible to apply?**
If your organization and/or partnership has received High Roads funding from the CWDB, you are eligible to apply to the HRTF. The fiscal agent who applied and received the funds from the CWDB should remain the same for the HRTF. If your partnership plans to have a different fiscal agent for this award, JFF will evaluate it on a case-by-case basis. Please reach out to highroadtrainingfund@jff.org if this is the case.
- My partnership is national and works in multiple regions across the United States, can we apply on behalf of all these distinct regions?**



HRTF funding supports California-only projects at this moment.

5. Are there guidelines or restrictions on how the funding can be used?

Yes, if awarded HRTF funding, the guidelines for funding use are as follows: Funds will be used exclusively for charitable purposes as described in Section 501(c)(3) of the Internal Revenue Code, and only in support of the Grant Activities and the Detailed Budget. Awardees shall notify JFF of any changes to key personnel associated with the project and must receive advance approval from JFF to substitute any other individual to lead the Activities. Any portion of the Grant Funds unexpended at the completion of the Grant Period shall be returned to JFF unless otherwise determined by JFF. The funding is not to be used for any of the following:

- a) To participate in any political campaign on behalf of or in opposition to any candidate for public office or to otherwise influence the outcome of any specific public election as described in Section 4945(d)(2) of the Internal Revenue Code;
- b) For any non-charitable purposes;
- c) For the carrying on of propaganda or attempting to influence legislation within the meaning of Internal Revenue Code Sections 501(h), 4945(d)(1) and 4945(e) and related regulations (these provisions include local, state, federal, and foreign legislation), and neither Awardee nor JFF has entered into any agreement, oral or written, to the contrary.

6. Will this funding be available next year?

The HRTF will be open periodically. Open application schedules will be made available on highroadtrainingfund.com, as well as through communication from your partners at the CWDB.

7. What format is acceptable for the application submission?

Applications should be submitted via the online form portal here highroadtrainingfund.com. Please reach out to highroadtrainingfund@jff.org if your organization requires a different method of submission.

8. If my organization's proposal is not selected, will we be able to receive feedback?

We hope to be able to offer feedback to organizations not selected if feedback is requested; however, our ability to provide feedback will depend on the overall volume of applications we receive.

9. If my organization's proposal is not selected, when can we apply for other JFF funding opportunities?

Organizations that are not selected to receive funding will be eligible to reapply for funding in future open application periods (with the potential to re-use and revise their previously submitted application as a starting point). Any changes to this schedule will be made available on highroadtrainingfund.com.

10. Can my partnership apply for and receive multiple rounds of HRTF funding?

Partnerships can apply for multiple rounds of HRTF funding, but multiple rounds of funding will only be awarded on a case-by-case basis. The HRTF application review committee is committed to granting awards in an equitable way, as well as distributing capital where there is great need.



Appendix A – Use of Funds

Sample HRTF Use of Funds

Category	Sample HRTF Activities
Infrastructure Challenges	
Seed Capital	Newly created partnerships or initiatives receive the fund for:
	Ramp-up costs
	Operating expenses
Organizational Capacity	Fund recipient builds organizational capacity by using the fund for:
	Operating expenses
	Communication strategy (e.g., video production)
	Capital expenditure (e.g., financial/accounting software, data collection tool)
	Strategic planning (including mechanisms to measure outcomes and impact)
	Administrative costs (e.g., payroll, indirect cost rate, etc.)
	Data entry and case management (CalJOBS, Salesforce, supplemental reporting, etc.)
	Staffing (program staff, not just administrative)
	Contractual services
Partnership development (staff time organizing, convening, development committee meetings, etc.)	
Program and Participant Support	
Supportive Services	Fund recipient uses the fund to provide support services to clients in:
	Counseling and therapy for personal, family-related reasons
	Career Coaching
	Childcare
	Per Diem (meals and transportation)
	Financial assistance - paid time for individuals to participate in programs
	Workspace for program-related activities
	On-the-job training, stipends
	Housing (e.g., built environment/infrastructure)
Emergency, unforeseen events that impact clients' basic livelihood (e.g., job loss, housing insecurity, stolen vehicle, domestic violence)	
Program Delivery	Fund recipient will be able to deliver programs by using the fund for:
	Venue to rent out event space to host workforce training
	HR/Employment Technology (e.g., LMS, mobile apps, website)
	End-user technology (e.g., tablets)
	Demonstration or pilot projects
	Instructional materials and supplies
	Tuition payments/vouchers
	Training costs
Work Experience Wages – WEX	
Sustainability and Scalability	
Stabilization Services	Fund recipient uses the fund to provide financial assistance to clients that experience:
	Moving staff from grant-funded to permanent hires
	Moving from leased equipment or space to permanent space
Policy Advocacy	Fund recipient uses the fund to influence policy changes that could scale the impact of the partnerships, such as:
	Policy advocacy support