

# **NOTICE OF AVAILABILITY OF FUNDS**

by the Department of Industrial Relations

**California Workplace Outreach Project (CWOP)  
Program Year (PY) 2026–27**

**Request for Application (RFA)**



This RFA is supported solely by currently available funds, as appropriated in 2025 by Senate Bill 101 (Chapter 4) and Assembly Bill 102 (Chapter 5) to support CWOP 5.0/6.0. Subject to potential future legislative appropriations and budget availability, the State may consider information derived from this RFA and applications received to inform future funding decisions and opportunities.

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## OVERVIEW

### A. ABOUT DEPARTMENT OF INDUSTRIAL RELATIONS (DIR)

The Department of Industrial Relations (DIR) was established in 1927. Its mission is to improve working conditions for California's wage earners and to advance opportunities for profitable employment in California. DIR has four divisions, the Divisions of Labor Standards Enforcement (DLSE or Labor Commissioner's Office or LCO), the Division of Safety and Health (DOSH or Cal/OSHA), the Division of Workers' Compensation (DWC), and the Division of Apprenticeship Standards (DAS). DIR administers and enforces laws governing wages, hours and breaks, overtime, retaliation, workplace safety and health, apprenticeship training programs, medical care, and other benefits for injured workers. DIR also publishes materials and holds workshops and seminars to promote healthy employment relations, conducts research to improve its programs, and coordinates with other agencies to target egregious violators of labor laws and tax laws in the underground economy.

### B. ABOUT THE CALIFORNIA WORKPLACE OUTREACH PROJECT (CWOP)

The California Workplace Outreach Project (CWOP) empowers community-based organizations (CBOs) to be trusted messengers for DIR and other departments of the Labor and Workforce Development Agency, delivering crucial information on workers' rights and safety measures to workers, employers, and their communities. At this time, CWOP is in a two-year cycle known as "CWOP 5.0/6.0." 5.0 refers to the fifth year of the project, covering approximately July 2025 – June 2026, and 6.0 refers to the sixth year of the project, covering approximately July 2026 – June 2027. DIR awarded grants for 5.0 and 6.0 in the summer of 2025, and work under those grants is underway. The present RFA is intended to supplement 6.0, or the sixth year of CWOP.

#### Strategic Components of CWOP 5.0/6.0:

1. **Comprehensive Education on Workplace Protections:** Expanding the scope of CWOP to include a wide array of workplace protections to improve workplace safety and health conditions for workers in our state, combat wage theft and retaliation, and provide workers with information on their rights to benefits and medical care for work-related illnesses and injuries.

Specific priority topics include:

- workplace health and safety hazards, such as heat illness;
- paid sick leave;
- wage theft;
- workers' compensation;
- anti-retaliation protections;
- worker-related complaint and claim-filing processes and procedures; and
- Support for filing complaints with the State for workplace non-compliance.

2. **Language and Accessibility:** Continuing the commitment to diversity, outreach materials will be accessible in multiple languages, addressing the needs of California's diverse workforce.

3. **Engagement and Outreach:** Utilizing interactive activities to engage workers and employers in meaningful discussions about safety practices, rights, and resources regardless of immigration status. This includes direct outreach efforts, workshops, and seminars.
4. **Partnership and Collaboration:** Strengthening ties with CBOs, labor and occupational health centers, and agricultural associations to enhance the reach and impact of the program.
5. **Rural Strategic Engagement:** Targeted outreach and legal resources to support access to in-person services in under-resourced, rural areas for especially vulnerable workers.

**Objective and Vision for CWOP 5.0/6.0:**

The primary objective of CWOP 5.0/6.0 is to build upon the lessons learned and successes achieved in previous iterations of CWOP, with a renewed focus on fostering an informed, safe, and healthy workplace culture across California. This initiative aims to not only educate but also inspire action and change in workplace rights and safety practices, ensuring that every worker has the knowledge and tools needed to protect themselves and their colleagues.

CWOP has a regional structure, as described in the following chart.

REGION / SPECIAL FOCUS	COUNTIES
San Diego	San Diego
Imperial	Imperial
Los Angeles & Orange County	Los Angeles, Orange
Inland Empire	San Bernardino, Riverside
Central Coast	Ventura, Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz
Bay Area	Santa Clara, San Mateo, Alameda, San Francisco, Contra Costa, Marin, Solano, Sonoma, Napa, Mendocino
Sacramento	Sacramento, Yolo, El Dorado, Placer, Yuba, Amador, Calaveras, Sutter, Colusa
Northern Region of California	Alpine, Butte, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, Tuolumne
San Joaquin Valley	Kern, Tulare, Kings, Fresno, Madera, Merced, Stanislaus, San Joaquin
Black Worker Hub	Statewide

In addition to CWOP grantees focusing on the strategic components of CWOP 5.0/6.0 listed above, grantees target outreach to workers in the following industries:

- I. Agriculture
- II. Car Wash
- III. Food processing, including meatpacking
- IV. Foodservice, including restaurants, grocery, and retail
- V. Janitorial and hospitality
- VI. Warehouse/logistics
- VII. Manufacturing, garment
- VIII. Residential Care
- IX. Others as identified by DIR

### **C. THESE SUPPLEMENTAL FUNDS WILL SUPPORT THE SECOND YEAR OF THE CURRENT COHORT AND FILL IDENTIFIED GAPS AND EMERGING NEEDS.**

Existing grantees that are on track or surpassing their existing 5.0 grant deliverables and would like to increase their current deliverables as an Activator, Activator Plus, or Regional Lead may request additional funds by filling out this [survey](#) instead of going through the RFA process. Organizations must be competitive in their proposed goal changes to be considered for additional supplemental funds.

If an existing grantee would like to apply to a new category – Legal Services, Outreach Tools, or Communications Support – they must apply as a new applicant, filling out all the required sections of the application for each category for which they are applying.

Applicants may apply for the following types of grants as part of this RFA:

1. **Legal Services**<sup>1</sup>: Recipients will be required to provide legal consultation and support to workers on workplace issues under the California Labor Code. Under this category, legal consultation and support include initial intake, assessment and consultation, assisting workers with preparing initial claims/complaints, or providing limited presentation to the worker. Deliverables under this category include the number of workers directly supported with legal consultation and support. Recipients may also provide legal advice or consultation to CWOP grantees, counted as hours of technical assistance provided. Technical assistance includes consultation on interpreting laws, regulations, or guidelines, identifying what workers may need to advocate with employers and suggesting actions to support workers. All applicants must demonstrate substantial and extensive experience by the number of years and depth of work that overlaps with this category. The maximum funding amount for these organizations will be up to \$500,000 for 12 months. Applicants applying for the full amount will need to support at minimum 100 unique workers with legal consultation and support.
2. **Outreach Tools**: Applicants may propose the development and adaptation of outreach tools that can be used to support outreach planning and delivery for the cohort.

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<sup>1</sup> DIR is using the State Bar definition of “legal service provider,” an organization providing free civil representation to indigent Californians. See Business and Profession Code Sections 6210-6228.

Examples include, but are not limited to, tools that:

- automate the calculation of wages owed and potential penalties associated with those owed wages,
- automate the development of documents that workers can use to redress workplace complaints,
- and/or facilitate the understanding of workers of their rights under the Labor Code and options to resolve their complaints.

By applying under this category, the tools created must be made available to CWOP grantees at no additional cost. All applicants must demonstrate substantial and extensive experience as well as technical capacity to develop these types of tools. The maximum funding amount for these organizations will be up to \$300,000 for 12 months.

**3. Communications support, specifically interpretation services for Indigenous languages and/or the development of outreach assets.**

Applicants in this category can propose to:

- I. create accessible and easy to understand outreach materials based on State-approved messaging and talking points and/or
- II. provide Indigenous language interpretation capacity to the CWOP program by interpreting at events and meetings and creating, or supporting with the creation of, Indigenous language audio and videos based on State-approved content.

All applicants must demonstrate substantial and extensive experience by the number of years and depth of work that overlaps with this category. The maximum funding amount for these organizations will be up to \$300,000 for 12 months.

**4. Activator Role:** Applicants should consider this role if they are interested in solely engaging in direct outreach to workers and/or employers and distributing existing or pre-approved DIR materials. Outreach deliverables will include door-to-door canvassing, phone banking, outreach at events or high-traffic areas, and meetings (interactive, virtual, or in-person). Activators may also supplement their two-way, high-engagement outreach with supplemental educational activities such as one-way texting, distributing flyers/mailers, posting on social media, participating in interviews or Public Service Announcements (PSAs), working with ethnic media partners, and writing and distributing blogs and mass emails.

Applicants for this role will be expected to demonstrate experience in engaging workers and/or employers in the priority industries of CWOP 5.0/6.0. The maximum funding amount for these organizations will be up to \$200,000 for 12 months. All applicants for this role must demonstrate at least 12 months of substantial and extensive experience with the activities described. Applicants applying for the full amount will need to include a variety of tactics and extensive reach to workers as part of their proposed project.

**5. Activator Plus Role:** These organizations will be Activators who select at least one additional activity.

Additional activities for the Activator Plus role include:

- I. Coordination of outreach events
- II. Providing direct support to workers
- III. Conducting training
- IV. Providing technical assistance

Funding levels are determined by the scope and scale of the activities the applicant describes in their application. The maximum funding amount for these organizations will be up to \$350,000 for 12 months. All applicants for this role must demonstrate at least 12 months of substantial and extensive experience with the activities described. Applicants applying for the full amount will need to include a variety of tactics and extensive reach to workers as part of their proposed project.

### Coordination of Outreach Events

Activator Plus organizations will plan and coordinate at least two large-scale outreach events and four small events annually, OR eight small events annually, in partnership with State departments and community groups throughout the region. This can include multi-day events, planning and conducting large-scale or region-wide presentations, or outreach events for workers and/or employers. Groups will be expected to demonstrate their experience planning and coordinating such events.

Examples of multi-day events and large-scale in-person outreach events:

- I. Any events and meetings with greater than 125 or more attendees
- II. Conferences
- III. Multi-agency and labor rights activities
- IV. Large community and cultural events
- V. Summits

Examples of small-scale in-person outreach events:

- I. Events with fewer than 125 attendees
- II. Caravan
- III. Resource Fair
- IV. Workshop
- V. Day of Recognition
- VI. Labor Rights Week
- VII. Memorial events
- VIII. Farmworker Awareness Week

### Direct Support to Workers

Activator Plus organizations will provide direct support to workers to navigate the complaint or claim process with state agencies. Support constitutes assistance in preparing a claim or complaint to the DIR Divisions (e.g., filling out forms or collecting documentation), filing a claim or complaint with the DIR Divisions, or representing a worker in the claim or complaint process (must comply with DIR Division requirements). Organizations may also provide direct support to workers with finding alternative approaches to resolving issues, such as direct engagement with the employer. Activator Plus organizations will participate in the development of informational outreach materials to support this tactic.

### Train Worker-Leaders

Activator Plus organizations develop the capacity of other Activators, by increasing their knowledge of the complaint or claim process at Cal/OSHA, LCO, and DWC. They will develop and conduct at least quarterly training for grantees on the priority topics identified for CWOP and for workers engaged by Activators.

Activator Plus organizations will train worker-leaders to disseminate information about workplace protections. Training should be at least one hour long, be focused on skill-building, and include participatory activities to prepare staff or worker-leaders to guide workers in identifying potential workplace violations, collecting evidence to support a claim, and taking steps to address the violation, either informally (e.g., through a demand letter or negotiations with an employer) or through a claim or complaint to a DIR Division. Training materials, such as slides, notes, handouts, or other informational and outreach materials, should be developed and provided to trainees. Training can be in-person or remote video presentations that can be recorded for distribution, as determined by DIR. Training programs that include built-in assessments will be given priority.

### Technical Assistance

Activator Plus organizations will provide technical assistance to CWOP grantees on CWOP topics, including legal expertise or support to organizations in guiding workers through the claim or complaint processes with the DIR Divisions. They will also train staff of non-CWOP organizations that interface regularly with target populations (e.g., community health clinics, community service organizations, organizations that support small businesses, and faith leaders). Technical assistance includes consultation in understanding laws, regulations, or guidelines, identifying what workers may need to advocate with employers, suggesting tools that can be used to gather information, and suggesting actions to support workers including various strategies to address problems or how to file effective complaints or claims with DIR Divisions.

Technical Assistance will not include direct representation or advocacy for individual claims or contacting state agencies to seek assistance with individual claims. Activator Plus organizations will participate in the development of informational outreach materials to support this tactic.

Applicants for this role should demonstrate their expertise, legal or otherwise, in developing training on CWOP priority issues, leading training for staff of organizations or workers, supporting or representing workers with claims before DIR Divisions, or developing communications strategies. All applicants for this role must demonstrate at least 12 months of experience with the activities described.

**D. CWOP GRANTEES WILL BE REQUIRED TO SUBMIT MONTHLY ACTIVITY REPORTS ON AN ONLINE PLATFORM AND QUARTERLY INVOICES WITH SUPPORTING NARRATIVE AND REPORTING INFORMATION VIA EMAIL.**

The first reporting period will be one (1) month into the grant period. Grantees must demonstrate progress towards completing deliverables through their monthly reporting.

**E. RECIPIENTS MAY BE ASKED TO PARTICIPATE OR HELP WITH THE COORDINATION OF FOCUS GROUPS AND RESEARCH, SURVEYS, AND INFORMAL AND FORMAL COMMITTEES TO INFORM CWOP PROGRAMMATIC EFFORTS INCLUDING ASSET DEVELOPMENT AND OUTREACH STRATEGIES.**

**F. APPLICANTS FULFILLING IDENTIFIED GAPS AND EMERGING NEEDS FOR CWOP 5.0/6.0 WILL BE PRIORITIZED FOR SUPPLEMENTAL FUNDING.**

Identified gaps and emerging needs include, but are not limited to, the following:

Industries:

- Agriculture
- Car Wash
- Construction (non-union)
- Fast Food / restaurant workers
- Warehousing/Logistics

Regions:

- Northern
- San Diego/Imperial
- Central Coast
- San Joaquin Valley
- Disaster Impacted Areas

Audiences:

- Day laborers
- Youth agricultural workers
- Workers and employers in high-hazard work environments (construction, agricultural fields)
- Immigrant and migrant communities
- Black worker serving organizations

## APPLICANT ELIGIBILITY

To be considered for this application:

- A. The Applicant, or its Fiscal Sponsor, must have an active and approved tax-exempt 501(c)(3), 501(c)(4), or 501(c)(5) status or be classified as a public charity by the Internal Revenue Service (IRS) under the Internal Revenue Code.
- B. The Applicant, or its Fiscal Sponsor, must submit an IRS Form 990. The IRS Form 990 must be for the 2024 or 2025 tax year and show a gross revenue of over \$50,000.
  - If the Applicant or Fiscal Sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted:
    - Form 990-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2024 or 2025 tax year.
    - Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- C. Applicants must be able to demonstrate more than twelve (12) months of experience successfully managing grant(s) or contract(s) similar to that required of the category for which they are applying.
- D. Applicants must be in good standing with the Secretary of State (SOS) and the Franchise Tax Board (FTB).
- E. Applicants must submit all required documents electronically on the California Outreach Rapid Deployment (CORD) platform by the deadline.

## GRANT TIMELINE

DATE	DESCRIPTION
March 23 – April 20, 2026	Draft RFA published and available for public comment
May 12, 2026	Final RFA posted on DIR website
May 12 – June 12, 2026	RFA available for submission on CORD portal
May 18	Informational Webinar – Session 1
June 1	Information Webinar – Session 2
June – July 2026	Screening and scoring of applications
August	Notice of Grant Awards issued
August 2026 – July 2027	Service period for supplemental funds

## DEADLINE

Applicants must complete the entire electronic application by **June 12, 2026, at 5 PM PST**, including the upload of all required attachments.

Applicants are strongly encouraged to allocate additional time prior to the submission deadline to submit their applications and to correct errors identified in the validation process. Applicants are also encouraged to check the status of their application submission to determine if the application is complete and error-free.

Applicants should allow enough time to prepare and submit the application. DIR recommends applicants submit their electronic application at least 24 to 48 hours before the application due date. If any technical problems occur, this extra time should allow applicants to resolve those problems and re-submit the application by the due date.

## INSTRUCTIONS

- DIR recommends that applicants use the downloadable form to draft all responses, which will allow applicants to work on the request with others and make notes before starting the online submission process. We encourage applicants to convert the downloadable form (listed above) into a Word document in order to draft responses that may be copied and pasted into the online application and will keep track of word counts.
- Some questions have a maximum word count. Responses that exceed the word count limit will not be reviewed. Use a word count tool to check responses.
- Fields with asterisks (\*) are required to be completed.
- All applications must be submitted online. Exceptions to online submissions and requests for accommodations must be received and approved at least two weeks before the application due date at [CWOP@dir.ca.gov](mailto:CWOP@dir.ca.gov). Use the subject line: Request for Accommodation – CWOP RFA.
- Applicants who apply for more than one category must submit separate applications for each category.

## REQUIRED DOCUMENTS

In addition to the electronic application, the following documents must be submitted to DIR by the Applicant or their Fiscal Sponsor by the deadline for the application to be deemed timely filed and complete:

- Electronic application
- 501(c)(3), 501(c)(4), or 501(c)(5) status (IRS determination letter)
- IRS Form 990 from 2024 or 2025

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted:

- Form 990-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2024 or 2025 tax year.
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.

- Annual Operating Budget from previous year
- [STD204/STD205 Payee Data Record](#)
- [Grantee Reference Form](#)
- Copy of Secretary of State (SOS) status letter; see <https://bizfileonline.sos.ca.gov/search/business>
- Copy of Franchise Tax Board (FTB) status letter; see <https://webapp.ftb.ca.gov/eletter/>

## RESOURCES FOR ASSISTANCE

For technical problems and requests for accommodations, contact [CWOP@dir.ca.gov](mailto:CWOP@dir.ca.gov).

## GRANT PERIOD AND AMOUNT

The grant performance period will be tentatively from August 1, 2026, to July 30, 2027.

Grant applications will be evaluated and considered for awards based on the five categories. Applicants will be responsible for determining which category to apply for based on the eligibility requirements outlined in Section C. DIR has the final discretion to determine grant award amounts.

CATEGORY	AWARD AMOUNT UP TO
Legal Services	\$500,000
Outreach Tools	\$300,000
Communications Support	\$300,000
Activator Role	\$200,000
Activator Plus Role	\$350,000

## EXPENSES

### ELIGIBLE COSTS

CWOP grants provide funds that may be used for a wide variety of operational and program functions, including but not limited to:

- I. Staff salaries
- II. Payments to contracted technical or administrative professionals
- III. Telephone, shipping, and postage costs
- IV. Space rental and occupancy costs (maintenance, security, insurance, utilities, etc.)
- V. Printing, advertising, and marketing costs
- VI. Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- VII. Travel and conference expenses for staff and volunteers to attend DIR-sponsored or approved workshops, community convenings, collective impact table events, etc.
- VIII. Production costs
- IX. Materials and supplies

### INELIGIBLE ACTIVITIES/COSTS

- A. Due to the nature of this funding source (public), the following activities are not permitted, will not be reimbursed, and are not be included as part of this Agreement:
  - I. Expenses incurred outside of the funding period
  - II. Brick and mortar or capital improvements/construction
  - III. Elimination or reduction of existing debt
  - IV. Benefits, fund-raisers, and social events
  - V. Food and beverages
  - VI. Scholarship assistance for academic or non-academic programs
  - VII. Political contributions
  - VIII. Lobbying activities
  - IX. Legal fees not related to the Rural Strategic Engagement Program
  - X. Religious programming, activities, or paraphernalia
  - XI. Expenses for programs that occur in spaces that are not ADA-compliant
  - XII. Insurance premiums as a separate line item
- B. The following activities will be permitted, subject to the following limitations:
  - I. Partial rent and utilities associated with the project should reflect months of work based on an appropriate full-time equivalent (FTE) percentage
  - II. Data management and software subscription/license costs, only upon request/approval
  - III. Purchase of personal protective equipment (PPE) on a case-by-case basis
  - IV. COVID-19 Testing Kits for distribution on a case-by-case basis
  - V. Functional Promotional Items, only upon request/approval
  - VI. Any produced videos, websites, or creative materials will require DIR approval. Any proposed video project requests will require a standard work-for-hire provision.

## EVALUATION OF APPLICATION

DIR will use the criteria below to evaluate applications.

- A. **Administrative Review:** DIR will review each application received by the deadline to confirm compliance with all technical administrative requirements. DIR will validate all supporting documentation and confirm compliance with the following:

### Minimum Qualifications (PASS/FAIL)

- 501(c)(3) 501(c)(4), or 501(c)(5) status (IRS determination letter)
  - If you have a Fiscal Sponsor, please include a Memorandum of Understanding (MOU) between Fiscal Sponsor and Organization
- IRS Form 990 from 2024 or 2025

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted:

- Form 990-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2022 or 2023 tax year.
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.

If you have a Fiscal Sponsor and Organization, please attach your Fiscal Sponsor's Tax Form 990.

- Annual Operating Budget from previous year
- [STD204 Payee Data Record Form](#) and [STD205](#) if applicable
- Current Status Screenshot from the California Secretary of State (SOS)
- Current Entity Status Letter from the California Franchise Tax Board (FTB)
- [Grantee Reference Form](#)

During administrative review, if any of the required documents are missing or if required documents have been modified or contain alterations, DIR may reject the application as incomplete, and it will not be evaluated further. DIR reserves the right to ask clarifying questions about the submitted application during this evaluation.

- B. **Technical Review:** Applications meeting administrative review minimum qualifications will be technically evaluated. DIR will select an evaluation team that will be responsible for the review and evaluation of the RFA selection criteria using the scoring rubric below.

<b>TECHNICAL REVIEW</b>	
<b>Criteria</b>	<b>Points Available</b>
<p><b>Criteria 1: Experience</b></p> <p>The maximum score will be awarded to applications that demonstrate through their application and Grantee Reference Form that the Applicant has experience managing grants or contracts with similar funding size and scope to that described in this RFA, including the category and amount the applicant has requested.</p>	15
<p><b>Criteria 2: Organizational Capacity</b></p> <p>The maximum score will be awarded to applications that demonstrate organizational capacity to manage the award at the size and scale that is requested and for the category they applied for. Proof of staffing plan and establishment in the community to be served.</p>	20
<p><b>Criteria 3: Proposed Project Scope</b></p> <p>The maximum score will be awarded to applications that identify the capacity to reach target population(s) within the CWOP scope; rationale for the population focus and past successes; data utilization for decision making; and strategies for integrating language access and cultural competency for each category. Applications must include details on how supplemental funds will be spent.</p>	40
<p><b>Criteria 4: Tactics, Populations and Geography</b></p> <p>The maximum score will be awarded to applications that prioritize services in geographies where there are high populations of workers in target industries, where there are high levels of workplace violations, and that have a comprehensive approach with outreach tactics, languages served, and populations reached.</p>	20
<p><b>Criteria 5: Previous CWOP Participation</b></p> <p>The maximum score will be awarded to applications that have previously participated in CWOP.</p>	5

Attached is a [sample grant agreement template](#) with required exhibits.

#### **CERTIFICATION STATEMENT**

- I certify that I have reviewed and agree to the RFA conditions and requirements outlined.

## APPLICATION

### SECTION 1: APPLICANT ELIGIBILITY CHECKLIST

1. **Is your organization, or fiscal sponsor, in active status with the California Secretary of State and the California Franchise Tax Board?**

- If Yes – continue
- If No – terminate application

**\*NOTE:** Applicants are required to upload a screenshot of their status with the California Secretary of State and a current Entity Status Letter from the Franchise Tax Board. You can check your status with SOS [here](#) and with FTB [here](#).

2. **Is your organization, or fiscal sponsor, a 501(c)(3), 501(c)(4), or a 501(c)(5) status organization as defined by the Internal Revenue Code and determined by the IRS?**

- If Yes – continue
- If No – terminate application

**\*NOTE:** Applicants are required to upload a copy of the 501(c)(3), 501(c)(4), or a 501(c)(5) IRS Determination Letter within this grant application.

3. **Did your organization, or fiscal sponsor, file a 2024 or 2025 IRS Form 990?**

- If Yes – continue
- If No – terminate application

**\*NOTE:** Applicants are required to upload a copy of the 2024 or 2025 IRS Form 990 within this grant application.

4. **Does your organization have more than 12 months of experience working as a 501(c)(3), 501(c)(4), or a 501(c)(5) charitable organization, or through an MOU with a 501(c)(3), 501(c)(4), or a 501(c)(5) Fiscal Sponsor, for the grant category selected?**

- If Yes – continue
- If No – terminate application

## SECTION 2: AMOUNT REQUESTED

### 1. Are you a current grantee of CWOP 5.0/6.0?

- If Yes: Are you applying to increase your deliverables as Activator, Activator Plus or Regional Lead?
  - If Yes: Please fill out this [survey](#) instead of going through this RFA. [Application ends]
  - If No: Please select the **category** you are applying for:
    - Legal Services
    - Outreach Tools
    - Communications Support
- If No: Please select the **category** you are applying for:
  - Legal Services
  - Outreach Tools
  - Communications Support
  - Activator Role
  - Activator Plus Role

### 2. What is the grant amount requested?

## SECTION 3: ORGANIZATION INFORMATION

1. Organization Legal Name. Enter the full legal name of the applicant organization; do not use acronyms or abbreviations. This should be the same as it appears on the 2024 or 2025 IRS Form 990 that is attached to this grant application.
2. Organization Acronym, if applicable
3. Does the Applicant have a fiscal sponsor? If yes, the grant agreement will be under the fiscal sponsor's name.
  - Yes
  - No
4. [Conditional based on #3] Full legal name of the fiscal sponsor.
5. [Conditional based on #3] Contact name (first and last name) of the fiscal sponsor.
6. [Conditional based on #3] Contact title of fiscal sponsor.
7. [Conditional based on #3] Contact email address of fiscal sponsor.
8. [Conditional based on #3] Contact phone number of fiscal sponsor.
9. Employer Identification Number (EIN). If the Applicant has a fiscal sponsor, please provide the fiscal sponsor's EIN (ex: 12-1234567).
10. Headquarter Address
11. Headquarter City
12. Headquarter State

13. Headquarter Zip Code
14. Headquarter Phone Number
15. Organization Website
  
16. Authorized Signer First Name. If the Applicant has a fiscal sponsor, the authorized signer must be the fiscal sponsor.
17. Authorized Signer Last Name
18. Authorized Signer Title
19. Authorized Signer Email
20. Authorized Signer Phone Number
  
21. Programmatic Contact First Name
22. Programmatic Contact Last Name
23. Programmatic Contact Title
24. Programmatic Contact Email
25. Programmatic Contact Phone Number
  
26. Admin/Billing/Invoicing Contact First Name
27. Admin/Billing/Invoicing Contact Last Name
28. Admin/Billing/Invoicing Contact Title
29. Admin/Billing/Invoicing Contact Email
30. Admin/Billing/Invoicing Contact Phone Number
  
31. Additional Contact First Name (optional)
32. Additional Contact Last Name (optional)
33. Additional Contact Title (optional)
34. Additional Contact Email (optional)
35. Additional Contact Phone Number(optional)
  
36. Organization Mission Statement (400-word limit)
  
37. Annual organizational operational budget from previous year, either 2024 or 2025:
  
38. Year Established
39. Number of Full Time Staff
40. Number of Part Time Staff
41. Number of Volunteers, if applicable

## SECTION 4: EXPERIENCE

42. Please demonstrate your experience with managing grants or contracts with a funding size and scope similar to that described in this RFA, including the category and amount you have requested. Reference the information provided through the [Grantee Reference Form](#).
43. How many months/years does the applicant have experience with the category selected? The applicant itself (not its fiscal sponsor) must have at least 1 year of experience.
- Under 12 months
  - 1-2 years
  - 3-5 years
  - 6-10 years
  - Over 10 years

## SECTION 5: ORGANIZATIONAL CAPACITY

44. Please describe and provide details about your organizational capacity to manage an award at the requested size and scale for the category you are applying for, including your proposed staffing plan and established relationships with the communities you plan to serve.
45. List and describe the positions that will staff and support the execution of the proposed project and scope.
46. Describe two successful culturally relevant approaches you have used in the past two years to reach CWOP priority populations, industries and/or regions. How does the Applicant's mission and proposed project align with this DIR goal?

## SECTION 6: PROPOSED PROJECT

Please respond to the following questions by referring to the Applicant's intended activities. Please provide specific examples.

### Category: Legal Services

47. Describe the population or populations (such as demographics and geographic areas) you intend to serve within the CWOP scope. Identify data utilization for decision making, strategies for integrating language access, and cultural competency for the role you are applying for and the populations you plan to serve. Provide at least two examples on how you have done this in the past.
48. Describe your experience with providing labor-related legal consultation and support to workers in California.
49. Describe how you plan to work with CWOP grantees to provide legal consultation and support to workers on workplace issues under the California Labor Code. Provide at least two concrete examples on how, where, and when you will engage with workers.
50. Specify the proposed deliverables under this application:
- Number of workers provided with legal consultation:
  - Number of legal technical assistance hours provided to CWOP grantees:

**Category: Outreach Tools**

51. Describe the population or populations (such as demographics and geographic areas) you intend to serve within the CWOP scope. Identify data utilization for decision making, strategies for integrating language access, and cultural competency for the role you are applying for and the populations you plan to serve. Provide at least two examples on how you have done this in the past.
52. Describe your experience with direct outreach and education to workers and/or employers on workplace and labor rights in California.
53. Describe the problem that the tool will address and how it will support outreach and education efforts through CWOP 5.0/6.0.
54. Identify who would benefit from the development of the tool.
55. Describe the timeline for designing, developing and implementing the tool. Include a plan on training and how you will support CWOP grantees and the State.
56. Explain the privacy and data protections of the tool that are in place.
57. Specify how many users your tool can support.

**Category: Communications Support**

58. Describe the population or populations (such as demographics and geographic areas) you intend to serve within the CWOP scope. Identify data utilization for decision making, strategies for integrating language access, and cultural competency for the role you are applying for and the populations you plan to serve. Provide at least two examples on how you have done this in the past.
59. Describe your experience with direct outreach and education to workers and/or employers on workplace and labor rights in California.
60. Which communications services are you applying for? (select all that apply)
  - Asset development
    - If checked:
      - What types of materials can you help develop, and how many of each are you proposing under this grant?
        - Videos (promotional, informational, testimonials)
        - Social Media Posts (graphics, captions, stories, reels)
        - Infographics (data visualization, key messages)
        - Flyers
        - Brochures
        - Posters
        - Fact Sheets
        - Postcards
        - Door Hangers
        - Other, specify:
      - What languages can you create these assets in?

- Indigenous language interpretation
  - If checked:
    - How many Indigenous languages and variants can you cover or plan to cover under this grant?
    - List the Indigenous languages and variants.

61. Describe your experience with asset development and/or providing Indigenous language interpretation. Provide at least two examples. If you are applying for both, provide one example for each.
62. Describe how you can help amplify State materials, resources and communications through this grant.
63. Specify the proposed deliverables under this application; if not applicable, enter 0:
- Number of new assets that can be developed:
  - Number of existing State assets that can be interpreted in Indigenous languages:
  - Number of events and meetings that can be supported with Indigenous language interpretation:

**Category: Activator Role**

64. Describe the population or populations (such as demographics and geographic areas) you intend to serve within the CWOP scope. Identify data utilization for decision making, strategies for integrating language access and cultural competency for the role you are applying for and the populations you plan to serve. Provide at least two examples on how you've done this in the past.
65. Describe your experience with direct outreach and education to workers and/or employers on workplace and labor rights in California.
66. Specify the proposed deliverables under this application; if not applicable, enter 0:
- Number of workers engaged through door-to-door canvassing:
  - Number of workers engaged through phone banking:
  - Number of workers engaged through outreach at events and high-traffic areas:
  - Number of workers engaged through meetings:
  - Number of flyers/mailers distributed:
  - Number of social media posts made:
  - Number of interviews/PSAs completed:
  - Number of ethnic media partners engaged:
  - Number of blogs, newsletters or emails distributed:

**Category: Activator Plus Role**

67. Describe the population or populations (such as demographics and geographic areas) you intend to serve within the CWOP scope. Identify data utilization for decision making, strategies for integrating language access, and cultural competency for the role you are applying for and the populations you plan to serve. Provide at least two examples on how you've done this in the past.
68. Describe your experience with direct outreach and education to workers and/or employers on workplace and labor rights in California.

69. Specify the proposed deliverables under this application; if not applicable, enter 0:
- Number of workers engaged through door-to-door canvassing:
  - Number of workers engaged through phone banking:
  - Number of workers engaged through outreach at events and high-traffic areas:
  - Number of workers engaged through meetings:
  - Number of flyers/mailers distributed:
  - Number of social media posts made:
  - Number of interviews/PSAs completed:
  - Number of ethnic media partners engaged:
  - Number of blogs, newsletters or emails distributed:
  - Number of small-scale events:
  - Number of large-scale events:
  - Number of technical assistance hours provider to community-based organizations:
  - Number of workers directly supported:
  - Number of trainings for worker leaders held:
70. [Conditional if small scale or large scale events is >0] Describe your organization's experience with planning and coordinating small and large-scale events. This includes planning and coordinating events with state departments and community groups throughout the region. This can include multi-day events and planning and conducting large-scale or region-wide presentations or outreach events to workers.
71. [Conditional if small scale or large scale events is >0] Provide a detailed plan as to how you will coordinate at least two yearly large-scale outreach events and four annual small events, OR eight annual small events, in partnership with state departments, and community groups throughout the region as part of this grant.
72. [Conditional if technical assistance hours is >0] Describe in detail your expertise and years of experience communicating, developing outreach assets, and training and providing community-based organizations with technical assistance.
73. [Conditional if technical assistance hours is >0] Provide a detailed plan as to how you will partner with community-based organizations to provide technical assistance as part of this grant.

**\*NOTE:** *Technical assistance includes consultation on interpreting laws, regulations, or guidelines, identifying what workers may need to advocate with employers, suggesting tools that can be used to gather information, and suggesting actions to support workers including various strategies to address problems or how to file effective complaints or claims with DIR Divisions. Technical Assistance will not include direct representation or advocacy for individual claims or contacting state agencies to seek assistance with individual claims.*

74. [Conditional if direct support to workers is >0] Describe your experience and ability to provide direct support to workers to navigate the complaint or claim process with state agencies. Support constitutes assistance in preparing a claim or complaint to the DIR Divisions (e.g., filling out forms or collecting documentation), filing a claim or complaint with the DIR Divisions, or representing a worker in the claim or complaint process (must comply with DIR Division requirements).

75. [Conditional if technical assistance hours is >0] Provide a detailed plan as to how you will provide direct support to workers as part of this grant.
76. [Conditional if train worker leaders is >0] Describe your experience and ability to provide trainings to worker leaders. Organizations will be required to develop and conduct at least one quarterly training on CWOP priority topics. Trainings should be at least one hour long, be focused on skill-building, and include participatory activities to prepare staff or worker-leaders to guide workers in identifying potential workplace violations, collecting evidence to support a claim, and taking steps to address the violation, either informally (e.g., through a demand letter or negotiations with an employer) or through a claim or complaint to a DIR Division.
77. [Conditional if train worker leaders is >0] Provide a detailed plan as to how you will provide trainings to worker leaders as part of this grant.

## SECTION 7: AREAS OF SERVICE AND POPULATION SERVED UNDER THIS GRANT

78. Describe the industries and regions (such as demographics and geographic area) the Applicant intends to serve, why it wishes to focus on those, and how it has served them in the past? Reference your selections on population, industry and/or region coverage.
79. How will the Applicant's project address barriers to language and communication access for the CWOP priority industries and regions?
80. What race/ethnicity does the applicant plan to serve under this grant? Select all that apply.
- American Indian or Alaska Native
  - Asian
  - Black or African American
  - Hispanic/Latino
  - Native Hawaiian or Other Pacific Islander
  - White
  - Multi-Racial
  - Other, specify:
81. What populations does the Applicant plan to serve under this grant? Select all that apply.
- Children under 5
  - Youth (6 to 18)
  - People experiencing homelessness/non-conventional housing
  - Households with limited English proficiency
  - Immigrants and Refugees
  - LGBTQ+
  - Households with limited access to broadband
  - People with disabilities
  - Homeowners
  - Renters
  - Rural areas
  - Older adults
  - Veterans

- Farmworkers
- Other, specify:

82. What industries does the Applicant primarily serve? Select all that apply.

- Agriculture
- Car Wash
- Construction
- Food processing, including meatpacking
- Food service, including restaurants, grocery and retail
- Janitorial and hospitality
- Manufacturing, garment
- Warehousing/logistics
- Residential Care
- Other, specify:

83. In what language(s) will the Applicant conduct outreach? Select all that apply.

- American Sign Language
- Amharic
- Arabic
- Armenian
- Assyrian/Neo-Aramaic
- Bosnian
- Burmese
- Cantonese
- Chatino
- Dari
- English
- Farsi
- Fijian/Vakaviti
- French/Haitian Creole
- Greek
- Hindi
- Hmong
- Japanese
- K'iche' / Quiché
- Karen
- Khmer
- Korean
- Laotian
- Mandarin
- Marshallese
- Mayan/Mam
- Mien
- Mixteco
- Mongolian
- Neo-Aramaic

- Nepali
- Pashto
- Purepecha
- Portuguese
- Punjabi
- Russian
- Samoan
- Serbo-Croatian
- Somali
- Spanish
- Swahili
- Tagalog (and Filipino)
- Telugu
- Tibetan
- Tigrinya
- Tongan
- Triqui
- Ukrainian
- Urdu
- Vietnamese
- Zapoteco
- Other, specify:

84. What regions and counties does the Applicant intend to serve under this grant? Select all that apply.

- San Diego Region/County
- Imperial Region/County
- Los Angeles & Orange Region
  - I. Los Angeles County
  - II. Orange County
- Inland Empire Region
  - I. San Bernardino County
  - II. Riverside County
- Central Coast Region
  - I. Ventura County
  - II. Santa Barbara County
  - III. San Luis Obispo County
  - IV. Monterey County
  - V. San Benito County
  - VI. Santa Cruz County
- Bay Area Region
  - I. Santa Clara County
  - II. San Mateo County
  - III. Alameda County
  - IV. San Francisco County
  - V. Contra Costa County

- VI. Marin County
- VII. Solano County
- VIII. Sonoma County
- IX. Napa County
- X. Mendocino County
- Sacramento Region
  - I. Sacramento County
  - I. Yolo County
  - II. El Dorado County
  - III. Placer County
  - IV. Yuba County
  - V. Amador County
  - VI. Calaveras County
  - VII. Sutter County
  - VIII. Colusa County
- Northern Region of California Region
  - I. Alpine County
  - II. Butte County
  - III. Del Norte County
  - IV. Glenn County
  - V. Humboldt County
  - VI. Inyo County
  - VII. Lake County
  - VIII. Lassen County
  - IX. Mariposa County
  - X. Modoc County
  - XI. Mono County
  - XII. Nevada County
  - XIII. Plumas County
  - XIV. Shasta County
  - XV. Sierra County
  - XVI. Siskiyou County
  - XVII. Tehama County
  - XVIII. Trinity County
  - XIX. Tuolumne County
- San Joaquin Valley Region
  - I. Kern County
  - II. Tulare County
  - III. Kings County
  - IV. Fresno County
  - V. Madera County
  - VI. Merced County
  - VII. Stanislaus County
  - VIII. San Joaquin County

## SECTION 8: PAST CWOP PARTICIPATION

85. Which cohorts has your organization previously been part of? Select all that apply:

- N/A
- CWOP 1 (2020-2021)
- CWOP 2 (2021-2022)
- CWOP 3 (2022-2023)
- CWOP 4 (2023-2024)
- CWOP 5 (2025-2026)

86. Are you currently a subgrantee of a CWOP organization?

## SECTION 9: REQUIRED ATTACHMENTS

- 501(c)(3), 501(c)(4), or 501(c)(5) status (IRS determination letter)
- IRS Form 990 from 2024 or 2025

If the applicant or fiscal sponsor is exempt from filing an annual IRS Form 990 or a public charity the following documentation will be accepted.

- Form 990-N will be accepted for applicants with gross revenue of less than \$50,000 for the 2024 or 2025 tax year.
- Other appropriate documentation such as a letter indicating tax-exempt status or a W-9 for non-profits.
- Annual Operating Budget from previous year
- [STD204/STD205](#) Payee Data Record
- [Grantee Reference Form](#)
- Copy of Secretary of State (SOS) status letter;  
see <https://bizfileonline.sos.ca.gov/search/business>
- Copy of Franchise Tax Board (FTB) status letter;  
see <https://webapp.ftb.ca.gov/eletter/>