



## WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

### RESOURCE DEVELOPMENT COMMITTEE MEETING

Friday, February 6, 2015  
8:00 a.m.-9:30 a.m.

#### **NOTE: CHANGE OF MEETING TIME AND LOCATION**

**Economic Development Collaborative–Ventura County  
1601 Carmen Drive, #215, Camarillo, CA**

(Public conference call from 60 West Olsen #3550, Thousand Oaks, CA)

### REVISED AGENDA

- |           |  |                   |
|-----------|--|-------------------|
| 8:00 a.m. | <b>1.0 Call to Order and Agenda Review</b>   | Iris Ingram       |
| 8:02 a.m. | <b>2.0 Public Comments</b><br>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.   | Iris Ingram       |
| 8:05 a.m. | <b>3.0 Approval of Minutes:</b> August 7, 2014, and September 23, 2014   | Iris Ingram       |
| 8:05 a.m. | <b>4.0 Grant Report</b>  | Richard McNeal    |
| 8:15 a.m. | <b>5.0 Action Item</b><br>Recommendation that the WIB Executive Committee Recommend that the Workforce Investment Board of Ventura County (WIB) Approve the Use of Uncommitted and Management Reserve Workforce Investment Act (WIA) Funds in Program Year 2014-2015 | Cheryl Moore      |
| 8:45 a.m. | <b>6.0 Ventura County Regional Strategic Workforce Development Plan: Transition from WIA to WIOA</b>   | Cheryl Moore      |
| 9:20 a.m. | <b>7.0 Committee Meeting Calendar</b>  | Iris Ingram       |
| 9:25 a.m. | <b>8.0 Committee Member Comments</b>   | Committee Members |
| 9:30 a.m. | <b>9.0 Adjournment</b>   | Iris Ingram       |

Next Meeting: To Be Scheduled

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**WIB Resource Development Committee**  
**August 7, 2014**

**MINUTES**

**Meeting Attendees**

Committee Members

Hugh J. Ralston (Chair)\*  
Victor Dollar\*  
Iris Ingram\*  
Barry Zimmerman\*

WIB Staff

Patricia Duffy  
Richard McNeal  
Cheryl Moore  
Theresa Salazar Vital

Guests

Nancy Ambriz (HSA Community Services  
Department/WIA)  
Gerhard Apfelthaler\*  
Jaime Duncan (HSA Community Services  
Department)  
Richard Duran (Oxnard College)  
Greg Gillespie (Ventura College)  
Jamillah Moore (Ventura County  
Community College District)  
Tiffany Morse (Ventura County Office of  
Education)  
Bill Simmons (Economic Development  
Collaborative-Ventura County)  
Julius Sokenu (Moorpark College)  
Mike Soules\*  
Bruce Stenslie\*  
Sharon Woolley (Ventura County  
Community College District)

*\*WIB Members*

**1.0 Call to Order and Agenda Review**

Chair Hugh J. Ralston called the meeting to order at 7:30 a.m.

**2.0 Public Comments**

No comments

**3.0 Receive and File: Minutes of May 21, 2014**

Motion to receive and file: Barry Zimmerman  
Second: Hugh J. Ralston  
Motion carried

**4.0 Grant Report Update**

Richard McNeal commented on an updated grant report, noting the WIB's contribution to the four Career Pathways proposals that emanated from individual and regional educational institutions and discussing briefly the proposal, now under construction, for the California WIB Workforce Accelerator Grant. We will request \$150,000 to expand the existing ex-offender re-entry pilot program conducted by the Community Services Department (CSD) of the Human Services Agency in partnership with the Probation Agency.

**5.0 Action Item: Recommendation that the Executive Committee Recommend that the Workforce Investment Board of Ventura County (WIB) Approve the Use of Uncommitted Workforce Investment Act (WIA) Funds in Program Year 2014-2015**

The Committee reviewed the WIB budget process, an updated draft of the 2013-2014 WIA Preliminary Budget Plan that included post-close carryover amounts, and WIB guidelines relating to the use of uncommitted funds. Estimated grant balances available were in the Dislocated Worker, Adult, Youth, and Rapid Response fund categories.

Members engaged in a lengthy discussion regarding potential uses of the estimated uncommitted funds. The Committee agreed on three options with no changes: (1) restoration of the Management Reserve levels to 8% for Dislocated Worker and Youth allocations; (2) augmentation of the current \$95,000 contract with EDC-VC to the original RFP funding level of \$125,000; and (3) augmentation of the current \$125,000 contract with the Agency to the original RFP funding level of \$150,000. For options (4) augmentation of the current contracts with one or more of three youth providers and (5) augmentation of the Dislocated Worker allocation to the Community Services Department/WIA, the Committee requested that the staff provide additional detail regarding how the additional funds would/should be used.

Although accepted by the Committee in principle, option (6) to fund an employer expectations survey would need detailed consideration of exactly what would be required and who would do such a survey (e.g., population-focused, industry-specific, aligned/leveraged with funded sector activities in the career pathways grant). The Committee agreed to recommend allocating funds to the Special Project line of the budget plan, with the intent to revisit the survey discussion.

## **6.0 2013-2014 Year-End Review**

Committee members provided input for the draft of the 2013-2014 review. The final version is attached to these minutes.

## **7.0 Ventura County Regional Strategic Workforce Development Plan**

- Workforce Innovation and Opportunity Act: of July 22, 2014. Given the timetable for the new performance requirements taking effect (July 1, 2015), there will need to be ongoing dialog as to the changes brought about by the new legislations, and whatever regulatory adjustments (by the Department of Labor and/or the state of California) or changes imposed by the California WIB.
- Regional Partnerships: California Career Pathways Trust Grants

Ventura County recently received two California Career Pathways Trust grants to benefit schools in the region:

- On behalf of Oxnard Union High School District Superintendent Gabe Soumakian, Cheryl Moore provided a brief overview of the Linked Learning Career Pathways Community Partnership. Included was a description of the organization and governance, 19 career academies, and an introduction to the responsibilities of the business partners. The project is based on a high school cohort/career academy model and plans to build linkages with the middle schools.
- Ventura County Community College District Chancellor Jamillah Moore, assisted by Sharon Woolley and Tiffany Morse, summarized the Ventura County Innovates goals, structure, and career pathways. The project will provide sequences of courses for 62 career pathways from high school through community college (and potentially beyond), built on a foundation of collaboration among the three community colleges, the Ventura County Office of Education, and seven school districts.

The ensuing discussion among Committee members and guests clearly indicated the need for close cooperation between the two consortia to avoid overlapping and duplicative infrastructure and activities, to leverage the use of project funds, and to appreciate the substantial investment in career training and skills building that both grants bring to the region. The Committee emphasized the importance of a coordinated plan to connect with the business community and avoid employer confusion and burnout.

The Chair thanked the participants for sharing information regarding their initiatives. He noted that the WIB had supported both grants enthusiastically and looked forward to finding ways to assist each to achieve their deliverables and goals successfully.

- Regional Partnerships: AMP SoCal

Cheryl Moore commented on the WIB's participation in the new Advanced Manufacturing Partnership of Southern California (AMP SoCal) and its recent designation as a national priority aerospace and defense manufacturing investment region (counties of Los Angeles, Orange, San Diego, and Ventura). The Committee received information regarding the purpose, governance, committee structure, and initial projects. Members noted that the partnership has huge potential to benefit the Ventura County employers and job seekers, as well as advance the WIB's strategic priorities.

## **8.0 Meeting Dates for PY 2014-2015**

Committee members decided to hold a meeting in September, exact date to be determined.

## **9.0 Committee Member Comments**

There were no comments.

## **10.0 Adjournment**

Hugh J. Ralston adjourned the meeting at 9:45 a.m.

Next Meeting  
To Be Determined

## **2013-2014 YEAR-END REVIEW**

### **Workforce Investment Board of Ventura County**

#### **WIB RESOURCE DEVELOPMENT COMMITTEE**

##### **2013-2014 Members**

WIB Members: Hugh J. Ralston, Chair (Ventura County Community Foundation), Victor Dollar (Brighton Management), Iris Ingram (Ventura County Community College District), Chris Kimball (California Lutheran University), Barry Zimmerman (Human Services Agency, County of Ventura)

##### **Committee Accomplishments**

In support of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the WIB Resource Development Committee:

- Recommended the use of uncommitted Workforce Investment Act (WIA) funds and WIB management reserves in 2013-2014, changes to the 2013-2014 WIA Preliminary Budget Plan, and components of the 2014-2015 WIA Preliminary Budget Plan. Took into consideration the WIB goals and priorities, alignment with new and evolving state and federal requirements, and the complexities of related issues and challenges.
- Monitored progress toward WIB achievement of the SB 734 requirement for 25% training expenditures from total Adult and Dislocated Worker funds (increasing to 30% in 2016) within each two-year WIA grant period.
- Submitted one direct grant application and collaborated on strategies and letters of support or commitment as a regional partner for 14 other grant and special designation applications. Applications resulting in awards:
  - Workforce Accelerator Grant: innovative re-entry job transition strategies for ex-offenders; \$150,000 in direct funding to the WIB from the California Workforce Investment Board; leveraging of AB 109 funds; partnership with Community Services Department, County Probation Office, and others
  - Advanced Manufacturing Partnership of Southern California (AMP SoCal): four-county designation (Los Angeles, Orange, San Diego, and Ventura) by the U.S. Department of Commerce as a priority aerospace and defense manufacturing investment region (only 12 regions receiving sector support from 11 federal agencies with \$1.3 billion available in federal economic development assistance)
  - California Career Pathways Trust Grant: Tri-City Career College and Career Pathway Consortium (Oxnard Union High School District – Linked Learning); five-year grant from the California Department Education for development of career pathways in partnership with employers
  - California Career Pathways Trust Grant: Ventura County Innovates (Ventura County Community College District, Ventura County Office of Education, seven local school districts); five-year grant from the California Department Education for development of K-14 career pathways in partnership with employers

## **2013-2014 YEAR-END REVIEW**

### **Workforce Investment Board of Ventura County**

#### **WIB RESOURCE DEVELOPMENT COMMITTEE**

##### **Committee Accomplishments (Continued)**

- In support of regional strategic alignment, considered different models of collaborative community workforce partnerships. Considered and put a proposed model for a Ventura County Regional Workforce Partnership on hold, pending the gathering and analysis of information on the multiple, separate workforce initiatives already underway in the region.
- Began to compile a Ventura County Regional Strategy Alignment Matrix of public and private sector organizations and resources for an inventory of workforce development strategies, programs, and potential resources that are in alignment with the WIB Regional Plan. Work on the matrix will continue in 2014-2015.

##### **Insights**

- The growing visibility of the WIB at local, state, and national levels has helped to draw positive attention to Ventura County as a region with an engaged, collaborative community.
- The reality of changing standards and requirements related to funding and grants for education and other entities, including the need for employer engagement, makes the WIB uniquely positioned to help facilitate regional collaboration for aligned and resource-efficient activities.
- The WIB has played a number of roles in supporting regional initiatives and grant proposals, from behind-the-scenes planning and facilitation to public testimony and letters of support/commitment from WIB and WIB committee members.
- As we learn more about the new Workforce Innovation and Opportunity Act (WIOA), we will get a better idea as to how what we are doing already is in alignment and what we might need to do differently. The changes will continue, even after the administrative guidelines are issued.
- Extraordinary private/public sector collaborative activity and resulting funding, designations, and other recognition have taken Ventura County to a new level In 2014. We have a unique and important opportunity to build and leverage structures, systems, and resources to benefit the region for the long term. We need to give careful thought to the good news and facilitate serious collaboration to make the most of it.



**WIB Resource Development Committee**  
**September 23, 2014**

**MINUTES**

**Meeting Attendees**

Committee Members

Hugh J. Ralston, Chair\*  
Gerhard Apfelthaler\*  
Victor Dollar\*  
Barry Zimmerman\*

WIB Staff

Patricia Duffy  
Richard McNeal  
Cheryl Moore  
Theresa Salazar Vital

*\*WIB Members*

**1.0 Call to Order and Agenda Review**

Chair Hugh J. Ralston called the meeting to order at 3:04 p.m.

**2.0 Public Comments**

No comments

**3.0 Action Item**

The Committee discussed the recommendation that the WIB Executive Committee approve the use of Management Reserve Youth Workforce Investment Act (WIA) Funds in the amount of \$29,928 for augmentation of the three youth contracts in Program Year 2014-2015. This amount will be added to the already approved \$113,477, for a total of \$143,405. The Committee stipulated that the Executive Committee receive a summary of the contractors' proposed uses of the additional funds.

Motion to approve: Hugh J. Ralston  
Second: Victor Dollar  
Motion carried.

**4.0 Ventura County Regional Strategic Workforce Development Plan**

In discussing the Career Pathways Trust grants, Cheryl Moore emphasized the need to leverage resources wisely (that is, to find a mechanism to reduce conflicting demands on peoples' time) so as to get the cooperation of business in helping to establish curriculum. She also noted briefly recent developments in the AMP SoCal Consortium.

**5.0 Committee Meeting Calendar**

Determination of meeting dates will follow the appointment of a new Chair for the Committee.

**6.0 Committee Member Comments**

Cheryl Moore and Committee members commended and thanked Hugh J. Ralston for his long service with the WIB and his significant role in promoting its interests.

**7.0 Adjournment**

Hugh J. Ralston adjourned the meeting at 3:35 p.m.

Next Meeting: To be determined

## **GRANTS AND PROPOSALS**

Workforce Investment Board of Ventura County of Ventura

**Program Year 2014-2015**  
**(Updated 2/5/15)**

### **PROPOSALS IN PROGRESS**

<b>Source</b>	<b>Amount</b>	<b>Title</b>	<b>Term</b>	<b>Purpose</b>	<b>Partner/Role</b>	<b>Notes</b>
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### **GRANTS IN PROGRESS**

<b>Source</b>	<b>Amount</b>	<b>Title</b>	<b>Term</b>	<b>Purpose</b>	<b>Partner/Role</b>	<b>Notes</b>
Amgen Foundation-	\$75,000	VC-STEM	Jan.-Dec. 2015	Creation of a CSLNet-recognized STEMregional network in the County; promotion of STEM education in PK-12	Managing partner: CSUCI (Philip Hampton); steering committee: P-20 Council; WIB collaboration	<b>Granted Dec. 2014</b>
CWIB	\$150,000	Workforce Accelerator Grant	10 months from 7/14/14	Innovative strategies for job seekers: CSD STEPS program for ex-offenders	County Office of Probation Etc.	Leveraging of \$320,000 in AB 109 funds Submitted 05/30/14 <b>Granted 06/18/14</b>

### **OTHER GRANT COMMITMENTS**

<b>Source</b>	<b>Amount</b>	<b>Title</b>	<b>Term</b>	<b>Purpose</b>	<b>Partner/Role</b>	<b>Notes</b>
California Career Pathways Trust; Calif. Dept. of Education	Up to \$13 million	Ventura County Innovates (Morse)		Development of career pathways	WIB general support of consortium of VCOE, VCCCD, etc.	Letter of 3/26/14 <b>Granted 05/30/14</b>
California Career Pathways Trust; Calif.	Up to \$6 million	Oxnard Union High School District (Soumakian)		Development of career pathways	WIB general support of OUHSD	Letter of 3/26/14 <b>Granted 05/30/14</b>



## **GRANTS AND PROPOSALS**

Workforce Investment Board of Ventura County of Ventura

**Program Year 2014-2015  
(Updated 2/5/15)**

Dept. of Education						
U.S. Department of Commerce: Investing in Manufacturing Communities Partnership (IMCP) initiative	One of 12 regions in U.S. to receive support in competing for federal funds (\$1.3 billion total)	Advanced Manufacturing Partnership of Southern California (AMP SoCal)		<ul style="list-style-type: none"> <li>Position the region for success in competitive federal grant applications relating to aerospace and defense</li> </ul> <p>Grow the region's manufacturing sector through collaborative research and innovation, infrastructure and site development, workforce and training, supplier networks, trade and international development, operations improvement and capital access</p>	<ul style="list-style-type: none"> <li>Four-county partnership (Los Angeles, Orange, San Diego, Ventura)</li> <li>Commitments of support from business, education, economic development, WIBs, and others</li> <li>Ventura County represented on Executive Board, Pillar Committees, and Implementation Strategy Working Groups</li> <li>Complement the work of the WIB Manufacturing Committee and the Manufacturing Roundtable of Ventura County</li> </ul>	Letter of 4/4/14 <b>Granted 06/14</b>

### **LETTER OF SUPPORT/COMMITMENT**

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
CWIB	\$20,000	SlingShot		Replication of sector-responsive career pathway for healthcare case managers	7 LA WIBs, plus Ventura County	WIBVC as co-applicant
California Career Pathways Trust; Calif.	TBA	VCI E3: Ventura County Innovates: Expand,		Extend pathways to serve middle school students, add new career pathways, service foster care youth	WIBVC in support of additional career pathways; all high school and unified	WIBVC letter of support 2/3/15; potential

## GRANTS AND PROPOSALS

Workforce Investment Board of Ventura County of Ventura

**Program Year 2014-2015  
(Updated 2/5/15)**

Dept. of Education		Enhance and Extend		and students receiving special education services.	districts; all four adult education programs, all three community colleges and VCOE	WIBVC funding for grant-specific activities
California Career Pathways Trust, CA Dept. of Education	\$600,000	Gold Coast Consortium		Enhancement and expansion of the <i>VC Innovates</i> CCPT project: additional career pathways & emphasis on middle schools	VCWIB has same role as with <i>VC Innovates</i> : in-kind contribution of \$14,500; access to WIB committees; River Oaks Academy submission	Letter of 1/9/15
Trade Adjustment Assistance Community College & Career Training Grant (TAACCCT)		Center for Emergency & Safety Training for the Energy Industry (CESTEI)	From Oct. 2014 for 48 months	Emergency response training for the energy industry by Allan Hancock College at their site in Lompoc	WIB & CSD costs: \$197,635 (staff costs, recruitment, case mgt., etc.) EDD costs: \$340,273	Letter of 7/2/14 <b>Grant not submitted</b>
California Career Pathways Trust; Calif. Dept. of Education	\$13 million	Santa Barbara City College (Hollems)	PYs 14-15-18-19	Development of Career Pathways	WIB general support of the SCRC of the Calif. Community Colleges and associated schools	Letter of 3/26/14; Not granted 05/30/14
California Career Pathways Trust; Calif. Dept. of Education		Ventura Unified School District (Arriaga)		Development of Career Pathways	WIB general support of VUSD	Letter of 3/26/14; Not granted 05/30/14

## **GRANTS AND PROPOSALS**

Workforce Investment Board of Ventura County of Ventura

**Program Year 2014-2015**

**(Updated 2/5/15)**

U. S. Dept. of Labor	\$3,063,919	CareerConnect (based on H1-B Visa funds)	2014-2015 School Year	Integrated academic and career-focused learning; work-based learning; employer engagement; integration of post-secondary education & training. Emphasis on manufacturing/engineering/biomedical Engineering	WIB general support of five school districts and the VCOE	Letter of 1/24/14; Declined
Ventura Co. Community College District	\$10,000	Responsive Training Fund Initiative	12 months, 2011-2012	In-kind match: collaboration with the College district staff on regional industry sector committees		Grant declined (before 3/26/14)
U.S. Dept. of Education		College Assistance Migrant Program (CAMP)		Provide access to post-secondary education for students from migrant and seasonal farmworker families	Letter of support for CSUCI, Office of the President (Rush) 1/11/12	Grant declined (before 3/26/14)
U.S. Department of Labor: Workforce Innovation Fund	\$4,241,929	Health Care Career Pathways	36-40 months from summer, 2012	Pre-college bridge programs, career pathways for RNs and Med. Assistants, career modules for geriatrics and chronic care, etc.	A letter of support from the WIB directors of the WCCCC, allowing the use of the WCCCC rubric for a submission from Santa Cruz, Monterey and San Benito Counties	Application not submitted (before 3/26/14)
Simi Valley High School	Unknown			Develop a health science pathway in biotechnology		Letter of 4/11/13 Grant declined (before 3/26/14)

## **GRANTS AND PROPOSALS**

Workforce Investment Board of Ventura County of Ventura

**Program Year 2014-2015  
(Updated 2/5/15)**

Boys & Girls Clubs of Greater Oxnard and Port Hueneme	\$1,000,000	Youth Offender Re-Entry: Face Forward	39 months, beginning 7/1/13	Through diversion and/or record expungement, youth given a chance to succeed in the workplace	Workforce & supportive services	Letter of 5/6/13 Grant declined (before 3/26/14)
CA Dept. of Education (High School Innovations & Initiatives Office)	Unknown; planning grant	Unmanned Aerial System (UAS) Secondary Specialized Program		UAS high school program/articulation with training program at CSUCI	A letter of general support, emphasizing the important of STEM	Letter of 10/16/13 for VCOE (Morse)
US2020 City Competition	Unknown				A letter of general support for the Ventura County STEM network: we will continue our current efforts to develop workforce pipelines	Letter of 10/17/13 Grant declined (before 3/26/14)

### **PROPOSALS IN PREPARATION**

Source	Amount	Title	Term	Purpose	Partner/Role	Notes

### **PROPOSALS CONSIDERED BUT NOT SUBMITTED** (Note: standard 4-week turnaround for proposals)

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
U.S. Dept. of Labor	\$1,100,000	Youthbuild	2 years +	Teach youth 16-24 construction techniques and improve their	Cabrillo Economic Development Corporation & (presumably) VACE	CBDC decided that this grant project was not within their

## **GRANTS AND PROPOSALS**

Workforce Investment Board of Ventura County of Ventura

**Program Year 2014-2015  
(Updated 2/5/15)**

				education and provide low-income housing		mission (3/14). No other CBO is suitable.
U. S. Dept of Labor	\$6,000,000 (\$100,000-\$300,000 grants)	Urban & Non-Urban Homeless Veterans Reintegration Program (HVRP)	1 year: 2014-2015	Job preparation for homeless veterans		HSA Veterans Services advises that Goodwill has an existing grant from Walmart for this purpose for 2 ½ years (Good Jobs Program).
California Workforce Investment Board	\$1.76 million; 4-8 grants from \$220K to \$750K	Dislocated Worker NEG (Healthcare sector); due 10/31/13	18 months, beginning 12/13	Delivery of training services through work-based learning (esp. OJTs) resulting in credentials & certificate	Multi-employer; CCCCCO, especially	Premature for our own Healthcare priority (partnerships not sufficiently developed); funds for training only
National Fund for Workforce Solutions	\$75,000 - \$100,000	Support for Regional Funding Collaboratives	One year	Established regional funding collaboratives supporting sectoral industry partnerships	Industry partnerships and matching required	3-5 awards nationally; not for provision of services, but for professional or organizational development; deadline 12/12/13
Calif. Dept. of Education	\$500,000	ASSETs	One year, beginning 7/1/14	After-school enrichment program for high school students (Ventura & Pacifica); for VACE in conjunction with the Ventura Unified School District	WIB will supply support through its current youth contract with VACE.	<b>Letter of 12/05/13</b>

**RECOMMENDATION FOR USE OF UNCOMMITTED 2014-2015 WIA FUNDS**  
**Workforce Investment Board of Ventura County**

<b><u>Options for Consideration</u></b>	<b><u>Disloca. Worker</u> \$ 61,230 (\$34,137) *</b>	<b><u>Adult</u> \$ 16,462 (\$20,041) *</b>	<b><u>Youth</u> \$ 1,201 (\$21,866) *</b>	<b><u>Rapid Resp.</u> \$ 60,466</b>
1. Reduce Youth Management Reserve level for WIOA transitional activities use of funds (reference number 3. for theAgency)			(\$20,665)	
2. Fund a Regional Economic Analysis Profile for the Ventura County Region.				\$ 50,400
3. Augment the current \$150,000 contract with theAgency to support additional targeted WIA outreach activities and WIOA transitional outreach activities.	\$18,068		\$21,866	\$10,066
4. Augment funding for the Community Services Department/WIA for additional job seeker enrollments and training.	\$43,162	\$16,462		
<b>TOTAL</b>	<b>\$61,230</b>	<b>\$16,462</b>	<b>\$21,866</b>	<b>\$60,466</b>

\* Allowable portion of 14-15 allocations for WIOA transitional activities (WSIN14-15) Funding Limits and Reporting for WIOA Transitional Activities

## **CONSIDERATIONS FOR USE OF WIA FUNDS**

### **Workforce Investment Board of Ventura County**

#### **WIB Policy on Uncommitted Funds**

The use of uncommitted funds in any WIA budget category must be consistent with Workforce Investment Act (WIA) regulations and with the WIB's established priorities. These funds may be used in one or more of the following ways:

- Maintaining Management Reserve levels
- Modifying existing contracts or in-house budgets
- Funding special projects identified as WIB priorities
- Funding new Requests for Proposals (RFPs)
- Funding unsolicited proposals that comply with the WIB's policy on unsolicited proposals

#### **WIB Policy on Unsolicited Proposals**

- Unsolicited proposals must meet the following minimum standards for initial consideration by the WIB Executive Director:
  - Provide needed services that are consistent with WIA regulations and with the WIB's established priorities.
  - Provide documentation that supports one or more of the following WIA requirements for noncompetitive proposal/sole source:
    - Service(s) in the proposal is only available from that organization.
    - Public exigency or emergency for the proposal service(s) will not permit a delay resulting from competitive solicitation.
    - Employment Development Department (EDD) gave written authorization for the proposal.
    - After solicitation of a number of sources for the proposal service(s), competition is determined inadequate.
- The WIB Executive Director may accept unsolicited proposals for subsequent consideration by the WIB, or may reject them.
- Unsolicited proposals may be used as a basis for establishing a Request for Proposal (RFP).
- The Executive Director will refer previously-screened unsolicited proposals to the appropriate WIB committee for consideration and subsequent action by the WIB Executive Committee and/or the full WIB.

#### **Guidelines for Use of Funds**

- Target training opportunities (WIB approved priority sectors including Clean/Green, Healthcare and Manufacturing; pre-apprenticeship/apprenticeship training; on-the-job training; customized training for businesses; incumbent worker training)
- Target special needs (veterans, persons with disabilities, foster youth, incarcerated/probationary youth, parolees)
- Increase enrollments and/or activities/services for enrolled clients
- Increase employer services (recruitment; business attraction/layoff aversion; business management consulting; business workshops; employer outreach)
- Offer WIA-related training for potential providers
- Build program capacity to align participant services and activities with priorities under the Workforce Innovation and Opportunity Act (WIOA)

FY 2014-15 WIA Budget Plan (Approved on 6/12/14, Update on 10/23/14)									
<div> <div>WORKING DRAFT- 2/6/15</div> </div>			Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	FY 14-15 Plan w/Rollover	Year to Date Expenditures from 07/01/14 to 12/31/2014 (50% into the Fiscal Year)
Revenue Projection:									
1	FY14-15 Grants (WSIN13-52, WSIN13-70 & WSIN14-12)		2,261,583	1,828,743	1,995,263	396,524	150,000	6,632,113	
2	FY14-15 Mgmt Reserve:DW 8%,Adult 6.5%,Youth 6.5%		(180,927)	(118,868)	(129,692)			(429,487)	
3	Balance rolled over from prior year grants:							-	
4	FY13-14 Mgt Reserve		94,399	85,418	154,870			334,687	
5	Additional balances from FY12-13 and prior		31,147	26,429	97,912	37,161	-	192,649	
6	Additional rollover - Salaries Savings/(Overage)		277,500	5,300	10,300	400	-	293,500	
7	Overhead Saving/(Overage)		-	15,967				15,967	
8	FY13-14 EDC-VC Business Srvs					10,000	-	10,000	
9	FY 13-14 Unspent Contracts/Misc		92,000	71,230	45,500	23,000	-	231,730	
10	ITA/OJT Committed in FY13-14 spent in FY14-15		100,000	150,000				250,000	
11	<b>Total Available Grants to to be Spent</b>		<b>2,675,702</b>	<b>2,064,219</b>	<b>2,174,153</b>	<b>467,085</b>	<b>150,000</b>	<b>7,531,159</b>	
12	Grants %		35.5%	27.4%	28.9%	6.2%	2.0%	100.0%	
13	CSD FTEs Assigned to the programs		12.30	10.20	2.60	1.90		27.00	
14	% Direct FTES Allocated to Grants		45.6%	37.8%	9.6%	7.0%	0.0%	100.0%	
15	% Admin Staff Allocated to Grants		36.0%	28.0%	28.0%	8.0%	0.0%	100.0%	
16	Expenditure Projection:							-	
17	Salaries and Benefits:							-	
18	CSD 2,508,000		1,142,533	947,247	241,511	176,709	-	2,508,000	1,154,366 46%
19	WIB Administration 859,636		309,469	240,698	240,698	68,771	6,364	866,000	458,598 53%
20	<b>Subtotal Salaries and Benefits</b>		<b>1,452,002</b>	<b>1,187,945</b>	<b>482,209</b>	<b>245,480</b>	<b>6,364</b>	<b>3,374,000</b>	<b>1,612,964 48%</b>
21	Direct Expenses:							-	
22	Grant Specific Contracts							-	
23	EDC-VC Business Services 13-14 Extension							-	
24	EDC-VC Business Services					95,000	-	95,000	28,458 30%
25	Boys and Girls Club: Core Program				523,300			523,300	208,715 40%
26	Pathpoint: Core Program				523,300			523,300	249,673 48%
27	VACE Core Program				308,300			308,300	148,940 48%
28	Cost/benef analysis (ROI) emsi 3/13 repo -							-	
29	Special Projects		61,230	16,462	1,201	60,466	-	139,359	20,000 14%
30	<b>Subtotal - Contracted Program Expense</b>		<b>61,230</b>	<b>16,462</b>	<b>1,356,101</b>	<b>155,466</b>		<b>1,589,259</b>	<b>655,786 41%</b>
31	Client Expenses:							-	
32	ITA / OJT (24% cash+ 10% leverage)		610,321	373,140				983,461	371,804 38%
33	ITA / OJT Committed in 13-14 to be spent in 14-15		100,000	150,000				250,000	150,000 60%
34	Others/ChildCare/Trans - JTA		84,307	77,821	-			162,128	16,641 10%
35	Universal Clients (now charged in oh/admin)		-	-	-			-	-
36	<b>Subtotal - Client Expense</b>		<b>794,628</b>	<b>600,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,395,589</b>	<b>538,445 39%</b>
37	Other Allocated/Contracted Expenses							0%	
38	Geographic Solutions 24,828		-	-	-	-	24,828	24,828	8,116 33%
39	WAF Grant Facilitator 58,616						58,616	58,616	10,000 17%
40	Outrch/Mktg: theAgency 150,000		47,000	12,500	76,500	14,000	-	150,000	72,117 48%
41	Outreach -WIB 30,000		11,256	8,223	8,661	1,861	-	30,000	13,818 46%
42	WIB Expense - Non Staff 20,000		7,504	5,482	5,774	1,240	-	20,000	1,618 8%
43	Program Outreach-CSD 30,000		11,256	8,223	8,661	1,861	10,073	40,073	645 2%
44	Kiosk 5,000		1,876	1,370	1,443	310	-	5,000	1,901 38%
45	Contract Labor Mkt Study -		-	-	-	-	-	-	
46	Subtotal - other allocated expense 318,444		78,892	35,798	101,038	19,272	93,517	328,517	108,215 33%
47	<b>Subtotal- Program/Clients Expenses</b>		<b>934,750</b>	<b>653,221</b>	<b>1,457,139</b>	<b>174,738</b>	<b>93,517</b>	<b>3,313,365</b>	<b>1,302,446 39%</b>
48	<b>Total Direct Program Expense</b>		<b>2,386,752</b>	<b>1,841,166</b>	<b>1,939,349</b>	<b>420,217</b>	<b>99,881</b>	<b>6,687,365</b>	<b>2,915,410 44%</b>
49	Overhead/Administration:		36%	28%	29%	5.78%	1.99%	100.00%	0%
50	Communication/Voice/data 75,000		26,768	20,649	21,750	4,338	1,495	75,000	32,243 43%
51	Insurance 19,725		7,040	5,431	5,720	1,141	393	19,725	9,664 49%
52	Facilities Maint. 89,000		31,765	24,503	25,810	5,148	1,774	89,000	50,670 57%
53	Membership and dues 12,000		4,283	3,304	3,480	694	239	12,000	11,995 100%
54	Education allowance 5,000		1,785	1,377	1,450	289	100	5,000	417 8%
55	Indirect cost recovery(County A87) 6,917		2,469	1,904	2,006	400	138	6,917	3,459 50%
56	Books and Publication 3,000		1,071	826	870	174	60	3,000	1,092 36%
57	Office Equipment/Supplies & Furniture/I 26,000		9,280	7,158	7,540	1,504	18,538	44,020	12,353 28%
58	Mail Center - ISF 5,000		1,785	1,377	1,450	289	100	5,000	4,277 86%
59	Purchase Charges - ISF 4,000		1,428	1,101	1,160	231	80	4,000	3,006 75%
60	Copy Machine - ISF 15,000		5,354	4,130	4,350	868	299	15,000	9,368 62%
61	Stores - ISF 300		107	83	87	17	6	300	440 147%
62	Information Tech - ISF 5,000		1,785	1,377	1,450	289	100	5,000	3,281 66%
63	Computer Services Non ISF 25,000		8,923	6,883	7,250	1,446	498	25,000	2,907 12%
64	Building Lease/Rental 85,000		30,337	23,402	24,650	4,916	1,695	85,000	40,161 47%
65	Storage Charges - ISF 5,000		1,785	1,377	1,450	289	100	5,000	2,781 56%
66	Mileage Reimb. - Staffs only 25,000		8,923	6,883	7,250	1,446	5,498	30,000	17,059 57%
67	Conference and Seminars - Staffs 15,000		5,354	4,130	4,350	868	8,299	23,000	6,148 27%
68	Conference and Seminars - WIB Staffs 20,000		7,138	5,506	5,800	1,157	399	20,000	9,555 48%
69	Misc. Travel - Staffs only 15,000		5,354	4,130	4,350	868	299	15,000	16,850 112%
70	Fiscal/HR/BTD/ET (HSA) 350,000		124,755	96,362	101,501	20,243	7,140	350,000	173,241 49%
71	Other Admin Services 4,000		1,428	1,101	1,160	231	2,873	6,793	2,835 42%
72	<b>Subtotal Overhead</b> 809,942		<b>288,910</b>	<b>222,993</b>	<b>234,885</b>	<b>46,845</b>	<b>50,122</b>	<b>843,755</b>	<b>413,802 49%</b>
73			-	-	-	-	-	-	
74	<b>Planned Total Grant Expenses</b>		<b>2,675,662</b>	<b>2,064,159</b>	<b>2,174,233</b>	<b>467,063</b>	<b>150,003</b>	<b>7,531,120</b>	<b>3,329,212 44%</b>
75	Admin Rate for State Reporting		7%	7%	7%	7%	6%	7%	
76	Admin Rate (State Reported + Other)		11%	11%	11%	10%	33%	11%	
77									





## Workforce Innovation and Opportunity Act

President Barack Obama signed the **Workforce Innovation and Opportunity Act (WIOA)** into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center system is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment.

### The WIOA Resource Page

DOL, in coordination with the U.S. Departments of Education (ED) and Health and Human Services (HHS), is working diligently to ensure that states, local areas, other grantees, and stakeholders are prepared for implementation of WIOA. The WIOA Resource Page will provide information and resources for States, local areas, non-profits and other grantees, and other stakeholders to assist with implementation of the Act. This page will be updated to reflect newly developed materials, including responses to frequently asked questions.



### Notice of Proposed Rulemaking Updates NEW

- [Publication Update](#) (posted 1/05/2015)

### Stakeholder Input and Engagement

Input from the state and local workforce leaders and practitioners, as well as other stakeholders, is critical to the success of WIOA implementation. DOL, in collaboration with the Departments of Education and Health and Human Services, will provide workforce system partners and stakeholders with opportunities to provide input in-person and virtually throughout the implementation period.

In September and October, ETA hosted a series of in-person town hall listening sessions in each of our six regions, designed to support strong implementation of the new legislation. These sessions offered an opportunity for our broad stakeholder groups to share their questions, insights and suggestions regarding the changes outlined in the WIOA legislation. Thanks to all who participated in these events.

ETA is also hosting a series of Stakeholder Consultation Webinars to engage the public in implementation of WIOA. Archived versions of the previous Consultation Webinars are available [here](#).

The U.S. Department of Education invites you to submit comments and recommendations for implementation of WIOA on Department of ED's WIOA [blog](#)

### Related Guidance

- [Training and Employment Notice 6-14](#) (Information for Stakeholder Engagement for WIOA Implementation)
- [Training and Employment Notice 5-14](#) (WIOA Announcement and Initial Informational Resources)
- [Training and Employment Guidance Letter 12-14](#) (Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year 2014 funds for WIOA Transitional Activities)
  - [TEGL 12-14 FAQs](#)

### WIOA Technical Assistance Tools and Resources

- [WIOA Bill Public Law No: 113-128](#)
- [WIOA Fact Sheet](#)
- [WIOA Overview](#)
- [Conference Call on Next Steps for WIOA Implementation with the Departments of Labor, Education, and Health and Human Services – Transcript](#) (posted 12/03/2014)
- [WIOA 101 Webcast Series](#) (posted 11/24/2014)
- [Key Statutorily Required Implementation Dates](#)
- [Frequently Asked Questions and Answers](#) (posted 7/22/2014)
- [The Department of Education's Rehabilitation Services Administration – WIOA Resource Page](#)
- [The Department of Education's Office of Career, Technical, and Adult Education – WIOA Resource Page](#)
- [Advisory Committee on Increasing Competitive Integrated Employment for Individuals with Disabilities](#)

#### Job-Driven Vision

- [Vice President's Job-Driven Training Report](#)
- [Implementing a Job-Driven Workforce System, Training Employment Guidance Letter 03-14](#)
- [Job Driven National Emergency Grants, Training Employment Notice 29-13](#)
- [Letter to Governors from the Secretaries of Labor, Education, Commerce, and Health and Human Services](#)  
(Accessible version)
- [Letter to Mayors from the Secretaries of Labor, Education, Commerce, and Health and Human Services](#)  
(Accessible version)
- [Job-Driven Evidence Synthesis Report](#)

#### Media

- Read Secretary of Labor, Tom Perez's [blog post](#) regarding the enactment of WIOA.
- Read Secretary of Labor, Tom Perez's [statement to the press](#) on the passage of WIOA.

#### Questions

- Email [DOL.WIOA@dol.gov](mailto:DOL.WIOA@dol.gov) with your questions and ideas on WIOA implementation or contact your [ETA regional office](#).

U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210  
[www.dol.gov](http://www.dol.gov) | Telephone: 1-866-4-USA-DOL (1-866-487-2365) | [TTY](#) | [Contact Us](#)

**Q. When will the Workforce Innovation and Opportunity Act Notice of Proposed Rulemaking be published?**

**A.** The Workforce Innovation and Opportunity Act (WIOA), enacted July 22, 2014, provides many opportunities to advance a customer-centered workforce investment system driven by the needs of job seekers and employers, to support strong regional economies, and to provide individuals with pathways to the middle class and beyond.

WIOA establishes an aggressive timeframe for the Departments of Labor and Education to publish a set of regulations for implementation. The Departments continue to work diligently together to develop these regulations, informed in part by outreach to outside stakeholders, as appropriate. While we continue to work toward completion of this important and complex proposal, the publication of the proposed regulations is currently anticipated to occur in Spring 2015, rather than January 18, 2015, as stipulated in WIOA.

In Spring 2015, the Departments of Labor and Education plan to concurrently publish five Notices of Proposed Rulemaking (NPRMs) to implement WIOA. One of these will be a joint NPRM involving jointly administered activities including unified and combined state plans, performance, and aspects of the one-stop system. Another NPRM will implement the remaining provisions of Title I and Title III that are administered by the Department of Labor. Three additional NPRMs involve Department of Education programs, including one implementing Title II Adult Education and Literacy and two implementing the Title IV Amendments to the Rehabilitation Act of 1973 of WIOA. These five NPRMs will be published in the Federal Register and posted on [www.regulations.gov](http://www.regulations.gov), where public comments can be submitted following publication. The Departments of Labor and Education will analyze these public comments, and anticipate issuing Final Rules implementing WIOA in early 2016.

Because many provisions of WIOA go into effect July 1, 2015, the Department of Labor's Employment and Training Administration (ETA) also will issue operating guidance in Spring 2015 to support implementation. In addition, ETA intends to issue targeted guidance documents in the Spring, accompanied by technical assistance activities. Once issued, the guidance can be accessed at [www.doleta.gov/WIOA/](http://www.doleta.gov/WIOA/).

To achieve successful implementation and the full vision of WIOA, ETA will continue to consult with the workforce system and strongly advises states and local areas to begin planning and taking action to prepare to implement WIOA immediately. There are legislative and technical assistance tools currently available at [www.doleta.gov/wioa](http://www.doleta.gov/wioa) that can support initial WIOA transitional activities.



**DRAFT DIRECTIVE TRANSMITTAL  
WORKFORCE SERVICES**

Number: wsdd-111

Date: January 16, 2015

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD  
CERTIFICATION UNDER WIOA

☒ **IMMEDIATE ACTION**

Bring this draft to the attention of the appropriate staff.

**SUBJECT MATTER HIGHLIGHTS:**

This directive communicates policy and procedures regarding the initial designation of local areas and the initial certification of local boards under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Note: To ensure consistency with Department Of Labor guidance, this directive will not be finalized prior to publication of the Department of Labor WIOA regulations.

**COMMENTS ARE DUE BY:** ☒ 10 ☐ 15 ☐ 30 working days  
☐ 30 calendar days

Comments can be submitted through one of the following ways:

<b>Fax</b>	WSD, Attention: <b>Melissa Williams</b> at 916-654-9753
<b>E-Mail</b>	<b><u>MelissaM.Williams@edd.ca.gov</u></b> (Include "draft comments" in the subject line)
<b>Mail</b>	WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive. **Comments received after the specified due date will not be considered.**

If you have any questions, contact Melissa Williams at 916-654-0205.

## DRAFT DIRECTIVE WORKFORCE SERVICES

Number:

Date:

69:01:df:71276

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD  
CERTIFICATION UNDER WIOA

### EXECUTIVE SUMMARY:

#### Purpose:

This directive communicates policy and procedures regarding the initial designation of Local Workforce Development Areas (local areas) and the initial certification of Local Workforce Development Boards (local boards) under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

#### Scope:

This directive applies to all current local areas interested in receiving designation and local board certification under the new WIOA. If a current local area will not be applying for designation, the Chief Elected Official (CEO) must notify the State immediately in order to ensure that workforce development services continue to be provided to the area's residents through alternate means determined by the State.

#### Effective Date:

This directive is effective on the date of its issuance.

### REFERENCES:

- WIOA (Public Law 113-128) Sections 106 and 107
- Title 2 Code of Federal Regulations (CFR) Chapter I, Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (Uniform Guidance)
- Title 29 CFR Part 95: Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- Title 29 CFR Part 97: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

- Title 20 CFR Part 652 et. al: Workforce Investment Act; Final Rules
- WIA Section 116
- California Unemployment Insurance Code Section 14202(c)
- WIA Directive WIAD06-10, Subject: Local Area Nonperformance Policy (November 14, 2006)
- WIA Directive WIAD02-6, Subject: Subsequent Designation of Temporary and State Board Recommended Local Areas (September 18, 2002)

#### **STATE-IMPOSED REQUIREMENTS:**

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

#### **FILING INSTRUCTIONS:**

Retain this directive until further notice.

#### **BACKGROUND:**


The WIOA Sections 106 and 107 provide the criteria for the initial designation of local areas and initial certification of local boards. Specifically, the WIOA Section 106 requires the Governor to designate local areas within the State, while Section 107 requires the Governor to certify one local board for each local area in the State. The California Workforce Investment Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, have established policies and procedures within this directive for the initial designation of local areas and the initial certification of local boards. These policies are intended to provide maximum flexibility to local areas during the first year of WIOA implementation so they may have sufficient time to prepare for and fully comply with the new WIOA requirements for “subsequent” local area designation and local board recertification.

#### **POLICY AND PROCEDURES:**

##### **Initial Local Area Designation**

As stated in WIOA Section 106, the Governor shall approve a request made for initial designation by any local area if, during Program Years (PYs) 2012-13 and 2013-14, the local area:


- (1) was designated as a local area under WIA;
- (2) performed successfully; and
- (3) sustained fiscal integrity.


 Initial designation is effective July 1, 2015, through June 30, 2016. Local areas must apply for initial designation using the process included in this directive. Local areas that would like to modify their current geographical boundaries are eligible to apply under their new structure.



Subsequent designation will be effective July 1, 2016. Therefore, during the initial designation period, local areas should be planning and preparing to meet the WIOA requirements for subsequent designation [i.e., perform successfully, sustain fiscal integrity, and in the case of a local area in a planning region, meet the regional planning requirements in WIOA Section 106(c)(1)]. Additionally, local areas should be preparing to meet the new Office of Management and Budget (OMB) Omni-Circular regulations which apply to new awards and additional funding (funding increments) to existing awards made after December 26, 2014, (i.e., the youth allocations beginning April 1, 2015, and all subsequent allocations).

### Definitions

 **Performed Successfully** - a local area has achieved at least 80 percent of their local performance goal on each performance measure for PYs 2012-13 and 2013-14. [WIOA Section 106(e)(1) and WIA Directive WIA06-10]

 **Sustained fiscal integrity** - the local area has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- (1) final determination finding(s) from audits, evaluations, or other reviews conducted by State or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility; or
- (2) gross negligence - defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both ; or
- (3) failure to observe accepted standards of administration. Local areas must adhere to the uniform administrative requirements set forth in Title 2 CFR Part 200, and Title 29 CFR Parts 95 and 97. **Local areas must have fully met their federally mandated responsibilities for the two previous program years including timely reporting of WIA participant and expenditure data, timely completion and submission of the required annual single audit, and have not been placed on cash hold for longer than 30 days.** [in alignment with WIOA Section 106(e)(2)]

**Existing Local Area** - A local area that was designated as a local area under WIA.

**Modified Local Area** - A local area that is considering local area modification as part of its initial designation application. Examples include: two areas proposing to merge into a new combined single local area, various local areas that will be combined in a new, single local area, or a local area that will be expanded to include part or parts of another current local area.

### Initial Local Area Designation Application Process

In order to request initial designation, the local Chief Elected Official (CEO) must follow the applicable process noted below:

- Existing Local Areas

Complete the Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 1).

- Modified Local Areas

For local areas that are requesting local area modification as part of their initial designation, complete the Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 2).

The local CEO must submit the completed application to the State Board no later than 5:00 p.m., March 31, 2015, to:

Mail: California Workforce Investment Board  
P.O. Box 826880  
Sacramento, CA 94280-0001

Courier: California Workforce Investment Board  
800 Capitol Mall, Suite 1022  
Sacramento CA 95814

Hand Deliver: California Workforce Investment Board  
800 Capitol Mall, Suite 1022  
Sacramento CA 95814

Note: Some local areas may be unable to obtain local approval by the submission deadline (e.g., due to the scheduling of their respective board meetings). If so, the local area may submit an unsigned copy of the application with an explanation for the absent signature(s) and the date by which the signed original will be sent. The signed application must be submitted to the State Board by June 30, 2015. Failure to meet this deadline will result in the local area not receiving full initial designation status until a signed application is received.

### Assessment of the Application

Once a completed application is received, the State Board, in collaboration with the appropriate staff from the EDD, will verify the information provided in the application. The State Board will use the results of this assessment to determine whether to recommend approval or denial of the application.

The local CEO will be notified in writing by May 10, 2015 regarding the approval or denial of its initial designation application. If approved, the initial designation will be



effective July 1, 2015 through July 1, 2016. If denied, the local CEO may contest the decision using the appeal process below.

#### *Appeal Process for Initial Designation*

In accordance with Section 106 of WIOA, a unit of local government (or combination of units) which has requested and been denied initial designation as a local area under WIOA may appeal the denial to the State Board.

An entity which has been denied initial designation may appeal the decision and request a hearing. An appeal and request for hearing must be mailed to the State Board within 20 calendar days from the mailing date of the notice of denial of initial designation. The appeal must: (1) be in writing and state the grounds for the appeal, and (2) state the reasons why the appellant should be initially designated. Within five calendar days of the receipt of the appeal, the State Board will contact the appellant to schedule a hearing date. The hearing will be scheduled within five calendar days. The State Board will conduct the appeal hearing process and provide a written decision to the appellant no later than five calendar days after the hearing.

#### *Appeal of State Board Decision*

A unit or combination of units of general government whose appeal has not resulted in designation as a local area may also appeal the denial to the Department of Labor. [WIOA Section(b)(5)]

#### **Initial Local Board Certification**

The WIOA Section 107 requires the Governor to certify one local board for each local area in the State. In order to provide local areas an opportunity to restructure their local boards in accordance with WIOA requirements, local boards will be initially certified as follows:

- Local Boards within Existing Local Areas:  
Complete the Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 1). Note: this application is used for both initial local area designation and initial local board certification.  
***Upon approval of initial designation of a local area, the existing local board will be automatically initially certified through PY 2015-16.***
- Local Boards for Local Areas requesting designation as new, modified, Local Areas:  
Complete the Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 2). Note:

this application is used for both initial local area designation and initial local board certification.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial local board certification.

Initial local board certification will be effective July 1, 2015, through June 30, 2016.

Subsequent local board recertification will be effective July 1, 2016. Therefore, during the initial certification period, local boards will be expected to complete all necessary tasks to meet the subsequent local board recertification requirements under WIOA (e.g., meet WIOA local board membership requirements, procure one-stop operators, meet or exceed performance requirements, and sustain fiscal integrity).

**ACTION:**

Please bring this directive to the attention of the local CEO, local board, and other relevant parties.

**INQUIRIES:**

If you have questions concerning this directive, contact your assigned Regional Advisor.

JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachments are available on the Internet:

1. Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16
2. Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16

# **Existing Local Area**

**Application for Initial Local Area Designation  
and Initial Local Board Certification  
Program Year 2015-16**

**Local Workforce Investment Area**

---

**Existing Local Area**  
**Application for Initial Local Area Designation**  
**and Initial Local Board Certification**  
**Program Year 2015-16**

This application will serve as your request for Local Workforce Development Area (local area) initial designation and corresponding Local Workforce Development Board (local board) initial certification under the Workforce Innovation and Opportunity Act (WIOA) for Program Year (PY) 2015-16.

If the California Workforce Investment Board determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this application.

---

Name of Local Area

---

Mailing Address

---

City, State

ZIP

---

Date of Submission

---

Contact Person

---

Contact Person's Phone Number

## Local Area Levels of Performance

**Instructions:** Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

<b>Performance Table</b>				
Name of Local Area: _____				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
<b>Adult</b>				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
<b>Dislocated Worker</b>				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
<b>Youth (ages 14-21)*</b>				
Placement in Employment or Education	72%			
Attainment of a Degree or Certificate	60%			
Literacy and Numeracy Gains	54%			

\*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

## Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of any of the following during either PYs 2012-13 or 2013-14:

- (1) **final determination finding(s)** from audits, evaluations, or other reviews conducted by State or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility; or
- (2) **gross negligence** - defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both; or
- (3) **failure to observe accepted standards of administration.** Local areas must adhere to the uniform administrative requirements set forth in Title 2 CFR Part 200, and Title 29 CFR Parts 95 and 97. ***Local areas must have fully met their federally mandated responsibilities for the two previous program years including timely reporting of WIA participant and expenditure data, timely completion and submission of the required annual single audit, and have not been placed on cash hold for longer than 30 days.*** [in alignment with WIOA Section 106(e)(2)]

## Local Area Assurances

Through PY 2015-16, the local area assures that:

- A. It will comply with the applicable uniform cost principles included in the appropriate circulars or rules of the Office of Management and Budget (OMB). [WIOA Section 184(a)(3)]
- B. All financial reporting will be done in compliance with federal and State regulations, and guidance (i.e., directives and information notices) issued by the Employment Development Department, including Workforce Services Directive, WSD12-3. Failure to comply with financial reporting requirements will be subject to potential cash hold. [29 Code of Federal Regulations (CFR) 97.21(g)]
- C. It will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services, beginning with PY 2015-16 funding.
- D. All close out reports will comply with the policies and procedures listed in the Workforce Services Directive, WSD09-12, and the Closeout Handbook.
- E. It will comply with the audit requirements specified in Title 2 CFR Subtitle A Chapter II Part 200 Subpart F. Failure to comply may result in sanctions imposed by the State.
- F. It will maintain and provide to auditors, at all levels, accounting and program records including supporting source documentation.
- G. No funds received under WIOA will be used to assist, promote, or deter union organizing. [WIOA Section 181(b)(7)]
- H. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- I. The local board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- J. Funds will be spent in accordance with written Department of Labor guidance, and other applicable federal and State laws and regulations.
- K. Its procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions. (in alignment with 2 CFR Part 200.318)
- L. It will comply with future State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or State legislation.

- M. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding. [WIOA Section 134(c)(3)(E) and Training and Employment Guidance Letter 10-09]
- N. Its America's Job Centers of California (AJCCs) will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code]
- O. State employees who are located at the AJCCs shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at AJCCs shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- P. When work-related issues arise at AJCCs between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The AJCC operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- Q. The local board will select the AJCC Operator(s), with the agreement of the local chief elected official (CEO), through a competitive process such as a Request for Proposal (RFP).
- R. If it is located within a planning region, it will meet the regional planning requirements in WIOA Section 106(c)(1).



## Application Signature Page

**Instructions:** The local CEO and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and local board chair request initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

Local Chief Elected Official

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Signature

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Signature

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Name

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Name

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Title

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Title

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Date

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Date

Updated 12-11-14

### WIOA Workgroup

Chair: **Van Ton-Quinlivan**, Vice Chancellor, CA Community Colleges Chancellor's Office

Co-Chair: **Jamil Dada**, Vice President, Provident Bank

**Focus** – State-level implementation of the federal Workforce Innovation & Opportunity Act- develop architecture for the Governor's State Strategic Workforce Plan.

- Support and catalyze experimentation, big goals, and large scale system change
- Policy/program/resource alignment – remove policy & administrative barriers
- Cross-system performance metrics/tracking
- For the workgroup- Set goals, tactics, timelines, keep score (metrics/dashboard development)

<b>Members</b>	<b>Org</b>	<b>Category</b>
Van Ton-Quinlivan - <b>Chair</b>	Vice Chancellor, CA Community Colleges Chancellor's Office	State partner
Jamil Dada - <b>Co-Chair</b>	Vice President, Investment Services - Provident Bank-Riverside County Branches	local-regional
Lupita Cortez Alcala	Deputy Superintendent of Public Instruction, Instruction & Learning Support Branch - CA Department of Education	State partner
Patricia de Cos	Deputy Executive Director, California State Board of Education - CA Department of Education	State partner
Debra Jones	Dean, Career Education Practices - CA Community Colleges Chancellor's Office	State partner
Joe Xavier	Director, Department of Rehabilitation	State partner
Will Lightbourne	Director, CA Department of Social Services	State Partner
Stewart Knox	Executive Director, Employment Training Panel	State partner
Patrick Henning	Director, Employment Development Department	State partner
Brian McMahon	Labor Workforce Development Agency	State partner
Alma Salazar	Los Angeles Chamber of Commerce	local-regional
Bruce Stenslie	President and Chief Executive Officer - Economic Development Collaborative, Ventura County	local-regional
Adam Peck	Executive Director, Tulare County Workforce Investment Board	local-regional
Abby Snay	Executive Director, Jewish Vocational Services, San Francisco	local-regional

Updated 12-11-14

### **Increasing Skills & Credential Attainment Work Group**

Chair: **Mike Gallo**, Pres/CEO- Kelly Space and Technology, Inc.

Co-Chair: **Kim Parker**, Pres/CEO - California Employers Assoc.

**Focus** – Support and catalyze experimentation, big goals, and large scale change. Elements include:

- Regional Innovation (related to SlingShot work)
  - Support regional coalitions
  - Calibrate labor supply and demand based on regional coalition analyses
  - Learn from the regional coalitions' work
- Content Areas (identify, define, and increase within regional & sector partnerships)
  - Apprenticeships and other work-based learning models
  - Industry Valued Credentials
  - Career Pathways
- Set goals, tactics, timelines, keep score (metrics, dashboard development).

<b>Members</b>	<b>Org</b>	<b>Category</b>
Mike Gallo - <b>Chair</b>	President/ CEO, Kelly Space and Technology, Inc.	local-regional
Kim Parker - <b>Co-Chair</b>	President/ CEO, California Employers Association	local-regional
Kish Rajan	Director, Governor's Office of Business and Economic Development	State partner
Russ Wickle	Director, Early Education and Support Division - CA Department of Education	State partner
John Dunn	Specialist, CA Community Colleges Chancellor's Office	State partner
Diane Ravnik	Director, Department of Apprenticeship Standards	State partner
Andre Schoorl	Undersecretary, Labor Workforce Development Agency	State partner
Colleen Moore	Assistant Director, Institute for Higher Education Leadership & Policy, Sacramento State University	State partner
Imran Farooq	Partner, Ominus Group LLC	local-regional
Pamela Kan	President, Bishop-Weaver Corporation	local-regional
Stephen Baiter	Executive Director - Workforce Development Board of Contra Costa County	local-regional
John Brauer	WED Executive Director - California Labor Federation	Statewide
Robert Redlo	Vice President of Patient Relations, Labor Relations and Workforce Development - Doctors Medical Center	Local-regional