CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD (WDB)
EXECUTIVE COMMITTEE MEETING

Thursday, May 19, 2022
10:00 AM - 12:00 PM

ZOOM VIDEO CONFERENCE CALL

MEETING ID: 873 6524 8015 PASSCODE: 407684

AGENDA

1. Call to Order/Roll Call
2. Public Comment on Non-Agenda Items

ACTION ITEMS:

3.	Consideration of the Minutes of April 6, 2022	Charles Woo
4.	Approval of Findings to Continue Teleconference Meetings of the Workforce Development Board (WDB) Pursuant to Assembly Bill (AB) 361	Gregg Irish
5.	Receive and File a Report from the Economic and Workforce Development Department (EWDD) Regarding the Performance of WorkSource Centers/America's Job Centers of California and YouthSource Centers During Program Year (PY) 2020-21 (July 1, 2020 - June 30, 2021)	Gerardo Ruvalcaba
6.	Approval of the Year 23/Program Year (PY) 2022-23 (July 1, 2022 - June 30, 2023) Workforce Development Board (WDB) Annual Plan Prepared by the Economic and Workforce Development Department (EWDD)	Gerardo Ruvalcaba
7.	Approval of Recommendations from the Economic and Workforce Development Department's (EWDD) Regarding the Reallocation of County Youth @ Work Program Funds for Earn and Learn Activities	Makeda Vela
8.	Receive and File an Update from the Economic and Workforce Development Department (EWDD) Regarding Year 22/Program Year (PY) 2021-22 (July 1, 2021 - June 30, 2022) Workforce Development Board (WDB) Annual Plan Expenditures and any Potential Fiscal Issues/Disallowed Costs	Rose Tang

9. Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding a $500,000 Small Business Corp Initiative Operated in Partnership with the City's Business Source Center System — Makeda Vela

10. Next Meeting

11. Adjourn

Executive Committee:

Charles Woo, Patricia Perez, Garrett Gin, David Crippens, Ruth Lopez Novodor, Luther Medina, La Shondra Mercurius, Nancy Hoffman-Vanyek

PUBLIC INPUT AT WORKFORCE DEVELOPMENT BOARD MEETINGS

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Phone: 213-744-7164 www.wiblacity.org

3.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Consideration of the Minutes of April 6, 2022**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Draft Minutes .. WDB_Exec_Comm_Mtg 4.06.2022

CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEEETING
WEDNESDAY, APRIL 6, 2022 10:00 A.M. – 12:00 P.M.
ZOOM VIDEO CONFERENCE CALL

DRAFT MINUTES

MEMBERS PRESENT: Charles Woo, Garrett Gin, David Crippens, LaShondra Mercurius, Ruth Lopez Novodor, Nancy Hoffman Vanyek

1. Call to Order
   Chair Charles Woo called the meeting to order at 10:02 a.m., after the Commission Executive Assistant confirmed the presence of a quorum.

2. Public Comment on Non Agenda Items – None

3. Consideration of the Minutes of March 9, 2022
   Garrett Gin moved to approve/Second LaShondra Mercurius
   Motion carries unanimously.

4. Approval of Findings to Continue Teleconference Meetings of the Workforce Development Board (WDB) Pursuant to Assembly Bill (AB) 361

   Deputy City Attorney Christopher Lee provided background information regarding AB361. Consistent with the Governor's declaration that a state of emergency exists, and adhering to locally enacted safety measures, the Board's findings enable the WDB to continue to hold its meetings virtually.
   Nancy Hoffman Vanyek Moved/Second Garrett Gin
   Motion carries unanimously

5. Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Reallocation of Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Funding Between Existing Service Providers in Order to Maximize Service Delivery and Program Expenditures

   Gregg Irish provided background regarding the reallocation of LA:RISE funding. Donny Brooks, Workforce Development Division, Adult Operations presented the Department's request for authority to distribute funds between service providers to maximize service delivery, and increase services to individuals experiencing homelessness. LA:RISE is their marquee program that provides employment to individuals experiencing barriers to

employment. Disruptions to services brought on by the pandemic necessitate the reallocation of funding.

Ruth Lopez Novodor recused.
Moved to Approve Garrett Gin/Second Nancy Hoffman Vanyek
Motion carries.

6. Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Allocation of $400,000 in Workforce Innovation and Opportunity Act (WIOA) and General Fund Monies to the Coalition for Responsible Community Development (CRCD) to implement, in Partnership with the Amity Foundation, a Substance Abuse Counselor Training Program

   Gregg Irish provided background for the Department's request to implement a pilot project to conduct a substance abuse counselor training program. The Department is asking for the allocation of $400,000 of WIOA and City General Fund money to the Coalition for Responsible Community Development (CRCD) for implementation of this training program. Gerardo Ruvalcaba added that this innovative program addresses a very specific need within the service provider network.

   Moved to Approve David Crippens/Second Garrett Gin
   Motion carries unanimously.

7. Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Acceptance and Allocation of Up to $150,000 from the Bureau of Street Lighting to the Los Angeles Economic Development Corporation (LAEDC), to Include Data on Digital Access Throughout the City of Los Angeles Within Its People, Industry and Jobs Report

   Gregg Irish provided background. Gerardo Ruvalcaba presented the Department's request to accept and allocate up to $150,000 in funds from the Bureau of Street Lighting (BSL) to amend an existing contract with the LAEDC to include the BSL's requested scope of work from the LAEDC to address the impact of Covid-19 on the digital divide.

   Recused David Crippens
   Moved to Approve Ruth Lopez Novodor/Second Nancy Hoffman Vanyek
   Motion carries.

8. Authority for the General Manager of the Economic and Workforce Development Department (EWDD) to Obtain Professional/Consultant Services to Assist in the Preparation of Proposals in Response to the YouthSource Center Procurement

Gregg Irish presented and led a discussion. David Crippens, Chair of the WDB Youth Council Committee is leading the charge to redesign the YouthSource System. The General Manager is asking for authority to hire a consultant to prepare a Request For Proposal (RFP). Due to the firewall, Makeda Vela is the Department's lead on this. She is requesting authority to exceed the $35,000 threshold for up to $50,000, to secure professional services to assist the Department in the preparation of a proposal with regard to the YouthSource Service System.

David Crippens moved that the General Manager be allowed to exceed up to $50,000 within reason Second Ruth Lopez Novodor – approved by general consensus

Deputy City Attorney Chris Lee explained the purpose of the internal Fire Wall with regard to the Department's application for grants.

Moved to Approve David Crippens/Second Garrett Gin
Motion carries unanimously

ADVISORIES/DISCUSSIONS/PRESENTATIONS/REPORTBACKS/UPDATES

9. Public Hearing to Obtain Input on the Development of the Year 23/Program Year (PY) 2022-23 (July 1, 2022 - June 30, 2023) Workforce Development Board (WDB) Annual Plan

Gregg Irish provided background for the Public Hearing. Gerardo Ruvalcaba provided an overview of the schedule for the Annual Plan. It will be posted no later than April 11th for public comment. The goal is that by May 10th, the public comment period will close.

Ruth Lopez Novodor would like to see more progress in working with small businesses. She asked if the Department could focus on businesses that are already proven, then build to supplement others. She would like to be on the WDB's Business Services Committee.

Gerardo Ruvalcaba would love to meet with Ruth to discuss how to strengthen their connections to small businesses.

General Manager Carolyn Hull thanked Ruth Lopez Novodor, and expressed that part of her vision for the Department is to align the workforce and economic development connections.

Mary Keipp, UCLA commented that there is a lot of talk about the private sector, but not about the public sector. There are a lot of public sector jobs, yet we do not do a good job of preparing our job seekers for those jobs.

Nancy Hoffman Vanyek, commented that she represents a Chamber of Commerce with businesses that represent over 60,000 employees that are struggling because they cannot hire enough employees to provide quality public service. They need to bridge the gap intelligently, and help small businesses succeed.

10. Next Meeting: WEDNESDAY, MAY 4, 2022 10:00 A.M.

11. Adjourn
    Chair Charles Woo adjourned the meeting at 10:51 a.m.

Workforce Development Board
City of Los Angeles

4.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Findings to Continue Teleconference Meetings of the Workforce Development Board (WDB) Pursuant to Assembly Bill (AB) 361**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM_4_-_AB361_Findings_Language

Findings to Continue Teleconference Meetings Pursuant to AB 361

> Determination in accordance with AB 361 Section 3(e)(3) that, while the state of emergency due to the Covid-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and/or state or local officials have imposed or recommended measures to promote social distancing, this board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

The motion or recommendation to be voted on would be:

> I move that the board determine in accordance with AB 361 Section 3(e)(3) that this board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

5.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Receive and File a Report from the Economic and Workforce Development Department (EWDD) Regarding the Performance of WorkSource Centers/America's Job Centers of California and YouthSource Centers During Program Year (PY) 2020-21 (July 1, 2020 - June 30, 2021)**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- WDB Report #5 - PY 20-21 Performance
- WDB Report #5 - Attachment 1 - PY 2020-21 Annual Performance Evaluations
- WDB Report #5 - Attachment 2 - PY 2020-21 Performance PowerPoint (3)

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

5

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: May 19, 2022

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: RECEIVE AND FILE A REPORT FROM THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD) REGARDING THE PERFORMANCE OF WORKSOURCE CENTERS/AMERICA'S JOB CENTERS OF CALIFORNIA AND YOUTHSOURCE CENTERS DURING PROGRAM YEAR (PY) 2020-21 (JULY 1, 2020 - JUNE 30, 2021)

REQUESTED ACTION

1. ACCEPT the results of the attached Program Year (PY) 2020-21 Annual Performance Evaluation.

BACKGROUND

Workforce Development System

In Program Year (PY) 2020-21 (July 1, 2020 – June 30, 2021), through funds provided by the Workforce Innovation and Opportunity Act (WIOA), the City funded sixteen WorkSource Centers (WSCs) to provide job search assistance and training to adults and dislocated workers, aged 18 years or older, and fourteen YouthSource centers (YSCs) to connect youth, ages 14 to 21 (24 if “out-of-school”), to ongoing education and/or employment.

WIOA Measures

All customers served with WIOA funds are subject to the indicators of performance established under WIOA. These performance indicators are primarily focused on the long-term results of the WIOA programs. For adults, dislocated workers, and youth, the measures are:

- Employment Rate Second Quarter after Exit;
- Employment Rate Fourth Quarter after Exit;
- Median Earnings (second quarter after exit);
- Credential Attainment;

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

- Measurable Skills Gain; and
- Effectiveness in Serving Employers.

For youth, the Employment Rates include Education (secondary, postsecondary, or occupational skills training).

For PY 2019-20, The State of California established local goals for the Employment Rates, Median Earnings (adults and dislocated workers only), and Credential Attainment, while gathering baseline information for the establishment of performance levels in PY 2020-21 for Measurable Skills Gain and Median Earnings for youth. For PY 2020-21, Credential Attainment for adults and dislocated worker are not factored in because WSD20-02 states they will be counted starting with PY22; they are presented for reference only and not included in the calculations for the final scores of each Center. The Workforce Development Board (WDB) has also established additional performance measures and an evaluation system designed to both monitor compliance and to recognize exceptional performance.

Each performance indicator is associated with a set reporting period, and participants whose exit date falls within that reporting period, with limited exception, are included in a measure. These periods vary depending on the point of time being measured and when data becomes available.

DISCUSSION

The attached report represents performance for the Workforce Development System. The Department recommends that Adult and Dislocated Worker Credential Attainment Rates once again be considered “hold harmless” for PY 2020-21 per WSD20-02. This continues the Department’s customary procedure when computing a contractor’s performance for those indicators exempted by directive. It also allows the Department to determine where additional training and guidance may be necessary to ensure successful attainment of the goals.

The Department requires any contractor who fails to attain at least eighty percent of the goal for any measure to submit to the Department a corrective action plan for that measure. Progress towards these measures’ goals will be monitored, at minimum, quarterly.

Because of the negative effects of the coronavirus pandemic on the Department’s Center operators to provide services to the public, especially as lockdowns forced the closure of some Centers and other Center partners, the Department is not recommending the revocation of certification for any contractor. Furthermore, the Department recommends holding all Center contractors harmless across all performance indicators for PY 2020-21 because of the lockdown, which was out of everyone’s control.

Negative impacts, as reported by the contractors, include, but were not limited to, the following:

- Closure of the Veteran’s Administration and Veterans of America, businesses which provide referrals for veterans to the Department’s Centers to receive targeted services. Without these referrals, contractors had difficulty reaching the target vulnerable population.

- Closures of Centers discouraged potential participants from reaching out for services and negatively impacted the Centers' ability to provide services to current participants.
- Pivoting to virtual services only in the beginning of the lockdown disadvantaged Centers located in impoverished areas where participants did not have access to digital media/internet. Centers also had to work to adapt to the new digital environment.

Additionally, under normal circumstances, any contractor who has failed to attain at least eighty percent (80%) of goal for any measure in two consecutive annual evaluations shall provide monthly progress reports in addition to a corrective action plan. Because the current contracts are ending and a new procurement is being conducted, corrective action plans are not being required at this time. Should a contractor in need of corrective action be awarded a new contract for the next program year, it is recommended corrective action be addressed at that time to assist the contractor in meeting all contractual goals.

The Department would like to commend all Centers which achieved "Qualified" and/or "Star" designations in any performance indicator during this exceptionally difficult time. In particular, the Department would like to commend JVS, operator of the West Los Angeles WSC, for achieving two "Qualified" and two "Star" designations across the four performance indicators; El Proyecto del Barrio, operator of two YSCs in the North Valley, for achieving three "Star" and one "Qualified" designations across the four performance indicators for each of the two YSCs; and City of Long Beach/Pacific Gateway WIN, operator of the Harbor YSC, for achieving four "Star" designations in all performance indicators.

CMH:GR:FC:DG:cg
Attachments: 1. PY 2020-21 Annual Performance Evaluations
2. PY 2020-21 Performance PowerPoint

PY 20-21 Annual Performance Evaluation
Adult STAR Tally

A	B	C	D	E	F	G
WorkSource Center	**Operator Name**	Federal Performance Outcomes	**Local Measures**			**TOTAL STARS EARNED**
			Customer Satisfaction	Customer Flow	Administrative Capability	
Canoga Park/S. Valley	Arbor/Equus Workforce Services	NO	QUALIFIED	NO	STAR	1
West Adams	Asian American Drug Abuse Program, Inc.	NO	QUALIFIED	STAR	STAR	2
West Valley	Build Rehabilitation Industries	QUALIFIED	NO	NO	STAR	1
Harbor Gateway	City of Long Beach/Pacific Gateway WIN	QUALIFIED	QUALIFIED	NO	NO	0
Vernon Central/LATTC	Coalition for Responsible Community Development	NO	QUALIFIED	NO	NO	0
Wilshire-Metro	Community Career Development, Inc.	NO	STAR	NO	NO	1
Sun Valley	El Proyecto del Barrio, Inc.	QUALIFIED	QUALIFIED	STAR	NO	1
Northeast Los Angeles	Goodwill Industries of Southern California	NO	QUALIFIED	NO	NO	0
Pacoima/North Valley	Goodwill Industries of Southern California	NO	STAR	NO	QUALIFIED	1
Watts/Los Angeles	Housing Authority of the City of Los Angeles	NO	QUALIFIED	NO	STAR	1
West Los Angeles	JVS SoCal	STAR	QUALIFIED	STAR	QUALIFIED	2
Boyle Heights/East L.A.	Managed Career Solutions, Inc.	QUALIFIED	QUALIFIED	STAR	QUALIFIED	1
Hollywood	Managed Career Solutions, Inc.	NO	STAR	STAR	NO	2
Downtown/Pico Union	Pacific Asian Consortium in Employment	NO	STAR	QUALIFIED	NO	1
South Los Angeles	UAW-Labor Employment Training Corporation	QUALIFIED	QUALIFIED	NO	STAR	1
Southeast Los Angeles	Watts Labor Community Action Committee	NO	STAR	NO	QUALIFIED	1
	TOTAL STARS	**1**	**5**	**5**	**5**	

NO = One or more outcomes < 80% of goal

QUALIFIED =All outcomes ≥ 80% but overall not STAR level

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PY 20-21 Annual Performance Evaluation
Adult Performance Outcomes

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
WorkSource Center	Operator Name	REQUIRED PERFORMANCE OUTCOMES																								Eligible?	Success Rate Average	STAR
		EMPLOYMENT 2nd QUARTER RATE						EMPLOYMENT 4th QUARTER RATE						MEDIAN EARNINGS (2nd Quarter)						CREDENTIAL ATTAINMENT RATE								
		Based on Exiters 7/1/19 - 6/30/20						Based on Exiters 1/1/19 - 12/31/19						Based on Exiters 7/1/19 - 6/30/20						Based on Exiters (Hold Harmless) 1/1/19 - 12/31/19								
		Adult			Dislocated Worker			Adult			Dislocated Worker			Adult			Dislocated Worker			Adult			Dislocated Worker					
	100%	Plan Rate	Actual Rate	% of Goal	Plan Rate	Actual Rate	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal			
Canoga Park/S. Valley	Arbor/Equus Workforce Services	66.5%	54.5%	82%	71.0%	56.4%	79%	63.5%	56.0%	88%	69.5%	69.5%	100%	$6,000	$6,931	116%	$8,070	$8,371	104%	60.0%	13.6%	23%	60.0%	22.7%	38%	NO	N/A	NO
West Adams	Asian American Drug Abuse Program, Inc.	66.5%	53.0%	80%	71.0%	54.0%	76%	63.5%	55.0%	87%	69.5%	69.7%	100%	$6,000	$5,931	99%	$8,070	$7,043	88%	60.0%	20.6%	34%	60.0%	74.1%	124%	NO	N/A	NO
West Valley	Build Rehabilitation Industries	66.5%	59.7%	90%	71.0%	59.5%	84%	63.5%	58.5%	92%	69.5%	64.5%	93%	$6,000	$6,294	105%	$8,070	$8,540	106%	60.0%	13.6%	23%	60.0%	78.2%	130%	YES	95%	QUALIFIED
Harbor Gateway	City of Long Beach/Pacific Gateway WIN	66.5%	56.6%	85%	71.0%	70.2%	99%	63.5%	54.8%	86%	69.5%	64.8%	93%	$6,000	$5,767	97%	$8,070	$8,277	103%	60.0%	50.0%	83%	60.0%	71.4%	119%	YES	94%	QUALIFIED
Vernon Central/LATTC	Coalition for Responsible Community Development	66.5%	50.0%	75%	71.0%	53.9%	76%	63.5%	53.0%	84%	69.5%	57.3%	82%	$6,000	$6,000	100%	$8,070	$7,392	92%	60.0%	4.4%	7%	60.0%	38.4%	64%	NO	N/A	NO
Wilshire-Metro	Community Career Development, Inc.	66.5%	52.3%	79%	71.0%	60.0%	85%	63.5%	56.7%	89%	69.5%	56.0%	81%	$6,000	$5,832	98%	$8,070	$7,187	90%	60.0%	79.5%	132%	60.0%	75.4%	126%	NO	N/A	NO
Sun Valley	El Proyecto del Barrio, Inc.	66.5%	60.2%	90%	71.0%	56.5%	80%	63.5%	65.6%	103%	69.5%	59.9%	86%	$6,000	$6,433	108%	$8,070	$8,070	100%	60.0%	77.6%	129%	60.0%	79.0%	132%	YES	95%	QUALIFIED
Northeast Los Angeles	Goodwill Industries of Southern California	66.5%	52.0%	78%	71.0%	50.3%	71%	63.5%	51.5%	81%	69.5%	60.4%	87%	$6,000	$6,303	106%	$8,070	$8,549	106%	60.0%	86.2%	144%	60.0%	83.2%	139%	NO	N/A	NO
Pacoima/North Valley	Goodwill Industries of Southern California	66.5%	54.4%	82%	71.0%	52.9%	75%	63.5%	53.7%	85%	69.5%	70.9%	102%	$6,000	$5,828	98%	$8,070	$6,926	86%	60.0%	21.0%	35%	60.0%	29.2%	49%	NO	N/A	NO
Watts/Los Angeles	Housing Authority of the City of Los Angeles	66.5%	53.5%	80%	71.0%	60.0%	85%	63.5%	53.1%	84%	69.5%	69.9%	101%	$6,000	$4,825	81%	$8,070	$6,236	78%	60.0%	22.1%	37%	60.0%	18.9%	32%	NO	N/A	NO
West Los Angeles	JVS SoCal	66.5%	58.5%	88%	71.0%	57.8%	81%	63.5%	61.4%	97%	69.5%	67.2%	97%	$6,000	$7,127	119%	$8,070	$12,304	153%	60.0%	80.9%	135%	60.0%	67.7%	113%	YES	101%	STAR
Boyle Heights/East L.A.	Managed Career Solutions, Inc.	66.5%	54.5%	82%	71.0%	60.1%	85%	63.5%	56.0%	88%	69.5%	59.5%	86%	$6,000	$5,306	89%	$8,070	$7,360	92%	60.0%	90.4%	151%	60.0%	83.6%	139%	YES	87%	QUALIFIED
Hollywood	Managed Career Solutions, Inc.	66.5%	52.3%	79%	71.0%	54.1%	76%	63.5%	51.5%	81%	69.5%	60.0%	86%	$6,000	$6,569	110%	$8,070	$7,780	97%	60.0%	11.8%	20%	60.0%	18.4%	31%	NO	N/A	NO
Downtown/Pico Union	Pacific Asian Consortium in Employment	66.5%	51.9%	78%	71.0%	48.3%	68%	63.5%	51.0%	80%	69.5%	52.8%	76%	$6,000	$5,516	92%	$8,070	$7,524	94%	60.0%	78.9%	131%	60.0%	81.3%	135%	NO	N/A	NO
South Los Angeles	UAW-Labor Employment Training Corporation	66.5%	56.2%	84%	71.0%	57.3%	81%	63.5%	55.9%	88%	69.5%	70.5%	101%	$6,000	$6,208	104%	$8,070	$7,680	96%	60.0%	53.0%	88%	60.0%	33.3%	56%	YES	92%	QUALIFIED
Southeast Los Angeles	Watts Labor Community Action Committee	66.5%	56.4%	85%	71.0%	54.4%	77%	63.5%	51.8%	82%	69.5%	57.3%	82%	$6,000	$5,904	99%	$8,070	$6,510	81%	60.0%	30.3%	51%	60.0%	59.6%	99%	NO	N/A	NO
	WSC TOTAL	66.5%	65.1%	98%	71.0%	70.9%	100%	63.5%	63.0%	99%	69.5%	67.8%	98%	$6,000	$6,235	104%	$8,070	$8,279	103%	60.0%	33.4%	56%	60.0%	40.3%	68%	Must Meet ALL minimum Benchmarks in this category	For purpose of averaging, success rates limited to 125%	Average Success Rate must meet or exceed 100%
	MINIMUM BENCHMARKS			80%			80%			80%			80%			80%			80%			80%			80%			

=Meets or exceeds goall
=Below Minimum Benchmark

PY 20-21 Annual Performance Evaluation
Adult Customer Flow

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
WorkSource Center	Operator Name	LOCAL MEASURES																														PERFORMANCE		
		Total Enrollments												New Enrollments By 12/31/2020						Enrollments of Individuals w/ Disabilities HOLD HARMLESS			Reentry Enrollments HOLD HARMLESS			Enrollments of Veterans HOLD HARMLESS			Enrollments of Individuals Experiencing Homelessness HOLD HARMLESS			NUMBER OF BUSINESSES SERVED			Eligible?	Success Rate Average	STAR
		Adult						Dislocated Worker						ADULT			DISLOCATED																		
	100%	Plan	New	Carry Over	Carry Over Allowed	Actual	% of Goal	Plan	New	Carry Over	Carry Over Allowed	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal			
Canoga Park/S. Valley	Arbor/Equus Workforce Services	525	325	18	18	343	66%	225	111	74	56	167	75%	263	206	78%	112	71	63%	90	59	66%	125	20	16%	90	17	19%	125	28	23%	70	61	87%	NO	N/A	NO
West Adams	Asian American Drug Abuse Program, Inc.	525	565	342	131	696	133%	225	196	100	56	252	112%	263	250	95%	112	93	83%	90	141	157%	125	158	126%	90	46	52%	125	208	167%	70	79	113%	YES	106%	STAR
West Valley	Build Rehabilitation Industries	525	161	124	124	285	55%	225	78	104	56	134	60%	263	76	29%	112	31	28%	90	120	133%	125	22	18%	90	14	16%	125	58	47%	70	78	111%	NO	N/A	NO
Harbor Gateway	City of Long Beach/Pacific Gateway WIN	525	109	106	106	215	41%	225	127	82	56	183	82%	263	53	20%	112	82	73%	90	31	34%	125	19	15%	90	13	15%	125	33	27%	70	81	116%	NO	N/A	NO
Vernon Central/LATTC	Coalition for Responsible Community Development	525	439	165	131	570	109%	225	48	50	50	98	44%	263	117	44%	112	24	21%	90	88	98%	125	372	298%	90	24	27%	125	348	279%	70	32	46%	NO	N/A	NO
Wilshire-Metro	Community Career Development, Inc.	525	276	67	67	343	66%	225	174	98	56	230	103%	263	141	54%	112	94	84%	90	149	166%	125	157	126%	90	67	75%	125	103	83%	70	83	119%	NO	N/A	NO
Sun Valley	El Proyecto del Barrio, Inc.	525	507	254	131	638	122%	225	211	177	56	267	119%	263	274	104%	112	118	105%	90	90	100%	125	221	177%	90	33	37%	125	114	92%	70	70	100%	YES	100%	STAR
Northeast Los Angeles	Goodwill Industries of Southern California	525	517	160	131	648	124%	225	106	63	56	162	72%	263	362	138%	112	72	64%	90	104	116%	125	350	280%	90	9	10%	125	461	369%	70	72	103%	NO	N/A	NO
Pacoima/North Valley	Goodwill Industries of Southern California	525	383	30	30	413	79%	225	107	54	54	161	72%	263	167	63%	112	76	68%	90	37	41%	125	71	57%	90	51	57%	125	50	40%	70	77	110%	NO	N/A	NO
Watts/Los Angeles	Housing Authority of the City of Los Angeles	525	249	68	68	317	61%	225	205	63	56	261	116%	263	113	43%	112	119	106%	90	12	13%	125	121	97%	90	4	5%	125	66	53%	70	32	46%	NO	N/A	NO
West Los Angeles	JVS SoCal	525	396	313	131	527	101%	225	179	181	56	235	105%	263	266	101%	112	124	111%	90	112	124%	125	190	152%	90	163	182%	125	205	164%	70	168	240%	YES	116%	STAR
Boyle Heights/East L.A.	Managed Career Solutions, Inc.	525	474	121	121	595	114%	225	217	120	56	273	122%	263	296	113%	112	172	154%	90	140	156%	125	294	235%	90	30	34%	125	202	162%	70	71	101%	YES	109%	STAR
Hollywood	Managed Career Solutions, Inc.	525	578	86	86	664	127%	225	248	177	56	304	136%	263	265	101%	112	248	221%	90	198	220%	125	201	161%	90	113	126%	125	265	212%	70	70	100%	YES	120%	STAR
Downtown/Pico Union	Pacific Asian Consortium in Employment	525	412	77	77	489	94%	225	167	87	56	223	100%	263	219	83%	112	95	85%	90	94	104%	125	35	28%	90	39	44%	125	127	102%	70	74	106%	YES	83%	QUALIFIED
South Los Angeles	UAW-Labor Employment Training Corporation	525	612	14	14	626	120%	225	162	25	25	187	84%	263	274	104%	112	90	80%	90	100	111%	125	45	36%	90	56	63%	125	95	76%	70	39	56%	NO	N/A	NO
Southeast Los Angeles	Watts Labor Community Action Committee	525	402	41	41	443	85%	225	184	41	41	225	100%	263	199	76%	112	120	107%	90	25	28%	125	131	105%	90	58	65%	125	79	64%	70	58	83%	NO	N/A	NO
	WSC TOTAL	8,400	6405			7,812	93%	3,600	2520			3,362	94%	4,208	3,278	78%	1,792	1,629	91%	1,440	1,500	104%	2,000	2,407	120%	1,440	737	52%	2,000	2,442	122%	1,120	1,145	102%	Must meet ALL Minimum Benchmarks in this category	For purpose of averaging, success rates limited to 125%	Average Success Rate must meet or exceed 100%
							80%						80%			80%			80%			80%			80%			80%			80%					
							100%						100%			100%			100%			100%			100%			100%			100%					

=Meets or exceeds goal
=Below Minimum Benchmark

PY 20-21 Annual Performance Evaluation
Adult Administrative Capability

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
WorkSource Center	Operator Name	MEASURES			Expenditure of Training Funds									PERFORMANCE		
		MONITORING MEASURES			TOTAL WIA EXPEND-ITURES	TOTAL MINIMUM WIA SET-ASIDE GOAL (29%)	WIOA TRAINING EXPENDITURES	PERCENT OF Min.WIA GOAL (H/G)	LEVERAGED RESOURCES EXPENDITURES	MAXIMUM LEVERAGE RESOURCES Limit (14.5%)	TOTAL TRAINING (WIA + LEVERAGED)	TOTAL TRAINING (WIA + LEVERAGED) GOAL (43.5%)	PERCENT OF TOTAL TRAINING EXPENDITURE GOAL (L/M)	Eligible?	Success Rate Average	STAR
		Plan	Actual	% of Goal												
Canoga Park/S. Valley	Arbor/Equus Workforce Services	90%	91%	102%	$864,009	$250,563	$250,633	101%	$302,000	$125,281	$375,914	$375,844	101%	YES	101%	STAR
West Adams	Asian American Drug Abuse Program, Inc.	90%	97%	108%	$884,840	$256,603	$248,663	97%	$595,418	$128,302	$376,964	$384,905	98%	YES	101%	STAR
West Valley	Build Rehabilitation Industries	90%	94%	105%	$767,872	$222,683	$238,297	108%	$690,230	$111,341	$349,639	$334,024	105%	YES	106%	STAR
Harbor Gateway	City of Long Beach/Pacific Gateway WIN	90%	94%	105%	$896,581	$260,008	$198,906	77%	$101,680	$130,004	$300,586	$390,013	78%	NO	N/A	NO
Vernon Central/LATTC	Coalition for Responsible Community Development	90%	81%	90%	$638,718	$185,228	$163,137	89%	$116,283	$92,614	$255,751	$277,842	93%	NO	N/A	NO
Wilshire-Metro	Community Career Development, Inc.	90%	88%	98%	$646,483	$187,480	$227,099	122%	$168,882	$93,740	$320,839	$281,220	115%	NO	N/A	NO
Sun Valley	El Proyecto del Barrio, Inc.	90%	91%	102%	$869,770	$252,233	$248,176	99%	$45,585	$126,117	$293,761	$378,350	78%	NO	N/A	NO
Northeast Los Angeles	Goodwill Industries of Southern California	90%	97%	108%	$719,970	$208,791	$228,169	110%	$109,045	$104,396	$332,565	$313,187	107%	NO	N/A	NO
Pacoima/North Valley	Goodwill Industries of Southern California	90%	91%	102%	$674,173	$195,510	$163,940	84%	$327,379	$97,755	$261,695	$293,265	90%	YES	92%	QUALIFIED
Watts/Los Angeles	Housing Authority of the City of Los Angeles	90%	94%	105%	$747,266	$216,707	$273,369	127%	$166,934	$108,354	$381,722	$325,061	118%	YES	116%	STAR
West Los Angeles	JVS SoCal	90%	88%	98%	$753,104	$218,400	$220,084	101%	$75,960	$109,200	$296,044	$327,600	91%	YES	97%	QUALIFIED
Boyle Heights/East L.A.	Managed Career Solutions, Inc.	90%	94%	105%	$879,403	$255,027	$243,122	96%	$202,542	$127,514	$370,636	$382,541	97%	YES	99%	QUALIFIED
Hollywood	Managed Career Solutions, Inc.	90%	94%	105%	$892,116	$258,714	$246,395	96%	$3,140,229	$129,357	$375,751	$388,070	97%	NO	N/A	NO
Downtown/Pico Union	Pacific Asian Consortium in Employment	90%	97%	108%	$864,608	$250,736	$228,739	92%	$155,904	$125,368	$354,107	$376,104	95%	NO	N/A	NO
South Los Angeles	UAW-Labor Employment Training Corporation	90%	87%	97%	$861,146	$249,732	$250,020	101%	$304,726	$124,866	$374,886	$374,599	101%	YES	100%	STAR
Southeast Los Angeles	Watts Labor Community Action Committee	90%	88%	98%	$778,014	$225,624	$224,832	100%	$409,182	$112,812	$337,644	$338,436	100%	YES	99%	QUALIFIED
														Must meet ALL Minimum Benchmarks in this category	For purpose of averaging, success rates limited to 125%	Average Success Rate must meet or exceed 100%
MINIMUM BENCHMARKS				**80%**				**80%**					**80%**			

=Meets or exceeds goal
=Below Minimum Benchmark

PY 20-21 Annual Performance Evaluation
Adult Customer Satisfaction

A	B	F	G	H	I	J
		MEASURE			PERFORMANCE LEVEL	
WorkSource Center	Operator Name	Goal	Exiter Satisfaction (Telephone)	Percent Achieved	Eligible?	STAR
Canoga Park/S. Valley	Arbor/Equus Workforce Services	8.6	7.4	87%	YES	QUALIFIED
West Adams	Asian American Drug Abuse Program, Inc.	8.6	7.7	90%	YES	QUALIFIED
West Valley	Build Rehabilitation Industries	8.6	4.8	56%	NO	NO
Harbor Gateway	City of Long Beach/Pacific Gateway WIN	8.6	7.3	86%	YES	QUALIFIED
Vernon Central/LATTC	Coalition for Responsible Community Development	8.6	7.0	82%	YES	QUALIFIED
Wilshire-Metro	Community Career Development, Inc.	8.6	10.0	117%	YES	STAR
Sun Valley	El Proyecto del Barrio, Inc.	8.6	7.4	86%	YES	QUALIFIED
Northeast Los Angeles	Goodwill Industries of Southern California	8.6	7.0	82%	YES	QUALIFIED
Pacoima/North Valley	Goodwill Industries of Southern California	8.6	9.3	108%	YES	STAR
Watts/Los Angeles	Housing Authority of the City of Los Angeles	8.6	8.3	97%	YES	QUALIFIED
West Los Angeles	JVS SoCal	8.6	8.1	95%	YES	QUALIFIED
Boyle Heights/East L.A.	Managed Career Solutions, Inc.	8.6	7.3	86%	YES	QUALIFIED
Hollywood	Managed Career Solutions, Inc.	8.6	9.0	105%	YES	STAR
Downtown/Pico Union	Pacific Asian Consortium in Employment	8.6	9.0	105%	YES	STAR
South Los Angeles	UAW-Labor Employment Training Corporation	8.6	7.7	90%	YES	QUALIFIED
Southeast Los Angeles	Watts Labor Community Action Committee	8.6	8.7	101%	YES	STAR
					Must meet Minimum Benchmarks in this category	Success Rate Average must meet or exceed 100%
	MINIMUM BENCHMARKS			80%		
	STAR BENCHMARKS	7.6		100%		

=Meets or exceeds goal

=Below Minimum Benchmark

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PY 20-21 Annual Performance Evaluation
Youth STAR Tally

A	B	C	D	E	F	G
Planning Area	**Service Provider**	**Federal Requirements**	**Local Measures**			**TOTAL STARS EARNED**
		Performance Outcomes	Customer Satisfaction	Customer Flow	Administrative Capability	
South Valley	Goodwill Industries of Southern California	NO	STAR	NO	STAR	2
North Valley	El Proyecto del Barrio East	STAR	QUALIFIED	STAR	STAR	3
	El Proyecto del Barrio North	QUALIFIED	STAR	STAR	STAR	3
East Los Angeles	Para Los Ninos	QUALIFIED	STAR	NO	STAR	2
	Youth Opportunity Movement (YOM)-BH	NO	STAR	NO	STAR	2
Central Los Angeles	Archdiocesan Youth Employment Services					
	Catholic Charities of Los Angeles	NO	QUALIFIED	NO	NO	0
	Para Los Ninos	STAR	STAR	NO	STAR	3
South Los Angeles	Archdiocesan Youth Employment Services					
	Catholic Charities of Los Angeles	NO	STAR	NO	NO	1
	Brotherhood Crusade	NO	QUALIFIED	QUALIFIED	STAR	1
	Coalition for Responsible Community Development	NO	STAR	STAR	STAR	3
	Watts Labor Community Action Center	NO	QUALIFIED	NO	STAR	1
	Youth Opportunity Movement (YOM)	STAR	NO	STAR	QUALIFIED	2
Harbor	City of Long Beach/Pacific Gateway WIN	STAR	STAR	STAR	STAR	4
West Los Angeles	Regents of the University of CA (UCLA)	STAR	STAR	NO	STAR	3
	TOTAL STARS	**5**	**9**	**5**	**11**	

NO = One or more outcomes < 80% of goal

QUALIFIED =All outcomes ≥ 80% but overall not STAR level

PY 20-21 Annual Performance Evaluation
Youth Performance Outcomes

A	B	C	D	E	F	G	H	I	J	K	L	M	N
											PERFORMANCE		
		EMPLOYMENT OR EDUCATION 2nd Quarter Post Exit Based on Exiters 7/1/19 to 6/30/20			EMPLOYMENT OR EDUCATION 4th Quarter Post Exit Based on Exiters 1/1/19 to 12/31/19			Credential Attainment Based on Exiters 1/1/19 to 12/31/19			Eligible?	Success Rate Average	STAR
Planning Area	Service Provider	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal			
South Valley	Goodwill Industries of Southern California	72.0%	46.3%	65%	72.0%	54.1%	76%	62.0%	38.5%	63%	NO	N/A	NO
North Valley	El Proyecto del Barrio East	72.0%	64.3%	90%	72.0%	83.9%	117%	62.0%	88.4%	143%	YES	111%	STAR
	El Proyecto del Barrio North	72.0%	61.8%	86%	72.0%	56.4%	79%	62.0%	40.5%	66%	YES	77%	QUALIFIED
East Los Angeles	Para Los Ninos	72.0%	69.2%	97%	72.0%	72.0%	100%	62.0%	61.4%	100%	YES	99%	QUALIFIED
	Youth Opportunity Movement (YOM)-BH	72.0%	71.6%	100%	72.0%	56.8%	79%	62.0%	20.3%	33%	NO	N/A	NO
Central Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	72.0%	43.4%	61%	72.0%	47.1%	66%	62.0%	19.7%	32%	NO	N/A	NO
	Para Los Ninos	72.0%	89.6%	125%	72.0%	75.7%	106%	62.0%	71.7%	116%	YES	116%	STAR
South Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	72.0%	56.1%	78%	72.0%	61.3%	86%	62.0%	69.2%	112%	NO	N/A	NO
	Brotherhood Crusade	72.0%	60.7%	85%	72.0%	48.8%	68%	62.0%	37.5%	61%	NO	N/A	NO
	Coalition for Responsible Community Development	72.0%	62.2%	87%	72.0%	41.3%	58%	62.0%	63.8%	103%	NO	N/A	NO
	Watts Labor Community Action Center	72.0%	54.7%	76%	72.0%	52.5%	73%	62.0%	38.5%	63%	NO	N/A	NO
	Youth Opportunity Movement (YOM)	72.0%	75.0%	105%	72.0%	85.9%	120%	62.0%	62.5%	101%	YES	109%	STAR
Harbor	City of Long Beach/Pacific Gateway WIN	72.0%	63.9%	89%	72.0%	67.0%	93%	62.0%	75.0%	121%	YES	101%	STAR
West Los Angeles	Regents of the University of CA (UCLA)	72.0%	64.0%	89%	72.0%	66.7%	93%	62.0%	81.0%	131%	YES	102%	STAR
	YOUTHSOURCE TOTAL	72.0%	73.5%	102%	72.0%	72.1%	100%	62.0%	60.9%	98%			
	MINIMUM BENCHMARKS			80%			80%			80%	**Must Meet ALL minimum Benchmarks in this category**	**For purpose of averaging, success rates limited to 125%**	**Average Success Rate must meet or exceed 100%**

=Meets or exceeds goal
=Below Minimum Benchmark

PY 20-21 Annual Performance Evaluation
Youth Customer Flow

A	B	C				D	E	F	G	H	I	J	K	L	M	N	O
		MEASURE													PERFORMANCE LEVEL		
		Total Enrollments						PERCENTAGE OUT-OF-SCHOOL (OOS) (Total Enrollments)				Enrollments by 12/31/2020					
Planning Area	Service Provider	Plan	New	Carry Over	Carry Over Allowed	Actual	% of Goal	Plan	No. OOS	Actual %	% of Goal	Plan	Actual	% of Goal	Eligible?	Success Rate Average	STAR
South Valley	Goodwill Industries of Southern California	138	42	16	16	58	43%	75%	45	78%	103%	104	52	50%	NO	N/A	NO
North Valley	El Proyecto del Barrio East	138	154	16	16	170	124%	75%	156	92%	122%	104	125	120%	YES	122%	STAR
	El Proyecto del Barrio North	138	127	57	35	162	118%	75%	161	99%	133%	104	162	156%	YES	123%	STAR
East Los Angeles	Para Los Ninos	138	119	14	14	133	97%	75%	100	75%	100%	104	67	64%	NO	N/A	NO
	Youth Opportunity Movement (YOM)-BH	138	97	2	2	99	72%	75%	63	64%	85%	104	51	49%	NO	N/A	NO
Central Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	138	57	15	15	72	53%	75%	38	53%	70%	104	16	15%	NO	N/A	NO
	Para Los Ninos	138	139	1	1	140	102%	75%	106	76%	101%	104	60	58%	NO	N/A	NO
South Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	138	51	33	33	84	61%	75%	49	58%	78%	104	56	54%	NO	N/A	NO
	Brotherhood Crusade	138	99	47	35	134	98%	75%	81	60%	81%	104	123	118%	YES	99%	QUALIFIED
	Coalition for Responsible Community Development	138	129	13	13	142	103%	75%	100	70%	94%	104	108	104%	YES	100%	STAR
	Watts Labor Community Action Center	138	38	56	35	73	53%	75%	75	103%	137%	104	71	68%	NO	N/A	NO
	Youth Opportunity Movement (YOM)	138	154	5	5	159	116%	75%	121	76%	101%	104	159	153%	YES	114%	STAR
Harbor	City of Long Beach/Pacific Gateway WIN	138	104	46	35	139	101%	75%	145	104%	139%	104	104	100%	YES	109%	STAR
West Los Angeles	Regents of the University of CA (UCLA)	138	90	16	16	106	77%	75%	41	39%	52%	104	79	76%	NO	N/A	NO
	YOUTHSOURCE TOTAL	**1932**				**1671**	86%	**75%**	**1281**	77%	102%	1,456	**1233**	85%			
MINIMUM BENCHMARK							**80%**				**80%**			**80%**	**Must meet ALL Minimum Benchmarks in this category**	**For purpose of averaging, success rates limited to 125%**	**Average Success Rate must meet or exceed 100%**

=Meets or exceeds goal
=Below Minimum Benchmark

PY 20-21 Annual Performance Evaluation
Youth Adminsitrative Capability

A	B	C	D	E	F	G	H	I	J	K	L
		MEASURES							PERFORMANCE		
Planning Area	Service Provider	MONITORING MEASURES			Work Experience Expenditures				Eligible?	Success Rate Average	STAR
		Plan	Actual	% of Goal	Total Expenditures	Plan (23%)	Actual	% of Goal			
South Valley	Goodwill Industries of Southern California	90%	100%	111%	$518,348	$119,220	$106,420	89%	YES	100%	STAR
North Valley	El Proyecto del Barrio East	90%	94%	104%	$583,132	$134,120	$140,233	105%	YES	105%	STAR
	El Proyecto del Barrio North	90%	94%	104%	$548,654	$126,190	$169,240	134%	YES	115%	STAR
East Los Angeles	Para Los Ninos	90%	100%	111%	$646,276	$148,643	$146,828	99%	YES	105%	STAR
	Youth Opportunity Movement (YOM)-BH	90%	94%	104%	$528,279	$121,504	$121,973	100%	YES	102%	STAR
Central Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	90%	94%	104%	$541,906	$124,638	$75,775	61%	NO	N/A	NO
	Para Los Ninos	90%	100%	111%	$588,878	$135,441	$160,529	119%	YES	115%	STAR
South Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	90%	94%	104%	$417,122	$95,937	$55,874	58%	NO	N/A	NO
	Brotherhood Crusade	90%	100%	111%	$555,466	$127,757	$174,143	136%	YES	118%	STAR
	Coalition for Responsible Community Development	90%	94%	104%	$642,236	$147,714	$197,158	133%	YES	115%	STAR
	Watts Labor Community Action Center	90%	94%	104%	$545,241	$125,405	$189,533	151%	YES	115%	STAR
	Youth Opportunity Movement (YOM)	90%	94%	104%	$528,279	$121,504	$106,874	88%	YES	96%	QUALIFIED
Harbor	City of Long Beach/Pacific Gateway WIN	90%	97%	108%	$652,551	$150,086	$172,759	115%	YES	111%	STAR
West Los Angeles	Regents of the University of CA (UCLA)	90%	91%	101%	$452,604	$104,098	$165,309	159%	YES	113%	STAR
MINIMUM BENCHMARKS				**80%**				**80%**	**Must meet Minimum Benchmarks in this category**	**For purpose of averaging, success rates limited to 125%**	**Average Success Rate must meet or exceed 100%**

=Meets or exceeds goal
=Below Minimum Benchmark

PY 20-21 Annual Performance Evaluation
Youth Customer Satisfaction

A	B	C	D	E	F	G
Planning Area	**Service Provider**	**MEASURE**				
		Goal	**Youth Satisfaction (Intercept)**	**Success Rate**	**Eligible**	**STAR**
South Valley	Goodwill Industries of Southern California	8.5	10.0	118%	YES	STAR
North Valley	El Proyecto del Barrio East	8.5	8.1	95%	YES	QUALIFIED
	El Proyecto del Barrio North	8.5	9.5	112%	YES	STAR
East Los Angeles	Para Los Ninos	8.5	8.9	105%	YES	STAR
	Youth Opportunity Movement (YOM)-BH	8.5	9.5	112%	YES	STAR
Central Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	8.5	7.7	91%	YES	QUALIFIED
	Para Los Ninos	8.5	10.0	118%	YES	STAR
South Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	8.5	8.5	100%	YES	STAR
	Brotherhood Crusade	8.5	8.3	98%	YES	QUALIFIED
	Coalition for Responsible Community Development	8.5	9.2	108%	YES	STAR
	Watts Labor Community Action Center	8.5	7.7	91%	YES	QUALIFIED
	Youth Opportunity Movement (YOM)	8.5	6.5	76%	NO	NO
Harbor	City of Long Beach/Pacific Gateway WIN	8.5	10.0	118%	YES	STAR
West Los Angeles	Regents of the University of CA (UCLA)	8.5	9.3	109%	YES	STAR
MINIMUM BENCHMARK				**80%**	**Must meet Minimum Benchmark in this category**	**Success Rate must meet or exceed 100% Benchmark**

=Meets or exceeds goal

=Below Minimum Benchmark

ANNUAL PERFORMANCE EVALUATIONS

PY 2020-2021

DECODING THE CHARTS

COMPUTING SUCCESS RATES

PLAN	**ACTUAL**	**% OF GOAL**
Contract Goal	Results	$\frac{\text{ACTUAL}}{\text{PLAN}}$

PERFORMANCE OUTCOMES FEDERAL "INDICATORS OF PERFORMANCE"

- Employment Rate 2nd Quarter after Exit*
- Employment Rate 4th Quarter after Exit*
- Median Earnings 2nd Quarter after Exit**
- Credential Attainment Rate***

*Youth Rate includes education and/or postsecondary training.

**Currently WorkSource only.

***Currently YouthSource only.

CUSTOMER FLOW

- WorkSource
  - Total Enrollments
  - Enrollments at six months
  - Individuals with Disabilities
  - Reentry
  - Veterans
  - Homeless
  - Number of Businesses Served
- YouthSource
  - Total Enrollments
  - Percentage of Out-of-School Youth
  - Enrollments at six Months

ADMINISTRATIVE CAPABILITY

- WorkSource
  - Administrative Capability Performance Evaluation
  - Expenditure of Formula Funds and Approved Leveraged Resources on Training
- YouthSource
  - Administrative Capability Performance Evaluation
  - Work Experience Expenditures

CUSTOMER SATISFACTION

- Adult System
  - Customer Intercept (Satisfaction Survey)
  - Exited Customers
- Youth System
  - Customer Intercept (Satisfaction Survey)
  - Currently Enrolled Youth

EARNING STARS

- Recognize Exceptional Performance
- A minimum success rate of 80% for all measures within a category must be met in order to be considered for a Star for that category.
- If eligible, success rates for the category are averaged.
- For averaging purposes, no one success rate will be valued higher than 125%
- If the average success rate meets or exceeds 100%, a Star is awarded for the category.

ADULT STAR PERFORMERS

WorkSource Center	Operator Name	Federal Performance Outcomes	Local Measures			TOTAL STARS EARNED
			Customer Satisfaction	Customer Flow	Administrative Capability	
Canoga Park/S. Valley	Arbor/Equus Workforce Services	NO	QUALIFIED	NO	STAR	1
West Adams	Asian American Drug Abuse Program, Inc.	NO	QUALIFIED	STAR	STAR	2
West Valley	Build Rehabilitation Industries	QUALIFIED	NO	NO	STAR	1
Harbor Gateway	City of Long Beach/Pacific Gateway WIN	QUALIFIED	QUALIFIED	NO	NO	0
Vernon Central/LATTC	Coalition for Responsible Community Development	NO	QUALIFIED	NO	NO	0
Wilshire-Metro	Community Career Development, Inc.	NO	STAR	NO	NO	1
Sun Valley	El Proyecto del Barrio, Inc.	QUALIFIED	QUALIFIED	STAR	NO	1
Northeast Los Angeles	Goodwill Industries of Southern California	NO	QUALIFIED	NO	NO	0
Pacoima/North Valley	Goodwill Industries of Southern California	NO	STAR	NO	QUALIFIED	1
Watts/Los Angeles	Housing Authority of the City of Los Angeles	NO	QUALIFIED	NO	STAR	1
West Los Angeles	JVS SoCal	STAR	QUALIFIED	STAR	QUALIFIED	2
Boyle Heights/East L.A.	Managed Career Solutions, Inc.	QUALIFIED	QUALIFIED	STAR	QUALIFIED	1
Hollywood	Managed Career Solutions, Inc.	NO	STAR	STAR	NO	2
Downtown/Pico Union	Pacific Asian Consortium in Employment	NO	STAR	QUALIFIED	NO	1
South Los Angeles	UAW-Labor Employment Training Corporation	QUALIFIED	QUALIFIED	NO	STAR	1
Southeast Los Angeles	Watts Labor Community Action Committee	NO	STAR	NO	QUALIFIED	1

YOUTH STAR PERFORMERS

Planning Area	Service Provider	Federal Requirements	Local Measures			TOTAL STARS EARNED
		Performance Outcomes	Customer Satisfaction	Customer Flow	Administrative Capability	
South Valley	Goodwill Industries of Southern California	NO	STAR	NO	STAR	2
North Valley	El Proyecto del Barrio East	STAR	QUALIFIED	STAR	STAR	3
	El Proyecto del Barrio North	QUALIFIED	STAR	STAR	STAR	3
East Los Angeles	Para Los Ninos	QUALIFIED	STAR	NO	STAR	2
	Youth Opportunity Movement (YOM)-BH	NO	STAR	NO	STAR	2
Central Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	NO	QUALIFIED	NO	NO	0
	Para Los Ninos	STAR	STAR	NO	STAR	3
South Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	NO	STAR	NO	NO	1
	Brotherhood Crusade	NO	QUALIFIED	QUALIFIED	STAR	1
	Coalition for Responsible Community Development	NO	STAR	STAR	STAR	3
	Watts Labor Community Action Center	NO	QUALIFIED	NO	STAR	1
	Youth Opportunity Movement (YOM)	STAR	NO	STAR	QUALIFIED	2
Harbor	City of Long Beach/Pacific Gateway WIN	STAR	STAR	STAR	STAR	4
West Los Angeles	Regents of the University of CA (UCLA)	STAR	STAR	NO	STAR	3

PERFORMANCE PERIOD

- Performance period covered:
  - 2nd Quarter Exiters & Median Earnings: July 1, 2019 – June 30, 2020
  - 4th Quarter Exiters: January 1, 2019 – December 31, 2019
  - Credential Attainment Exiters (Youth only): January 1, 2019 – December 31, 2019
  - Expenditures & Customer Satisfaction: July 1, 2020 – June 30, 2021

- **PERFORMANCE PERIOD INCLUDES COVID PANDEMIC LOCKDOWN BEGINNING MARCH 2020 THROUGH JUNE 30, 2021**

RECOMMENDATION

- The Department recommends holding all WorkSource Center (WSC) and YouthSource Center (YSC) operators harmless for the PY 20-21 Annual Performance Evaluation because of the COVID pandemic.
- Factors in Department's recommendation:
  - COVID lockdown caused closures of Centers and partner agencies
  - Lack of referrals from closed partner agencies led to decreased numbers of referrals in vulnerable populations, particularly Veterans
  - Disparities in WSC and YSC locations disadvantaged some Centers more than others
  - Pivot to virtual services negatively impacted populations without internet access, particularly in impoverished areas and for vulnerable populations such as people experiencing homelessness

QUESTIONS



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6.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of the Year 23/Program Year (PY) 2022-23 (July 1, 2022 - June 30, 2023) Workforce Development Board (WDB) Annual Plan Prepared by the Economic and Workforce Development Department (EWDD)**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- WDB Report #6 - Year 23 AP
- WDB Report #6 - Attachment - Tab 2 - Draft - Plan Overview
- WDB Report #6 - Attachment - Tab 4 - Draft - Budget Schedules (3)
- WDB Report #6 - Attachment - Tab 6 - Policies
- WDB Report #6 - Attachment - Tab 8 - Appendix 1 – Public Comments

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

6

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: May 19, 2022

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF THE YEAR 23/PROGRAM YEAR (PY) 2022-23 (JULY 1, 2022 - JUNE 30, 2023) WORKFORCE DEVELOPMENT BOARD (WDB) ANNUAL PLAN PREPARED BY THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD)

BACKGROUND

On April 11, 2022, the draft Year 23 WDB Annual Plan (Annual Plan) for Program Year (PY) 2022-23 was released for a thirty-day public comment period (April 11, 2022 – May 10, 2022). During this period the Department received public comments through WDB meetings and the EWDD website. In addition, on Wednesday, May 4, 2022, EWDD conducted a virtual public forum to provide an overview of the Annual Plan and solicit additional comments.

Economic Landscape

Strength and resiliency have characterized local communities in the Los Angeles region as the world begins to recover from the devastating public health and economic crises caused by the COVID-19 pandemic. While the road to recovery differs by community, industry, and the level of access to resources, much of the recovery to date has been due, in part, to the national and local response strategies developed to address the negative impacts to the economy. These negative impacts, including job displacement and business closures, have further aggravated other social challenges such as housing and food insecurity.

In Los Angeles, and across the nation, the road to recovery has also required recognizing and addressing the disparities, inequities, and assistance gaps in services for youth; women; transgender women; Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) communities; people of color; and immigrant populations. The Los Angeles County Economic Development Corporation (LAEDC) attributes the disproportionate impact of the COVID-19 pandemic to structural inequities that existed long before the pandemic.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

As in the pre-pandemic labor market, large segments of the population continue to struggle to recover from setbacks sustained over the last two years. Youth in particular, not only endured the highest levels of job losses during the pandemic but also faced a decrease in academic achievement due to distance learning and lower post-secondary enrollment. For example, the rate of disconnected youth ages 16-24 are higher after the pandemic than at any other point over the last decade.[1]

Th Annual Plan seeks to build upon the City's vision of utilizing the Workforce Development System (WDS) to increase equity in the local labor market as we move into the recovery phase. This year, the Annual Plan will focus on securing the necessary policies, strategies, and resources to begin to strengthen low-skill workers in industries hardest hit by the pandemic and to provide the necessary support services to assist displaced workers.

LONG TERM STRATEGIC GOALS

The Annual Plan continues a Strategic Framework, established in PY 2018-19, of 10 long-term strategic initiatives and establishes a new initiative for Older Adults. These 11 initiatives are listed below:

1. Reduce homelessness by increasing employment opportunities.
2. Increase employment opportunities for all Angelenos through partnerships with major economic drivers in the region.
3. Increase access to career pathways through industry sector strategies.
4. Increase services to targeted high-barrier populations with a geographic focus to increase equity within the local labor market.
5. Increase gender equity.
6. Increase employment outcomes for the reentry population.
7. Increase education and/or employment outcomes for disconnected youth.
8. Increase impact of the City's WDS through the strategic alignment of City and Regional Planning Efforts (Los Angeles Regional Plan, Local Plan, WDS Annual Plan, and Performance Partnership Pilot [P3] Strategic Plan).
9. Train Angelenos to participate in the new green economy.
10. Create and expand career ladder opportunities for L.A.'s workforce to fill the demand for early childhood education positions.
11. Increase employment opportunities for older adults 55 years and older.

FUNDING RESOURCES

The proposed WDS service strategies, activities, and budget set forth in the Annual Plan are based on funding allocations from various sources, including, federal and state formula (Adult, Dislocated Worker, Youth, Rapid Response), competitive grants, other workforce allocations, and projected prior-year carryover funds.

[1] Disconnected youth are those without employment and are not enrolled in school.

Prior-Year Carryover Funds

Each year the Department develops and presents a report relative to carryover monies (allocated but unexpended prior-year Workforce Innovation and Opportunity Act (WIOA) and other workforce development-related program funds). For PY 2022-23, the City anticipates a WIOA carryover of $3.9 million.

Funding Allocations

As of the preparation of this report, the State Employment Development Department (EDD) had not yet announced its funding allocations for WIOA Adult, Dislocated Worker, and Youth Formula to Local Workforce Development Areas for PY 2022-23. The allocations displayed on Table 1 are projections based on previous year allocations. As summarized below, the City anticipates a total decrease of $623,381 in WIOA formula and carryover funding for PY 2022-23 due to a lower projected carryover amount.

Table 1: Workforce Innovation and Opportunity Act Formula Funding

	PY 2021-22 WIOA Funds	PY 2022-23 WIOA Funds *	Increase (Decrease)
Adult	12,824,671	12,824,671	0
Dislocated Worker	8,850,751	8,850,751	0
Youth	12,658,232	12,951,508	293,276
Rapid Response	1,029,035	1,029,035	0
Carryover	4,820,000	3,903,343	(916,657)
Total	**40,182,689**	**39,559,308**	**(623,381)**

**PY 2022-23 Rapid Response Funds are estimated. This table does not include other grant funding including other WIOA grants.*

New Revenues

Table 2 below represents new funding sources for PY 2022-23. In March 2022, the City secured a $53.3 million grant through the California Volunteer Office to provide transitional employment and related career services to more than 4,000 LA's Youth, ages 16-30. Additionally, the City secured funding in for a total of $3.4 million for the CA Megafires National Dislocated Worker grant and the Regional Equity Recovery Partnership.

Table 2: Anticipated New Revenues

Program	Funder	Service Providers	Program Oversight / Administration	Total Allocation
CA for All	CA Volunteers	47,924,677	5,324,964	53,249,641
CA Megafires National Dislocated Grant	US Department of Labor	1,227,901	136,433	1,364,334
Regional Equity Recovery Partnership	CA Workforce Development Board	1,800,000	200,000	2,000,000
Total		**49,861,109**	**5,661,397**	**56,613,975**

DISCUSSION

The Annual Plan offers a balanced budget for PY 2022-23. The balanced budget was achieved through modifications to WIOA oversight and administration activities, service providers, and supporting program activities. Table 3 sets forth EWDD proposed WIOA funding distribution.

Table 3: Proposed WIOA Funding Distribution

Activity	PY 21-22	PY 22-23	Increase (Decrease)
EWDD Oversight	7,590,248	8,189,496	599,248
Rapid Response – Direct Services	739,669	657,681	(81,988)
Other City Departments	396,473	345,621	(50,852)
Workforce Development Board	1,361,577	1,458,873	97,296
WorkSource Centers	15,596,144	14,693,341	(902,803)
YouthSource Centers	9,190,020	8,312,789	(877,231)
Other Service Providers	1,284,680	1,634,680	350,000
Supporting Program Activities	4,284,520	4,328,239	43,719
Total	**40,182,669***	**39,559,308***	**(623,381)***

**Total reflects adjustment for City-managed operators.*

Table 4 below represents PY 2022-23 Annual Plan proposed funding, strategies, outcomes, and strategic goal highlights, which will provide employment services to Angelenos, including persons left out of the region's economic recovery – people experiencing homelessness, disconnected youth, and reentry populations.

Table 4: Year 23 Annual Plan Funding Highlights

No.	Funding	Strategy	Outcome	Strategic Goal(s)
1.	$14,693,341	Fund 15 WorkSource Centers to provide employment training and placement services to high-barrier adults and dislocated workers and employers.	Serve TBD	Strengthen connections with major economic drivers in the region. Target vulnerable populations with a geographic focus.
2.	$9,683,789	Fund 14 YouthSource Centers (includes LAUSD PSA Counselors)	Serve 7,000	Focus on disconnected youth.
3.	$15,585,000	Year-Round Youth Employment Program	Serve 20,000	Focus on disconnected youth.
4.	$6,000,000	Los Angeles Regional Initiative for Social Enterprise (LA:RISE)	Serve 800	Address homelessness with more employment opportunities.
5.	$908,000	LA County – INVEST	240	Focus on the reentry population.
6.	$401,127	Layoff Aversion	TBD	Strengthen connections with major economic drivers in the region.

FISCAL IMPACT

The recommendations contained in this report will allocate approximately $139 million to the Workforce Development Board Year 23 Annual Plan (Fiscal Year 2022-23) from various federal and State formula and competitive grants (including Workforce Innovation and Opportunity Act Title I funds) and from local sources (including City and County sources). The budget reflects the City's preliminary CAP 44 rate for related costs (fringe benefits and central services) applicable for FY 2022-23, which are still pending approval from the City's federal cognizant agency for indirect costs.

This report complies with City financial policies that allow reimbursement up to grant limitations. WIOA regulations provide for reimbursement of Related Costs to the General Fund, except for the amount in excess of the WIOA administrative cap limitation of 10 percent which is currently estimated at approximately $419,416. This amount represents a significant decrease of over $1 million from PY 2021-22 in non-reimbursable Related Costs.

RECOMMENDED REQUESTED ACTIONS

The General Manager of the EWDD requests that the Workforce Development Board approve the following:

1. Adopt the Workforce Development Board (WDB) Year Twenty-Three Annual Plan for Program Year (PY) 2022-23 (Annual Plan) and its supporting budget;
2. Approve and implement all policies contained in the Annual Plan and authorize the General Manager, Economic and Workforce Development Department (EWDD), or designee, to implement the Annual Plan consistent with the recommendations contained herein;
3. Authorize the General Manager, EWDD, or designee, to:
    a. Negotiate and execute agreements and amendments to agreements with public, private, non-profit and/or governmental entities with funds awarded as described in the Annual Plan, subject to the Workforce Development Board-Local Elected Officials (WDB-LEO) Agreement (C.F. 16-0475). The WDB-LEO Agreement requires no further action from the WDB or LEO regarding agreements and amendments to agreements identified and approved in the Annual Plan. Any amendments to agreements resulting in a policy change or in the purpose of the agreement, or a change in funding in excess of $250,000 (in one year), requires approval of the LEO and WDB. Any amendment in an amount from $25,000 to $250,000 requires approval only from the WDB. All amendments are subject to approval of the City Attorney as to form and legality;

With respect to Workforce Innovation and Opportunity Act (WIOA) Authorities:

    b. Accept U.S. Department of Labor (DOL) WIOA grant funds, assist the Controller in depositing and transferring WIOA funds as appropriate within established WIOA trust funds, and expend such funds upon proper demand in accordance with the directions in the Annual Plan;

    c. Accept funds and execute Subgrant Agreements and any unilateral agreements to Subgrant Agreements, including amendments thereto, between the State of California and the City of Los Angeles, between the DOL and the City of Los Angeles for WIOA funds (including federal and state Discretionary awards, and other WIOA competitive grants), between the County of Los Angeles and the City of Los Angeles for WIOA funds, and between other Local Workforce Development Areas (LWDA) and the City of Los Angeles for WIOA, subject to review and approval of the City Attorney as to form and legality, and in compliance with Los Angeles Administrative Code §14.8 et seq. (City grant regulations). The receipt of such funds shall be reported to the WDB within 30 days;

    d. Negotiate and execute amendments to Workforce Development System Memoranda of Understanding (MOUs) between partners of the Los Angeles Workforce Development System to include a new three-year period effective July 1, 2022, and updates to system infrastructure costs, subject to WDB approval and subject to City Attorney review and approval as to form and legality;

e. Approve an extension to the WDB-LEO Four-Year Agreement from July 1, 2022 to December 31, 2022;

With respect to grant solicitation authorities:

f. Develop and submit proposals and applications to secure additional WIOA funds and available non-WIOA funds to any public, private, nonprofit, or governmental entity for workforce development-related activities in accordance with City grant regulations. All applications and their status shall be reported to the WDB within 30 days after submission;

g. Develop and submit proposals or applications representing the WDB, subject to approval of the WDB, to any public, private, nonprofit, or governmental entity for workforce development-related activities. If the application period is less than 60 days from the notice of the Request for Proposals (RFP), then the EWDD may submit proposals concurrently to the funding source and to the WDB. Approval of the WDB is required before acceptance of an award;

h. Accept funds and execute grant award agreements, subject to the review and approval of the City Attorney as to form and legality, in the event any proposals and/or applications are selected by any public, private, nonprofit, or governmental entity for funding (in accordance with City grant regulations). In accordance with the WDB-LEO agreement, Mayor, Council, and WDB approval is required prior to acceptance of and/or expenditure of any awards in excess of $250,000. Award amounts between $25,000 and $250,000 are subject to approval by the WDB only;

With respect to procurement authorities:

i. Issue Small Bid Purchases, Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) in accordance with City procurement and Charter Section 1022 requirements (where applicable), subject to the approval of the City Attorney as to form, legality, and procurement. Anticipated service procurements related to items that are listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan include, but are not limited to:

- Assessment services for youth, adult and dislocated workers.
- Audit, payroll processing, and consultant services.
- Customer Satisfaction Survey; Evaluation Service Providers; and Certification and Performance Improvement Services.
- Capacity Building and Training Academy initiatives (including Fiscal and Integrated Services Delivery training providers).
- Consulting Services for the WDB.
- Crossroads policy symposium.
- Gang Injunction Curfew Settlement. (LARCA 2.0)
- Labor Market Analysis.
- Layoff Aversion Services.
- Los Angeles Regional Initiative for Social Enterprise (LA:RISE).

- Program Evaluations.
- Promotion and Outreach Services, including marketing plan activities, communications, and publication services.
- Rapid Response enhancement and expansion, including layoff aversion and business retention.
- Services provided through the WDB Innovation Fund.
- Services related to the implementation of the Los Angeles YouthSource Program, including the City-operated YouthSource Centers.
- Services related to new funding secured to address the COVID-19 pandemic.
- Hire LA's Youth.
- Summer Youth Employment Program.
- WorkSource System Enhancements.
- YouthSource Center Program.
- LA:RISE Employment Social Enterprises.
- WorkSource Integrated Service Delivery System providers.
- Youth and Young Adult System Support Service providers.

j. Authorize EWDD to issue an RFP for the Hire LA's Youth Program.

k. Authorize EWDD to issue an RFP for the City's WorkSource Center system.

l. Authorize EWDD to issue an RFP for the LA:RISE program.

With respect to contracting authorities:

m. Negotiate and execute agreements and amendments to agreements with public, private, nonprofit, and/or governmental entities with funds awarded as a result of a Small Bid Purchase, RFP, or RFQ, related to activities listed in this report, subject to City Attorney review and approval as to form, legality, and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements;

n. Negotiate and execute agreements and amendments to agreements, where appropriate, with entities on a sole source basis, subject to City Attorney review and approval as to form, legality and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements. Anticipated service providers, as listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan include, but are not limited to, the following:

- FutureWork Systems LLC for the LA Performs online performance management system.
- Unite LA for Cash for College and HIRE LA.
- Los Angeles Unified School District.

- Managed Career Solutions to process participant payroll for City-operated YouthSource Centers.
- Service providers for Hire LA's Youth and Cash for College programs.
- South Bay WDB for management of Eligible Training Provider List (ETPL) services.
- Level Field for Hire LA Capacity Building.

o. Negotiate and execute agreements, and amendments to agreements with service providers and other organizations, in accordance with the City Procurement Policy and Charter Section 1022 (where applicable), subject to City Attorney review and approval as to form and legality and provided that EWDD submits evidence to the City Attorney of the continued viability of these procurements, and in compliance with the City's contracting requirements. Anticipated service providers and/or activities, as listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, include, but are not limited to:

- Consultants for audit, fiscal review, financial and grant regulations technical assistance and payroll processing services.
- Employment services at the Los Angeles Public Library (Pacific Asian Consortium in Employment).
- California State University Northridge (The University Corporation / University Foundation) for performance evaluation, professional development and program evaluation.
- FutureWork Systems LLC, for access and support to the LA Performs website.
- Gang Injunction Curfew Settlement contractors.
- Hire LA's Youth providers, including UNITE-LA.
- ICF Incorporated, LLC, Doing Business in California as ICF Consulting, LLC, for performance evaluation and program evaluation.
- InnerSight LLC for the provision of assessments.
- Labor market information/analysis providers.
- Launchpad for IT services relative to layoff aversion and employer engagement.
- Leadership training, mentoring, and systems support to youth and young adults providers.
- Unite LA.
- Los Angeles Community College District.
- Los Angeles County Economic Development Corporation (LAEDC) for services to businesses relative to layoff aversion.
- Los Angeles Unified School District.

- Los Angeles City-operated YouthSource contractors.
- Performance Partnership Pilot (P3) contractors.
- Regional Plan Development and Training Coordination.
- Rapid Response enhancement and expansion, including lay-off aversion and business retention providers.
- Services provided through the WDB Innovation Fund.
- Services provided through the City General Fund for the LARCA 2.0 Gang Injunction Curfew Settlement.
- South Bay Workforce Development Board for ETPL services.
- LA:RISE program service providers.
- Hire LA's Youth providers, including those funded through city, county, state, federal, and private funds.
- WorkSource Center One-Stop operators.
- YouthSource System contractors and related subcontractors (e.g., Los Angeles Community College District; Coalition for Responsible Community Development, and El Centro de Ayuda).
- Youth assessment service providers.
- Youth and Young Adult System Support Services providers.
- YouthSource Center One-Stop operators.

p. Negotiate and execute agreements with Day Laborer Center service providers for a term effective July 1, 2022 through June 30, 2023, with two additional options for one-year renewals, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with the WDB-LEO Agreement and City contracting requirements;

q. Make payments of stipends, wages, and supportive services to City-operated YouthSource Center participants from WIOA Youth Formula, City of Los Angeles General Funds, County of Los Angeles General Funds, County of Los Angeles Temporary Assistance to Needy Families (TANF) funds, and other grant and private funds;

With respect to non-WIOA authorities:

r. Authorize the accrual and payment of program and administrative expenses, which are directly related to the operation and oversight of the Hire LA's Youth program funded by City of Los Angeles General Funds, the County of Los Angeles General Funds, and County of Los Angeles Temporary Assistance for Needy Families (TANF) monies;

s. Negotiate and execute Memoranda of Understanding (MOUs) and amendments to MOUs with the City-operated YouthSource Centers to provide services to youth;

t. Accept a donation in the amount of $121,000 from Bank of America for the Hire LA's Youth; authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included

in this report below, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

u. Accept up to $11 million in funding from, and execute grant agreements and/or unilateral amendments with, the County of Los Angeles for the operation of the Summer Youth Employment Program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services in the in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.

v. Accept up to $1 million in funding from, and execute grant agreements and/or unilateral amendments with the County of Los Angeles for the operation of the Juvenile Justice Crime Prevention Act (JJCPA) Program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

w. Accept funds from, and execute grant agreements and/or unilateral amendments with, Local Workforce Development Areas and private funding sources (including for the operation of the Hire LA's Youth program), and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

x. Accept up to $1 million from the County of Los Angeles Probation Department/Workforce Development, Aging and Community Services for the INVEST program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

y. Accept up to $1.4 million from the County of Los Angeles Probation Department/Workforce Development, Aging and Community Services for the Systems Involved Youth program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and

Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

z. Accept up to $3 million in Measure H funds from the County of Los Angeles Workforce Development, Aging and Community Services for expansion of the LA:RISE program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

aa. Accept reimbursements from the Social Security Administration (SSA) for serving as an Employment Network (EN) under the SSA's Ticket to Work Program (TTW) (as previously approved under C.F. 12-0818), and authorize EWDD to appropriate and expend within the Disability Employment Initiative Fund No. 54N upon presentation of supporting documentation;

With respect to administrative authorities:

bb. Negotiate and execute Workforce Development System (WDS) (One-Stop) Memoranda of Understanding (MOU) between partners of the City of Los Angeles WDS, subject to City Attorney review and approval as to form and legality and compliance with the WDB-LEO Agreement; and negotiate and execute amendments to MOUs between partners of the City of Los Angeles WDS, subject to City Attorney review and approval as to form and legality and compliance with the WDB-LEO Agreement;

cc. Negotiate and execute agreements and amendments to agreements with the Hire LA's Youth service providers for a term effective July 1, 2022 through June 30, 2023, subject to City Attorney review and approval as to form, legality, and procurement, conformance with the WDB-LEO Agreement and compliance with City contracting requirements. The Hire LA's Youth service providers and allocations are included in the PY 23 Annual Plan Budget Schedules (Tab 4);

dd. Negotiate and execute agreements and amendments to agreements with Los Angeles: Regional Initiative for Social Enterprise (LA RISE) service providers funded by City General Fund for a term effective July 1, 2022 through June 30, 2023, subject to the approval of the City Attorney as to form, legality, and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements. The LA RISE service providers and allocations are included in the PY 23 Annual Plan Budget Schedules (Tab 4);

ee. Negotiate and execute amendments to agreements with service providers for the implementation of the Gang Injunction Curfew Settlement Agreement (LARCA 2.0) for a term from July 1, 2022 through June 30, 2023, subject to the approval of the City Attorney as to form, legality, and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements. The Gang Injunction Curfew

Settlement Agreement service providers and allocations are included in the PY 22 Annual Plan Budget Schedules (Tab 4);

ff. If appropriate, transfer monies up to the maximum amount of the total PY 2021-22 and 2022-23 allotments allowed by WIOA statute or by other governmental administrative instructions between the Dislocated Worker and Adult programs. Such transfers shall be reported to the WDB on a regular basis;

gg. Transfer expenditures from the WIOA Fund No. 57W to the WIA Fund No. 44A if unexpended savings materialize within the WIA Fund No. 44A as a result of disallowed costs from audits, fiscal and program reviews, special investigations, post-closeout interests earned and unliquidated accruals within the WIA Fund No. 44A accounts;

hh. Make technical corrections as necessary to transactions included in this Report and its Attachment to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer;

ii. Instruct the General Manager, EWDD, or designee, to prepare a report to the WDB, Mayor, and Council by November 30, 2022, that identifies all carry-over funds, including those identified herein, and any changes to the federal funding allocations, including those identified herein, and prepare recommendations, subject to WDB, Council and Mayor approval, regarding proposed use of such funds;

jj. Find that it is beneficial to the City, and, therefore more feasible, for EWDD to execute contracts with the service providers listed in the Year 23 WDB Annual Plan, effective July 1, 2022 to June 30, 2023, subject to City Attorney review and approval as to form, legality, and procurement, and compliance with City contracting requirements, unless noted otherwise in this Report; and,

kk. Authorize and instruct the Controller to take the specific actions detailed in the Attachment to this Report to implement the Year 23 WDB Annual Plan budget.

CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970

A Notice of Exemption will be filed in compliance with City Environmental Guidelines and the California Environmental Quality Act of 1970. The Notice will exempt the Year 23 WDB Annual Plan, and covers services only. The project exemption is justified as a federally funded program for the provision of public services that result in no impact on the physical environment and that do not involve the construction of new public or private facilities.

CMH:GR:FVC:MC:cg
Attachments: Tab 2: Draft - Plan Overview
Tab 4: Draft - Budget Schedules
Tab 6: Annual Plan Policies
Tab 8: Appendix 1 – Public Comments

YEAR 23 WORKFORCE DEVELOPMENT BOARD ANNUAL PLAN

VISION

The Los Angeles Workforce Development System is an innovative, diverse, and equitable workforce development and training system that offers economic security and produces and places skilled workers into high quality jobs in the Los Angeles region.

It is the shared vision of the Los Angeles Local Workforce Development Board (WDB), Mayor, City Council, and the Economic and Workforce Development Department (EWDD) to utilize the Workforce Development System (WDS) to: 1) increase access and opportunity to employment and training programs by integrating an equitable approach for the delivery of workforce development services; 2) reduce employment disparities across all historically marginalized communities; and, 3) effectively respond to fast-evolving economic and labor market conditions that tend to disproportionately affect vulnerable populations, in particular, those that have been most affected by the Coronavirus (COVID-19) pandemic.

PLAN OVERVIEW

Strength and resiliency have characterized local communities in the Los Angeles region as the world begins to recover from the devastating public health and economic crises caused by the COVID-19 pandemic. While the road to recovery differs by community, industry, and access to resources, much of the recovery to date has been due, in part, to the national and local response strategies developed to address growing job displacement and business closures which have led to new challenges such as housing and food security.

In Los Angeles, and across the nation, the road to recovery has also required recognizing and addressing the disparities, inequities, and assistance gaps in services for youth; women; transgender women; Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) communities; people of color; and immigrant populations. The Los Angeles County Economic Development Corporation (LAEDC) attributes the disproportionate impact of the COVID-19 pandemic to structural inequities that existed long before the pandemic.

As in the pre-pandemic labor market, large segments of the population continue to struggle to recover from setbacks sustained over the last two years. Youth in particular, not only endured the highest levels of job losses during the pandemic but also faced a decrease in academic achievement due to distance learning and lower post-secondary enrollment. For example, the rate of disconnected[1] youth, ages 16-24, is higher after the pandemic than at any other point over the last decade.

The Workforce Development Annual Plan (Annual Plan) seeks to build upon the City's vision of utilizing the WDS to increase equity in the local labor market as we move into the economic recovery phase. This Annual Plan will focus on securing the necessary policies, strategies, and resources to continue to strengthen low-skill workers in industries economically impacted by the pandemic and to provide the necessary support services to assist displaced workers.

[1] Youth who are not in school and are not employed.

The Year 23 WDB Annual Plan (Annual Plan) establishes the priorities, strategies, and policies for the City's WDS. The Annual Plan articulates a framework of long-term strategic initiatives set forth to achieve the City's goal of placing its residents on the path to economic security through equity-focused strategies that create and expand living wage jobs and remove barriers to employment for Angelenos facing the greatest economic disparities. This equity-focused strategic framework also provides a strong foundation from which to begin to address the new challenges brought forth by the pandemic.

LEGISLATIVE ADVOCACY

The Mayor, City Council, and WDB have long advocated for policies and legislation supporting workforce issues including investments in youth employment, dislocated workers, individuals with disabilities, and reducing barriers to entry to the workforce.

The COVID-19 pandemic unemployment crisis will require the WDS to advocate for new state and federal investments in retraining and upskilling services required to reconnect those hit hardest by the pandemic into the labor market. Although the CARES Act and American Rescue Plan provided substantial resources for individuals and businesses, they did not provide additional resources for workforce development services and did not include funding for reskilling the hundreds of thousands of individuals who need such services because of the COVID-19 pandemic.

The Build Back Better legislation proposed by the Biden Administration would have provided $100 billion into "proven workforce development programs" for underserved populations and for students, including $40 billion invested in programs for dislocated workers and sector-based training and $12 billion invested in targeted workforce development for underserved communities in clean energy, manufacturing, and infrastructure. The plan however remains mired in Washington gridlock and a bi-partisan compromise appears unlikely. Further advocacy to invest in workforce development is needed.

WORKFORCE DEVELOPMENT SYSTEM HIGHLIGHTS

Prior to the recent economic upheaval, the City's WDS continued to make significant progress towards its 11 strategic initiatives. The following charts highlight a few of the accomplishments during Program Year (PY) 2020-21 despite the challenges of the COVID-19 pandemic.

WORKSOURCE SYSTEM PROGRAM YEAR ACCOMPLISHMENTS (PY 2020-2021)

Source: CalJOBS℠

44,640 Jobseekers Served in Partnership with CA EDD	9,263 New Participants Enrolled into WIOA Formula Program	2,328 Adults and Dislocated Workers Placed into Employment

YOUTHSOURCE SYSTEM PROGRAM YEAR ACCOMPLISHMENTS (PY 2020-2021)

*Sources: CalJOBS℠ and *Locally Monitored*

18,081 Youth Placed into Jobs through HIRE LA Youth Program	6,086 Youth Served through P3 Partnerships*	1,737 Youth Served in WIOA Youth Program

Providing Economic Opportunities to All Angelenos

While mitigating the impacts of the COVID-19 pandemic on the local economy is a continued focus of this plan, the WDS remains committed to building a more equitable labor market that provides economic opportunities for all Angelenos while meeting the growing demand of Los Angeles regional employers.

The Year 23 Annual Plan continues a Strategic Framework, established in PY 2018-19, of 10 long-term strategic initiatives and establishes a new initiative for Older Adults. These 11 initiatives are listed below:

1. Reduce homelessness by increasing employment opportunities.
2. Increase employment opportunities for all Angelenos through partnerships with major economic drivers in the region.
3. Increase access to career pathways through industry sector strategies.
4. Increase services to targeted high-barrier populations with a geographic focus to increase equity within the local labor market.
5. Increase gender equity.
6. Increase employment outcomes for the reentry population.
7. Increase education and/or employment outcomes for disconnected youth.
8. Increase impact of the City's WDS through the strategic alignment of City and Regional Planning Efforts (Los Angeles Regional Plan, Local Plan, WDS Annual Plan, and Performance Partnership Pilot [P3] Strategic Plan).
9. Train Angelenos to participate in the new green economy.
10. Create and expand career ladder opportunities for L.A.'s workforce to fill the demand for early childhood education positions.
11. Increase employment opportunities for older adults 55 years and older.

STRATEGIC INITIATIVE NO. 1 – Reduce homelessness by increasing employment opportunities – In alignment with the City's Comprehensive Homeless Strategy, the WDS will continue to expand existing efforts to provide job-skills training, employment services, and other related services for individuals currently and/or formerly experiencing homelessness. In addition, the WDS will expand employer-driven pathways to well-paying and stable employment by integrating public, private, educational, non-profit systems, and employment social enterprises.

Accomplishments

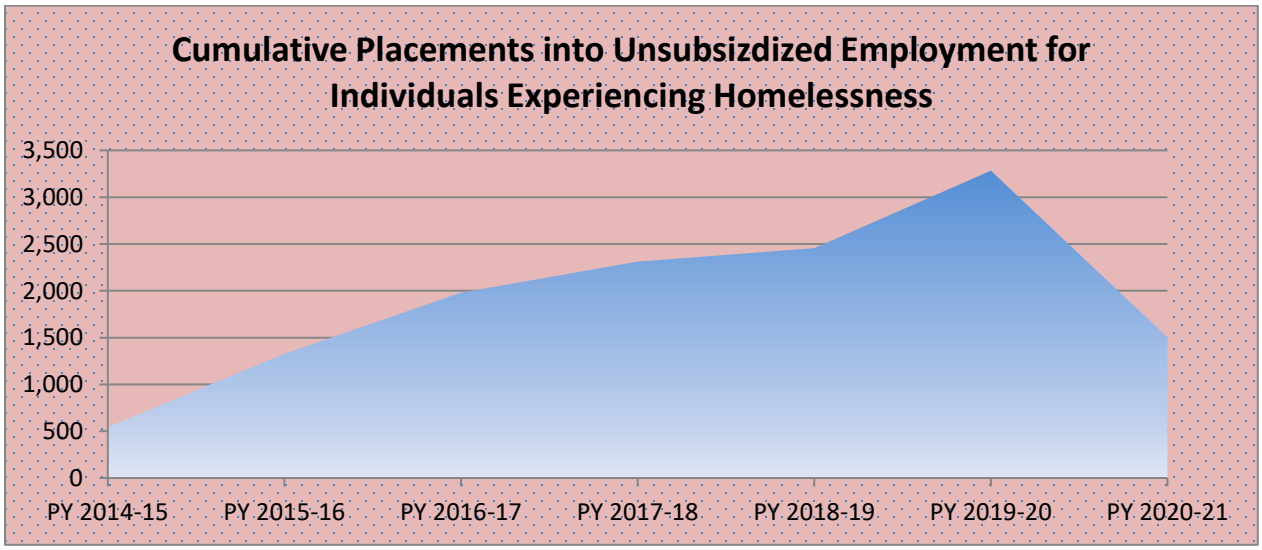
"Hired and Hopeful" Los Angeles Initiative

On February 13, 2019, the City and County of Los Angeles announced a goal of helping a combined 16,000 people who were currently or formerly experiencing homelessness obtain jobs in the private sector over a three-year period. Of the 16,000, the City had planned on placing 5,000 individuals into employment opportunities between PY 2018-19 and PY 2021-22. However, as of February 2022, the City exceeded this goal by 208 percent and has placed a total of 10,430 unduplicated individuals into unsubsidized employment. This goal was in partnership with the Los Angeles County Department of Workforce Development, Aging, and Community Services (WDACS) and Hired and Hopeful LA partners, such as, Goodwill Industries, Amity Foundation, Downtown Women's Center, and the Los Angeles LGBT Center.

Employment Outcomes through WorkSource Centers (WSCs) and the Los Angeles Regional Initiative for Social Enterprise (LA:RISE).

Table 1 illustrates annual job placements for individuals currently and/or formerly experiencing homelessness through WIOA adult programs from PY 2014-15 through PY 2020-21. The data, based on the State's base wage employment statistics, reflects 1,500 cumulative job placements into unsubsidized jobs since PY 2014-15. The cumulative total was achieved through new strategic partnerships developed by the City's WDS, such as, its signature LA:RISE Initiative.

TABLE 1



Between PY 2014-15 and PY 2020-21, LA:RISE placed 4,800 individuals (those with a history of homelessness or at-risk of homelessness) into transitional subsidized jobs and placed 2,550 individuals into competitive, unsubsidized jobs.

Additionally, during this period the following LA:RISE programs were launched:

> *Community Development Block Grant (CDBG)-COVID*: The LA:RISE CDBG-COVID program provided job training/work experience in work related to COVID-19 relief efforts to 110 individuals who were experiencing or were at risk of experiencing homelessness. Participant job training duties included COVID-19 disaster relief and humanitarian aid such as sanitizing of public spaces, emergency food distribution, supporting COVID-19 testing sites, and staffing emergency shelters to support COVID preparation, response, and prevention.
>
> *LA:RISE Youth Academy*: The City launched an LA:RISE Youth Academy to expand transitional subsidized employment and housing resources specifically to 226 individuals from 18 to 24 years of age experiencing homelessness or at risk of experiencing homelessness. Funded by the Homeless, Housing, and Prevention Program (HHAP) state block grant, a total of 90 young adults were served during the first year of this initiative. This program will be expanded to serve an additional 800 youth through $6.0 million in new funding secured through the California for All grant.
>
> *City General Fund / LAPD Funds*: Two targeted LA:RISE programs served an additional 70 participants residing in the Second and Tenth Council Districts and fostered partnerships with Tiny Home Villages, A Bridge Home sites, or at shelters or interim housing operating within those districts.

ACTION – In PY 2022-23, the City will:

- Place 800 youth experiencing homelessness, ages 18-30 into transitional employment and 400 into unsubsidized employment through a $6 million investment of City General Funds and Los Angeles County Measure H funds in LA:RISE;
- Continue implementation of the LA:RISE Youth Academy placing homeless youth in work experience or certificated training programs;
- Launch the expansion of the LA:RISE Youth Academy to serve an additional 750 youth through the California for All Grant;
- Increase placements into unsubsidized employment through increased employer engagement activities using the City's Customer Relationship Management (CRM) system; and
- Serve 2,000 individuals experiencing homelessness through the City's WSCs.

STRATEGIC INITIATIVE NO. 2 – Increase employment opportunities for all Angelenos through partnerships with major economic drivers in the region – Through the leadership of the Mayor's Office, the WDB established a goal of developing Memoranda of Understanding with the region's major public sector employers, including the Los Angeles World Airports (LAWA), the Port of Los Angeles, and the Los Angeles Department of Water and Power (LADWP), to provide career pathways for Los Angeles residents. While the COVID-19 crisis slowed down public sector hiring, increased investments in economic development have assisted EWDD in aligning economic and workforce development strategies more purposefully to address the needs of both employers and job seekers in the region.

Accomplishments

In September 2021, the City's WDS in partnership with LAWA and Sofi Stadium participated in a job fair that made available over 4,000 job opportunities, of which over 800 on-site job offers were made to the 3,000 plus job seekers in attendance. The City's WDS also continues to actively participate in the HireLAX Pre-Apprenticeship program that offers its program graduates opportunities for a career in construction at LAX projects.

The City implemented the Los Angeles Community Care Corp (LACCC) program which provided more than 900 Angelenos with transitional employment opportunities in various pandemic response activities. One of the innovative initiatives piloted under the LACCC program was the Clean Streets Initiative, which partnered WSC centers with Office of Community Beautification (OCB) contractors to clean City streets. Through this program nearly 200 reentry and other high barrier job seekers were placed into full-time employment.

EWDD also recently launched a quarterly systems collaborative meeting to ensure that the City align the needs of job seekers to be better prepared for occupations in demand by regional employers Furthermore, to support the financial fragility of many small businesses, the Departments two divisions, the Workforce Development Division and the Economic Development Division - improved coordination and enhanced their services and programs to help businesses to thrive.

ACTION – In PY 2022-23, the City will:

- Continue the alignment of Workforce and Economic Development Strategies to develop living wage career pathways in growing industries.

- Develop Memorandum of Understanding (MOUs) with key City Departments to increase employment opportunities for job seekers

- Implement a CRM system to better integrate employer engagement activities between WDS service providers and economic development activities within the City.

- Coordinate with system partners to identify and secure employment opportunities in the recovery and rebuilding phases of the COVID-19 crisis, including job openings in contact tracing, disaster service, and other related occupations.

- Continue the Workforce Initiative Now (WIN-LA) program, the Targeted Local Hire (TLH) program, and HireLAX initiatives to recruit and hire 500 Angelenos in PY 2022-23.

- Expand Clean Streets initiative to provide 200 residents in transitional employment with OCB contractors to facilitate full-time employment opportunities through the California for All grant.

STRATEGIC INITIATIVE NO. 3 – Increase access to career pathways through Industry Sector Strategies – Continue investments in key industry sectors that provide career pathways for all Angelenos.

Accomplishments

According to the Los Angeles Economic Development Corporation (LAEDC) Pathways for Economic Resiliency Report, while job losses stemming from the pandemic were broad-based, several industries within the region are poised for a strong recovery in the near future. Healthcare, Construction, and Logistics/Trade are three sectors that provide the WDS the opportunity for retraining and/or reskilling dislocated workers from hard-hit industries.

ACTION – In PY 2022-23, the City will:

- Continue to build upon progress and insight gained from EWDD's Industry Sector Expert Strategist reports to develop new career pathways in growing sectors.

- Work regionally across the seven WDBs[2] to develop Registered Apprenticeship Programs in identified sectors:

    - Implement policy recommendations included in the City's Apprenticeship Strategic Plan.
    - Work with the Mayor's Office and the Los Angeles Unified School District (LAUSD) to convene an apprenticeship policy summit to increase apprenticeship opportunities in nontraditional employment sectors.
    - In partnership with LAUSD and Los Angeles County, develop a regional apprenticeship portal to provide job seekers up to date information on registered apprenticeship programs within the County.

[2] City of Los Angeles Workforce Development Board, Los Angeles County Workforce Development Board, Verdugo Workforce Development Board, Foothill Employment and Training Connection, Pacific Gateway Workforce Innovation Network, South Bay Workforce Investment Board (SBWIB), Southeast Los Angeles County WDB (SELACO)

- Increase access to industry sector training for Angelenos through the WDS.
    - Fund the Sector Strategy Center at Los Angeles Valley College to promote sector training in high-demand sectors.
    - Align WDS services with in-demand occupations identified in Sector Strategy reports.
    - Secure new funding to retrain 2,000 Angelenos in the Healthcare, Construction and Logistics/Trade sectors.

- Redesign the City's YouthSource System to better incorporate career pathways in the program design, including:
    - Require that a minimum of 70 percent of program participants are co-enrolled into a Los Angeles Community College District (LACCD) or LAUSD Division of Career and Adult Education certificated and/or degree program.

STRATEGIC INITIATIVE NO. 4 – Increase services to targeted high-barrier populations (vulnerable populations) with a geographic focus to increase equity within the local labor market – Increase enrollments and placements targeting communities with the highest concentrations of poverty and highest unemployment rates, as well as underserved target populations including, but not limited to, individuals with a history of homelessness, formerly incarcerated individuals, underrepresented ethnic groups, single-parents, older workers, disconnected youth, women, transgender women, and other LGBTQ individuals.

Accomplishments

Enhanced services for vulnerable populations – The City continues to emphasize services to vulnerable populations. In addition to successful program models for serving veterans and persons with disabilities, the City launched and/or secured funding for new initiatives focused on individuals experiencing homelessness, justice-involved individuals, reentry, and other underrepresented populations.

Los Angeles Reconnecting Career Academy (LARCA 2.0) –. Through a settlement negotiated by the City Attorney's Office in PY 2017-18, the City committed to invest as much as $30 million over a four-year period to provide employment and education services to individuals that were part of the Gang Injunction settlement. Through this initiative, up to 3,000 individuals will receive on-the-job training, vocational training, apprenticeships, support services, and entry-level employment options that allow individuals to gain critical career skills and strengthen pathways to employment and increased earnings. To date, through coordinated recruitment efforts, enrollments in this program have increased by 60 percent. Additionally, over 60 percent of eligible class members who have been approved for services have enrolled and are currently receiving employment and educational services. The program, initially slated to end June 30, 2021, has secured a third extension which will allow individuals enrolled in the program to receive services through June 27, 2023.

Human Trafficking – In partnership with the Los Angeles County Department of Social Services, the Los Angeles City Attorney's Office, LAUSD, WSCs, the Bureau of Contract Administration, and community-based organizations such as Journey Out, Los Angeles LGBT Center, and the Rightway Foundation, EWDD continues to develop a pilot workforce development program focused on serving human trafficking survivors. The Jobs & Education Program for Human Trafficking Survivors will work towards ensuring workforce development services are made available to human trafficking survivors. Monthly meetings with program partners are on-going and further updates will be provided at future WDB meetings.

ACTION – In PY 2022-23, the City will

- Expand services to high-barrier populations within the WSC and YSC programs.
    - Establish goals for new high-barrier populations, including survivors of domestic violence, individuals with disabilities, English Language Learners, single parents, transgender women, and other LGBTQ individuals.
    - With the support of current community partners, continue to promote LARCA 2.0 program services to provide services to additional participants.
    - Continue to promote skills development opportunities for LARCA 2.0 participants via education, training, and transitional employment services.
    - Increase training opportunities as training service providers continue to return to in-person learning.
    - Expand specific initiatives with the Los Angeles Homeless Services Authority (LAHSA) and the Mayor's Office around "Bridge to Employment," Rapid Response, and Homeless Youth populations.
    - Utilize the WDS to expand career pathways into City employment for underserved populations.

STRATEGIC INITIATIVE NO. 5 – Increase Gender Equity – In line with the City's commitment to achieving gender equality[3] and gender equity[4] in City operations, the WDS will continue to strengthen its efforts to integrate a gender perspective into the design, implementation, and evaluation of its services, to ensure that the unique needs of women and girls are considered, and to ensure that gender inequality and inequities are not perpetuated.

To ensure equitable opportunities for women and girls in accessing quality and empowering job training and employment, the WDS committed to seven tasks, pending the availability of funding. These gender equity tasks include:

Task 1 – Prevent sexual harassment within the WDS - Ensure that WDS staff are trained to prevent and address sexual harassment and discrimination in the workplace and are informed about their rights and existing resources.

Task 2 – Develop WDS training on gender bias - Implement and evaluate a train-the-trainer workshop on implicit gender bias and gender mainstreaming[5] to increase the WDS' capacity to consider the unique needs of women and girls in the design, implementation, and evaluation of its services, including in career counseling, training, and job placement.

Task 3 – Develop baseline gender equity data for the WDS – Gather and include data disaggregated by gender in all demographic and performance reports included in the WDB Strategic Annual Plan's list of strategies and activities. Baseline Gender Equity data is included in the following pages.

Task 4 – Prepare labor market information report on gender equity –Commission a study to identify high paid jobs and training opportunities for women and girls for career advancement and to transition from low-paid middle skills jobs to high-paid jobs.

Task 5 – Prepare an analysis of factors contributing to gender bias – Commission a gender analysis to assess what role the WDS, including the WSCs and the YSCs, can play to address existing barriers preventing women and girls from accessing quality job trainings and well-paid employment opportunities, including in non-traditionally female fields.

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[3] "Gender equality" refers to equal rights, life prospects, opportunities, and the power of women and men, girls and boys, and people of various gender expressions to shape their own lives. It is a rights-based concept with transformative connotations that embraces an intersectional view on inequalities between genders, and points towards change of gender-based power relations in all sectors of society. The Swedish International Development Cooperation Agency, SIDA, https://www.sida.se/English/publications/159464/hot-issue-gender-equality-and-gender-equity/

[4] "Gender equity" refers to fairness and justice regarding benefits and needs for women and men, girls and boys, and people of various gender expressions. Thus, distribution of resources based on the needs of different groups of people. The Swedish International Development Cooperation Agency, SIDA, https://www.sida.se/English/publications/159464/hot-issue-gender-equality-and-gender-equity/

[5] "Gender mainstreaming" is the process of assessing the implications for women and men of any planned action, policy or program, in all areas and at all levels before any decisions are made and throughout the whole process. It is a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs so that both women and men benefit, and inequality is not perpetuated. Gender mainstreaming is not a goal in itself but an approach for promoting gender equality. The Swedish International Development Cooperation Agency, Sida, https://www.sida.se/English/publications/159382/gender-mainstreaming/

Task 6 – Conduct a comprehensive assessment of how the WDS, including the LA:RISE grant, serves the female homeless population – The assessment will look at how many women versus men benefit from the WDS programs targeting the homeless population and provide explanations to those numbers.

Task 7 – Increase service to domestic violence survivors – Design, implement and evaluate a pilot training program targeting survivors of domestic violence and human trafficking. As part of this work, EWDD will partner with CIFD to identify clients from the Domestic Violence and Human Trafficking Shelters funded by the City.

ACTION – In PY 2022-23, the City will:

- Partner with the Community Investment for Families Department (CIFD) and the Commission on the Status of Women to identify and fund a training curriculum on gender bias in the workforce system.

- Include gender equity performance data in reports to the WDB.
- Partner with the CIFD and the Commission on the Status of Women to identify additional funding.

- Develop gender specific programming to increase training and placement in non-traditional employment sectors.

    - EWDD will pilot a short-term vocational training program aimed at recruiting women into the construction field and will partner with Women in Non-Traditional Employment Roles (WINTER) to recruit and provide short-term vocational training during non-traditional hours to prepare women for employment at Metro.

    - EWDD secured $4.8 million in CDBG-COVID funding to pilot its new childcare initiative. This program is focused on providing up to 500 single-parent households with childcare vouchers to assist with their return to the workforce. Additionally, up to 500 single-parent households will receive access to short-term vocational training in the healthcare and early childhood education sectors.

- Provide up to 500 single-parent households with increased access to childcare and training funding to support women returning to the workforce.

Tracking Gender Equity

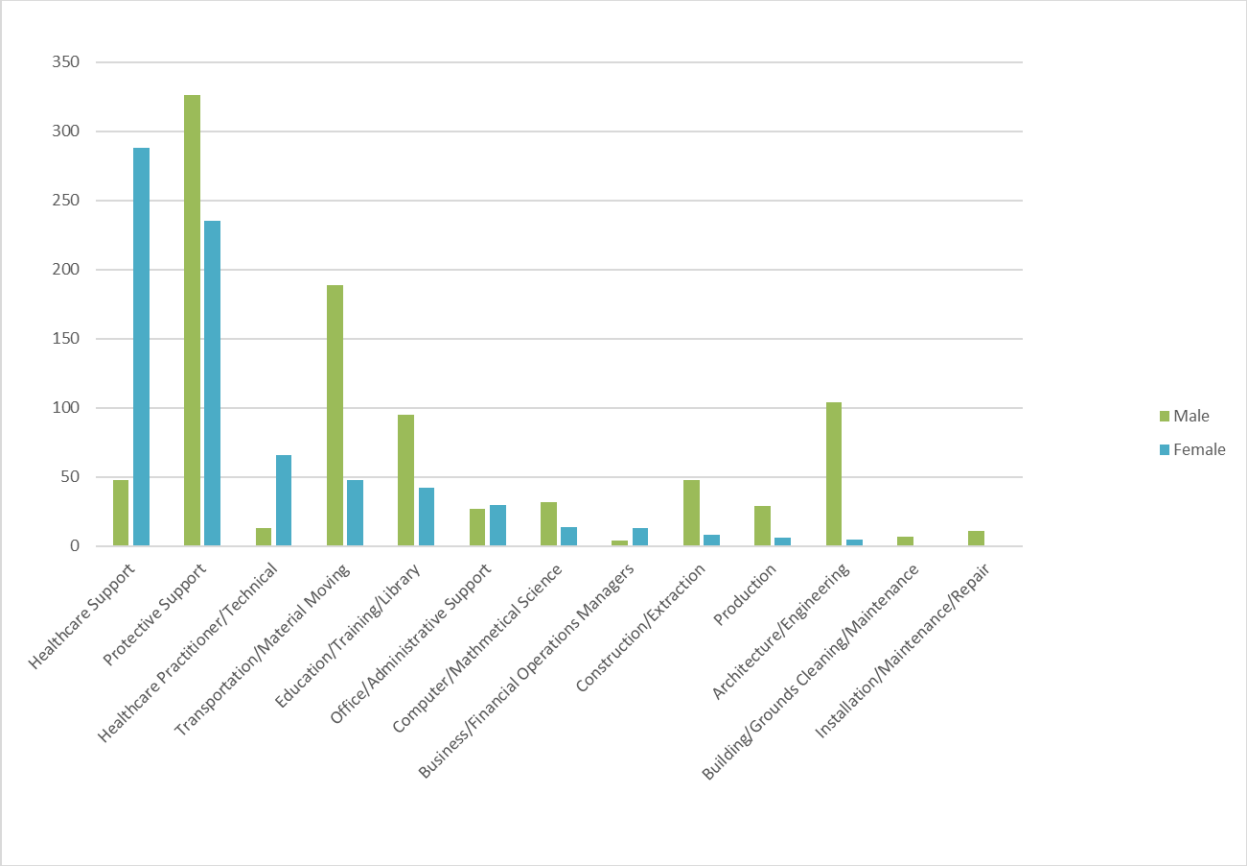
The following tables provide data on the WDS' performance with respect to gender equity. Table 2 provides a representative sample based on Individual Training Accounts (ITA) of training enrollments in the top 21 employment sectors. Women represented 42 percent of participants in training during PY 2020-21, a decrease from pre-pandemic level of 52 percent. While the number of training enrollments declined due to the COVID-19 pandemic, female enrollments decreased disproportionately. This data is evidenced with labor market data showing women leaving the workforce at higher levels than men.

Table 2 – WDS Training Data Segregated by Gender (PY 20-21 Data)

Training	Female	Male	Average Earnings
Healthcare Support	288	48	$36,196
Protective Support	235	326	$67,082
Healthcare Practitioner/Technical	66	13	$105,055
Transportation/Material Moving	48	189	$45,165
Management Occupations	45	89	$140,550
Education/Training/Library	42	95	$75,433
Office/Administrative Support	30	27	$48,540
Computer/Mathematical Science	14	32	$104,033
Business/Financial Operations Managers	13	4	$87,525
Life/Physical/Social Science	13	22	$94,890
Construction/Extraction	8	48	$64,680
Art/Design/Entertainment/Sports/Media	6	12	$90,874
Production	6	29	$43,266
Personal Care/Service	5	1	$41,313
Architecture/Engineering	5	104	$104,271
Legal	3	1	$137,750
Sales	2	1	$51,016
Community/Social Services	2	0	$64,145
Food Preparation/Serving	1	1	$34,405
Building/Grounds Cleaning/Maintenance	0	7	$40,449
Installation/Maintenance/Repair	0	111	$60,025

Though women participants only represent 44 percent of individuals enrolled in training, enrollments appear to vary significantly by industry sector. As illustrated in Table 3, women participants are heavily concentrated in healthcare support and protective support career tracks, accounting for 84 percent of healthcare support training enrollments and 42 percent of protective support training enrollments. Conversely, women participants are significantly underrepresented in training for construction, architecture/engineering, and transportation career tracks.

Table 3: Training by Gender (PY 20-21 Data)



Top Training Industry Sectors for Women in PY 2020-2021

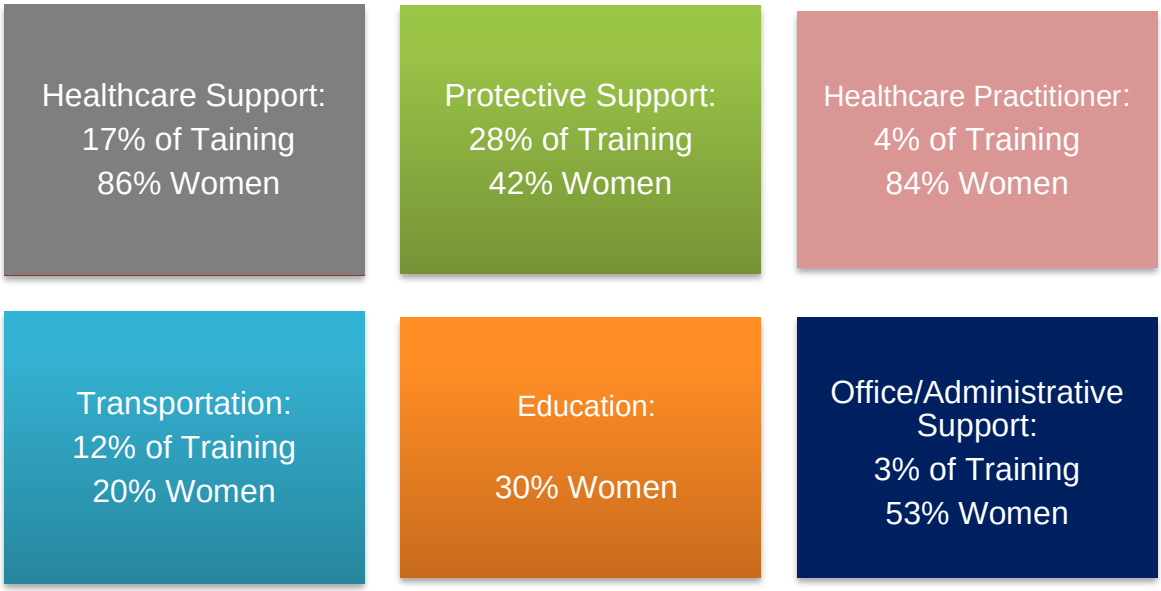
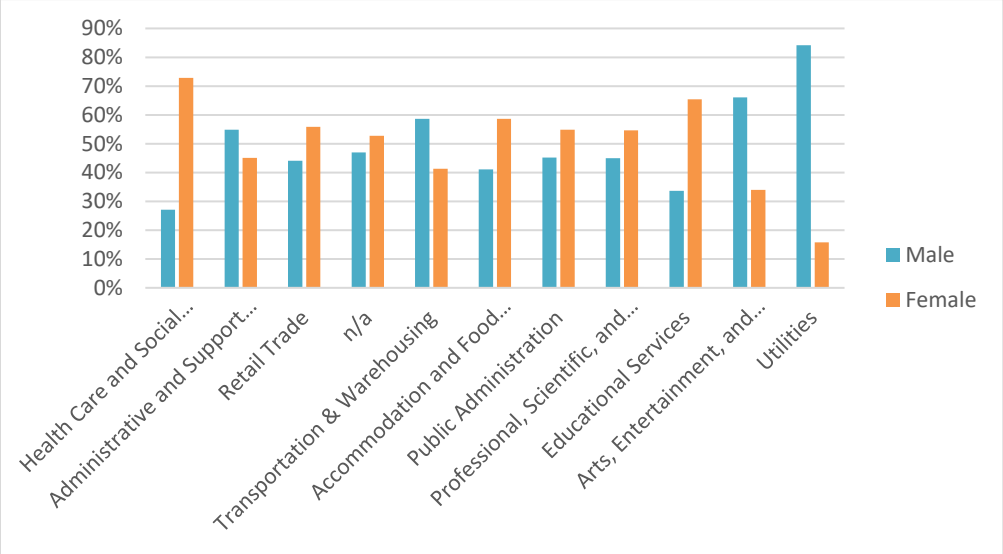


Table 4: Participant Placement by Gender (PY 20-21 Data)



As illustrated in Table 4, the Healthcare and Social Assistance and Administrative Support sectors account for the highest number of women job placements. Women represent more than 73 percent of placements in the healthcare industry. Women are underrepresented in the construction sector, representing only 10 percent of job placements, as shown in Table 5 below.

Table 5: Placement Data by Industry Segregated by Gender (PY 20-21 Data)

	Female	Male
Health Care/Social Assistance	1,092	407
Admin & Support	918	1,116
Retail Trade	426	336
Transportation & Warehousing	232	329
Accommodation and Food Services	224	157
Public Administration	210	173
Professional, Scientific, & Technical	175	144
Educational Services	144	74
Information	135	148
Manufacturing	134	180
Other Services (except Public Administration)	120	110
Finance and Insurance	109	62
Wholesale Trade	88	114
Real Estate and Rental and Leasing	72	71
Arts, Entertainment, & Recreation	35	68
Construction	34	294

Top Placement Industry Sectors PY 2020-2021



STRATEGIC INITIATIVE NO. 6 – Increase employment outcomes for the reentry population – Work with the Mayor and City Attorney to leverage investments of Los Angeles County and City funds to increase employment services for the reentry population.

Accomplishments

Reentry Enrollments – In PY 2020-21, the WDS enrolled 1,935 reentry participants through WIOA and other grants.

Prison to Employment (P2E) – In PY 2019-20, the City launched five (5) Reentry Hubs in five (5) different communities: South Los Angeles, Watts, Sun Valley, Central Los Angeles, and Boyle Heights. All reentry hubs include a WSC service provider and a community-based reentry support provider and will partner with both Amity Foundation and California Department of Corrections and Rehabilitation (CDCR) to enroll participants returning from the State prison system. In all, the City enrolled over 750 P2E participants.

INVEST – The INVEST program is a partnership with the Los Angeles County workforce system WDACS, Los Angeles County Probation Department and the County Office of Diversion and Re-entry (DOR) to prepare individuals currently on Adult Probation for permanent employment along a career pathway. To support INVEST, Probation has invested $4.75 million a year for a period of five (5) years. The City currently contracts two WSCs, the Coalition for Responsible Community Development (CRCD) and Goodwill Industries of Southern California to serve communities in South Los Angeles and the Northeast San Fernando Valley.

ACTION – In PY 2022-23, the City will:

- Secure increased funding to continue the P2E Reentry Hubs.

- Implement the expansion of Clean Streets initiative to support 200 workforce development system participants receiving vocational training paired with 15-months of transitional employment services through the City Office of Community Beautification.

- Launch the Substance Abuse Drug Abuse Disorder Counselor Training program to increase the number of certified Substance Abuse Counselors in the region.

STRATEGIC INITIATIVE NO. 7 – Increase education and/or employment outcomes for disconnected youth – The WDS will continue to provide leadership for integrating City, LAUSD, LACCD, and LA County services to increase educational, employment, housing and social well-being outcomes of the City's disconnected youth. Through the P3 initiative and the YouthSource system, the WDS is providing regional leadership on expanding and integrating services to the region's disconnected youth population including foster, probation, dropout, and homeless youth.

Accomplishments

Re-Imagining Hire LA's Youth - Given the COVID-19 crisis and the need to redesign and streamline the youth workforce framework, the City developed several new partnerships and options to administer a comprehensive work experience program. The Hire LA Program model consists of enhanced virtual personal development opportunities and new content-rich and innovative opportunities for youth to complete work experience virtually. Innovations include: a new online application platform, professional development training offered 100 percent virtually through the Transitional Age Youth – World of Work (TAY WOW) curriculum; Career EDGE, a new virtual option providing work-based learning; and the expansion of the Hire LA agencies to include providers with expertise in the creative sector encouraging youth to explore the arts.

In partnership with system-wide stakeholders, the City developed and made available the following subsidized work experience options for our youth system-wide:

1. A virtual work-based opportunity, ideally for those under the age of 18. This option provides approximately 100 hours of activities. Virtual opportunities will consist of 20-40 hours of TAY WOW, and the option to participate in a work-based virtual experience through Career EDGE.

2. Traditional Internships/Work Experiences are available for program participants. Ideally, for those 18-24, this option provides up to 120 hours of work experience with a focus on recovery and rebuilding efforts. Employers are required to incorporate all safety protocols for on-site opportunities. To optimize the number and availability of traditional work experience, EWDD expanded the possibilities to include remote opportunities, offering employers additional options to partner and youth a glimpse of what may be a new workforce standard.

Angeleno Corp – Launched in August 2021, the Angeleno Corps is a 10-month - intensive service, support, and education program for L.A. youth that is designed to engage young Angelenos from City neighborhoods that are most impacted by the COVID-19 pandemic. This program provides youth, ages 16-24 with 10-month long-internships with community-based organizations in the fields of healthcare, early childhood education, immigration, and information technology (IT).

Student to Student – Secured one-time funding will provide work experience to 1,000 low-income LAUSD high school students to home-tutor younger siblings who have struggled with distance learning and need to accelerate their studies. The goal of this program is to mitigate the impact of distance learning on high-barrier communities by providing

additional academic support with the goal of increasing participation in virtual classrooms and increased assignment completion rates.

California for All – In March 2022, the City secured a $53.3 million grant through the California Volunteer Office to provide transitional employment and related career services to more than 4,000 LA's Youth, ages 16-30.

ReLAY Institute – The Institute is a partnership between the five (5) California State Universities serving the greater Los Angeles region (CSU5), the WDACS, and the EWDD. The purpose of the ReLAY Institute is to create sustainable systemic change that will provide improved education, employment, housing, and health and well-being outcomes for disconnected youth (16-24) throughout the Los Angeles Basin. These goals will be achieved by increasing knowledge and analytic capacity, capturing and sharing data, identifying best practices, disseminating innovation, fostering networks, and catalyzing and facilitating collective action and leadership that builds and strengthens the capacity of public systems, nonprofits, and other service providers. The ReLAY Institute strengthens the capacity of public systems to provide wraparound services to improve education, employment, and social outcomes specifically for youth who have dropped out, are unemployed, or are homeless.

ACTION – In PY 2022-23, the City will

- Continue to expand partnerships and resources for disconnected youth as a central part of the recovery and rebuilding phases of the COVID-19 pandemic by:
    - Establishing greater partnership with LAHSA to provide 1,500 young people with a comprehensive education and work plan.
    - Hiring LA's Youth, in partnership, with Los Angeles County, LACCD, LAUSD, and many other community partners, will be redesigning its subsidized youth employment services to include virtual professional development, enhanced use of technology platforms, and recovery-related employment opportunities in accordance with public health standards to place 20,000 young people in jobs.
    - Connecting Hire LA's Youth participants with more green job opportunities.
- Update the Los Angeles P3 Strategic Plan and continue to support and guide the collaborative efforts of public system, nonprofits and other service providers in to improve education, employment and social outcomes for the City's disconnected youth by:
    - Updating findings of the economic report produced by Professor Paul Harrington, Director of Drexel University's Center for Labor Market and Policy, which reviewed the changes in factors that have led to "One Out of Six" youth in Los Angeles being disconnected from school or work.
    - Facilitating several stakeholder forums to discuss past successes and challenges to achieve identified vision and goals, including interviews with the Opportunity Youth focus group.

- Producing the final version of the LA P3 Strategic Plan by October 2022.

- Expand the Angeleno Corps to serve an additional 800 Angeleno Corps youth between the ages 18 and 24 during the 2022-23 fiscal year. Internships will include the focus areas:

  - Education and Child Care
  - Health Care
  - Digital Equity
  - Immigration Services
  - Environmental Justice
  - Food Security

- Expand Student to Student Pilot to serve an additional 800 students through the California for All.

- Launch the Los Angeles Small Business Corp to place 500 Los Angeles Community College students with 300-hour internships with small businesses.

- Launch the Los Angeles City Pathways program to place 400 Los Angeles Community College students with 10-month internship opportunities with City Departments.

STRATEGIC INITIATIVE NO. 8 – Increase the impact of the City's WDS through the strategic alignment of City and Regional Planning Efforts (Los Angeles Regional Plan, Local Plan, WDS Annual Plan and P3 Strategic Plan) – Since PY 2018-2019, the City has provided leadership to cross-jurisdictional efforts aimed at developing regional workforce development strategies. The WDS Annual Plan seeks to align the goals and objectives identified through the Regional, Local and P3 planning efforts undertaken by the city and key workforce development stakeholders in the region over recent years. These planning efforts seek to align workforce resources and programs to develop systematic and coordinated efforts to increase economic opportunities for those left out by the economic recovery.

1) Regional Plan – Aimed at the development and implementation of decision–making structures that will strengthen workforce activities and performance at the regional level of the seven (7) Los Angeles Basin Local Boards. The Regional Plan supports the State Board's Unified State Plan goal of building regional sector pathways, including increasing industry-valued credential attainment and enrollment in apprenticeship through sector strategies; increasing employer engagement; and development of a regional communications effort between the seven regional boards.

As required by WIOA legislation, which mandates a regional plan every four years, this plan was written to include an analytical overview of the region and specifically mandated topics from WSD20-05, "Regional and Local Planning Guidance for PY 21-24." The Regional Plan is prepared by the County of Los Angeles for the seven Los Angeles Basin Local Boards and is available here:

https://ewddlacity.com/images/reports/ap22/AP22_Tab8_Appendix6_RegionalPlan.pdf

2) Local Plan – Describes the City's WDS efforts to meet the goals and objectives of the Regional Plan, and to meet the federal and state intent of implementing the Workforce Investment Opportunity Act. Also required every four years, this plan was modified per the State's Employment Development Department (EDD) guidelines to include specific plans to address coordination with CalFresh Employment and Training programs; employment services for noncustodial parents; increased services for individuals with developmental/intellectual disabilities; and services for English language learners, foreign-born, and refugees. New requirements for the current local plan include expanding digital fluency and distance learning; ensuring cultural competencies and an understanding of the experiences of trauma-exposed populations; and a description of how the WDB fulfills the duties of the America's Job Centers of California (AJCC) Operator and/or Career Services Provider under WSD19-13, "Selection of AJCC Operators and Career Services Providers" (https://edd.ca.gov/siteassets/files/Jobs_and_Training/pubs/wsd19-13.pdf):

   https://ewddlacity.com/images/reports/ap22/AP22_Tab8_Appendix5_LocalPlan.pdf

3) P3 Strategic Plan – Contains the collective efforts of over 40 organizations to improve the education, workforce development, housing, and social well-being outcomes of the region's disconnected youth. The goals and objectives link with specific strategies that would increase integration of city, county, and school district services. The plan also calls for specific policies to prioritize services for the region's disconnected youth populations.

STRATEGIC INITIATIVE NO. 9 – Training Angelenos to participate in the new green economy – The City will work with partners at all levels of workforce development and educational institutions to foster the training and retraining necessary to provide opportunity for thousands of workers into a thriving middle class built on good, green jobs.[6] Key to implementing this strategy is the successful roll-out of the newly announced L.A. Jobs Cabinet.

Accomplishments

In partnership with the California Workforce Development Board (CWDB) and the Local WDB, the Los Angeles Cleantech Incubator (LACI), commissioned a report that provided an in-depth analysis of green jobs in Los Angeles County. This report intended to 1) assess green jobs overall and in greater Los Angeles; 2) lay forth a course of action to

[6] Green Jobs: The Bureau of Labor Statistics defines green jobs as either: 1) Jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources 2) Jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

grow an economy in Los Angeles that is greener, stronger, and more inclusive; and 3) identify the workforce investment needs to support the opportunities identified.

The report provides a course of action to grow an economy in Los Angeles that is greener, stronger, and more inclusive. Through data analysis and a series of interviews, the study's findings demonstrate the current impact and future promise of green jobs: LACI Green Job Study. The report includes recommendations to 1) accelerate economic recovery; 2) bolster the workforce pipeline; 3) advance equity and inclusion; and 4) clearly define green jobs and track metrics.

The EWDD also partnered with the LACI to launch a new Green Tech workforce training course with a specific focus on female participants. In 2021, the LACI Green Jobs Report found that only 37% of green jobs are held by women, although women hold half of all jobs, in Los Angeles County. Research has linked this gender disparity to historic exclusion from blue-collar apprenticeships and STEM education programs. Toward this end, LACI proposed to host an all-female course to prepare participants for careers in cleantech IT Support Services. The course will provide virtual and hands-on training to 20 participants using a combination of lecture and self-paced training models, with an opportunity to learn from an IT practitioner through 100 hours of work experience.

ACTION – In PY 2022-23, the City will:

- Through the leadership of EWDD, in partnership with the Mayor's Office, will begin to bring City, labor, educational, and business leaders together to support L.A.'s effort to create 300,000 green jobs by 2035 and 400,000 by 2050. The Green New Deal outlines clear timelines, milestones, and strategies to help reach the job creation goals of the Jobs Cabinet. Proposed short- and long-term strategies include, but are not limited to:

    - Adding sustainability curriculum to WDS training;
    - Collaborating with the LACCD to develop more pipelines for employment in green construction industry professional services;
    - Working with local trade and technical schools to create additional Electric Vehicle (EV) workforce pipelines;
    - Partnering with construction projects to provide more green opportunities for local hiring and disadvantaged workers in City contracts;
    - Creating and expanding workforce training programs for landscape managers on the installation and care of native plants; and
    - Expanding partnerships and retraining programs to better prepare workers for jobs that are expected to be automated.

STRATEGIC INITIATIVE NO. 10 – Create and expand career ladder opportunities for L.A.'s workforce to fill the demand for early childhood education positions – In response to Mayor Eric Garcetti's 2019 State of the City Address[7] and Councilmember Paul Krekorian's legislative priorities, the City's WDS will create a workforce training and professional development plan for careers in early childhood education and development. This plan is not only necessary to address the longstanding teacher shortage in L.A. schools, but it is also necessary for the City to be ready to leverage the expected increase of state funding for training and career development in this field. Governor Gavin Newsom has proposed a new $500 million investment for childcare education infrastructure, services, and workforce development.

Councilmember Paul Krekorian's February 27, 2019, motion[8] provides important context regarding the level of childcare services and early education workers in L.A. *The State of Early Care and Education in Los Angeles County*, a study commissioned by the County of Los Angeles and First 5 LA in 2017, found that "there are approximately 650,000 children under the age of five in Los Angeles County, yet licensed centers and family childcare homes only have the capacity to serve 13 percent of working parents with infants and toddlers." High quality early childhood education is not only essential for a child's healthy development, but also a critical element in allowing parents to work and encouraging citywide economic development.

Accomplishments

The COVID-19 pandemic has had a devastating effect on the Early Childhood Education (ECE) sector. Despite the increased need for childcare services from working parents due to school closures, according to a report by the County of Los Angeles Department of Public Health, Los Angeles' childcare programs have been struggling to continue services as operational costs surge and sources of funding decline. As of September 2020, only 32 percent of Los Angeles County's childcare centers and 73 percent of family childcare homes are currently open, and many childcare providers will be forced to close permanently without additional financial support and assistance.

The City's efforts in the ECE sector have focused on supporting dislocated workers impacted by center closures. EWDD has provided rapid response services to 400 ECE dislocated workers – resulting from EWDD's coordinated outreach and marketing efforts in partnership with the Mayor's Office to invite displaced childcare providers in the City to attend virtual orientations connecting them to ECE targeted resources.

ACTION – In PY 2022-23, the City will:

- Work with the WDB to leverage its members' expertise and its Youth Council to assist in the development of the City's ECE employment sector plan.

- Expand LACCD ECE Student Achievement Pilot. In close collaboration with LACCD, the Mayor's Office has developed the ECE Student Advancement Pilot

[7] Mayor Garcetti's April 29, 2019 State of the City Address text may be accessed in full at https://www.lamayor.org/sites/g/files/wph446/f/landing_pages/files/STATEOFTHECITY2019.pdf

[8] City Councilmember Paul Krekorian's February 27, 2019 motion http://clkrep.lacity.org/onlinedocs/2019/19-0213_mot_02-27-2019.pdf

Program to support students either entering the early childhood education workforce or entering a Bachelor's degree program in child development or closely related field. The program is comprised of supporting students in four distinct ways:

- Providing financial awards ranging from $500-$750.
- Developing coaching sessions.
- Matching students with a mentor on a one-to-one basis.

- Providing paid ECE internships. The ECE Student Achievement Pilot will be expanded through the California for All grant to serve an additional 150 students.

STRATEGIC INITIATIVE NO. 11 – Increase employment opportunities for Older Adults - 55 years and older - by creating systems that promote training and employment – Pursuant to the Mayor's Purposeful Aging LA Initiative (Executive Directive No. 17), the City will focus on opportunities for older workers to remain actively and purposefully engaged in their communities throughout their life by creating systems that promote lifelong learning and financial security for older adults. This population has been served by the WDS, however, moving forward, there will be ongoing formalized strategies to address their needs and encourage an age-friendly city.

The U.S. Census Bureau and the California Department of Finance estimate that the aging population, 55 and over, comprises 19 percent of the City's population and that this ratio will increase to approximately 24 percent by 2030. Additionally, the American Association of Retired Persons (AARP), older adults are interested in learning new skills, and want to stay competitive in the workforce. It is imperative that employment opportunities for older adults are increased by creating systems that promote lifelong learning, training, and financial security (employment).

ACTION – In PY 2022-23, the City will:

- Work with consultant(s) to conduct an in-depth analysis to obtain current City demographic data for the Older Adult population; identify best practices across the nation; develop a City-wide survey to identify workforce service needs for Older Adults; and identify future project priorities.
- Assess the availability of resources and capabilities for economic and workforce development opportunities for Older Adults through EWDD and existing partners, such as the Department of Aging, AARP, and Encore.org.
- Identify a pilot project to address the needs and fulfill the gaps identified.

CURRENT ECONOMIC IMPACTS ON EMPLOYMENT

The Region and Local Economy

Table 6: Annual Unemployment Rate (%)

Locality	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
U.S.	8.1	7.4	6.2	5.3	4.9	4.4	3.9	3.7	8.1	3.9
California	10.5	8.9	7.5	6.2	5.4	4.8	4.2	4.0	10.1	5.8
LA County	10.9	10.2	8.3	6.9	5.2	4.7	4.7	4.4	12.8	6.8
LA City	**12.1**	**10.7**	**8.7**	**7.1**	**5.6**	**4.7**	**4.7**	**4.5**	**12.9**	**5.6**

As of January 2022, the City of Los Angeles had an unemployment rate of 6.1%.
Source: Bureau of Labor Statistics and California Employment Development Department

Employment and Educational Outlook for the City of Los Angeles – Over the last 12 months, the economic recovery and the return to normalcy following the devastating pandemic have accelerated across the nation. In Los Angeles life has begun to return to pre-pandemic "normalcy," with Los Angeles Unified School District (LAUSD) campuses resuming in-person classes and mask mandates lifted for many indoor activities. On the economic front, the significant economic stimulus approved during the height of the economic downturn have led to a strong economic growth with Los Angeles County Real County Product increasing by 6.8 percent in 2021 followed by a projected increase of 4.6 percent in 2022.

According to the LAEDC, at the onset of 2020, the unemployment rate was below 5 percent in the City of Los Angeles. However, due to the COVID-19 pandemic, the rate spiked to a peak of 19.1 percent by May of 2020. With an increase in vaccination rates and the reopening of the economy, the unemployment rate in the City was still 12.6 in January of 2021. As Stay-at-Home-Orders were rescinded in 2021, and restrictions were lifted, the City economy saw a decline in the unemployment rate to 7 percent by November 2021 and, subsequently, to 6.4 percent by December 2021. According to the California Employment Development Department (EDD), the unemployment rate in the City was 5 percent in March 2022. In March of 2022, the unemployment rate for Los Angeles County was 4.9 percent, a modest decline from the previous month (5.4 percent).

Although employment has shown a steady recovery since the peak, evidence shows that the recovery has been uneven across industries and type of workers, specifically among low-income workers, small businesses, and minorities experiencing job loss at disproportionately high rates. Employment among lower income workers has slightly declined over the course of 2020 and 2021. In August 2021, these residents were still nearly 30 percent below the pre-pandemic employment level. According to the LAEDC, the industry sectors that experienced the largest negative employment shocks were the Food Services and Drinking Places, Accommodations, Motion Picture & Sound Recording, Administrative & Support Services, and the Personal Care & Laundry Services industry.

FY 2022-23 FUNDING OUTLOOK

YEAR 23 ANNUAL PLAN FUNDING RECOMMENDATION

The Annual Plan outlines a framework of workforce initiatives for achieving an equitable labor market that provides economic opportunities for all Angelenos. In developing the Annual Plan, the WDB took into consideration the priorities established by the Mayor, the CWDB, the City's current economic and educational situation, the resources available, and its own priorities. The final Annual Plan will propose a balanced budget for PY 2022-23 and assumes funding at the PY 2021-22 levels for Rapid Response. Estimated new WIOA Title I Formula Funds and carryover revenue are summarized in Table 7. WIOA Formula allocations are displayed on Table 8.

Table 7: Workforce Innovation and Opportunities Act Formula Funding

	PY 2021-22 WIOA Funds	PY 2022-23 WIOA Funds *	Increase (Decrease)
Adult	12,824,671	12,824,671	0
Dislocated Worker	8,850,751	8,850,751	0
Youth	12,658,232	12,951,508	293,276
Rapid Response	1,029,035	1,029,035	0
Carryover	4,820,000	3,903,343	(916,657)
Total	**40,182,689**	**39,559,308**	**(623,381)**

*PY 2022-23 Rapid Response funds are pending announcement by the CA EDD.

Table 8: Proposed WIOA Funding Distribution

Activity	PY 21-22	PY 22-23	Increase (Decrease)
EWDD Oversight	7,590,248	8,189,496	599,248
Rapid Response – Direct Services	739,669	657,681	(81,988)
Other City Departments	396,473	345,621	(50,852)
Workforce Development Board	1,361,577	1,458,873	97,296
WorkSource Centers	15,596,144	14,693,341	(902,803)
YouthSource Centers	9,190,020	8,312,789	(877,231)
Other Service Providers	1,284,680	1,634,680	350,000
Supporting Program Activities	4,284,520	4,328,239	43,719
Total	**40,182,669***	**39,559,308***	**(623,381)**

**Total reflects adjustment for City-managed operators.*

The table below represents PY 2022-23 Annual Plan proposed funding, strategies, outcomes, and strategic goal highlights, which will provide employment services to Angelenos, including persons left out of the region's economic recovery – people experiencing homelessness, disconnected youth, and reentry populations.

Year 23 Annual Plan Funding Highlights:

No.	Funding	Strategy	Outcome	Strategic Goal(s)
1.	$14,693,341	Fund 15 WorkSource Centers to provide employment training and placement services to high-barrier adults and dislocated workers and employers.	TBD	Strengthen connections with major economic drivers in the region. Target vulnerable populations with a geographic focus.
2.	$9,683,789	Fund 14 YouthSource Centers (includes LAUSD PSA Counselors)	Serve 7,000	Focus on disconnected youth.
3.	$15,585,000	Year-Round Youth Employment Program	Serve 20,000	Focus on disconnected youth.
4.	$6,000,000	Los Angeles Regional Initiative for Social Enterprise (LA:RISE)	Serve 800	Address homelessness with more employment opportunities.
5.	$908,000	LA County – INVEST	Serve 240	Focus on the reentry population.
6.	$401,127	Layoff Aversion	TBD	Strengthen connections with major economic drivers in the region.

WORKFORCE DEVELOPMENT SYSTEM

Through the Integrated Service Delivery (ISD) Model in the Adult and Dislocated WSCs (which coordinate the efforts, resources and services of key partner agencies), the WDS ensures the seamless delivery of services to jobseekers. Similarly, the integration of key partners into the YSCs (particularly educational institutions), along with the intensive and sustained efforts underway to coordinate multiple agencies and community-based organizations targeting out-of-school youth, has enabled the WDS to garner the federal designation from the Department of Education and Department of Labor as a P3 locality. The P3 designation gives added flexibility in the use of discretionary funds across multiple federal programs. The youth system emphasizes the coordinated and integrated delivery of education, workforce, and social services to disconnected youth ages 16 to 24.

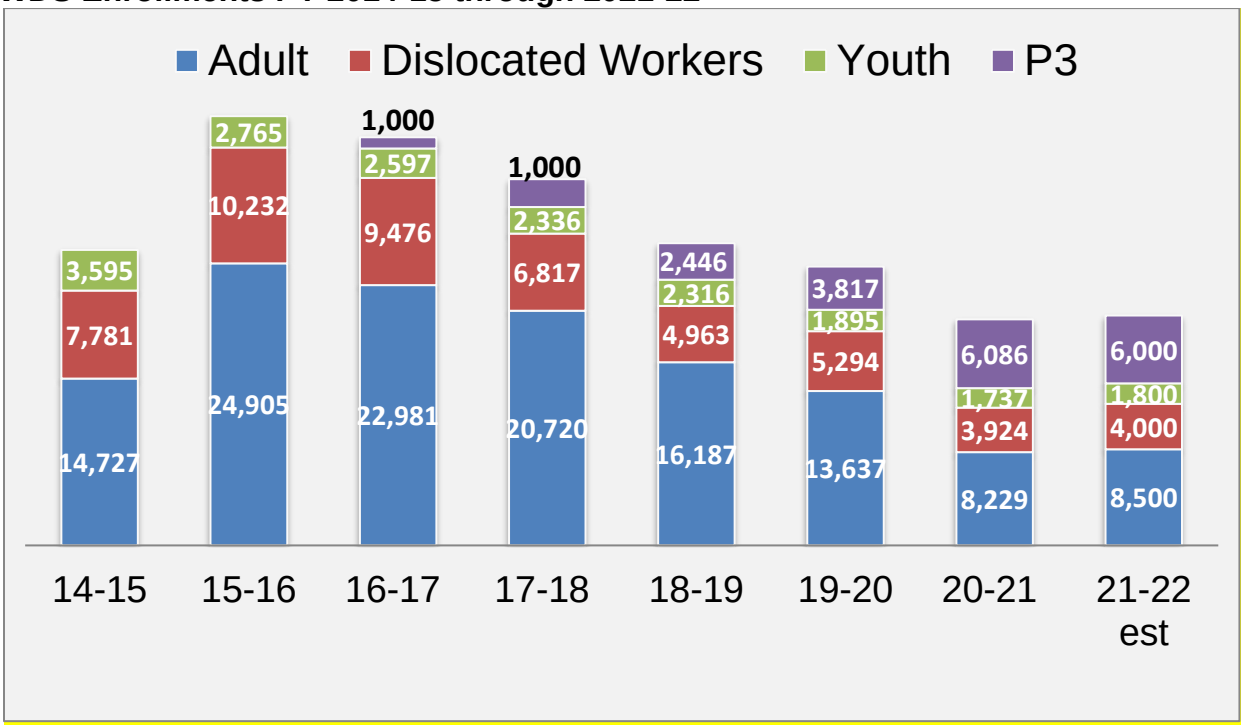
ADULTS AND DISLOCATED WORKERS SYSTEM ACCOMPLISHMENTS AND STRATEGIES

WSCs are strategically located in areas of the City with the highest concentrations of poverty, long-term unemployed, and lowest educational attainment rates. The WSC system addresses issues of equity and economic opportunity in the City by providing career services, including vocational and on-the-job training to low-income Angelenos.

Coordinating Services with Multiple Partners Leads to a Systematic Approach to Serving Angelenos

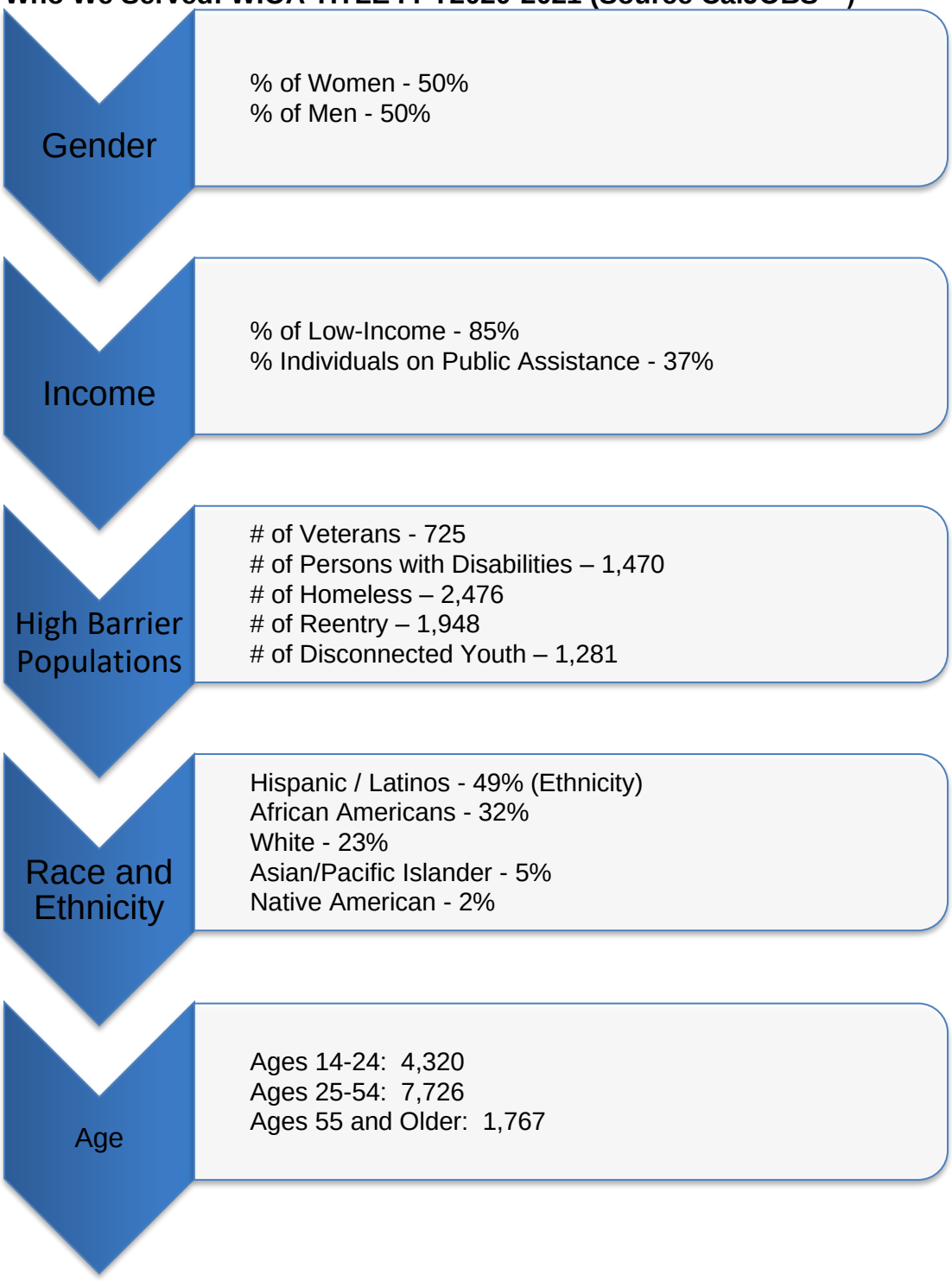
The WDS is focused on better coordination, integration, and leveraging of both resources and competencies of the system's partners. Key to the success of this effort has been continuous and open communication, not only with the EDD (WIOA Title III) and the California Department of Rehabilitation (WIOA Title IV), but also with the LAUSD and LACCD (both WIOA Title II). The integration of key workforce development programs in the region provides the WDS with a systematic approach to serving those with greatest need and addressing inequities in our labor market. Additional partners include the County of Los Angeles Workforce Development Board, the Verdugo Workforce Development Board, the South Bay Workforce Development Board, and the Pacific Gateway Workforce Investment Network, as well as the United States Department of Veterans Affairs, and the City's Department on Disability, Department of Aging, and Los Angeles Public Library. In alignment with the California State Plan, this partnership will be expanded to include the CDCR to provide returning citizens with seamless reintegration pathways; the Los Angeles County Department of Public Social Services (DPSS) for coordination with CalFresh Employment and Training programs; and the Los Angeles County Child Support Services Department to improve labor market outcomes for unemployed, underemployed, and payment-delinquent non-custodial parents.

WDS Enrollments PY 2014-15 through 2021-22



Integrated Service Delivery, which began in PY 14-15, led to increases in Adult and Dislocated Worker enrollments; however, funding decreases and operational restrictions due to the COVID-19 pandemic have negatively affected system capacity.

Who We Served: WIOA TITLE I PY2020-2021 (Source CalJOBS℠)



Workforce Development System Partners

CA Employment Development Department	WIOA Title III - Wagner-Peyser Veterans Services Trade Adjustment Assistance (TAA)
CA Department of Rehabilitation	WIOA Title IV - Rehabilitation Act Competitive Integrated Employment coordination
LA Community College District	WIOA Title II - Adult Education and Literacy Sector Training
LA Unified School District	WIOA Title II - Adult Education and Literacy WIOA Navigators (WSC) Pupil Services and Attendance Counselors (YSC) Sector Training
Los Angeles Department of Public Social Services	TANF Summer Youth Employment CalFresh Employment and Training GAIN
Los Angeles County Department of Probation	Project Invest Juvenile Justice Crime Prevention Program
Los Angeles County Child Support Services Department	Non-Custodial Parent Services

YOUTHSOURCE SYSTEM STRATEGIES

The City envisions a nationally recognized workforce system for young adults, ages 16 to 24, with a focus on those who are disconnected from either school or work.

Over the last decade, the City has been an innovative workforce development leader, particularly for those young adults most in need of educational and workforce services. The City's YouthSource System is a dropout recovery and reengagement system that works to increase the educational and workforce outcomes of all young adults in Los Angeles.

In collaboration with LAUSD, LACCD, and several other public and private partners, the system is a community-based approach to reaching young adults who have not graduated from high school, who are not engaged in the workforce, or not pursuing an educational certificate or degree. Each center works with local partners to increase high school graduation, college acceptance, employability, and employment placement of its participants.

System goals include:

1. Building strong partnerships, integrating efforts, removing barriers, and improving accountability and communication.
2. Developing innovative strategies for increasing education and employment outcomes.
3. Championing public and private systems change to improve outcomes.
4. Focusing policies and programs that empower youth to become self-sufficient and resilient, and respecting the capabilities and capacities of all Los Angeles youth.
5. Actively implementing innovative practices to support and engage youth.

These system goals are based on the values of connectivity, creativity, and change, centered on youth. These goals allow us to collectively transform our service delivery system to improve the education, employment, housing, and physical and mental well-being of the region's disconnected 16- to 24-year-old population. The YSCs are located in areas of the city with a high risk of dropouts and are predominantly operated by community-based nonprofit organizations.

The City's YSCs act as "dropout recovery centers" with the collocation of a certified LAUSD Pupil Services and Attendance (PSA) Counselor in each center. Counselors have on-the-spot access to student data to determine attendance patterns, credits earned toward graduation, test scores, and behavioral patterns. PSA counselors complete educational assessments for all YSC participants. The information obtained is used by the counselor and center case management staff to determine the best educational approaches and options for individual participants.

This formal partnership works to ensure that out-of-school youth return to school and/or postsecondary employment and training programs in high-demand employment sectors

and enables the YouthSource system to attain WIOA's mandate that 75 percent of youth funds be expended on out-of-school youth.

YSCs are part of the Los Angeles P3, a coordinated effort to deliver education, workforce, and social services to disconnected youth 16-24 through collaboration between public departments, non-profit organizations, and educational institutions. The P3 collaborative structure expands employment and education services available to youth through the center and through a wider system of partner resources. As part of the P3 partnership, service to in-school youth is targeted to those most in need, such as homeless youth, foster youth, and youth involved in the juvenile justice system.

Hire LA's Youth is a partnership with the City Council, the WDS, LACCD, the Los Angeles Area Chamber of Commerce and local businesses and community organizations to provide job opportunities for Angelenos between the ages of 14 and 24. Along with work experience, the program offers training opportunities, career exploration, on-the-job mentoring, work readiness, and financial literacy workshops. Opportunities are targeted to low-income and foster youth, young people from families receiving CalWORKs, youth on probation, youth receiving General Relief, and homeless youth. Hire LA's Youth plans to serve 20,000 of the City's youth in 2022.

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Budget Summary

	REVENUES			BUDGET									
				CITY OF LA									
				EWDD									
	New Allocation for PY 2022-2023	Carryover from Prior Year(s)	Total Allocation Available for PY 2022-2023	Program Oversight	Direct Services	Total EWDD	Workforce Development Board (WDB Support & Mayor)	Other City Departments	Total City of LA	Service Providers & Contractors	Supporting Program Activities	Total Budget	SURPLUS (DEFICIT)
A	B	C	D=B+C	E	F	G	H	I	J=G+H+I	K	L	M=J+K+L	N=D-M
WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA) FORMULA:													
Adult	12,824,671	1,600,000	**14,424,671**	2,514,777	0	**2,514,777**	561,091	110,812	**3,186,680**	9,681,849	1,556,142	**14,424,671**	**0**
Dislocated Worker	8,850,751	1,553,343	**10,404,094**	2,955,881	0	**2,955,881**	529,072	134,122	**3,619,075**	5,275,172	1,509,847	**10,404,094**	**0**
Youth (see * below)	12,951,508	750,000	**13,701,508**	2,718,838	238,589	**2,957,427**	368,710	100,686	**3,426,823**	9,383,789	890,896	**13,701,508**	**0**
Rapid Response	1,029,035	0	**1,029,035**	657,681	0	**657,681**	0	0	**657,681**	0	371,354	**1,029,035**	**0**
Subtotal: WIOA Formula	**35,655,965**	**3,903,343**	**39,559,308**	**8,847,176**	**238,589**	**9,085,765**	**1,458,873**	**345,621**	**10,890,258**	**24,340,810**	**4,328,239**	**39,559,307**	**0**
WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA) DISCRETIONARY GRANTS:													
2020 LAX Additional Assistance Grant (F 57W)	0	75,000	**75,000**	72,675	0	**72,675**		2,324	**75,000**	0	0	**75,000**	**0**
CA Megafires National Dislocated Worker Grar	1,164,334	200,000	**1,364,334**	309,532	0	**309,532**		6,901	**316,433**	1,047,901	0	**1,364,334**	**0**
COVID-19 Disaster Recovery NDWG (F 57W)	0	75,000	**75,000**	58,374	0	**58,374**		16,626	**75,000**	0	0	**75,000**	**0**
Prison 2 Employment (F xxx)	3,000,000	0	**3,000,000**	293,431	0	**293,431**		6,569	**300,000**	2,700,000	0	**3,000,000**	**0**
Regional Plan Implementation 3.0 (F 57W)	100,000	0	**100,000**		0	**0**	100,000	0	**100,000**	0	0	**100,000**	**0**
September Wildfires Disaster Recovery NDWG	0	250,000	**250,000**	244,424	0	**244,424**		5,575	**250,000**	0	0	**250,000**	**0**
Regional Equity Recovery Partnership (Fxxx)	2,000,000	0	**2,000,000**	162,595	0	**162,595**		3,733	**166,328**	1,800,000	33,672	**2,000,000**	**0**
Grants	**6,264,334**	**600,000**	**6,864,334**	**1,141,032**	**0**	**1,141,032**	**100,000**	**41,727**	**1,282,759**	**5,547,901**	**33,672**	**6,864,332**	**0**
CARES ACT FUNDS:													
Childcare Initiative - CDBG COVID (F 424)	0	250,000	**250,000**	220,483	0	**220,483**		5,517	**226,000**	0	24,000	**250,000**	**0**
Subtotal: CARES Act Funds	**0**	**250,000**	**250,000**	**220,483**	**0**	**220,483**	**0**	**5,517**	**226,000**	**0**	**24,000**	**250,000**	**0**
CA FOR ALL FUNDS:													
Angeleno Corps (F65N)	10,893,034	0	**10,893,034**	322,153	134,902	**457,055**	400,000	15,557	**872,612**	9,335,097	685,325	**10,893,034**	**0**
Clean LA (F65N)	9,071,600	0	**9,071,600**	116,669	0	**116,669**		2,306	**118,975**	0	8,952,625	**9,071,600**	**0**
Early Childhood Education Student Advanceme	660,000	0	**660,000**	8,476	0	**8,476**	36,000	4,039	**48,516**	600,000	11,484	**660,000**	**0**
Edible Food Waste Recovery (F65N)	522,984	0	**522,984**	10,001	0	**10,001**		186	**10,187**	0	512,797	**522,984**	**0**
LA Community College - City Pathways (F65N	6,936,500	0	**6,936,500**	179,249	0	**179,249**	178,900	4,899	**363,048**	3,315,000	3,258,452	**6,936,500**	**0**
LA Community Composting (F65N)	616,000	0	**616,000**	11,736	0	**11,736**		189	**11,925**	0	604,075	**616,000**	**0**
LA RISE Youth Academy (F65N)	6,590,540	0	**6,590,540**	311,238	0	**311,238**		6,933	**318,171**	5,696,500	575,869	**6,590,540**	**0**
LA River Rangers (F65N)	5,359,200	0	**5,359,200**	65,112	0	**65,112**	9,600	1,235	**75,948**	0	5,283,252	**5,359,200**	**0**
Non-Profit Apprenticeship (F65N)	1,452,000	0	**1,452,000**	68,626	0	**68,626**		2,237	**70,863**	1,320,000	61,137	**1,452,000**	**0**
Student to Student Success (F65N)	3,038,750	0	**3,038,750**	46,725	16,191	**62,916**	165,750	11,841	**240,506**	2,431,487	366,757	**3,038,750**	**0**
All-Summer Night Lights (F65N)	4,070,000	0	**4,070,000**	74,032	0	**74,032**		1,419	**75,452**	0	3,994,548	**4,070,000**	**0**
Teen Parent Prosper Project (F65N)	951,116	0	**951,116**	9,082	0	**9,082**		1,093	**10,175**	465,900	475,041	**951,116**	**0**
Youth & Community Harvest Internships (F65N	663,740	0	**663,740**	30,816	0	**30,816**		1,539	**32,356**	603,400	27,984	**663,740**	**0**
Youth Hospitality Training Academy (F65N)	443,740	0	**443,740**	20,219	0	**20,219**		1,329	**21,548**	403,400	18,792	**443,740**	**0**
Hire LA's Youth Platform Expansion (F65N)	740,977	0	**740,977**	0	0	**0**		0	**0**	0	740,977	**740,977**	**0**
Program Evaluation & Project Planning (F65N	1,239,460	0	**1,239,460**	0	0	**0**		0	**0**	0	1,239,460	**1,239,460**	**0**
Subtotal: CA for All Funds	**53,249,641**	**-**	**53,249,641**	**1,274,134**	**151,093**	**1,425,227**	**790,250**	**54,801**	**2,270,278**	**24,170,784**	**26,808,575**	**53,249,637**	**0**
LA CITY PROGRAMS:													
Angeleno Corps (F551)	0	400,000	**400,000**	39,271	210,000	**249,271**	0	729	**250,000**	0	150,000	**400,000**	**0**
Cash for College (F 551)	49,000	0	**49,000**	0	0	**0**		0	**0**	49,000	0	**49,000**	**0**
Day Laborer Program (F 551)	1,095,860	0	**1,095,860**	0	0	**0**		0	**0**	1,095,860	0	**1,095,860**	**0**
Gang Injunction Curfew (GIC) Settlement (LAR	6,000,000	150,000	**6,150,000**	527,876	0	**527,876**		22,124	**550,000**	5,600,000	0	**6,150,000**	**0**
Hire LA (F 551)	285,000	150,000	**435,000**	263,760	0	**263,760**		6,240	**270,000**	165,000	0	**435,000**	**0**

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Budget Summary

	REVENUES			BUDGET									
				CITY OF LA									
				EWDD									
	New Allocation for PY 2022-2023	Carryover from Prior Year(s)	**Total Allocation Available for PY 2022-2023**	Program Oversight	Direct Services	**Total EWDD**	Workforce Development Board (WDB Support & Mayor)	Other City Departments	**Total City of LA**	**Service Providers & Contractors**	**Supporting Program Activities**	**Total Budget**	**SURPLUS (DEFICIT)**
A	B	C	D=B+C	E	F	G	H	I	J=G+H+I	K	L	M=J+K+L	N=D-M
LA:RISE (F 10C)	3,000,000	0	**3,000,000**	285,262	0	**285,262**		14,738	**300,000**	2,545,000	155,000	**3,000,000**	**0**
LA RISE Expansion -ABH/Tiny Home Participa	0	0	**35,000**	34,366	0	**34,366**		634	**35,000**	0	0	**35,000**	**0**
LA RISE Expansion - CD 10 (F 10C)	0	0	**35,000**	34,389	0	**34,389**		611	**35,000**	0	0	**35,000**	**0**
LA:RISE-Homeless Housing Assistance & Prev	0	80,000	**80,000**	78,508	0	**78,508**		1,492	**80,000**	0	0	**80,000**	**0**
Non-Profit Apprenticeship Program - CD 9 (F 5	0	0	**0**	0	0	**0**		0	**0**	0	0	**0**	**0**
Prison to Employment Re-Entry Program - CD	0	0	**0**	0	0	**0**		0	**0**	0	0	**0**	**0**
Student to Student Success Pilot	0	200,000	**200,000**	196,273	0	**196,273**	0	3,727	**200,000**	0	0	**200,000**	**0**
Summer Youth Employment Program (F 551)	3,000,000	2,000,000	**5,000,000**	478,557	27,574	**506,131**		21,443	**527,574**	3,675,400	797,026	**5,000,000**	**0**
YouthSource Center (F 551)	572,652	150,000	**722,652**	198,944	121,308	**320,252**		5,517	**325,769**	388,459	8,424	**722,652**	**0**
Subtotal: LA City Programs	**14,002,512**	**3,130,000**	**17,202,512**	**2,137,204**	**358,882**	**2,496,085**	**0**	**77,255**	**2,573,340**	**13,518,719**	**1,110,450**	**17,202,509**	**0**
LA COUNTY GRANTS:													
JJCPA Probation (F 59X)	368,700	0	**368,700**	44,587	10,342	**54,928**		2,906	**57,834**	256,073	54,792	**368,700**	**0**
Juvenile Day Reporting Center (JDRC) (F 60A)	0	0	**0**	0	0	**0**		0	**0**	0	0	**0**	**0**
LA:RISE Measure H (F 59N)	3,000,000	0	**3,000,000**	231,117	0	**231,117**		23,383	**254,500**	2,700,000	45,500	**3,000,000**	**0**
Performance Partnership Pilot (P3) (F 59Y) / L	211,000	0	**211,000**	0	0	**0**		0	**0**	211,000	0	**211,000**	**0**
Project Invest (F 60K)	908,000	0	**908,000**	80,362	0	**80,362**		4,437	**84,800**	817,200	6,000	**908,000**	**0**
Relay Institute (F 60L)	50,000	0	**50,000**	0	0	**0**		0	**0**	0	50,000	**50,000**	**0**
Systems Involved Youth (F 62H)	1,325,000	0	**1,325,000**	126,961	15,831	**142,792**		19,029	**161,821**	1,079,132	84,047	**1,325,000**	**0**
WIOA Formula (F 59Q)	359,005	0	**359,005**	30,380	0	**30,380**		2,520	**32,900**	323,105	3,000	**359,005**	**0**
Youth at Work-CalWork (F 56E)	3,660,200	0	**3,660,200**	337,517	50,566	**388,083**		28,504	**416,587**	3,022,147	221,466	**3,660,200**	**0**
Youth at Work-OUY (F 56E)	4,895,000	0	**4,895,000**	449,961	55,175	**505,136**		9,540	**514,676**	4,136,433	243,891	**4,895,000**	**0**
Youth at Work-Foster (F 56E)	716,300	0	**716,300**	70,189	8,250	**78,440**		1,441	**79,880**	599,224	37,196	**716,300**	**0**
Subtotal: LA County Grants	**15,493,205**	**0**	**15,493,205**	**1,371,074**	**140,163**	**1,511,238**	**0**	**91,761**	**1,602,998**	**13,144,313**	**745,891**	**15,493,203**	**0**
OTHER GRANTS/FUNDS:													
Bank of America (F 56L)	120,000	0	**120,000**	0	0	**0**		0	**0**	60,000	60,000	**120,000**	**0**
CFE / Citi - Summer Jobs Connect (F 56L)	250,000	0	**250,000**	0	0	**0**		0	**0**	149,000	101,000	**250,000**	**0**
DOJ Second Chance Act (F 56T)	0	0	**0**	0	0	**0**		0	**0**	0	0	**0**	**0**
EWDD SYEP - Other Sources (F 56L)	100,000	0	**100,000**	8,820	5,000	**13,820**		1,180	**15,000**	40,000	45,000	**100,000**	**0**
Prison to Employment Initiative (F 62P)	0	0	**0**	0	0	**0**		0	**0**	0	0	**0**	**0**
Summer Training and Employment Program fo	0	0	**0**	0	0	**0**		0	**0**	0	0	**0**	**0**
Subtotal: Other Grants/Funds	**470,000**	**0**	**470,000**	**8,820**	**5,000**	**13,820**	**0**	**1,180**	**15,000**	**249,000**	**206,000**	**470,000**	**0**
ANTICIPATED REVENUES:													
Anticipated Revenue - WIOA	1,689,247	0	**1,689,247**	0	1,657,415	**1,657,415**		31,832	**1,689,247**	0	0	**1,689,247**	**0**
Anticipated Revenue - Other Grants	5,000,000	0	**5,000,000**	490,875	0	**490,875**		9,125	**500,000**	4,500,000	0	**5,000,000**	**0**
Subtotal: Anticipated Revenues	**6,689,247**	**0**	**6,689,247**	**490,875**	**1,657,415**	**2,148,290**	**0**	**40,957**	**2,189,246**	**4,500,000**	**0**	**6,689,246**	**0**
GRAND TOTAL	**131,824,904**	**7,883,343**	**139,778,247**	**15,490,799**	**2,551,142**	**18,041,940**	**2,349,122**	**658,818**	**21,049,880**	**85,471,528**	**33,256,826**	**139,778,234**	**0**
% to Total Revenue				*11.08%*	*1.83%*	*12.91%*	*1.68%*	*0.47%*	*15.06%*	*61.15%*	*23.79%*	*100.00%*	*0.00%*

**** YOUTH: PY 21-22 Allocation $13,158,232 - $3,500,000 used for PY 20-21 + $3,000,000***

	SERVICE PROVIDER NAME	CENTER	WIOA FORMULA				
			Adult (Fund 57W)	Dislocated Worker (Fund 57W)	Youth (Fund 57W)	Rapid Response (Fund 57W)	Subtotal: WIOA Formula
	WORKSOURCE CENTERS:						
1	Arbor E & T, LLC	Park/South	636,013	343,543			**979,556**
2	Asian American Drug Abuse Program Inc.	Adams/South II	636,013	343,543			**979,556**
3	Build Rehabilitation Industries	Valley/Northridg	-	-			-
4	City of Long Beach for Pacific Gateway Workforce Investment Network	Harbor Gateway	636,013	343,543			**979,556**
5	Coalition for Responsible Community Development	Vermont Central/LATTC/ South II	636,013	343,543			**979,556**
6	Community Career Development, Inc.	Metro/Central	636,013	343,543			**979,556**
7	El Proyecto del Barrio, Inc.	II	636,013	343,543			**979,556**
8	Goodwill Industries of Southern California	Angeles	636,013	343,543			**979,556**
9	Goodwill Industries of Southern California	Valley/SFV II	636,013	343,543			**979,556**
10	Housing Authority of the City of Los Angeles	Angeles/South I	636,013	343,543			**979,556**
11	Jewish Vocational Service	Angeles	636,013	343,543			**979,556**
12	Managed Career Solutions, Inc.	Boyle Heights	636,013	343,543			**979,556**
13	Managed Career Solutions, Inc.	al/Harbor	636,013	343,543			**979,556**
14	Pacific Asian Consortium in Employment	Union	636,013	343,543			**979,556**
15	UAW-Labor Employment and Training Corporation	Crenshaw/Sout h II	636,013	343,543			**979,556**
16	Watts Labor Community Action Committee	Angeles/South I	636,013	343,543			**979,556**
	TBD		-	-			-
	TOTAL: WorkSource Centers		**9,540,189**	**5,153,152**	**-**	**-**	**14,693,341**
	YOUTHSOURCE CENTERS:						
	NON-CITY:						
1	Catholic Charities of Los Angeles, Inc.	South			150,000		**150,000**
2	Catholic Charities of Los Angeles, Inc.	Central			150,000		**150,000**
3	Coalition for Responsible Community Development	South			150,000		**150,000**
4	El Proyecto del Barrio, Inc.	Valley/North			150,000		**150,000**
5	El Proyecto del Barrio, Inc.	Valley			150,000		**150,000**
6	Goodwill Industries of Southern California	South Valley			150,000		**150,000**
7	Los Angeles Brotherhood Crusade	Crenshaw			150,000		**150,000**
8	Pacific Gateway, City of Long Beach	Harbor			150,000		**150,000**
9	Para Los Ninos-Central	Central			150,000		**150,000**
10	Para Los Ninos-East	East			150,000		**150,000**
11	Regents of the University of California (UCLA)	West			150,000		**150,000**
12	Watts Labor Community Action Committee	South			150,000		**150,000**
	TBD				6,212,789		**6,212,789**
	Subtotal: Non-City		**-**	**-**	**8,012,789**	**-**	**8,012,789**
	CITY DIRECT SERVICES:						
13	LA Youth Opportunity Movement (YOM) - Boyle Heights	East			150,000		**150,000**
14	LA Youth Opportunity Movement (YOM) - Watts	South			150,000		**150,000**
	Subtotal: City Direct Services		**-**	**-**	**300,000**	**-**	**300,000**
	TOTAL: YouthSource Centers		**-**	**-**	**8,312,789**	**-**	**8,312,789**

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Service Providers

SERVICE PROVIDER NAME	CENTER	WIOA FORMULA				
		Adult (Fund 57W)	Dislocated Worker (Fund 57W)	Youth (Fund 57W)	Rapid Response (Fund 57W)	Subtotal: WIOA Formula
OTHER SERVICE PROVIDERS & CONTRACTORS:						
All People's Community Center	South					-
Anti-Recidivism Coalition						-
Barrio Action Youth & Family Center	East					-
California State University - Northridge (CSUN)	Citywide					-
Center for Employment Opportunities						-
Center for Living and Learning						-
Central American Resource Center (CARECEN)	South Valley/Central					-
Chrysalis Enterprises						-
Community Coalition for Substance Abuse & Treatment						-
Digital Learning Academy-YWCA						-
Downtown Women's Center						-
Inner City Arts	Central					-
Five Keys Schools and Programs						-
Friends Outside in Los Angeles County	South II					-
GRID Alternatives						-
HELPER Foundation	Citywide					-
Holman Community Development Corp.						-
Homeboy Industries	Central					-
Hope of the Valley Rescue Mission						-
IDEPSCA	Citywide					-
LA Conservation Corps	South					-
LA County WDACS						-
LAEDC						-
Launchpad						-
LAUSD	All City	141,660	122,020	1,371,000		**1,634,680**
Los Angeles LGBT Center	Central					-
Los Angeles World Airports						-
New Earth Organization						-
New Opportunities Organization						-
Regents of the University of California						-
Robert's Enterprise Development Fund (REDF)						-
Salvadoran American Leadership and Education Fund	Central					-
SELACO						-
Shakespeare LA Center	Central					-
Toberman Neighborhood Center	Harbor					-
Unite LA						-
TBD						-
TOTAL: Other Service Providers & Contractors		**141,660**	**122,020**	**1,371,000**	**-**	**1,634,680**
GRAND TOTAL		**9,681,849**	**5,275,172**	**9,683,789**	**-**	**24,640,810**

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Service Providers

	SERVICE PROVIDER NAME	WIOA DISCRETIONARY GRANTS									
		2020 LAX Additional Assistance Grant (Fund 57W)	CA Megafires National DW Grant (Fund 57W)	COVID-19 Disaster Recovery (Fund 57W)	#REF!	Prison 2 Employment (F xxx) (Fund xxx)	Regional Plan Implementation 3.0 (Fund 57W)	September Wildfires Disaster Recovery NDWG (Fund 57W)	Trade & Economic Transition NDWG (Fund 62F)	Regional Equity Recovery Partnership (Fxxx) (Fund xxx)	**Subtotal: WIOA Discretionary Grants**
	WORKSOURCE CENTERS:										
1	Arbor E & T, LLC										-
2	Asian American Drug Abuse Program Inc.										-
3	Build Rehabilitation Industries										-
4	City of Long Beach for Pacific Gateway Workforce Investment Network										-
5	Coalition for Responsible Community Development										-
6	Community Career Development, Inc.										-
7	El Proyecto del Barrio, Inc.										-
8	Goodwill Industries of Southern California										-
9	Goodwill Industries of Southern California										-
10	Housing Authority of the City of Los Angeles										-
11	Jewish Vocational Service										-
12	Managed Career Solutions, Inc.										-
13	Managed Career Solutions, Inc.		1,047,901					-			**1,047,901**
14	Pacific Asian Consortium in Employment										-
15	UAW-Labor Employment and Training Corporation								-		-
16	Watts Labor Community Action Committee								-		-
	TBD					2,700,000					**2,700,000**
	TOTAL: WorkSource Centers	**-**	**1,047,901**	**-**	**-**	**2,700,000**	**-**	**-**	**-**	**-**	**3,747,901**
	YOUTHSOURCE CENTERS:										
	NON-CITY:										
1	Catholic Charities of Los Angeles, Inc.										-
2	Catholic Charities of Los Angeles, Inc.										-
3	Coalition for Responsible Community Development										-
4	El Proyecto del Barrio, Inc.										-
5	El Proyecto del Barrio, Inc.										-
6	Goodwill Industries of Southern California										-
7	Los Angeles Brotherhood Crusade										-
8	Pacific Gateway, City of Long Beach										-
9	Para Los Ninos-Central										-
10	Para Los Ninos-East										-
11	Regents of the University of California (UCLA)										-
12	Watts Labor Community Action Committee										-
	TBD										-
	Subtotal: Non-City	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	CITY DIRECT SERVICES:										
13	LA Youth Opportunity Movement (YOM) - Boyle Heights										-
14	LA Youth Opportunity Movement (YOM) - Watts										-
	Subtotal: City Direct Services	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL: YouthSource Centers	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

SERVICE PROVIDER NAME	WIOA DISCRETIONARY GRANTS									
	2020 LAX Additional Assistance Grant (Fund 57W)	CA Megafires National DW Grant (Fund 57W)	COVID-19 Disaster Recovery (Fund 57W)	#REF!	Prison 2 Employment (Fxxx) (Fund xxx)	Regional Plan Implementation 3.0 (Fund 57W)	September Wildfires Disaster Recovery NDWG (Fund 57W)	Trade & Economic Transition NDWG (Fund 62F)	Regional Equity Recovery Partnership (Fxxx) (Fund xxx)	Subtotal: WIOA Discretionary Grants
OTHER SERVICE PROVIDERS & CO										
All People's Community Center										-
Anti-Recidivism Coalition										-
Barrio Action Youth & Family Center										-
California State University - Northridge (CSUN)										-
Center for Employment Opportunities										-
Center for Living and Learning										-
Central American Resource Center (CARECEN)										-
Chrysalis Enterprises										-
Community Coalition for Substance Abuse & Treatment										-
Digital Learning Academy-YWCA										-
Downtown Women's Center										-
Inner City Arts										-
Five Keys Schools and Programs										-
Friends Outside in Los Angeles County										-
GRID Alternatives										-
HELPER Foundation										-
Holman Community Development Corp.										-
Homeboy Industries										-
Hope of the Valley Rescue Mission										-
IDEPSCA										-
LA Conservation Corps										-
LA County WDACS										-
LAEDC										-
Launchpad										-
LAUSD										-
Los Angeles LGBT Center										-
Los Angeles World Airports										-
New Earth Organization										-
New Opportunities Organization										-
Regents of the University of California										-
Robert's Enterprise Development Fund (REDF)										-
Salvadoran American Leadership and Education Fund										-
SELACO										-
Shakespeare LA Center										-
Toberman Neighborhood Center										-
Unite LA										-
TBD		-				-			1,800,000	1,800,000
TOTAL: Other Service Providers & C	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,800,000**	**1,800,000**
GRAND TOTAL	**-**	**1,047,901**	**-**	**-**	**2,700,000**	**-**	**-**	**-**	**1,800,000**	**5,547,901**

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Service Providers

	SERVICE PROVIDER NAME	CARES ACT FUNDS				CA FOR ALL FUNDS								
		Childcare Initiative CDBG COVID (Fund 424)	LA Community Care Corps Program (Fund 63P)	LA RISE CDBG COVID (Fund 424/ Fund 10C)	Subtotal: CARES Act Funds	Angeleno Corps (F65N) (Fund 65N)	Clean LA (F65N) (Fund 65N)	Early Childhood Education Student Advancement (F65N) (Fund 65N)	Edible Food Waste Recovery (F65N) (Fund 65N)	LA Community College - City Pathways (F65N) (Fund 65N)	LA Community Composting (F65N) (Fund 65N)	LA RISE Youth Academy (F65N) (Fund 65N)	LA River Rangers (F65N) (Fund 65N)	Non-Profit Apprenticeship (F65N) (Fund 65N)
	WORKSOURCE CENTERS:													
1	Arbor E & T, LLC	-			-									
2	Asian American Drug Abuse Program Inc.	-			-									
3	Build Rehabilitation Industries	-			-									
4	City of Long Beach for Pacific Gateway Workforce Investment Network	-			-									
5	Coalition for Responsible Community Development	-			-							862,500		
6	Community Career Development, Inc.	-			-									
7	El Proyecto del Barrio, Inc.	-			-									
8	Goodwill Industries of Southern California	-			-							172,500		
9	Goodwill Industries of Southern California	-			-									
10	Housing Authority of the City of Los Angeles	-			-									
11	Jewish Vocational Service	-			-									
12	Managed Career Solutions, Inc.	-			-									
13	Managed Career Solutions, Inc.	-			-							70,000		
14	Pacific Asian Consortium in Employment	-			-									
15	UAW-Labor Employment and Training Corporation	-			-									
16	Watts Labor Community Action Committee	-			-									
	TBD	-			-									
	TOTAL: WorkSource Centers	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,105,000**	**-**	**-**
	YOUTHSOURCE CENTERS:													
	NON-CITY:													
1	Catholic Charities of Los Angeles, Inc.				-			150,000		828,750				
2	Catholic Charities of Los Angeles, Inc.				-	302,500						345,000		
3	Coalition for Responsible Community Development				-	957,500		150,000		828,750				1,320,000
4	El Proyecto del Barrio, Inc.				-	-				828,750		345,000		
5	El Proyecto del Barrio, Inc.				-	1,007,500		150,000						
6	Goodwill Industries of Southern California				-									
7	Los Angeles Brotherhood Crusade				-	655,000								
8	Pacific Gateway, City of Long Beach				-									
9	Para Los Ninos-Central				-	1,007,500		150,000		828,750				
10	Para Los Ninos-East				-									
11	Regents of the University of California (UCLA)				-							172,500		
12	Watts Labor Community Action Committee				-	655,000								
	TBD				-									
	Subtotal: Non-City	**-**	**-**	**-**	**-**	**4,585,000**	**-**	**600,000**	**-**	**3,315,000**	**-**	**862,500**	**-**	**1,320,000**
	CITY DIRECT SERVICES:													
13	LA Youth Opportunity Movement (YOM) - Boyle Heights				-	655,000								
14	LA Youth Opportunity Movement (YOM) - Watts				-									
	Subtotal: City Direct Services	**-**	**-**	**-**	**-**	**655,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL: YouthSource Centers	**-**	**-**	**-**	**-**	**5,240,000**	**-**	**600,000**	**-**	**3,315,000**	**-**	**862,500**	**-**	**1,320,000**

SERVICE PROVIDER NAME	CARES ACT FUNDS				CA FOR ALL FUNDS								
	Childcare Initiative CDBG COVID (Fund 424)	LA Community Care Corps Program (Fund 63P)	LA RISE CDBG COVID (Fund 424/ Fund 10C)	Subtotal: CARES Act Funds	Angeleno Corps (F65N) (Fund 65N)	Clean LA (F65N) (Fund 65N)	Early Childhood Education Student Advancement (F65N) (Fund 65N)	Edible Food Waste Recovery (F65N) (Fund 65N)	LA Community College - City Pathways (F65N) (Fund 65N)	LA Community Composting (F65N) (Fund 65N)	LA RISE Youth Academy (F65N) (Fund 65N)	LA River Rangers (F65N) (Fund 65N)	Non-Profit Apprenticeship (F65N) (Fund 65N)
OTHER SERVICE PROVIDERS & CO													
All People's Community Center				-									
Anti-Recidivism Coalition				-									
Barrio Action Youth & Family Center				-									
California State University - Northridge (CSUN)				-									
Center for Employment Opportunities				-									
Center for Living and Learning				-									
Central American Resource Center (CARECEN)				-									
Chrysalis Enterprises				-									
Community Coalition for Substance Abuse & Treatment				-									
Digital Learning Academy-YWCA				-									
Downtown Women's Center				-									
Inner City Arts				-									
Five Keys Schools and Programs				-									
Friends Outside in Los Angeles County				-									
GRID Alternatives				-									
HELPER Foundation				-									
Holman Community Development Corp.				-									
Homeboy Industries				-									
Hope of the Valley Rescue Mission				-									
IDEPSCA				-									
LA Conservation Corps				-									
LA County WDACS				-									
LAEDC				-									
Launchpad				-									
LAUSD				-							100,000		
Los Angeles LGBT Center				-							137,500		
Los Angeles World Airports				-									
New Earth Organization				-									
New Opportunities Organization				-									
Regents of the University of California				-									
Robert's Enterprise Development Fund (REDF)				-							96,000		
Salvadoran American Leadership and Education Fund				-									
SELACO				-									
Shakespeare LA Center				-									
Toberman Neighborhood Center				-									
Unite LA				-									
TBD			-	-	4,750,097				-		3,395,500		
TOTAL: Other Service Providers & C	-	-	-	-	**4,750,097**	-	-	-	-	-	**3,729,000**	-	-
GRAND TOTAL	-	-	-	-	**9,990,097**	-	**600,000**	-	**3,315,000**	-	**5,696,500**	-	**1,320,000**

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Service Providers

	SERVICE PROVIDER NAME	CA FOR ALL FUNDS							
		Student to Student Success (F65N) (Fund 65N)	All-Summer Night Lights (F65N) (Fund 65N)	Teen Parent Prosper Project (F65N) (Fund 65N)	Youth & Community Harvest Internships (F65N) (Fund 65N)	Youth Hospitality Training Academy (F65N) (Fund 65N)	Hire LA's Youth Platform Expansion (F65N) (Fund 65N)	Program Evaluation & Project Planning (F65N) (Fund 65N)	Subtotal:CA for All Funds
	WORKSOURCE CENTERS:								
1	Arbor E & T, LLC								-
2	Asian American Drug Abuse Program Inc.								-
3	Build Rehabilitation Industries								-
4	City of Long Beach for Pacific Gateway Workforce Investment Network								-
5	Coalition for Responsible Community Development								862,500
6	Community Career Development, Inc.								-
7	El Proyecto del Barrio, Inc.								-
8	Goodwill Industries of Southern California								172,500
9	Goodwill Industries of Southern California								-
10	Housing Authority of the City of Los Angeles				-	403,400			403,400
11	Jewish Vocational Service								-
12	Managed Career Solutions, Inc.								-
13	Managed Career Solutions, Inc.	14,750							84,750
14	Pacific Asian Consortium in Employment								-
15	UAW-Labor Employment and Training Corporation								-
16	Watts Labor Community Action Committee								-
	TBD								
	TOTAL: WorkSource Centers	**14,750**	**-**	**-**	**-**	**403,400**	**-**	**-**	**1,523,150**
	YOUTHSOURCE CENTERS:								
	NON-CITY:								
1	Catholic Charities of Los Angeles, Inc.								978,750
2	Catholic Charities of Los Angeles, Inc.	26,550							674,050
3	Coalition for Responsible Community Development	26,550							3,282,800
4	El Proyecto del Barrio, Inc.	26,550							1,200,300
5	El Proyecto del Barrio, Inc.	41,300							1,198,800
6	Goodwill Industries of Southern California	44,250		155,300					199,550
7	Los Angeles Brotherhood Crusade	14,750		155,300					825,050
8	Pacific Gateway, City of Long Beach								-
9	Para Los Ninos-Central	44,250		155,300					2,185,800
10	Para Los Ninos-East	44,250							44,250
11	Regents of the University of California (UCLA)	14,750							187,250
12	Watts Labor Community Action Committee	14,750							669,750
	TBD								-
	Subtotal: Non-City	**297,950**	**-**	**465,900**	**-**	**-**	**-**	**-**	**11,446,350**
	CITY DIRECT SERVICES:								
13	LA Youth Opportunity Movement (YOM) - Boyle Heights	35,400		155,300					845,700
14	LA Youth Opportunity Movement (YOM) - Watts	15,920		155,300					171,220
	Subtotal: City Direct Services	**51,320**	**-**	**310,600**	**-**	**-**	**-**	**-**	**1,016,920**
	TOTAL: YouthSource Centers	**349,270**	**-**	**776,500**	**-**	**-**	**-**	**-**	**12,463,270**

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Service Providers

SERVICE PROVIDER NAME	CA FOR ALL FUNDS							
	Student to Student Success (F65N) (Fund 65N)	All-Summer Night Lights (F65N) (Fund 65N)	Teen Parent Prosper Project (F65N) (Fund 65N)	Youth & Community Harvest Internships (F65N) (Fund 65N)	Youth Hospitality Training Academy (F65N) (Fund 65N)	Hire LA's Youth Platform Expansion (F65N) (Fund 65N)	Program Evaluation & Project Planning (F65N) (Fund 65N)	Subtotal:CA for All Funds
OTHER SERVICE PROVIDERS & CO								
All People's Community Center								-
Anti-Recidivism Coalition								-
Barrio Action Youth & Family Center								-
California State University - Northridge (CSUN)								-
Center for Employment Opportunities								-
Center for Living and Learning								-
Central American Resource Center (CARECEN)								-
Chrysalis Enterprises								-
Community Coalition for Substance Abuse & Treatment								-
Digital Learning Academy-YWCA								-
Downtown Women's Center								-
Inner City Arts								-
Five Keys Schools and Programs								-
Friends Outside in Los Angeles County								-
GRID Alternatives								-
HELPER Foundation								-
Holman Community Development Corp.								-
Homeboy Industries								-
Hope of the Valley Rescue Mission								-
IDEPSCA								-
LA Conservation Corps								-
LA County WDACS								-
LAEDC								-
Launchpad								-
LAUSD								100,000
Los Angeles LGBT Center								137,500
Los Angeles World Airports								-
New Earth Organization								-
New Opportunities Organization								-
Regents of the University of California								-
Robert's Enterprise Development Fund (REDF)								96,000
Salvadoran American Leadership and Education Fund								-
SELACO								-
Shakespeare LA Center								-
Toberman Neighborhood Center								-
Unite LA								-
TBD	2,118,787		-	603,400				10,867,784
TOTAL: Other Service Providers & C	**2,118,787**	**-**	**-**	**603,400**	**-**	**-**	**-**	**11,201,284**
GRAND TOTAL	**2,482,807**	**-**	**776,500**	**603,400**	**403,400**	**-**	**-**	**25,187,704**

	SERVICE PROVIDER NAME	LA CITY PROGRAMS							
		Angeleno Corps (Fund 551)	Career Apprenticeship Program (Fund 551)	Cash for College (Fund 551)	Day Laborer Program (Fund 551)	Gang Injunction Curfew Settlement (GIC) (Fund 10B)	Hire LA (Fund 551)	LA RISE (Fund 10C)	LA RISE Expansion ABH/Tiny Home Participants (Fund 10C)
	WORKSOURCE CENTERS:								
1	Arbor E & T, LLC					600,000			
2	Asian American Drug Abuse Program Inc.					600,000			
3	Build Rehabilitation Industries								
4	City of Long Beach for Pacific Gateway Workforce Investment Network					300,000			
5	Coalition for Responsible Community Development					100,000		188,500	
6	Community Career Development, Inc.					150,000			
7	El Proyecto del Barrio, Inc.					500,000		25,200	
8	Goodwill Industries of Southern California					500,000		440,900	
9	Goodwill Industries of Southern California								
10	Housing Authority of the City of Los Angeles					500,000			
11	Jewish Vocational Service					250,000		20,700	
12	Managed Career Solutions, Inc.							59,450	
13	Managed Career Solutions, Inc.					400,000		146,550	
14	Pacific Asian Consortium in Employment					500,000			
15	UAW-Labor Employment and Training Corporation					400,000			
16	Watts Labor Community Action Committee								
	TBD							-	-
	TOTAL: WorkSource Centers	**-**	**-**	**-**	**-**	**4,800,000**	**-**	**881,300**	**-**
	YOUTHSOURCE CENTERS:								
	NON-CITY:								
1	Catholic Charities of Los Angeles, Inc.					250,000			
2	Catholic Charities of Los Angeles, Inc.								
3	Coalition for Responsible Community Development		-						
4	El Proyecto del Barrio, Inc.								
5	El Proyecto del Barrio, Inc.								
6	Goodwill Industries of Southern California								
7	Los Angeles Brotherhood Crusade								
8	Pacific Gateway, City of Long Beach								
9	Para Los Ninos-Central								
10	Para Los Ninos-East								
11	Regents of the University of California (UCLA)								
12	Watts Labor Community Action Committee								
	TBD					250,000			
	Subtotal: Non-City	**-**	**-**	**-**	**-**	**500,000**	**-**	**-**	**-**
	CITY DIRECT SERVICES:								
13	LA Youth Opportunity Movement (YOM) - Boyle Heights	210,000							
14	LA Youth Opportunity Movement (YOM) - Watts								
	Subtotal: City Direct Services	**210,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL: YouthSource Centers	**210,000**	**-**	**-**	**-**	**500,000**	**-**	**-**	**-**

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Service Providers

SERVICE PROVIDER NAME	LA CITY PROGRAMS							
	Angeleno Corps (Fund 551)	Career Apprenticeship Program (Fund 551)	Cash for College (Fund 551)	Day Laborer Program (Fund 551)	Gang Injunction Curfew Settlement (GIC) (Fund 10B)	Hire LA (Fund 551)	LA RISE (Fund 10C)	LA RISE Expansion ABH/Tiny Home Participants (Fund 10C)
OTHER SERVICE PROVIDERS & CO								
All People's Community Center								
Anti-Recidivism Coalition							-	
Barrio Action Youth & Family Center								
California State University - Northridge (CSUN)					100,000			
Center for Employment Opportunities							97,650	
Center for Living and Learning							138,750	-
Central American Resource Center (CARECEN)				-			-	-
Chrysalis Enterprises				-			491,800	-
Community Coalition for Substance Abuse & Treatment								
Digital Learning Academy-YWCA							-	
Downtown Women's Center					200,000		170,500	
Inner City Arts								
Five Keys Schools and Programs								
Friends Outside in Los Angeles County							56,000	-
GRID Alternatives							118,200	
HELPER Foundation								
Holman Community Development Corp.								
Homeboy Industries							167,700	
Hope of the Valley Rescue Mission				-				
IDEPSCA				-				
LA Conservation Corps							147,150	
LA County WDACS								
LAEDC								
Launchpad							30,000	
LAUSD							-	
Los Angeles LGBT Center							-	
Los Angeles World Airports								
New Earth Organization							95,950	
New Opportunities Organization								
Regents of the University of California								
Robert's Enterprise Development Fund (REDF)							150,000	
Salvadoran American Leadership and Education Fund								
SELACO								
Shakespeare LA Center								
Toberman Neighborhood Center								
Unite LA			49,000			165,000		
TBD	-			1,095,860	-	-	-	
TOTAL: Other Service Providers & C	**-**	**-**	**49,000**	**1,095,860**	**300,000**	**165,000**	**1,663,700**	**-**
GRAND TOTAL	**210,000**	**-**	**49,000**	**1,095,860**	**5,600,000**	**165,000**	**2,545,000**	**-**

	SERVICE PROVIDER NAME	LA CITY PROGRAMS							
		LA RISE Expansion (CD 10) (Fund 10C)	LA RISE HHAPP (Fund 10C)	Non-Profit Apprenticeship Program (CD 9) (Fund 551)	Prison to Employment Re-Entry (CD 5/8) (Fund 551)	Student to Student Success Pilot (Fund 551)	Summer Youth Employment Program (Fund 551)	YouthSource Center (Fund 551)	**Subtotal: LA City Programs**
	WORKSOURCE CENTERS:								
1	Arbor E & T, LLC								**600,000**
2	Asian American Drug Abuse Program Inc.								**600,000**
3	Build Rehabilitation Industries								**-**
4	City of Long Beach for Pacific Gateway Workforce Investment Network								**300,000**
5	Coalition for Responsible Community Development								**288,500**
6	Community Career Development, Inc.						5,400		**155,400**
7	El Proyecto del Barrio, Inc.								**525,200**
8	Goodwill Industries of Southern California								**940,900**
9	Goodwill Industries of Southern California								**-**
10	Housing Authority of the City of Los Angeles						35,100		**535,100**
11	Jewish Vocational Service						-		**270,700**
12	Managed Career Solutions, Inc.								**59,450**
13	Managed Career Solutions, Inc.						32,400		**578,950**
14	Pacific Asian Consortium in Employment								**500,000**
15	UAW-Labor Employment and Training Corporation						8,100		**408,100**
16	Watts Labor Community Action Committee								**-**
	TBD	-		-	-	-	-		**-**
	TOTAL: WorkSource Centers	**-**	**-**	**-**	**-**	**-**	**81,000**	**-**	**5,762,300**
	YOUTHSOURCE CENTERS:								
	NON-CITY:								
1	Catholic Charities of Los Angeles, Inc.						35,100		**285,100**
2	Catholic Charities of Los Angeles, Inc.					-	35,100		**35,100**
3	Coalition for Responsible Community Development					-	43,200		**43,200**
4	El Proyecto del Barrio, Inc.					-	43,200		**43,200**
5	El Proyecto del Barrio, Inc.					-	43,200		**43,200**
6	Goodwill Industries of Southern California					-	35,100		**35,100**
7	Los Angeles Brotherhood Crusade					-	37,800		**37,800**
8	Pacific Gateway, City of Long Beach					-	48,600		**48,600**
9	Para Los Ninos-Central					-	40,500		**40,500**
10	Para Los Ninos-East					-	40,500		**40,500**
11	Regents of the University of California (UCLA)					-	40,500		**40,500**
12	Watts Labor Community Action Committee					-	35,100		**35,100**
	TBD					-	-		**250,000**
	Subtotal: Non-City	**-**	**-**	**-**	**-**	**-**	**477,900**	**-**	**977,900**
	CITY DIRECT SERVICES:								
13	LA Youth Opportunity Movement (YOM) - Boyle Heights					-	86,300	64,866	**361,165**
14	LA Youth Opportunity Movement (YOM) - Watts					-	86,300	64,866	**151,165**
	Subtotal: City Direct Services	**-**	**-**	**-**	**-**	**-**	**172,599**	**129,731**	**512,330**
	TOTAL: YouthSource Centers	**-**	**-**	**-**	**-**	**-**	**650,499**	**129,731**	**1,490,230**

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Service Providers

SERVICE PROVIDER NAME	LA CITY PROGRAMS							
	LA RISE Expansion (CD 10) (Fund 10C)	LA RISE HHAPP (Fund 10C)	Non-Profit Apprenticeship Program (CD 9) (Fund 551)	Prison to Employment Re-Entry (CD 5/8) (Fund 551)	Student to Student Success Pilot (Fund 551)	Summer Youth Employment Program (Fund 551)	YouthSource Center (Fund 551)	**Subtotal: LA City Programs**
OTHER SERVICE PROVIDERS & CO								
All People's Community Center	-	-	-	-		10,800		**10,800**
Anti-Recidivism Coalition	-							**-**
Barrio Action Youth & Family Center	-					8,100		**8,100**
California State University - Northridge (CSUN)								**100,000**
Center for Employment Opportunities								**97,650**
Center for Living and Learning								**138,750**
Central American Resource Center (CARECEN)								**-**
Chrysalis Enterprises	-							**491,800**
Community Coalition for Substance Abuse & Treatment								**-**
Digital Learning Academy-YWCA								**-**
Downtown Women's Center						-		**370,500**
Inner City Arts						5,400		**5,400**
Five Keys Schools and Programs						-		**-**
Friends Outside in Los Angeles County	-					-		**56,000**
GRID Alternatives	-					-		**118,200**
HELPER Foundation								**-**
Holman Community Development Corp.	-	-	-	-		5,400		**5,400**
Homeboy Industries								**167,700**
Hope of the Valley Rescue Mission								**-**
IDEPSCA								**-**
LA Conservation Corps	-					35,100		**182,250**
LA County WDACS								**-**
LAEDC								**-**
Launchpad						-		**30,000**
LAUSD	-	-	-	-	-	29,700		**29,700**
Los Angeles LGBT Center	-					18,900		**18,900**
Los Angeles World Airports						-		**-**
New Earth Organization								**95,950**
New Opportunities Organization								**-**
Regents of the University of California								**-**
Robert's Enterprise Development Fund (REDF)						-		**150,000**
Salvadoran American Leadership and Education Fund						16,200		**16,200**
SELACO						-		**-**
Shakespeare LA Center						10,800		**10,800**
Toberman Neighborhood Center						8,100		**8,100**
Unite LA						-		**214,000**
TBD	-				-	2,968,000	388,459	**4,452,319**
TOTAL: Other Service Providers & C	-	-	-	-	-	**3,116,500**	**388,459**	**6,778,519**
GRAND TOTAL	-	-	-	-	-	**3,847,999**	**518,190**	**14,031,049**

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Service Providers

	SERVICE PROVIDER NAME	LA COUNTY GRANTS											
		JJCPA Probation (Fund 59X)	Juvenile Day Reporting Center (Fund 60A)	LA RISE Measure H (Fund 59N)	Performance Partnership Pilot (P3) (Fund 59Y)	Project Invest (Fund 60K)	Relay Institute (Fund 60L)	Systems Involved Youth (Fund 62H)	WIOA Formula (Fund 59Q)	Youth at Work - CalWork (Fund 56E)	Youth at Work-OUY (Fund 56E)	Youth at Work-Foster (Fund 56E)	**Subtotal: LA County Grants**
	WORKSOURCE CENTERS:												
1	Arbor E & T, LLC												-
2	Asian American Drug Abuse Program Inc.												-
3	Build Rehabilitation Industries												-
4	City of Long Beach for Pacific Gateway Workforce Investment Network												-
5	Coalition for Responsible Community Development			191,200									**191,200**
6	Community Career Development, Inc.										11,900		**11,900**
7	El Proyecto del Barrio, Inc.			27,190									**27,190**
8	Goodwill Industries of Southern California			343,550					-				**343,550**
9	Goodwill Industries of Southern California								-				-
10	Housing Authority of the City of Los Angeles	11,937						42,261		48,900	52,360	-	**155,458**
11	Jewish Vocational Service												-
12	Managed Career Solutions, Inc.			67,500									**67,500**
13	Managed Career Solutions, Inc.			285,300				10,566		65,598	77,350	-	**438,814**
14	Pacific Asian Consortium in Employment												-
15	UAW-Labor Employment and Training Corporation									5,964	8,330	-	**14,294**
16	Watts Labor Community Action Committee									-	-	-	-
	TBD	-		-				-	-	-	-	-	
	TOTAL: WorkSource Centers	**11,937**	**-**	**914,740**	**-**	**-**	**-**	**52,827**	**-**	**120,462**	**149,940**	**-**	**1,249,906**
	YOUTHSOURCE CENTERS:												
	NON-CITY:												
1	Catholic Charities of Los Angeles, Inc.							38,740		60,827	83,299	16,714	**199,580**
2	Catholic Charities of Los Angeles, Inc.	19,098		-				38,740		60,827	83,299	16,714	**218,678**
3	Coalition for Responsible Community Development	5,968				-		38,740		90,644	121,379	31,040	**287,771**
4	El Proyecto del Barrio, Inc.	45,358				-		38,740		127,617	122,569	28,652	**362,936**
5	El Proyecto del Barrio, Inc.			-				38,740		183,673	161,839	29,846	**414,098**
6	Goodwill Industries of Southern California	9,549				-		38,740		60,827	129,709	20,296	**259,121**
7	Los Angeles Brotherhood Crusade	9,549	-					39,914		60,827	115,429	31,040	**256,759**
8	Pacific Gateway, City of Long Beach							38,740		127,617	94,009	26,265	**286,631**
9	Para Los Ninos-Central	14,324						38,740		114,497	99,960	11,939	**279,460**
10	Para Los Ninos-East							38,740		114,497	120,189	22,683	**296,109**
11	Regents of the University of California (UCLA)			-				38,740		95,414	152,319	23,877	**310,350**
12	Watts Labor Community Action Committee							38,740		90,644	116,619	22,683	**268,686**
	TBD												-
	Subtotal: Non-City	**103,846**	**-**	**-**	**-**	**-**	**-**	**466,054**	**-**	**1,187,911**	**1,400,619**	**281,749**	**3,440,179**
	CITY DIRECT SERVICES:												
13	LA Youth Opportunity Movement (YOM) - Boyle Heights	25,067	-					38,689	-	108,534	134,469	16,714	**323,473**
14	LA Youth Opportunity Movement (YOM) - Watts	25,067	-					38,689		138,673	135,279	23,874	**361,582**
	Subtotal: City Direct Services	**50,134**	**-**	**-**	**-**	**-**	**-**	**77,378**	**-**	**247,207**	**269,748**	**40,588**	**685,055**
	TOTAL: YouthSource Centers	**153,980**	**-**	**-**	**-**	**-**	**-**	**543,432**	**-**	**1,435,118**	**1,670,367**	**322,337**	**4,125,234**

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Service Providers

SERVICE PROVIDER NAME	LA COUNTY GRANTS											
	JJCPA Probation (Fund 59X)	Juvenile Day Reporting Center (Fund 60A)	LA RISE Measure H (Fund 59N)	Performance Partnership Pilot (P3) (Fund 59Y)	Project Invest (Fund 60K)	Relay Institute (Fund 60L)	Systems Involved Youth (Fund 62H)	WIOA Formula (Fund 59Q)	Youth at Work - CalWork (Fund 56E)	Youth at Work-OUY (Fund 56E)	Youth at Work-Foster (Fund 56E)	**Subtotal: LA County Grants**
OTHER SERVICE PROVIDERS & CO												
All People's Community Center									17,891	29,750	-	**47,641**
Anti-Recidivism Coalition			187,500									**187,500**
Barrio Action Youth & Family Center			-							29,750		**29,750**
California State University - Northridge (CSUN)			-			-			-	50,000	-	**50,000**
Center for Employment Opportunities			122,700									**122,700**
Center for Living and Learning			143,250									**143,250**
Central American Resource Center (CARECEN)			-									-
Chrysalis Enterprises			443,250									**443,250**
Community Coalition for Substance Abuse & Treatment			-									-
Digital Learning Academy-YWCA			78,800									**78,800**
Downtown Women's Center			98,500									**98,500**
Inner City Arts									11,939	11,900		**23,839**
Five Keys Schools and Programs												-
Friends Outside in Los Angeles County			56,000									**56,000**
GRID Alternatives			87,800									**87,800**
HELPER Foundation												-
Holman Community Development Corp.									9,542	-	-	**9,542**
Homeboy Industries			221,200									**221,200**
Hope of the Valley Rescue Mission												-
IDEPSCA												-
LA Conservation Corps			147,750									**147,750**
LA County WDACS												-
LAEDC												-
Launchpad												-
LAUSD				211,000					64,081	278,801	-	**553,882**
Los Angeles LGBT Center			98,510						-	54,740	-	**153,250**
Los Angeles World Airports												-
New Earth Organization												-
New Opportunities Organization												-
Regents of the University of California												-
Robert's Enterprise Development Fund (REDF)			100,000									**100,000**
Salvadoran American Leadership and Education Fund												-
SELACO												-
Shakespeare LA Center									11,939	17,850		**29,789**
Toberman Neighborhood Center										29,750		**29,750**
Unite LA									-	42,000	-	**42,000**
TBD	**140,290**		**-**		**817,200**	**-**	**560,251**	**323,105**	**1,598,382**	**2,041,333**	**317,475**	**5,798,035**
TOTAL: Other Service Providers & C	**140,290**	**-**	**1,785,260**	**211,000**	**817,200**	**-**	**560,251**	**323,105**	**1,713,774**	**2,585,874**	**317,475**	**8,454,228**
GRAND TOTAL	**306,207**	**-**	**2,700,000**	**211,000**	**817,200**	**-**	**1,156,510**	**323,105**	**3,269,354**	**4,406,181**	**639,812**	**13,829,368**

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Service Providers

	SERVICE PROVIDER NAME	OTHER GRANTS/FUNDS							ANTICIPATED REVENUES			TOTAL
		Bank of America (Fund 56L)	CFE/City Summer Jobs Connect (Fund 56L)	DOJ Second Chance Act (Fund 56T)	EWDD SYEP Other Sources (Fund 56L)	Prison to Employment Initiative (Fund 62P)	Summer Training & Employment Program for Students (Fund 62Q)	Subtotal: Other Grants/Funds	WIOA	Other Grants	Subtotal: Anticipated Revenues	
	WORKSOURCE CENTERS:											
1	Arbor E & T, LLC							-			-	1,579,556
2	Asian American Drug Abuse Program Inc.							-			-	1,579,556
3	Build Rehabilitation Industries							-			-	-
4	City of Long Beach for Pacific Gateway Workforce Investment Network							-			-	1,279,556
5	Coalition for Responsible Community Development							-			-	2,321,756
6	Community Career Development, Inc.							-			-	1,146,856
7	El Proyecto del Barrio, Inc.							-			-	1,531,946
8	Goodwill Industries of Southern California							-			-	2,436,506
9	Goodwill Industries of Southern California							-			-	979,556
10	Housing Authority of the City of Los Angeles							-			-	2,073,514
11	Jewish Vocational Service							-			-	1,250,256
12	Managed Career Solutions, Inc.							-			-	1,106,506
13	Managed Career Solutions, Inc.							-			-	3,129,971
14	Pacific Asian Consortium in Employment							-			-	1,479,556
15	UAW-Labor Employment and Training Corporation							-			-	1,401,950
16	Watts Labor Community Action Committee							-			-	979,556
	TBD											2,700,000
	TOTAL: WorkSource Centers	-	-	-	-	-	-	-	-	-	-	26,976,598
	YOUTHSOURCE CENTERS:											
	NON-CITY:											
1	Catholic Charities of Los Angeles, Inc.							-			-	1,613,430
2	Catholic Charities of Los Angeles, Inc.							-			-	1,077,828
3	Coalition for Responsible Community Development							-			-	3,763,771
4	El Proyecto del Barrio, Inc.							-			-	1,756,436
5	El Proyecto del Barrio, Inc.							-			-	1,806,098
6	Goodwill Industries of Southern California							-			-	643,771
7	Los Angeles Brotherhood Crusade							-			-	1,269,609
8	Pacific Gateway, City of Long Beach							-			-	485,231
9	Para Los Ninos-Central							-			-	2,655,760
10	Para Los Ninos-East							-			-	530,859
11	Regents of the University of California (UCLA)							-			-	688,100
12	Watts Labor Community Action Committee							-			-	1,123,536
	TBD							-			-	6,462,789
	Subtotal: Non-City	-	-	-	-	-	-	-	-	-	-	23,877,218
	CITY DIRECT SERVICES:											
13	LA Youth Opportunity Movement (YOM) - Boyle Heights	30,000	50,500		25,000			105,500	549,333	-	549,333	2,335,171
14	LA Youth Opportunity Movement (YOM) - Watts	30,000	50,500		25,000			105,500	549,333	-	549,333	1,488,800
	Subtotal: City Direct Services	60,000	101,000	-	50,000	-	-	211,000	1,098,665	-	1,098,665	3,823,970
	TOTAL: YouthSource Centers	60,000	101,000	-	50,000	-	-	211,000	1,098,665	-	1,098,665	27,701,188

WDB YEAR 23 ANNUAL PLAN PY 2022-2023

Service Providers

SERVICE PROVIDER NAME	OTHER GRANTS/FUNDS							ANTICIPATED REVENUES			TOTAL
	Bank of America (Fund 56L)	CFE/City Summer Jobs Connect (Fund 56L)	DOJ Second Chance Act (Fund 56T)	EWDD SYEP Other Sources (Fund 56L)	Prison to Employment Initiative (Fund 62P)	Summer Training & Employment Program for Students (Fund 62Q)	Subtotal: Other Grants/Funds	WIOA	Other Grants	Subtotal: Anticipated Revenues	
OTHER SERVICE PROVIDERS & CO											
All People's Community Center							-			-	**58,441**
Anti-Recidivism Coalition							-			-	**187,500**
Barrio Action Youth & Family Center							-			-	**37,850**
California State University - Northridge (CSUN)							-			-	**150,000**
Center for Employment Opportunities							-			-	**220,350**
Center for Living and Learning							-			-	**282,000**
Central American Resource Center (CARECEN)							-			-	**-**
Chrysalis Enterprises							-			-	**935,050**
Community Coalition for Substance Abuse & Treatment							-			-	**-**
Digital Learning Academy-YWCA							-			-	**78,800**
Downtown Women's Center							-			-	**469,000**
Inner City Arts							-			-	**29,239**
Five Keys Schools and Programs							-			-	**-**
Friends Outside in Los Angeles County							-			-	**112,000**
GRID Alternatives							-			-	**206,000**
HELPER Foundation							-			-	**-**
Holman Community Development Corp.							-			-	**14,942**
Homeboy Industries							-			-	**388,900**
Hope of the Valley Rescue Mission							-			-	**-**
IDEPSCA							-			-	**-**
LA Conservation Corps							-			-	**330,000**
LA County WDACS							-			-	**-**
LAEDC							-			-	**-**
Launchpad							-			-	**30,000**
LAUSD				-			-			-	**2,318,262**
Los Angeles LGBT Center							-			-	**309,650**
Los Angeles World Airports							-			-	**-**
New Earth Organization							-			-	**95,950**
New Opportunities Organization							-			-	**-**
Regents of the University of California							-			-	**-**
Robert's Enterprise Development Fund (REDF)							-			-	**346,000**
Salvadoran American Leadership and Education Fund							-			-	**16,200**
SELACO							-			-	**-**
Shakespeare LA Center							-			-	**40,589**
Toberman Neighborhood Center							-			-	**37,850**
Unite LA							-			-	**256,000**
TBD	60,000	149,000		40,000			249,000		4,500,000	4,500,000	**27,667,139**
TOTAL: Other Service Providers & C	**60,000**	**149,000**	**-**	**40,000**	**-**	**-**	**249,000**	**-**	**4,500,000**	**4,500,000**	**34,617,712**
GRAND TOTAL	**120,000**	**250,000**	**-**	**90,000**	**-**	**-**	**460,000**	**1,098,665**	**4,500,000**	**5,598,665**	**89,295,498**

Strategies Reference No.	ACTIVITY	WIOA FORMULA				
		Adult (Fund 57W)	Dislocated Worker (Fund 57W)	Youth (Fund 57W)	Rapid Response (Fund 57W)	Subtotal: WIOA Formula
WDB INNOVATION FUND:						
41	To Be Determined	700,000	700,000	100,000		**1,500,000**
	Subtotal:	**700,000**	**700,000**	**100,000**	**-**	**1,500,000**
OTHER SUPPORTING ACTIVITIES:						
55	Annual Plan Design Consultant	7,000	7,000	6,000		**20,000**
45	Audit Fees/Fiscal Training	51,000	51,000	40,000		**142,000**
	Canoga Park WSC Relocation	50,000	150,000			**200,000**
51	Career Edge					**-**
26	Cash for College			90,000		**90,000**
46	Certification Requirements and Technical Assistance	20,000	2,500	2,500		**25,000**
60	Crossroads/Policy Conferences and Forums	5,000	5,000	-		**10,000**
42	Customer Satisfaction Surveys - CSUN	50,000	30,000	20,000		**100,000**
54	High Performing Boards					**-**
28	HIRE LA Platform / Community Software Solutions Inc.			-		**-**
49	HIRE LA Systems Capacity Building					**-**
27	HIRE LA's Youth 16-24			75,000		**75,000**
29	Intensive Transitions			177,000		**177,000**
4	I-Train	28,500	21,500			**50,000**
35	L.A. College Promise Works - Pathways to Public Service					**-**
43	LA Performs	58,400	41,600	-		**100,000**
	Los Angeles Veterans Initiative		100,000			**100,000**
3	LA Valley College Sector Strategy Center	60,000	40,000			**100,000**
44	Labor Market Information	35,000	25,000	-		**60,000**
3	Los Angeles Library System Strategic Partnership	80,000	20,000			**100,000**
3	Pierce College Co-Location - Build Rehab	26,000				**26,000**
61	Promotion and Outreach	8,000	8,000	4,000		**20,000**
20	Rapid Response Layoff Aversion Strategies	150,000	150,000		301,127	**601,127**
53	Rapid Response Support (Combined with WF Consultants)					**-**
47	RELAY Institute-CSUN (Formerly P3 Initiatives)	25,000		50,000		**75,000**
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23		-			**-**
65	Substance Abuse Counselor Pathway	-				**-**
50	Workforce Consultants	84,462	76,027	14,985	70,227	**245,701**
36	Youth Assessment			200,000		**200,000**
66	Youth Apprenticeship Training					**-**
67	Youth Small Business Corp					**-**
64	YouthSource Reopening Fund					**-**
70	Disability Consultant	117,780	82,220	50,000		**250,000**
71	Clean LA (F65N)					**-**
71	Edible Food Waste Recovery (F65N)					**-**
71	LA Community College - City Pathways (F65N)					**-**
71	LA Community Composting (F65N)					**-**
71	LA River Rangers (F65N)					**-**
71	All-Summer Night Lights (F65N)					**-**
71	Teen Parent Prosper Project (F65N)					**-**
71	Program Evaluation & Project Planning (F65N)					**-**
	Subtotal:	**856,142**	**809,847**	**729,485**	**371,354**	**2,766,828**
CITY DIRECT SERVICES:						
	El Centro de Ayuda			18,750		**18,750**
	Payroll and Timekeeping Service for Participants			2,500		**2,500**
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Services			40,161		**40,161**
	Procurement Consultant - Level Fields LLC			-		**-**
	General Services			-		**-**
	Subtotal:	**-**	**-**	**61,411**	**-**	**61,411**
	TOTAL	**1,556,142**	**1,509,847**	**890,896**	**371,354**	**4,328,239**

Strategies Reference No.	ACTIVITY	WIOA DISCRETIONARY GRANTS							
		2020 LAX Additional Assistance Grant (Fund 57W)	CA Megafires National DW Grant (Fund 57W)	COVID-19 Disaster Recovery (Fund 57W)	Prison 2 Employment (F xxx) (Fund XXX)	Regional Plan Implementation 3.0 (Fund 57W)	September Wildfires Disaster Recovery NDWG (Fund 57W)	Regional Equity Recovery Partnership (Fxxx) (Fund XXX)	Subtotal: WIOA Discretionary Grants
WDB INNOVATION FUND:									
41	To Be Determined								-
	Subtotal:	-	-	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:									
55	Annual Plan Design Consultant								-
45	Audit Fees/Fiscal Training								-
	Canoga Park WSC Relocation								-
51	Career Edge								-
26	Cash for College								-
46	Certification Requirements and Technical Assistance								-
60	Crossroads/Policy Conferences and Forums								-
42	Customer Satisfaction Surveys - CSUN								-
54	High Performing Boards								-
28	HIRE LA Platform / Community Software Solutions Inc.								-
49	HIRE LA Systems Capacity Building								-
27	HIRE LA's Youth 16-24								-
29	Intensive Transitions								-
4	I-Train								-
35	L.A. College Promise Works - Pathways to Public Service								-
43	LA Performs								-
	Los Angeles Veterans Initiative								-
3	LA Valley College Sector Strategy Center								-
44	Labor Market Information								-
3	Los Angeles Library System Strategic Partnership								-
3	Pierce College Co-Location - Build Rehab								-
61	Promotion and Outreach								-
20	Rapid Response Layoff Aversion Strategies								-
53	Rapid Response Support (Combined with WF Consultants)								-
47	RELAY Institute-CSUN (Formerly P3 Initiatives)								-
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23			-				33,672	**33,672**
65	Substance Abuse Counselor Pathway								-
50	Workforce Consultants								-
36	Youth Assessment								-
66	Youth Apprenticeship Training			-					-
67	Youth Small Business Corp								-
64	YouthSource Reopening Fund								-
70	Disability Consultant								-
71	Clean LA (F65N)								-
71	Edible Food Waste Recovery (F65N)								-
71	LA Community College - City Pathways (F65N)								-
71	LA Community Composting (F65N)								-
71	LA River Rangers (F65N)								-
71	All-Summer Night Lights (F65N)								-
71	Teen Parent Prosper Project (F65N)								-
71	Program Evaluation & Project Planning (F65N)								-
	Subtotal:	-	-	-	-	-	-	33,672	33,672
CITY DIRECT SERVICES:									
	El Centro de Ayuda								-
	Payroll and Timekeeping Service for Participants								-
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se								-
	Procurement Consultant - Level Fields LLC								-
	General Services								-
	Subtotal:	-	-	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-	33,672	33,672

Strategies Reference No.	ACTIVITY	CARES ACT FUNDS			
		Childcare Initiative CDBG COVID (Fund 424)	LA Community Care Corps Program (Fund 63P)	LA RISE Measure H CDBG COVID (Fund 424/ Fund 10C)	Subtotal: CARES Act Funds
WDB INNOVATION FUND:					
41	To Be Determined				-
	Subtotal:	-	-	-	-
OTHER SUPPORTING ACTIVITIES:					
55	Annual Plan Design Consultant				-
45	Audit Fees/Fiscal Training	24,000.00		-	**24,000**
	Canoga Park WSC Relocation				
51	Career Edge				-
26	Cash for College				-
46	Certification Requirements and Technical Assistance				-
60	Crossroads/Policy Conferences and Forums				-
42	Customer Satisfaction Surveys - CSUN				-
54	High Performing Boards				-
28	HIRE LA Platform / Community Software Solutions Inc.				-
49	HIRE LA Systems Capacity Building				-
27	HIRE LA's Youth 16-24				-
29	Intensive Transitions				-
4	I-Train				-
35	L.A. College Promise Works - Pathways to Public Service				-
43	LA Performs				-
	Los Angeles Veterans Initiative				
3	LA Valley College Sector Strategy Center				-
44	Labor Market Information				-
3	Los Angeles Library System Strategic Partnership				-
3	Pierce College Co-Location - Build Rehab				-
61	Promotion and Outreach				-
20	Rapid Response Layoff Aversion Strategies				-
53	Rapid Response Support (Combined with WF Consultants)				-
47	RELAY Institute-CSUN (Formerly P3 Initiatives)				-
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23				-
65	Substance Abuse Counselor Pathway				-
50	Workforce Consultants				-
36	Youth Assessment				-
66	Youth Apprenticeship Training				-
67	Youth Small Business Corp				-
64	YouthSource Reopening Fund				-
70	Disability Consultant				-
71	Clean LA (F65N)				-
71	Edible Food Waste Recovery (F65N)				-
71	LA Community College - City Pathways (F65N)				-
71	LA Community Composting (F65N)				-
71	LA River Rangers (F65N)				-
71	All-Summer Night Lights (F65N)				-
71	Teen Parent Prosper Project (F65N)				-
71	Program Evaluation & Project Planning (F65N)				-
	Subtotal:	24,000	-	-	24,000
CITY DIRECT SERVICES:					
	El Centro de Ayuda				-
	Payroll and Timekeeping Service for Participants				-
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se				-
	Procurement Consultant - Level Fields LLC				-
	General Services				-
	Subtotal:	-	-	-	-
	TOTAL	**24,000**	**-**	**-**	**24,000**

Strategies Reference No.	ACTIVITY	CA FOR ALL FUNDS								
		Angeleno Corps (F65N) (Fund 65N)	Clean LA (F65N) (Fund 65N)	Early Childhood Education Student Advancement (F65N) (Fund 65N)	Edible Food Waste Recovery (F65N) (Fund 65N)	LA Community College - City Pathways (F65N) (Fund 65N)	LA Community Composting (F65N) (Fund 65N)	LA RISE Youth Academy (F65N) (Fund 65N)	LA River Rangers (F65N) (Fund 65N)	Non-Profit Apprenticeship (F65N) (Fund 65N)
WDB INNOVATION FUND:										
41	To Be Determined									
	Subtotal:	-	-	-	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:										
55	Annual Plan Design Consultant									
45	Audit Fees/Fiscal Training									
	Canoga Park WSC Relocation									
51	Career Edge									
26	Cash for College									
46	Certification Requirements and Technical Assistance									
60	Crossroads/Policy Conferences and Forums									
42	Customer Satisfaction Surveys - CSUN									
54	High Performing Boards									
28	HIRE LA Platform / Community Software Solutions Inc.									
49	HIRE LA Systems Capacity Building									
27	HIRE LA's Youth 16-24									
29	Intensive Transitions									
4	I-Train									
35	L.A. College Promise Works - Pathways to Public Service									
43	LA Performs									
	Los Angeles Veterans Initiative									
3	LA Valley College Sector Strategy Center									
44	Labor Market Information									
3	Los Angeles Library System Strategic Partnership									
3	Pierce College Co-Location - Build Rehab									
61	Promotion and Outreach									
20	Rapid Response Layoff Aversion Strategies									
53	Rapid Response Support (Combined with WF Consultants)									
47	RELAY Institute-CSUN (Formerly P3 Initiatives)									
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23	155,325	101,265	11,484	8,831	258,452	10,475	272,369	56,858	61,137
65	Substance Abuse Counselor Pathway									
50	Workforce Consultants							183,500		
36	Youth Assessment							120,000		
66	Youth Apprenticeship Training									
67	Youth Small Business Corp									
64	YouthSource Reopening Fund									
70	Disability Consultant									
71	Clean LA (F65N)		8,851,360							
71	Edible Food Waste Recovery (F65N)				503,966					
71	LA Community College - City Pathways (F65N)					3,000,000				
71	LA Community Composting (F65N)						593,600			
71	LA River Rangers (F65N)								5,226,394	
71	All-Summer Night Lights (F65N)									
71	Teen Parent Prosper Project (F65N)									
71	Program Evaluation & Project Planning (F65N)									
	Subtotal:	**155,325**	**8,952,625**	**11,484**	**512,797**	**3,258,452**	**604,075**	**575,869**	**5,283,252**	**61,137**
CITY DIRECT SERVICES:										
	El Centro de Ayuda									
	Payroll and Timekeeping Service for Participants	30,000								
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	500,000								
	Procurement Consultant - Level Fields LLC									
	General Services									
	Subtotal:	**530,000**	-	-	-	-	-	-	-	-
	TOTAL	**685,325**	**8,952,625**	**11,484**	**512,797**	**3,258,452**	**604,075**	**575,869**	**5,283,252**	**61,137**

Strategies Reference No.	ACTIVITY	CA FOR ALL FUNDS							
		Student to Student Success (F65N) (Fund 65N)	All-Summer Night Lights (F65N) (Fund 65N)	Teen Parent Prosper Project (F65N) (Fund 65N)	Youth & Community Harvest Internships (F65N) (Fund 65N)	Youth Hospitality Training Academy (F65N) (Fund 65N)	Hire LA's Youth Platform Expansion (F65N) (Fund 65N)	Program Evaluation & Project Planning (F65N) (Fund 65N)	Subtotal: CA for All Programs
WDB INNOVATION FUND:									
41	To Be Determined								
	Subtotal:	-	-	-	-	-	-	-	
OTHER SUPPORTING ACTIVITIES:									
55	Annual Plan Design Consultant								-
45	Audit Fees/Fiscal Training								-
	Canoga Park WSC Relocation								-
51	Career Edge								-
26	Cash for College								-
46	Certification Requirements and Technical Assistance								-
60	Crossroads/Policy Conferences and Forums								-
42	Customer Satisfaction Surveys - CSUN								-
54	High Performing Boards								-
28	HIRE LA Platform / Community Software Solutions Inc.						740,977		740,977
49	HIRE LA Systems Capacity Building								-
27	HIRE LA's Youth 16-24								-
29	Intensive Transitions								-
4	I-Train								-
35	L.A. College Promise Works - Pathways to Public Service								-
43	LA Performs								-
	Los Angeles Veterans Initiative								
3	LA Valley College Sector Strategy Center								-
44	Labor Market Information								-
3	Los Angeles Library System Strategic Partnership								-
3	Pierce College Co-Location - Build Rehab								-
61	Promotion and Outreach								-
20	Rapid Response Layoff Aversion Strategies								-
53	Rapid Response Support (Combined with WF Consultants)								-
47	RELAY Institute-CSUN (Formerly P3 Initiatives)								-
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23	331,628	64,548	20,885	27,984	18,792			1,400,033
65	Substance Abuse Counselor Pathway								-
50	Workforce Consultants								183,500
36	Youth Assessment								120,000
66	Youth Apprenticeship Training								-
67	Youth Small Business Corp								-
64	YouthSource Reopening Fund								-
70	Disability Consultant								-
71	Clean LA (F65N)								8,851,360
71	Edible Food Waste Recovery (F65N)								503,966
71	LA Community College - City Pathways (F65N)								3,000,000
71	LA Community Composting (F65N)								593,600
71	LA River Rangers (F65N)								5,226,394
71	All-Summer Night Lights (F65N)		3,930,000						3,930,000
71	Teen Parent Prosper Project (F65N)			143,556					143,556
71	Program Evaluation & Project Planning (F65N)							1,239,460	1,239,460
	Subtotal:	**331,628**	**3,994,548**	**164,441**	**27,984**	**18,792**	**740,977**	**1,239,460**	**25,932,846**
CITY DIRECT SERVICES:									
	El Centro de Ayuda								-
	Payroll and Timekeeping Service for Participants	2,451		17,083					49,534
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	32,678		293,517					826,195
	Procurement Consultant - Level Fields LLC								-
	General Services								-
	Subtotal:	**35,129**	-	**310,600**	-	-	-	-	**875,729**
	TOTAL	**366,757**	**3,994,548**	**475,041**	**27,984**	**18,792**	**740,977**	**1,239,460**	**26,808,575**

Strategies Reference No.	ACTIVITY	LA CITY PROGRAMS						
		Angeleno Corps (Fund 551)	Career Apprenticeship Program (Fund 551)	Cash for College (Fund 551)	Day Laborer Program (Fund 551)	Gang Injunction Curfew Settlement (GIC) (Fund 10B)	Hire LA (Fund 551)	LA RISE (Fund 10C)
WDB INNOVATION FUND:								
41	To Be Determined							
	Subtotal:	-	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:								
55	Annual Plan Design Consultant							
45	Audit Fees/Fiscal Training	-			-			-
	Canoga Park WSC Relocation							
51	Career Edge							-
26	Cash for College							
46	Certification Requirements and Technical Assistance							
60	Crossroads/Policy Conferences and Forums							
42	Customer Satisfaction Surveys - CSUN							-
54	High Performing Boards							
28	HIRE LA Platform / Community Software Solutions Inc.							
49	HIRE LA Systems Capacity Building						-	
27	HIRE LA's Youth 16-24							
29	Intensive Transitions							
4	I-Train							
35	L.A. College Promise Works - Pathways to Public Service						-	
43	LA Performs							
	Los Angeles Veterans Initiative							
3	LA Valley College Sector Strategy Center							
44	Labor Market Information							
3	Los Angeles Library System Strategic Partnership							
3	Pierce College Co-Location - Build Rehab							
61	Promotion and Outreach							
20	Rapid Response Layoff Aversion Strategies							
53	Rapid Response Support (Combined with WF Consultants)							
47	RELAY Institute-CSUN (Formerly P3 Initiatives)							
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23							
65	Substance Abuse Counselor Pathway							
50	Workforce Consultants	-						155,000
36	Youth Assessment							
66	Youth Apprenticeship Training	150,000						
67	Youth Small Business Corp							
64	YouthSource Reopening Fund							
70	Disability Consultant							
71	Clean LA (F65N)							
71	Edible Food Waste Recovery (F65N)							
71	LA Community College - City Pathways (F65N)							
71	LA Community Composting (F65N)							
71	LA River Rangers (F65N)							
71	All-Summer Night Lights (F65N)							
71	Teen Parent Prosper Project (F65N)							
71	Program Evaluation & Project Planning (F65N)							
	Subtotal:	**150,000**	-	-	-	-	-	**155,000**
CITY DIRECT SERVICES:								
	El Centro de Ayuda							
	Payroll and Timekeeping Service for Participants	-						
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	-						
	Procurement Consultant - Level Fields LLC							
	General Services							
	Subtotal:	-	-	-	-	-	-	-
	TOTAL	**150,000**	-	-	-	-	-	**155,000**

Strategies Reference No.	ACTIVITY		LA CITY PROGRAMS							
		LA RISE Expansion ABH/Tiny Home Participants (Fund 10C)	LA RISE Expansion (CD 10) (Fund 10C)	LA RISE HHAPP (Fund 10C)	Non-Profit Apprenticeship Program (CD 9) (Fund 551)	Prison to Employment Re-Entry (CD 5/8) (Fund 551)	Student to Student Success Pilot (Fund 551)	Summer Youth Employment Program (Fund 551)	YouthSource Center (Fund 551)	**Subtotal: LA City Programs**
WDB INNOVATION FUND:										
41	To Be Determined									-
	Subtotal:	-	-	-	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:										
55	Annual Plan Design Consultant									-
45	Audit Fees/Fiscal Training						-	-		-
	Canoga Park WSC Relocation									
51	Career Edge							75,000		**75,000**
26	Cash for College									-
46	Certification Requirements and Technical Assistance									-
60	Crossroads/Policy Conferences and Forums									-
42	Customer Satisfaction Surveys - CSUN						-			-
54	High Performing Boards									-
28	HIRE LA Platform / Community Software Solutions Inc.									-
49	HIRE LA Systems Capacity Building							75,000		**75,000**
27	HIRE LA's Youth 16-24									-
29	Intensive Transitions									-
4	I-Train									-
35	L.A. College Promise Works - Pathways to Public Service							400,000		**400,000**
43	LA Performs							90,000		**90,000**
	Los Angeles Veterans Initiative									-
3	LA Valley College Sector Strategy Center									-
44	Labor Market Information									-
3	Los Angeles Library System Strategic Partnership									-
3	Pierce College Co-Location - Build Rehab									-
61	Promotion and Outreach									-
20	Rapid Response Layoff Aversion Strategies									-
53	Rapid Response Support (Combined with WF Consultants)									-
47	RELAY Institute-CSUN (Formerly P3 Initiatives)									-
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23									-
65	Substance Abuse Counselor Pathway							-		-
50	Workforce Consultants									**155,000**
36	Youth Assessment									-
66	Youth Apprenticeship Training							87,001		**237,001**
67	Youth Small Business Corp							-		-
64	YouthSource Reopening Fund							-		-
70	Disability Consultant									-
71	Clean LA (F65N)									-
71	Edible Food Waste Recovery (F65N)									-
71	LA Community College - City Pathways (F65N)									-
71	LA Community Composting (F65N)									-
71	LA River Rangers (F65N)									-
71	All-Summer Night Lights (F65N)									-
71	Teen Parent Prosper Project (F65N)									-
71	Program Evaluation & Project Planning (F65N)									-
	Subtotal:	-	-	-	-	-	-	**727,001**	-	**1,032,001**
CITY DIRECT SERVICES:										
	El Centro de Ayuda									-
	Payroll and Timekeeping Service for Participants						-	5,387	-	**5,387**
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se						-	64,638	-	**64,638**
	Procurement Consultant - Level Fields LLC									-
	General Services								8,424	**8,424**
	Subtotal:	-	-	-	-	-	-	**70,025**	**8,424**	**78,449**
	TOTAL	-	-	-	-	-	-	**797,026**	**8,424**	**1,110,450**

Strategies Reference No.	ACTIVITY	LA COUNTY GRANTS					
		JJCPA Probation (Fund 59X)	Juvenile Day Reporting Center (Fund 60A)	LA RISE Measure H (Fund 59N)	Performance Partnership Pilot (P3) (Fund 59Y)	Project Invest (Fund 60K)	Relay Institute (Fund 60L)
WDB INNOVATION FUND:							
41	To Be Determined						
	Subtotal:	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:							
55	Annual Plan Design Consultant						
45	Audit Fees/Fiscal Training	15,000	-	45,500		6,000	
	Canoga Park WSC Relocation						
51	Career Edge						
26	Cash for College						
46	Certification Requirements and Technical Assistance						
60	Crossroads/Policy Conferences and Forums						
42	Customer Satisfaction Surveys - CSUN						
54	High Performing Boards						
28	HIRE LA Platform / Community Software Solutions Inc.						
49	HIRE LA Systems Capacity Building						
27	HIRE LA's Youth 16-24						
29	Intensive Transitions						
4	I-Train						
35	L.A. College Promise Works - Pathways to Public Service						
43	LA Performs						
	Los Angeles Veterans Initiative						
3	LA Valley College Sector Strategy Center						
44	Labor Market Information						
3	Los Angeles Library System Strategic Partnership						
3	Pierce College Co-Location - Build Rehab						
61	Promotion and Outreach						
20	Rapid Response Layoff Aversion Strategies						
53	Rapid Response Support (Combined with WF Consultants)						
47	RELAY Institute-CSUN (Formerly P3 Initiatives)						50,000
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23						
65	Substance Abuse Counselor Pathway						
50	Workforce Consultants						
36	Youth Assessment						
66	Youth Apprenticeship Training						
67	Youth Small Business Corp						
64	YouthSource Reopening Fund						
70	Disability Consultant						
71	Clean LA (F65N)						
71	Edible Food Waste Recovery (F65N)						
71	LA Community College - City Pathways (F65N)						
71	LA Community Composting (F65N)						
71	LA River Rangers (F65N)						
71	All-Summer Night Lights (F65N)						
71	Teen Parent Prosper Project (F65N)						
71	Program Evaluation & Project Planning (F65N)						
	Subtotal:	15,000	-	45,500	-	6,000	50,000
CITY DIRECT SERVICES:							
	El Centro de Ayuda						
	Payroll and Timekeeping Service for Participants	2,000					
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	37,792					
	Procurement Consultant - Level Fields LLC						
	General Services						
	Subtotal:	39,792	-	-	-	-	-
	TOTAL	**54,792**	**-**	**45,500**	**-**	**6,000**	**50,000**

Strategies Reference No.	ACTIVITY	LA COUNTY GRANTS					
		Systems Involved Youth (Fund 62H)	WIOA Formula (Fund 59Q)	Youth at Work - CalWork (Fund 56E)	Youth at Work - OUY (Fund 56E)	Youth at Work - Foster (Fund 56E)	Subtotal: LA County Grants
WDB INNOVATION FUND:							
41	To Be Determined						-
	Subtotal:	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:							
55	Annual Plan Design Consultant						-
45	Audit Fees/Fiscal Training	22,500	3,000	24,824	29,318	4,858	**151,000**
	Canoga Park WSC Relocation						
51	Career Edge						-
26	Cash for College						-
46	Certification Requirements and Technical Assistance						-
60	Crossroads/Policy Conferences and Forums						-
42	Customer Satisfaction Surveys - CSUN						-
54	High Performing Boards						-
28	HIRE LA Platform / Community Software Solutions Inc.						-
49	HIRE LA Systems Capacity Building						-
27	HIRE LA's Youth 16-24						-
29	Intensive Transitions						-
4	I-Train						-
35	L.A. College Promise Works - Pathways to Public Service						-
43	LA Performs						-
	Los Angeles Veterans Initiative						
3	LA Valley College Sector Strategy Center						-
44	Labor Market Information						-
3	Los Angeles Library System Strategic Partnership						-
3	Pierce College Co-Location - Build Rehab						-
61	Promotion and Outreach						-
20	Rapid Response Layoff Aversion Strategies						-
53	Rapid Response Support (Combined with WF Consultants)						-
47	RELAY Institute-CSUN (Formerly P3 Initiatives)			-	-	-	**50,000**
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23						-
65	Substance Abuse Counselor Pathway						-
50	Workforce Consultants						-
36	Youth Assessment						-
66	Youth Apprenticeship Training			-	-	-	-
67	Youth Small Business Corp						-
64	YouthSource Reopening Fund						-
70	Disability Consultant						-
71	Clean LA (F65N)						-
71	Edible Food Waste Recovery (F65N)						-
71	LA Community College - City Pathways (F65N)						-
71	LA Community Composting (F65N)						-
71	LA River Rangers (F65N)						-
71	All-Summer Night Lights (F65N)						-
71	Teen Parent Prosper Project (F65N)						-
71	Program Evaluation & Project Planning (F65N)						-
	Subtotal:	22,500	3,000	24,824	29,318	4,858	201,000
CITY DIRECT SERVICES:							
	El Centro de Ayuda						-
	Payroll and Timekeeping Service for Participants	3,209		10,251	11,186	1,686	**28,332**
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	58,338		186,390	203,387	30,652	**516,559**
	Procurement Consultant - Level Fields LLC	-					-
	General Services						-
	Subtotal:	61,547	-	196,641	214,573	32,338	544,891
	TOTAL	**84,047**	**3,000**	**221,466**	**243,891**	**37,196**	**745,891**

Strategies Reference No.	ACTIVITY	OTHER GRANTS/FUNDS						
		Bank of America (Fund 56L)	CFE/City Summer Jobs Connect (Fund 56L)	DOJ Second Chance Act (Fund 56T)	EWDD SYEP Other Sources (Fund 56L)	Prison to Employment Initiative (Fund 62P)	Summer Training & Employment Program for Students (Fund 62Q)	Subtotal: Other Grants/Funds
WDB INNOVATION FUND:								
41	To Be Determined							-
	Subtotal:	-	-	-	-	-	-	-
OTHER SUPPORTING ACTIVITIES:								
55	Annual Plan Design Consultant							-
45	Audit Fees/Fiscal Training							-
	Canoga Park WSC Relocation							
51	Career Edge							-
26	Cash for College							-
46	Certification Requirements and Technical Assistance							-
60	Crossroads/Policy Conferences and Forums							-
42	Customer Satisfaction Surveys - CSUN							-
54	High Performing Boards							-
28	HIRE LA Platform / Community Software Solutions Inc.							-
49	HIRE LA Systems Capacity Building							-
27	HIRE LA's Youth 16-24							-
29	Intensive Transitions							-
4	I-Train							-
35	L.A. College Promise Works - Pathways to Public Service							-
43	LA Performs							-
	Los Angeles Veterans Initiative							
3	LA Valley College Sector Strategy Center							-
44	Labor Market Information							-
3	Los Angeles Library System Strategic Partnership							-
3	Pierce College Co-Location - Build Rehab							-
61	Promotion and Outreach							-
20	Rapid Response Layoff Aversion Strategies							-
53	Rapid Response Support (Combined with WF Consultants)							-
47	RELAY Institute-CSUN (Formerly P3 Initiatives)							-
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23							-
65	Substance Abuse Counselor Pathway							-
50	Workforce Consultants							-
36	Youth Assessment							-
66	Youth Apprenticeship Training							-
67	Youth Small Business Corp							-
64	YouthSource Reopening Fund							-
70	Disability Consultant							-
71	Clean LA (F65N)							-
71	Edible Food Waste Recovery (F65N)							-
71	LA Community College - City Pathways (F65N)							-
71	LA Community Composting (F65N)							-
71	LA River Rangers (F65N)							-
71	All-Summer Night Lights (F65N)							-
71	Teen Parent Prosper Project (F65N)							-
71	Program Evaluation & Project Planning (F65N)							-
	Subtotal:	-	-	-	-	-	-	-
CITY DIRECT SERVICES:								
	El Centro de Ayuda							-
	Payroll and Timekeeping Service for Participants	3,000	7,575		2,250			**12,825**
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	57,000	93,425		42,750			**193,175**
	Procurement Consultant - Level Fields LLC							-
	General Services							-
	Subtotal:	**60,000**	**101,000**	**-**	**45,000**	**-**	**-**	**206,000**
	TOTAL	**60,000**	**101,000**	**-**	**45,000**	**-**	**-**	**206,000**

Strategies Reference No.	ACTIVITY	ANTICIPATED REVENUE			TOTAL
		WIOA	Other Grants	Subtotal: Anticipated Revenues	
WDB INNOVATION FUND:					
41	To Be Determined			-	**1,500,000**
	Subtotal:	-	-	-	**1,500,000**
OTHER SUPPORTING ACTIVITIES:					
55	Annual Plan Design Consultant			-	**20,000**
45	Audit Fees/Fiscal Training			-	**317,000**
	Canoga Park WSC Relocation				**200,000**
51	Career Edge			-	**75,000**
26	Cash for College			-	**90,000**
46	Certification Requirements and Technical Assistance			-	**25,000**
60	Crossroads/Policy Conferences and Forums			-	**10,000**
42	Customer Satisfaction Surveys - CSUN			-	**100,000**
54	High Performing Boards			-	**-**
28	HIRE LA Platform / Community Software Solutions Inc.			-	**740,977**
49	HIRE LA Systems Capacity Building			-	**75,000**
27	HIRE LA's Youth 16-24			-	**75,000**
29	Intensive Transitions			-	**177,000**
4	I-Train			-	**50,000**
35	L.A. College Promise Works - Pathways to Public Service			-	**400,000**
43	LA Performs			-	**190,000**
	Los Angeles Veterans Initiative				**100,000**
3	LA Valley College Sector Strategy Center			-	**100,000**
44	Labor Market Information			-	**60,000**
3	Los Angeles Library System Strategic Partnership			-	**100,000**
3	Pierce College Co-Location - Build Rehab			-	**26,000**
61	Promotion and Outreach			-	**20,000**
20	Rapid Response Layoff Aversion Strategies			-	**601,127**
53	Rapid Response Support (Combined with WF Consultants)			-	**-**
47	RELAY Institute-CSUN (Formerly P3 Initiatives)			-	**125,000**
72	Reserved for EWDD Program Oversight/Delivery for PY 22-23			-	**1,433,705**
65	Substance Abuse Counselor Pathway			-	**-**
50	Workforce Consultants			-	**584,201**
36	Youth Assessment			-	**320,000**
66	Youth Apprenticeship Training			-	**237,001**
67	Youth Small Business Corp			-	**-**
64	YouthSource Reopening Fund			-	**-**
70	Disability Consultant			-	**250,000**
71	Clean LA (F65N)			-	**8,851,360**
71	Edible Food Waste Recovery (F65N)			-	**503,966**
71	LA Community College - City Pathways (F65N)			-	**3,000,000**
71	LA Community Composting (F65N)			-	**593,600**
71	LA River Rangers (F65N)			-	**5,226,394**
71	All-Summer Night Lights (F65N)			-	**3,930,000**
71	Teen Parent Prosper Project (F65N)			-	**143,556**
71	Program Evaluation & Project Planning (F65N)			-	**1,239,460**
	Subtotal:	-	-	-	**29,990,347**
CITY DIRECT SERVICES:					
	El Centro de Ayuda			-	**18,750**
	Payroll and Timekeeping Service for Participants	-	-	-	**98,578**
	Participant Costs - Stipends, Taxes, Workers Comp., Supportive Se	-	-	-	**1,640,728**
	Procurement Consultant - Level Fields LLC			-	**-**
	General Services			-	**8,424**
	Subtotal:	-	-	-	**1,766,479**
	TOTAL	-	-	-	**33,256,826**

CITY DEPARTMENT	WIOA FORMULA				
	Adult (Fund 57W)	Dislocated Worker (Fund 57W)	Youth (Fund 57W)	Rapid Response (Fund 57W)	**Subtotal: WIOA Formula**
CITY ATTORNEY:					
Direct Salaries	4,863	4,863	7,903		**17,629**
Related Costs	2,899	2,899	4,712	-	**10,510**
Subtotal:	**7,762**	**7,762**	**12,615**	**-**	**28,139**
CONTROLLER:					
Direct Salaries	12,765	12,765	12,765		**38,295**
Related Costs	11,500	11,500	11,500	-	**34,500**
Subtotal:	**24,265**	**24,265**	**24,265**	**-**	**72,795**
GENERAL SERVICES:					
Direct Costs					**-**
Subtotal:	**-**	**-**	**-**	**-**	**-**
PERSONNEL:					
Direct Salaries	60,952	76,534	42,651		**180,138**
Related Costs	17,832	25,561	21,155	-	**64,548**
Subtotal:	**78,785**	**102,095**	**63,807**	**-**	**244,686**
TOTAL	**110,812**	**134,122**	**100,686**	**-**	**345,621**

CITY DEPARTMENT	WIOA DISCRETIONARY GRANTS							
	2020 LAX Additional Assistance Grant (Fund 57W)	CA Megafires National DW Grant (Fund 57W)	COVID-19 Disaster Recovery (Fund 57W)	Prison 2 Employment (F xxx) (Fund XXX)	Regional Plan Implementation 3.0 (Fund 57W)	September Wildfires Disaster Recovery NWDG (Fund 57W)	Regional Equity Recovery Partnership (Fxxx) (Fund XXX)	**Subtotal: WIOA Discretionary Grants**
CITY ATTORNEY:								
Direct Salaries	608	608	9,726	608		608	-	**12,158**
Related Costs	362	362	5,799	362	-	362	-	**7,249**
Subtotal:	**970**	**970**	**15,525**	**970**	**-**	**970**	**-**	**19,407**
CONTROLLER:								
Direct Salaries							-	**-**
Related Costs							-	**-**
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:								
Direct Costs								**-**
								-
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
PERSONNEL:								
Direct Salaries	905	3,964	736	3,742		3,078	2,495	**14,920**
Related Costs	449	1,966	365	1,856	-	1,527	1,238	**7,400**
Subtotal:	**1,354**	**5,930**	**1,101**	**5,598**	**-**	**4,605**	**3,733**	**22,320**
TOTAL	**2,324**	**6,901**	**16,626**	**6,569**	**-**	**5,575**	**3,733**	**41,727**

CITY DEPARTMENT	CARES ACT FUNDS		
	Childcare Initiative CDBG COVID (Fund 424)	LA RISE Measure H CDBG COVID (Fund 424/ Fund 10C)	**Subtotal: CARES Act Funds**
CITY ATTORNEY:			
Direct Salaries	608		**608**
Related Costs	362		**362**
Subtotal:	**970**	**-**	**970**
CONTROLLER:			
Direct Salaries			**-**
Related Costs			**-**
Subtotal:	**-**	**-**	**-**
GENERAL SERVICES:			
Direct Costs			**-**
			-
Subtotal:	**-**	**-**	**-**
PERSONNEL:			
Direct Salaries	3,040		**3,040**
Related Costs	1,508		**1,508**
Subtotal:	**4,547**	**-**	**4,547**
TOTAL	**5,517**	**-**	**5,517**

CITY DEPARTMENT	CA FOR ALL FUNDS					
	Angeleno Corps (F65N) (Fund 65N)	Clean LA (F65N) (Fund 65N)	Early Childhood Education Student Advancement (F65N) (Fund 65N)	Edible Food Waste Recovery (F65N) (Fund 65N)	LA Community College - City Pathways (F65N) (Fund 65N)	LA Community Composting (F65N) (Fund 65N)
CITY ATTORNEY:						
Direct Salaries	**4,255**		**2,432**		**608**	
Related Costs	2,537	-	1,450	-	362	-
Subtotal:	**6,792**	**-**	**3,882**	**-**	**970**	**-**
CONTROLLER:						
Direct Salaries						
Related Costs						
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:						
Direct Costs						
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
PERSONNEL:						
Direct Salaries	**5,859**	**1,541**	**105**	**124**	**2,626**	**126**
Related Costs	2,906	764	52	62	1,302	63
Subtotal:	**8,765**	**2,306**	**157**	**186**	**3,928**	**189**
TOTAL	**15,557**	**2,306**	**4,039**	**186**	**4,899**	**189**

CITY DEPARTMENT	CA FOR ALL FUNDS				
	LA RISE Youth Academy (F65N) (Fund 65N)	LA River Rangers (F65N) (Fund 65N)	Non-Profit Apprenticeship (F65N) (Fund 65N)	Student to Student Success (F65N) (Fund 65N)	All-Summer Night Lights (F65N) (Fund 65N)
CITY ATTORNEY:					
Direct Salaries	**608**		**608**	**6,687**	
Related Costs	362	-	362	3,987	-
Subtotal:	**970**	**-**	**970**	**10,674**	**-**
CONTROLLER:					
Direct Salaries					
Related Costs					
Subtotal:	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:					
Direct Costs					
Subtotal:	**-**	**-**	**-**	**-**	**-**
PERSONNEL:					
Direct Salaries	**3,986**	**826**	**846**	**780**	**949**
Related Costs	1,977	410	420	387	471
Subtotal:	**5,962**	**1,235**	**1,266**	**1,167**	**1,419**
TOTAL	**6,933**	**1,235**	**2,237**	**11,841**	**1,419**

CITY DEPARTMENT	CA FOR ALL FUNDS					
	Teen Parent Prosper Project (F65N) (Fund 65N)	Youth & Community Harvest Internships (F65N) (Fund 65N)	Youth Hospitality Training Academy (F65N) (Fund 65N)	Hire LA's Youth Platform Expansion (F65N) (Fund 65N)	Program Evaluation & Project Planning (F65N) (Fund 65N)	Subtotal:CA for All Funds
CITY ATTORNEY:						
Direct Salaries	**608**	**608**	**608**			**17,022**
Related Costs	362	362	362	-	-	**10,149**
Subtotal:	**970**	**970**	**970**	**-**	**-**	**27,171**
CONTROLLER:						
Direct Salaries						**-**
Related Costs						**-**
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:						
Direct Costs						**-**
						-
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
PERSONNEL:						
Direct Salaries	**82**	**380**	**240**			**18,470**
Related Costs	40	189	119	-	-	**9,161**
Subtotal:	**122**	**569**	**359**	**-**	**-**	**27,631**
TOTAL	**1,093**	**1,539**	**1,329**	**-**	**-**	**54,801**

CITY DEPARTMENT	LA CITY PROGRAMS							
	Angeleno Corps (Fund 551)	Career Apprenticeship Program (Fund 551)	Cash for College (Fund 551)	Day Laborer Program (Fund 551)	Gang Injunction Curfew Settlement (GIC) (Fund 10B)	Hire LA (Fund 551)	LA RISE (Fund 10C)	LA RISE Expansion ABH/Tiny Home Participants (Fund 10C)
CITY ATTORNEY:								
Direct Salaries					12,158	1,215	9,726	
Related Costs								
Subtotal:	-	-	-	-	**12,158**	**1,215**	**9,726**	-
CONTROLLER:								
Direct Salaries								
Related Costs								
Subtotal:	-	-	-	-	-	-	-	-
GENERAL SERVICES:								
Direct Costs								
Subtotal:	-	-	-	-	-	-	-	-
PERSONNEL:								
Direct Salaries	729				9,966	5,025	5,012	634
Related Costs								
Subtotal:	**729**	-	-	-	**9,966**	**5,025**	**5,012**	**634**
TOTAL	**729**	-	-	-	**22,124**	**6,240**	**14,738**	**634**

CITY DEPARTMENT	LA CITY PROGRAMS							
	LA RISE Expansion (CD 10) (Fund 10C)	LA RISE HHAPP (Fund 10C)	Non-Profit Apprenticeship Program (CD 9) (Fund 551)	Prison to Employment Re-Entry (CD 5/8) (Fund 551)	Student to Student Success Pilot (Fund 551)	Summer Youth Employment Program (Fund 551)	YouthSource Center (Fund 551)	**Subtotal: LA City Programs**
CITY ATTORNEY:								
Direct Salaries						13,982		**37,081**
Related Costs								-
Subtotal:	-	-	-	-	-	**13,982**	-	**37,081**
CONTROLLER:								
Direct Salaries								-
Related Costs								-
Subtotal:	-	-	-	-	-	-	-	-
GENERAL SERVICES:								
Direct Costs								-
								-
Subtotal:	-	-	-	-	-	-	-	-
PERSONNEL:								
Direct Salaries	611	1,492			3,727	7,461	5,517	**40,174**
Related Costs								-
Subtotal:	**611**	**1,492**	-	-	**3,727**	**7,461**	**5,517**	**40,174**
TOTAL	**611**	**1,492**	-	-	**3,727**	**21,443**	**5,517**	**77,255**

CITY DEPARTMENT	LA COUNTY GRANTS					
	JJCPA Probation (Fund 59X)	Juvenile Day Reporting Center (Fund 60A)	LA RISE Measure H (Fund 59N)	Performance Partnership Pilot (P3) (Fund 59Y)	Project Invest (Fund 60K)	Relay Institute (Fund 60L)
CITY ATTORNEY:						
Direct Salaries	1,216		12,158		1,824	
Related Costs	725	-	7,249	-	1,087	-
Subtotal:	**1,941**	**-**	**19,407**	**-**	**2,911**	**-**
CONTROLLER:						
Direct Salaries						
Related Costs						
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:						
Direct Costs						
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
PERSONNEL:						
Direct Salaries	645		2,658		1,020	
Related Costs	320	-	1,318	-	506	-
Subtotal:	**965**	**-**	**3,976**	**-**	**1,526**	**-**
TOTAL	**2,906**	**-**	**23,383**	**-**	**4,437**	**-**

CITY DEPARTMENT	LA COUNTY GRANTS					
	Systems Involved Youth (Fund 62H)	WIOA Formula (Fund 59Q)	Youth at Work - CalWork (Fund 56E)	Youth at Work - OUY (Fund 56E)	Youth at Work - Foster (Fund 56E)	**Subtotal: LA County Grants**
CITY ATTORNEY:						
Direct Salaries	10,334	1,216	13,374			**40,122**
Related Costs	6,161	725	7,974	-	-	**23,921**
Subtotal:	**16,495**	**1,941**	**21,348**	**-**	**-**	**64,043**
CONTROLLER:						
Direct Salaries						**-**
Related Costs						**-**
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:						
Direct Costs						**-**
						-
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**
PERSONNEL:						
Direct Salaries	1,694	387	4,784	6,377	963	**18,528**
Related Costs	840	192	2,373	3,163	478	**9,190**
Subtotal:	**2,534**	**579**	**7,157**	**9,540**	**1,441**	**27,718**
TOTAL	**19,029**	**2,520**	**28,504**	**9,540**	**1,441**	**91,761**

CITY DEPARTMENT	OTHER GRANTS/FUNDS						
	Bank of America (Fund 56L)	CFE/City Summer Jobs Connect (Fund 56L)	DOJ Second Chance Act (Fund 56T)	EWDD SYEP Other Sources (Fund 56L)	Prison to Employment Initiative (Fund 62P)	Summer Training & Employment Program for Students (Fund 62Q)	**Subtotal: Other Grants/Funds**
CITY ATTORNEY:							
Direct Salaries				608			**608**
Related Costs	-	-	-	362	-		**362**
Subtotal:	**-**	**-**	**-**	**970**	**-**	**-**	**970**
CONTROLLER:							
Direct Salaries							**-**
Related Costs							**-**
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**	**-**
GENERAL SERVICES:							
Direct Costs							**-**
							-
Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**	**-**
PERSONNEL:							
Direct Salaries				140			**140**
Related Costs	-	-	-	69	-	-	**69**
Subtotal:	**-**	**-**	**-**	**209**	**-**	**-**	**209**
TOTAL	**-**	**-**	**-**	**1,180**	**-**	**-**	**1,180**

CITY DEPARTMENT	ANTICIPATED REVENUES			TOTAL
	WIOA	Other Grants	Subtotal: Anticipated Revenues	
CITY ATTORNEY:				
Direct Salaries			-	125,228
Related Costs	-	-	-	52,553
Subtotal:	-	-	-	177,780
CONTROLLER:				
Direct Salaries			-	38,295
Related Costs			-	34,500
Subtotal:	-	-	-	72,795
GENERAL SERVICES:				
Direct Costs			-	-
			-	-
Subtotal:	-	-	-	-
PERSONNEL:				
Direct Salaries	21,278	6,100	27,378	302,787
Related Costs	10,554	3,025	13,579	105,456
Subtotal:	31,832	9,125	40,957	408,243
TOTAL	**31,832**	**9,125**	**40,957**	**658,818**

Line Item	WIOA FORMULA - Board					
	Adult (Fund 57W)	Dislocated Worker (Fund 57W)	Youth (Fund 57W)	Rapid Response (Fund 57W)	Regional Equity Recovery Partnership (Fxxx) (Fund xxx)	TOTAL
EWDD SUPPORT:						
Direct Costs:						
Salaries-Regular Employees	177,290	177,290	88,645			**443,225**
Salaries-As Needed Employees	8,778	8,778	4,389			**21,945**
Overtime	236	36	18			**291**
Printing & Binding	1,623	1,623	812			**4,058**
Travel	16,449	16,449	8,224			**41,122**
Contractual Services	13,765	13,765	6,883			**34,413**
Transportation Exp	804	804	402			**2,011**
Water & Electricity	-	-	-			**-**
Office & Admin	22,171	22,171	11,085			**55,427**
Operating Supplies	778	778	389			**1,946**
Rent	30,327	30,327	15,163			**75,817**
Subtotal-Direct Costs	**272,222**	**272,022**	**136,011**	**-**	**-**	**680,256**
Related Costs:						
Fringe Benefits	81,765	81,765	40,882	-	-	**204,411**
Central Services	24,214	24,214	12,107	-	-	**60,536**
Total Related Costs	**105,979**	**105,979**	**52,990**	**-**	**-**	**264,948**
Adjustment: Costs Over Grant Limitation	-	-	-	-	-	**-**
Subtotal-Related Costs	**105,979**	**105,979**	**52,990**	**-**	**-**	**264,948**
Total: EWDD Support	**378,201**	**378,001**	**189,001**	**-**	**-**	**945,203**
MAYOR'S OFFICE:						
Salaries & Expenses:						
Executive Director	59,816	43,650	58,200			**161,666**
Workforce Development Policy Staffing	33,102	33,102	33,102			**99,305**
Others					100,000	**100,000**
Subtotal-Salaries:	**92,918**	**76,752**	**91,302**	**-**	**100,000**	**360,971**
Related Costs:						
Fringe Benefits	42,370	34,999	41,634			**119,003**
Central Services	47,602	39,320	46,774			**133,695**
Subtotal-Related Costs	**89,972**	**74,319**	**88,407**	**-**	**-**	**252,698**
Total: Mayor's Office	**182,890**	**151,070**	**179,709**	**-**	**100,000**	**613,669**
INNOVATION FUND:						
Strategies & Activities, #42	700,000	700,000	100,000	-	-	**1,500,000**
Total: Innovation Fund	**700,000**	**700,000**	**100,000**	**-**	**-**	**1,500,000**
GRAND TOTAL	**1,261,091**	**1,229,072**	**468,710**	**-**	**100,000**	**3,058,873**

Angeleno Corps (F65N) (Fund 65N)	Clean LA (F65N) (Fund 65N)	Early Childhood Education Student Advancement (F65N) (Fund 65N)	Edible Food Waste Recovery (F65N) (Fund 65N)	LA Community College - City Pathways (F65N) (Fund 65N)	LA Community Composting (F65N) (Fund 65N)	LA RISE Youth Academy (F65N) (Fund 65N)	LA River Rangers (F65N) (Fund 65N)
-	-	-	-		-	-	-
-	-	-	-		-	-	-
-	-	-	-		-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-		-	-	-
203,221		18,290		90,891			4,878
203,221	**-**	**18,290**	**-**	**90,891**	**-**	**-**	**4,878**
92,669	-	8,340	-	41,446	-	-	2,224
104,110	-	9,370	-	46,563	-	-	2,499
196,779	**-**	**17,710**	**-**	**88,009**	**-**	**-**	**4,723**
400,000	**-**	**36,000**	**-**	**178,900**	**-**	**-**	**9,600**
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
400,000	**-**	**36,000**	**-**	**178,900**	**-**	**-**	**9,600**

CA FOR ALL								
Non-Profit Apprenticeship (F65N) (Fund 65N)	Student to Student Success (F65N) (Fund 65N)	All-Summer Night Lights (F65N) (Fund 65N)	Teen Parent Prosper Project (F65N) (Fund 65N)	Youth & Community Harvest Internships (F65N) (Fund 65N)	Youth Hospitality Training Academy (F65N) (Fund 65N)	Hire LA's Youth Platform Expansion (F65N) (Fund 65N)	Program Evaluation & Project Planning (F65N) (Fund 65N)	**Subtotal**
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
								-
	84,210							**401,489**
								-
-	**84,210**	-	-	-	-	-	-	**401,489**
-	38,400	-	-	-	-			**183,079**
-	43,141	-	-	-	-			**205,683**
-	**81,540**	-	-	-	-	-	-	**388,761**
-	**165,750**	-	-	-	-	-	-	**790,250**
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	**165,750**	-	-	-	-	-	-	**790,250**

OTHER GRANTS / FUNDS				
Angeleno Corps (Fund 551)	Student to Student Success Pilot (Fund 551)	Anticipated Revenues WIOA	Subtotal	Total
			-	443,225
			-	21,945
			-	291
			-	4,058
			-	41,122
			-	34,413
			-	2,011
			-	-
			-	55,427
			-	1,946
			-	75,817
-	-	-	-	680,256
-	-	-	-	204,411
-	-	-	-	60,536
-	-	-	-	264,948
			-	-
-	-	-	-	264,948
-	-	-	-	945,203
			-	161,666
			-	500,794
			-	100,000
-	-	-	-	762,460
		-	-	302,082
		-	-	339,378
-	-	-	-	641,460
-	-	-	-	1,403,919
			-	1,500,000
-	-	-	-	1,500,000
-	-	-	-	3,849,122

EWDD Budget Detail: By Funding Source

Items of Costs	ADULT (Fund 57W)				DISLOCATED WORKER (Fund 57W)			
	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:								
Salaries-Regular Employees	423,492	965,362		**1,388,853**	490,939	1,147,346		**1,638,286**
Salaries-As Needed Employees	10,372	14,304		**24,676**	12,024	16,138		**28,162**
Overtime	8,120	28,223		**36,344**	9,414	27,961		**37,375**
Printing & Binding	235	28,604		**28,839**	273	28,548		**28,821**
Travel	1,382	31,498		**32,879**	1,602	29,696		**31,297**
Contractual Services	11,470	56,448		**67,918**	13,297	50,530		**63,828**
Transportation Exp	10	2,020		**2,030**	11	1,985		**1,996**
Water & Electricity	-	-		**-**	-	-		**-**
Office & Admin	8,131	44,271		**52,402**	9,426	46,760		**56,187**
Operating Supplies	11	820		**831**	13	786		**798**
Rent	58,667	180,823		**239,490**	68,011	220,858		**288,868**
Subtotal-Direct Costs	**524,890**	**1,352,371**	**-**	**1,874,262**	**605,010**	**1,570,608**	**-**	**2,175,618**
RELATED COSTS:								
Fringe Benefits	194,799	443,599	-	**638,398**	225,824	527,182	-	**753,006**
Central Services	57,759	131,592	-	**189,352**	66,959	156,393	-	**223,351**
Total Related Costs	**252,558**	**575,191**	**-**	**827,750**	**292,782**	**683,575**	**-**	**976,357**
Adjustment: Costs over Grant Limitation	(190,234)	-	-	**(190,234)**	(196,094)	-	-	**(196,094)**
Adjusted Related Costs	**62,324**	**575,191**	**-**	**637,516**	**96,688**	**683,575**	**-**	**780,263**
TOTAL	**587,214**	**1,927,562**	**-**	**2,511,778**	**701,698**	**2,254,183**	**-**	**2,955,881**

EWDD Budget Detail: By Funding Source

	WIOA FORMULA										
	YOUTH (Fund 57W)				RAPID RESPONSE (Fund 57W)			TOTAL WIOA FORMULA			
Items of Costs	Admin	Program	YSC	Subtotal	Program	YSC	Subtotal	Admin	Program	YSC	TOTAL
DIRECT COSTS:											
Salaries-Regular Employees	416,456	1,035,022	116,371	**1,567,849**	352,498		**352,498**	**1,330,887**	**3,500,229**	**116,371**	**4,947,487**
Salaries-As Needed Employees	10,200	25,580	7,331	**43,111**	12,015		**12,015**	**32,596**	**68,038**	**7,331**	**107,964**
Overtime	7,986	5,214	2,557	**15,756**	15,073		**15,073**	**25,520**	**76,471**	**2,557**	**104,548**
Printing & Binding	231	138	1,754	**2,123**	3,047		**3,047**	**739**	**60,337**	**1,754**	**62,831**
Travel	1,359	1,580	536	**3,475**	98		**98**	**4,342**	**62,872**	**536**	**67,750**
Contractual Services	11,280	33,386	16,186	**60,851**	7,296		**7,296**	**36,047**	**147,660**	**16,186**	**199,893**
Transportation Exp	10	25	103	**137**	8		**8**	**30**	**4,038**	**103**	**4,171**
Water & Electricity	-	-	2,760	**2,760**	-		**-**	**-**	**-**	**2,760**	**2,760**
Office & Admin	7,996	20,084	2,231	**30,311**	14,834		**14,834**	**25,554**	**125,949**	**2,231**	**153,734**
Operating Supplies	11	29	17,385	**17,424**	10		**10**	**35**	**1,643**	**17,385**	**19,063**
Rent	57,692	218,927	1,725	**278,344**	76,063		**76,063**	**184,370**	**696,670**	**1,725**	**882,765**
Subtotal-Direct Costs	**513,220**	**1,339,985**	**168,938**	**2,022,142**	**480,943**	**-**	**480,943**	**1,640,120**	**4,743,907**	**168,938**	**6,552,965**
RELATED COSTS:											
Fringe Benefits	191,563	476,104	53,745	**721,412**	162,307	-	**162,307**	**612,185**	**1,609,191**	**53,745**	**2,275,122**
Central Services	56,800	141,167	15,906	**213,873**	48,103	-	**48,103**	**181,518**	**477,255**	**15,906**	**674,679**
Total Related Costs	**248,362**	**617,271**	**69,651**	**935,285**	**210,409**	**-**	**210,409**	**793,703**	**2,086,446**	**69,651**	**2,949,801**
Adjustment: Costs over Grant Limitation	-	-	-	**-**	(33,672)	-	**(33,672)**	**(386,328)**	**(33,672)**	**-**	**(420,000)**
Adjusted Related Costs	**248,362**	**617,271**	**69,651**	**935,285**	**176,737**	**-**	**176,737**	**407,375**	**2,052,774**	**69,651**	**2,529,801**
TOTAL	**761,582**	**1,957,255**	**238,589**	**2,957,427**	**657,681**	**-**	**657,681**	**2,047,496**	**6,796,681**	**238,589**	**9,082,766**

EWDD Budget Detail: By Funding Source

Items of Costs	2020 LAX ADDITIONAL ASSISTANCE GRANT (Fund 57W)				CA MEGAFIRES NATIONAL DW GRANT (Fund 57W)			
	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:								
Salaries-Regular Employees	14,624	23,529	-	**38,153**	65,347	101,845	-	**167,192**
Salaries-As Needed Employees	81	134	-	**215**	363	582	-	**945**
Overtime	1,161	1,260	-	**2,422**	1,183	533	-	**1,716**
Printing & Binding	2	3	-	**5**	8	14	-	**22**
Travel	4	7	-	**11**	18	28	-	**46**
Contractual Services	304	505	-	**809**	1,361	2,185	-	**3,546**
Transportation Exp	0	1	-	**1**	2	2	-	**4**
Water & Electricity	-	-	-	**-**	-	-	-	**-**
Office & Admin	275	456	-	**731**	1,230	1,975	-	**3,205**
Operating Supplies	0	1	-	**1**	2	3	-	**5**
Rent	2,518	5,097	-	**7,615**	11,257	22,063	-	**33,319**
Subtotal-Direct Costs	**18,970**	**30,992**	**-**	**49,962**	**80,771**	**129,230**	**-**	**210,000**
RELATED COSTS:								
Fringe Benefits	6,713	10,801	-	**17,515**	29,999	46,755	-	**76,753**
Central Services	1,992	3,206	-	**5,198**	8,903	13,876	-	**22,779**
Total Related Costs	**8,706**	**14,007**	**-**	**22,713**	**38,902**	**60,630**	**-**	**99,532**
Adjustment: Costs over Grant Limitation				-				-
Adjusted Related Costs	**8,706**	**14,007**	**-**	**22,713**	**38,902**	**60,630**	**-**	**99,532**
TOTAL	**27,676**	**44,999**	**-**	**72,675**	**119,672**	**189,860**	**-**	**309,532**

EWDD Budget Detail: By Funding Source

	WIOA DISCRETIONARY GRANTS											
	COVID-19 DISASTER RECOVERY (Fund 57W)				Prison 2 Employment (F xxx)				REGIONAL PLAN IMPLEMENTATION 3.0 (Fund 57W)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	6,953	24,078	-	**31,031**	61,811	96,010	-	**157,821**			-	-
Salaries-As Needed Employees	38	138	-	**175**	343	549	-	**892**			-	-
Overtime	1,109	239	-	**1,349**	1,353	1,519	-	**2,873**			-	-
Printing & Binding	1	3	-	**4**	8	13	-	**21**			-	-
Travel	2	7	-	**9**	17	27	-	**44**			-	-
Contractual Services	142	517	-	**658**	1,288	2,060	-	**3,348**			-	-
Transportation Exp	0	1	-	**1**	1	2	-	**4**			-	-
Water & Electricity	-	-	-	**-**	-	-	-	**-**			-	-
Office & Admin	128	467	-	**595**	1,164	1,861	-	**3,025**			-	-
Operating Supplies	0	1	-	**1**	2	3	-	**4**			-	-
Rent	862	5,216	-	**6,078**	10,648	20,799	-	**31,447**			-	-
Subtotal-Direct Costs	**9,235**	**30,665**	**-**	**39,901**	**76,635**	**122,843**	**-**	**199,478**	**-**	**-**	**-**	**-**
RELATED COSTS:												
Fringe Benefits	3,192	11,053	-	**14,245**	28,375	44,076	-	**72,451**	-	-	-	-
Central Services	947	3,280	-	**4,228**	8,421	13,081	-	**21,502**	-	-	-	-
Total Related Costs	**4,139**	**14,334**	**-**	**18,473**	**36,797**	**57,157**	**-**	**93,953**	**-**	**-**	**-**	**-**
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	**4,139**	**14,334**	**-**	**18,473**	**36,797**	**57,157**	**-**	**93,953**	**-**	**-**	**-**	**-**
TOTAL	**13,375**	**44,999**	**-**	**58,374**	**113,432**	**180,000**	**-**	**293,431**	**-**	**-**	**-**	**-**

EWDD Budget Detail: By Funding Source

Items of Costs	SEPTEMBER WILDFIRES DISASTER RECOVERY (Fund 57W)				TRADE & ECONOMIC TRANSITION NDWG (Fund 62F)				Regional Equity Recovery Partnership (Fxxx)				TOTAL
	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin
DIRECT COSTS:													
Salaries-Regular Employees	52,134	77,682	-	**129,816**			-	-	41,644	63,598		**105,242**	**242,513**
Salaries-As Needed Employees	290	744	-	**1,034**			-	-	231	364		**595**	**1,346**
Overtime	1,096	974	-	**2,071**			-	-	753	1,774		**2,527**	**6,657**
Printing & Binding	7	260	-	**267**			-	-	5	8		**14**	**31**
Travel	14	21	-	**35**			-	-	11	18		**29**	**66**
Contractual Services	1,087	1,667	-	**2,754**			-	-	868	1,364		**2,232**	**5,050**
Transportation Exp	1	2	-	**3**			-	-	1	2		**2**	**6**
Water & Electricity	-	-	-	**-**			-	-	-	-		**-**	**-**
Office & Admin	982	5,556	-	**6,538**			-	-	784	1,233		**2,017**	**4,564**
Operating Supplies	1	2	-	**4**			-	-	1	2		**3**	**6**
Rent	7,777	16,828	-	**24,605**			-	-	7,176	13,777		**20,953**	**40,238**
Subtotal-Direct Costs	**63,389**	**103,737**	**-**	**167,126**	**-**	**-**	**-**	**-**	**51,476**	**82,139**	**-**	**133,615**	**300,477**
RELATED COSTS:													
Fringe Benefits	23,933	35,676	-	**59,609**	-	-	-	-	19,117	29,196	-	**48,314**	**111,330**
Central Services	7,103	10,586	-	**17,689**	-	-	-	-	5,674	8,665	-	**14,339**	**33,041**
Total Related Costs	**31,036**	**46,262**	**-**	**77,298**	**-**	**-**	**-**	**-**	**24,791**	**37,861**	**-**	**62,652**	**144,371**
Adjustment: Costs over Grant Limitation				-				-	(33,672)		-	**(33,672)**	**(33,672)**
Adjusted Related Costs	**31,036**	**46,262**	**-**	**77,298**	**-**	**-**	**-**	**-**	**(8,881)**	**37,861**	**-**	**28,980**	**110,699**
TOTAL	**94,425**	**149,999**	**-**	**244,424**	**-**	**-**	**-**	**-**	**42,595**	**120,000**	**-**	**162,595**	**411,175**

EWDD Budget Detail: By Funding Source

Items of Costs	WIOA DISCRETIONARY GRANTS		
	Program	YSC	TOTAL
DIRECT COSTS:			
Salaries-Regular Employees	386,741	-	629,254
Salaries-As Needed Employees	2,511	-	3,856
Overtime	6,300	-	12,957
Printing & Binding	301	-	333
Travel	107	-	173
Contractual Services	8,298	-	13,348
Transportation Exp	9	-	15
Water & Electricity	-	-	-
Office & Admin	11,548	-	16,112
Operating Supplies	11	-	17
Rent	83,780	-	124,017
Subtotal-Direct Costs	499,606	-	800,082
RELATED COSTS:			
Fringe Benefits	177,558	-	288,888
Central Services	52,693	-	85,734
Total Related Costs	230,251	-	374,622
Adjustment: Costs over Grant Limitation	-	-	(33,672)
Adjusted Related Costs	230,251	-	340,950
TOTAL	729,857	-	1,141,032

EWDD Budget Detail: By Funding Source

	CARES ACT FUNDS							
	CHILDCARE INITIATIVE - CDBG COVID (Fund 424)				LA COMMUNITY CARE CORPS PROGRAM (Fund 63P)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:								
Salaries-Regular Employees	49,688	78,502	-	**128,190**			-	-
Salaries-As Needed Employees	276	449	-	**725**			-	-
Overtime	1,559	362	-	**1,921**			-	-
Printing & Binding	6	10	-	**17**			-	-
Travel	13	22	-	**35**			-	-
Contractual Services	1,035	1,684	-	**2,719**			-	-
Transportation Exp	1	2	-	**3**			-	-
Water & Electricity	-	-	-	**-**			-	-
Office & Admin	935	1,522	-	**2,457**			-	-
Operating Supplies	1	2	-	**3**			-	-
Rent	8,557	17,006	-	**25,563**			-	-
Subtotal-Direct Costs	**62,073**	**99,562**	**-**	**161,634**	**-**	**-**	**-**	**-**
RELATED COSTS:								
Fringe Benefits	22,810	36,038	-	**58,849**	-	-	-	-
Central Services	6,770	10,695	-	**17,465**	-	-	-	-
Total Related Costs	**29,580**	**46,734**	**-**	**76,314**	**-**	**-**	**-**	**-**
Adjustment: Costs over Grant Limitation	(6,770)	(10,695)		**(17,465)**	-	-		-
Adjusted Related Costs	**22,810**	**36,038**	**-**	**58,849**	**-**	**-**	**-**	**-**
TOTAL	**84,883**	**135,600**	**-**	**220,483**	**-**	**-**	**-**	**-**

EWDD Budget Detail: By Funding Source

					CARES ACT FUNDS				CA FOR ALL				
	LA RISE MEASURE H - CDBG COVID (Fund 424/10C)				TOTAL CARES ACT FUNDS				Angeleno Corps (F65N)				
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	TOTAL	Admin	Program	YSC	Subtotal	Admin
DIRECT COSTS:													
Salaries-Regular Employees	-	-	-	-	**49,688**	**78,502**	-	**128,190**	65,539	108,889	**72,654**	**247,081**	27,550
Salaries-As Needed Employees	-	-	-	-	**276**	**449**	-	**725**	363	623	**821**	**1,807**	153
Overtime	-	-	-	-	**1,559**	**362**	-	**1,921**	131	781	**805**	**1,716**	285
Printing & Binding	-	-	-	-	**6**	**10**	-	**17**	8	14	**19**	**42**	4
Travel	-	-	-	-	**13**	**22**	-	**35**	18	30	**40**	**88**	7
Contractual Services	-	-	-	-	**1,035**	**1,684**	-	**2,719**	1,364	2,336	**11,630**	**15,330**	575
Transportation Exp	-	-	-	-	**1**	**2**	-	**3**	2	3	**3**	**8**	1
Water & Electricity	-	-	-	-	-	-	-	-	-	-	**1,789**	**1,789**	-
Office & Admin	-	-	-	-	**935**	**1,522**	-	**2,457**	1,232	2,111	**2,785**	**6,129**	520
Operating Supplies	-	-	-	-	**1**	**2**	-	**3**	2	3	**4**	**9**	1
Rent	-	-	-	-	**8,557**	**17,006**	-	**25,563**	11,276	23,589	**1,077**	**35,942**	0
Subtotal-Direct Costs	-	-	-	-	**62,073**	**99,562**	-	**161,634**	**79,935**	**138,378**	**91,627**	**309,941**	**29,095**
RELATED COSTS:													
Fringe Benefits	-	-	-	-	**22,810**	**36,038**	-	**58,849**	30,087	49,988	33,373	**113,448**	12,647
Central Services	-	-	-	-	**6,770**	**10,695**	-	**17,465**	8,929	14,835	9,902	**33,666**	3,753
Total Related Costs	-	-	-	-	**29,580**	**46,734**	-	**76,314**	**39,016**	**64,824**	**43,275**	**147,115**	**16,401**
Adjustment: Costs over Grant Limitation	-	-	-	-	**(6,770)**	**(10,695)**	-	**(17,465)**				-	
Adjusted Related Costs	-	-	-	-	**22,810**	**36,038**	-	**58,849**	**39,016**	**64,824**	**43,275**	**147,115**	**16,401**
TOTAL	-	-	-	-	**84,883**	**135,600**	-	**220,483**	**118,951**	**203,202**	**134,902**	**457,055**	**45,496**

EWDD Budget Detail: By Funding Source

	CA FOR ALL												
	Clean LA (F65N)			rly Childhood Education Student Advancement (F65				Edible Food Waste Recovery (F65N)				LA Community College	
Items of Costs	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program
DIRECT COSTS:													
Salaries-Regular Employees	37,447		**64,996**	0	3,779		**3,779**	2,003	2,974		**4,976**	36,747	57,544
Salaries-As Needed Employees	214		**367**	-	25		**25**	10	19		**30**	244	382
Overtime	1,561		**1,846**	762	528		**1,289**	297	471		**768**	785	1,199
Printing & Binding	5		**9**	-	1		**1**	0	0		**1**	6	9
Travel	10		**18**	-	1		**1**	0	1		**1**	12	19
Contractual Services	803		**1,379**	-	94		**94**	38	73		**111**	915	1,434
Transportation Exp	1		**2**	-	0		**0**	0	0		**0**	1	2
Water & Electricity	-		**-**	-	-		**-**	-	-		**-**	-	-
Office & Admin	726		**1,245**	-	85		**85**	34	66		**100**	827	1,295
Operating Supplies	1		**2**	-	0		**0**	0	0		**0**	1	2
Rent	8,112		**8,112**	-	951		**951**	315	735		**1,051**	7,212	14,475
Subtotal-Direct Costs	**48,880**	**-**	**77,976**	**762**	**5,464**	**-**	**6,226**	**2,698**	**4,340**	**-**	**7,038**	**46,751**	**76,360**
RELATED COSTS:													
Fringe Benefits	17,191	-	**29,838**	0	1,735	-	**1,735**	919	1,365	-	**2,285**	16,871	26,420
Central Services	5,102	-	**8,855**	0	515	-	**515**	273	405	-	**678**	5,007	7,840
Total Related Costs	**22,293**	**-**	**38,693**	**0**	**2,250**	**-**	**2,250**	**1,192**	**1,770**	**-**	**2,963**	**21,878**	**34,260**
Adjustment: Costs over Grant Limitation		-	-			-	-			-	-		
Adjusted Related Costs	**22,293**	**-**	**38,693**	**0**	**2,250**	**-**	**2,250**	**1,192**	**1,770**	**-**	**2,963**	**21,878**	**34,260**
TOTAL	**71,173**	**-**	**116,669**	**762**	**7,715**	**-**	**8,476**	**3,891**	**6,110**	**-**	**10,001**	**68,629**	**110,620**

EWDD Budget Detail: By Funding Source

	CA FOR ALL												
	- City Pathways (F65N)		LA Community Composting (F65N)				LA RISE Youth Academy (F65N)				LA River Rangers (F65N)		
Items of Costs	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC
DIRECT COSTS:													
Salaries-Regular Employees		**94,292**	1,869	3,452		**5,321**	66,048	102,042		**168,090**	13,879	20,946	
Salaries-As Needed Employees		**626**	10	20		**30**	367	583		**950**	77	119	
Overtime		**1,984**	1,157	773		**1,931**	411	1,371		**1,782**	129	877	
Printing & Binding		**15**	0	0		**1**	9	13		**22**	2	3	
Travel		**31**	1	1		**1**	18	28		**46**	4	6	
Contractual Services		**2,349**	39	74		**113**	1,376	2,189		**3,566**	289	449	
Transportation Exp		**3**	0	0		**0**	2	2		**4**	0	1	
Water & Electricity		**-**	-	-		**-**	-	-		**-**	-	-	
Office & Admin		**2,123**	35	67		**102**	1,244	1,978		**3,222**	261	406	
Operating Supplies		**3**	0	0		**0**	2	3		**5**	0	1	
Rent		**21,687**	321	748		**1,069**	11,379	22,105		**33,485**	2,392	4,538	
Subtotal-Direct Costs	**-**	**123,111**	**3,433**	**5,135**	**-**	**8,568**	**80,855**	**130,317**	**-**	**211,171**	**17,034**	**27,346**	**-**
RELATED COSTS:													
Fringe Benefits	-	**43,291**	858	1,585	-	**2,443**	30,320	46,845	-	**77,166**	6,371	9,616	-
Central Services	-	**12,847**	255	470	-	**725**	8,999	13,903	-	**22,901**	1,891	2,854	-
Total Related Costs	**-**	**56,139**	**1,113**	**2,055**	**-**	**3,168**	**39,319**	**60,748**	**-**	**100,067**	**8,262**	**12,470**	**-**
Adjustment: Costs over Grant Limitation	-	**-**			-	**-**			-	**-**			-
Adjusted Related Costs	**-**	**56,139**	**1,113**	**2,055**	**-**	**3,168**	**39,319**	**60,748**	**-**	**100,067**	**8,262**	**12,470**	**-**
TOTAL	**-**	**179,249**	**4,546**	**7,190**	**-**	**11,736**	**120,173**	**191,065**	**-**	**311,238**	**25,296**	**39,816**	**-**

WDB YEAR 23 ANNUAL PLAN FOR PY 2022-2023

EWDD Budget Detail: By Funding Source

	CA FOR ALL												
		Non-Profit Apprenticeship (F65N)				Student to Student Success (F65N)				All-Summer Night Lights (F65N)			
Items of Costs	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:													
Salaries-Regular Employees	**34,825**	13,573	22,118		**35,691**	5,610	18,723	**8,582**	**32,916**	15,674	24,341		**40,015**
Salaries-As Needed Employees	**196**	75	126		**202**	30	107	**97**	**235**	87	139		**226**
Overtime	**1,006**	1,404	1,497		**2,900**	876	895	**313**	**2,083**	245	67		**312**
Printing & Binding	**5**	2	3		**5**	1	2	**2**	**5**	2	3		**5**
Travel	**10**	4	6		**10**	1	5	**5**	**11**	4	7		**11**
Contractual Services	**739**	283	475		**757**	114	402	**1,361**	**1,877**	327	522		**849**
Transportation Exp	**1**	0	1		**1**	0	0	**0**	**1**	0	1		**1**
Water & Electricity	**-**	-	-		**-**	-	-	**263**	**263**	-	-		**-**
Office & Admin	**668**	255	429		**684**	103	363	**329**	**795**	295	472		**767**
Operating Supplies	**1**	0	1		**1**	0	1	**0**	**1**	0	1		**1**
Rent	**6,930**	2,336	4,791		**7,128**	946	4,056	**127**	**5,130**	2,751	5,273		**8,024**
Subtotal-Direct Costs	**44,380**	**17,933**	**29,446**	**-**	**47,379**	**7,683**	**24,555**	**11,079**	**43,318**	**19,385**	**30,826**	**-**	**50,211**
RELATED COSTS:													
Fringe Benefits	**15,987**	6,231	10,154	-	**16,385**	2,575	8,595	3,942	**15,113**	7,195	11,174	-	**18,370**
Central Services	**4,745**	1,849	3,013	-	**4,863**	764	2,551	1,170	**4,485**	2,135	3,316	-	**5,452**
Total Related Costs	**20,732**	**8,080**	**13,167**	**-**	**21,248**	**3,340**	**11,146**	**5,112**	**19,598**	**9,331**	**14,491**	**-**	**23,821**
Adjustment: Costs over Grant Limitation	**-**			-	**-**				**-**			-	**-**
Adjusted Related Costs	**20,732**	**8,080**	**13,167**	**-**	**21,248**	**3,340**	**11,146**	**5,112**	**19,598**	**9,331**	**14,491**	**-**	**23,821**
TOTAL	**65,112**	**26,013**	**42,614**	**-**	**68,626**	**11,023**	**35,701**	**16,191**	**62,916**	**28,716**	**45,316**	**-**	**74,032**

EWDD Budget Detail: By Funding Source

	CA FOR ALL												
	Teen Parent Prosper Project (F65N)				Youth & Community Harvest Internships (F65N)				Youth Hospitality Training Academy (F65N)				Hire LA's
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin
DIRECT COSTS:													
Salaries-Regular Employees	928	2,515		**3,443**	6,035	10,006		**16,041**	3,270	6,847		**10,116**	
Salaries-As Needed Employees	5	14		**19**	33	57		**91**	18	39		**57**	
Overtime	1,236	1,490		**2,726**	410	864		**1,274**	1,260	307		**1,568**	
Printing & Binding	0	0		**0**	1	1		**2**	0	1		**1**	
Travel	0	1		**1**	2	3		**4**	1	2		**3**	
Contractual Services	19	54		**73**	126	214		**340**	68	146		**214**	
Transportation Exp	0	0		**0**	0	0		**0**	0	0		**0**	
Water & Electricity	-	-		**-**	-	-		**-**	-	-		**-**	
Office & Admin	17	49		**66**	113	194		**307**	61	133		**194**	
Operating Supplies	0	0		**0**	0	0		**0**	0	0		**0**	
Rent	158	545		**703**	1,038	2,168		**3,206**	560	1,483		**2,043**	
Subtotal-Direct Costs	**2,364**	**4,668**	**-**	**7,032**	**7,759**	**13,508**	**-**	**21,267**	**5,238**	**8,959**	**-**	**14,196**	**-**
RELATED COSTS:													
Fringe Benefits	426	1,155	-	**1,581**	2,770	4,594	-	**7,364**	1,501	3,143	-	**4,644**	-
Central Services	126	343	-	**469**	822	1,363	-	**2,185**	445	933	-	**1,378**	-
Total Related Costs	**552**	**1,497**	**-**	**2,050**	**3,593**	**5,957**	**-**	**9,549**	**1,946**	**4,076**	**-**	**6,022**	**-**
Adjustment: Costs over Grant Limitation			-	-			-	-			-	-	-
Adjusted Related Costs	**552**	**1,497**	**-**	**2,050**	**3,593**	**5,957**	**-**	**9,549**	**1,946**	**4,076**	**-**	**6,022**	**-**
TOTAL	**2,916**	**6,166**	**-**	**9,082**	**11,351**	**19,465**	**-**	**30,816**	**7,184**	**13,034**	**-**	**20,219**	**-**

EWDD Budget Detail: By Funding Source

	CA FOR ALL										
	s Youth Platform Expansion (F65N)			Program Evaluation & Project Planning (F65N)				Subtotal:CA for All Funds			
Items of Costs	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	TOTAL
DIRECT COSTS:											
Salaries-Regular Employees			-				-	258,724	421,624	81,236	761,584
Salaries-As Needed Employees			-				-	1,474	2,469	918	4,862
Overtime			-				-	9,388	12,681	1,117	23,186
Printing & Binding			-				-	34	57	21	113
Travel			-				-	72	120	45	237
Contractual Services			-				-	5,533	9,266	12,990	27,789
Transportation Exp			-				-	6	10	4	20
Water & Electricity			-				-	-	-	2,052	2,052
Office & Admin			-				-	5,000	8,374	3,114	16,488
Operating Supplies			-				-	7	12	4	23
Rent			-				-	40,685	93,569	1,204	135,458
Subtotal-Direct Costs	-	-	-	-	-	-	-	320,924	548,182	102,706	971,812
RELATED COSTS:											
Fringe Benefits	-	-	-	-	-	-	-	118,774	193,561	37,315	349,650
Central Services	-	-	-	-	-	-	-	35,250	57,444	11,071	103,765
Total Related Costs	-	-	-	-	-	-	-	154,023	251,005	48,387	453,415
Adjustment: Costs over Grant Limitation	-	-	-	-	-	-	-	-	-	-	-
Adjusted Related Costs	-	-	-	-	-	-	-	154,023	251,005	48,387	453,415
TOTAL	-	-	-	-	-	-	-	474,947	799,187	151,093	1,425,227

EWDD Budget Detail: By Funding Source

	LA CITY PROGRAMS											
	ANGELENO CORPS (Fund 551)				CAREER APPRENTICESHIP PROGRAM - CD 8 (Fund 551)				CASH FOR COLLEGE (Fund 551)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	12,325	18,434	131,937	**162,697**			-	-			-	-
Salaries-As Needed Employees	68	105	36,423	**36,597**			-	-			-	-
Overtime	257	706	2,876	**3,839**			-	-			-	-
Printing & Binding	2	2	169	**173**			-	-			-	-
Travel	3	5	189	**197**			-	-			-	-
Contractual Services	257	396	15,587	**16,240**			-	-			-	-
Transportation Exp	0	0	10	**11**			-	-			-	-
Water & Electricity	-	-	-	**-**			-	-			-	-
Office & Admin	232	357	9,296	**9,886**			-	-			-	-
Operating Supplies	0	1	11,004	**11,005**			-	-			-	-
Rent	2,125	3,993	2,509	**8,627**			-	-			-	-
Subtotal-Direct Costs	**15,270**	**24,000**	**210,000**	**249,271**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
RELATED COSTS:												
Fringe Benefits				-				-				-
Central Services				-				-				-
Total Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	**15,270**	**24,000**	**210,000**	**249,271**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

EWDD Budget Detail: By Funding Source

	LA CITY PROGRAMS											
	DAY LABORER PROGRAM (Fund 551)				GANG INJUNCTION CURFEW SETTLEMENT (Fund 10B)				HIRE LA (Fund 551)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees			-	-	164,638	255,678	-	**420,316**	82,986	128,942	-	**211,928**
Salaries-As Needed Employees			-	-	914	3,262	-	**4,176**	461	738	-	**1,199**
Overtime			-	-	1,026	2,222	-	**3,248**	688	726	-	**1,414**
Printing & Binding			-	-	21	1,646	-	**1,667**	11	17	-	**28**
Travel			-	-	45	71	-	**116**	22	36	-	**58**
Contractual Services			-	-	3,430	5,486	-	**8,916**	1,729	2,766	-	**4,495**
Transportation Exp			-	-	4	6	-	**10**	2	4	-	**6**
Water & Electricity			-	-	-	-	-	**-**	-	-	-	**-**
Office & Admin			-	-	3,100	6,234	-	**9,334**	1,562	2,500	-	**4,062**
Operating Supplies			-	-	4	7	-	**11**	2	4	-	**6**
Rent			-	-	24,694	55,387	-	**80,081**	14,296	26,268	-	**40,564**
Subtotal-Direct Costs	**-**	**-**	**-**	**-**	**197,876**	**330,000**	**-**	**527,876**	**101,759**	**162,001**	**-**	**263,760**
RELATED COSTS:												
Fringe Benefits				-				-				-
Central Services				-				-				-
Total Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL	**-**	**-**	**-**	**-**	**197,876**	**330,000**	**-**	**527,876**	**101,759**	**162,001**	**-**	**263,760**

EWDD Budget Detail: By Funding Source

	LA CITY PROGRAMS											
	LA RISE (Fund 10C)				LA RISE EXPANSION ABH/TINY HOME PARTICIPANTS (Fund 10C)				LA RISE EXPANSION - CD 10 (Fund 10C)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	88,804	122,565	-	**211,369**	10,262	16,470	-	**26,732**	9,874	15,913	-	**25,787**
Salaries-As Needed Employees	494	15,701	-	**16,195**	57	94	-	**151**	55	91	-	**146**
Overtime	225	8,232	-	**8,457**	870	186	-	**1,056**	1,364	891	-	**2,255**
Printing & Binding	12	416	-	**428**	1	2	-	**4**	1	2	-	**3**
Travel	24	34	-	**58**	3	5	-	**7**	3	4	-	**7**
Contractual Services	1,854	2,630	-	**4,484**	214	353	-	**567**	206	341	-	**547**
Transportation Exp	2	3	-	**5**	0	0	-	**1**	0	0	-	**1**
Water & Electricity	-	-	-	**-**	-	-	-	**-**	-	-	-	**-**
Office & Admin	1,675	4,376	-	**6,052**	193	319	-	**512**	186	309	-	**494**
Operating Supplies	2	3	-	**6**	0	0	-	**1**	0	0	-	**1**
Rent	12,169	26,039	-	**38,208**	1,767	3,568	-	**5,335**	1,700	3,447	-	**5,147**
Subtotal-Direct Costs	**105,262**	**180,000**	**-**	**285,262**	**13,367**	**20,999**	**-**	**34,366**	**13,388**	**21,000**	**-**	**34,389**
RELATED COSTS:												
Fringe Benefits				-				-				-
Central Services				-				-				-
Total Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	**105,262**	**180,000**	**-**	**285,262**	**13,367**	**20,999**	**-**	**34,366**	**13,388**	**21,000**	**-**	**34,389**

EWDD Budget Detail: By Funding Source

	LA CITY PROGRAMS											
	LA RISE HHAPP (Fund 10C)				NON-PROFIT APPRENTICESHIP - CD 9 (Fund 551)				PRISON TO EMPLOYMENT RE-ENTRY - CD 5/8 (Fund 551)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	25,523	37,382	-	**62,905**			-	-			-	-
Salaries-As Needed Employees	142	214	-	**356**			-	-			-	-
Overtime	520	762	-	**1,282**			-	-			-	-
Printing & Binding	3	5	-	**8**			-	-			-	-
Travel	7	10	-	**17**			-	-			-	-
Contractual Services	532	802	-	**1,334**			-	-			-	-
Transportation Exp	1	1	-	**1**			-	-			-	-
Water & Electricity	-	-	-	**-**			-	-			-	-
Office & Admin	481	724	-	**1,205**			-	-			-	-
Operating Supplies	1	1	-	**2**			-	-			-	-
Rent	3,299	8,098	-	**11,397**			-	-			-	-
Subtotal-Direct Costs	**30,508**	**47,999**	**-**	**78,508**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
RELATED COSTS:												
Fringe Benefits				-				-				-
Central Services				-				-				-
Total Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	**30,508**	**47,999**	**-**	**78,508**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

EWDD Budget Detail: By Funding Source

	LA CITY PROGRAMS											
	STUDENT TO STUDENT SUCCESS PILOT (Fund 551)				SUMMER YOUTH EMPLOYMENT PROGRAM (Fund 551)				YOUTHSOURCE CENTER (Fund 551)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	62,173	95,000	-	**157,172**	150,391	142,201	22,078	**314,671**	61,695	96,147	74,822	**232,665**
Salaries-As Needed Employees	345	543	-	**888**	841	50,813	125	**51,779**	343	550	20,423	**21,315**
Overtime	547	723	-	**1,270**	408	307	879	**1,594**	1,128	1,180	1,047	**3,355**
Printing & Binding	8	13	-	**21**	20	19	3	**41**	8	13	10	**31**
Travel	17	26	-	**43**	41	40	6	**87**	17	27	21	**64**
Contractual Services	1,296	2,038	-	**3,334**	3,156	3,051	3,024	**9,231**	1,285	2,063	8,594	**11,942**
Transportation Exp	1	2	-	**4**	4	3	1	**7**	1	2	2	**6**
Water & Electricity	-	-	-	**-**	-	-	708	**708**	-	-	1,981	**1,981**
Office & Admin	1,171	1,842	-	**3,013**	2,852	72,757	423	**76,032**	1,161	1,864	8,296	**11,322**
Operating Supplies	2	3	-	**4**	4	4	1	**9**	2	3	5,002	**5,006**
Rent	10,713	19,810	-	**30,524**	20,842	30,804	327	**51,973**	10,628	20,828	1,109	**32,565**
Subtotal-Direct Costs	**76,273**	**119,999**	**-**	**196,273**	**178,558**	**300,000**	**27,574**	**506,131**	**76,268**	**122,677**	**121,308**	**320,252**
RELATED COSTS:												
Fringe Benefits				-				-				-
Central Services				-				-				-
Total Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL	**76,273**	**119,999**	**-**	**196,273**	**178,558**	**300,000**	**27,574**	**506,131**	**76,268**	**122,677**	**121,308**	**320,252**

EWDD Budget Detail: By Funding Source

	LA CITY PROGRAMS			
	TOTAL CITY OF LA FUNDED PROGRAMS			
Items of Costs	Admin	Program	YSC	TOTAL
DIRECT COSTS:				
Salaries-Regular Employees	668,670	928,734	228,838	1,826,242
Salaries-As Needed Employees	3,720	72,110	56,971	132,800
Overtime	7,033	15,936	4,802	27,770
Printing & Binding	87	2,136	182	2,404
Travel	181	259	215	656
Contractual Services	13,958	19,926	27,205	61,090
Transportation Exp	16	23	12	51
Water & Electricity	-	-	2,689	2,689
Office & Admin	12,613	91,282	18,016	121,911
Operating Supplies	18	26	16,007	16,050
Rent	102,233	198,244	3,946	304,422
Subtotal-Direct Costs	808,528	1,328,675	358,882	2,496,085
RELATED COSTS:				
Fringe Benefits	-	-	-	-
Central Services	-	-	-	-
Total Related Costs	-	-	-	-
Adjustment: Costs over Grant Limitation	-	-	-	-
Adjusted Related Costs	-	-	-	-
TOTAL	808,528	1,328,675	358,882	2,496,085

EWDD Budget Detail: By Funding Source

	LA COUNTY GRANTS											
	JJCPA PROBRATION (Fund 59X)				JUVENILE DAY REPORTING CENTER (Fund 60A)				LA RISE MEASURE H (Fund 59N)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	7,978	14,222	5,033	**27,233**			-	-	43,655	68,437	-	**112,092**
Salaries-As Needed Employees	44	81	57	**182**			-	-	242	764	-	**1,006**
Overtime	1,619	1,757	561	**3,937**			-	-	1,275	3,084	-	**4,359**
Printing & Binding	1	2	1	**4**			-	-	6	1,009	-	**1,015**
Travel	2	4	3	**9**			-	-	12	19	-	**31**
Contractual Services	166	305	810	**1,281**			-	-	909	21,467	-	**22,377**
Transportation Exp	0	0	0	**1**			-	-	1	2	-	**3**
Water & Electricity	-	-	107	**107**			-	-	-	-	-	**-**
Office & Admin	150	576	193	**918**			-	-	822	2,327	-	**3,149**
Operating Supplies	0	0	504	**505**			-	-	1	2	-	**3**
Rent	1,371	3,092	75	**4,538**			-	-	5,507	14,825	-	**20,332**
Subtotal-Direct Costs	**11,331**	**20,040**	**7,344**	**38,715**	**-**	**-**	**-**	**-**	**52,429**	**111,936**	**-**	**164,366**
RELATED COSTS:												
Fringe Benefits	3,662	6,529	2,312	**12,503**	-	-	-	-	20,040	31,436	-	**51,476**
Central Services	1,087	1,938	686	**3,711**	-	-	-	-	5,948	9,327	-	**15,275**
Total Related Costs	**4,749**	**8,467**	**2,998**	**16,214**	**-**	**-**	**-**	**-**	**25,988**	**40,763**	**-**	**66,751**
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	**4,749**	**8,467**	**2,998**	**16,214**	**-**	**-**	**-**	**-**	**25,988**	**40,763**	**-**	**66,751**
TOTAL	**16,080**	**28,507**	**10,342**	**54,928**	**-**	**-**	**-**	**-**	**78,417**	**152,699**	**-**	**231,117**

WDB YEAR 23 ANNUAL PLAN FOR PY 2022-2023

EWDD Budget Detail: By Funding Source

	LA COUNTY GRANTS											
	PERFORMANCE PARTNERSHIP PILOT (P3) (Fund 59Y)				PROJECT INVEST (Fund 60K)				RELAY INSTITUTE (Fund 60L)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees			-	-	16,332	26,692	-	**43,025**			-	-
Salaries-As Needed Employees			-	-	91	153	-	**243**			-	-
Overtime			-	-	834	659	-	**1,493**			-	-
Printing & Binding			-	-	2	4	-	**6**			-	-
Travel			-	-	4	7	-	**12**			-	-
Contractual Services			-	-	340	573	-	**913**			-	-
Transportation Exp			-	-	0	1	-	**1**			-	-
Water & Electricity			-	-	-	-	-	**-**			-	-
Office & Admin			-	-	307	1,118	-	**1,425**			-	-
Operating Supplies			-	-	0	1	-	**1**			-	-
Rent			-	-	1,849	5,782	-	**7,631**			-	-
Subtotal-Direct Costs	-	-	-	-	**19,760**	**34,989**	-	**54,749**	-	-	-	-
RELATED COSTS:												
Fringe Benefits	-	-	-	-	7,498	12,254	-	**19,751**	-	-	-	-
Central Services	-	-	-	-	2,225	3,637	-	**5,862**	-	-	-	-
Total Related Costs	-	-	-	-	**9,723**	**15,890**	-	**25,613**	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	-	-	-	-	**9,723**	**15,890**	-	**25,613**	-	-	-	-
TOTAL	-	-	-	-	**29,483**	**50,879**	-	**80,362**	-	-	-	-

EWDD Budget Detail: By Funding Source

	LA COUNTY GRANTS												
	SYSTEMS INVOLVED YOUTH (Fund 62H)				WIOA FORMULA (Fund 59Q)				YOUTH AT WORK - CALWORK (Fund 56E)				
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin
DIRECT COSTS:													
Salaries-Regular Employees	20,317	45,375	8,284	**73,976**	9,254	7,059	-	**16,312**	62,617	112,485	26,765	**201,866**	94,210
Salaries-As Needed Employees	112	259	47	**418**	52	40	-	**92**	347	643	155	**1,145**	523
Overtime	2,472	1,848	190	**4,510**	260	1	-	**261**	4,556	1,002	201	**5,758**	4,567
Printing & Binding	3	6	1	**10**	1	1	-	**2**	8	15	4	**27**	12
Travel	5	13	2	**20**	3	2	-	**4**	17	31	8	**56**	26
Contractual Services	420	1,724	1,163	**3,306**	195	151	-	**346**	1,301	9,700	3,484	**14,485**	1,963
Transportation Exp	0	1	0	**2**	0	0	-	**0**	1	3	1	**5**	2
Water & Electricity	-	-	156	**156**	-	-	-	**-**	-	-	618	**618**	-
Office & Admin	379	1,580	159	**2,118**	176	336	-	**512**	1,185	4,398	527	**6,109**	1,774
Operating Supplies	1	1	774	**776**	0	0	-	**0**	2	3	2,473	**2,478**	3
Rent	3,473	9,864	123	**13,460**	1,609	1,529	-	**3,138**	10,511	24,452	398	**35,361**	14,987
Subtotal-Direct Costs	**27,183**	**60,670**	**10,899**	**98,753**	**11,549**	**9,120**	**-**	**20,669**	**80,544**	**152,733**	**34,632**	**267,908**	**118,065**
RELATED COSTS:													
Fringe Benefits	9,327	20,830	3,803	**33,961**	4,248	3,240	-	**7,489**	28,746	51,639	12,287	**92,672**	43,249
Central Services	2,768	6,182	1,129	**10,079**	1,261	962	-	**2,222**	8,531	15,325	3,647	**27,503**	12,835
Total Related Costs	**12,095**	**27,012**	**4,932**	**44,039**	**5,509**	**4,202**	**-**	**9,711**	**37,277**	**66,964**	**15,934**	**120,175**	**56,084**
Adjustment: Costs over Grant Limitation				-				-				-	
Adjusted Related Costs	**12,095**	**27,012**	**4,932**	**44,039**	**5,509**	**4,202**	**-**	**9,711**	**37,277**	**66,964**	**15,934**	**120,175**	**56,084**
TOTAL	**39,278**	**87,683**	**15,831**	**142,792**	**17,058**	**13,322**	**-**	**30,380**	**117,820**	**219,697**	**50,566**	**388,083**	**174,149**

EWDD Budget Detail: By Funding Source

Items of Costs	YOUTH AT WORK - OUY (Fund 56E)			YOUTH AT WORK - FOSTER (Fund 56E)			
	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:							
Salaries-Regular Employees	147,235	24,011	**265,456**	14,271	22,272	4,226	**40,768**
Salaries-As Needed Employees	842	178	**1,543**	79	127	52	**258**
Overtime	1,994	668	**7,229**	1,567	1,576	27	**3,169**
Printing & Binding	20	4	**36**	2	3	1	**6**
Travel	41	9	**75**	4	6	3	**13**
Contractual Services	3,159	11,583	**16,705**	297	478	672	**1,448**
Transportation Exp	4	1	**6**	0	1	0	**1**
Water & Electricity	-	769	**769**	-	-	107	**107**
Office & Admin	2,855	605	**5,233**	269	432	175	**875**
Operating Supplies	4	2,699	**2,705**	0	1	407	**408**
Rent	32,007	351	**47,344**	2,210	4,842	63	**7,114**
Subtotal-Direct Costs	**188,160**	**40,878**	**347,103**	**18,699**	**29,736**	**5,733**	**54,168**
RELATED COSTS:							
Fringe Benefits	67,592	11,025	**121,866**	6,551	10,224	1,941	**18,717**
Central Services	20,060	3,272	**36,167**	1,944	3,034	576	**5,555**
Total Related Costs	**87,652**	**14,296**	**158,033**	**8,495**	**13,259**	**2,517**	**24,272**
Adjustment: Costs over Grant Limitation			-				-
Adjusted Related Costs	**87,652**	**14,296**	**158,033**	**8,495**	**13,259**	**2,517**	**24,272**
TOTAL	**275,812**	**55,175**	**505,136**	**27,194**	**42,995**	**8,250**	**78,440**

EWDD Budget Detail: By Funding Source

	LA COUNTY GRANTS			
	TOTAL LA COUNTY GRANTS			
Items of Costs	Admin	Program	YSC	TOTAL
DIRECT COSTS:				
Salaries-Regular Employees	268,634	443,776	68,319	780,729
Salaries-As Needed Employees	1,490	2,910	489	4,889
Overtime	17,148	11,922	1,647	30,717
Printing & Binding	35	1,059	11	1,105
Travel	73	124	24	220
Contractual Services	5,590	37,557	17,711	60,859
Transportation Exp	6	11	2	19
Water & Electricity	-	-	1,757	1,757
Office & Admin	5,061	13,620	1,659	20,339
Operating Supplies	7	12	6,857	6,877
Rent	41,516	96,393	1,010	138,919
Subtotal-Direct Costs	339,560	607,384	99,486	1,046,430
RELATED COSTS:				
Fringe Benefits	123,321	203,745	31,368	358,435
Central Services	36,599	60,465	9,309	106,373
Total Related Costs	159,921	264,210	40,677	464,807
Adjustment: Costs over Grant Limitation	-	-	-	-
Adjusted Related Costs	159,921	264,210	40,677	464,807
TOTAL	499,480	871,594	140,163	1,511,238

EWDD Budget Detail: By Funding Source

	OTHER GRANTS / FUNDS											
	BANK OF AMERICA (Fund 56L)				CFE/CITI - SUMMER JOBS CONNECT (Fund 56L)				DOJ SECOND CHANCE ACT (Fund 56T)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees			-	-			-	-			-	-
Salaries-As Needed Employees			-	-			-	-			-	-
Overtime			-	-			-	-			-	-
Printing & Binding			-	-			-	-			-	-
Travel			-	-			-	-			-	-
Contractual Services			-	-			-	-			-	-
Transportation Exp			-	-			-	-			-	-
Water & Electricity			-	-			-	-			-	-
Office & Admin			-	-			-	-			-	-
Operating Supplies			-	-			-	-			-	-
Rent			-	-			-	-			-	-
Subtotal-Direct Costs	-	-	-	-	-	-	-	-	-	-	-	-
RELATED COSTS:												
Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-	-
Central Services	-	-	-	-	-	-	-	-	-	-	-	-
Total Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-

EWDD Budget Detail: By Funding Source

	OTHER GRANTS / FUNDS											
	EWDD SYEP - OTHER SOURCES (Fund 56L)				PRISON TO EMPLOYMENT INITIATIVE (Fund 62P)				SUMMER TRAINING & EMPLOYMENT PROGRAM FOR STUDENTS (Fund 62Q)			
Items of Costs	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal
DIRECT COSTS:												
Salaries-Regular Employees	965	3,052	1,895	**5,912**			-	-			-	-
Salaries-As Needed Employees	5	17	11	**33**			-	-			-	-
Overtime	1,073	327	1,591	**2,991**			-	-			-	-
Printing & Binding	0	0	0	**1**			-	-			-	-
Travel	0	1	1	**2**			-	-			-	-
Contractual Services	20	65	263	**348**			-	-			-	-
Transportation Exp	0	0	0	**0**			-	-			-	-
Water & Electricity	-	-	46	**46**			-	-			-	-
Office & Admin	18	59	36	**113**			-	-			-	-
Operating Supplies	0	0	0	**0**			-	-			-	-
Rent	163	661	28	**852**			-	-			-	-
Subtotal-Direct Costs	**2,245**	**4,183**	**3,872**	**10,300**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
RELATED COSTS:												
Fringe Benefits	443	1,401	870	**2,714**	-	-	-	-	-	-	-	-
Central Services	132	416	258	**806**	-	-	-	-			-	-
Total Related Costs	**575**	**1,817**	**1,128**	**3,520**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Adjustment: Costs over Grant Limitation				-				-				-
Adjusted Related Costs	**575**	**1,817**	**1,128**	**3,520**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL	**2,820**	**6,000**	**5,000**	**13,820**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

EWDD Budget Detail: By Funding Source

	OTHER GRANTS / FUNDS				ANTICIPATED REVENUES								
	TOTAL OTHER GRANTS/FUNDS				WIOA				OTHER GRANTS				TO
Items of Costs	Admin	Program	YSC	TOTAL	Admin	Program	YSC	Subtotal	Admin	Program	YSC	Subtotal	Admin
DIRECT COSTS:													
Salaries-Regular Employees	965	3,052	1,895	5,912			897,374	897,374	2,914	254,324		257,238	2,914
Salaries-As Needed Employees	5	17	11	33			10,145	10,145	-	2,908		2,908	-
Overtime	1,073	327	1,591	2,991			367	367	-	1,405		1,405	-
Printing & Binding	0	0	0	1			236	236	-	68		68	-
Travel	0	1	1	2			495	495	-	142		142	-
Contractual Services	20	65	263	348			143,400	143,400	-	10,913		10,913	-
Transportation Exp	0	0	0	0			42	42	-	12		12	-
Water & Electricity	-	-	46	46			23,048	23,048	-	-		-	-
Office & Admin	18	59	36	113			34,402	34,402	-	9,862		9,862	-
Operating Supplies	0	0	0	0			49	49	-	14		14	-
Rent	163	661	28	852			13,350	13,350	-	55,094		55,094	-
Subtotal-Direct Costs	2,245	4,183	3,872	10,300	-	-	1,122,909	1,122,909	2,914	334,742	-	337,656	2,914
RELATED COSTS:													
Fringe Benefits	443	1,401	870	2,714	-	-	412,205	412,205	1,337	116,824	-	118,161	1,337
Central Services	132	416	258	806	-	-	122,300	122,300	397	34,661	-	35,058	397
Total Related Costs	575	1,817	1,128	3,520	-	-	534,505	534,505	1,734	151,486	-	153,219	1,734
Adjustment: Costs over Grant Limitation	-	-	-	-				-				-	-
Adjusted Related Costs	575	1,817	1,128	3,520	-	-	534,505	534,505	1,734	151,486	-	153,219	1,734
TOTAL	2,820	6,000	5,000	13,820	-	-	1,657,415	1,657,415	4,648	486,227	-	490,875	4,648

EWDD Budget Detail: By Funding Source

Items of Costs	TAL ANTICIPATED REVENUE Program	YSC	TOTAL
DIRECT COSTS:			
Salaries-Regular Employees	254,324	897,374	1,154,612
Salaries-As Needed Employees	2,908	10,145	13,053
Overtime	1,405	367	1,772
Printing & Binding	68	236	304
Travel	142	495	637
Contractual Services	10,913	143,400	154,314
Transportation Exp	12	42	55
Water & Electricity	-	23,048	23,048
Office & Admin	9,862	34,402	44,264
Operating Supplies	14	49	63
Rent	55,094	13,350	68,444
Subtotal-Direct Costs	334,742	1,122,909	1,460,565
RELATED COSTS:			
Fringe Benefits	116,824	412,205	530,366
Central Services	34,661	122,300	157,359
Total Related Costs	151,486	534,505	687,725
Adjustment: Costs over Grant Limitation	-	-	-
Adjusted Related Costs	151,486	534,505	687,725
TOTAL	486,227	1,657,415	2,148,290

WDB YEAR 23 ANNUAL PLAN FOR PY 2022-2023

EWDD Budget Detail: By Funding Source

	TOTAL ALL GRANTS			
Items of Costs	Admin	Program	YSC	TOTAL
DIRECT COSTS:				
Salaries-Regular Employees	2,822,996	6,016,983	1,394,032	10,234,010
Salaries-As Needed Employees	40,906	151,412	75,864	268,182
Overtime	68,379	125,404	12,081	205,863
Printing & Binding	933	63,969	2,205	67,107
Travel	4,747	63,647	1,316	69,710
Contractual Services	67,234	235,370	217,756	520,360
Transportation Exp	65	4,105	163	4,334
Water & Electricity	-	-	32,353	32,353
Office & Admin	53,745	262,216	59,458	375,419
Operating Supplies	75	1,720	40,302	42,097
Rent	417,761	1,241,416	21,263	1,680,441
Subtotal-Direct Costs	3,476,841	8,166,241	1,856,793	13,499,875
RELATED COSTS:				
Fringe Benefits	990,201	2,338,319	535,504	3,864,023
Central Services	293,705	693,630	158,845	1,146,180
Total Related Costs	1,283,906	3,031,949	694,348	5,010,203
Adjustment: Costs over Grant Limitation	(426,770)	(44,367)	-	(471,137)
Adjusted Related Costs	857,137	2,987,581	694,348	4,539,066
TOTAL	4,333,977	11,153,822	2,551,142	18,038,941

	WIOA FORMULA								
	YOUTH			INTENSIVE TRANSITIONS			TOTAL WIOA FORMULA		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	99,084	17,287	**116,371**	83,282	14,530	**97,812**	**182,366**	**31,817**	**214,183**
Salaries - As Needed Employees	6,673	658	**7,331**	-	553	**553**	**6,673**	**1,211**	**7,883**
Overtime	2,533	24	**2,557**	848	20	**868**	**3,381**	**44**	**3,425**
Printing & Binding	1,739	15	**1,754**	-	13	**13**	**1,739**	**28**	**1,767**
Travel	504	32	**536**	-	27	**27**	**504**	**59**	**563**
Contractual Services	13,717	2,468	**16,186**	11,447	2,075	**13,521**	**25,164**	**4,543**	**29,707**
Transportation	100	3	**103**	-	2	**2**	**100**	**5**	**105**
Water & Electricity	2,760	-	**2,760**	2,647	-	**2,647**	**5,408**	**-**	**5,408**
Office & Admin	-	2,231	**2,231**	-	1,875	**1,875**	**-**	**4,106**	**4,106**
Operating Supplies	17,382	3	**17,385**	-	3	**3**	**17,382**	**6**	**17,387**
Rent & Parking	1,436	289	**1,725**	1,207	243	**1,450**	**2,643**	**532**	**3,175**
Subtotal: Salaries & Expenses	**145,928**	**23,010**	**168,938**	**99,431**	**19,340**	**118,771**	**245,359**	**42,350**	**287,709**
RELATED COSTS:									
Fringe Benefits	45,782	7,963	**53,745**	38,210	6,693	**44,903**	**83,992**	**14,656**	**98,648**
Central Services	13,547	2,360	**15,906**	11,343	1,983	**13,326**	**24,890**	**4,343**	**29,232**
Total Related Costs	**59,329**	**10,322**	**69,651**	**49,553**	**8,676**	**58,229**	**108,882**	**18,999**	**127,880**
Adjustment: Costs over Grant Limitation			-			-	**-**	**-**	**-**
Adjusted Related Costs	**59,329**	**10,322**	**69,651**	**49,553**	**8,676**	**58,229**	**108,882**	**18,999**	**127,880**
TOTAL: EWDD	**205,257**	**33,332**	**238,589**	**148,983**	**28,016**	**177,000**	**354,240**	**61,349**	**415,589**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	18,750		**18,750**			**-**	**18,750**	**-**	**18,750**
Payroll and Timekeeping Services	2,500		**2,500**			**-**	**2,500**	**-**	**2,500**
Participant Costs	40,161		**40,161**			**-**	**40,161**	**-**	**40,161**
Procurement Consultant	-		**-**			**-**	**-**	**-**	**-**
General Services	-		**-**			**-**	**-**	**-**	**-**
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**61,411**	**-**	**61,411**	**-**	**-**	**-**	**61,411**	**-**	**61,411**
GRAND TOTAL	**266,667**	**33,332**	**300,000**	**148,983**	**28,016**	**177,000**	**415,651**	**61,349**	**477,000**

	LA CITY PROGRAMS						LA CITY PROGRAMS		
	ANGELENO CORPS (Fund 551)			STUDENT TO STUDENT SUCCESS PILOT (Fund 551)			SUMMER YOUTH EMPLOYMENT PROGRAM (Fund 551)		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	107,708	24,230	**131,937**			-	18,799	3,280	**22,078**
Salaries - As Needed Employees	36,000	423	**36,423**			-	-	125	**125**
Overtime	2,770	105	**2,876**			-	874	5	**879**
Printing & Binding	59	110	**169**			-	-	3	**3**
Travel	68	121	**189**			-	-	6	**6**
Contractual Services	13,000	2,587	**15,587**			-	2,556	468	**3,024**
Transportation	-	10	**10**			-	-	1	**1**
Water & Electricity		-	**-**			-	708	-	**708**
Office & Admin	6,862	2,434	**9,296**			-	-	423	**423**
Operating Supplies	11,000	4	**11,004**			-	-	1	**1**
Rent & Parking	1,923	586	**2,509**			-	272	55	**327**
Subtotal: Salaries & Expenses	**179,390**	**30,610**	**210,000**	**-**	**-**	**-**	**23,208**	**4,366**	**27,574**
RELATED COSTS:									
Fringe Benefits			-			-			-
Central Services			-			-			-
Total Related Costs	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Adjustment: Costs over Grant Limitation			-			-			-
Adjusted Related Costs	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL: EWDD	**179,390**	**30,610**	**210,000**	**-**	**-**	**-**	**23,208**	**4,366**	**27,574**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-		-	-		-	-		-
Payroll and Timekeeping Services	-		-	-		-	5,387		**5,387**
Participant Costs	-		-	-		-	64,638		**64,638**
Procurement Consultant	-		-	-		-	-		-
General Services	-		-	-		-	-		-
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**-**	**-**	**-**	**-**	**-**	**-**	**70,025**	**-**	**70,025**
GRAND TOTAL	**179,390**	**30,610**	**210,000**	**-**	**-**	**-**	**93,233**	**4,366**	**97,599**

	YOUTHSOURCE CENTER (Fund 551)			LA CITY PROGRAMS			LA COUNTY GRANTS		
				TOTAL CITY OF LA PROGRAMS			JJCPA PROBRATION (Fund 59X)		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	63,708	11,115	**74,822**	**190,214**	**38,624**	**228,838**	4,285	748	**5,033**
Salaries - As Needed Employees	20,000	423	**20,423**	**56,000**	**971**	**56,971**	28	28	**57**
Overtime	1,032	15	**1,047**	**4,676**	**125**	**4,802**	560	1	**561**
Printing & Binding	-	10	**10**	**59**	**123**	**182**	1	1	**1**
Travel	-	21	**21**	**68**	**147**	**215**	1	1	**3**
Contractual Services	7,007	1,587	**8,594**	**22,563**	**4,643**	**27,205**	703	107	**810**
Transportation	-	2	**2**	**-**	**12**	**12**	0	0	**0**
Water & Electricity	1,981	-	**1,981**	**2,689**	**-**	**2,689**	107	-	**107**
Office & Admin	6,862	1,434	**8,296**	**13,724**	**4,292**	**18,016**	96	96	**193**
Operating Supplies	5,000	2	**5,002**	**16,000**	**7**	**16,007**	$ 504	0	**504**
Rent & Parking	923	186	**1,109**	**3,119**	**827**	**3,946**	62	13	**75**
Subtotal: Salaries & Expenses	**106,513**	**14,795**	**121,308**	**309,112**	**49,770**	**358,882**	**6,349**	**995**	**7,344**
RELATED COSTS:									
Fringe Benefits			**-**	**-**	**-**	**-**	1,967	344	**2,312**
Central Services			**-**	**-**	**-**	**-**	584	102	**686**
Total Related Costs	**-**	**-**	**-**	**-**	**-**	**-**	**2,551**	**446**	**2,998**
Adjustment: Costs over Grant Limitation			-	-	-	-			-
Adjusted Related Costs	**-**	**-**	**-**	**-**	**-**	**-**	**2,551**	**446**	**2,998**
TOTAL: EWDD	**106,513**	**14,795**	**121,308**	**309,112**	**49,770**	**358,882**	**8,900**	**1,442**	**10,342**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-		**-**	**-**	**-**	**-**	-		**-**
Payroll and Timekeeping Services	-		**-**	**5,387**	**-**	**5,387**	2,000		**2,000**
Participant Costs	-		**-**	**64,638**	**-**	**64,638**	37,792		**37,792**
Procurement Consultant	-		**-**	**-**	**-**	**-**	-		**-**
General Services	8,424		**8,424**	**8,424**	**-**	**8,424**	-		**-**
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**8,424**	**-**	**8,424**	**78,449**	**-**	**78,449**	**39,792**	**-**	**39,792**
GRAND TOTAL	**114,937**	**14,795**	**129,732**	**387,560**	**49,770**	**437,330**	**48,692**	**1,442**	**50,134**

	LA COUNTY GRANTS								
	SYSTEMS INVOLVED YOUTH (Fund 62H)			WIOA FORMULA (Fund 59Q)			YOUTH AT WORK-CalWork (Fund 56E)		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	7,054	1,231	**8,284**			-	22,681	4,083	**26,765**
Salaries - As Needed Employees	-	47	**47**			-	-	155	**155**
Overtime	188	2	**190**			-	195	6	**201**
Printing & Binding	-	1	**1**			-	-	4	**4**
Travel	-	2	**2**			-	-	8	**8**
Contractual Services	987	176	**1,163**			-	2,900	583	**3,484**
Transportation	-	0	**0**			-	-	1	**1**
Water & Electricity	156	-	**156**			-	618	-	**618**
Office & Admin	-	159	**159**			-	-	527	**527**
Operating Supplies	774	0	**774**			-	2,472	1	**2,473**
Rent & Parking	103	21	**123**			-	330	68	**398**
Subtotal: Salaries & Expenses	**9,261**	**1,638**	**10,899**	**-**	**-**	**-**	**29,197**	**5,435**	**34,632**
RELATED COSTS:									
Fringe Benefits	3,236	567	**3,803**	-	-	-	10,406	1,881	**12,287**
Central Services	961	168	**1,129**	-	-	-	3,089	557	**3,647**
Total Related Costs	**4,197**	**735**	**4,932**	**-**	**-**	**-**	**13,495**	**2,438**	**15,934**
Adjustment: Costs over Grant Limitation			-			-			-
Adjusted Related Costs	**4,197**	**735**	**4,932**	**-**	**-**	**-**	**13,495**	**2,438**	**15,934**
TOTAL: EWDD	**13,458**	**2,373**	**15,831**	**-**	**-**	**-**	**42,692**	**7,873**	**50,566**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-		-	-		-	-		-
Payroll and Timekeeping Services	3,209		**3,209**	-		-	10,251		**10,251**
Participant Costs	58,338		**58,338**	-		-	186,390		**186,390**
Procurement Consultant	-		-	-		-	-		-
General Services	-		-	-		-	-		-
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**61,547**	**-**	**61,547**	**-**	**-**	**-**	**196,641**	**-**	**196,641**
GRAND TOTAL	**75,005**	**2,373**	**77,378**	**-**	**-**	**-**	**239,334**	**7,873**	**247,207**

							LA COUNTY GRANTS		
	YOUTH AT WORK-OUY (Fund 56E)			YOUTH AT WORK- Foster (Fund 56E)			TOTAL LA COUNTY GRANTS		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	23,404	607	**24,011**	3,478	748	**4,226**	**60,903**	**7,416**	**68,319**
Salaries - As Needed Employees	155	23	**178**	23	28	**52**	**207**	**282**	**489**
Overtime	668	1	**668**	26	1	**27**	**1,636**	**10**	**1,647**
Printing & Binding	4	1	**4**	1	1	**1**	**5**	**7**	**11**
Travel	8	1	**9**	1	1	**3**	**10**	**14**	**24**
Contractual Services	11,496	87	**11,583**	566	107	**672**	**16,652**	**1,059**	**17,711**
Transportation	1	0	**1**	0	0	**0**	**1**	**1**	**2**
Water & Electricity	769	-	**769**	107	-	**107**	**1,757**	**-**	**1,757**
Office & Admin	527	78	**605**	78	96	**175**	**702**	**957**	**1,659**
Operating Supplies	2,699	0	**2,699**	407	0	**407**	**6,856**	**1**	**6,857**
Rent & Parking	341	10	**351**	51	13	**63**	**886**	**124**	**1,010**
Subtotal: Salaries & Expenses	**40,070**	**808**	**40,878**	**4,738**	**995**	**5,733**	**89,615**	**9,871**	**99,486**
RELATED COSTS:									
Fringe Benefits	10,745	280	**11,025**	1,597	344	**1,941**	**27,952**	**3,416**	**31,368**
Central Services	3,189	83	**3,272**	474	102	**576**	**8,297**	**1,012**	**9,309**
Total Related Costs	**13,934**	**362**	**14,296**	**2,071**	**446**	**2,517**	**36,249**	**4,428**	**40,677**
Adjustment: Costs over Grant Limitation			-			-	**-**	**-**	**-**
Adjusted Related Costs	**13,934**	**362**	**14,296**	**2,071**	**446**	**2,517**	**36,249**	**4,428**	**40,677**
TOTAL: EWDD	**54,004**	**1,170**	**55,175**	**6,809**	**1,442**	**8,250**	**125,864**	**14,300**	**140,163**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-		**-**	-		**-**	**-**	**-**	**-**
Payroll and Timekeeping Services	11,186		**11,186**	1,686		**1,686**	**28,332**	**-**	**28,332**
Participant Costs	203,387		**203,387**	30,652		**30,652**	**516,559**	**-**	**516,559**
Procurement Consultant	-		**-**	-		**-**	**-**	**-**	**-**
General Services	-		**-**	-		**-**	**-**	**-**	**-**
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**214,573**	**-**	**214,573**	**32,338**	**-**	**32,338**	**544,891**	**-**	**544,891**
GRAND TOTAL	**268,578**	**1,170**	**269,748**	**39,147**	**1,442**	**40,588**	**670,755**	**14,300**	**685,054**

	OTHER GRANTS / FUNDS						OTHER GRANTS / FUNDS		
	BANK OF AMERICA (Fund 56L)			CFE/CITI - SUMMER JOBS CONNECT (Fund 56L)			EWDD SYEP - OTHER SOURCES (Fund 56L)		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee			-	-	-	-	1,613	281	**1,895**
Salaries - As Needed Employees			-	-	-	-	-	11	**11**
Overtime			-	-	-	-	1,591	0	**1,591**
Printing & Binding			-	-	-	-	-	0	**0**
Travel			-	-	-	-	-	1	**1**
Contractual Services			-	-	-	-	223	40	**263**
Transportation			-	-	-	-	-	0	**0**
Water & Electricity			-	-	-	-	46	-	**46**
Office & Admin			-	-	-	-	-	36	**36**
Operating Supplies			-	-	-	-	-	0	**0**
Rent & Parking			-	-	-	-	23	5	**28**
Subtotal: Salaries & Expenses	-	-	-	-	-	-	**3,497**	**375**	**3,872**
RELATED COSTS:									
Fringe Benefits	-	-	-	-	-	-	740	130	**870**
Central Services	-	-	-	-	-	-	220	38	**258**
Total Related Costs	-	-	-	-	-	-	**960**	**168**	**1,128**
Adjustment: Costs over Grant Limitation			-			-			-
Adjusted Related Costs	-	-	-	-	-	-	**960**	**168**	**1,128**
TOTAL: EWDD	-	-	-	-	-	-	**4,457**	**543**	**5,000**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-		-	-		-	-		-
Payroll and Timekeeping Services	3,000		**3,000**	7,575		**7,575**	2,250		**2,250**
Participant Costs	57,000		**57,000**	93,425		**93,425**	42,750		**42,750**
Procurement Consultant	-		-	-		-	-		-
General Services	-		-	-		-	-		-
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**60,000**	-	**60,000**	**101,000**	-	**101,000**	**45,000**	-	**45,000**
GRAND TOTAL	**60,000**	-	**60,000**	**101,000**	-	**101,000**	**49,457**	**543**	**50,000**

	OTHER GRANTS / FUNDS			ANTICIPATED REVENUES					
	TOTAL OTHER GRANTS/FUNDS			WIOA			OTHER GRANTS		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	**1,613**	**281**	**1,895**	764,070	133,304	**897,374**	-	-	-
Salaries - As Needed Employees	**-**	**11**	**11**	5,072	5,072	**10,145**	-	-	-
Overtime	**1,591**	**0**	**1,591**	184	184	**367**	-	-	-
Printing & Binding	**-**	**0**	**0**	118	118	**236**	-	-	-
Travel	**-**	**1**	**1**	247	247	**495**	-	-	-
Contractual Services	**223**	**40**	**263**	124,365	19,035	**143,400**	-	-	-
Transportation	**-**	**0**	**0**	21	21	**42**	-	-	-
Water & Electricity	**46**	**-**	**46**	23,048	-	**23,048**	-	-	-
Office & Admin	**-**	**36**	**36**	17,201	17,201	**34,402**	-	-	-
Operating Supplies	**-**	**0**	**0**	24	24	**49**	-	-	-
Rent & Parking	**23**	**5**	**28**	11,117	2,232	**13,350**	-	-	-
Subtotal: Salaries & Expenses	**3,497**	**375**	**3,872**	**945,469**	**177,440**	**1,122,909**	**-**	**-**	**-**
RELATED COSTS:									
Fringe Benefits	**740**	**130**	**870**	350,800	61,405	**412,205**	-	-	-
Central Services	**220**	**38**	**258**	104,105	18,195	**122,300**	-	-	-
Total Related Costs	**960**	**168**	**1,128**	**454,906**	**79,600**	**534,505**	**-**	**-**	**-**
Adjustment: Costs over Grant Limitation	-	-	-			-			-
Adjusted Related Costs	**960**	**168**	**1,128**	**454,906**	**79,600**	**534,505**	**-**	**-**	**-**
TOTAL: EWDD	**4,457**	**543**	**5,000**	**1,400,375**	**257,040**	**1,657,415**	**-**	**-**	**-**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-	-	-	-		-	-		-
Payroll and Timekeeping Services	**12,825**	**-**	**12,825**	-		-	-		-
Participant Costs	**193,175**	**-**	**193,175**	-		-	-		-
Procurement Consultant	-	-	-	-		-	-		-
General Services	-	-	-	-		-	-		-
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**206,000**	**-**	**206,000**	**-**	**-**	**-**	**-**	**-**	**-**
GRAND TOTAL	**210,457**	**543**	**211,000**	**1,400,375**	**257,040**	**1,657,415**	**-**	**-**	**-**

	TOTAL ANTICIPATED REVENUES			CA FOR ALL					
				CA for All - Angeleno Corps			CA for All- Student to Student Success		
	Direct	GASP	Subtotal	Direct	GASP	Subtotal	Direct	GASP	Subtotal
EWDD COSTS:									
DIRECT COSTS:									
Salaries - Regular Employee	**764,070**	**133,304**	**897,374**	61,861	10,793	**72,654**	7,307	1,275	**8,582**
Salaries - As Needed Employees	**5,072**	**5,072**	**10,145**	411	411	**821**	49	49	**97**
Overtime	**184**	**184**	**367**	790	15	**805**	311	2	**313**
Printing & Binding	**118**	**118**	**236**	10	10	**19**	1	1	**2**
Travel	**247**	**247**	**495**	20	20	**40**	2	2	**5**
Contractual Services	**124,365**	**19,035**	**143,400**	10,088	1,541	**11,630**	1,179	182	**1,361**
Transportation	**21**	**21**	**42**	2	2	**3**	0	0	**0**
Water & Electricity	**23,048**	**-**	**23,048**	1,789	-	**1,789**	263	-	**263**
Office & Admin	**17,201**	**17,201**	**34,402**	1,393	1,393	**2,785**	165	165	**329**
Operating Supplies	**24**	**24**	**49**	2	2	**4**	0	0	**0**
Rent & Parking	**11,117**	**2,232**	**13,350**	897	180	**1,077**	106	21	**127**
Subtotal: Salaries & Expenses	**945,469**	**177,440**	**1,122,909**	**77,261**	**14,366**	**91,627**	**9,382**	**1,697**	**11,079**
RELATED COSTS:									
Fringe Benefits	**350,800**	**61,405**	**412,205**	28,402	4,971	**33,373**	3,355	587	**3,942**
Central Services	**104,105**	**18,195**	**122,300**	8,429	1,473	**9,902**	996	174	**1,170**
Total Related Costs	**454,906**	**79,600**	**534,505**	**36,830**	**6,445**	**43,275**	**4,351**	**761**	**5,112**
Adjustment: Costs over Grant Limitation	-	-	-			-			-
Adjusted Related Costs	**454,906**	**79,600**	**534,505**	**36,830**	**6,445**	**43,275**	**4,351**	**761**	**5,112**
TOTAL: EWDD	**1,400,375**	**257,040**	**1,657,415**	**114,092**	**20,810**	**134,902**	**13,733**	**2,458**	**16,191**
SUPPORTING PROGRAM ACTIVITIES:									
El Centro De Ayuda	-	-	-	-		-	-		-
Payroll and Timekeeping Services	-	-	-	30,000		**30,000**	2,451		**2,451**
Participant Costs	-	-	-	500,000		**500,000**	32,678		**32,678**
Procurement Consultant	-	-	-	-		-	-		-
General Services	-	-	-	-		-	-		-
TOTAL: SUPPORTING PROGRAM ACTIVITIES	**-**	**-**	**-**	**530,000**	**-**	**530,000**	**35,129**	**-**	**35,129**
GRAND TOTAL	**1,400,375**	**257,040**	**1,657,415**	**644,092**	**20,810**	**664,902**	**48,862**	**2,458**	**51,320**

	TOTAL CA FOR ALL			TOTAL ALL GRANTS		
	Direct	GASP	Subtotal	Direct	GASP	TOTAL
EWDD COSTS:						
DIRECT COSTS:						
Salaries - Regular Employee	69,168	12,067	81,236	1,268,334	223,509	1,491,843
Salaries - As Needed Employees	459	459	918	68,411	8,006	76,417
Overtime	1,101	17	1,117	12,569	380	12,949
Printing & Binding	11	11	21	1,931	286	2,218
Travel	22	22	45	852	491	1,343
Contractual Services	11,267	1,723	12,990	200,234	31,043	231,277
Transportation	2	2	4	124	42	166
Water & Electricity	2,052	-	2,052	35,000	-	35,000
Office & Admin	1,557	1,557	3,114	33,184	28,149	61,333
Operating Supplies	2	2	4	40,264	41	40,305
Rent & Parking	1,002	202	1,204	18,792	3,922	22,714
Subtotal: Salaries & Expenses	86,644	16,063	102,706	1,679,696	295,868	1,975,564
RELATED COSTS:						
Fringe Benefits	31,757	5,559	37,315	495,241	85,165	580,406
Central Services	9,424	1,647	11,071	146,936	25,236	172,171
Total Related Costs	41,181	7,206	48,387	642,177	110,401	752,577
Adjustment: Costs over Grant Limitation			-	-	-	-
Adjusted Related Costs	41,181	7,206	48,387	642,177	110,401	752,577
TOTAL: EWDD	127,825	23,269	151,093	2,321,872	406,269	2,728,141
SUPPORTING PROGRAM ACTIVITIES:						
El Centro De Ayuda	-	-	-	18,750	-	18,750
Payroll and Timekeeping Services	32,451	-	32,451	81,495	-	81,495
Participant Costs	532,678	-	532,678	1,347,211	-	1,347,211
Procurement Consultant	-	-	-	-	-	-
General Services	-	-	-	8,424	-	8,424
TOTAL: SUPPORTING PROGRAM ACTIVITIES	565,129	-	565,129	1,455,879	-	1,455,879
GRAND TOTAL	692,954	23,269	716,222	3,777,751	406,269	4,184,021

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Alternative Training Programs Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

In order to open sector and other training to a wider and more diverse participant base, the Workforce Development Board (WDB) adopted an alternative training policy for special populations with multiple barriers to employment in order to provide Vocational English as a Second Language (VESL) instruction, academic preparation, transitional work, and bridge programs for participants unable to qualify initially for Individual Training Accounts (ITA) and sector-based training.

BACKGROUND

Except for certain types of customized, incumbent, and On-the-Job training, transitional jobs, and WDB contracts with institutions of higher learning, only training providers through their training programs listed on the ETPL are eligible to receive WIOA funds to train adults and dislocated workers through participant ITAs.

However, in order to provide special populations with multiple barriers to employment maximum opportunities to benefit from WIOA programs, alternatives to traditional ITA training programs may be employed. For example, short-term pre-vocational services, including development of learning and communication skills, may be provided as “Career Services” and do not require the establishment of an ITA.

PROCEDURES

In lieu of traditional ITA training, contracts for training may be authorized when:

- Such services are on-the-job training provided by an employer, or customized training.
- When the WDB determines that it would be most appropriate to contract with an institution of higher education or other provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit customer choice.
- The Local WDB (LWDB) determines that there are an insufficient number of eligible providers of training services in the local area involved to accomplish the purposes of a system of individual training accounts.
    - The Local Plan must describe the process to be used in selecting the providers under a contract for services.
    - This process must include a public comment period for interested providers of at least 30 days.
- The LWDB determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve targeted low-income special participant

populations that face barriers to employment. Special participant populations that face barriers to employment include:

- Displaced homemakers;
- Low–income individuals;
- Native Americans;
- Individuals with disabilities;
- Older individuals, i.e., those aged 55 or older;
- Ex-offenders;
- Homeless individuals;
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and/or individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers;
- Individuals within two years of exhausting lifetime eligibility under TANF; or
- Other groups determined by the Governor to have barriers to employment.

The following criteria will be used to determine demonstrated effectiveness of training service programs:

- Financial stability of the organization;
- Demonstrated performance in the delivery of services to individuals with barriers to employment through such means as program completion rate; attainment of skills, certificates, or degrees the program is designed to provide; placement after training in unsubsidized employment; and retention in employment;
- How the specific program relates to the workforce investment needs identified in the local plan; and
- How the use of the program supports WDB priorities.

Those training providers operating under the ITA exceptions still must qualify as eligible providers. Qualifying is as follows:

- Appropriate service providers may be selected as long as the Local Workforce Investment Area takes into consideration the specific geographic and demographic factors where the program operates, and the characteristics of the special population being served.
- The LWDB must require performance data for all WIOA Title I funded participants participating in any program of contracted training services.

(Adopted PY 06-07) (Revised PY 18-19)

America's Job Center of California Branding Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

All Workforce Innovation and Opportunity Act (WIOA) funded WorkSource and YouthSource operator contractors must adhere to the Workforce Development Board's (WDB) branding policy and federal and State of California Workforce Development Board requirements regarding co-branding with the U.S. Department of Labor's (USDOL) American Jobs Center brand.

RATIONALE

The WDB's branding policy ensures a consistent image and public service identity to increase the public's awareness of the City's WorkSource and YouthSource networks. The policy also ensures the consistency and integrity of the WorkSource and YouthSource brands as they appear to the public and compliance with Federal and State of California Workforce Development Board's co-branding requirements.

PROCEDURES

All Workforce Innovation and Opportunity Act (WIOA) funded WorkSource and YouthSource operator contractors must adhere to the Workforce Development Board's (WDB) branding policy covering the WorkSource and YouthSource brands and must co-brand with the U.S. Department of Labor's (USDOL) American Job Center brand.

All Adult/Dislocated Worker operator contractors shall adhere to the guidelines and protocols of implementing the WorkSource Center brand, as directed through their contractual obligations and any related directive(s).

All Youth operator contractors shall adhere to the guidelines and protocols of implementing the YouthSource Center brand, as directed through their contractual obligations and any related directive(s).

More specifically, all Adult/Dislocated Worker and Youth contractors shall adhere to the co-branding of "A proud partner of America's Job Center of California^{SM} network" as directed by the USDOL Training and Employment Guidance Letter TEGL 36-11 issued on June 14, 2012 and the State of California Employment Development Department's Workforce Services Information Notice WSIN12-43 released on March 15, 2013.

All operator contractors shall ensure that logos, taglines and graphics of all collateral materials, websites, and signage utilized for WIOA programs conform to the Branding Toolkit and Style Guide, issued by the California Workforce Investment Board effective July 1, 2013.

In addition, for any visual materials created, (marketing collateral materials, training and recruitment flyers, articles, press/media releases, etc.,), WorkSource and YouthSource

operators must include the appropriate branding logo (WorkSource or YouthSource) and the City, the WDB, and the Economic and Workforce Development Department logos.

At all times (including all references, marketing collateral materials, training and recruitment flyers, articles, press/media releases, social media efforts, and external and internal signage, etc.), branding of the WorkSource and YouthSource Centers shall require naming which states the Center's designated geographical name first (required), with the operator's organization as secondary (optional). Examples: "Northwest Los Angeles WorkSource Center, operated by XYZ Contractor, Inc." or "Central Mid Los Angeles YouthSource Center, operated by ABC Youth Agency, Inc."

To the extent possible and feasible, WorkSource and YouthSource contractors are encouraged to utilize the brochure/flyer templates provided by the Economic and Workforce Development Department.

In addition, all contractors must adhere to the EEO requirements in terms of accessibility language on all websites, collateral materials and media outreach.

REFERENCES

WIOA Section 121(e)(4) State of California Employment Development Department Workforce Services Information Notice WSIN12-43 (Released March 15, 2013)

Branding Toolkit and Style Guide, California Workforce Investment Board (Effective July 1, 2013)

Apprenticeship Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance and establishes the procedures regarding the use of *Workforce Innovation and Opportunity Act* (WIOA) funds for individuals in occupations with available apprenticeships, including pre-apprenticeship training. It is the shared vision of the City of Los Angeles Mayor, City Council, and Workforce Development Board (WDB) to have a robust apprenticeship policy that leads the nation in apprenticeship development, placement, and outcomes.

BACKGROUND

Both the Workforce Innovation and Opportunity Act (WIOA) and the California State Unified Plan (SUP) promote the "earn and learn" training model, which the SUP defines as "using training and education best practices that combine applied learning opportunities with material compensation while facilitating skills development in the context of actual labor market participation." This definition is echoed in Senate Bill 342 (H.B. Jackson, Chapter 507, Statutes of 2015).

The State of California issued draft directive WSDD-178 in late March 2018, entitled "Quality Apprenticeship and Pre-Apprenticeship Opportunity." WSDD-178 applies to Local Workforce Development Boards (WDB) and Local Workforce Development Areas and includes only state-imposed requirements.

In 2011, Assembly Bill (AB) 554 modified California Unemployment Insurance Code (CUIC) Section 14230(e) to require Local WDBs to ensure that WIOA-funded programs and services involving apprenticeships and pre-apprenticeships are coordinated with apprenticeship programs already approved by the Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS) under specific conditions, and include the fostering of collaboration between community colleges and approved apprenticeship programs.

Other specifications include increasing the representation of women in pre-apprenticeship programs in the building and construction trades; following Multi-Craft Core Curriculum (MC3) in building and construction; and providing the apprenticeship and pre-apprenticeship programs and services geared toward the geographic location of the apprenticeable industries.

DEFINITION

The Workforce Innovation and Opportunity Act (WIOA) defines Registered Apprenticeship as a proven model of job preparation that combines paid on-the-job training (OJT) with related instruction to progressively increase workers' skill levels and wages. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may be applied toward further post-secondary education.

All Registered Apprenticeship programs consist of the five core components:

- Direct Business Involvement – Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
- OJT – Every Registered Apprenticeship program includes structured OJT. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to be fully proficient at the job.
- Related Instruction – Apprentices receive related instruction or classroom style training which can be provided at the school, online, or at the work site that complements the OJT. This instruction helps refine the technical and academic skills that apply to the job.
- Rewards for Skills Gain – Apprentices receive progressive wage gain as their skills and knowledge increase.
- National Occupation Credential – Every graduate of a Registered Apprenticeship receives nationally recognized credential issued by the USDOL or a federally recognized SAA. Many of the high-growth industries offer interim credentials as apprentices master skills as part of a career pathway.

The length of training and the skills and competencies required for mastery of an occupation are set by the industry. The Registered Apprenticeship system currently approves time-based, competency based and hybrid programs.

POLICIES & PROCEDURES

The Economic and Workforce Development Department's Apprenticeship Policy will emphasize the following key principles:

1. Build a robust apprenticeship program (which includes non-traditional industries) across the Los Angeles Region;
2. Leverage strategic partnerships with the WorkSource Center (WSC) and YouthSource Center (YSC) systems, businesses/corporations, economic development organizations, sector intermediaries, community colleges, K-12, trade unions/associations, State and local government, and government workforce groups, as well as develop key partnerships with the Department of Corrections to service the re-entry population, and with The Department of Industrial Relations-Division of Apprenticeship Standards and the Department of Labor;
3. Implement an apprenticeship program that will include participation across City departments to ensure stated goals are met Citywide;
4. Actively promote to and enroll eligible candidates from the City's WSC and YSC programs.

Per WSDD-178, the Local WDB must follow the guidelines in CUIC Section 14230(e), which include conducting the WIOA-funded apprenticeship programs and pre-apprenticeship training "in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area." Additionally, a policy must be developed regarding "fostering collaboration between community colleges and approved apprenticeship programs in the geographic area to provide pre-apprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs."

Furthermore, per CUIC Section 14230(e), WIOA-funded apprenticeships and pre-apprenticeship training must, "to the maximum extent feasible," align with and follow MC3, and work to increase representation of women in pre-apprenticeship training.

WSDD – 178 also notes that Local WDBs "must establish the following:

- WIOA funded programs are operated in coordination with at least one DIR-DAS approved apprentice program in the relevant geographic area for the relevant apprenticeable occupation.
- WIOA funded pre-apprenticeship training in the building and construction trades utilizes the MC3 curriculum.
- Pre-apprenticeship program operators funded with WIOA have a plan detailing, in writing, how they will conduct outreach to and ensure the retention of women in the pre-apprenticeship program."

Local WDBS are also required by WSDD – 178 to:

- Retain a list of all programs they work with, noting which ones are WIOA-funded and "who the relevant DIR-DAS approved apprentice programs are for the relevant geographic area and occupations, and the manner in which the WIOA funded apprentice and pre-apprentice programs are coordinating with the relevant programs";
- Retain "a copy of all written outreach and retention plans developed to meet the statutory and policy mandates detailed in this policy directive. Local Boards may be required to submit the foregoing information as part of their Local Plans and any future High-Performance Board Certifications."

The Department of Labor (DOL) Employment and Training Administration (ETA) encourages the workforce system to use WIOA funds to support Registered Apprenticeships. WIOA Title I funds can be used to support Registered Apprenticeship (RA) programs in following ways:

- Individual Training Accounts (ITA) – RA sponsors are able to use ITA funds to support the education portion (i.e., related instruction component) of the registered apprenticeship for eligible apprentices.
- On-the-Job Training (OJT) – WIOA expands the potential for utilizing OJT to support RA. Unlike the related instruction component, the OJT is supported by

contract, not an ITA. In certain circumstances, up to 75 percent of the apprentices' wages may be reimbursed by the public workforce system contributions if the employer meet criteria for a designated period of time.

- Customized Training – Local WDBs can support RA program sponsors and apprentices through customized training agreement.
- Contracted Classes for Training Cohort for Related Instruction – In certain circumstances a Local WDBs may contract with ETP to train a cohort of apprentices in in-demand industry sectors or occupations instead of an ITA. The grantees must ensure that contracts with training providers, including for profit training providers, meet the procurement standards found in the Uniform Guidance.
- Supportive Services – WIOA funds can provide for variety of supportive services for apprentices, including books, supplies, childcare, transportation, tools and uniform.

REFERENCES

- WSDD-178 on http://www.edd.ca.gov/Jobs_and_Training/pubs/wsdd-178.pdf
- Senate Bill 342 (H.B. Jackson, Chapter 507, Statutes of 2015)
- WIOA, Public Law 113-128
- California Unemployment Insurance Code Section 14230(e)
- Assembly Bill (AB) 554, Chapter 499, Statutes of 2011
- AB 2288, Chapter 692, Statutes of 2016
- Title 8 regulations, California Apprenticeship Council, Chapter 2, "Subchapter 1. Apprenticeship" (Sections 200-242.6), at https://www.dir.ca.gov/t8/ch2sb1.html (Note: Sections 204, 211, 214, 216, 217, 219, 220 through 223, 225 [Article 8], 226, 231.1 through 231.4, 233, 234, and 242 [Article 12] have been repealed)
- Department of Labor, https://www.dol.gov/apprenticeship/

Assignment of WorkSource and YouthSource Center Agreements Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

Contractors must immediately inform the City of any facts that may materially affect their contract performance. Contractors shall not transfer their agreement to another entity without prior City approval. If there is a need to replace a contractor, specific procedures will be followed as described herein.

PROCEDURES

Contractors must immediately provide the City written notice of any facts that may materially affect the performance of their agreements or impact the City's decision to continue an agreement with the Contractor. Among the items to be disclosed are negotiations leading to the sale, merger or acquisition of the Contractor. Contractor may not assign, delegate, or transfer their agreements, nor assign or transfer any right, interest or obligation in their agreements, including the right to payment, without the prior written consent of the City.

When any City Workforce Innovation and Opportunity Act (WIOA) funded WorkSource or YouthSource Center operator proposes to assign their agreement to another organization due to sale, acquisition or merger, the Department shall submit to the Workforce Development Board (WDB) a recommendation as to whether or not to accept said assignment.

If the Department and/or WDB do not approve the contractor's request to assign their agreement or when any City WIOA WorkSource or YouthSource Center operator:

- Proposes to assign their agreement to another organization for reasons not stated above,
- Fails to meet certification requirements, or
- Proposes termination of their agreement for any other reason,

The Department shall submit to the WDB a recommendation whether to continue WorkSource or YouthSource Center operations at the specified location.

If the WDB agrees to continue operations at the specified location, the selection of the replacement operator shall be made based on the established Replacement Operator Policy.

The Department shall maintain a list of qualified replacement operators based on proposers to the WorkSource and YouthSource Requests for Proposals (RFP) who attained a predefined passing score. The list shall remain in effect for the same term as the underlying RFP.

(Adopted PY 11-12) (Revised PY20-21)

Authorization to Work Verification Requirements

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the guidance and establishes the procedures regarding verifying authorization to work and making services accessible to all populations.

BACKGROUND:

The federal procedures for verifying an individual's authorization to work are included in Title 8 CFR, Section 274a.2. This section specifies that the requirements published in the USCIS Form I-9, Employment Eligibility Verification, are to be used in verifying and documenting that an individual is authorized to work in the United States.

In 1993, the passage of SB 733 created a state-imposed eligibility requirement for WIOA and Wagner-Peyser Act (WPA) services. The law required verification of an individual's citizenship status or authorization to work in the U.S. prior to providing employment services. Additionally, it required America's Job Center of California℠ (AJCC) locations to publicly post that only U.S. citizens and those authorized to work in the U.S. could receive services.

In 2016, Governor Brown signed AB 2532, which repealed these requirements. Therefore, California no longer has a state requirement to verify authorization to work. Additionally, there is no work authorization verification requirement in WIOA. However, the federal Immigration Reform and Control Act requires employers to verify a job seeker's authorization to work documents prior to employment. At the same time, federal immigration regulations authorize state employment agencies to verify authorization to work (Title 8 CFR Section 274a.6).

Generally, WIOA participants receive job referrals during their period of participation in a program. Additionally, at times Local Areas are the employer of record or coordinating services concurrently with an employer. In these instances, an individual cannot participate unless they can provide documentation verifying their right to work in the U.S. For these reasons, this Policy provides guidance on verification of authorization to work documents, including which services require verification, when to ask, and where to refer individuals for additional services. This policy also provides a pathway to services for those individuals who do not possess authorization to work documents. The WDB seeks to prohibit discrimination and make workforce services accessible to all populations.

DEFINITIONS

Self-Service Basic Career Services – an individual independently uses services at an AJCC with minimal or no staff assistance (e.g., self-service labor market research, job Search, use of AJCC resource room, referral to a partner program, etc.). Self-service also includes staff establishing access to CalJOBS^{SM} for an individual or looking up a password. Individuals using self-services only do not count toward performance measures.

Basic Career Services – an individual requires an assessment by a Staff member of the individual's skills, education, or career objectives (e.g. Initial Assessment, proficiency testing, etc.).

Individualized Career Services – an individual receives WIOA-funded services that are appropriate for them to obtain or retain employment (e.g., development of an Individual Employment Plan, English as a second language services, work experience, etc.).

Training Services – an individual receives services that include WIOA-funded training (e.g. Occupational skills training, on-the-job training, skills upgrading and retraining) and/or support and coaching.

POLICY AND PROCEDURES

Authorization to work verification is not required for Basic Career Services that are self-service or information-only activities. For customers who receive self-service or information-only activities, only demographic information is collected and reported.

WorkSource and YouthSource Center staff providing WIOA employment services must verify an individual's authorization to work in accordance with the requirements of the USCIS Form I-9, Employment Eligibility Verification. As specified in Form I-9, staff must accept as evidence of employment authorization, any of the documents listed on the last page of Form I-9 (https://www.uscis.gov/i-9). Individuals may present any List A document or a combination of a List B and a List C document. Additional guidance and information on acceptable documents can be found at https://www.uscis.gov/i-9-central/acceptable-documents. When verifying authorization to work, staff must retain either hard copies or scanned copies of the individual's Form I-9 documents. One-Stop operator staff are also required to scan authorization to work documents into CalJOBS. Scanning documents into CalJOBS facilitates a one-time verification process should an individual visit a different America's Job Center of California^{SM} (AJCC).

Any documents that One-Stop operator staff use to verify right to work must be kept current throughout an individual's period of participation in a WIOA program. The period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program. Exit generally occurs when a participant has not received services for 90 days and has no additional services scheduled. One-Stop operator staff should make note of any right to work documents that are soon to expire, and follow-up with participants to obtain updated

documents. If right to work documents expire during program participation One-Stop operators may face disallowed costs for any services provided after expiration of right to work documents as eligibility is no longer current. One-Stop operators may not use any expired document to verify right to work. Possessing authorization to work documents is not only critical for individuals to participate in workforce and training programs, but to fully integrate into society and the local economy. Often vulnerable populations who are legally authorized to work in the United States such as the homeless, ex-offenders, and transient youth lack physical copies of authorization to work documents due to various circumstances. One-Stop operators are strongly encouraged to enroll such individuals and use supportive services to help the individual obtain authorization to work documents. Supportive services such as legal aid are available to participants enrolled in Basic Career, Individualized Career, or Training services. For participants enrolled in Training services, supportive services may include needs related payments to help cover the cost of obtaining or renewing authorization to work documents.

Staff will also not need to verify the citizenship or authorization to work status for an individual receiving WPA services (alone). If an individual is co-enrolled in WPA and WIOA services at the time of determination for WIOA individualized career or training services, staff should follow the WIOA procedures outlined above. Staff may not require UI claimants to present I-9 documentation in order to receive EDD reemployment services. As a result, UI claimants do not need to bring photo identification or employment authorization documentation to RESEA, IAW, or PJSA appointments. Since the EDD UI Branch has already verified a claimant's right to work during the benefit eligibility process, it is sufficient for RESEA, IAW, and PJSA attendees to establish their identity and attendance through self-attestation. As long as the claimant's stated name matches the name staff has for the appointment, identity is considered to have been verified. This process will ensure maximum participation and avoid turning away individuals who do not have photo identification with them at the time.

PUBLIC NOTIFICATION

Because individuals may receive employment services and services from other partners in an AJCC without first providing their right to work documents, One-Stop operators should remove any public notices that state employment services are available only to individuals who are U.S. citizens or legally authorized to work in the United States. Posting such signs may discourage individuals who are legally entitled to services from entering an AJCC.

REFERENCES

- Title 20 *Code of Federal Regulations* (CFR) "Workforce Innovation and Opportunity Act (WIOA), Final Rule", Sections 677.150, 680.900, and 680.910
- Title 8 Code of Federal Regulations (CFR) "Verification of Identity and Employment Authorization" Part 274a.6
- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128), Section 188(a)(5)
- USCIS Form I-9, Employment Eligibility Verification
- Senate Bill (SB) 733 (Russell), Chapter 819, Statutes of 1993
- Assembly Bill (AB) 2532 (Chiu), Chapter 759, Statutes of 2016
- Workforce Services Directive WSD-18-03 Subject: "Pathway To Services, Referral, And Enrollment" (August 29, 2018)
- Training and Employment Guidance Letter (TEGL) 19-16, *Guidance on Services Provided through the Adult and Dislocated under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- Training and Employment Guidance Letter (TEGL) 10-16 Change 1, *Performance Accountability Guidance for WIOA Title I, Title II, Title III and Title IV Core Programs* (August 23, 2017)

Budget Submission Guidelines

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance and requirements for the preparation and submission of contractor budgets.

BACKGROUND

A budget is an expenditure plan created to forecast any anticipated transactions. It identifies planned expenditures and provides estimated costs for those expenditures. The purpose of the budget is to ensure an organization's success by providing a framework within which management develops and implements financial plans necessary to achieve both long-term and short-term contract goals.

Financial control is achieved by carefully monitoring the budget in comparison to actual expenditures during the term of the contract. The financial control enables fiscal managers to assess whether the organization is operating within planned parameters.

POLICIES & PROCEDURES

The Workforce Innovation and Opportunity Act (WIOA) Formula, LA RISE and County of Los Angeles Youth@work programs each have various funding streams; therefore, a budget must be prepared for each funding stream. However, a single budget may be all that is required for some of the special programs, which may be either Discretionary Grant funds or possibly even private funds.

There are basic guidelines applied to the Formula programs that require compliance by its recipients. The requirements are as follows:

- A four percent Administrative cap on all three streams
- With the advent of Senate Bill (SB) 734, there is a mandated training set-aside except for the Youth.
- Additional guidelines may be stipulated by EWDD depending on the program.
- State of California required a minimum percentage of Formula Adult and Dislocated Worker, not including Youth, funds be spent on training services. A portion of this amount may be met by using leveraged resources (no more than ten percent) This amount must be reported to the State each year.

The program analyst is instrumental in calculating what the WorkSource Centers must set-aside from their budget, including what they can leverage, in order for EWDD to meet this requirement. The program analyst verifies this calculation as a percentage of the budget.

SUBMISSION PROCEDURES

Initial Submission

The initial budget for the Program Year (PY), which traditionally runs from July 1 to June 30, should be submitted to an assigned Program/Budget Analyst for review no later than **July 31** in order to ensure that the agency has an approved budget in place by **August 31**. As mentioned in the Overview, an agency may be paid for the first month of the PY as long as their contract has been executed. However, expenses incurred after August 31, cannot be reimbursed without an approved budget.

Contractors are required to use current budget templates provided by the program analyst. Any budgets submitted using old templates will not be reviewed. In addition to the five budget forms, support documentation for the budgeted items will need to be submitted to the program analyst. This includes but is not limited to; facility and equipment leases, salary ranges, position descriptions, organizational chart, personnel handbook(s), telephone, insurance, utility bills, and maintenance or janitorial service statements. Bonus and Incentive payments are not allowable under the City's WIOA grant program.

The Spending Plan should be used to implement a realistic future cash needs and should not reflect the funding allocation divided by twelve months or longer, depending on the term of the contract. When utilized appropriately, the spending plan can serve as a safeguard against prematurely exhausting the funding allocation prior to the end of the contract term.

While some of the expenditures such as cost of the lease are usually fixed and can be allocated equally over the contract term, there are other costs that should either be paid upfront or may vary at specific period(s) during the program term. Other costs are estimated by reviewing the history of actual expenditures by line item in past years, and considering fluctuations in program activity levels, implementation of new initiatives, along with various other anticipated operational and funding changes such as reduced or increased funding, new policies and procedures, application of Workforce Development Board (WDB) priorities and staff changes.

If furniture and equipment purchases are being requested, bids and technical specifications need to be submitted to the program analyst for approval prior to purchase. Should the cost of the furniture or equipment purchase exceed $4,999 in single unit cost, approval from the State of California Employment Development Department (EDD) must be obtained **prior to purchase.** EWDD will make this request on behalf of the Contractor.

If subcontractors are listed in the budget, then procurement documents and the signed subcontracts themselves must also be submitted for review and approval. The Procurement Policy in the appropriate PY Annual Plan for the City of Los Angeles Workforce Development Board must be adhered to. Should an agency request a Return on Investment (ROI), the procedures outlined in WDS Directive No. 12-13 (issued on February 14, 2012) must be followed.

Contractors may be paid for the first month of their contract without an approved budget in place as long as they have an executed contract. In order to be paid for the remaining term, a complete budget must be submitted by July 31 and be reviewed and approved by the EWDD staff on or before August 31. A complete budget is made up of five sections. They are the Summary, Detail, Schedule of Personnel, Spending Plan, and Narrative.

Revisions

A budget may be revised within the PY with the consent of the program analyst. To process a budget modification, the agency should provide the program analyst with the request and the reason for the changes. Revisions should be kept to a minimum, and the Contractor should consider the complexity of the intended modification and allow ample time for analysis and approval. Supplemental documentation should also be provided if required.

Final Submission

The final budget modification of the PY should be submitted to the program analyst no later than the third quarter of the contract term, which is on **March 31**. This allows ample time for the agency to project expenditures through the end of the contract term, and for the Workforce Development Division to provide the Financial Management Division (FMD) an approved budget with which to process invoices. Modifications may only be submitted after that deadline due to unforeseeable circumstances, and at the discretion of EWDD management.

REVIEW PROCESS

All budgets should be submitted electronically. Once the budgets are submitted the program analyst will review the documentation for completeness to ensure that all five budget forms have been submitted. A thorough analysis begins at this point to validate the mathematical calculations. Each budget must reflect the specific funding amount and term of the contract. The budget forms are in Excel format and are linked to each other.

The narrative section of the budget form is used as supporting documentation to validate the dollar figures presented and to describe the specific line items. Agencies are encouraged to provide as much information as possible in the narrative. If the program analyst is unclear about what a line item represents, or how a calculation was derived, they may need to contact the agency via e-mail or phone, which could cause potential delays in the approval of the budget.

Traditionally, the Schedule of Personnel is the highest percentage of the budget, so an in-depth review of that form occurs. The position descriptions, organizational chart, and salary range are matched against the Schedule to ensure accuracy. All positions listed in the Schedule must have names attached to them. Any positions without names will be made exceptions until filled.

The Schedule is completed by:

- Employee's monthly salary X the percentage of time they worked on the program X the number of months they will work on the program.
- This equates to the Total City Share.
- The calculated salaries must be broken down into Program and/or Admin based on the appropriate function of the position.

The Subtotal:

- Salaries of all employees are then multiplied by the Fringe Benefits Rate to determine the Subtotal
    - Fringe Benefits. When added together, this provides the Total Personnel Costs.
    - FICA, comprised of Medicare and Social Security, is set at **7.65%**. The program analyst may request proof of any of the Fringe Benefits percentages.

The program analyst also verifies the calculations of the anticipated expenditures reported in the Spending Plan Worksheet, Budget Summary, and the Budget Detail. The program analyst will review each line item on the Detail page to verify that the item indicated is allowable under grant regulations and that there is a need for the requested amount. Any items that cannot be verified at the time of initial review will be made temporary exceptions and noted as such.

If there are issues with the budget or the letter itself, the budget coordinator will meet with the analyst for clarification or return the budget package to the program analyst for correction. The entire budget process is tracked from analyst review to distribution in the Coordinator Budget Tracking Report system for YouthSource, WorkSource, and Special Project contracts.

APPROVAL/DISTRIBUTION PROCESS

Once the review is complete, the program analyst will prepare a budget approval letter addressed to the Executive Director of the agency and submit the complete budget package on behalf of the contractor for the budget coordinator to review. After the approval of the budget package by the budget coordinator, the Workforce Development Director will provide final approval. An electronic copy of the approved budget will be emailed to the agencies Executive Director.

(Adopted PY 21-22)

CalJOBS℠ Correction Request Form (CCRF) Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT
This policy provides guidance and establishes the procedures regarding the CalJOBS℠ Correction Request Form (CCRF). Separate forms have been developed for WorkSource and YouthSource Centers. All WorkSource and YouthSource Centers are required to use their respective CCRFs to enable participant data to be changed or updated in the CalJOBS system.

BACKGROUND
WIOA Title I Adult, Dislocated Worker, Youth, National Dislocated Worker Grant Subrecipients, and Employment Development Department (EDD) Workforce Services Branch (WSB) staff are required to report participant information via the CalJOBS℠ system. Managers, staff, and LA City Management Information System (MIS) Administrators have the ability to change active participant data. After 30 calendar days, the CalJOBS℠ system does not allow certain areas of the participant record to be changed or updated by managers, staff, or LA City MIS Administrators. The CCRF is a tool to be used to correct data key entry errors and other circumstances that are beyond the control of staff.

POLICY
The CCRF is intended to maintain data integrity, promote consistent and accurate data in the DOL Quarterly and Annual reports, and enable performance to be properly calculated.

Data within the program application cannot be updated or changed once the individual becomes a participant in the program. It is the staff's responsibility to ensure that all application data is accurate **prior** to enrolling an individual. The only time a program application can be updated is when additional program eligibility is being determined. Only new data associated to that program eligibility can be added to the application.

WorkSource/YouthSource Centers, LA City MIS and WSB staff must ensure records are updated within 30 calendar days of the activity's Projected End Date/Scheduled Date to avoid a "System Closed" completion status. Once the activity becomes "System Closed," the data cannot be changed or updated. Activities with a "System Closed" status are **included** in performance calculations.

A participant's application is system-exited after 90 calendar days of inactivity *across all programs* within CalJOBS℠, and when no new activity has been scheduled for the participant in CalJOBS℠. If services (except post-program/follow-up services) need to be provided to an applicant who has been system-exited, the application intake process will have their new enrollment counted separately in performance calculations.

If any data needs to be added or changed after 30 days, the CCRF must be completed and submitted to the LA City MIS Administrator. Any requests associated with data beyond 90 days will be reviewed on a case-by-case basis and may not be approved.

The State Program Reporting and Analysis Unit (PRAU) will review the request and analyze the overall impact of the proposed change, especially with respect to current WIOA performance outcomes. Each request will be considered on a case-by-case basis contingent upon the detailed reasons listed, and the supporting documentation provided. If additional information is required, the PRAU will email the requestor for clarification. The requestor must reply to the PRAU message within seven calendar days, or the request may be denied. The reply must include the entire email stream and all attachments.

If the CCRF is approved, the PRAU will make the request changes and respond to the WSB office or the LA City MIS Administrator. It is the requestor's responsibility to verify that the changes made by the PRAU are accurate. If the CCRF is denied, the PRAU will notify the LA City MIS Administrator or WSB office and explain the reason(s) for the denial.

PROCEDURE

The CCRF requires: 1) Participant Information; 2) Requestor Information; 3) WorkSource Center Information; 4) Reason for Correction

Participant Information

This section of the form includes: Participant Name; User ID; Date; State ID; WIOA App Number; and Last 4 Digits SSN.

Requestor Information

This section of the form includes: Requested By; Phone Number; Email Address.

WorkSource Center Information

This section of the form lists all WorkSource Centers and also includes: 1) Other Office Location; 2) Program.

Reason For Correction

Ample space is provided to describe or detail the reason or reasons for data correction.

Complete all data fields and make sure that a participant's full Social Security Number is **not** included. Any request without a detailed reason or explanation as to why the change needs to occur will be **denied.** All applicable documentation must accompany the request.

REFERENCES

- WIOA (Public Law 113-128)
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 10-16, Change 1 Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV core Programs
- EDD Directive WSD 18-02, Data Change Request Form

Cash Advance Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the requirements to receive cash advances from the Economic and Workforce Development Department (EWDD).

BACKGROUND

The Uniform Guidance 2 CFR 200.305, Subpart D, states that payment methods must minimize the time elapsing between the transfer of funds and the disbursement of funds. In order to be allowed to receive cash advances, a subrecipient must be able to demonstrate that it meets the financial management system standards as set forth in the Uniform Guidance.

POLICIES & PROCEDURES

Requirements:

A subrecipient receiving awards from the City will not automatically be allowed to receive cash advances. To receive cash advances, a subrecipient must submit a written request to EWDD's Financial Management Division (FMD) and meet the following conditions:

- Satisfactory cash management review by FMD;
- Satisfactory risk assessment by EWDD-FMD; and
- Submission of a Special Bank Account Agreement signed by the subrecipient and the bank where cash advances will be deposited.

A separate depository account for cash advances is not required. However, the subrecipient must be able to account for the receipt, obligation, and expenditure of funds.

Cash advances must be deposited and maintained in insured and interest-bearing bank accounts. Interest earned on cash advances is considered must be reported on the monthly Expenditure Report and returned to the City quarterly and with the final closeout report.

Cash Advance Payments

Subrecipients who have been approved for cash advance payments may request for an initial cash advance payment to cover the **first month** of the contract period. Subsequent cash advance requests will only be allowed with an approved budget.

A request for cash advance is limited to cover the subrecipient's anticipated cash needs of not more than **one month** and may be submitted to FMD on the **20th day** of each month.

Cash advances may be disallowed, withheld or reduced under the following conditions:

- Cash advance request is not in accordance with the approved Spending Plan and no explanation or justification was provided for the discrepancy;
- Delinquent submission of required financial reports – i.e., Expenditure Reports (ER) and supporting schedules and/or supporting documentation (requested by FMD Auditor), attachments, General Ledger (GL), GL and ER reconciliation report, etc.;
- Subrecipient has fiscal monitoring review and/or audit findings related to cash management controls;
- Delinquent Single Audit report;
- Expired insurance coverage;
- Grant only allows cost reimbursements (e.g., LA County grants, Gang Injunction Curfew Settlement, Prison to Employment Initiative – P2E);
- A "specific condition"[1] was imposed as a result of serious and/or repeated fiscal review and/or audit findings;
- Outstanding refund due to disallowed costs;
- High risk assessment during EWDD's risk assessment process; and/or
- Other special conditions.

If the subrecipient is determined to be in violation of requirements, EWDD may rescind the cash advance approval and place the subrecipient on cost reimbursement method of payment.

[1] See Uniform Guidance 2 CFR 200.208 - Specific Conditions and 200.339 – Remedies for Non-Compliance.

REFERENCES

- WIOA (Public Law 113-128)
- Office of Management and Budget (OMB), Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Office of Management and Budget (OMB), Title 2 Code of Federal Regulations (CFR) Part 200.305 “Payment” (Uniform Guidance)
- Office of Management and Budget (OMB), 2 CFR 200.302, Financial Management
- Office of Management and Budget (OMB), 2 CFR 200.303, Internal Controls.
- City Contract, Section 801, Defaults
- City Contract, Section 404 (B), Program Income

Certification Policy and Procedures

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

Certification of WorkSource and YouthSource general contractors (henceforth known as contractors) by the Workforce Development Board (WDB) requires they be successful in meeting annual contract performance goals.

PROCEDURES

Certification Guidelines

Contractors shall be certified by the WDB, on an annual basis, through a formal performance evaluation.

The WDB shall not fund any organization as a contractor that is not certified.

If a contractor has its certification revoked, their agreement with the City will be allowed to expire at the end of the program year (typically June 30), unless extenuating circumstances, as identified by the Department, support an earlier termination date. The intent of this guideline is to allow for the uninterrupted provision of services to customers that are actively participating in the program.

Extenuating circumstances that could result in the immediate termination of an agreement may include, but are not limited to, poor performance, or confirmed organizational findings of fraud and abuse.

In the event a contractor fails to meet certification standards, Department staff shall prepare a report to the WDB regarding the impact of contract termination on the community, together with recommendations to either terminate services or identify a replacement center operator.

A contractor may appeal the denial of certification. An Appeals Board shall be established in accordance with the Workforce Investment Board-Local Elected Official (WDB-LEO) agreement to hear such appeals.

The Department shall present certification recommendations to the WDB Policy and Oversight and Executive Committees, prior to convening an appeals hearing.

If the WDB agrees to continue operations at the specified location, the selection of the replacement operator shall be made based on the established Replacement Operator Policy.

The Department shall, at all times, maintain a list of qualified replacement operators. Proposers to the WorkSource and YouthSource Request for Proposals (RFP) who attain a passing score shall be placed on the qualified operator replacement list for that program. The list shall be established for the same term as the underlying RFP.

A de-funded contractor will be removed from any existing list of qualified replacement center operators and may only be reinstated through a future competitive bid process.

Performance Evaluation

Evaluations will be conducted annually at the completion of the program year, evaluating results for the entire 12 months. Additionally, a Six-Month progress report will be prepared.

Contractors will be evaluated in four categories:

- Customer Satisfaction
- Performance Outcomes
- Customer Flow
- Administrative Capability (Financial, Human Resources & Organizational Effectiveness)

Success rates for performance measures compare actual performance with performance goals. Generally, success rates are expressed as a percentage and are computed by dividing actual performance by the performance goal.

The Department may develop criteria to recognize outstanding performance.

Evaluation results, including any outstanding performance and administrative issues related to WSC/YSC operators, and certification recommendations will be compiled by the Department and presented to the appropriate WDB Committee(s) following the end of the program year.

Local Certification

At minimum, a contractor must attain 80 percent or more of each measure within the Annual Performance Evaluation. A contractor not attaining an 80 percent success rate shall provide a corrective action plan. A Contractor that fails to attain an 80 percent success rate for the same measure within the Performance Outcomes category for two consecutive annual evaluations may have its certification revoked.

State Certification

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the State Board. The most recent AJCC certification process was conducted during Program Year (PY) 2020-21 and took effect for PY 2021-22.

Annual Performance Evaluation Measures - Measures may include, but are not limited to:

1. **Satisfaction**

Measure	WorkSource	YouthSource
a. Customer Satisfaction (intercept/telephone)	X	X
b. Exiter Satisfaction (telephone)	X	

2. **Outcomes (Products & Services)**

a. Employment Rate (WSC)/ Employment/Education Rate (YSC) 2nd Quarter after exit	X	X
b. Employment Rate (WSC)/ Employment/Education Rate (YSC) 4th Quarter after exit	X	X
c. Median Earnings 2nd Quarter after exit	X	X
d. Attainment of a Postsecondary Credential, or secondary school diploma (or equivalent) if employed/in education or training for postsecondary credential.	X	X
e. Measurable Skills Gains	X	X

3. **Flow (Customers Served)**

a. Number of Enrolled and/or Exited Customers (including Hard to Serve Adults for WorkSource)	X	X
b. Percentage of Out-of-School Youth Served		X
c. Number of Employer Customers	X	
d. Number of walk-in customers (served through system of support, not enrolled in WIOA)		X
e. Total number of youth receiving educational assessments from the PSA Counselor		X
f. As implemented by the LAUSD PSA Counselors, a system goal for the number of out-of-school youth meeting with PSA Counselors who return to school		X
g. Minimum number of enrollments by December 31.	X	X

4. **Administrative Capability/Annual Plan Priorities**

a. Assessment of contractor administrative practices related to work performance, timeliness, and financial processes.	X	X
b. Assessment of fiscal capability, including any audit issues.	X	X
c. Expenditure of a minimum 42% of funding on training (may include up to an amount equal to 14% of funding in approved leveraged resources)	X	
• d. Expenditure of a minimum 23% of funding on Work Experience	•	• X

Conflict of Interest Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The City's Agreement(s) and Directives prohibit Contractors from allowing employees who work in a decision-making capacity from engaging in any activity, including participation in the selection, award, or administration of a sub-grant or contract where there is a conflict of interest, either real or perceived. Additionally, no employees shall be allowed to be members of its Board of Directors if the employee receives any financial benefit from the City Agreement. This policy applies to all funded programs of the Economic and Workforce Development Department (EWDD).

BACKGROUND

EWDD is funded by several grant sources, each with different regulations related to prohibiting conflicts of interest. The City is required to apply conflict of interest laws cumulatively, meaning the strictest law is what controls a given situation.

All Contractors are required to ensure that none of its directors, officers, employees, or agents shall participate in selecting, or administrating any sub-contract supported (in whole or in part) by City funds (regardless of source) where such person is a director, officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or where such person knows or should have known that:

1. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract; or
2. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or
3. The participation of such person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.
4. Definitions:
    a. The term "immediate family" includes but is not limited to domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.

b. The term “financial or other interest” includes but is not limited to:

- Any direct or indirect financial interest in the specific contract, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.
- Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.
- A subcontract is any agreement entered into by Contractor for the purchase of goods or services with any funds provided by this Agreement.

5. Minutes of Board Meetings must reflect disclosure of transactions where Board Members may have had a direct or indirect interest/benefit in the action.

6. No director, officer, employee (or agent) of the Contractor may be on the Board of Directors if they receive any financial benefit provided by any City Agreement.

7. The Contractor further covenants that no officer, director, employee, or agent shall solicit or accept gratuities, favors, anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub agreement, (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).

8. The Contractor shall not subcontract with a former director, officer, or employee within a one-year period following the termination of the relationship between said person and the Contractor.

PROCEDURES

All new contractors will be provided a copy of the City’s current Code of Conduct/Policy on Conflict of Interest and required to adopt or provide documentation of compliance with requirements of the City’s Code of Conduct via Board Resolution. City staff will provide all new contractors with standardized Board Resolution forms that need to be completed by the Contractor as part of conditions precedent to execution of a contract. Upon discussion and adoption of the City’s Code of Conduct/Policy on Conflict of Interest by the Board of Directors, the Contractor shall complete the required forms and return them to their assigned program monitor for further review.

The City will not execute any Agreements and/or Amendments with Contractors where an employee (an individual who is paid or receives any financial benefit from funds from

the Agreement with the City), is a member of the Board of Directors. The Board minutes must reflect this requirement.

All Contractors/Sub-Contractors are required to notify the City immediately upon discovery that a potential conflict of interest situation exists or may come into existence due to upcoming contractual/business dealings prior to each year's execution of a new City Agreement or Amendment.

If an existing or pending conflict of interest situation(s) is not brought to the attention of the City prior to execution of the Agreement or Amendment, and subsequent audit or monitoring visits determine that a conflict of interest does exist, the City will **NOT** approve a Contractor/Sub-Contractor's request for waiver/exception of the conflict of interest. Further, the City will question and may disallow any and all costs associated with the conflict of interest.

All exceptions/waivers to conflicts of interest that have been previously granted must be reviewed before execution of a new City funded Agreement or Amendment.

REFERENCES

EWDD WDS Directive No. 17-08 Policy on Conflict of Interest or subsequent Directives that are issued to supersede WDS Directive No. 17-08,

§x STANDARD PROVISIONS, subsection "x". The section and/or subsection number may vary dependent on program; Refer to "Conflict of Interest" in table of contents within EWDD Contract.

Political Reform Act – Gov. Code Section 87100 et seq Conflict of Interest

Contract Execution Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidelines for the execution of Workforce Development System (WDS) contracts.

BACKGROUND

The Workforce Development Board (WDB), along with the City Council and the Mayor develop the WDB Annual Plan. The Annual Plan outlines how the City will deliver services and meet workforce development needs through the WDS. The WDS requires over 200 contracts and amendments be executed throughout the program year.

PROCEDURES

The WDS will make its best effort to execute contracts within 60 days of final approval from the Workforce Development Board (WDB), City Council, and/or Mayor, whichever occurs last. The WDS will track the contract execution cycle, and report to the WDB any contracts that do not meet this standard.

Contractors shall submit to the Economic and Workforce Development Department (EWDD) all documentation required for contract execution, including signature pages, within 10 working days following issuance of their final contract package. Contractors must provide timely notification of their inability to meet any deadlines to EWDD's Contract Unit and their assigned program analyst.

Criminal Record Restrictions and Impact Based on Race and Nationality Policy

EFFECTIVE DATE: July 1, 2022

POLICY

This policy provides guidance for employers and agencies within the City of Los Angeles Workforce Development System regarding services to clients with criminal histories.

BACKGROUND

In recent decades, the number of Americans who have had contact with the criminal justice system has drastically increased. In California, it is estimated that about one in four adults now has a criminal history record which often consists of an arrest that did not lead to conviction, a conviction without incarceration, or a conviction for a non-violent crime. Because of this increase, racial and ethnic disparities have arisen, which may be reflected in incarceration rates, as well as in other criminal history records. Federal and state programs have devoted significant resources to reducing barriers to employment of people with criminal records in an effort to also increase public safety.

POLICY AND PROCEDURES

Employers and agencies within the City of Los Angeles Workforce Development System should be aware of federal antidiscrimination laws if they choose to rely on job applicants' criminal history records to help assess potential risk to employees, customers, and business assets. Hiring policies and practices that exclude individuals with criminal records may conflict with laws which prohibit intentional discrimination on the basis of race, national origin, or other protected groups, and policies or practices that have a disparate impact on these protected groups and cannot be justified as job related and consistent with business necessity.

Policies that exclude individuals from employment or other services based on the existence of a criminal history record, and do not take into account the age and nature of an offense, or the relationship of the record to the specific job duties, are likely to unjustifiably restrict the employment opportunities of individuals with conviction histories and, due to racial and ethnic disparities in the criminal justice system, are likely to violate federal antidiscrimination law.

Accordingly, employers and agencies should carefully consider their legal obligations before adopting such policies. Covered entities may also wish to direct employers to the Equal Employment Opportunity Commission's (EEOC) Reentry Myth Buster http://www.eeoc.gov/eeoc/interagency/reentry_council.cfm that clarifies an arrest or conviction record will not automatically bar individuals from employment.

The nondiscrimination provisions that apply to the federally-assisted workforce system prohibit:

- Disparate treatment - intentionally treating members of protected groups differently based on their protected status.
- Disparate impact - the use of policies or practices that are neutral on their face but have a disproportionate impact on members of protected groups and are not job related and consistent with business necessity.

Title VII of the Civil Rights Act of 1964, as amended applies to employers with 15 or more employees, and prohibits employment discrimination based on race, color, religion, sex, or national origin. Title VII also contains provisions that specifically address employment agency activities. Entities within the public workforce system like One-Stop Career Centers may be regarded as “employment agencies” under the law and are not permitted to:

- Print, publish, or cause to be printed, any job announcement that discriminates based on race, color, religion, sex, or national origin unless there is a bona fide occupational qualification (BFOQ) for a preference based on religion, sex, or national origin. For example, for airline pilots, mandatory retirement age requirements were allowed because safety was the primary concern and airlines could show that older pilots were significantly less safe once they reached a certain age.
- Refuse to refer an individual for employment or otherwise to discriminate against any individual based on race, color, religion, sex, or national origin.
- The EEOC, the federal agency that administers and enforces Title VII, has issued guidance on the use of arrest and conviction records in employment decisions. Based on this guidance:

An employer’s neutral policy (e.g., excluding applicants from employment based on certain criminal conduct) may disproportionately impact some individuals protected.

Local Laws

The City of Los Angeles adopted an ordinance restricting employers from asking a job applicant about his or her criminal history during the application process.

Under the ordinance, private employers with at least 10 employees are barred from inquiring about a job applicant's criminal history until a conditional offer of employment has been made.

The "Los Angeles Fair Chance Initiative for Hiring (Ban the Box)," was signed by Mayor Eric Garcetti on Dec. 9, 2017, and went into effect on Jan. 22, 2017.

The City of Los Angeles Workforce Development Board, in conjunction with the Mayor’s office, helped to fund the California Employers’ Fair Chance Hiring Toolkit designed to help employers hire ex-offenders. A copy of this can be found at http://www.rootandrebound.org/resources/ca-employers-fair-chance-hiring-toolkit/

(Adopted PY 14-15) (Revised PY 19-20)

Definition of Demand Occupations Policy

EFFECTIVE DATE: July 1, 2022

BACKGROUND

Individual Training Account (ITA) training services made available to eligible adults and dislocated workers must be directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate. Local Workforce Development Areas (LWDA) therefore need to identify "demand occupations." The demand occupations are subsequently used in determining programs of training services that lead to these employment opportunities. This policy provides guidance to local board staff, America's Job Center/WorkSource Provider staff and One-Stop Partners in selecting appropriate training programs for customers of the WIOA system.

POLICY

The term "in-demand industry sector" means: an industry sector that has a substantial current or potential impact as a result of the high number of job openings or fastest growing occupations within that sector in a given region. These types of jobs lead to economic self-sufficiency and provide increased opportunities for advancement in the state, regional, or local economy, as appropriate; fuel the growth and the stability of feeder and other supporting businesses, as well as the growth of other industry sectors; or an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector, so as to have a significant impact on the state, regional, or local economy.

The determination of whether an industry sector or occupation is in-demand shall be made by the state or local board, as appropriate, using state and regional business and labor market projections, including the use of Labor Market Information (LMI). This information is available online at: www.labormarketinfo.edd.ca.gov

The following are additional sources defining Demand Occupations:

- Los Angeles Economic Development Corporation's (LAEDC) economic research at www.laedc.org http://www.laedc.org/;
- The U.S. Bureau of Labor Statistics website at www.bls.gov has available information on occupations, annual and hourly wages, career tracks, etc.;
- The WDB may define targeted sectors as demand sectors;
- Other additional labor market resources may be used as long as the following information is presented: a) justification of any determination that a particular job is in a demand occupation; b) documentation of any steps taken in reaching that determination; and c) documentation in the file of the particular customer for whom such determination is made.

(Adopted PY 11-12) (Revised PY 18-19)

Definition of Quality Jobs Policy

EFFECTIVE DATE: JULY 1, 2022

POLICY STATEMENT

This policy defines what constitutes a good job and aims to ensure that the distribution of Workforce Innovation and Opportunity Act (WIOA) resources are directed and informed based on job quality.

BACKGROUND

The City of Los Angeles Workforce Development Board (WDB) is committed to developing collaborative strategies that embrace the principles of a high-road economy – one that competes on the basis of innovation, quality, and high skills rather than low wages, contingent employment, and low or no benefits.

The American Sustainable Business Council describes high-road employers in the following manner, “High Road Employers see their employees, the communities within which they operate, and the products and services they provide as equally critical ingredients to their financial success. These companies hold a long-term perspective and view the workplace as a vehicle to create significant business and social impact. They reject low-road business models that exploit employees and disregard the environment. High Road Employers know that their businesses have a far better chance to thrive when they operate responsibly and their employees are compensated fairly for meaningful work.”

It is critical that the WDB prioritizes the delivery of its workforce services to high-road employers who offer good jobs. Good jobs are defined as those that include:

- Good wages and benefits.
- Support for ongoing skill training and employee advancement.
- Good work conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave).
- Adequate hours with predictable schedules that enable employees to meet their family caregiving commitments

The WDB recognizes that not all jobs are good jobs. Low-road, low-quality jobs that do not meet these standards for good jobs have high turnover rates, provide limited opportunity for career advancement, and call into question the return on investment of limited WIOA resources. There is a hidden cost to low wage work that is ultimately borne by communities.

The WDB will work with leaders in the employer and labor communities, including joint apprenticeship and training committees, to develop information infrastructures that produce strategic labor market analysis and needs assessment so that decisions on training services are directed and informed on the basis of job quality.

PROCEDURES

Based on the good jobs definition and the goal of establishing a high road economy, the WDB will implement the following:

1. Prioritize funds to be used for work-based learning, on-the-job training, incumbent worker training, and customized business services to those high-road employers who offer quality jobs.

2. Set new standards for providing products and services to employers by expanding partnerships with economic development agencies, local chambers of commerce, the county labor federation and state building trades councils, community organizations, and other associations that are building a sustainable economy with broadly shared prosperity. Plans will incorporate collaboration between employers and other stakeholders.

3. Identify opportunities for pilot projects that will help employers increase job quality and productivity of the workforce.

4. Build new sector partnerships and strengthen existing partnerships with employers to increase work-based learning experiences such as paid internships and registered apprenticeships that provide job seekers with the skills and credentials necessary to secure employment and advance in their jobs with family-sustaining wages and benefits.

5. Work with employer and labor leaders to provide training and technical assistance to representatives of organized labor and community organizations on the WDB, including the sponsorship of annual meetings and/or conferences that provide such training on their duties as Board and committee members. The WDB will strive to give them the specific tools, including performance accountability tools, they will need to help the Board implement a high road workforce agenda.

(Adopted: PY 17-18)

Definition of Substantial Layoff Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy clarifies the definition of substantial layoff and provides guidance to America's Job Center/WorkSource Provider staff in determining eligibility for the Dislocated Worker Program.

BACKGROUND

WIOA Section 3(15) defines the term dislocated worker and identifies the various dislocated worker categories. The dislocated worker category relating to substantial layoff is defined as an individual who:

"(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close."

The WIOA regulations allow the local Workforce Development Boards to further define "substantial layoff."

POLICY

The term substantial layoff is defined as the layoff of at least 10 employees from a plant, facility, military installation, or enterprise in a 30-day period.

PROCEDURE

This policy requires all City of Los Angeles WorkSource Center Operators to use the definition when determining eligibility for individuals applying for the Dislocated Worker program.

Documentation to verify substantial layoff includes, but is not limited to, WARN Notice (Separation Notice) or a Letter of authorization from the State WIOA Administrative Department.

Documenting and verifying the eligibility of participants in WIOA is mandatory. WIOA-funded agencies must confirm eligibility requirements through an examination of documents. Eligibility determination shall be made prior to enrollment in WIOA.

REFERENCES

WIOA Section 3 (15)
Final Regulations 680.120
Final Regulations 680.130

(Adopted PY 18-19) (Revised 21-22)

Definition of Unlikely to Return Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy clarifies the definition of "unlikely to return" to previous occupation or industry from employment generally due to plant closures or downsizing and provides guidance to America's Job Center/WorkSource Provider staff in determining eligibility for the Dislocated Worker Program.

BACKGROUND

WIOA Section 3(15) defines the term dislocated worker and identifies the various dislocated worker categories. The dislocated worker category relating to "unlikely to return" is defined as an individual who:

1. has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
2. is eligible for or has exhausted an entitlement to unemployment compensation; or
3. has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
4. is unlikely to return to a previous industry or occupation;

The WIOA regulations allow the local Workforce Development Boards to further define "unlikely to return."

POLICY

To be considered as unlikely to return to a previous industry or occupation, an individual must meet at least one of the following criteria:

- Worked in a declining industry/occupation, as documented on State or locally developed lists of such industries/occupations; or
- Has had a lack of job offers as documented by local EDD Workforce Services or Unemployment Insurance staff, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry/occupation; or,
- Is insufficiently educated, does not have the necessary skills or can no longer meet the minimum requirements of jobs available in field or occupation (e.g., a clerical worker without word processing skills) for reentry into the former

industry/occupation, as documented through the assessment of the individual's educational achievement, testing, or other suitable means; or

- Has a physical limitation or an injury which limits the individual's ability to perform the job from which they were dislocated or other problems which would preclude reentry into the former industry/occupation, as documented by a physician or other professional (e.g., psychiatrist, psychiatric social worker, chiropractor, etc.); or
- Has a poor employment history indicating a reduced capacity or ability to be re-employed in the former industry or occupation. Documentation to verify poor employment history may include but is not limited to proof that:
    - Employment has been limited to one or more part-time (20 hours per week or less), or short-term (four months or less), jobs within the prior year, which were for the income maintenance rather than a career path (i.e., employment in "dead-end" jobs, which would not prepare the individual for permanent reemployment in the previous industry or occupation);
    - Unemployment insurance and/or public assistance receipt in the prior year, with little or no employment in interim periods, indicating a poor work history; or
    - Terminated or laid off due to mechanization ("to do or operate by machinery, not by hand").
- Determination by the service provider staff that an individual's likelihood of returning to his/her previous industry or occupation is unlikely due to circumstances that cause significant barriers to employment. Barriers to employment include:
    - Offender
    - High school dropout
    - Homeless
    - Cultural or language barrier
    - Older worker (Age 55+)
    - Basic skills deficient
    - Referred through the Worker Profiling and Reemployment System
- Has exhausted UI Benefits and has been unable to find a job in their previous industry or occupation
- Has been long term unemployed (12 weeks of the last 20 months) and has been unable to find a job in their former industry or occupation
- Needs additional assistance in order to retain employment leading to self-sufficiency
- Has a change in a family situation that requires higher income, includes a claim of financial hardship supported by documentation. (e.g., pay stubs, bank

statements, family or business financial records, tax documents, public benefits award letters)

- Does not have a specific recall date from the employer of the qualifying dislocation within 12 weeks of termination or layoff
- Is likely to enter a new job that is different structurally or organizationally than their previous job.
- Is likely to enter a new job with lower seniority compared to their previous position.
- Has a gap in employment that decreases their chances of returning to the same level of occupation or type of job.
- Has limited employment opportunities in the occupation or industry within the local area.
- Has adequate skills but lacks a credential required by most employers
- Has been actively seeking, but unable to find employment in their previous industry or occupation for a period of 60 days or more

Layoffs/Major Dislocations

The City considers the negative economic conditions and the sudden economic impact on industries that the nation is currently experiencing in cases like the current COVID-19 outbreak when determining “unlikely to return to a previous industry or occupation.” Individuals are unlikely to return to a previous industry or occupation during a major economic catastrophic event when few job openings do not begin to offset the high unemployment rates.

- **Mass Layoff or Closure** - Layoffs at one or more companies where the dislocation from each company impacts 50 or more workers. If at least one company has a large layoff of 50 or more workers, companies with smaller layoffs may be included if the primary layoff caused or contributed to the smaller layoffs.
- **Industry-Wide Layoffs** - Multiple company layoffs from companies in the same industry, including layoffs of less than 50 workers.
- **Community Impact** - Multiple small dislocations (less than 50 employees) occurring over a period of up to twelve months that have significantly increased the total number of unemployed individuals in a designated regional or local workforce area.

Unlikely to Return - Recently Separated Service Members

Recently separating service members who are within 48 months of discharge (other than dishonorable) or release from active military, naval, or air service automatically meet the dislocated worker requirement that the individual is unlikely to return to his or her previous industry or occupation.

Unlikely to Return – Military Spouses

A military spouse may be documented as "unlikely to return" if the spouse was required to leave employment due to a result of a military member's transfer. These circumstances do not position the spouse to return immediately to his/her previous occupation or industry for the following reasons:

- Even if a spouse resumes employment with the same employer, the employment is in a new location, and may not be the same structurally or organizationally as in the prior location;
- When military spouses do get jobs in their new locations, they often start at lower levels of seniority than the levels of their positions in their prior locations;
- There is frequently a gap in employment, which may lessen their likelihood of returning to the same level of occupation or job;
- The spouse's skills may be obsolete or inadequate to meet the advancing competency needs of the current workforce and economy.

Agency staff may use one of the rationales listed above to indicate that the military spouse is unlikely to return to their previous industry or occupation. As with all documentation, if there is no documentary evidence from an official source, document the failed attempts to obtain the documents, and then a Self-Attestation form may be used.

WIOA-funded agencies may use one of the rationales listed above to indicate that a farmworker or individual who worked seasonally is unlikely to return to their previous industry or occupation.

PROCEDURE

This policy requires all City of Los Angeles WorkSource Center Operators use the definition when determining eligibility for individuals applying for the Dislocated Worker program.

Documentation to verify "unlikely to return" includes, but is not limited to, internet site that indicates lack of industry occupation availability, insufficient skills or significant wage variable; newspaper employment section that indicates lack of industry/occupational availability; doctor's statement verifying applicant's inability to return to previous occupation/industry due to physical limitations; documentation of IAW Profiling (WPRS); court records/telephone verification from Probation Officer; documents listing age.

REFERENCES

WIOA 3(15)(A)(iii);

20CFR 680.660

(Adopted PY 18-19) (Revised PY 20-21)

Definition of Youth Additional Assistance Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy seeks to define and/or provide clarification on what constitutes as a youth who requires additional assistance as described in the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

Under WIOA, no more than five percent of In-School (IS) youth enrolled in a given program year may be found eligible based solely on meeting the criterion, "requires additional assistance". This limitation applies to IS youth enrolled on or after July 1, 2015.

Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both Out-of-School (OS) and IS youth.

The City of Los Angeles Workforce Development Board shall define Additional Assistance as an individual who meets one or more of the following:

1. Have repeated at least one secondary grade level or ~~is~~ are one year over age for grade.
2. Have a core grade point average (GPA) of less than 1.5.
3. For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school.
4. Are emancipated youth.
5. Have aged out of foster care.
6. Are previous dropouts or have been suspended five or more times, or have been expelled.
7. Have received court/agency referrals mandating school attendance.
8. Are deemed at risk of dropping out of school by a school official.
9. Have been referred to or are being treated by an agency for a substance abuse related problem.
10. Have experienced recent traumatic events, are victims of abuse, or reside~~s~~ in an abusive environment as documented by a school official or other qualified professional.
11. Have serious emotional, medical, or psychological problems as documented by a qualified professional.

12. Have never held a job (applies to OS youth).
13. Have been fired from a job within the 12 months prior to application (applies to OS youth).
14. Have never held a full-time job for more than 13 consecutive weeks (applies to OS youth).

Documentation requirements will include a case note in the participant's file indicating the Additional Assistance category that applies and the participant's situation related to the Additional Assistance.

REFERENCES

WIOA Section 2: Purpose

WIOA Section 129:

Directive WSD17-07

TEGL 8-15 pg.5

Definition of Youth Not Attending School Policy

EFFECTIVE DATE: JULY 1, 2022

POLICY STATEMENT

This policy provides clarification on the definition of a youth "not attending school."

BACKGROUND

Under the Workforce Innovation and Opportunity Act (WIOA), at least 75 percent of available youth funds are to be used for out-of-school youth. An out-of-school youth is defined as an individual who is age 16 to 24 years, not attending any school (as defined by State law), and meets one or more of the following conditions: a) an eligible youth who is a school dropout; b) an eligible youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter; c) an eligible youth who has either graduated from high school or holds a GED, a secondary school diploma, or its equivalent who is low-income and is either basic skills deficient or an English language learner; d) eligible youth subject to the juvenile or adult justice system ; e) a homeless individual, homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement; f) an individual who is pregnant or parenting; g) a youth who is an individual with a disability; or h) a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. [WIOA Sec. 129 (B)]

The WIOA regulations allow the local Workforce Development Boards to further define "not attending school."

Youth "Not Attending School"

1. A youth who is not attending a secondary or postsecondary school. In addition, youth who are enrolled in the following programs would still be considered "not attending school":
    a. WIOA Title II Adult Education, YouthBuild Job Corps, high school equivalency program, or dropout re-engagement programs.
        i. Youth attending high school equivalency programs funded by the public K-12 school system, who are classified by the school system as still enrolled in school, are an exception.
    b. Non-credit bearing postsecondary classes only.
    c. A charter school program that provides instruction exclusively in partnership with WIOA, federally funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps.

2. A youth who is within age of compulsory school attendance but has not attended for at least the most recent complete school year calendar quarter.
3. A youth who is chronically absent (as defined by LAUSD or other school district), meaning a youth who has missed 25 or more days of school year. Refer to CDE Bulletin 3720.0 & LAUSD Attendance Manual and Policy & Procedures for Elementary, Secondary & Options Schools.
4. A youth attending an Adult education program, who is not enrolled in an adult education program leading to a High School diploma or equivalent. Refer to CDE Bulletin No. 2-74, Bulletin No. 4926.2 and LAUSD Attendance Manual and Policy & Procedures for Elementary, Secondary & Options Schools

REFERENCES

WIOA Section 3: Definitions

EDD Directive WSD17-07 pg. 3-4

DOL TEGL 21-16

WIOA Fact Sheet: Youth Program

Disallowed Cost Resolution and Repayment Policy and Procedures

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy and procedures provides guidelines and establishes procedures for the resolution and repayment of disallowed costs determined as a result of audits, fiscal and program monitoring reviews, and/or special investigations conducted by Federal, State or local agencies, City of Los Angeles monitors and auditors, and other independent auditors conducting a Single Audit.

Disallowed costs, as defined in 2 CFR 200.1, are those charges to a Federal award that are found to be unallowable or unauthorized, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the federal award. As a policy, the City of Los Angeles follows this same definition for all federal and non-federal grants passing through the City and for all City-funded programs.

PROCEDURES

Resolution Of Disallowed Costs

Initial Determination

The subrecipient is responsible for addressing all findings and questioned costs identified in an audit, EWDD fiscal or program review reports, and/or other special investigations. If the subrecipient fails to provide the necessary support or fails to address the findings, then EWDD will issue a Final Resolution/Initial Determination letter. The Initial Determination letter will include:

- A list of all questioned costs;
- Determination as to whether the costs are allowed or disallowed, including the reason(s) with appropriate citations for such actions;
- Acceptance or rejection of any corrective action taken to date, including correction on administrative findings;
- Possible “specific conditions” or sanctions imposed (e.g., withholding of future payments, requiring additional reports and/or supporting documentation, etc.); and
- The opportunity for an informal resolution of no more than sixty (60) days from the date of the Initial Determination.

Informal Resolution
Following the issuance of the Initial Determination, the subrecipient will have ten (10) days to request an informal resolution of the findings. The written request must be sent to the EWDD's EO Compliance Unit as follows:

City of Los Angeles
Economic and Workforce Development Department (EWDD)
Attn: Richard Cheng
EO Compliance Unit
1200 West 7th Street, 6th Floor Garland Building
Los Angeles, CA 90017
Email Address: Richard.Cheng@lacity.org

During the informal resolution, the subrecipient may provide documentation to support allowability of costs and proposed action of administrative findings. Negotiations of repayments may be initiated at this time.

Final Determination
EWDD will issue a Final Determination, which will include the following:

- Reference to the Initial Determination;
- Summation of the informal resolution meeting, if held;
- Decisions regarding the disallowed costs listing each disallowed cost and noting the reason(s) for each disallowance;
- Questioned costs that have been resolved and the reason(s) for the resolution;
- Demand for repayment of the disallowed costs;
- Description of the debt collection process and other sanctions that may be imposed if payment is not received;
- Rights to a hearing; and
- Status of each administrative finding.

Administrative Hearing
The subrecipient will have twenty-one (21) days after the Final Determination is issued to submit a written request for hearing with the EO Compliance Unit, EWDD**. If there is no timely appeal request, the Final Determination shall constitute as the City's final action. The subrecipient shall pay the questioned and /or disallowed costs as set forth herein and implement the corrective action(s) on each administrative finding.**

If there is an appeal, the subrecipient will receive written notice of the scheduled hearing at least ten (10) days before the hearing. The 10-day notice may be shortened with the written consent of both parties. The subrecipient may withdraw the hearing by submitting a written request.

The hearing officer's report, which should be completed within twenty (20) days after the conclusion of the hearing, and any other reports or documentation, will be submitted to the Mayor for transmittal to the Economic Development Committee (EDC). The EO Compliance Unit, EWDD, will notify the subrecipient of the date of the EDC meeting and provide the subrecipient with a copy of the Department's report to the Mayor on the hearing officer's findings and recommendations.

Note: Any hearing and issuance of the Final Determination are the final level for appeal of disallowed costs of up to $500,000.

The EDC will review the matter and may allow testimony by the parties in accordance with its rules and procedures.

The recommendation of the EDC will be sent to the City Council and the Mayor for final consideration. The subrecipient will be notified in writing of the final decision of the City Council and Mayor. The written notification will include a summation of the issues identified and determinations and shall be given 60 days from the date of the receipt of the subrecipient's request for appeal.

If the subrecipient does not appeal the final finding, the subrecipient shall agree to a repayment plan within thirty (30) days of the final decision of the City Council and Mayor.

PAYMENT OF DISALLOWED COST

If the subrecipient agrees with the findings and the related questioned costs or if the disallowed costs have been determined and finalized under the City and applicable grant's resolution procedures, the subrecipient shall:

1. Pay the questioned and /or disallowed costs by issuing a check payable to the City of Los Angeles – EWDD;
2. Request for a repayment plan by submitting a written request to the General Manager of EWDD and comply with the approved repayment plan; and/or
3. Request to use stand-in costs in accordance with the conditions set forth by the City.

Upon notice to the subrecipient, the EWDD may withhold questioned or disallowed costs from amounts due to the subrecipient pending resolution or payment of questioned or disallowed costs.

REFERENCES

- Title 20 Code of Federal Regulations (CFR) 683.420-What procedures apply to the resolution of findings arising from audits, investigations, monitoring, and oversight reviews?
- Title 2 Code of Federal Regulations (CFR) 200.207, Specific Conditions
- 68 Controller General 247, B2088712, February 9. 1989, Procurement Payment/-Costs-Substitution
- U.S. Department of Labor One-Stop Comprehensive Financial Management Technical Assistance Guide Part II, Chapter 11-12, Audit and Audit Resolution pages12- 11--6 to 17.
- https://www.doleta.gov/grants/pdf/TAG_PartII_July2011.pdf
- Employment Development Directive WIADO05-17, May 25, 2006, Audit Resolution
- City of Los Angeles Workforce Innovation and Opportunity Act (WIOA) Complaint Resolution Procedures (rev. Oct. 2017)
- Workforce Development System (WDS) Directive No. 20-10, December 4,2019, Transmittal of Updated Summary of the City of Los Angeles Local Workforce Development Area (LWDA) Complaint Resolution Procedures and Signature Receipt

INQUIRIES

If you require further information regarding this policy, please contact your EWDD Program Monitor or the Financial Management Division at (213) 744-9000.

Financial Reporting Procedure

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the financial reporting requirements for all subrecipients[1] of the Economic and Workforce Development Department (EWDD).

BACKGROUND

The Economic and Workforce Development Department Financial Management Division (FMD) is responsible for submitting required financial reports to grantors and City officials. Grant reporting requirements and submission deadlines vary based on each grantor's reporting requirements and any obligation and expenditure restrictions that may be in place. EWDD's financial reporting instructions for subrecipients are in place in order to allow FMD to manage the cash needed for continued operations, meet grantors' financial reporting requirements, and obtain critical financial information for the department's oversight and monitoring responsibilities over grant funds.

POLICIES & PROCEDURES

The Uniform Guidance 2 CFR 200 and the City Contract require that expenditures reported be accounted for in the grantee's financial systems and accounting records and supported with adequate documentation.

I. **Monthly Reports**

EWDD's subrecipients must submit the following reports, commonly known as the "invoice", on a monthly basis:

A. **Cash Request**:

The Cash Request is used to request for cash as advance [2] or cost reimbursement for expenditures incurred.

B. **Expenditure Report**

The Expenditure Report is used to report the following:

1) Actual <u>cumulative</u> expenditures incurred as of the reporting period, including <u>accruals</u>, by approved budget line item,

2) Expenditure breakdown, if required – e.g., administrative and program costs, micro enterprise and technical assistance, work experience, etc.,

[1] See Uniform Guidance 2 CFR 200.331 – Subrecipient and Contractor Determinations.
[2] See Cash Advance Policy/Directive for additional information regarding requesting advance payments.

3) Program income earned and expended[1] by budget line item,

4) Non-federal match, if required, and

5) Total cash received, total disbursements made, and cash balance as of reporting period.

Since grantors may impose varying and/or additional financial reporting requirements, subrecipients should verify with FMD if a special Expenditure Report must be prepared for a specific grant that is different from the standard form attached to this policy, prior to incurrence of expenditures. This ensures that a subrecipient's financial system and reporting methodology is prepared to track financial information for reporting purposes.

C. **Attachment to the Expenditure Report**

The Attachment to the Expenditure Report is used if additional financial information not included in the Expenditure Report is required. As with the Expenditure Report, subrecipients should verify with FMD if this report is required for reporting purposes.

D. **Schedule of Personnel Costs**

The Schedule of Personnel Costs is used to report employee salaries and fringe benefits charged to each City contract. This report should reflect actual direct or allocated hours worked by each employee, program income earned and expended for personnel costs, and non-federal matching share, if required.

E. **Schedule of Leveraged Resources,** if required.

Due Dates

Subrecipients who have been approved to receive cash advances may submit the Cash Request ten (10) days prior to the month the advance is for.

Subrecipients on cost reimbursement basis must submit the Cash Request together with the Expenditure Report and all required supporting schedules listed above on or before the applicable dates below following the reporting period:

LA County Grants	5th day of each month
Prison to Employment Initiative	10th day of each month
All Other Grants	15th day of each month

[1] Use of program income must be reflected in approved budget.

If the deadline falls on a weekend or a holiday, the reports are due on the preceding business day of that weekend or holiday.

If necessary, earlier or later deadlines may be established as a result of a grantor's reporting deadlines, audit findings, and/or other special conditions.

For final closeout reports, FMD will issue a closeout directive with detailed instructions prior to the end of the fiscal year or grant's program year. If a subrecipient fails to submit a final closeout report, FMD will unilaterally close a contract based on the most recent Expenditure Report submitted.

Delinquent reporting may impede payment of invoices and will have a negative impact on a subrecipient's Annual Performance Evaluation.

II. **Quarterly Reports**

For the quarters ending September 30, December 31, March 31, and June 30, the following must also be submitted with the Expenditure Report:

- General Ledger,
- Reconciliation of General Ledger and Expenditure Report,
- Payroll register,
- Individual Training Account (ITA)/On-the-Job Training (OJT) agreement, and payments to ITA/OJT providers,
- Support services payments, and
- Bank and cash reconciliation

Due Dates

These are due by the end of the month following each quarter (i.e., October 31st, January 31st, April 30th, and July 31st.).

III. **Other Reporting Requirements**

As part of the City's fiscal monitoring review process, FMD may request for additional reports and/or documentation. Below are examples:

- Time sheets to support payroll registers,
- Payroll registers,
- Cost/Time allocation schedules,
- Supporting documentation for any selected samples, and/or
- Other accounting records.

Additionally, FMD may impose specific conditions[1] on high risk subrecipients and/or subrecipient with recurring and/or serious findings resulting from FMD's fiscal monitoring reviews, the subrecipient's Single Audit and/or special investigations. Depending on the reason for the specific condition, FMD may withhold payment, require additional reporting and/or documentation requirements, impose additional expenditure restrictions, etc. These specific conditions will be in place until FMD determines that deficiencies have been corrected and necessary corrective actions have been implemented.

REFERENCES

- WIOA (Public Law 113-128),
- Office of Management and Budget (OMB), Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards" (Uniform Guidance),
- Office of Management and Budget (OMB), Title 2 Code of Federal Regulations (CFR) Part 200.305 "Payment" (Uniform Guidance),
- State of California EDD WSD 19-05: "Monthly and Quarterly Financial Reporting Requirements",
- Financial Management Division (FMD) Directive 17-001: "New Financial Reporting Requirements for Workforce Innovation and Act (WIOA) Adult, Dislocated Worker, Youth, Governor's Discretionary, 25% Additional Assistance, and Special Grants,
- Financial Management Division (FMD) Directive 17-002: "New Financial Reporting Requirements Quarterly Submission of General Ledger.

(Adopted PY 19-20) (Revised PY 21-22)

[1] See Uniform Guidance 2 CFR 200.208 - Specific Conditions and 200.339 – Remedies for Non-Compliance

High-Growth Sector Initiative Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The goal of this strategy is to develop industry sector expertise within the WorkSource Centers (WSC) in order to fully utilize sector-based employment strategies that lead to career pathways for program participants. A sector strategy is a dual customer approach because it meets the needs of employers while taking into consideration the needs of jobseekers. This strategy offers effective ways to create pathways to sustainable careers through job placements linked to post-secondary education and career ladders with opportunities for growth.

BACKGROUND

Targeting the right sectors is essential and requires that policy makers use economic and labor market data to determine which industry sectors are best positioned to make gains if investments in workforce development are made. Investment decisions may be contingent on the degree to which a sector faces critical workforce supply problems.

The Workforce Development Board (WDB) has identified and prioritized several industry sectors regionally in Los Angeles based on economic trends and indicators of growth industries that have the ability to create opportunities to meet the employment needs of businesses to help produce better employment outcomes. These sectors include: Advanced/Clean Manufacturing, Construction, Financial Services, Green Technology, Healthcare, Hospitality/Entertainment, Logistics, Security, Utilities, Biotechnology/Biosciences, and Information Technology.

POLICY

Sector investments should be prioritized where overall economic returns are likely to be highest, specifically in those sectors that will generate significant gains in terms of jobs and income. Investments should take into consideration the quality of jobs for which training resources are being made available. Trainings should result in livable wage jobs with benefits. Placements should be into occupations that are part of a well-articulated career ladder.

PROCEDURES

Individual WSCs are required to formally incorporate the High-Demand Industry Occupation strategies adopted by the WDB into the WSC program design. Individual WSCs are required to specialize in specific sectors as approved by the Economic and Workforce Development Department (EWDD). WorkSource Centers specializing in a specific sector are expected to implement program designs that are inclusive of all city residents and businesses representing the specific sector. WSCs will collaborate with regional and system WSCs in the implementation of Sector Strategies.

The WDB may prioritize additional sectors as long as it can be demonstrated through current labor market data that new initiatives meet the criteria for sector initiatives.

(Adopted PY 10-11) (Revised PY 17-18)

Incumbent Worker Training Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This Policy provides a definition and information related to Incumbent Worker Training based on information provided by the Workforce Investment and Opportunity Act (WIOA).

BACKGROUND

An "incumbent worker" is a worker who is:

- Employed;
- Meets the Fair Labor Standards Act (FSLA) requirements for an employer-employee relationship;
- Has an established employment history with the employer for 6 months or more, with the following exception: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history for 6 months or more as long as a majority of those employees being trained do meet the employment requirement; and
- Meets the Selective Services requirements

An incumbent worker does not necessarily have to meet the eligibility requirements for career and training services for adults and dislocated worker under WIOA, unless they are also enrolled as a participant in the WIOA adult or dislocated worker program.

Incumbent worker training is training:

- Designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment,
- Conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained for a period of six months following completion of the training, or promote incumbent workers to higher paying positions,
- Increases the competitiveness of the employer or employee, and
- Gives employees the opportunity to progress on their career pathway by providing opportunities to obtain certificates or credentials based on the employers need. (Reference 20 CFR 680.790)

Local areas may reserve up to 20 percent of their combined total of adult and dislocated allotments for incumbent worker training. Note – Incumbent worker training expenditures can be counted toward the training expenditure requirement in Assembly

Bill (AB) 1149. (Reference the WDB Training Expenditure Requirement Policy and WSD18-10) The employer contributions for incumbent worker training can be counted as leveraged dollars.

PROCEDURES

To the greatest extent possible, incumbent worker training shall be provided utilizing California Employment Training Panel Funds: http://www.etp.ca.gov/

Before providing incumbent worker training with WIOA formula funds, local areas must submit a request to their Regional Advisor requesting access to the grant codes associated with incumbent worker training.

Incumbent Worker Training contracts with WIOA formula funds are subject to EWDD approval and oversight. In order for an employer to be eligible to receive incumbent worker training funds, the following must be considered:

- The characteristics of the participants in the program;
- The relationship of the training to the competitiveness of a participant and the employer;
- The number of employees trained;
- Wages and benefits including post-training increases; and
- The existence of other training opportunities provided by the employer.

Employers are required to pay for a significant cost of training for those participants in incumbent worker training; this can be done through both cash and/or in-kind payments. The wages paid to participants while in training may be considered as a source of matching funds. The minimum amount of the employer share in the incumbent worker training depends on the size of the employer:

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees; and
- At least 50 percent of the cost, for employers with more than 100 employees.

The WIOA defines incumbent worker training as a business service, therefore, the delivery of incumbent worker training does not require the use of an Individual Training Account or that the training program be listed on the Eligible Training Provider List.

Monitoring

All documentation, including certificates of completion for each incumbent worker training initiative must be retained in participant files by the WorkSource Center / AJCC operator. Funds spent on incumbent worker training must be tracked and reported to the EWDD Financial Management Division (FMD) and assigned program monitors.

CalJOBS^{SM} Reporting

All recipients of incumbent worker training must be reported to DOL, regardless of whether they become a participant in one of the other WIOA programs. Individuals who participate in incumbent worker training must be registered in CalJOBS^{SM}. Additionally, employers participating in incumbent worker training must be registered as a preferred employer (recruiting employer) in CalJOBS^{SM}.

To reduce the reporting burden on employers and the WorkSource Center / AJCC operator, the DOL encourages the collection of Social Security Numbers (SSNs) as part of the training contract with the employer. For all individuals where an SSN is collected, the EDD will conduct a base wage match to obtain their employment and earnings. For those individuals that have a pseudo SSN, it is the WorkSource Center / AJCC operator's responsibility to provide supplemental data. Additionally, it is the WorkSource Center / AJCC operator's responsibility to capture and enter credential information into CalJOBS^{SM} for each incumbent worker training individual.

REFERENCES

20 CFR §680.780 – 680.820; DOL TEGL 3-15

EDD Directive WSD 19-01

Industry-Certified Training Policy

EFFECTIVE DATE: July 1, 2022

POLICY

To the greatest extent possible, participants enrolled in an accredited postsecondary education institution or industry/ occupational skills training program (excluding those in OJT and/or customized training) shall acquire technical skills and information required to perform a specific job or group of jobs, and attain a recognized postsecondary credential.

BACKGROUND

The Workforce Innovation and Opportunity Act of 2014 defined the term "recognized postsecondary credential" as a "credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree." A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupation skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards, nor work readiness certificates, are not included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Credentials must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

The State Plan calls for the production of one million industry-recognized credentials over the next ten years. In alignment with the vision articulated in the State Plan, the ideal characteristics of a quality industry-recognized credential should be:

- Accessible — Affordable and readily available at places and times convenient for working adults;
- Transparent — Clearly articulated costs and prerequisites; accurate picture of what skills, knowledge and abilities are benchmarked by a given credential, and the value it carries in the labor market;
- Stackable — One of multiple manageable chunks that add up to a more substantial credential and do not require starting over at each new step;
- Portable — Transferable between firms, regions and educational institutions;
- Meaningful — Has value in the labor market; and
- Connected — Links to a job or an educational pathway.

The goal is the workforce system will assess credentials based on the characteristics above.

The Labor Market Information Division (LMID) is the official source for California Labor Market Information by providing analyzed data on the State's labor force, industries, occupations, employment qualifications, employment projections, and wages. The objective is by using the resources provided by LMID, an informed decision regarding a participant's career and educational choices can be made.

PROCEDURES

For the purpose of this policy, EWDD shall apply the above definition of recognized postsecondary credential.

A variety of different public and private entities issue recognized postsecondary credentials (not all credentials by these entities meet the definition of recognized postsecondary credential).

- A state educational agency or a state agency responsible for administering vocational and technical education within a state;
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs;
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities;
- DOL/ETA's Office of Apprenticeship or a recognized State Apprenticeship Agency;
- A public regulatory agency, which awards a credential upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic license, state-licensed asbestos inspector);
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons;
- Job Corps, which issues certificates for completing career training programs that are based on industry skills standards and certification requirements; or
- An institution of higher education that is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

The following are acceptable types of credentials that count toward the credential attainment indicator:

- Secondary School diploma or recognized equivalent (Youth participants only. Participants must be employed, or enrolled in an education or training program leading to a recognized postsecondary credential within one year following exit);
- Associate's degree;
- Bachelor's degree;
- Occupational licensure;
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates;
- Occupational certification; or
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Note: Graduate degrees are not included in the definition of a recognized postsecondary credential. Therefore, graduate degrees do not count towards credential attainment.

Credential Verification Tool:

Using LMID's Occupation Data tool at labormarketinfo.edd.ca.gov, an individual can research an industry and identify if a credential is required for employment. If a credential is required for employment, then that credential will often qualify for the credential attainment indicator.

Contractors are strongly encouraged to access EDD's Labor Market Information Occupational Guides before determining if a credential and/or occupational certificate qualifies under the Credential Attainment indicator.

REFERENCE

TEGL 10-16, Change 1

EDD Directive WSD 19-03

(Adopted PY 11-12) (Revised PY 20-21)

Infrastructure Funding Agreements Policy

EFFECTIVE DATE: July 1, 2022

POLICY

The Workforce Innovation and Opportunity Act (WIOA) requires that a Resource Sharing Agreement (RSA), a key component of the WIOA MOU, be executed between the operators of the WorkSource Center / America's Job Center of California (WorkSource/AJCC) and the co-located partners at each site, with the objective to ensure that the costs of operating a WorkSource/AJCC are shared between the partners. It includes funding of infrastructure and operating costs of the Centers, funding of shared services, and the leveraging of in-kind contributions, as appropriate. All mandatory WIOA partners shall negotiate in good faith and seek to establish RSAs that are equitable.

BACKGROUND

In order to establish a high quality One-Stop delivery system and enhance collaboration amongst partner programs, WIOA requires Local Boards to develop MOUs with all AJCC required partners present in their Local Workforce Development Area (Local Area). The expectation is that these MOUs serve as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

The City of Los Angeles (City) renewed its MOUs with all strategic partners on July 1, 2019, in compliance with EDD Directive WSD 18-12. These MOUs, which will run through June 30, 2022, include infrastructure cost sharing agreements with all partners.

POLICY

The purpose of the Resource Sharing Agreement (RSA) is to establish the terms and conditions of how services and operating costs of the local workforce system will be funded. The RSA should capture cost sharing information on infrastructure funding of the AJCC/WSCs and Specialized AJCCs [YouthSource Centers (YSC)], funding of shared services, operating costs of the System, and the leveraging of in-kind contributions, as appropriate. All required AJCC/WSC and Specialized AJCC Partners, must work together to integrate shared services and leverage each other's resources to effectively and efficiently serve common customers of the local workforce system.

WIOA requires that American Job Center Partners describe how the costs of services and the operating system will be funded, including:

- Cash and in-kind contributions that are fairly evaluated, which may include contributions from philanthropic organizations or private entities, or through

alternative financing options, to provide a stable and equitable funding stream for ongoing AJCC/WSCs delivery system operations;

- Infrastructure costs of the AJCC/WSC and Specialized AJCCs.
- As detailed in WIOA, the goal of the RSA is to develop a funding mechanism that:
- Maintains the local workforce delivery system to meet the needs of the local area;
- Reduces duplication by improving program effectiveness through the sharing of services, resources, and technologies among Partners;
- Reduces overhead by streamlining and sharing financial, procurement, and facility costs; and
- Ensures that costs are appropriately shared by AJCC/WSC and Specialized AJCC Partners by determining contributions based on proportionate share of use, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statute and all other applicable legal requirements, including the Federal cost principles.

The State's workforce delivery system is intended to function as a system where all customers can access valuable services and connect to resources necessary for their career success. The costs of operating this system, therefore, include non-personnel costs, such as facilities and technologies, in addition to personnel costs for those who deliver services directly to businesses and job seeking customers. Shared services' costs may include the costs of shared services that are authorized for, and may be commonly provided through, any of the AJCC/WSC and Specialized AJCC partner programs to any individual, such as:

- Initial intake;
- Assessment of needs;
- Evaluation of basic skills;
- Identification of appropriate services to meet needs;
- Referrals to other American Job Center Partners; and,
- Business Services.

Shared costs must be allocated according to AJCC/WSC/YSCs Partner's proportionate use and relative benefits received. Any shared costs agreed upon by the Partners must be included in the WIOA MOU.

With this in mind the City and Collocated Partners will employ a cost allocation methodology based on space use by square footage (the proportion of a Partner's occupancy percentage) to determine the proportionate share of infrastructure costs for each Collocated Partner. The methodology will apply the ratio of space usage by a Partner over the entire space of the site occupied by all Partners to the infrastructure costs of the Comprehensive AJCC to determine the share of the given Partner's cost.

The calculation of infrastructure costs will be for the whole system rather than center by center.

The RSA component of the WIOA MOU will identify infrastructure and shared services of the local workforce system that will be reconciled on an annual basis against actual costs incurred and adjusted accordingly. The WIOA MOU/RSA should further identify how the partners will operate when overages or savings occur after reconciliation. This is required in order to ensure that the costs are fairly evaluated and that each Partner is not required to contribute more than its proportionate share. The RSAs will be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners will negotiate in good faith and seek to establish a WIOA MOU/RSA that is reasonable and fair.

Reconciliation of AJCC Partner Contributions

The Local Board is responsible for ensuring that all AJCC infrastructure costs are paid according to the provisions of the signed MOU. Until the actual costs are known, and the usage and benefits are calculated, each partner's true proportionate share of cost will be unknown. Therefore, al AJCC partner contributions, regardless of type, are to be reconciled on a regular basis (e.g., monthly, quarterly or annually), comparing expenses incurred to relative benefits received. The reconciliation process is necessary in order to ensure that the proportionate share each partner program is contributing remains consistent with the cost methodology, is up to date, and in compliance with the terms of the MOU. The MOU must include a reconciliation schedule, identify who will be responsible for the reconciliation, and include the names and/or titles of partners who will be approving the reconciliation.

Local Funding Mechanism

One of the hallmarks of WIOA is an increased emphasis on local control. If a Local Board is unable to complete Infrastructure Funding Agreements (IFAs) with all of its AJCC partners by the required due date, then the State Funding Mechanism (SFM) will be triggered.

Timeline

The MOUs are required to include their duration, amendment procedures, and an assurance to update not less than once every three years. The MOUs must be amended anytime there are significant changes to the shared customers, services, and/or costs. If an MOU gets amended, the Local Board shall notify their regional Advisor of the amendment and approvals. In order to allow for state monitoring and policy developments, all MOUs are to be effective on the same three-year schedule starting on July 1, 2019, and ending on June 30, 2022.

(Adopted PY 13-14) (Revised PY 20-21)

Limited English Proficiency Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance and sets standards for the City of Los Angeles Workforce Development System[1] (WDS) and other agencies serving Limited English Proficiency (LEP) individuals to ensure meaningful and timely access to Workforce Innovation and Opportunity Act (WIOA) funded programs and services.

For this purpose, no one will be denied access to information, services, or resources throughout the WDS because of their limited proficiency in the English language or be subjected to unreasonable delays in the receipt of such services. A person can qualify as LEP if they are an adult or out of school youth, who has a limited ability to read, write, speak, or understand English, and a) whose native language is a language other than English; or b) who lives in a family or community environment where a language other than English is the dominant language.

BACKGROUND

The WIOA requires programs receiving Federal financial assistance, to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. Denial of equal access to federally funded programs and activities based on national origin, including LEP is strictly prohibited. This policy is pursuant to Section 188 of WIOA; Title VI of the Civil Rights Act of 1964; Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency;” the Dymally-Alatorre Bilingual Services Act; and the U.S. Department of Labor (DOL) Training and Employment Guidance Letter 26-02.

POLICY

Language Assistance Plan:

The Workforce Development System through its WorkSource and YouthSource Centers must develop a language assistance plan that is annually updated and submitted to the EWDD’s LEP Coordinator by July 1st of each year for the upcoming program year. Failure to comply will impact contract compliance. The contents of the Language Assistance Plan must at a minimum consist of the following elements:

- Limited English Proficiency Language Assessment Survey
- LEP client policy
- Current demographics showing the number of LEP individuals requiring language assistance during the prior program year

[1] Workforce Development System includes the WorkSource and the YouthSource Centers

- Description of language assistance tools (e.g. “I Speak” Identification Cards)
- List of vital documents available for dissemination to LEP persons
- Updated information identifying staff who are bi-lingual or multi-lingual. The Centers have two primary ways to provide language services: oral interpretation, either in person or via a telephone interpretation service, and written translation. The correct mix of language assistance services should be based demographic data reflected in the LEP Assessment, and on what is both necessary and reasonable.
- Local outreach efforts to increase LEPs’ awareness of available resources.

LEP Assessment

As the first key to ensuring meaningful access, each agency in the WDS will conduct a thorough annual assessment of the languages spoken by customers and potential customers in the communities it serves. In addition to identifying the current LEP makeup of the service areas, the Workforce Development System will also examine a) whether existing LEP resources and tools are adequate, and b) what improvements are needed to outreach to LEP populations that might be underserved relative to their proportion in the service area. A questionnaire shall be emailed by the City to all WSCs by June1st.

For the WDS to properly assess the significant LEP population, the Workforce Development Board (WDB) promotes the use of the DOL’s four factors to determine the language needs of an area[1]:

- The number or proportion of LEP persons served or encountered in the eligible service population--the greater the number or proportion of LEP persons in a language group, the more language services needed;
- The frequency with which LEP individuals come in contact with the program higher frequency requires more services;
- The nature and importance of the program, activity, or service provided by the recipient; and
- The resources available to the recipient and costs--larger recipients with larger budgets must provide a higher level of language services

In assessing the first factor, consider any temporary but significant changes in the community’s demographics. For example, in some communities, the population swells during peak vacation periods or seasonal influx for agricultural or manufacturing employment purposes.

[1] Department of Labor, Civil Rights Center, Federal Register, issued May 29, 2003, p.32294-32295.

The second factor, frequency of contact, should be considered in the light of areas or neighborhoods that may have concentration of LEP individuals. In such cases, even if the overall number of LEP persons in the area is low, the frequency of contact may be higher.

The third factor should be taken in the light of how the services available in the area impact the lives of its target population. The more important the program, or the greater the possible consequences of the contact for LEP individuals, the more likely the language assistance services will be necessary.

The fourth factor should be considered in promoting service quality and service integration that provide a seamless system with a responsive and comprehensive array of services.

Translation of Vital Documents

The language assistance plan should incorporate a plan to translate "vital" written materials into the languages that were identified through the LEP assessment. DOL has acknowledged the difficulty in identifying vital documents. However, the federal register states that "meaningful access" must be granted to all individuals. Thus, vital documents could include:

- Applications to participate in a Workforce Innovation and Opportunity Act (WIOA) program, activity, or services
- Written tests that do not assess English language competency, but test the competency for a particular license, job, or skill for which English language proficiency is not required
- Consent and compliance forms
- List of partners at a Center and services provided
- Letter containing important information regarding participation in a program or activity
- Notices pertaining to the reduction, denial, or termination of services or benefits and of the right to appeal such actions
- Notices that require a response from beneficiaries
- Information on the right to file complaints of discrimination
- Information on the provision of services to individuals with disabilities
- State wage, hour, safety, health enforcement, and information materials
- Notices advising LEP persons of the availability of free language assistance
- Other marketing and outreach information

Additionally, all translated documents must be reviewed for accuracy. Even though certified translators are not required, the WDS should have mechanisms in place to verify the accuracy of the translated document.

Interpreter Requirements

At a minimum, all interpreters used by the WDS must meet the following requirements:

- Demonstrated proficiency in both English and another language
- Fundamental knowledge in both languages of any specialized terms or concepts peculiar to the Center's program or activity
- Sensitivity to the LEP person's culture
- Demonstrated ability to convey information in both languages accurately; and if possible, use staff trained in the skills and ethics of interpreting

There may be cases where interpretation services are offered to the LEP person and these are declined. In such cases the LEP person may request the use of a family member or friend as an alternative. It is then appropriate for the Center to use this person to assist in the provision of services. However, the use of such a person should not compromise the effectiveness of services or breach confidentiality. In these cases, the Center should have a competent bilingual staff member observe the communication and interpretation to ensure the accuracy of the information being translated. The Center must also document in the LEP person's file: the offer of an interpreter, the refusal of free language assistance services, and the witnessing of the communication using "Interpreter Services Statement" form.

Consistent with U.S. DOL's federal register guidance, the WDB has adopted the following hierarchy of methods to meet LEP needs as needed:

- Ensuring the WDS hire multilingual staff
- Paid interpreters that are on staff
- Paid outside interpreters
- Use telephone interpreter lines
- Community volunteers-trained in both interpretation and in WIOA programs
- Not using children, family members, friends, and/or strangers as interpreters except in emergency circumstances or when the LEP person decides to use them after being advised of free and competent interpreters being available.

LEP Customer Flow

After the Center identifies an LEP customer's primary language through a language needs assessment, this information should be documented in the case files preferably using a language identification form such as the Oral and Written Language Designation Form. The choice of whether to use the LEP individual's primary language for oral or written communication is the customer's choice.

Effective February 20, 2018, the required LEP questions were added to the individual registration form in CalJOBS. Beginning on January 3, 2019, it is required that each WorkSource Center records the LEP and preferred language of each applicant, registrant, participant, and terminee. (EDD Information Notice WSIN17-30, April 2, 2018)

The WDS will serve LEP individuals in their service delivery areas and ensure that LEP customers are offered meaningful and equal access to WIOA services. Each Center must be able to describe and document how LEP customers receive services. This will be subject to review by the City's LEP Coordinator and reported to the WDB.

Furthermore, as the WDB develops new sector initiatives and other training programs, Vocational English as a Second Language (VESL) training should be incorporated in these programs to increase LEP customer participation. The WDB is committed to designing programs to ensure that limited English speakers are included in skills training as well as bridge programs. Moreover, the WDS shall leverage resources to increase training opportunities in other languages where available.

Monitoring and Oversight

Both WDS and City staff will be responsible for monitoring the quality of services to LEP persons.

The WDS must annually evaluate its language assistance plan to keep information current on the LEP makeup of its service area, the communication needs of LEP customers, whether assistance offered is meeting the needs of such persons, whether staff is knowledgeable about policies and procedures and how to implement them, and whether sources of, and arrangements for, assistance are still current and viable. Oversight of the plan should include obtaining the LEP persons' feedback in these areas.

Monitoring and evaluation of the WDS for compliance with Civil Rights legislation will be incorporated in the regular monitoring processes.

The City's evaluation of the WDS's efforts in serving LEP customers will be measured through the DOL 4-factor analysis and through the following activities:

- Outreach and enrollment activities
- Surveys of customers, clients, and advocates to determine customer satisfaction
- Periodic assessment of current data and local demographics
- Review of the effectiveness of agency policies and practices describing services to LEP individuals
- Review staff capacity by determining in-house linguistic resources, recruiting, and hiring bilingual or multi-lingual employees and promote continuing education to enhance staff ability to serve LEP clients
- Review of the agency's protocol in receiving and responding to complaints by customers.

REFERENCES

- Section 188 of the Workforce Innovation and Opportunity Act
- Federal Register: Vol. 79, No. 220, Guidance on the prohibition against National Origin Discrimination Affecting Persons With Limited English Proficiency (November 28, 2014); and Vol. 65, No. 159, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” (August 11, 2000)
- Title VI and VII of the Civil Rights Act of 1964
- Dymally-Alatorre Bilingual Services Act, California Government Code Section 7290-7299.8
- Employment Development Department Directive WSD17-03, Subject: Limited English Proficiency (August 11, 2017)
- Department of Labor Training and Employment Guidance Letter 28-16 (January 9, 2017)

Nondiscrimination and Equal Opportunity Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy establishes the City of Los Angeles Local Workforce Development Area's (LWDA's) policy on the nondiscrimination and equal opportunity procedures for the Workforce Innovation and Opportunity Act (WIOA) Title I financially assisted programs or activities. It is also to ensure that all WIOA Title I contractors are responsible for complying with all provisions of Federal, State, and City of Los Angeles Equal Opportunity and Nondiscrimination regulations.

BACKGROUND

Compliance with Federal Equal Opportunity and Nondiscrimination Laws

In administering all aspects of the WIOA and providing employment and training services under the Act, the LWDA and WIOA Title I contractors are responsible for complying with all provisions of Federal equal opportunity and nondiscrimination laws including, but not limited to, the following:

- Title VI of the Civil Rights Act of 1964;
- Title VII of the Civil Rights Act of 1964;
- The Age Discrimination Act of 1964, as amended;
- Title IX of the Education Act of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Pregnancy Discrimination Act of 1978;
- The Americans with Disabilities Act of 1990, as amended;
- Executive Order 13166 of 2000;
- Section 188 of the WIOA (29 CFR 38)
- Fair Employment and Housing Act, Government Code, Section 12900-12996
- Dymally-Alatorre Bilingual Services Act (DABSA), Government Code, Section 7290-7299.8.

Section 188 of the WIOA (final rule became effective January 3, 2017) provides the framework for the nondiscrimination and equal opportunity portions of the Act. Each State is required to establish a Nondiscrimination Plan, and outline how the State plans to ensure compliance with the Nondiscrimination and Equal Opportunity Regulations of Section 188 of the WIOA.

DEFINITION

A WIOA ***recipient*** is any entity to which financial assistance under the WIOA Title I is extended, either directly from the Department of Labor (DOL), through the Governor, or through the Local Area, but excluding the final beneficiaries. One-Stop partners are treated as recipients and are subject to the nondiscrimination and equal opportunity requirements of 29 CFR 38 to the extent they participate in the One-Stop delivery system.

POLICY

The City of Los Angeles LWDA is committed to complying with the provisions of the Nondiscrimination Plan. Most of the requirements have been extended to the contractor level.

The provisions of the Nondiscrimination Plan include:

- Designation of an Equal Opportunity Officer

  The City of Los Angeles LWDA has designated an EO Compliance Officer. Each WorkSource and YouthSource Center must designate an EO Complaints Officer, who is responsible for handling complaints, and who is the lead individual in ensuring the Center is in compliance with nondiscrimination regulations. This individual is expected to provide training for the Center staff. The EO Complaints Officer will be the lead person in organizing the annual EO site visit.

  Each EO Complaints Officer will be required to attend periodic trainings. Attendance at these trainings will be a factor in the annual Performance Evaluation.

- Notice and Communication

  Initial and continuing notice must be provided by the WorkSource and YouthSource Centers that they do not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including Limited English Proficient (LEP)), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

  The required notices must be:

  - Posted prominently;
  - Included in employee and participant handbooks;
  - Provided to each participant, and a copy with the participant's signature must be kept in the file;
  - Be provided in alternate formats as needed;
  - Be provided in other languages as needed.

During each participant orientation, as well as new employee orientation, the WorkSource and YouthSource Centers must include a discussion of rights and responsibilities under the nondiscrimination and equal opportunity provisions of the WIOA Section 188, including the right to file a complaint of discrimination. This information must be communicated with appropriate languages and in formats accessible for persons with disabilities.

Each participant and employee must acknowledge receipt of the required notices on the receipt form provided by the Local Area (no other forms are allowed).

All WorkSource and YouthSource Centers are required to include the following **unaltered** taglines on all forms of media:

- ***This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.***
- ***Auxiliary aids and services are available upon request to individuals with disabilities.***

  The wording above **must be used verbatim**. If the flier is for a specific event, such as a job fair, additional information can be added on requesting a reasonable accommodation.

  These taglines must be included on fliers, brochures, letterhead, and websites that promote WIOA funded services. When the print media or website provides a telephone number, a TTY phone number must be listed as well.

These notices must be provided in languages other than English where the number of individuals whose native language other than English being served is “substantial.” Centers must be prepared to offer Limited English Proficient (LEP) customers meaningful access to programs, services, and information.

1. Assurances

   The nondiscrimination assurances must be contained in all contracts, cooperative agreements (MOUs), individual training account (ITA) contracts, and policies and procedures. The nondiscrimination assurance must state that the parties to the agreement will “comply fully with the nondiscrimination and equal opportunity provisions of WIOA.” It is the responsibility of the WorkSource or YouthSource Center to inform their partners and training providers as to the WIOA Complaint Procedures.

2. Universal Access

   It is the responsibility of each WorkSource and YouthSource Center to develop and implement an outreach plan to solicit participation by a wide cross-section of the community. In particular, this outreach plan should address:

   a. LEP individuals: the needs of each community should be identified, and outreach may need to be performed in multiple languages;

   b. Persons with Disabilities

c. Persons of both sexes, various racial and ethnic groups, and various age groups.

The City of Los Angeles LWDA has appointed an LEP Coordinator and each WorkSource and YouthSource Center must designate an LEP Coordinator. This staff member should identify all bilingual staff members (including onsite partners), and share this knowledge with all staff. This information should be shared with all staff members so they can quickly guide an LEP customer to a staff member who can assist the individual in their native language.

The designated LEP Coordinator will be required to attend periodic trainings. Attendance at these trainings will be a factor in the annual Performance Evaluation.

3. Obligation not to Discriminate on the Basis of Disability

All WIOA Title I financially assisted programs must not discriminate against persons with a disability based on the disability. The City of Los Angeles has appointed a Disability Resource Coordinator, and each WorkSource and YouthSource Center must designate a Disability Coordinator. This staff member should develop expertise in serving persons with disabilities, including the Ticket to Work program, and should share this knowledge with all staff members.

All WorkSource and YouthSource Centers must provide reasonable accommodations to participants with a known disability upon request. All Centers must ensure that services to persons with disabilities are provided in the most integrated setting. All Centers must provide for equally effective communication for those who are deaf, hard of hearing, or speech impaired.

All WorkSource and YouthSource Centers must be physically accessible to persons with disabilities, and in compliance with the Americans with Disabilities Act Architectural Guidelines (ADAAG) as well as Title 24 of the California Building Code.

Additionally, all WorkSource and YouthSource Centers must strive to be programmatically accessible, by providing materials in alternate formats, and providing assistance as needed.

4. Data Collection

All WorkSource and YouthSource Centers are required to collect and input demographic data on their customers, utilizing CalJOBS^{SM}. This data includes:

- Race/Ethnicity
- Sex
- Age
- Disability Status, (where known)
- Limited English Proficiency
- Preferred Language

This information must be kept confidential; customers should be advised the information will be handled as confidential.

Any medical or disability-related information obtained about a particular individual, including information that could lead to the disclosure of a disability, must be collected on separate forms. All such information, whether in hard copy, electronic, or both, must be maintained in one or more separate files, apart from other information about the individual, and treated as confidential. These files must be secured and locked.

5. Monitoring

   All WorkSource and YouthSource Centers are required to perform periodic monitoring of any and all subrecipients, including ITA vendors. A case manager should visit the school at least once during the training and notate in the case notes. For subrecipients, a written record of monitoring visits should be kept.

   All WorkSource and YouthSource Centers are expected to cooperate fully with the EO Compliance Unit during EO site visits.

6. Complaint Procedures

   All WorkSource and YouthSource Centers must follow the City of Los Angeles' Complaint Procedures. A copy of these procedures must be given to each participant at Orientation, and a signed receipt retained in the participant file.

   WorkSource and YouthSource Centers are not allowed to alter or amend the Complaint Procedures; they must utilize them as published.

   WorkSource and YouthSource Centers are expected to fully cooperate with the EO Compliance Unit during the processing of a complaint. They are also expected to cooperate with other agencies, such as Department of Labor, Equal Employment Opportunity Commission, and the Employment Development Department.

7. Corrective Actions and Sanctions

   If a WorkSource or YouthSource Center is in violation of these regulations, a Corrective Action Plan may be created. If the Center fails to meet and maintain compliance standards, sanctions may be levied.

Personally Identifiable Information (PII) Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

All programs receiving funding under the Workforce Innovation and Opportunity Act (WIOA) must protect all personally identifiable information (PII) and other sensitive information. All WIOA funded agencies are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of sensitive data, including PII.

An agency's failure to comply with the requirements identified in this policy, or any improper use or disclosure of PII for an unauthorized purpose, may result in the termination or suspension of the agreement with the City, or the imposition of special conditions or restrictions, or such other actions as the City may deem necessary to protect the privacy of participants or the integrity of data.

BACKGROUND

As part of its grant activities, the City of Los Angeles Workforce Development System (WDS) may have in their possession large quantities of PII relating to their organization and staff; partner organizations and their staff; and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, and other sources.

Definitions

- PII – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- Sensitive Information – Any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.
- Protected PII and Non-sensitive PII – The United States Department of Labor (DOL) has defined two types of PII: (1) Protected PII and (2) Non-sensitive PII. The differences between protected PII and Non-sensitive PII are primarily based on an analysis regarding the "risk of harm" that could result from the release of the PII.
    - Protected PII is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational

history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords.

- Non-sensitive PII, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education, credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

PROCEDURE

- Federal regulations require that PII and other sensitive information be protected. The WDS must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with WIOA funds and must comply with all of the following:
- To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted. The WIOA funded agencies must not e-mail unencrypted sensitive PII to any entity.
- The City and all WIOA funded agencies must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. All agencies must maintain such PII in accordance with the DOL Employment and Training Administration standards for information security described in this policy.
- The WIOA funded agencies shall ensure that any PII used during the performance of their agreement with the City has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- The WIOA funded agencies further acknowledge that all PII data shall be stored in an area that is physically safe from access by unauthorized persons at all times.
- The WIOA funded employees and other personnel who will have access to sensitive/confidential/proprietary/private data (1) must be informed of the confidential nature of such information and of the safeguards required to protect such information; and (2) must be advised that, per federal and state laws, civil and criminal sanctions may be imposed for noncompliance.
- The WIOA requires that funded agencies have in place policies and procedures under which their employees and other personnel acknowledge (1) their understanding of the confidential nature of the data, (2) the requirements with which they are required to comply when handling such data, and (3) that they may be liable to civil and/or criminal sanctions for noncompliance with statutory nondisclosure requirements.
- Grantees must not extract information from data supplied by the CalJOBS^{SM} system for any purpose not stated in their contract agreement with the City.

- Access to any PII must be restricted to only those employees who need it in their official capacity to perform duties in connection with the scope of work in the agreement with the City.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted.
- The WIOA funded agencies must permit city, state, and federal staff to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the WIOA funded agency is complying with the confidentiality requirements described in this policy.
- The WIOA funded agencies must retain data only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

Protecting PII

- Before collecting PII or sensitive information from participants, the WIOA funded agencies must have participants sign releases acknowledging the use of PII for grant purposes only.
- Whenever possible, the use of unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to each individual record. Once the SSN is entered for performance tracking, the unique identifier would be used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.
- Use appropriate methods for destroying sensitive PII in paper files (i.e., shredding or using a burn bag) and securely deleting sensitive electronic PII.
- Do not leave records containing PII open and unattended.
- Store documents containing PII in locked cabinets when not in use.

REFERENCES

- Privacy Act of 1974
- Computer Security Act of 1987
- Title III of the E-Government Act of 2002
- Office of Management and Budget (OMB) M-0615, Safeguarding Personally Identifiable Information
- OMB M-06-19, Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments
- Executive Order 13402 established the President's Task Force on Identity Thief

(Adopted PY 19-20)

Policy to Ensure Equity for Women and Girls throughout the Workforce Development System

EFFECTIVE DATE: July 1, 2022

EQUITY DEFINED

Equity means fairness of treatment of women and girls in the Workforce Development System according to their respective needs. This includes equal treatment to men and boys, or treatment that is different, but equivalent in terms of rights, benefits, obligations, and opportunities.

POLICY STATEMENT

The goal of this policy is to address the inherent set of disadvantages and biases women face in obtaining education and training for and placement in high-wage occupations and professions, and to overcome their multiple barriers to full participation and advancement in the labor market.

BACKGROUND

In August 2015, Mayor Garcetti issued an Executive Directive requiring each General Manager or Head of a City of Los Angeles Department to submit and implement a Gender Equity Action Plan that:

- Upholds an inclusive work environment that promotes fairness and fosters the equal participation of women in leadership positions at all levels;
- Tracks recruitment in fields where women remain underrepresented (such as public safety, science, technology, engineering, and mathematics) and addresses underrepresentation;
- Tracks contracts and promotes ways to ensure equal contracting opportunities for women-business enterprises;
- Evaluates City services to discover ways to increase gender equity parity and to promote equal opportunities for and the advancement of women and girls;
- Provides any raw data regarding sex and gender on the City's open-data portal;
- Identifies and develops baseline metrics regarding the status of women and girls; and
- Publishes on the online Gender Equity Dashboard metrics and indicators related to the status of women and girls.

In alignment and support of achieving gender equity, the Workforce Development Board (WDB) will undertake immediate and ongoing efforts to integrate a gender perspective into the design, implementation, delivery, monitoring, and evaluation of services provided through the Workforce Development System that produce greater outcomes for women and girls. Additionally, the WDB will actively collaborate with the City of Los

Angeles Commission on the Status of Women on the implementation of this Executive Directive.

PROCEDURES

Data Gathering & Reporting

In order to establish a baseline to determine whether all City operated workforce development programs and services meet the unique needs of women and girls, the Economic and Workforce Development Department (EWDD) and its workforce development contractors shall provide the following data to the WDB:

- Enrollment numbers for all women and girls by workforce development program
- Participant characteristics for women and girls enrolled in workforce development programs (e.g., income levels, educational levels, school status, barriers to employment, labor force status, public assistance recipient, veteran, etc.)
- Supportive services provide to women and girls while enrolled in workforce development programs
- Trainings (e.g., occupational skills, work experience, on-the job, subsidized wage, etc.) facilitated for women and girls enrolled in workforce development programs
- Trainings facilitated for women and girls by occupation and industry sector
- Training resources expended in support of women and girls enrolled in workforce development programs
- Training completions and training related job placements of women and girls enrolled in workforce development programs
- Job placements of women and girls upon completion of workforce development programs
- Wages (i.e., training and non-training related) achieved by women and girls upon completion of workforce development programs
- Retention rates for women and girls placed in jobs after completion of workforce development programs

The above shall be made available to the WDB upon request, as part of its ongoing efforts to evaluate workforce development programs, and at the mid-year and program year's end. Said data will be used to assess the effectiveness of workforce development service delivery to women and girls.

Outreach Efforts/Training and Recruitment Events

The Economic and Workforce Development Department (EWDD) and its workforce development contractors shall ensure that all marketing/ outreach materials, other than those targeting a specific population, be free from gender bias and stereotypes.

Marketing/outreach images of gender bias and stereotypes corresponding to certain occupations must be avoided.

Recruitment events conducted for the purposes of training enrollments, training referrals, job placements, etc. shall be free of gender bias and stereotypes, as well.

REFERENCE

Mayor Garcetti, Executive Directive #11, “Gender Equity in City Operations,” August 2015

Property/Equipment – Purchasing, Inventory, and Disposition Policy

EFFECTIVE DATE: July 1, 2021

POLICY STATEMENT

This policy provides guidance and establishes the procedures for the purchasing, inventory, and disposal of property and equipment using WIOA funds. The intent is to ensure that purchases of property and equipment are procured properly through fair and open competition, and managed according to proper inventory, maintenance, and disposition procedures.

DEFINITIONS

Property – real property or personal property (Uniform Guidance Section 200.81)

Intangible Property – property having no physical existence, such as a trademark, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible) Uniform Guidance Section 200.59)

Real Property – land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment (Uniform Guidance Section 200.85).

Personal Property – property other than Real Property. It may be tangible, having physical existence or intangible (Uniform Guidance Section 200.78).

Equipment – tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000 (Uniform Guidance Section 200.33).

General Purpose Equipment – equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles (Uniform Guidance Section 200.48).

Supplies – all tangible personal property other than Equipment (as defined above). A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or $5,000, regardless of the length of its useful life (Uniform Guidance Section 200.94).

Information Technology systems – computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), licensing or subscriptions to software and software support services, and related services (Uniform

Guidance Section 200.58). This includes fees for licensing or subscriptions to software and software support services. Even if a monthly subscription fee is under $5,000, if the total annual cost for the subscription exceeds $5,000, then prior approval must be obtained (WSD 16-10)

Hardware – physical components of computer systems.

Software – programs, procedures, data and routines used, accessed, and/or stored by computers.

Subscription – the regular remittance of pay for the licensed use of services, application/software, equipment, or property with a cost of $5,000 or more per unit, or cumulative cost within a twelve (12) month period.

Budget Plans

A contractor may occasionally submit budget plans that include a request to purchase property. However, the approval of the budget plan DOES NOT constitute approval of the purchase request. The contractor will be required to submit required procurement documentation per the contract to the Program Analyst for review and approval.

PURCHASE CONSIDERATIONS

To ensure funds are being spent in a fiscally prudent and efficient manner, subrecipients need to consider the following prior to purchasing property:

- Is the purchase reasonable?
- Why is the purchase needed?
- Have the best products been selected?
- What procurement method will be used?
- Has a lease option been considered?
- Does the State/City already provide the item, service, or software being considered for rent, purchase, or subscription?

PURCHASE PROCEDURES

Contractors should anticipate purchases prior to the start of each Program Year, and budget accordingly. Unanticipated purchases are still allowable, but must be accounted for in a revised budget, complete with a narrative justifying the need for purchase. Contractors must obtain prior approval from the Economic and Workforce Development Department (EWDD) to purchase any equipment or property using WIOA funds.

Purchases must be made in accordance with the Procurement Policy as set forth in the Workforce Development Board's Annual Plan. The required documentation, including specifications and pricing, must be submitted to the Program Analyst for review. EWDD will make a decision and notify the contractor in writing of the decision.

Items with a per-unit cost of $5,000 or more also require prior approval from the State of California Employment Development Department (EDD). Once the documentation is provided to the Program Analyst, EWDD will submit a request to the State for the

purchase. Contractor will be notified in writing of the State's decision.

All purchases using WIOA funds must be used for allowable activities under the terms of the contract, grant, or other agreement. Failure to follow these procedures may result in questioned or disallowed costs.

LEASING CONSIDERATION

The decision to lease or buy personal property should be governed by considerations of the economy. Consideration for leasing may differ by property type and according to market conditions. The length of the contract period of the lease should also be considered. Leasing with an option to purchase is generally preferable to straight leasing. However, for real property, administrative requirements make leasing the *only* option, as the construction or purchase of real property is not allowed under the WIOA program except in certain limited circumstances, with prior written approval of the DOL Secretary (WSD 16-10).

INVENTORY RECORDS

Contractors must maintain an inventory control of all equipment and property purchased with WIOA funds. Items should be tagged with the assistance of the Program Analyst, and all pertinent information (description of property, purchase date, serial number, cost, location, tag number, condition, etc.) recorded on the City's Equipment Inventory form. Title to property and supplies purchased with WIOA funds are vested in EWDD. Contractors must take a physical property inventory and reconcile the inventory with the property records at least once every two years.

The transfer or removal of any equipment from the contractor's assigned inventory is prohibited unless first approved by EWDD. Contractors must also ensure adequate safeguards to City property to prevent loss, damage, or theft of such property. In the event that an item of City property is lost, vandalized, or stolen, contractor has the responsibility to act promptly and notify local law enforcement and the City documenting the surrounding circumstances. If the City property is vandalized or stolen, the contractor must submit a copy of the police report to the assigned EWDD Program Analyst.

DISPOSITION

If property with a per unit fair market value (FMV) of $5,000 or more is no longer needed for the original project or program, the contractor may use the property for other activities currently or previously supported by the Department of Labor (DOL). FMV is defined as the selling price of an item that is sold through auction, advertisement, or a dealer.

If the property is not needed for a DOL program/project, the contractor may either retain or sell the property and reimburse the State (via the City) for the WIOA federal funds' share. The amount of reimbursement is computed by applying the percentage of WIOA funds used to purchase the items to the current FMV of the property.

The City will send the funds from any sale of equipment to the following address:

Attn: Cash Control Unit
Fiscal Programs Division, MIC 70
Employment Development Department
P.O. Box 826217
Sacramento, CA 94230-6217

If the contractor has no further use for tagged and inventoried property and wishes to dispose of it in a manner other than selling, they must request City approval in writing prior to disposition. Contractors should contact their assigned City Monitor for a copy of the "Computer and Cellular Telephone Devices Salvage Certification Form" and "Request for Sale/Reuse" form. Property must be catalogued with its inventory numbers and an explanation for why the item is being salvaged. If the property disposition includes computers, then contractor will need to submit a plan on how it intends to clear and erase the hard drives in order to prevent confidential information from being obtained. Once approved, the City will arrange best pick up time for property disposition. Should the item be salvaged, the Inventory form must be kept and updated for any transaction in accordance with record retention procedures.

RECORDS RETENTION

Subrecipients must retain all records of each WIOA allocation for a period of three years from the date of their last expenditure report submitted to the Central Office Workforce Services Division (COWSD). If any litigation, claim, or audit is started before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken (Uniform Guidance Section 200.333).

REFERENCES

- Title 2 Code of Federal Regulations (CFR) Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- Workforce Services Directive WSD 16-10, Subject: *Property – Purchasing, Inventory, And Disposal* (November 10, 2016)
- Workforce Services Directive WSD 16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016)

Rapid Response Services Policy

EFFECTIVE DATE: July 1, 2022

BACKGROUND

The City's Rapid Response Program is designed to assist employers and employees affected by industry declines, economic dislocations, and natural disasters by quickly maximizing public and private resources. Through linkages with the U.S. Department of Labor (DOL), various divisions of State of California Employment Development Department (EDD), City of Los Angeles WorkSource Center system, and other public and private partners, the City's deployment of its Rapid Response Coordinators (RRC) mitigate the disruption of layoffs by providing affected workers with early intervention, information on private resources and public assistance, and information on economic opportunities that can lead to them quickly reentering the job market. The RRC also assists employers by exploring human resource solutions that offer alternatives to layoffs, and referrals to other business service needs.

Layoff Aversion is a significant strategy under Rapid Response that helps retain workers in their current jobs and/or provides rapid transitions to new employment, minimizing periods of unemployment. This strategy includes "early warning systems" that include (but is not limited to) close communication with employer representatives, industry groups, local elected officials, organized labor, utilities, or local media. This close communication is intended to identify an "at-risk" company well in advance of layoffs, get executive level commitment to work together, assess the needs of the company, and deliver services to address risk factors.

The City's Rapid Response Program also complies with the State's required activity which directs the Local Area to provide a "rapid response" to Worker Adjustment and Retraining Notifications (WARNs) that are issued by employers whenever there are impending business closures and/or worker layoffs of fifty or more individuals. The RRC, however, responds to all layoffs, plant closures, and/or hour reductions regardless of the number of affected employees (Non-WARNS).

(Refer to EDD Workforce Services Directive WSD16-04)

POLICY

City of Los Angeles Rapid Response Coordinators (RRCs) will contact affected employers within 48 hours of WARN or Non-WARN notification. RRCs will coordinate with EDD (Workforce Services & Unemployment Benefits), Department of Labor, City of Los Angeles WorkSource System, Labor Unions, and other relevant and key partners to schedule a planning meeting, orientations, and any other services requested by the affected employer and employees at times and dates convenient to them. In addition, RRCs will:

- Work with EDD to determine if affected employers are eligible for the California's Work Sharing program (which allows for the payment of unemployment

insurance benefits to individuals whose wages and hours have been reduced) as an alternative to layoffs. Refer to:

http://www.edd.ca.gov/unemployment/Work_Sharing_Program.htm

- Provide WorkSource Centers (WSCs) who attend a Rapid Response Orientation with copies of the Rapid Response Questionnaires (forms collecting basic contact, employment & education information, and service needs) completed by affected workers (within 48 hours). When more than one WSC attends, the Questionnaires are divided in equal numbers.

  Note: For WSCs to count their participation in this process towards meeting their goal of 70 businesses to be served during the program year, WSCs are to have an established relationship with the employer prior to the layoff and be the entity that referred the affected employer to the Rapid Response Unit.

- Provide a "Verification of Employer Service(s)" form, when warranted, to each WSC for purposes of documenting businesses served. Issuance of this form will be determined on a case-by-case basis by the RR Unit based on the guidelines specified on the form. See attached.

- Provide a Rapid Response Dislocated Worker roster with contact information of all individuals completing a Questionnaire who live within their designated zip codes on a quarterly basis (City & County zip codes have been pre-assigned to each WSC based on location).

- As needed, provide talking points to the WSC representative participating in the RR Orientation to ensure the message is clear and consistent throughout the presentations, and provide any other technical assistance as requested by the WSC in support of services to Dislocated Workers (DWs) - provided resources are available to meet request.

- Partner with WSC to ensure the best available services are provided to the Dislocated Workers and promote each of the City's WSCs cadre of services available to DWs and their families beyond the WIOA required activities.

- Attend WSC staff meetings when "Dislocated Workers" is a topic on the agenda and at intervals visit the WSC to observe client flow and WSC's processes.

WorkSource Centers (WSCs) form an integral partnership with the City and are key to the effectiveness of its rapid response and layoff aversion strategy. The WSCs shall support rapid response activities by sharing pertinent information with the RRC assigned to their facility, participating in rapid response activities, and by engaging workers who may potentially be laid-off or dislocated workers who have been recently separated from employment. WSCs are to notify their designated RRC of impending layoffs, plant closures, or hourly reductions for workers as this information becomes available. Further, the WSCs are required to:

- Assess the DWs to determine if they are eligible for customized training or incumbent worker training as alternatives to layoffs.

- Participate in Rapid Response Planning Meetings and/or Orientations to present the "WorkSource System", upon confirmation with the employer, and as requested by the RRC. In addition, participate, as needed in other Dislocated Worker-related Rapid Response activities (such as Hiring Fairs, workshops, etc.).
- Contact potential DWs within 48 hours of having received copies of the questionnaires collected during a Rapid Response Orientation by the RRC.
- Contact the individuals listed on the Dislocated Workers quarterly rosters (generated by zip codes) and report their status within 2 weeks of receipt (e.g. employed, unemployed, retired, name of WSC visited, etc.) to their lead RRC. Individuals who are contacted and express a need for dislocated worker services shall be assessed for eligibility and enrolled in the DW program.
- Track the number of DWs visiting the City's WorkSource System following a Rapid Response Orientation by developing an internal process that identifies and tracks individuals who attended a Rapid Response Orientation. This may include adding a self-identifying question at Intake, collecting Rapid Response Referral cards issued to participants during a live Orientation, and/or reviewing internal Dislocated Workers rosters. A program year cumulative roster that includes the name of the WSC, participants' name, former company, lay off date, and services being provided shall be submitted quarterly to the Rapid Response Unit as follows: October 10th, January 10th, April 10th, and July 10th.
- Provide the RRC, WSC-specific promotional flyers, etc., they want to be made available at all Orientations regardless of the session location (RRCs can provide further outreach as participants in each Rapid Response Orientation come from the Greater L.A. area)
- Designate a key staff member to act as their Rapid Response Liaison (RRL) who will be responsible for coordinating services and maintaining on-going communication with the RRC. Also, notify the Rapid Response Unit Manager of Liaison changes to schedule Rapid Response training for the new staff within 5 working days of change.
- Track RR Orientation participants who become employed because of on-site recruitment or other WSC activities and Report to the RRC all participants employed within forty-five days from the official layoff date. In order for the City to report these individuals as "Layoff Aversion" re-employment outcomes to the State, provide the following information:
    - Participant Name
    - Name of the employer participant was laid off from
    - Layoff Date
    - Name of New Employer
    - Hire Date

- Employment verification (such as correspondence on new employer letterhead or new employer direct email to WSC indicating the hire date; or Dislocated Worker earnings statement; etc.)

- Partner with the City's Layoff Aversion Provider (Economic & Workforce Development Corporation of Los Angeles County – LAEDC) as needed to maximize available resources to meet business needs.

REFERENCE

EDD Directive WSD 16-04

CITY OF LOS ANGELES RAPID RESPONSE

VERIFICATION OF EMPLOYER SERVICE(S)

Name of Employer: _____

AGENCY/WSC: _____

The Economic and Workforce Development Department (EWDD) requires WorkSource Centers (WSCs) to provide a minimum of 90 services to a minimum of 70 unduplicated employers (new and carryover) during each Program Year. This form will serve as documentation that Rapid Response (RR)/Layoff Aversion (LOA) service/s was/were rendered and will be issued at the completion of all services from a member of the Rapid Response Unit only when the following criteria is met:

- ☐ WSC has an established relationship with employer prior to layoff announcement
- ☐ WSC participated in one or more of the following Rapid Response activities:
  - o Planning Meeting – Date(s):
  - o Orientation* – Date (s):
  - o Workshops* - Date(s):
  - o Job Fair* - Date(s):
  - o Layoff Aversion*:
  - o Other: _____ ; Date(s): _____
  - o Other: _____ ; Date(s): _____

Note: Categories of services count as one service each - e.g., 3 separate orientations count as only one service.

*This is considered an employer service for WSCs who don't have an established relationship if – for an Orientation, WSCs secured at least one employer with immediate openings to attend; for workshops, sessions were tailored to employer's request (on-site or off-site) based on their employees' needs; for a Job Fair, WSCs secured employers with job openings for the event; for Layoff Aversion, WSCs collected proof from Dislocated Workers or the employer that they were rehired by the same employer, or a new employer, within 45 days from the announced or actual layoff date.

The signature below by a RR Representative verifies that the WSC named above has met the requirements to count service(s) to this employer towards their employer service goal.

Signature	Date
Name (Print)	Title

(Maintain copy of PDF signed form in Employer's File)

6-91

Selective Service Registration Policy

EFFECTIVE DATE: July 1, 2022

POLICY

All programs and services established or receiving assistance under the Workforce Innovation and Opportunity Act (WIOA) must comply with the Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the Employment and Training Administration under the WIOA. They do not apply to programs funded or solely authorized by the Wagner-Peyser Act.

BACKGROUND

Only those males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act are eligible for participation in WIOA funded programs and services. Section 189(h) of the WIOA requires the Secretary of Labor to ensure that each individual participating in any WIOA program, or receiving any assistance under the Act, has not violated the requirements of Section 3 of the Military Selective Service Act. This section requires that every male citizen and every other male residing in the United States must register with Selective Service between their 18th and 26th birthday. This section also requires the Director of the Selective Service System and the Secretary of Labor to cooperate in carrying out these provisions.

PROCEDURES

Selective Service Registration Requirements

Males born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday and up to, but not including their 26th birthday.

This includes males who are:

- Citizens of the U.S.;
- Veterans discharged before their 26th birthday;
- Non-citizens, including undocumented immigrants, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. prior to their 26th birthday; and/or
- Dual nationals regardless of whether they live inside or outside of the U.S.

For U.S. citizens, Selective Service registration is not required if the male falls within one of the following categories:

- Males who are serving in the military on full-time active duty;
- Males attending the service academies;

- Disabled males who were continually confined to a residence, hospital or institution;
- Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday; and/or
- Veterans discharged after their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the male falls within one of the following categories:

- Non-U.S. male who entered the U.S. for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
    - Date of entry stamp in his passport;
    - I-94 with date of entry stamp on it; or
    - Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. (shown along with documentation establishing the male's age).
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

NOTE: The requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. If an individual is recorded as a male, that individual would need to register for the Selective Service regardless of their present sexual identity (e.g. sex change from male to female). According to the Selective Service website, "[in] the event of a resumption of the draft, individuals born male who have changed their gender to female can file a claim for an exemption from military service if they receive an order to report for examination or induction."

This list of Selective Service registration requirements is not exhaustive; however, additional information regarding these requirements can be found on the Selective Service website at www.sss.gov. This website also provides a quick reference chart listing who must register at:

https://www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf .

Acceptable Documentation

In order to be eligible to receive WIOA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's eligibility for WIOA programs include:

- Selective Service Acknowledgement letter

- Form DD-214 “Report of Separation,” (use only if veteran was discharged after his 26th birthday)
- Screen printout of the Selective Service Verification site:

  https://www.sss.gov/Home/Verification For males who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A) and/or
- Stamped Post Office Receipt of Registration

Registration Requirements for Males Under 26

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in WIOA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA-funded services. If a male under the age of 26 refuses to register with Selective Service, WIOA-funded services must be suspended until he registers.

Non-Registration by Males 26 and Older

Grantees, subgrantees or contractors, funded or authorized by WIOA, must establish a policy for those potential participants who are 26 or older that failed to register with the Selective Service. This policy may request either a Status Information Letter from a potential participant before making a determination of knowing and willful failure to register; or (2) initiate the process to determine if the potential participant’s failure was knowing and willful without first requesting a Status Information Letter. The second option may be preferable for entities that have time limits for enrolling participants (e.g. individuals recently released from incarceration).

Before enrolling in WIOA-funded services, all males 26 and older must provide either:

- Documentation showing they were not required to register; or
- If they were required to register, documentation establishing that their failure to register was not knowing or willful.

Individuals who did not register for the Selective Service or who cannot provide any of the documentation listed in the “Acceptable Documentation” section of this directive must obtain a Status Information Letter from the Selective Service indicating whether they are required to register. The Request for the Status Information Letter form and instructions can be accessed at https://www.sss.gov/Forms . The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

Status Information Letter

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIOA-funded service. If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

An individual may obtain a Status Information Letter from the Selective Service if he:

- Believes he was not required to register; or
- Did register but cannot provide the appropriate documentation.

How to Determine "Knowing and Willful" Failure to Register

(Documentation and Model Questions)

If the individual was required but failed to register with the Selective Service, as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes by a preponderance of the evidence that the failure to register was not knowing and willful. The grantee, subgrantee or contractor that enrolls individuals in WIOA-funded activities, and is thereby authorized to approve the use of WIOA grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

Documentation

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

- Service in Armed Forces. Evidence that a male has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing and willful.
- Third Party Affidavits. Affidavits from parents, teachers, employers, doctors and others concerning reasons for not registering may help grantees in making determinations in cases regarding willful and knowing failure to register.
- Self-Attestation. Signed statement that explains the circumstance under which the individual's failure to register was not knowing and willful. This method of documentation may be sufficient if other forms of documentation or third-party corroboration are not available. For template, see Attachment 1 of WSD 16-18.

Model Questions

In order to establish consistency regarding the implementation of the requirement, local areas should consider the following questions as a model when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," authorized organizations should ask:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g. veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was "willful," authorized organizations should ask:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Finally, a participant's claim of ignorance (e.g. "I did not know…") regarding Selective Service registration requirements should not suffice as enough evidence to make a determination if his failure was knowing and willful. Ask him for more evidence to support his claim.

Results of Findings

If an authorized organization determines that an individual's failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of available WIOA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations on Selective Service.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) (Public Law 133 – 128), Section 189(h)
- Title 50 United States Code, *Military Service Act*, Appendix 453
- Workforce Services Directive WSD 16-18, Subject: *Selective Service Registration* (April 19, 2017)

(Adopted PY 14-15) (Revised PY 21-22)

Self-Sufficiency Policy

EFFECTIVE DATE: July 1, 2022

POLICY

The self-sufficiency income bases stated in this policy shall be used to determine self-sufficiency as it relates to adult and dislocated worker training eligibility.

BACKGROUND

Training services are available for individuals who, after interview, evaluation or assessment, and case management are determined to be unlikely or unable to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone. As there are different local conditions that should be considered in the determination of self-sufficiency levels, the federal regulations provide maximum flexibility to states and local areas, requiring only that self-sufficiency means employment that pays at least the lower living standard income level (LLSIL).

Establishing Self-Sufficiency Income Bases

In previous years, the WDB had set its self-sufficiency income bases (SSIB) at different levels for adults versus dislocated workers and employed a formula that included the Federal Poverty Line. This method had been found not to be an accurate measure of working families' actual income needs.

Starting in Program Year (PY) 2005-2006 the WIB had set the SSIB at the same levels for adults and dislocated workers and had employed the SSIB set forth in the Self-Sufficiency Standard for Los Angeles County, CA 2003 by Dr. Diana Pearce, University of Washington, Wider Opportunities for Women and the National Economic Development and Law Center. The data provided by the above report was extensive, but unwieldy; providing some 156 different self-sufficient wages based on various family sizes and children's ages.

Beginning July 1, 2011, the SSIB was based on the "Basic Family Wage" income levels for Los Angeles County enumerated in the report from the California Budget Project, *Making Ends Meet: How Much Does It Cost to Raise a Family in California*. This report estimated typical costs of housing and utilities, child care, transportation, food, health coverage, payroll and income taxes, and miscellaneous expenses for four hypothetical families: a single adult, a single working parent with children, a two parent family with children and one working parent, and two working parents with children. This report was last updated in 2017.

For PY 2021-2022, the City of Los Angeles WDB will continue to base self-sufficiency on the Economic Policy Institute's (EPI's) *Family Budget Calculator* https://www.epi.org/resources/budget/. This calculator measures the income a family needs in order to attain a modest yet adequate standard of living by estimating

community-specific costs for various family types (one or two adults with zero to four children) in the Los Angeles/Long Beach/Glendale metro area.

Compared with the federal poverty line and the Supplemental Poverty Measure, EPI's family budgets provide a more accurate and complete measure of economic security.

In calculating these income levels, EPI's calculator takes into account the following:

Housing Costs: Based on the Department of Housing and Urban Development's fair market rents, which represent rental costs (shelter rent plus utilities) at the 40th percentile in a given area for privately owned, structurally safe, and sanitary rental housing of a modest nature with suitable amenities. Studio apartments were used for one-adult families, one-bedroom apartments for two-adult families, two-bedroom apartments for families with one or two children, and three-bedroom apartments for families with three or four children.

Food Costs: Based on the U.S. Department of Agriculture's national "low-cost" food plan and adjusted to each area using multipliers from Feeding America's Map the Meal Gap data. The low-cost plan is the second-least-expensive of the four Official USDA Food Plans and assumes almost all food is bought at the grocery store and then prepared at home. The USDA food plans represent the amount families need to spend to achieve nutritionally adequate diets.

Child Care Expenses: Based on costs of center-based child care and family-based care for 4-year-olds and school-age children, as reported by the Child Care Aware of America. It is assumed all families in urban areas use center-based care For one-child families, the assumption is the child is 4 years old. For families with more than one child, it's assumed the additional children are ages 8, 12, and 16, respectively.

Transportation Expenses: A combination of the costs of auto ownership, auto use, and transit use. Transportation cost data were provided by the Center for Neighborhood Technology (CNT). CNT created a modified version of transportation costs from its Housing and Transportation Affordability Index to account for differences in family types.

Healthcare Expenses: Include insurance premiums and out-of-pocket costs, and assume families purchase the lowest cost bronze plans on the health insurance exchange established under the Affordable Care Act. Data on premiums come from the Kaiser Family Foundation and the U.S. Department of Health and Human Services (HHS). Out-of-pocket medical costs are calculated from HHS's Medical Expenditure Panel Survey.

Other Necessities: This includes apparel, personal care, household supplies (which include items ranging from furnishings to cleaning supplies to phone service), reading materials, and school supplies. The costs for these items come from the Bureau of Labor Statistics Consumer Expenditure Survey, and use data reported for households in the second (from the bottom) fifth of households in the household income distribution.

Taxes: Calculated from the National Bureau of Economic Research's Internet TAXSIM, an online tool that calculates information on federal personal income taxes, state income taxes, and federal Social Security and Medicare payroll taxes.

PROCEDURES

Unless updated, centers shall use the following table to determine self-sufficiency of WIOA customers.

Household Income for:	Monthly	Annual
One Adult – No Children	$3,569	$42,825
One Adult – One Child	$5,889	$70,663
One Adult – Two Children	$7,012	$84,144
One Adult – Three Children	$9,132	$109,580
One Adult – Four or More Children	$9,626	$115,513
Both Parents Working		
Two Adults – No Children	$4,697	$56,361
Two Adults – One Child	$6,716	$80,597
Two Adults – Two Children	$7,691	$92,295
Two Adults – Three Children	$9,487	$113,843
Two Adults – Four or More Children	$10,022	$120,267
One Stay-at-Home Parent		
Two Adults – No Children	$4,697	$56,361
Two Adults – One Child	$5,918	$71,016
Two Adults – Two Children	$6,468	$77,616
Two Adults – Three Children	$8,134	$97,608
Two Adults – Four or More Children	$8,669	$104,028

Distribution of Self-Sufficiency Income Bases

Updates to the self-sufficiency income bases for the City of Los Angeles WorkSource System will be distributed via Directive.

(Adopted PY 11-12) (Revised PY 20-21)

Services and Referrals to Victims of Human Trafficking Policy

EFFECTIVE DATE: July 1, 2022

POLICY

Employment is an essential step in integrating victims of trafficking into society.

BACKGROUND

Trafficking in persons affects millions of individuals worldwide. Individuals may be lured into trafficking networks through false promises of good working conditions and high pay as domestic, factory and farm workers, childcare workers, wait staff, sales clerks, models, or other occupations. Others are kidnapped. Many victims of trafficking may remain undetected because strategies used by the perpetrators isolate victims and prevent them from coming forward. Additionally, many victims of trafficking do not self-identify and may be unaware of resources and services that are available to assist them. The DOL plays a role in the U.S. Government's efforts to combat human trafficking. These methods include:

- Identifying and seeking restitution for unpaid labor performed by victims of trafficking;
- Providing training and employment services to victims of trafficking who qualify for those services, and helping them to become self-sufficient;
- Funding research and technical assistance to combat the worst forms of child labor overseas; and
- Maintaining lists of goods, including their countries of origin that are made using forced labor or forced child labor. See: https://www.state.gov/reports/2021-trafficking-in-persons-report/

POLICY AND PROCEDURES

America's Job Center of California/WorkSource Center staff is being asked to review and recognize the characteristics of human trafficking, and refer those individuals to the proper authorities and resources, provide employment and training services, and offer information and referral to other wraparound services or law enforcement.

Definitions

Section 103(8) of the TVPA defines the term 'severe forms of trafficking in persons' as:

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Employment is an essential step in integrating victims of trafficking into society, and therefore, America's Job Center of California/WorkSource Center Staff is reminded that they can assist trafficking victims in the following ways, as applicable:

1. **Recognize the characteristics of victims of trafficking and refer individuals to proper authorities and resources:**

   Many victims of trafficking do not self-identify. It is important for America's Job Center/WorkSource Center staff to recognize the characteristics of potential victims of trafficking and refer them to the proper authorities and resources. The following are ways in which to identify potential victims of trafficking:

   - The potential victim does not possess identification and/or travel documents.
   - The potential victim appears to be coached on what to say to law enforcement and immigration officials.
   - The potential victim was recruited for one purpose and forced to engage in some other job.
   - The potential victim's salary appears to be being garnished to pay off a smuggling fee. (Note: Paying off a smuggling fee alone is not considered trafficking.)
   - The potential victim appears to have been forced to perform sexual acts.
   - The potential victim does not appear to have freedom of movement.
   - The potential victim and/or his or her family have been threatened with harm if the victim attempts to escape.
   - The potential victim has been threatened with deportation or law enforcement action.
   - The potential victim has been harmed or deprived of food, water, sleep, medical care, and/or other life necessities.
   - The potential victim cannot freely contact friends or family.
   - The potential victim is a juvenile engaged in commercial sex.
   - The potential victim is not allowed to socialize or attend religious services

   For information about hotlines that frontline staff can call to get help for potential victims, refer to the U.S. Department of State's trafficking hotline list at https://www.state.gov/domestic-trafficking-hotlines/

   If an individual is under immediate threat or states that they are in danger, staff should call 911.

2. **Provide employment and training services:**

   United States citizens or lawful residents who are victims of trafficking can receive the same America's Job Center of California/WorkSource Center services that are provided to the general public under WIOA. Specifically, Section 188(a)(5) of the WIOA further prohibits discrimination against certain non-citizens and indicates that participation in programs, activities, and receiving funds shall be available to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, refugees, and parolees, and other immigrants authorized by the Attorney General to work in the U.S. Also, this is discussed under Section 107(b) of the TVPA where it is indicated that certain foreign nationals are also eligible for WIOA services. This includes:

   - Victims of a severe form of trafficking in persons, or
   - Individuals granted a nonimmigrant "T" visa.

   The T non-immigrant Status (T visa) is available to individuals who are, or have been victims of human trafficking, and protects these victims of human trafficking by allowing them to remain in the U.S. to assist in an investigation or prosecution of human trafficking. Additional information about T visas and the Department of Health and Human Services (HHS) certification process can be found in TEGL 19-01 Change 1. Individuals who are granted T visas from the Department of Homeland Security are also eligible for WIOA I services.

   For purposes of being eligible for WIOA services, as a victim of a severe form of trafficking:

   - Individuals 18 years of age or older must have been subjected to an act or practice described in the definition of "severe forms of trafficking in persons" and have received a letter of certification issued by the HHS 22 U.S.C. § 7105(b)(1).
   - Children under 18 years old who have been subjected to a severe form of trafficking need not be certified by HHS to be eligible for services; instead, HHS issues Letters of Eligibility to victimized children of trafficking. As with any participant, they must meet all applicable program eligibility requirements to receive WIOA services.

   Employment and training services for victims of trafficking should follow the same procedures and case management processes as given to other America's Job Center of California/WorkSource Center customers. However, in the case of victims of trafficking, services may need to be tailored and adapted to match the particular needs of this population. For instance, victims of trafficking may have Limited English Proficiency (LEP), criminal records (e.g. prostitution), or limited resumes.

   Victims of trafficking who have LEP will likely require referrals to courses in English as a Second Language (ESL) in order to enhance job readiness. America's Job Center of California/WorkSource Center staff should work with local training providers and community colleges to find ESL course offerings, as

needed. The TEGL 26-02 (“Publication of Revised Guidance Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons”) and TEN 14-05 (“Release of On-Line Training Resources and Census Data on Limited English Proficiency Individuals in Local Workforce Areas and a translatable Glossary of Workforce Terms”) provide some resources and guidance on working with LEP persons.

3. **Offer information and referral to other wraparound services and/or law enforcement:**

   In most cases, victims of trafficking will approach America’s Job Center of California/WorkSource Centers toward the end of their rehabilitation process and will have already been working with other nonprofit organizations and governmental agencies.

   In the event that the victim has not yet received services, it is important for America’s Job Center of California/WorkSource Center staff to be aware and utilize local resources and service providers, particularly non-profit organizations that provide services to trafficking victims. Service providers for trafficking victims can also refer or accompany their clients to the nearest America’s Job Center of California/ WorkSource Center when they are ready for employment and training services.

   A description of available services for victims of trafficking can be found here https://oag.ca.gov/human-trafficking/help If no local service providers are known, the (NHTRC) at 1-888-373-7888 can help determine best steps for assisting the individual.

Single Audit Policy and Procedures

EFFECTIVE DATE: JULY 1, 2022

POLICY STATEMENT

This policy provides guidance to all Economic and Workforce Development Department (EWDD) subrecipients on the revised audit requirements for federal awards in accordance with the provisions of the Uniform Guidance 2 CFR 200, Sub Part F, 200.500 to 200.521, Audit Requirements.

POLICY AND PROCEDURES

Requirement for Audit

The Uniform Guidance 2 CFR 200.501 requires subrecipients that expend $750,000 or more of Federal awards and sub-awards during the entity's fiscal year to have a single audit or a program-specific audit.

Single Audit
A subrecipient that expends $750,000 or more of Federal awards and sub awards during the entity's fiscal year must conduct a single audit.

Program-Specific Audit
When a subrecipient expends $750,000 or more during the entity's fiscal year under only one Federal program, the subrecipient may elect to have a program-specific audit conducted in accordance with the provisions of the Uniform Guidance. The cost of a program specific audit is allowable to that program.

Exemption from Audit
When Federal awards and sub-awards expended are less than $750,000 during the entity's fiscal year, a subrecipient is exempt from Federal audit requirements for that year. In those instances, EWDD requires the subrecipient to submit a written certification stating the exemption.

For-profit Subrecipient
The audit requirements in 2 CFR 200.500 to 200.521 do not apply to for-profit subrecipients. Those requirements make the pass-through entity responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. In accordance with that direction, EWDD requires all for-profit subrecipients to follow the guidance established in this policy and procedures for the conduct of audits, either single audits or program specific audits, depending on whether the entity is multi-funded or receives only one source of federal funds, and the level of total Federal expenditures incurred in the organization's fiscal year.

Subrecipients and Contractors [1]
An auditee may simultaneously be a subrecipient and a contractor. Federal awards expended as a subrecipient are subject to audit. The payments received for goods or services provided as a contractor are not Federal awards.

Frequency of Audits (2 CFR 200.504)
Audits must be performed annually.

Sanctions (2 CFR 200.505)
In cases of continued inability or unwillingness to have an audit conducted in accordance with these requirements, the EWDD will impose sanctions which may include but are not limited to suspension of payments or termination of City contract(s). EWDD may, at its sole discretion, have a single audit or program specific audit conducted in accordance with the provisions of the Uniform Guidance. The cost of such audit will be chargeable to the subrecipient.

Auditee Responsibilities (2 CFR 200.508)
The auditee must:

- Procure or otherwise arrange for the audit (2 CFR 200.509, Auditor Selection);
- Provide EWDD with a copy of the engagement letter no later than 6 months prior to the audit submission due date;
- Prepare the appropriate financial statements and the schedule of expenditures of Federal awards for the fiscal year audited (2 CFR 200.510, Financial Statements);
- Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan (2 CFR 200.511, Audit Findings); and
- Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit (2 CFR 200.508(d)).

Report Submission

- The single audit report package must be completed and submitted electronically to the Federal Audit Clearinghouse (FAC) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period (2 CFR 200.512, Report Submission).

[1] See Uniform Guidance 2 CFR 200.332 – Subrecipient and Contractor Determinations.

- A copy of the single audit report must also be submitted within the same period stated above to:

  City of Los Angeles
  Economic and Workforce Development Department
  Attn: Financial Management Division (FMD) – Audit Section
  1200 West 7th Street
  Los Angeles, CA 90017

- If the due date falls on a weekend or Federal holiday, the reporting package is due the next business day.
- The auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information.

Audit Documentation and Access to Documentation (2 CFR 200.517)
The auditee must ensure that the auditor retains audit documentation and reports for a minimum of three years after the date of issuance of the auditor's report(s) to the auditee, unless the auditor is notified in writing by the cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or EWDD to extend the retention period.

When the auditor is aware that the Federal agency, EWDD, or auditee is contesting an audit finding, the auditor must contact the parties contesting the audit finding for guidance prior to destruction of the audit documentation and reports.

Audit documentation must be made available upon request from the cognizant or oversight agency for audit or its designee, cognizant agency for indirect cost, the General Accounting Office, and/or EWDD and its representatives at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities. Access to audit documentation includes the right of the above agencies to obtain copies of audit documentation, as is reasonable and necessary.

REFERENCES

Uniform Guidance 2 CFR 200, Sub Part F, Audit Requirements, 200.501 to 200.521

- Uniform Guidance 2 CFR 200, Sub Part D, Post Federal Awards Requirements, 200.331, Requirements for Pass-Thru Entities
- WSD 20-03 Audit Requirements
- City Directive FMD 17-003, Audit Requirements-Policies and Procedures
- City Contract, Section 608, Audit and Inspections

(Adopted PY 19-20)

Stand-In Cost Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy establishes guidelines for the proposal and approval of stand-in costs to replace disallowed costs.

BACKGROUND

Stand-in costs are non-Federal costs that may be substituted for disallowed costs identified through monitoring, audits, special investigations, and/or other types of review, when certain conditions are met. This policy applies to all funded programs of the Economic and Workforce Development Department (EWDD).

POLICIES & PROCEDURES

Stand-in costs must meet the following criteria to be considered and accepted:

- Must be allowable costs that were actually incurred for the benefit of the funded program and paid by non-Federal funding sources. Thus, for example, the dollar value of in-kind donations cannot be recognized as stand-in costs. Additionally, since costs must be net of credits under the governing cost principles, the dollar value of discounts cannot be considered allowable costs.
- Must have been included within the scope of the organization's single audit (not necessarily tested but potentially subject to testing). This means that the costs must be recorded and included in the financial statements presented by the agency to the auditor for audit. Failure to include unbilled costs disqualifies the costs for stand-in consideration.
- Must have been accounted for in the subrecipient's financial system. This means that the unbilled expense must be recorded and documented in the books of accounts. It cannot be presented as a separate consideration outside the entity's accounting system.
- Must be adequately documented in the same manner as all other program costs. This means that the unbilled expense must be treated in a manner consistent with cost principles affecting other expenses, including but not limited to the cost allocation methodology and supporting documentation requirements.
- Must be reported to the City in the period in which it was incurred. The subrecipient must report stand-in costs on the Stand-in line item in its report of expenditures to the City. The subrecipient shall submit a written request to use stand-in costs stating the purpose, amount of stand-in and disallowed costs to be substituted, and the documentation to support the stand-in for City audit. City

staff will make a determination whether the stand-in costs will be accepted as a resolution for disallowed costs.

The source of stand-in costs is intended to be limited to the same entity that incurred the disallowed costs. If the cause of the disallowed costs was fraud, the City will not consider proposals of stand-in costs to substitute for such costs.

Examples of Stand-In Costs

- Staff salaries and benefits paid from the subrecipients' own funds;
- Facility costs paid for by the subrecipient from its own funds,
- Supplies, transportation expenses, and other program related expenditures paid for by the subrecipient's own funds,
- Cash match (i.e., expenditures of the organization used as non-federal match share) in excess of the required match may also be considered for use as stand-in costs.

Exclusions to Stand-in Costs

Stand-in costs cannot be created using circumstances or conditions that appear to be legitimate liabilities if no actual costs are incurred by any entity. Certain costs, including in-kind contributions, are not considered unpaid program liabilities but rather as in-kind match. Therefore, they cannot be used as stand-in costs because they cannot be charged to the federal grant.

Examples of other costs that are not allowable as stand-in costs are:

- Uncompensated overtime;
- Unbilled premises costs associated with fully depreciated publicly owned buildings;
- Discounts and rebates;
- Allocated costs derived from an improper allocation methodology; and
- Any State share of the cost of State and community college tuition.

REFERENCES

- Workforce Innovation and Opportunity Act, Subtitle E- Administration, Section 185(f)(2) Reports; record keeping; investigations
- US Department of Labor One-Stop Comprehensive Financial Management Technical Assistance Guide Part II, Chapter 12, Audits and Audit Resolution, pages 12-12 to 12-14, https://www.doleta.gov/grants/pdf/TAG_PartII_July2011.pdf
- 68 Comptroller General 247, B-208871.2, February 9, 1989, Procurement Payment/Discharge - Costs – Substitution https://www.gao.gov/products/464734

- Employment Development Directive WIAD05-17, Audit Resolution https://www.edd.ca.gov/jobs_and_training/Active_Directives.htm

(Adopted: PY 19-20)

WDB and EWDD Support of Grant Applications

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy serves as a guide for organizations requesting letters of support from the City of Los Angeles Workforce Development Board (WDB) and/or the Economic and Workforce Development Department (EWDD) for workforce related grants. Additionally, this policy provides specific parameters that the WDB and EWDD will utilize in making determinations to provide those letters.

BACKGROUND

The City of Los Angeles WDB and EWDD receive requests for letters of support, partnership agreements and/or memorandums of understanding (MOU) for various workforce-related grant applications. There may be instances when the WDB and EWDD will compete for the same grant opportunity along with the organization(s) requesting the letter of support, partnership agreement or MOU. On occasion, multiple organizations may seek the same grant opportunities and related support. This policy is intended to set parameters in determining under which circumstances the WDB and EWDD letters of support, as well as the level of commitment, should be provided.

PROCEDURES

A Requestor must make the request for the support letter to the Resource Development Unit (RDU) staff by written correspondence (via email) **a minimum of ten business days in advance.** The requestor must detail and demonstrate the intent to collaborate with the WDB and WDB supported organizations (i.e. Workforce Development System, YouthSource, Economic Development), as appropriate. In addition, the request must include the following information:

- Grantor Agency, Program Name and Nature of the Grant
- Time period of Grant (including an evaluation period)
- Intention for collaboration with the WDB
- Proposed funding amount
- Proposed Grant partners
- Program Design
- Program Abstract or Executive Summary

The RDU will be responsible for processing and tracking letters of support. As such, advanced notice is required (a minimum of ten business days) in order to allow staff sufficient time to review the request, coordinate with WDB and/or executive staff to ensure the proposal is in alignment with the WDB and EWDD's mission. Upon the receipt and review of the required grant abstract or executive summary, RDU will obtain

the necessary approvals to release the letter of support. EWDD letters of support will be signed by the General Manager or designee. WDB letters will be signed by the Executive Director or designee.

The WDB and EWDD will provide letters of support to organizations submitting workforce related grant applications, (including occasions when the City may be submitting competing applications) only under the following circumstances:

- If the City is included as a partner in the proposal with an intent to enter into a formal MOU reflecting the partner roles/responsibilities; The proposer is a current contractor within the City's Workforce Development System;
- If the proposer is not a current contractor, then the Requestor's proposed program design should reflect integration with the City's Workforce Development System.

As a supporter of and/or partner in the proposer's grant application, the WDB and EWDD will request successful awardees to report back regarding the status of the grant and proposed program as soon as notification is made by the funder.

WDB Notification Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The Workforce Development Board (WDB) of the City of Los Angeles, is to be notified by the City of Los Angeles, Economic and Workforce Development Department (EWDD) upon finding or being notified of any performance and/or administrative issues, sanctions, disallowed costs, financial stability concerns, or any official government investigations involving a service provider(s) to EWDD, funded by Workforce Innovation Opportunity Act (WIOA) funds.

BACKGROUND

The Workforce Development System (WDS) currently reports performance and administrative issues to the WDB annually through its Annual Performance Evaluation. Additionally, EWDD currently makes all funding and contract renewal recommendations for existing contractors to the WDB prior to executing new agreements through the Annual Plan approval process.

EWDD has updated its policies and procedures to ensure that the WDB is notified of performance and/or administrative issues, sanctions, or disallowed costs, financial stability concerns, and any official government investigations involving a WorkSource (WSC) or YouthSource (YSC) Center provider subject to confidentiality parameters and approval by the Los Angeles City Attorney.

PROCEDURES

EWDD will notify the WDB through a WDB Report when a WSC or YSC service provider has been deemed to have any outstanding disallowed costs, financial stability concerns or any investigations in addition to performance and administrative issues. Additionally, all complaints received by EWDD's Equal Opportunity (EO) Compliance Unit will be documented on a continuous basis. Information pertaining to the number and category of complaints received relative to each WSC/YSC will be reported to the WDB on an annual basis.

Service providers will be provided due process with regards to ongoing performance and/or administrative issues, sanctions, questioned or disallowed costs, financial stability concerns and any official government investigations, prior to the WDB being notified.

Thresholds to be reached:

<u>Fiscal</u>

- Financial Management Division (FMD) to have commenced and completed its Fiscal Resolution process to determine if a questioned cost is disallowed.

- Financial Management Division (FMD) to have commenced and completed its audit process to determine that an organization has financial stability concerns.

Administrative

- EWDD Incident Response (IR) Group to determine that an ongoing internal or external investigation can be reported to the WDB, subject to confidentiality parameters and approval by the Los Angeles City Attorney. IR Group includes, EWDD Executive Staff, affected Division Directors, City Attorney and IR Coordinator.

Upon reaching the necessary thresholds, EWDD will prepare and deliver a report to the WDB.

Reporting Timeframes

The WDB shall be updated as to the status of WSC service providers with performance, administrative, outstanding questioned and/or disallowed costs, financial stability concerns or any pending investigations:

- Annual Plan Process: March - June
- Performance Evaluation Process: November - December
- As needed when Certification may be revoked or an agreement may be terminated due to extenuating circumstances such as but not limited to, poor performance or confirmed organizational findings of fraud and abuse, and/or financial issues discussed herein.

WIOA/TAA Co-Enrollment Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The Trade Adjustment Assistance (TAA) Code of Federal Regulations dictates that all TAA eligible workers must have access to core and intensive services through the America's Job Center of California network. Co-enrollment in the TAA and Workforce Innovation and Opportunity Act (WIOA) will ensure workers are connected to education, training, information resources, and employment in a timely and effective manner following displacement.

BACKGROUND

The TAA program is a federal program that assists U.S. workers who have lost or may lose their jobs because of foreign trade. This program provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. The Federal Regulations of the TAA program require coordinating the administration of the TAA program with the WIOA program to ensure trade-affected workers obtain all the benefits and services they are eligible to receive. With a state and federal goal of 100 percent statewide compliance, this federal mandate is met through 'WIOA/TAA co-enrollment[1].

Co-enrollment entails a high level of communication and coordination among WIOA and TAA partners. Because of this, through a Memorandum of Operation (MOO), the City of Los Angeles has negotiated WIOA/TAA co-enrollment guidelines with the California Employment Development Department (EDD) to be implemented by the WorkSource System. Co-enrollment procedures include areas of responsibility relating to assessments for TAA workers, TAA case management, service planning, training services, client data entry, supportive services, post-training placement assistance, and follow-up services.

POLICY

Per the executed MOO with EDD, effective January 2, 2018**,** the WDS is committed to delivering customer-focused, integrated, and coordinated services; to sharing relevant customer program information and records (with the participant's written consent), including referrals, assessment results, training plans, progress reports, sign-in sheets, and job development strategies; to coordinating cohesive and consistent services, that complement and strengthen the services offered by each of the organizations; and to motivating respective customers to utilize the full spectrum of each partner's services to enhance successful program outcomes.

[1] Co-Enrollment means enrollment in more than one program at a time to allow for coordination of training and services. Co-enrollment across funding streams helps leverage limited resources, eliminates duplication of services, and helps meet the needs and expectation of all customers.

Co-enrollment procedures are clearly delineated in the Trade Act Co-enrollment Technical Assistance Guide (TAG), DE 8306 Rev 5, dated June 2015 and such shall be adhered to in the implementation of TAA and WIOA co-enrollment practices.

EWDD and EDD have further agreed that the City's Rapid Response Unit serves as the starting point of co-enrollment and a front-line marketing tool for both the WIOA and TAA programs. As outlined in TEN31-11, City Rapid Response coordinators are required to coordinate each session with all applicable partners and/or include all required Rapid Response material at each Rapid Response/TAA session.

WorkSource Centers shall:

1. Designate WSC staff, including Case Managers, to attend EDD's TAA/WIOA Co-Enrollment training at minimum once per year.
2. Designate a point of contact to attend an EWDD-facilitated forum where co-enrollment issues and concerns are addressed timely.
3. Ensure WSC staff adheres to the EDD's Trade Act Co-Enrollment Technical Assistance Guide DE8306 Rev 5 (6-15), which includes the purpose and policy of WIOA/TAA co-enrollment; roles and responsibilities; and step by step WIOA/TAA co-enrollment procedures.
4. Ensure all WSC decisions relative to the provision of services to the TAA/WIOA eligible clients are made in the best interest of the clients and in alignment with local, state, and federal policies.
5. Maintain a paper-based case file with the original and/or copies of all applicable TAA/WIOA co-enrollment documentation (such as, referral form DE 8308)
6. Provide services in accordance with the following procedures:
    a. Participate in TAA Orientations as coordinated by the City's Rapid Response Unit when invited by EDD staff;
    b. Case Management: Discuss career goals, barriers, career changes, and any discussions involving advice or guidance to a WIOA/TAA co-enrolled worker;
    c. Barriers to Employment: Discuss and document lack of transportation, language barriers, and/or educational levels;
    d. Provide Comprehensive Assessment: An extensive examination testing a client's proficiency in a specific field and/or their education level. A comprehensive assessment is a tool to measure a client's proficiency levels in math, English, etc.;
    e. Job Referrals: Assist TAA clients with suitable job referrals;
    f. Job Placement: **Assist TAA clients** in finding jobs that match their skills and abilities; and

g. Supportive Services (20 CFR, 663.800): Whenever necessary and if funds exist, provide TAA clients with WIOA allowable supportive services assistance.

EDD will ensure that:

1. WSCs receive the administrative/policy guidance and available resources for the necessary TAA-funded services required by each participant's Individual Employment Plan (IEP).
2. EDD will further provide and support staff development activities that enhance the implementation of this TAA/WIOA Co-Enrollment Policy.
3. The TAA-eligible participant receives a handout indicating the deadlines to maintain eligibility (to be issued during the interview process with the TAA specialist, and a copy to be provided to the WIOA case manager to facilitate compliance).
4. City's Rapid Response Unit obtains a copy of TAA Orientation sign-in sheets to track who has been to both Rapid Response and TAA Orientations with the understanding that participant information will ONLY be used for this purpose and will not be shared with any third party or used for marketing purposes until EDD has obtained the WIOA/TAA co-enrollment/referral form (DE8308), which must be signed by the customer, partner, and EDD Representative.
5. EDD Workforce Services Division runs a QMF to enhance outreach efforts, contingent on the City providing appropriate justification.
6. Participants receive all TAA related forms in their native language (once these are developed).
7. TAA services are provided in accordance with the following procedures:
    a. TAA Orientations: Led and facilitated by TAA;
    b. Case Management: Discuss career goals, barriers, career changes, and any discussions involving advice or guidance to a WIOA/TAA co-enrolled worker;
    c. Barriers to Employment: Discuss and document lack of transportation, language barriers, and/or educational levels;
    d. Job Referrals: Assist TAA clients with suitable job referrals;
    e. Job Placement: **Assist TAA clients** in finding jobs matching their skills and abilities;
    f. Training Support: Fund client training through the TAA program; and
    g. TAA Benefits and Services: Provide TAA benefits and services in accordance with published TAA guidance (i.e., current, and published TAA Policy and Procedure Checklist).

NOTE: There are no retroactive reimbursements for services rendered through WIOA prior to TAA certification. However, once WIOA participants enrolled in a training program are deemed eligible under TAA, the following options may proceed based on what best meets the needs of the participant and funding guidelines:

1. WIOA funded training continues its course until a natural break occurs (e.g., semester ends, module completion, etc.), then if deemed necessary, TAA funds any additional training;
2. WIOA expends up to the maximum $7,500 training cap, and TAA funds any additional training not to exceed its maximum allowance; and
3. WIOA remains the only funding source for training when training does not meet the 6 criteria for approved TAA funding.

For additional information refer to the WIOA and TAA Co-Enrollment Policy and Procedures WSD14-15, dated June 26, 2015.

(Adopted PY 18-19) (Revised PY 21-22)

Work Experience and Transitional Jobs Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy outlines the requirements for work experience and transitional employment for the Adult and Dislocated Worker Programs.

BACKGROUND

Work Experience is defined as a planned, structured learning experience that takes place on a worksite for a limited amount of time. It is structured to provide an individual with behavioral and occupational skills that are workplace appropriate. It may be paid or unpaid and located in private, nonprofit or public sectors.

Transitional Jobs are defined as time-limited work experiences that are subsidized and are planned, structured learning experiences that occur in a workplace. The final WIOA regulations state: *"*A transitional job is one that provides a time-limited work experience, that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local WDB. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

POLICY

The goal of work experience is to establish a work history for the individual that demonstrates success in the workplace and develops the skills that lead to retention in unsubsidized employment. The City recommends that work experience be paid, be provided to individuals lacking a significant work history, and be combined with supportive services. Subsidized work-based training and employment has many benefits, such as providing participants with an opportunity to gain new skills, exposure to a new profession, and experience to enhance their résumé. It can also serve as an effective transitional tool to move an unemployed participant into permanent employment.

Work Experience is designed to provide the individual with specific behavioral and occupational skills needed to succeed in the workplace. It should be linked to achievement of a necessary skill level, limited in duration, combined with other activities, and based on a service strategy particular to each client. It primarily functions as a workplace-values activity, as opposed to a training activity, which is for the acquisition of specific occupational or job skills.

Labor standards apply to any work experience where there is an employee/employer relationship, as defined by the Fair Labor Standards Act.

Work experience should be designed to promote the development of good work habits

and basic work skills. When combined with other services, work experience should be provided concurrently or sequentially to these services to increase the basic education and/or occupational skills of the customer (as detailed in the adult Individual Employment Plan [IEP] or youth Individual Service Strategy [ISS]). Work experience may be combined with community service or conservation service corps programs.

Transitional Employment provides an individual work experience that occurs within the context of an employee/employer relationship. It is an allowable activity for individuals with barriers to employment who are chronically unemployed or have inconsistent work history. Transitional Employment is designed to ensure that the people most in need of employment assistance transition to full participation in the labor market and is an allowable use of Work Experience. WIOA allows up to 10% of Adult and Dislocated Worker funds to be used for transitional jobs for individuals with barriers to employment.

Unlike On-the-Job Training (OJT), transitional jobs are career services activities. The program provider may act as the employer of record or there may be a joint employment relationship between the worker, the firm in which the worker is placed, and the program provider.

Transitional jobs must be combined with other comprehensive career services and supportive services.

Contractor shall ensure that participants who are placed in Work Experience or Transitional Jobs do not report directly to family members or friends.

The Workforce Development System providers shall ensure that transitional jobs do not result in the loss of public benefits. The City currently has a standard Work Experience Training Agreement. This document should be modified as needed and used for all WIOA-funded Work Experience and Transitional Jobs activities.

PROCEDURES

Orientation

The contractor must conduct an Orientation for both the participant and the worksite training provider before the start of the work experience. This should include a visit to the actual job site, a review of the tasks and/or skills to be gained during the training, a discussion of the wages and benefits to be paid to the participant, and a review of the other conditions within the Worksite Training Agreement, including reimbursement to the employer and the submission of progress reports by the employer.

Benefits and Working Conditions

In the development and conduct of work experience and internships, contractors must ensure that participants are not assigned to work for employers that do not comply with applicable labor laws, including wage and hour provisions, occupational health and safety provisions, and child labor laws. To the extent applicable, worker’s compensation benefits should be available with respect to injuries suffered by participants while on the job.

Participants shall not be required to work, be trained, or receive services in buildings or surroundings or under working conditions that are unsanitary, hazardous, or dangerous to the participant's health and/or safety. A participant employed or trained for inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

Monitoring Responsibilities

Monthly on-site monitoring of the work experience, transitional job, or internship is the responsibility of the contractor and shall be done by a person other than the designated staff who developed the work experience/transitional job/internship agreement. The contractor must ensure that the following requirements are met:

- Participant receives the training/services/skills as specified in the training outline/plan of the Worksite Training Agreement.
- Participant acknowledges training and services received as reported on the invoices submitted for training wages, if applicable.
- Participant and employer receive copies of the executed worksite training agreement prior to the start of the work experience.

The worksite supervisor shall prepare and submit a progress report, which has been discussed and signed by the participant, at least once monthly, or as negotiated with the worksite supervisor by the contractor staff.

Completion

All work experience should be linked to achievement of a necessary skill level, limited in duration, combined with other career services activities, and based on a service strategy particular to each client. The contractor shall issue a certificate of completion to the participant upon completion. A copy of the certificate shall be placed in the client file together with all the paperwork connected to the activity.

REFERENCES

DOLETA TEGL No. 3-14 (July 30, 2014)

U.S. DOL The Workforce Innovation and Opportunity Act Overview (July 22, 2014)

EWDD Work Experience Guidelines

20 CFR 603.651 WIOA ACT, Final Rule

20 CFR 680.150, 20 CFR 680.190 & 20 CFR 680.195

Worker Displacement Prohibition

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the guidance and establishes the procedures regarding the prohibition on the replacing of regular employees with Workforce Innovation and Opportunity Act (WIOA) participants, and against infringing on the promotional opportunities of currently employed individuals. This policy applies to Local Workforce Development Areas and other recipients of WIOA funds.

BACKGROUND

The WIOA Section 181(b)(2) states the general prohibitions against displacing current employees and against impairing existing contracts for services and collective bargaining agreements. Additionally, WIOA Section 181(b)(3) states the prohibitions against replacing laid off employees with WIOA participants and against using WIOA participants to replace employees who have been terminated with the intent of so replacing them. Section 181(b)(3) of WIOA further prohibits infringement on the promotional opportunities of currently employed workers. Further information and clarification regarding federal requirements for ensuring that WIOA participants do not displace other employees can be found in 20 CFR Section 683.270(a) through (c). Finally, 20 CFR Section 683.270(d) provides that regular employees and program participants alleging displacement may file a complaint under applicable WIOA grievance procedures.

POLICIES & PROCEDURES:

Participants in programs and activities authorized under WIOA Title I may not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).

Participants in programs and activities authorized under WIOA Title I may not prohibit the impairment of existing contracts for services or collective bargaining agreements. When a program or activity authorized under WIOA Title I would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

A WIOA participant may not be employed in, or assigned to, a job if any of the following is true:

- Any other individual is on layoff from the same or any substantially equivalent job.
- The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its

workforce with the intention of filling the vacancy so created with the WIOA participant.

- The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers as of the date of the participation.

Regular employees and program participants alleging displacement may file a complaint under the applicable grievance procedures found in WIOA Section 181(c) and 20 CFR Section 683.600. Contractors are required to establish and maintain procedures for participants and other interested parties to file grievances and complaints alleging violations of WIOA Title I requirements as outlined in WSD18-05.

REFERENCES

- WIOA (Public Law 113-128) Sections 181(b)(2) and (3)
- Title 20 Code of Federal Regulations (CFR) Section 683.270
- Workforce Services Directive WSD18-05, Subject: WIOA Grievance and Complaint Resolution Procedures (September 4, 2018)

(Adopted PY 20-21)

Working Definition of the Green Economy and Green Jobs

EFFECTIVE DATE: July 1, 2022

BACKGROUND

To dispel confusion regarding the green economy and green jobs, the Bureau of Labor Statistics (BLS) in March 2010 developed a definition of green jobs for use in data collection (last modified in January 2013).[1] BLS defines green jobs as either:

- Jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources
- Jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

Critical to the understanding of the green economy and green jobs, the BLS definition will be the accepted definition throughout the City of Los Angeles Workforce Development system. This definition will be applied throughout the Workforce Development System to capture training and employment data in the green economy and to simplify the reporting processes.

In April 2015, Mayor Garcetti released a Sustainable City pLAn (*pLAn*) that set sustainability as a core value for the City and a course for economic and environmentally sustainability. As part of the *pLAn* strategy, the Mayor issued Executive Directive No. 7-Sustainable City pLAn, that orders all General Managers, Heads of Departments/Offices and Commissions to utilize the *pLAn* as a tool for strategic planning and program prioritization and to take ownership of associated components in their respective jurisdictions. In accordance with the *pLAn* and directive, the Workforce Development Board and EWDD work collaboratively with a variety of partners on the creation of services to green businesses and green jobs.[2]

[1] The Bureau of Labor Statistics published the final definition of the green economy in the September 21, 2010, Federal Register.

[2] City of Los Angeles Sustainability pLAn, First Annual Report 2015-2016, Second Annual Report 2016-2017, Third Annual Report 2017-2018.

POLICY

This policy requires that all City of Los Angeles WorkSource and YouthSource Center operators use the definition of green jobs developed by the BLS to identify the number of green jobs and related training programs reported and tracked in the State's CalJOBS^{SM} system.

PROCEDURE

Consistent with the definition, all WIOA-funded contractors are required to report participants that have received "green training" and are placed into employment in green jobs. This data will be captured at the time of closure (exit) of participants via CalJOBS.

REFERENCES

Sommers, Dixie, January 2013 Monthly Labor Review, Bureau of Labor Statistics Green Jobs Overview.

City of Los Angeles Sustainability pLAn

Executive Directive No. 7, issued by Mayor Garcetti on April 8, 2015

(Adopted PY 16-17) (Revised PY 20-21)

WorkSource Center Customer Flow

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The WorkSource Centers will ensure that customers are able to access self-directed services and, if determined eligible under the Workforce Innovation and Opportunity Act (WIOA), are able to access Career Services. In conjunction with the customer, each WorkSource Center (through its Integrated Services teams, which are comprised of a WorkSource Center and co-located partners such as the Employment Development Department (EDD), and/or a Los Angeles Unified District (LAUSD) Navigator, and/or other strategic partner staff) shall consider the entire array of career and training services available under WIOA when determining which services to provide.

BACKGROUND

The WIOA Adult and Dislocated Worker formula programs, in coordination with Wagner-Peyser (WP), are pivotal pieces of the one-stop delivery system, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of adults and dislocated workers. The adult and dislocated worker programs are required partners of the one-stop delivery system. WIOA has made significant reforms on how career services are delivered in the one-stop system. Under WIOA, adults and dislocated workers may access career services and training services. WIOA provides for a workforce system that is universally accessible, and customer centered. WIOA provides career and training services at nearly 2,500 nation-wide one-stop centers. Training is supported through a robust Eligible Training Provider List, comprised of entities with a proven capability of securing quality employment outcomes for participants. WIOA also provides enhanced access and flexibility for work-based training options, such as Registered Apprenticeship (RA), on-the-job training, customized training and incumbent worker training.

PROCEDURES

WorkSource Customer Flow

Services received by a WIOA client will vary, based on his/her particular needs, informed choice, availability of funds and resources. Determination of necessary career and training services shall be determined through individual assessments completed by ISD teams and shall not be based on receiving prior services.

Both mandatory and voluntary partners shall participate at the WorkSource Centers to provide the services that are required as mandated by law. The career services to be provided by each partner shall be outlined in a memorandum of understanding, which will include cost and resource sharing. Access to career services shall be seamless as a result of a well-designed integrated service strategy and includes all the partners of a WorkSource Center.

Welcome Team

Each WSC shall establish a "Welcome Team" whose core functions will include:

- Greeting and orienting customers to WSC programs and services;
- Conducting initial jobseeker skills and needs assessment to determine appropriate services;
- Referring jobseekers to:
    - Jobs.LA registration for self-directed services and/or
    - WSC Orientation and Enrollment (if determined eligible under WIOA); and
- Collecting data for CalJOBS^{SM} registrations.

CalJOBS Enrollment

All WSC program participants seeking services at a WSC, whether self-directed or staff-assisted, must be directed to CalJOBS.ca.gov to complete registration. CalJOBS provides WSC participants access to online employment services, including labor market information, job placement and training services.

WSC Services & WIOA Registration

When jobseekers receive a WIOA Service other than self-service or information-only activities, and have met eligibility determination requirements, the individuals must be registered into WIOA. Additionally, EO data must be collected on all individuals being considered for WIOA Title I financially assisted aid, benefits, services, or training. The Welcome Team staff shall refer jobseekers to the following career services:

- WSC Orientations;
- Initial Assessment;
- WSC workshops, which may include job clubs; resume preparation; interview techniques; and job search skills

Following the "initial assessment," the Welcome Team staff will determine whether the jobseeker is ready for employment or if additional skills development is necessary. If determined as requiring additional skills development, the customer will be referred to the Skills Team. If determined job-ready, the customer will be referred to the Employment Team.

Skills Team

The Skills Team will conduct a comprehensive skills and career assessment to identify skills, aptitudes, interests, barriers to employment and supportive service needs. An Individual Employment Plan (IEP) will be developed for each jobseeker that will identify career services and/or training required to secure gainful employment. Career and training services may include basic skills remediation, computer training, vocational training, and/or on-the-job training.

Employment Team

The Employment Team will provide assistance with job placement, career counseling and coaching, job retention and supporting services to job seeking customers and to provide skilled, qualified applicants to local business and employers.

Program Services

Career Services – WIOA authorizes that "career services' for registered adult and dislocated worker participants. There are three types of "career services" and they are as follows:

- Basic Career Services
- Individualized Career Services
- Training Services

Basic Career Services

Basic Career Services are universally accessible and must be made available to all individuals seeking employment and training services. Generally, these services involve less staff time and involvement and include services such as initial skill assessments, labor exchange services, job posting information, job clubs, job fairs, provision of information on programs and services, and program referrals. Basic Career Services do not require WIOA registration or enrollments. [TEGL 19-16]

Individualized Career Services

Individualized career services must be provided to participants after WSC staff determine that such services are required to retain or obtain employment. Generally, these services involve significant staff time and customization to each individual's needs. Individualized career services do extend the date of exit in performance reporting. Individualized Career Services will require full WIOA registration and enrollment. [TEGL 19-16]

Training Services

Training services can be critical to the employment success of many adults and dislocated workers. There is no sequence of service requirement for "career services" and training. This means that a one-stop operator or one-stop partner may determine training is appropriate regardless of whether the individual has received basic or individualized career services first. Under WIOA, training services may be provided if the one-stop operator or one-stop partner determine, after an interview, evaluation or assessment, and career planning, that the individual meets the following criteria:

- Is unable or unlikely to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- Has the skills and qualifications to successfully participate in the selected plan for training services;

- Is unable to obtain grant assistance from other sources to pay the costs of such training, including state funded training or Pell grants or requires WIOA assistance in addition to other grant sources including Pell grants;
- Is a member of a worker group covered under a petition filed for TAA and is awaiting a determination. If the petition is certified, the worker may then transition to TAA approved training. TAA requires that the participant receives an IEP (Activity Code 205) prior to enrolling them in TAA training activity codes. If the petition is denied, the worker will continue training under WIOA;
- Is determined eligible in accordance with the state and local priority system in effect for Adults under WIOA sec. 134(c)(3)(E) if training services are provided through the Adult funding stream;
- Selected a program of training services that is directly linked to the employment opportunities in the Local Workforce Development Area (Local Area) or the Regional Planning Unit, or in another area to which the individual is willing to commute or relocate;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

When determined appropriate, training services, with the exception of certain types of customized, incumbent, and On-the-Job training; WDB contracts with institutions of higher learning; or the alternatives to traditional ITA training programs described in the Alternative Training Programs Policy; must be provided through an Individual Training Account (ITA). Only training providers through their training programs listed on the Eligible Training Provider List (ETPL) are eligible to receive WIOA funds to train adults and dislocated workers through ITAs. Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance.

Below is a list of services for reference			
Basic Career Services (Self Service)	**Individualized Career Services**	**Training Services**	**Follow-Up Services**
(CalJOBS registration required)	(Full WIOA registration required)	(Full WIOA registration required)	Job Search
Determination of Eligibility to receive Assistance under WIOA Title I	Staff assisted job search & placement assistance, career counseling	Occupational skills training	Referral to Supportive Services available in community
Outreach, intake (which may include WPRS referrals) & orientation to One Stop Center	Follow-up services, including counseling regarding the workplace	On the Job Training	Case Management
Initial assessment of skill levels, aptitudes, abilities & need for additional assistance	Staff assisted job referrals (such as testing & background checks)	Workplace training & cooperative education programs	Additional Career Planning & Counseling
Employment statistics	Staff assisted job development (working with employer & job seeker)	Private sector training programs	Peer Counseling
Information, job listings, job skill requirements for job listings & information on demand occupations	Staff assisted workshops and job clubs	Skill upgrading & retraining	Needs Related Payment
Performance information on Eligible training providers	Comprehensive & specialized assessment, e.g. diagnostic testing, interviewing	Entrepreneurial training	Information about additional educational opportunities
Performance information on the local One-Stop System	Full development of Individual Employment Plan (IEP)	Adult Education in combination w/training	
Information on filing for Unemployment Insurance (UI) Self- determined eligibility	Short-term pre-vocational services	Job readiness training	
Information on referral to supportive services	Individual counseling & career planning	Customized training	
Assistance in establishing eligibility for welfare-to-work activities and for	English Language acquisition		

other training and education programs			
Resource room	Financial Literacy Services		
Internet browsing (job info and training search)			
Internet accounts			
Initial development of Individual Employment Plan (IEP)			
Talent referrals (informational, e.g. talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

Follow-Up Services

While follow-up services must be offered, not all of the adults and dislocated workers who are registered and placed into unsubsidized employment will need or want such services. Also, the intensity of appropriate follow-up services may vary among participants. Participants who have multiple employment barriers and limited work histories may be in need of significant follow-up services to ensure long-term success in the labor market. Other participants may identify an area of weakness in the training provided by the WIOA prior to placement that will affect their ability to progress further in their occupation or to retain their employment.

Follow-up services must be provided, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment. If a customer declines follow up services this must be recorded in the customer's case file under Case Notes and in CalJOBS. Follow-up services for the purposes of career planning are not to be construed as the follow-up services required for performance reporting.

REFERENCES

Training and Employment Guidance Letter (TEGL) No.19-16

Training and Employment Guidance Letter (TEGL) No.10-16

EDD WSD Directive No. 19-06

EDD WSD Directive No. 21-03

(Adopted PY 01-02) (Revised PY 20-21)

Administrative Cost Limitation Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This Policy provides a definition and information related to administrative costs and limitations to their expenditure as set forth and defined in the Workforce Innovation and Opportunity Act (WIOA) 20 CFR Part 683.215. The City has implemented this policy and established a lower administrative costs cap for all its WIOA and other workforce-related programs.

BACKGROUND

The Workforce Innovation and Opportunity Act imposes an administrative cost limit of ten percent (10%) of the grant award. This limit is shared by the Economic and Workforce Development Department (EWDD), the Workforce Development Board, City Controller, City Attorney, Personnel Departments, WorkSource and YouthSource Centers, and other service providers.

Under WIOA 20 CFR Part 683.215, the costs of administration are those expenditures associated with the functions described in the following paragraph and which are not related to the direct provision of workforce development services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

- Overall general administrative functions and coordination of those functions under title I of WIOA:
    - Accounting, budgeting, financial and cash management;
    - Procurement and purchasing;
    - Property management;
    - Personnel management;
    - Payroll;
    - Coordinating the resolutions of findings arising from audits, reviews, investigations and incident reports;
    - Audit;
    - General legal services;
    - Developing systems and procedures, including information systems, required for these administrative functions; and
    - Fiscal agent responsibilities;

- Oversight and monitoring responsibilities related to WIOA administrative functions;
- Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Travel costs incurred for official business in carrying out these administrative activities; and
- Costs of the information systems related to administrative functions.

Additional Guidelines:

- Awards that are solely for the performance of administrative functions are classified as administrative costs.
- Personnel and related non-personnel costs of staff who perform both administrative functions and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories.
- Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
- Continuous improvement activities are charged as administrative or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
- Costs of the following information systems including the purchase, systems development, and operational costs are charged as program category:
    - Tracking or monitoring of participant and performance information;
    - Employment statistics information, including job listing information, job skills information, and demand occupation information;
    - Performance and program cost information on eligible training providers, youth activities, and appropriate education activities;
    - Local area performance information; and
    - Information relating to supportive services and unemployment insurance claims for program participants.
- Where possible, all entities must make efforts to streamline administrative services to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

As a policy, EWDD follows the WIOA regulations and guidelines for WIOA and all other workforce grants. However, other grantors generally impose a strict administrative budget and may have varying definitions for what may be considered an administrative function.

PROCEDURES

In order to stay within WIOA's administrative cost limitation, other grantors' administrative budget, and meet various program expenditure thresholds, EWDD imposed an administrative cost cap for all its service providers.

Therefore, service providers are required to track and report administrative costs, including the administrative component of indirect costs recovered using an approved indirect cost rate, incurred during the contract period. The total administrative costs must not exceed the administrative cap set forth in the City contract and/or approved budget, generally set at 4% of the total City award.

Any administrative costs in excess of the administrative cap and/or administrative costs reported as program costs will be disallowed or subject to repayment.

REFERENCES

20 CFR Part 683.215

Allowable Cost Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance on general cost principles and allowable costs under the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Federal Acquisition Regulation Part 31.2, and other applicable Federal, State, Los Angeles County, City of Los Angeles, and other private sources awards regulations.

POLICY AND PROCEDURES

In general, costs must meet the following criteria to be allowable under Federal awards:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- Be adequately documented.
- Cost must be incurred during the approved budget period.

The matrix below lists the various cost items referenced in Title 2 CFR Sections 200.421 through 200.476 (consideration for selected items of cost) and whether an item of cost is:

- A - Allowable,
- AP - Allowable with prior approval,
- AC - Allowable with condition,
- U - Unallowable, or
- NS - Not specified in the Uniform Guidance, the specific CFR sections, or in the comments section.

	Cost Item	Allowability	Uniform Guidance Section	Comments
1	Advertising and public relations	A/U	200.421	Unallowable costs include the following: (1) Costs of meetings, conventions, convocations, or other events related to other activities of the entity; (2) Costs of promotional items and memorabilia; and (3) Costs of advertising and public relations designed solely to promote the non-Federal entity.
2	Advisory councils	AC/U	200.422	Unallowable unless authorized by statue, the federal awarding agency or as an indirect cost where allocable to Federal awards.
3	Alcoholic beverages	U	200.423	
4	Alumni/ae activities	U	200.424	
5	Audit services	AC/U	200.425	Any cost of auditing a non-federal entity that is exempted (Federal expenditures less than $750,000) from having an audit conducted under the Single Audit Act is unallowable.
6	Bad debts	U	200.426	
7	Bonding costs	A	200.427	
8	Collection of improper payments	A	200.428	
9	Commencement and convocation costs	AC/U	200.429	Unallowable except Student Administration and Services as activity costs.
10	Compensation – personal services	A/U	200.430	Incentive compensation is allowable if it is based on cost reduction, or efficient performance, suggestion awards, safety awards, etc., is determined to be reasonable and entered into in good faith between the non-federal entity and the employees before the services were rendered. Per City guidelines, bonuses are not allowable.
11	Compensation – fringe benefits	A/U	200.431	Allowable provided that the benefits are reasonable and are required by law, non-federal entity-employee agreement, or an established policy of the non-federal entity.
12	Conferences	A	200.432	Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable.
13	Contingency provisions	AC/U	200.433	Allowable under strict conditions. Any type of “reserve” is unallowable.
14	Contributions and donations	U	200.434	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	200.435	Allowable if a specific term or condition of the Federal award or a specific written direction of an authorized official of the federal awarding agency.
16	Depreciation	AC	200.436	(1) Must be capitalized based on GAAP; (2) The computation of depreciation must be based on the acquisition cost of the assets involved. (3) For an asset donated to the non-Federal entity by a third party, its fair market value at the time of the donation must be considered as the acquisition cost. (4) The acquisition cost will exclude: the cost of land, any portion of the cost of buildings and equipment borne by or donated by the Federal government, any asset acquired solely for the performance of a non-Federal award. (5) No depreciation may be allowed on any assets that have outlived their depreciable lives.

	Cost Item	Allowability	Uniform Guidance Section	Comments
				(6) Where the depreciation method is introduced to replace the use allowance method, depreciation must be computed as if the asset had been depreciated over its entire life.
17	Employee health and welfare costs	A	200.437	Costs incurred in accordance with the non-Federal entity's documented policies for the improvement of working conditions, employer-employee relations, employee health, and employee performance
18	Entertainment costs	AP/U	200.438	Allowable where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency.
19	Equipment and other capital expenditures	AP/U	200.439	Allowable with prior written approval of the federal awarding agency or pass-through entity. Also, cost of equipment disposal instructed by the Federal awarding agency are allowable.
20	Exchange rates	AP	200.440	Prior approval of exchange rate fluctuations is required only when the change results in the need for additional Federal funding, or the increased costs result in the need to significantly reduce the scope of the project.
21	Fines, penalties, damages and other settlements	AP/U	200.441	Unallowable except when incurred as a result for compliance with specific provisions of the Federal award, or with prior written approval of the Federal awarding agency.
22	Food Cost	U	City Policy	Cost of food for any purpose cannot be charged to the grant. However, see Conferences 200.432.
23	Fundraising and investment management costs	AP/A/U	200.442	1) Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. 2) Costs of investment counsel and staff and similar expenses incurred to enhance income from investments are unallowable except when associated with investments covering pension, self-insurance, or other funds which include Federal participation allowed by this part. 3) Costs related to the physical custody and control of monies and securities are allowable.
24	Gains and losses on disposition of depreciable assets	AC	200.443	Must be included in the year in which they occur as credits or charges to the assets.
25	General cost of government	U	200.444	
26	Goods or services for personal use	AP/U	200.445	1) Unallowable regardless of whether the cost is reported as taxable income to the employees. 2) Costs of housing, housing allowances and personal living expenses are only allowable as direct costs and must be approved in advance by the federal awarding agency.
27	Idle facilities and idle capacity	AC/U	200.446	Idle Facilities: Unallowable except to the extent that: 1) They are necessary to meet fluctuation in workload requirements; 2) Although not necessary to meet fluctuations in workload, they were necessary when acquired and are now idle because of unforeseen causes; 3) Allowable for a reasonable period, ordinarily not to exceed one year, depending on the initiative taken to use, lease, or dispose of such facilities. Idle Capacity: Allowable if reasonably anticipated to be necessary to carry out the purpose of the Federal award or was originally reasonable and is not subject to reduction or elimination by use on other Federal

	Cost Item	Allowability	Uniform Guidance Section	Comments
				awards.
28	Insurance and indemnification	AC/U	200.447	Allowable: a) Costs of insurance required or approved and maintained, pursuant to the federal award; b) Actual losses incurred under nominal deductible insurance coverage if in keeping with sound management practice; c) Minor losses not covered by insurance which occur in the ordinary course of operations. Allowable but subject to limitations: a) Costs of insurance in connection with the general conduct of activities; b) Contributions to a reserve for certain self-insurance programs including workers' compensation, unemployment compensation, and severance pay. Unallowable: Actual losses which could have been covered by permissible insurance.
29	Intellectual property	A/U	200.448	Costs of patents, copyrights and royalties are allowable if required by the Federal Government and by the federal award.
30	Interest	AC/U	200.449	1) Interest on borrowed capital, temporary use of endowment funds, or the use of the non-Federal entity's own funds, however represented, are unallowable. 2) Financing costs (including interest) to acquire, construct, or replace capital assets are allowable but subject to specific conditions.
31	Lobbying	U	200.450	
32	Losses on other awards or contracts	U	200.451	
33	Maintenance and repair costs	A	200.452	Allowable if necessary to keep property in an efficient operational condition and: a) Does not add to the permanent value of the property; and/or b) Does not prolong the property's intended life.
34	Material and supplies costs, including costs of computing devices	A	200.453	City requires prior approval for computers and other electronic equipment
35	Memberships, subscriptions, and professional activity costs	A/U	200.454	Allowable: a) Costs of the non-federal entity's membership in business, technical, and professional organizations. b) Costs of the non-federal entity's subscriptions to business, professional, and technical periodicals. c) Costs of membership in any civic or community organization are allowable with prior approval by the federal awarding agency or pass-through entity. Unallowable: a) Costs of membership in any country club or social or dining club or organization. b) Costs of membership in organizations whose primary purpose is lobbying.
36	Organization costs	AP/U	200.455	Unallowable except with prior approval of the federal awarding agency.
37	Participant support costs	AP	200.456	Allowable with prior approval of the federal awarding agency. Participant support costs as defined in the annual plan are allowable.
38	Plant and security costs	A	200.457	
39	Pre-award costs	AP	200.458	Allowable if: a) Incurred directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient

	Cost Item	Allowability	Uniform Guidance Section	Comments
				and timely performance of the scope of work. b) They would have been allowable if incurred after the effective date; and c) Only with the written approval of the Federal awarding agency. Not allowable per City guidelines
40	Professional services costs	A	200.459	To determine allowability, consider the following factors; (1) The nature and scope of the service rendered in relation to the service required. 2) The necessity considering the non-Federal entity's capability in the particular area. (3) The past pattern of such costs, particularly in the years prior to federal awards. (4) The impact of federal awards on the non-federal entity's business. (5) Whether the proportion of Federal work to the non-federal entity's total business is such as to influence the non-federal entity in favor of incurring the cost. (6) Whether the service can be performed more economically by direct employment rather than contracting. (7) The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-federally funded activities. (8) Adequacy of the contractual agreement for the service. Retainer fees must be supported by evidence of bona fide services available or rendered. All professional services costs (including but not limited to single audit, audit and related services, and accounting) must be procured and have prior written approval from the City's program monitor.
41	Proposal costs	A	200.460	Costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-federal entity's bids or proposals. Should be treated as indirect costs and allocated currently to all activities of the non-federal entity.
42	Publication and printing costs	A	200.461	
43	Rearrangement and reconversion costs	A/AP	200.462	(a) Costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs. (b) Costs incurred specifically for a Federal award are allowable as a direct cost with the prior approval of the federal awarding agency or pass-through entity.
44	Recruiting costs	A/U	200.463	Allowable to the extent that such costs are incurred pursuant to the non-federal entity's standard recruitment program and with prior approval from the City's program monitor. Unallowable: a) Salaries, fringe benefits and allowances incurred to attract professional personnel that do not meet the test of reasonableness and/or do not conform to the non-federal entity's established hiring practices. b) Relocation costs incurred incident to recruitment of a new employee have been funded in whole or in part to a federal award, and the newly hired employee resigns for reasons within the employee's control within 12 months after hire.
45	Relocations costs of employees	AC/U	200.464	Allowable with prior approval from the City's program monitor and: 1) The move is for the benefit of the employer. (2) Reimbursement to the employee is in accordance with an established written policy consistently followed by the employer. (3) The reimbursement does not exceed the employee's actual (or reasonably estimated) expenses. Limitations do exist.

	Cost Item	Allowability	Uniform Guidance Section	Comments
46	Rental costs of real property and equipment	AC/U	200.465	Allowable to the extent that the rates are reasonable: a) Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available; b) Rental costs under "sale and lease back" arrangements are allowable only up to the amount that would be allowed had the non-federal entity continued to own the property. Unallowable: Rental of any property owned by any individuals or entities affiliated with the non-federal entity, to include commercial or residential real estate, for purposes such as the home office workspace.
47	Scholarships and student aid costs	AC	200.466	1) Costs of scholarships, fellowships, and other programs of student aid at IHEs are allowable only when: a) The purpose of the federal award is to provide training to selected participants; and b) Approved by the federal awarding agency. 2) Tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable provided that: a) The individual is conducting activities necessary to the Federal award; b) Provided in accordance with established policy of the IHE; and consistently provided in a like manner to students in return for similar activities conducted under Federal awards as well as other activities; and c) Payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. d) It is the IHE's practice to similarly compensate students under federal awards as well as other activities.
48	Selling and marketing	U/AP	200.467	Costs of selling and marketing any products or services of the non-Federal entity are unallowable, except: a) As direct costs, with prior approval by the federal awarding agency; and b) When necessary for the performance of the federal award.
49	Specialized service facilities	AC	200.468	Costs of services provided by highly complex or specialized facilities operated by the non-federal entity, such as computing facilities, wind tunnels, and reactors are allowable with conditions.
50	Student activity costs	U/AP	200.469	Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the federal award. DOL exception: Unallowable unless the activities meet a program requirement and have prior written approval from the federal awarding agency.
51	Taxes	AC	200.470	1) Taxes that a governmental unit is legally required to pay are allowable except for self-assessed taxes that disproportionately affect Federal programs or changes in tax policies that disproportionately affect Federal programs. 2) Gasoline taxes, motor vehicle fees, and other taxes that are in effect user fees for benefits provided to the Federal Government are allowable.
52	Telecommunication costs and video surveillance costs	AC/U	200.471	Allowable except under the circumstances as described in § 200.216 when obligating or expending loan or grant funds to: (1) Procure or obtain, extend or renew a contract to procure or obtain; (2) Enter into a contract (or extend or renew a contract) to procure; or (3) Obtain the equipment, services, or systems.
53	Termination costs	AC/U	200.472	(1) The cost of items reasonably usable on the non-Federal entity's other work must not be allowable unless the non-Federal entity submits evidence that it would not retain such items at cost without sustaining a loss. (2) Despite all reasonable efforts by the non-Federal entity, certain costs cannot be discontinued immediately after the effective date

	Cost Item	Allowability	Uniform Guidance Section	Comments
				of termination, such costs are generally allowable within the limitations set forth in this part, except that any such costs continuing after termination due to the negligent or willful failure of the non-Federal entity to discontinue such costs must be unallowable. (3) Loss of useful value of special tooling, machinery, and equipment is generally allowable. (4) Settlement expenses are generally allowable. (5) Claims under subawards, including the allocable portion of claims which are common to the Federal award and to other work of the non-Federal entity, are generally allowable.
54	Training and education costs	A	200.473	The costs of training and education provided for employee development are allowable.
55	Transportation costs	A	200.474	
56	Travel costs	AC/AP	200.475	(1) Allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award. (2) Lodging and subsistence must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, justifications must be provided for these costs. (3) Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable with some exceptions.
57	Trustees	A	200.476	Travel and subsistence costs of trustees are allowable.

Subrecipients may use the matrix above as an initial tool, rather than as a final authority for making a determination of whether or not a cost would be considered allowable. When determining whether the cost of an item is allowable, subrecipients must also refer to the applicable sections of the Uniform Guidance, and other federal, state, and local grant regulations and City contracts.

If a cost item is denoted with two or more legend keys, subrecipients should look further into the various information sources as they may provide the additional clarity that is needed. The "NS" legend key means that information may not be readily available.
The "AP" legend key means that prior written approval will be required from the City.

Prior Written Approval

The Uniform Guidance lists the following cost items that are allowable only with prior written approval.

Circumstance	Section
Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts	§200.201, paragraph (b)(5)
Cost sharing or matching	§200.306
Use of program income including interests earned	§200.307 City contract section 404
Revision of budget and program plans	§200.308
Real property	§200.311
Equipment	§200.313
Fixed amount sub awards	§200.333
Direct costs	§200.413, paragraph (c)
Compensation – personal services	§200.430, paragraph (h)
Compensation – fringe benefits	§200.431
Entertainment costs	§200.438 For non-DOL programs, unallowable for DOL programs
Equipment and other capital expenditures	§200.439
Exchange rates	§200.440
Fines, penalties, damages and other settlements	§200.441
Fund raising and investment management costs	§200.442
Goods or services for personal use	§200.445
Insurance and indemnification	§200.447
Memberships, subscriptions, and professional activity costs	§200.454, paragraph (c)
Organization costs	§200.455
Participant support costs	§200.456
Pre-award costs	§200.458
Rearrangement and reconversion costs	§200.462
Selling and marketing costs	§200.467
Taxes (including Value Added Tax)	§200.470
Travel costs	§200.475

Subrecipients should thoroughly review the Uniform Guidance sections referenced above, all applicable Federal, State, City and Local guidelines to determine when prior written approval must be obtained from the City's program monitor and assess if their specific circumstance(s) require prior approval from the City. Please note that inclusion of item(s) in the budget when awarded **does not** constitute prior approval. Subrecipients must still follow all applicable policies and procedures outlined in this directive.

Property procurements with a unit acquisition cost of $5,000 or more must have prior written approval. A non-property related purchase or circumstance that fits into one of the above referenced categories may still require prior written approval, regardless of the dollar amount.

Prior Written Approval Procedures

Subrecipients must complete and submit the City's Prior Written Approval Request Form (Attachment 2) to their assigned program monitor along with all necessary supporting documentation, to their assigned Program Monitor no less than 30 days before the requested action is to occur.

The EWDD will consider the following factors in its review of the requests:

- Is this purchase necessary and reasonable?
- Have the best products been selected?
- What other costs are associated with the purchase?
- If applicable, what procurement method will be used?
- If applicable, was a lease option considered in lieu of the purchase?

REFERENCES

- Title 2 Code of Federal Regulations (CFR) Parts 200 and 300, 2400, 2800, 2900,
- WIOA (Public Law 113-128) Sections 184(a)(3), 134(4)-(d), and 129;
- Federal Acquisition Regulation Part 31.2 Contracts with Commercial Organizations;
- US DOL One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG), Part II Chapters 11-13, Cost Principles; Chapter 11-14 Allowable Costs;
- Workforce Services Directive 16-16;
- Los Angeles County Directive Number CD-15-14, Cost Principles and Allowable Costs, August 25, 2015
- City of Los Angeles Contract, Section 403, Allowable and Unallowable Costs

Authorization to Work Verification Requirements

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the guidance and establishes the procedures regarding verifying authorization to work and making services accessible to all populations.

BACKGROUND

The federal procedures for verifying an individual's authorization to work are included in Title 8 CFR, Section 274a.2. This section specifies that the requirements published in the USCIS Form I-9, Employment Eligibility Verification, are to be used in verifying and documenting that an individual is authorized to work in the United States.

In 1993, the passage of SB 733 created a state-imposed eligibility requirement for WIOA and Wagner-Peyser Act (WPA) services. The law required verification of an individual's citizenship status or authorization to work in the U.S. prior to providing employment services. Additionally, it required America's Job Center of California℠ (AJCC) locations to publicly post that only U.S. citizens and those authorized to work in the U.S. could receive services.

In 2016, Governor Brown signed AB 2532, which repealed these requirements. Therefore, California no longer has a state requirement to verify authorization to work. Additionally, there is no work authorization verification requirement in WIOA. However, the federal Immigration Reform and Control Act requires employers to verify a job seeker's authorization to work documents prior to employment. At the same time, federal immigration regulations authorize state employment agencies to verify authorization to work (Title 8 CFR Section 274a.6).

Generally, WIOA participants receive job referrals during their period of participation in a program. Additionally, at times Local Areas are the employer of record or coordinating services concurrently with an employer. In these instances, an individual cannot participate unless they can provide documentation verifying their right to work in the U.S. For these reasons, this Policy provides guidance on verification of authorization to work documents, including which services require verification, when to ask, and where to refer individuals for additional services. This policy also provides a pathway to services for those individuals who do not possess authorization to work documents. The WDB seeks to prohibit discrimination and make workforce services accessible to all populations.

DEFINITIONS

Self-Service Basic Career Services – an individual independently uses services at an AJCC with minimal or no staff assistance (e.g., self-service labor market research, job Search, use of AJCC resource room, referral to a partner program, etc.). Self-service also includes staff establishing access to CalJOBS^{SM} for an individual or looking up a password. Individuals using self-services only do not count toward performance measures.

Basic Career Services – an individual requires an assessment by a Staff member of the individual's skills, education, or career objectives (e.g. Initial Assessment, proficiency testing, etc.).

Individualized Career Services – an individual receives WIOA-funded services that are appropriate for them to obtain or retain employment (e.g., development of an Individual Employment Plan, English as a second language services, work experience, etc.).

Training Services – an individual receives services that include WIOA-funded training (e.g. Occupational skills training, on-the-job training, skills upgrading and retraining) and/or support and coaching.

POLICY AND PROCEDURES

Authorization to work verification is not required for Basic Career Services that are self-service or information-only activities. For customers who receive self-service or information-only activities, only demographic information is collected and reported.

WorkSource and YouthSource Center staff providing WIOA employment services must verify an individual's authorization to work in accordance with the requirements of the USCIS Form I-9, Employment Eligibility Verification. As specified in Form I-9, staff must accept as evidence of employment authorization, any of the documents listed on the last page of Form I-9 (https://www.uscis.gov/i-9). Individuals may present any List A document or a combination of a List B and a List C document. Additional guidance and information on acceptable documents can be found at https://www.uscis.gov/i-9-central/acceptable-documents. When verifying authorization to work, staff must retain either hard copies or scanned copies of the individual's Form I-9 documents. One-Stop operator staff are also required to scan authorization to work documents into CalJOBS. Scanning documents into CalJOBS facilitates a one-time verification process should an individual visit a different America's Job Center of California^{SM} (AJCC).

Any documents that One-Stop operator staff use to verify right to work must be kept current throughout an individual's period of participation in a WIOA program. The period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program. Exit generally occurs when a participant has not received services for 90 days and has no additional services scheduled. One-Stop operator staff should make note of any right to work documents that are soon to expire, and follow-up with participants to obtain updated

documents. If right to work documents expire during program participation One-Stop operators may face disallowed costs for any services provided after expiration of right to work documents as eligibility is no longer current. One-Stop operators may not use any expired document to verify right to work. Possessing authorization to work documents is not only critical for individuals to participate in workforce and training programs, but to fully integrate into society and the local economy. Often vulnerable populations who are legally authorized to work in the United States such as the homeless, ex-offenders, and transient youth lack physical copies of authorization to work documents due to various circumstances. One-Stop operators are strongly encouraged to enroll such individuals and use supportive services to help the individual obtain authorization to work documents. Supportive services such as legal aid are available to participants enrolled in Basic Career, Individualized Career, or Training services. For participants enrolled in Training services, supportive services may include needs related payments to help cover the cost of obtaining or renewing authorization to work documents.

Staff will also not need to verify the citizenship or authorization to work status for an individual receiving WPA services (alone). If an individual is co-enrolled in WPA and WIOA services at the time of determination for WIOA individualized career or training services, staff should follow the WIOA procedures outlined above. Staff may not require UI claimants to present I-9 documentation in order to receive EDD reemployment services. As a result, UI claimants do not need to bring photo identification or employment authorization documentation to RESEA, IAW, or PJSA appointments. Since the EDD UI Branch has already verified a claimant's right to work during the benefit eligibility process, it is sufficient for RESEA, IAW, and PJSA attendees to establish their identity and attendance through self-attestation. As long as the claimant's stated name matches the name staff has for the appointment, identity is considered to have been verified. This process will ensure maximum participation and avoid turning away individuals who do not have photo identification with them at the time.

PUBLIC NOTIFICATION

Because individuals may receive employment services and services from other partners in an AJCC without first providing their right to work documents, One-Stop operators should remove any public notices that state employment services are available only to individuals who are U.S. citizens or legally authorized to work in the United States. Posting such signs may discourage individuals who are legally entitled to services from entering an AJCC.

REFERENCES

- Title 20 *Code of Federal Regulations* (CFR) "Workforce Innovation and Opportunity Act (WIOA), Final Rule", Sections 677.150, 680.900, and 680.910
- Title 8 Code of Federal Regulations (CFR) "Verification of Identity and Employment Authorization" Part 274a.6
- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128), Section 188(a)(5)
- USCIS Form I-9, Employment Eligibility Verification
- Senate Bill (SB) 733 (Russell), Chapter 819, Statutes of 1993
- Assembly Bill (AB) 2532 (Chiu), Chapter 759, Statutes of 2016
- Workforce Services Directive WSD-18-03 Subject: "Pathway To Services, Referral, And Enrollment" (August 29, 2018)
- Training and Employment Guidance Letter (TEGL) 19-16, *Guidance on Services Provided through the Adult and Dislocated under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- Training and Employment Guidance Letter (TEGL) 10-16 Change 1, *Performance Accountability Guidance for WIOA Title I, Title II, Title III and Title IV Core Programs* (August 23, 2017)

Customized Training Policy

EFFECTIVE DATE: July 1, 2022

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) defines Customized Training as training:

a) Designed to meet the special requirements of an employer (including a group of employers);

b) Conducted with a commitment by the employer to employ an individual upon successful completion of the training; and

c) For which the employer pays for a significant cost of the training, as determined by the Local Board in accordance with the factors identified in WIOA sec. 3(14).

POLICY

Certified WorkSource Center contractors or Sector Intermediary Organizations may submit Customized Training proposals. An evaluation of Customized Training proposals will be determined by the Economic and Workforce Development Department. Both WorkSource and YouthSource Centers may enter into Customized Training agreements.

Individuals considered for customized training must meet eligibility requirements for WIOA Adult, Dislocated Worker, or Youth programs. Employed individuals may be considered for customized training under specific conditions.

Each Customized Training participant must receive an objective assessment and have completed the Individual Employment Plan (IEP) or Individual Service Strategy (ISS) documents supporting the need for the Customized Training as the best option for obtaining secure employment. No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

Criteria for approval of employers to participate in customized training:

The employer must:

1. Be current in unemployment insurance and workers' compensation taxes, penalties and interest, or related payment plan;
2. Be in need of assistance in training future or current employees;
3. Be able to contract for customized, short term, training services (typically between six to twelve months.

4. Not have laid off any other individual from the same or any substantially equivalent job. WIOA Section 181. (b). (3). (A-C)
5. Not have any real, implied, or apparent conflict of interest with the service (training) provider.

To be considered for customized training, proposals should include the following:

- Identify employer or industry group with projected growth in the industry by labor market information and obtain a written commitment by the participating employer(s) to hire a minimum of 80 percent of those participants that successfully complete the training.
- Include Vocational English as a Second Language (VESL) component, when appropriate.
- Include both a classroom and worksite training component (classroom training does not have to appear on the State ETPL).
- Include subsidies and/or needs based payments for time spent in classroom training.
- Be in a demand occupation and within a target training sector defined and/or allowed by the Workforce Development Board (WDB) and identify a career ladder.
- Identify Employment (2nd & 4th quarters) Rates and Median Earnings (2nd quarter after exit) that will assist the City in meeting its Department of Labor performance standards.
- Include a detailed line-item budget that identifies a minimum 50 percent cash match or in-kind contribution by the participating employer(s) or industry group. Employer contributions of less than 50 percent are subject to prior approval. In considering such approval, the Department may consider:
    - The size of the employer;
    - The number of training participants;
    - Wage and benefit levels (at present and anticipated upon completion of training);
    - Relation of the training to the competitiveness of the trainee; and
    - Other employer-provided training and advancement opportunities.
- Demonstrate a regional approach by detailing the participation of other WorkSource Centers or YouthSource Centers and their job seekers.

Customized Training of an eligible employed individual may be provided for an employer or group of employers when:

- The employee is not earning a self-sufficient wage as stated in the Annual Plan Self-Sufficiency Policy or wages comparable to or higher than wages from previous employment; and
- The Customized Training relates to the introduction of new technologies or new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, other appropriate purposes identified by the WDB.

Progress Reports and Attendance Records

In addition, the customized training provider must provide evidence on the participant's progress and attendance to the WorkSource Center staff on a regular basis to ensure the participant is attending classes as part of the customized training agreement. The WorkSource Center staff must file the progress reports and attendance sheets in the participant hard file. If the participant fails to attend school, the training provider must inform the WorkSource Center staff within three (3) days of consecutive non-attendance. All information attained from the training provider must be entered into CalJOBS^{SM}.

Electronic Signature Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance and establishes the procedures to collect participant electronic signatures when in-person WIOA appointments are not possible or when an individual submits an electronic WIOA Application to a WorkSource or YouthSource Center using the CalJOBSSM[SM] system.

BACKGROUND

In an effort to remove barriers and offer individuals more straightforward access to WIOA services, the State has enhanced the CalJOBS[SM] system to capture remote electronic applicant signatures. Center staff can now send an email or text to applicants for a signature using their mouse. The applicant receives an email or text with a PDF application giving them the option to use a mouse to sign and send their signature back to the Center.

POLICY

Electronic signature for eligibility documentation may be obtained by using the CalJOBS[SM] Remote Electronic Signature feature. This feature may be used when in-person WIOA appointments are not possible. Copies of electronic signatures must be maintained in the participant file until we transition to a paperless environment.

PROCEDURE

1. Electronic signatures are captured on the WIOA Application, Remote Electronic Signature Section. From there, click on the Staff Signature/Capture Signature Link. Center Staff will use the mouse for their signature and create a message with a PDF application to request their electronic signature.
2. To create the message and PDF, click the Applicant Signature/Capture Signature Link and select the message option. Center staff can use either text or email a link to the applicant. When applicants get the text or email, they can click on the link and use their mouse to create their electronic signature.
3. A copy of the application must be maintained in the participant's file until we transition to a paperless environment and be made available for future reviews and audits.

REFERENCE

EDD Information Notice WSIN 20-31, CalJOBS[SM] System Upgrade to Version 20

(Revised PY 21-22)

Eligibility Determination Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance and establishes the procedures regarding the eligibility verification process. Verifying and documenting participants' eligibility are mandatory. WIOA-funded agencies must confirm eligibility requirements through an examination of documents.

BACKGROUND

Verification of eligibility is used to ensure the reliability of the participant information system, to guarantee services are provided to persons most in need, and to avoid potential disallowed costs. Once an applicant is determined to be eligible, verification of eligibility must be completed. Agency staff must enter WIOA participant data into CalJOBS^{SM} within 15 days from the date of service. No WIOA services may be provided until the participant has furnished proof of eligibility to the enrolling agency.

POLICY

Documenting and verifying the eligibility of participants in WIOA is mandatory. WIOA-funded agencies must confirm eligibility requirements through an examination of documents.

PROCEDURE

The procedure for determining eligibility and maintaining participant case records include the following:

4. 100% up-front documentation of eligibility will be required for all WIOA applicants **prior** to accessing services.
5. Applicants will complete a WIOA Application for WIOA-funded services.
6. Verification of supporting eligibility documentation will be recorded in the participant file and in case notes as needed.
7. Initial documentation of applicant eligibility will be based on the date of application.
8. Participant records, including all required WIOA forms and eligibility documentation, case notes, and supporting documentation for training activities, will be maintained in the participant file as appropriate.
9. All participant files are subject to monitoring and audit.

Participants records, including all required WIOA forms and eligibility documentation, case notes, and supporting documentation for training activities, will be maintained in the participant file until we transition to a paperless environment. During this transition, all WIOA funded agencies will be scanning and uploading documents for all fields that require Verification, including eligibility documentation.

REFERENCES

WIOA Section 3(2), WIOA Section 3(36), WIOA Section 3(24), WIOA 134(c)(2)&(3), 20 CFR 680.110, 20 CFR 680.120, 20 CFR 680.130, CFR 680.600, 20 CFR 680.660,

Fiscal Monitoring Review Policies and Procedures

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy establishes procedures for the performance of a fiscal monitoring review and resolution of any subsequent findings and observations.

POLICY

The Economic and Workforce Development Department (EWDD) awards federal, state, and local grants to for-profit and non-profit organizations (Subrecipient [1]). It is the policy of the department to conduct desk and on-site[2] fiscal monitoring reviews every fiscal year to determine the subrecipient's compliance with federal, state, local, and City grant regulations, including the requirements set forth in 2 CFR 200.331(d) – Requirements for Pass-Through Entities, and the audit requirements specified in 2 CFR 200.500 to 200.521, and ensure the resolution of any findings and questioned and/or disallowed costs.

The EWDD's Financial Management Division (FMD) Audit Section is responsible for conducting the fiscal monitoring reviews of subrecipients. The objectives of the fiscal reviews are to determine if:

- Subrecipient has good internal controls and adequate financial management systems in place to account for City funds;
- Funds are used for allowable activities;
- Expenditures are appropriately allocated to funding sources and required cost categories;
- Proper fiscal records are maintained and are auditable;
- Grant regulations and contract provisions are complied with; and
- Corrective actions from prior fiscal reviews and audits are being implemented.

[1] See Uniform Guidance 2 CFR 200.331 – Subrecipient and Contractor Determinations.

[2] During the pandemic where physical distancing is required, on-site visits have been replaced with "enhanced" desk reviews that are conducted virtually.

PROCEDURES

I. PREPARATION FOR FISCAL REVIEW

A. Scheduling of the Site Visit

The FMD Auditor must coordinate with the subrecipient to schedule the field work. The date should be scheduled at least **ten business days** prior to the start of the field work to allow the subrecipient to prepare for the visit.

Once the dates have been confirmed, the FMD Auditor must send an appointment letter to:

- Confirm the dates of the site visit;
- Inform the subrecipient of records that should be ready and available for review; and
- Send a fiscal review checklist that must be completed and submitted by the subrecipient on or before the Entrance Conference.

B. Preparation for the Field Work

Prior to the field work, the FMD Auditor must perform a risk assessment and audit plan by reviewing the following:

- Background information about the subrecipient – current news, organization's website, etc.,
- Contracts,
- Status of specific conditions imposed, if any, 3
- Prior year's fiscal review reports and status of findings and corrective actions,
- Latest Single Audit report,
- Prior year closeout Expenditure Reports,
- Latest Expenditure Report,
- Approved budget,
- Latest indirect cost rate proposal,

[3] See Uniform Guidance 2 CFR 200.208 - Specific Conditions and 200.339 – Remedies for Non-Compliance.

- Program monitoring report and status of findings and corrective actions,
- Invoice payment analysis,
- General ledger and Expenditure Report reconciliation ,
- Documentation of sampled expenditures, if any; and
- Others, as necessary.

II. FIELD WORK

The length of the field work ranges from **five to twenty business days**, depending on the results of the risk assessment, size, complexity and structure of the organization, the availability and auditability of fiscal records, availability and responsiveness of staff, and the number of contracts and fiscal years to be covered.

A. Entrance Conference

The entrance conference is the initial meeting with the subrecipient staff and starts off the field work. At this meeting, the following must be discussed:

- Objectives of the fiscal review,
- City contract(s) and fiscal year(s) to be covered,
- Planned on-site field work dates,
- Fiscal review procedures that will be performed and the standard timeline,
- Financial records to be reviewed,
- Completed Fiscal Review Checklist,
- Any changes in the subrecipient's accounting system, executive and fiscal personnel, etc.
- Subrecipient's other non-City funding sources,
- If preferred by the subrecipient, the assignment of a Single Point of Contact (SPOC) or contact persons for specific areas of the review,
- Requests for FMD Auditor working space, and
- Other questions and concerns the subrecipient may have.

It is preferable that the subrecipient's Executive Director attend the Entrance Conference in order to ensure full cooperation from staff most familiar with the financial system, internal control structure, and financial transactions. At the minimum, the subrecipient's Chief Financial Officer

and senior accounting staff should attend the meeting.

B. **Review**

The FMD Auditor should conduct the review immediately after the entrance conference and perform the fiscal review procedures as discussed during entrance meeting.

During the review, the FMD Auditor must:

- Make every effort to minimize the disruption to the subrecipient's daily operations by scheduling interviews in advance and by coordinating requests for information and documentation in an organized and clear manner;
- Prepare Requests for Documentation for additional records or supporting documentation needed. Issue a Notice of Insufficient Documentation if documentation requested is incomplete or not received within **three business days**;
- When deemed necessary, offer or provide technical assistance on financial related matters such as grant regulations, proper internal controls, EWDD's financial reporting requirements, cost allocation, cost allowability, indirect cost proposals, fiscal monitoring, Single Audit, etc.; and
- Follow-up on any outstanding desk review and prior year fiscal review findings and Single Audit issues and/or deficiencies.

C. **Exit Conference**

The exit conference concludes the field work. At the meeting, the FMD Auditor must provide the subrecipient with an Exit Report that lists all preliminary findings and discuss the following:

- Elements of each preliminary finding --- i.e., criteria, condition, cause, effect, and recommendation;
- Any questioned costs 4;
- Additional information and/or supporting documentation the subrecipient can provide to resolve preliminary findings and questioned costs and when these should be submitted (See Section III-A);
- Implication of questioned costs becoming disallowed costs and the process for repayment to EWDD;

[4] See Uniform Guidance 2 CFR 200.2 - Definitions

- Process for using stand-in costs; and
- Timetable for issuance of draft and final reports.

III. DRAFT REPORT

A. Pre-Issuance of Draft Fiscal Review Report

Within **five business days** after the date of the exit conference, the subrecipient must be allowed to:

- Submit additional information and/or supporting documentation to resolve any potential findings, as agreed upon at the Exit Conference or
- Submit a written request and justification for an extension to the deadline, subject to the review and approval of the FMD Audit Section head.

B. Issuance of Draft Fiscal Review Report

The FMD Auditor must issue the draft fiscal review report within **ten business days** from the date of the exit conference, the submission of the additional information and/or supporting documentation or the extended deadline.

The draft fiscal review report will include the following:

- Subrecipient's background information;
- City Contracts, funding sources and period covered by the fiscal review;
- Findings and resulting questioned costs, if any, that were not resolved during the field work and pre-issuance period;
- Applicable Federal, State, and/or local grant regulations and directives (e.g., 2 CFR 200) and City contract provisions that were violated, if any;
- Supporting schedules;
- Recommended corrective actions;
- Status of Prior Year's Fiscal Review findings;
- Status of Single Audit report deficiencies and findings;
- Other matters of concern; and
- Deadline to submit a written response to each finding.

IV. FINAL FISCAL REVIEW REPORT

A. Pre-Issuance of Final Fiscal Review Report

Upon issuance of the draft fiscal review report, the subrecipient has **fifteen business days** to submit a written response. During this fifteen-day period, the subrecipient may request for a meeting if necessary and/or if assistance is needed. If no written response is received from the subrecipient by the 10th business day, the FMD Auditor must make a follow-up on the status. If additional time to respond is needed, the subrecipient must send a written request and justification, at least **five business days** before the deadline and subject to the review and approval of the FMD Director,

B. Issuance of Final Fiscal Review Report

The FMD Auditor must issue the final fiscal review report within **ten business days** after receipt of the subrecipient's response. If no response was received from the subrecipient, the FMD Auditor must issue the final fiscal review report within **three business days** after the subrecipient's response was due.

The final fiscal review report must include all information included in the draft fiscal review report **plus** the following:

- Subrecipient's response (or lack of) to the findings;
- Status of findings and any changes in recommended corrective actions based on subrecipient's response;
- Amount of unearned grants and/or disallowed costs, supporting computations, and instructions on how to return funds to EWDD;
- Specific conditions and/or sanctions that may be imposed (e.g., withholding of cash request); and
- Other areas of concern.

C. Distribution of the Final Fiscal Review Report

The final fiscal review report must be sent to the subrecipient's:

- Executive Director and
- Chief Finance Officer.

The fiscal review report will be posted on EWDD's intra-departmental website with copies sent to the following EWDD managers:

- Program Monitor,
- Program Division Director,

- Program Assistant General Manager, and
- General Manager.

V. FINAL DETERMINATION AND RESOLUTION OF FINDINGS

Upon issuance of the final fiscal review report, the subrecipient has **ten business days** to submit a written response to the remaining outstanding issues. The FMD Auditor must send the subrecipient a reminder letter if a written response is not received **three business days** before the due date.

If the subrecipient requests a meeting with the EWDD's Executive Management, the FMD Director must:

- Advise the subrecipient to contact the EWDD's Assistant General Manager and
- Brief the EWDD's Assistant General Manager of unresolved issues.

Within **ten business days** from the date the written response is due or received from the subrecipient, the FMD Auditor must issue a final resolution report that includes the subrecipient's additional responses and the FMD Auditor's final determination/resolution and recommended corrective actions, including the following:

- Reason(s) justifying the final determination/resolution for each finding,
- Questioned costs resolved and the reason(s) for allowance,
- Disallowed cost and the reason(s) for disallowance,
- Instructions for the repayment of disallowed costs,
- Instructions on how to request for installment payment arrangement for the disallowed costs,
- Sanctions that will be imposed for non-payment,
- Subrecipient's rights under the WIOA Complaint Resolution Procedures, and
- Other areas of concern.

VI. REPORT TO THE WORKFORCE DEVELOPMENT BOARD

Upon instruction of the General Manager, the FMD Director shall report to the Workforce Development Board a list of service providers with disallowed costs and/or financial stability issues.

VII. SUMMARY OF TIMELINE

Task	# of business days
Preparation for field work	5
Field work	20
Draft fiscal review report – including review of additional supporting documentation	15
Subrecipient response	15
Final fiscal review report	15
Subrecipient response to remaining outstanding findings	10
Final determination and resolution letter	10
Total # of business days	**90**

VIII. SUBRECIPIENT'S APPEAL RIGHTS

If the subrecipient disagrees with FMD Final Fiscal Review Determination/Resolution Report, it may exercise its appeal rights in accordance with the rules and regulations applicable to the grant affected. In the case of WIOA, the City of Los Angeles Workforce Innovation and Opportunity Act (WIOA) Complaint Resolution Procedures shall be followed. In such case, the FMD Final Fiscal Review Resolution shall constitute the Initial Determination. Accordingly, fiscal review resolution shall follow the three-part process under the WIOA Complaint Resolution Procedures.

IX. VIII. PAYMENT OF DISALLOWED COST

If the subrecipient agrees with the findings and the related questioned costs or if the disallowed costs have been determined and finalized under the City and applicable grant's resolution procedures, the subrecipient shall pay the disallowed costs as follows:

- Issue a check payable to the City of Los Angeles – EWDD;
- Apply stand-in costs in accordance with the conditions set forth below; and/or
- Request for a repayment plan through the FMD Director for approval of the General Manager and comply with the approved repayment plan.

Upon notice to the subrecipient, the EWDD may withhold questioned or disallowed costs from amounts due to the subrecipient pending resolution or payment of questioned or disallowed costs.

X. STAND-IN COSTS

A subrecipient may propose the use of stand-in costs to substitute for questioned or disallowed costs during the audit resolution process. To be acceptable, the stand-in cost must meet the following criteria:

- It must be incurred for allowable program costs that have not been charged to the program.
- The cost must be included within the scope of the audit, accounted for in the subrecipient's financial system, and adequately documented as all other program costs.
- It must have been expended in support of the same grant, title and funding stream for WIOA grants, and program year as the costs they propose to replace.
- It must not cause a violation of the cost limitations (e.g., administrative cost limitation) and must be actual expenses paid with non-federal funds.
- The proposal to replace disallowed costs with stand-in costs must be submitted before the end of the informal resolution period.
- Stand-in costs may not be considered as a substitute for disallowed costs for which non-federal cash repayment is required.

EWDD will not accept proposed stand-in costs if costs were disallowed as result of fraud.

REFERENCES

2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;

2 CFR 200 Sub Part D - Post Federal Awards Requirements- Subrecipient Monitoring and Management;

2 CFR 200.331 Requirements for Pass-thru Entities;

2 CFR 300 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Health and Human Services;

2 CFR 1000 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Treasury

2 CFR 2800 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Justice;

2 CFR 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Labor;

Workforce Innovation and Opportunity Act, Subtitle E- Administration, Section 185(f)(2) Reports; Record Keeping; Investigations;

31 CFR Part 35 Pandemic Relief Programs, Subpart A. Corona Virus State and Local Fiscal Recovery Funds – Department of Treasury

68 Controller General 247, B2088712, February 9, 1989, Procurement Payment/-Costs-Substitution;

86 FR 4182, Department of the Treasury, Coronavirus Relief Fund for States, Tribal Governments, and Certain Eligible Local Governments;

City Contract, Section 608 Audits and Inspections.

Incident Reporting

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The City of Los Angeles, Economic and Workforce Development Department (EWDD) has developed a procedure whereby upon being notified or finding any suspected incidents of Workforce Investment Opportunity Act (WIOA) related fraud, abuse, or other criminal activity, EWDD notifies the Compliance Review Office (CRO) of the Employment Development Department (EDD), the City of Los Angeles, Office of the Controller (Controller) and Ethics Commission. This policy applies to all WIOA funded programs of EWDD.

DEFINITIONS

Subrecipient - a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. (Uniform Guidance Section 200.93)
Contractor - an entity that receives a contract as defined in 200.22 Contract. (Uniform Guidance Section 200.23)

Subaward - an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (Uniform Guidance Section 200.92)

BACKGROUND

Per Title 20 CFR Section 683.600 and 683.620 and DOL Training Employment and Guidance Letter 2-12, Employment and Training Administration (ETA) Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct (July 12, 2012), information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately to the Compliance Review Office (CRO) of the Employment Development Department (EDD) and the Department of Labor's (DOL) Office of Inspector General (OIG).

EDD Directive Number WSD20-12 finalizes Workforce Services Draft Directive Incident Reporting (WSDD-208), issued for comment on February 7, 2020. This policy supersedes Workforce Services Directive Incident Reporting (WSD12-18), dated June 12, 2013 and remains in effect and applicable to WIOA funding until revised by EDD. This policy has been revised as necessary to align with this EDD directive.

POLICY

First Tier Reporting – (Subrecipient/Workforce Development Board, City of Los Angeles

As per EDD Directive number WSDD-208 (in effect till revised), all subrecipients that receive WIOA funds shall promptly report to the CRO, all allegations of WIOA-related fraud, abuse, and other criminal activity. The CRO is required to immediately report the allegations through the DOL's Incident Reporting System to the OIG with a copy simultaneously provided to the ETA. In addition to submitting allegations to the CRO, subrecipients may also report allegations directly to the OIG, if deemed appropriate.

"Each subrecipient shall establish appropriate internal procedures to prevent and detect fraud, abuse, and criminal activity. These procedures must include a reporting process to ensure that the CRO is notified immediately of any allegations of WIOA-related fraud, abuse, or criminal activity. Internal procedures must be in writing and include the designation of a person on the subrecipients' staff who will be responsible for such notifications."

Proof of this notification must be maintained in the funding entity's files. Subrecipients detecting the presence or appearance of fraud, abuse or other criminal activity must obtain sufficient information to provide a clear concise report of each incident. Reports must include a statement of all facts, known at the time, as well as any known or estimated loss of WIOA funds resulting from the Incident. It is important that an initial report be made to the CRO within one working day of the detection of the incident. The submission of an Incident Report (IR) should not be delayed, even if all facts are not readily available. Any facts subsequently developed by the subrecipient are to be forwarded in a supplemental IR. Reporting procedures do not supersede the responsibility for subrecipients to safeguard WIOA funds by taking prompt and appropriate corrective action when any evidence of a violation of WIOA or its implementing regulations is found.

The Workforce Development Board (WDB), City of Los Angeles is a subrecipient referenced in EDD Directive WSDD-208. The City of Los Angeles, Workforce and Economic Development Department (EWDD) is the administrative entity for the WDB. EWDD maintains internal procedures in writing, to gather, respond/report and resolve complaints and/or any allegations of WIOA-related fraud, abuse, or criminal activity. EWDD enforces EDD Directive number WSDD-208 by requiring subrecipient contractors to comply with required reporting.

Second Tier Reporting – Contractor(s)/WorkSource Center & YouthSource Center Operators

EWDD issued WDS Directive No. 20-18; Incident Reporting, dated February 20, 2020, which provides procedures for reporting incidents, including but not limited to criminal fraud, criminal abuse or other criminal activity, and noncriminal complaints, such as waste of WIOA funds, to the Economic and Workforce Development Department (EWDD), Compliance Review Office (CRO) of the Employment Development Department (EDD) and the Department of Labor's (DOL) Office of Inspector General (OIG).

The City's Contractors are advised by EWDD that all recipients of WIOA funds have the responsibility to be alert for, and report, any suspected instances of fraud, abuse, or other criminal activity, or non-criminal activity, including gross waste of funds, mismanagement, and dangers to the public health or safety committed by staff, contractors or program participants. In addition, all "lower tier subrecipients", (i.e. Workforce Development System Contractors) have the responsibility to report all suspected incidents of WIOA related fraud, abuse, or other criminal activity immediately within one workday of detection or discovery of information alleging fraud, abuse or criminal activity involving WIOA funds to the Compliance Review Office (CRO) of EDD and their funding agency, EWDD.

Additionally, Contractors are required to bring WDS Directive No. 20-18 to the attention of all WorkSource/YouthSource Center staff by providing a copy of the directive to all staff funded by WIOA and for them to also acknowledge receipt of the Directive by signing an acknowledgement receipt (See Exhibit I).

REPORTING PROCEDURES

Upon receiving information reporting suspected incidents of WIOA related fraud, abuse or other criminal activity, the detecting entity shall prepare a written Incident Report. The report must be submitted on the Incident Report form, which can be found as an Attachment C to TEGL 2-12 (PDF), or a similar document containing the requested information to the CRO through one of the following methods:
Report IR submission information to the CRO through one of the following methods:

Mail: State of California - Employment Development Department
Compliance Review Office
Compliance Resolution Unit
P.O. Box 826880, MIC 22
Sacramento, CA 94280-0001

Email: PACBROIncidentReports@edd.ca.gov

The Incident Report may also be submitted to the OIG.

Website: www.oig.dol.gov/hotlinecontact.htm

Mail:
Department of Labor, Office of Inspector General
Office of Investigations
200 Constitution Avenue, N.W., Room S-5S14
Washington, D.C. 20210

Tel: 1 (800) 347-3756
Fax: 1 (202) 693-7020

Report IR Submission Information to:

Economic and Workforce Development Department:
Equal Employment Opportunity Section
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017
Attn: EO Compliance Officer
Telephone: (213) 744-9351

Allegations considered to be of an emergency nature may be reported by telephone to the Compliance Resolution Office Supervisor at 1 (916) 654-8354 and by calling the OIG Hotline at 1 (800) 347-3756 **followed immediately thereafter by a written report**.

REFERENCES

Title 20 Code of Federal Regulations (CFR) Sections 683.600 and 683.620

EDD Directive Number WSDD-208 dated February 7, 2020

ATTACHMENTS

Exhibit I – Acknowledgement of Responsibility to Report All Suspected or Proven WIOA Related Fraud, Abuse or other Criminal Activity, or Non-Criminal Activity

EXHIBIT I – Incident Reporting

ACKNOWLEDGEMENT OF RESPONSIBILITY TO REPORT ALL SUSPECTED OR PROVEN WIA/WIOA RELATED FRAUD, ABUSE, OR OTHER CRIMINAL ACTIVITY, OR NON-CRIMINAL ACTIVITY.

I, _____, understand that as an employee
Name (Print)

who is being paid with (Workforce Investment Opportunity Act (WIOA) funding, I have the responsibility to report all suspected or proven WIOA related fraud, abuse, or other criminal activity, or non-criminal activity including gross waste of funds, mismanagement, and dangers to the public health or safety immediately, or within one working day of detection of the incident, to the Office of the Inspector General of the U.S. Department of Labor, Compliance Review Office of the State Employment Development Department, Workforce Development System, EWDD and declare that I have received a copy of the Economic Development Department, WDS Directive No. 20-18 (dated February 20, 2020) regarding Incident Reporting.

Signature:_____ Date Signed_____

WorkSource/YouthSource Center:_____

Indirect Cost Rate Policy

EFFECTIVE DATE: JULY 1, 2022

POLICY STATEMENT

This policy provides guidelines and establishes the procedures for requesting approval for an indirect cost rate from the subrecipient's Federal cognizant agency for indirect cost or from EWDD.

DEFINITIONS

Federal Cognizant Agency for Indirect Costs

The federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed on behalf of all Federal agencies. (2 CFR 200.19)

Indirect (Facilities & Administrative (F&A) Costs

Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the program, function, activity, award, organizational division, contract, or work unit served (2 CFR 200.28, Cost objective), it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. (2 CFR 200.56)

Indirect Cost Rate: The ratio between the total indirect expenses and some direct cost base. The indirect cost allocation methods used by each organization depend on its own structure, program functions, and accounting system. The use of an indirect cost rate enables the organization to determine the proportion of indirect cost each program should bear.

Indirect Cost Proposal

The documentation to substantiate the request for the establishment of an indirect cost rate (2 CFR 200.57)

PROCEDURES

Sub-Recipients with Federal Cognizant Agency for Indirect Cost

- Develop and submit an Indirect Cost Rate Proposal to your Federal cognizant agency for indirect cost. The requirements for negotiation and approval of indirect cost rates are in the following:
  - 2 CFR 200 - Appendix III for Institutions of Higher Education (IHE),
  - 2 CFR 200 - Appendix IV for Non-Profits,
  - 2 CFR 200 - Appendix VII for State and Local Government (2 CFR 200.414(e), 2 CFR 200.57), and
  - Federal Acquisition Regulations (FAR), Part 31.2, Contracts with Commercial Organizations, and FAR Part 42.7, Indirect Cost rates, for commercial entities (https://www.acquisition.gov/Far/).

  The U.S. Department of Labor, Office of Cost Determination, has also issued a Guide for Indirect Cost Determination (https://www.dol.gov/oasam/boc/dcd-2-cfr-guid.pdf) that may be used as a guide.

  Subrecipients must follow these requirements and regulations.
- Upon negotiation and approval of an Indirect Cost Rate, submit copies of the following to EWDD Financial Management Division:
  - Indirect Cost Rate Agreement from the Federal cognizant agency for indirect costs and
  - Indirect Cost Rate proposal submitted.
- This Indirect Cost Rate Agreement will be the basis for EWDD's approval of the sub-recipient's indirect cost rate, subject to funding availability and grant restrictions.
- For WIOA and other workforce-related City contracts subject to an administrative cost cap/limit (generally at 4% of total City contract or actual expenditures, if lower), the subrecipient must submit a detailed breakdown of its indirect cost components into administrative and program costs and the calculation of the proportion (percentage) of each category to the total indirect costs. If this breakdown and calculation is not submitted, indirect costs will be considered 100% administrative costs. In addition, indirect costs classified as program costs must be fully documented.

  As a practice, EWDD uses the WIOA definition of administrative costs found in 29 CFR 683.215.

- The procedures or methodology for calculating indirect administrative and program costs are as follows:
    - Review all the costs included in the indirect pool and label them as program or administrative costs based on the WIOA definition (20 CFR 683.215, What WIOA functions and activities are subject to cost limitations);
    - Calculate the proportion (percentage) of total costs for each of the two categories;
    - Calculate the total dollar amount of indirect costs attributable to the particular WIOA program (i.e., apply the negotiated indirect cost rate to the specified base); and
    - Apply the percentages of administrative and program as calculated to the total dollar amount of indirect costs to establish the dollar amount that is to be recorded/reported as administrative costs and the amount that is program costs for that particular program

  (Please see the U.S. Department of Labor One-Stop Comprehensive Financial Management Technical Assistance (TAG) Guide Part II) for additional guidance.)

Subrecipients Without a Federal Cognizant Agency

The subrecipient may do one of the following:

- Request to use an approved indirect cost rate negotiated with another pass-through entity;
- Select to use a direct allocation method for its indirect costs;
- Select to use a 10% de minimis rate (discussed below); or
- Submit an indirect cost rate proposal package to EWDD FMD. The package must include the following:
    - Worksheet(s) showing the computation of the indirect cost rate – (including notes for adjustments);
    - Audited financial statements – The direct and indirect costs in the worksheet should be traceable and reconcilable with the costs in the audited financial statements;
    - A breakdown of its indirect cost components into administrative and program and the percentage of each to the total indirect costs in accordance with 20 CFR 683.215 and One-Stop Comprehensive Financial Management Technical Assistance Guide Part II (TAG);

- Certificate of Indirect Costs signed by a staff at a level no lower than Executive Director or Chief Financial Officer;
- A cost policy statement that identifies what the agency consider as direct and indirect costs and the rationale to support those costs;
- Latest Organization Chart;
- A cover letter forwarding these documents to the Director, Financial Management Division; and
- All other documents that EWDD may require.

If the proposal is complete and approved, EWDD FMD will issue a formal letter stating the following:

- Approved final or tentative indirect cost rate and period covered and
- Direct cost base (example direct salary, or total direct cost).

The tentative rate will be revised and a final rate approved for the same period when a new indirect cost rate proposal is submitted the following year.

Due Dates to Submit an Indirect Cost Proposal

For Direct Federal Award Recipients:

A subrecipient which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the Federal award, except when the organization has elected to use the 10% de minimis rate. (2 CFR 200, Appendix IV C (2) (b))

A subrecipient with previously submitted or established rates must submit a new indirect cost proposal to the Federal cognizant agency for indirect costs within six months after the close of each fiscal year, unless an extension has been approved in accordance with the procedures stated below. (2 CFR 200, Appendix IV C (2) (c))

For Subrecipients Requesting Approval from EWDD:

EWDD follows the same deadlines as described above for direct Federal award recipients.

EXTENSIONS

A subrecipient that has a current federally negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the Federal cognizant agency for indirect costs.

If an extension is granted, the subrecipient may not request a rate review until the extension period ends.

At the end of the 4-year extension, a subrecipient must re-apply to negotiate a rate.

Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request (2 CFR 200.414(g)).

These rules on submission and extensions shall apply to indirect cost rates negotiated with the City.

10% DE MINIMIS RATE

2 CFR 200.414(f) allows any non-Federal entity (NFE) that does not have a current negotiated indirect cost rate to charge a *de minimis* rate of 10% of **modified total direct costs (MTDC)**. The City follows this same rule for all City contracts.

In accordance with the provisions of the Uniform Guidance 2 CFR §200.414 (f), Indirect (F&A) Costs, the use of the 10% de minimis rate shall be based on meeting the following eligibility criteria and requirements:

- The subrecipient does not have a current negotiated indirect cost rate from any Federal agency or from EWDD;
- The 10% rate will be applied to Modified Total Direct Costs (MTDC), as defined in 2 CFR §200.68.
- MTDC shall include:
    - All direct salaries and wages, applicable fringe benefits,
    - Materials and supplies,
    - Services,
    - Travel, and
    - Up to the first $25,000 of each sub award (regardless of the period of performance of the sub awards).
- MTDC shall exclude:
    - Equipment, capital expenditures,
    - Charges for patient care,
    - Rental costs,
    - Tuition remission, scholarships and fellowships,
    - Participant support costs, and
    - The portion of each sub award in excess of $25,000.

- Other items when necessary to avoid a serious inequity in the distribution of indirect costs.

- Participant related costs such as Individual Training Accounts (ITAs) and On-the-Job Training (OJTs) are considered flow-thru or pass-thru funds. These costs shall be excluded from MTDC when they cause distortion in the distribution of indirect costs;
- Costs must be consistently charged as either indirect or direct and not double charged or inconsistently charged as both (2 CFR §200.403, Factors affecting allow ability of costs);
- The subrecipient is responsible for the proper use and application of the de minimis rate;
- The subrecipient must disclose its election to use the 10% de minimis rate in its budget proposals or modifications with EWDD;
- The subrecipient must track all administrative costs as defined in 20 CFR §683.215 separately from program costs, including the administrative cost portion of the indirect cost pool. The total administrative costs may not exceed the established administrative cost limit (generally set at 4% of your award or actual expenditures, if lower).

  The subrecipient must also provide a breakdown of the indirect costs between administrative and program indicating the percentage of each to the total indirect cost. The same breakdown must be used in reporting its monthly expenditures. The EWDD will not reimburse administrative costs in excess of the administrative cost limit and/or costs that are inherently administrative but are classified and reported as program without adequate supporting documentation.

Upon review of the request to use 10% de minimis rate, EWDD-FMD will issue a formal letter approving/disapproving the request based on the above criteria and requirements.

EWDD FMD will verify the organization's compliance with 2 CFR §200.414(f), 2 CFR §200.68, 2 CFR §200.403, 20 CFR §683.215, and City requirements.

The 10% de minimis indirect cost rate may be used indefinitely until the subrecipient elects to negotiate an indirect cost rate.

Charging Indirect Costs to Coronavirus Relief Funds

Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) established the **Coronavirus Relief Fund (CRF)**. Based on the latest update (as of January 15, 2021) to Federal Register 86 FR 4182 issued by the Department of the Treasury, indirect cost rates may not be applied to CARES Act funds. However, a recipient/subrecipient may use these funds to cover employee salaries and benefits for

time spent on **necessary** administrative work --- which may include disbursing payments, managing the program, and other related administrative work as long as the program qualifies as responding to a COVID-19 public health emergency and second-order effects of the emergency.

The Guidance, therefore, allows charging of indirect costs as **eligible direct costs** if:

a. Proper timekeeping records were maintained to **track actual time spent on the program** and
b. If these costs are **not** recovered either as direct or indirect costs from another Federal program.

American Rescue Plan Act (ARPA)

The American Rescue Plan Act (ARPA) established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program. Based on the Department of Treasury Guidance on Recipient Compliance and Reporting Responsibilities,https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf recipients may use funds for administering the SLFRF program, and are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs as long as they are accorded consistent treatment per 2 CFR 200.403. Direct costs are those that are identified specifically as costs of implementing the SLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the SLFRF award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement ("NICRA") established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).

REFERENCES

- Title 2 Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements;
- Title 2 Code of Federal Regulations (CFR) Part 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements – Department of Labor;
- 2 CFR 200.414 – Indirect (F&A) costs;
- 20 CFR 683.215, What WIOA administrative functions and activities constitute the costs of administration subject to administrative cost limitation?
- 86 FR 4182, Document No. 2021-00827 – Coronavirus Relief Fund for States, Tribal Governments, and Certain Eligible Local Governments – Department of the Treasury;
- U.S. Department of Labor One-Stop Comprehensive Financial Management Technical Assistance Guide Part II, Chapter 11-5, Cost Classification, Indirect Costs pages 11-5-6 to 11-5-7. https://www.doleta.gov/grants/pdf/TAG_PartII_July2011.pdf
- Federal Acquisition Regulations (FAR), Part 31.2, Contracts with Commercial Organizations, and FAR Part 42.7, Indirect Cost rates. (https://www.acquisition.gov/Far/)
- City Contract, Section 301 (F) Indirect Cost

Individual Training Accounts (ITA) Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance regarding the requirements for establishing an Individual Training Account (ITA) in conformance with the State approved, Eligible Training Providers List (ETPL)

BACKGROUND

Training services for eligible individuals are typically provided by training providers who receive payment for their services through an Individual Training Accounts (ITA). The ITA is a payment agreement established on behalf of a participant with a training provider. Per the Workforce Innovation and Opportunity Act (WIOA) Regulations, an ITA may be established on behalf of customers to purchase classroom-training services from the State approved, Eligible Training Providers List (ETPL). A One-Stop center or WorkSource / YouthSource Center or America's Job Center of California (AJCC) may issue an ITA to fund training for adults and dislocated workers who after an interview, evaluation, or assessment, and after career planning have been determined by the one-stop operator or one-stop partner, as appropriate, to be in need of training to obtain employment or remain employed. The individual can then compare the offerings on the ETPL, and, with the advice of One-Stop staff, select the most appropriate training program. In this way, the ETPL helps to provide customer choice, while also supporting quality training programs.

WIOA Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I, subtitle funds for training services. An (AJCC may issue an ITA to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services.

The Employment Development Department (EDD) is the entity responsible to publishing, disseminating, and maintain the comprehensive California (CA) ETPL with performance and cost information.

In cooperation with stakeholders, the State has adopted the following principles when developing the CA ETPL policies and procedures:

1. **Simplicity**- Avoid imposing burdens that inhibit the participation of quality training providers.
2. **Customer Focus**- The policies and procedures support the collection and presentation of easily accessible and reliable training program information for both individuals seeking career and occupational training information, and career planners who assist participants eligible for training services.

3. **Informed Customer Choice**- The CA ETPL includes locally approved training programs that lead to self-sustainable careers in the local regional economy, as supported by current labor market information identifying industry sectors and occupational clusters that are high-growth, high demand, projecting skills shortages, and/or vital to the regional economy.
4. **Training Delivery Flexibility**- Policies and procedures that support the inclusion of various types of training delivery that expand opportunities for consumer choice.
5. **Quality**- Ensure a comprehensive list of quality training programs that meet minimum performance standards and provide industry-valued skills in priority industry sectors. Information must be accurate, transparent, accessible, and user friendly.
6. **Respect for Local**- The policy remains supportive of the autonomy WIOA grants to the Local Boards.

In addition, this policy and Local Boards policies should align with three policy objectives outlined in the California United Strategic Workforce Development Plan:

1. **Fostering demand- driven skills attainment**- Workforce and education programs need to align program content with the state's industry sector needs so as to provide California's employers and businesses with the skilled workforce necessary to complete in the global economy.
2. **Enabling upward mobility for all Californians**- Workforce and education programs need to accessible for all Californians, especially populations with barriers to employment, and ensure that everyone has access to marketable set of skills and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.
3. **Aligning, coordinating, and integrating programs and services**- Workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's particular and potentially unique needs, including any needs for skills-development.

PROCEDURES

With the exception of certain types of customized, incumbent, and On-the-Job Training (OJT);WDB contracts with institutions of higher learning; and the alternatives to traditional ITA training programs described in the Alternative Training Programs Policy, only training providers who have their training programs listed on the ETPL are eligible to receive WIOA funds to train adults and dislocated workers. This list is available on the Internet at: Eligible Training Provider List (ca.gov). ITAs may be established for City of Los Angeles WIOA customers of both the WorkSource and YouthSource Centers and only if the conditions set herein are met:

- The customer is unemployed or employed at a wage that is below the level of self-sufficiency consistent with the adopted policy of self-sufficiency approved by the Workforce Development Board (WDB).
- The customer was determined unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services.
- The customer was determined to need of training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment.
- The customer was determined to have the skills and qualifications to successfully participate in the selected program of training services.
- The customer has been unable to secure other financial assistance to cover the cost of training. WorkSource Centers must coordinate training funds available and make funding arrangements with one-stop partners and other agencies to apply this provision.
- WorkSource Centers must consider the availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), state-funded training funds such as Employment Training Panel (ETP) funds, and Federal Pell Grants, so that WIOA funds supplement other sources of training grants.
    - An ITA may be provided to individuals who require assistance beyond that made available under other grant assistance programs, including Federal Pell Grants.
    - In regards to Pell Grants.
        - Registered participants ineligible for Pell Grant assistance will not be denied access to training.
        - A participant may enroll in a WIOA-subsidized training while his/her application for a Pell Grant is pending as long as the WorkSource Center operator has made arrangements with the training provider and the participant regarding allocation of the Pell Grant. The training provider must reimburse the WorkSource Centers operator for the amount the Pell Grant subsequently awarded to customer. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses.
- If training services are provided through the adult funding stream, the customer must be determined eligible in accordance with the Priority of Service Policy.
- The customer has not participated in WIOA funded ITA training for 24 months following their last date of attendance in, or completion of, a WIOA funded training through the City of Los Angeles. In cases where there is a viable reason

to provide additional training within 24 months, the service provider must obtain prior City approval.

- The customer has been unable to identify and/or enroll in a comparable course offered by local public educational institution.
- The customer has selected a training course or combination of courses from the ETPL in consultation with a case manager and consistent with customer's Individual Employment Plan (IEP).
- The training must lead to employment in a demand or growth occupation with a defined career ladder. The determination of demand or growth occupations must be consistent with the Annual Plan's policy regarding the definition of demand occupations and utilize to the fullest extent possible the labor market information system of the EDD.
- The training must result in a wage at placement, which meets or exceeds the City's Living Wage standard, with the goal of attaining self-sufficiency.
- The training must result in the attainment of an industry-recognized certificate, if available, or the attainment of skills of a generally accepted standard.

Other Conditions

- Any customer who has met the above conditions, it is recommended they be referred to the training provider of choice unless the program has exhausted training funds for the program year. The program year approved budget shall reflect the training funds available.
- An AJCC operator or AJCC partner is not required to conduct a new interview, evaluation, or assessment of a participant if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program.
- An individual is not required to receive career services prior to receiving training services.
- All classroom training providers are required to be on the ETPL and offer a certificate of completion or state credential.
- Supportive services and needs based payments must be provided consistent with the WDB approved policy on Supportive Services and Needs Based Payments; unless, through a financial needs assessment, it has been determined that the customer is ineligible for such support or has sufficient resources to remain in training. The assessment should be documented and be part of the IEP and placed in individual participant folder.
- EDD Directive WIAD06-17 requires a policy on the amount and duration of an ITA, based on the market rate for local training programs. Therefore, this policy establishes that no customer shall be referred to a course offering with a total tuition of greater than $7,500 or duration longer than twelve months without prior

City approval. Customers may, however, use other sources of funds to cover those costs that exceed $7,500. The customer's file should show the leveraging of funds for the customer covering either the full training or payment in excess of $7,500 in training fees.

- Notwithstanding the leveraging of funds, in cases where there is a viable reason to subsidize a training costing in excess of $7,500 and/or provide training longer than twelve months in duration, the service provider shall obtain prior City approval. In such cases, this policy prohibits the issuance of a training voucher prior to the approval of the City; therefore, it is the sole responsibility of the service provider to submit its written request, indicating the reasons for the exemption(s), in a timely manner so as not to impede the registration of the WIOA customer in the course of choice consistent with his/her Individual Employment Plan (IEP).
- Priority for ITAs funded through the adult and dislocated worker programs must be given first to WIOA qualified job seekers who are Veterans and/or their eligible spouses (EDD Directive WSD19-04 (Priority of Service (Veterans) - Final - Directive Template.docx (ca.gov), then for training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- The City reserves the right to prohibit the referral of customers to schools that have poor performance records in serving City customers.
- Any revisions to the ITA policy after an Annual Plan has been released for the program year shall be issued through a City Directive. The City's WDB adopted policies and City Directives on ITA shall not be inconsistent with those requirements mandated by DOL and EDD.
- A copy of this approved policy, together with a complete explanation of the limited funds available, should be shared with potential ITA customers before training services are provided.

Progress Reports and Attendance Records

The training provider must provide evidence on the participant's progress and attendance to the WorkSource Center staff on a regular basis to ensure the participant is attending classes as part of the ITA Agreement. The WorkSource Center staff must file the progress reports and attendance sheets in the participant hard file. In the event that the participant fails to attend school, the training provider must inform the WorkSource Center staff within three (3) days of consecutive non-attendance. In the event the student is terminated for non-attendance, the school must refund the unused WIOA training funds within ten (10) working days of the student's last date of attendance. All information attained from the training provider must be entered into CalJOBS^{SM}.

Training Agreement Invoice

WorkSource/YouthSource subrecipients should obtain the designated training provider's standard policy regarding the amount of tuition that must be paid in advance to enroll or accept a participant. The Department of Labor's One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG) Section II-6-10 states that "unless specifically required as a condition of attendance, as in a tuition payment required before beginning a formal training course, payment should not be made in advance of the receipt of services." Subrecipients should negotiate any advanced payments with the training provider in order to minimize out of pocket expense prior to the start of training.

The assigned Center staff must receive an invoice from the contracted training provider within ten (10) working days of the first negotiated milestone (if any). Any such invoice should be processed for payment by the Center within 30 days. The final payment should be made by the Center for any remaining ITA amount once the participant completes the training and the Center staff has received all required attendance records, progress reports and certificate of completion.

Recovery of Unused WIOA Training Monies

To ensure prompt return of any unused training monies, Center staff shall track the participant's monthly progress. An internal ITA Tracking system needs to be developed to track participant activity. Center staff is responsible for immediately notifying the Program Manager when there is an early ITA termination of a participant's training. The Program Manager will notify the Fiscal section and update the ITA tracking system to reflect the early termination of training. The Center's Fiscal section is responsible for the collection process of any outstanding training and/or tuition refund.

Case managers must verify the following:

- The refund policy of the training provider for early termination from the training program
- A requirement for the training provider to notify the case manager of early participant dropout
- The percentage of the advanced payment to be returned
- Turnaround timeframe for the refund
- Time spent in training before a refund will no longer be honored.

Participant File Documentation

Justification for, and continued funding of an ITA must be supported by the following documentation located in the participant file or case notes.

1. Assessment results supporting the selected program of study. The assessment must support the need for training including a determination by a case manager that the participant will be unlikely or unable to obtain or retain employment that leads to self- sufficiency or higher wages from previous employment through career services alone; and that the selected program of study will result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.
2. Completed IEP documenting the selected program of study, anticipated and actual start/end dates and training outcomes.
3. Eligibility for other training grant funding.
4. Case Notes documenting that the training provider is on the Eligible Training Provider List (ETPL).
5. Documentation of the participant's progress and attendance.
6. A Certificate of completion or state credential which should be uploaded onto CalJOBS.

REFERENCES

20 CFR §680.300-310

EDD Directive WSD21-03

EDD Directive WSD19-04

(Adopted PY 12-13) (Revised PY 22-23)

Leveraged Resources Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance to the City of Los Angeles WorkSource Centers (WSC) and YouthSource Centers (YSC) on reporting leveraged resources that support program participants. In addition, the policy provides specific guidance for the WorkSource/AJCC system on reporting training leveraged resources mandated by California Senate Bill (SB) 734 as modified by California Assembly Bill (AB) 1149.

BACKGROUND

Leveraged resources are defined as federal and non-federal resources (cash contributions and in-kind contributions) used to support grant activity and outcomes that would normally be paid for using grant funds. Leveraged resources must be allowable and auditable under the Workforce Innovation and Opportunity Act (WIOA) program. Leveraged resources supplement WIOA formula funding, allowing centers to provide needed services, especially in times of decreasing funding.

General Leveraged Resources (WSC and YSC)

In the procurement of WSC and YSC contractors, proposers were required to identify a minimum amount of leveraged resources they would secure to support their WIOA programs. These amounts were incorporated into WSC and YSC contracts as performance requirements. The Economic and Workforce Development Department (EWDD) requires all WSC and YSC operators to report all leveraged resources on a regular basis.

Training Leveraged Resources (WSC Only)

California Senate Bill (SB) 734 imposed a training expenditure requirement on local Workforce Development Boards carrying out WIOA funded programs that allowed a portion of the minimum training expenditure requirement may be met by applying specific leveraged resources used for training services. In 2017 the Governor signed into law Assembly Bill (AB) 1149, which expanded the types of services to which leveraged funds may be applied to include Supportive Services for those in training and expanded the sources of leveraged funds that may be applied. A portion of the minimum training expenditure requirement (an amount of up to 14 percent of the adult and dislocated worker formula fund allocation) may be met by applying designated leveraged resources (as defined in this policy) used for training services. (See Training Expenditure Requirement Policy for additional information on training expenditure requirements related to SB 734 and AB 1149).

On January 31, 2019, the State of California Employment Development Department (EDD) issued Directive WSD 18-10 incorporating the modifications AB 1149 made to SB 734 requirements. Attached to that Directive was a Summary of Training Leveraged Resources form (Attachment 2) to capture the leveraged training resources. The Summary of Training Leverage Resources form listed the twelve categories that EDD will accept EWDD has modified that form for use by WSC contractors to report training leveraged resources.

PROCEDURES

At the start of each fiscal year, which runs from July 1 through June 30, agencies are required to submit a Budget/Expenditure Plan that lists all planned leveraged resources separated by Cost Category. The total amount of leveraged resources (training and general) each WSC operator must report is determined by their response to the most recent Request for Proposals (RFP). EWDD requires all YouthSource operators to report $400,000 in leveraged resources. Adult Non-Training Leverage Resources and Youth Leveraged Resources may include those Personnel Costs, Other Costs (facility, materials, copiers etc.), Participant Related Costs (including supportive services and those forms of adult training that do not meet SB 734 and AB 1149 requirements), Subcontractor Costs, Furniture and Equipment Costs, and Indirect Costs that are not paid for with WIOA formula funds.

Each month WSC and YSC operators are to determine and validate through support documentation the amount of leveraged resources utilized for that month. For the WSCs this includes both those that qualify under AB 1149 as training leveraged resources, and those that do not. The Leveraged Resources forms must be completely filled out indicating the source, type, description, amount, program year, and the number of participants served. All forms should reflect a cumulative program year amount of leveraged resources.

For the WSCs the Summary of Training Leveraged Resources form also needs to be completed for training leveraged resources. As with invoices, one version of each form (training and non-training) needs to be completed for the Adult funding stream and one needs to be completed for the Dislocated Worker funding stream. This equates to four (4) possible leveraged resource forms that WSCs need to submit each month.

Monthly Invoices are due to the Financial Management Division (FMD) no later than the 15th of the month for expenses incurred in the prior month. Contractors must include leveraged resources forms with their expenditure reports, both of which are due the 15th of each month. Two copies of each form need to be **submitted each month, including for months where no new leveraged resources were utilized.** One copy of each form needs to be submitted to FMD, and one copy of each form needs to be submitted to an agency's assigned budget/program analyst. FMD does allow invoices to be e-mailed prior to the actual signed copy submission, so if e-mailing FMD, an agency must copy their analyst. When the agency submits hard copies, one copy must also be sent to the analyst.

FMD will compile the data and make that information available for use in the agency's annual performance evaluation. This information will also be made available to the Operations Division to help program analysts track their agency's progress throughout the program year and subsequently verify information during a site visit. Failure to conform to this requirement may adversely affect an agency's performance results.

REFERENCES

SB 734 (DeSaulnier), Chapter 498, Statues of 2011

AB 1149 (Arambula), Chapter 423, Statutes of 2017

EDD WSD 18-10

On-the-Job Training Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This Policy provides a definition and information related to On-The-Job-Training (OJT) based on information provided by the Workforce Investment and Opportunity Act (WIOA).

BACKGROUND

Through the effective use of OJT activities, eligible WIOA participants are afforded employment opportunities that provide occupational skills training while earning a sustainable income. OJT is a permissible training expenditure under WIOA Section 134(c)(H). OJT is critical to providing businesses with qualified participants who are eager to work but need the specialized training only an employer can provide. OJT can be used to defray a portion of the extraordinary costs of this training through the partial reimbursement of the trainee's wages. This encourages businesses to utilize OJT as a low-risk high-value means to hire new talent, mitigate the learning curve for new employees, minimize business disruption while providing training, and ultimately benefit the business with improved operations and an excellent return on investment

Definition

The Workforce Innovation and Opportunity Act (WIOA) Section 3, Definitions (44), defines on-the-job training OJT as:

Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- "Provides knowledge or skills essential to the full and adequate performance of the job;
- Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H),* for the extraordinary costs or providing the training and additional supervision related to training; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate."

In considering this definition, four key concepts should be noted:

- OJT is a training program;
- The trainee is referred to and hired by an employer;
- Productive work, which is the actual training is defined by the employer and performed by the individual; and
- The work and prearranged training in the OJT contract are related to knowledge or skills that are essential to performing the job.

GENERAL INFORMATION AND STANDARDS

1. An OJT is allowable for both the WorkSource Center and YouthSource Center participants.
2. OJT participants must meet WIOA program eligibility requirements.
3. The minimum wage should be $16.04 an hour with a minimum of 32 per week based on LA County requirements after July 2022.
4. OJT contracts must be limited to the period time required for a participant to become proficient in the occupation for which the OJT is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participants' IEP or Individual Service Strategy (ISS). This shall be documented in the participant file through the assessment process and subsequent IEP/ISS development and included in the case notes.
5. Segregation of Duties as it pertains to OJT, the WorkSource Center staff person who brokers the OJT shall not be the same staff person who will do the monitoring of the training agreement. This will preclude collusion or appearance of it and provides effective and efficient oversite.
6. As required by WIOA Section 181(b)(3) and 20 CFR Section 683.270(c), a WIOA participant may not be employed in, or assigned to, a job if any of the following is true:
    - Any other individual is on layoff from the same or any substantially equivalent job.
    - The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA participant.
    - The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers as of the date of the participation.

OJT Oversight

Service providers issuing the OJT agreement shall monitor the OJT employer or the entity performing the training during the term of the agreement. The purpose of monitoring the OJT agreement is to:

- Ensure that the validity and propriety of amounts claimed for reimbursement are substantiated by payroll and time attendance records
- Ensure that the training is being provided as specified in the agreement
- Ensure that all parties are adhering to the contract provisions
- Ensure that the WIOA participant will acquire the industry recognized occupational skill, and that the employer will issue to the WIOA participant a Performance Review and Certificate of Completion upon successful completion.

OJT Participants

While the sequence of services is eliminated under WIOA, training should still be made available to individuals only after an interview, assessment or evaluation determines that the individual requires training to obtain employment or remain employed.

An appropriate OJT participant:

- Has received an objective assessment and has completed the Individual Employment Plan (IEP) documents supporting the need for OJT as the best option for obtaining secure employment;
- Is not already been hired in the same or similar job (except for skills upgrades); and
- Will not work for their previous employer unless the OJT is for the purpose of skills upgrade.

Before developing an IEP for each OJT enrollee, the participating WorkSource center will work with the participating employer to identify needed, job-specific skills.

OJT agreements may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage as described in the Annual Plan's Self-Sufficiency Policy, or subsequent directives, or wages comparable to or higher than wages from previous employment; and
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board.

Employer Requirements

- OJT is provided under an agreement with an employer or registered apprenticeship sponsor in the public, private non-profit or private sector.
- Pre-screening will be conducted prior to an agreement to ascertain the employer meets the standards set forth in the OJT Agreement, and the employer can provide both training and long-term employment to the OJT participant.
- Agreements must not be entered into with an employer that received payments under previous OJT agreements under WIOA if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as a regular employee with wages, employee benefits, or working conditions at the same level as other employees performing the same type of work for the same length of time.

Employer Reimbursement

OJT payments are to be compensation to the employer for the extraordinary costs associated with training participants and potentially lower productivity of participants while in the OJT. Generally, extraordinary costs are those costs the employer has in training participants who may not yet have the knowledge or skills to obtain the job through an employer's normal recruitment process.

Employers may be reimbursed up to 50 percent of the wage rate of an OJT participant. Local Boards may increase the reimbursement rate for OJT agreements up to 75 percent, when taking into account the following factors:

- The characteristics of the participants taking into consideration whether they are "individuals with barriers to employment," as defined in WIOA §3(24);
- The size of the employer, with an emphasis on small business;
- The quality of employer-provided training and advancement opportunities (for examples for an in-demand occupation and will lead to an industry-recognized credential; and
- Other factors the local board may determine to be appropriate, which may include the number of employees participating, wage and benefit levels of the employees (both at present and after completion, and relation of the training to the competitiveness of the participant.

Local Boards must document the factors used when deciding to increase the wage reimbursement levels above 50 percent*.

Recordkeeping - OJT Attendance and Progress Reports

WorkSource Centers shall maintain records to support participant attendance, compensation, participant progress and provision of services as well as adherence to CalJOBS^{SM} data entry requirements. Hard copy documents must be maintained in participant file to facilitate audits and file reviews.

REFERRENCES

EDD Directive WSD 19-02

*WIOA section 134(c)(3)(H) describes situations in which the Local Board may increase the reimbursement rate for OJT agreements from 50 percent up to 75 percent.

** Special grants, i.e. NEGs (non-formula WIA) may limit OJT training to certain timeframes and may be subject to upper limits of hourly wages used to calculate employer reimbursement.

Participant Reporting Requirements Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the guidance and establishes the procedures regarding participant reporting requirements for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth, Title III Wagner-Peyser, as well as Trade Adjustment Assistance (TAA), Jobs for Veterans State Grant (JVSG), and National Dislocated Worker Grant (NDWG) Programs.

BACKGROUND

The State of California Employment Development Department (EDD) is required by federal regulations to submit accurate participant reports and validated individual participant data to the Department of Labor (DOL) on a quarterly and annual basis. The data entered into the CalJOBS system is used to calculate the WIOA Primary Indicators of Performance, create the Quarterly Performance Reports, and the WIOA Annual Report. As part of this reporting requirement, the DOL requires coordination and co-enrollment between WIOA Title I and Title III core and partner programs to ensure a common record is maintained for each participant served with these funding streams.

POLICY

All WIOA-funded contractors are required to report individual participant data via CalJOBS. The City of Los Angeles requires daily data entry to ensure that the single common record is maintained according to federal requirements. All WIOA-funded agencies must enter WIOA individual participant data into CalJOBS within 15 days from the date of service to ensure a common record, and where appropriate, a common exit is maintained at all times. Data cannot be modified more than 30 days in arrears.

PROCEDURES

- Participant data should be entered/updated daily. Notwithstanding daily entry, all WIOA funded agencies must enter WIOA individual participant data into CalJOBS^{SM} within 15 days from the date of service to ensure a common record, and where appropriate, a common exit is maintained at all times.
- The data cannot be modified in the CalJOBS^{SM} system more than 30 days in arrears.
- After individual participant data is entered into CalJOBS^{SM}, documents must be printed out and maintained in the participant's file.

REFERENCE

EDD Workforce Services Directive Number WSD13-11

(Adopted PY 15-16) (Revised PY 22-23)

Priority of Service Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance and establishes the procedures regarding priority of service for individuals who are basic skills deficient, low-income individuals and recipients of public assistance served with Workforce Innovation and Opportunity Act (WIOA) Adult funds.

BACKGROUND

The WIOA requires that funds allocated to a Local Area for Adult employment and training activities must follow priority of service guidelines, which state priority of service is to be provided to individuals who are basic skills deficient, low-income individuals and recipients of public assistance for career individualized services and training services. Adult priority of services *does not* apply to the WIOA Dislocated Worker program.

Veterans and eligible spouses receive priority of service for all DOL funded programs amongst all participants. These requirements must still be applied in accordance with guidance issued by the DOL and State of California Employment Department (EDD) Workforce Services Directive (WSD) 19-04.

The WIOA encourages cooperation across partner programs to help make certain the workforce system is prioritizing individuals most in need. AJCC partners may do this via cross training with other programs, an integrated technological case management system, community-based partnerships, and enhanced outreach strategies.

POLICY AND PROCEDURES

Priority of Service Requirement

One-Stop Operators are required to provide priority of service to veterans and eligible spouses for all WIOA funded activities, including technology–assisted activities. Priority of service means that veterans and eligible spouses are entitled to take precedence over non-covered persons in obtaining employment, training, and placement services. More specifically, a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

In implementing priority of service, One Stop Operators must ensure veterans and eligible spouses receive basic career services and individualized career services before other non-covered individuals. Additionally, they must ensure veterans and eligible spouses receive first priority on waiting lists for training slots and are enrolled in

training prior to non-covered persons. However, once a non-covered participant is enrolled in a workshop or training class, priority of service is not intended to allow a veteran or eligible spouse to bump the non-covered participant from that class or service.

One Stop Operators must ensure that veteran and eligible spouses are identified at the point of entry, given an opportunity to take full advantage of priority of service and are aware of their entitlement to priority of service, such as: the full array of employment, training, and placement services available under priority of service, and any applicable eligibility requirements for those programs and/or services. Additionally, One Stop Operators must ensure that written copies of local priority of service policies are maintained at all service delivery points and, to the extent practicable, posted in a way that makes it possible for members of the general public to easily access them.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E). As described in TEGL 10-09, when programs are statutorily required to provide priority, such as the WIOA adult program, then priority must be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
2. Individuals (other than veterans and eligible spouses) who are the recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Priority populations established by the Governor and/or Local Workforce Development Board
5. Other individuals not included in WIOA's priority groups.

For additional guidance on providing priority of service to veterans through the Workforce Services Directive, please reference EDD WSD19-04.

Local Workforce Development Boards (Local Boards) may establish additional priority groups for their Local Area (e.g., residents of the Local Area, individuals with disabilities, ex-offenders, homeless, etc.). If any additional priority groups are established, they should be identified in the local policy.

Definitions

For purposes of this policy, the following definitions apply:

Basic Skills Deficient – An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (Reference WIOA Section 3[5]). *Criteria used to determine whether an individual is basic skills deficient includes the following:*

- Lacks a high school diploma or high school equivalency and is not enrolled in post- secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.

Case Notes – Paper or electronic statements by the case manager that identifies, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

Example: A case manager verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and the date of enrollment, which could allow an auditor/monitor to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file (TEGL 06-14, Attachment A).

Low-Income – An individual that meets one of the four criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance For Needy Families (TANF), program supplemental security income program, or state or local income-based public assistance.
2. In a family with total family income that does not exceed the higher of the following:
    a. The poverty line.
    b. 70 percent of the Lower Living Standard Income Level.
3. A homeless individual.
4. An individual with a disability whose own income does not exceed the income requirement but is a member of a family whose total income does.

(Reference WIOA Section 3[36])

Public Assistance Recipient – An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (Reference WIOA Section 3[50]).

Self-Attestation – When a participant states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self- attestation are (1) the participant identifying his or her status for permitted elements, and (2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the Local Area management information system, with an electronic signature (TEGL 23-19, Attachment II).

*Note that self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third-party corroboration are not available.

Benchmark Percentage of Priority of Service Populations

Each agency will be required to ensure that 75 percent of participants receiving individualized career and training services in the Adult program are from at least one of the priority groups mentioned above in the “Priority of Service Requirement”. Agencies are recommended to strengthen internal systems and seek outside partnership to ensure priority populations are reached (TEGL 07-20).

The Local Area and WorkSource Center priority of service rate is calculated based on the number of participants exited from the program who are identified as a priority population and received an individualized career or training service during their period of participation. This number is divided by the total number of participants exited from the program who have received an individualized career or training service.

Documentation

Local Areas may use the following sources of documentation to verify whether an adult participant qualifies for priority of service under WIOA:

PRIORITY OF SERVICE	
Priority of Service Criteria	**Acceptable Documentation** (Only the documentation sources listed below may be used.)
1. **Basic Skills Deficient**	• School Records ○ A referral or records from a Title II Basic Adult Education program or English Language Learner program • Results of academic assessment • Case notes* • Self-Attestation*
2. **Low Income**	• Alimony agreement • Award letter from veteran's administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self-attestation*
3. **Recipient of Public Assistance**	• Crossmatch with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records
*Please reference the definition section of this directive for additional guidance on case notes or self-attestation being used for documentation purposes.	

For reporting and statistical purposes, the EDD recommends Local Areas document all barriers of employment in order to accurately measure populations served within the one-stop system.

REFERENCES

- WIOA (Public Law 113-128) Sections 3 and 134
- Title 20 Code of Federal Regulations (CFR) WIOA Final Rule, Sections 680.150, 680.600, 680.610, 680.650
- Training and Employment Guidance Letter (TEGL) 7-20 (PDF), Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program (November 24, 2020)
- Training and Employment Guidance Letter (TEGL) 23-16 (PDF), Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs (June 18, 2021)
- Training and Employment Guidance Letter (TEGL) 19-16 (PDF), Guidance on Services Provided Through the Adult and Dislocated Worker Programs Under the WIOA and the Wagner-Peyser Act Employment Services (ES), as Amended by Title III, Under the WIOA Final Rule (March 1, 2017)
- Workforce Services Directive WSD19-09, Strategic Co-Enrollment – Unified Plan Partners (February 12, 2020)

(Adopted PY 15-16) (Revised PY 22-23)

Procurement and Contract Execution Guidelines

EFFECTIVE DATE: JULY 1, 2022

POLICY STATEMENT

The purpose of these procedures is to ensure that all procurement activities conducted by the Economic and Workforce Development Department (EWDD) are in accordance with established federal, state, and local guidelines, and that all procurement is conducted in an ethical, legal, consistent, and timely manner. These procedures shall serve as guidelines both for EWDD and for EWDD-funded subrecipients.

BACKGROUND

Procurement provides EWDD with the mechanism to identify organizations that have the integrity, business ethics, financial, personnel and physical plant resources, demonstrated ability and the overall potential ability to deliver the services solicited by EWDD in a timely manner and at a reasonable price. It will also ensure the avoidance of the purchasing of unnecessary or duplicate items or services.

PROCEDURES

Management of Procurement

Procurement shall be managed by EWDD's Procurement and Contract Development (PCD) staff. If procurement is conducted by other staff in EWDD, documents that are identified in the "Maintenance of Records" section of these Guidelines shall be submitted to PCD to be maintained in the Procurement Central Files.

Authority to Procure

City Council and Mayor approvals are required to conduct any procurement, with two exceptions: 1. Transactions less than $25,000, which the EWDD General Manager has the authority to execute; and 2. Workforce Innovation and Opportunity Act [WIOA] transactions less than $250,000, for which only Workforce Development Board [WDB] approval is required.

A request to the City Council and the Mayor for approval to conduct procurement shall be prepared in the form of a Committee Transmittal Report. The draft procurement document shall not be included with the transmittal.

Lease vs. Purchase Consideration

The decision to lease or buy personal property should be governed by considerations of economy. Consideration for leasing may differ by property type and according to market conditions. The length of the contract period of the lease should also be considered. Leasing with an option to purchase is generally preferable to a straight lease.

Methods of Procurement

Within the context of open competition, there are five methods by which agencies may procure goods and services: micro-purchase, small purchase, sealed bids, competitive proposals, and noncompetitive proposals. For a transaction of less than $250,000, the small purchase method may be used. However, the sealed bid and competitive proposal may also be selected. For transactions of $250,000 or more, the sealed bid or competitive proposal must be used.

Micro-Purchase Procurement – This method shall be used for the purchase of goods or services, the aggregate dollar amount of which does not exceed $10,000. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the entity considers the price to be reasonable.

Anticipated Price	Required Action
Up to $10,000	May be awarded without quotes if the entity considers the price to be reasonable

Small Purchase Procurement – This method shall be used for the purchase of goods or services up to $250,000:

Anticipated Price	Required Action
$10,000 to $25,000	Two documented quotations
$25,001 to $250,000	Three or more written quotations

Quotations must be solicited from vendors that can reasonably be expected to provide the goods or services needed. Such quotations should include vendor contact information, and a description of the goods or services being offered.

For small purchases between $10,000 and $25,000, two or more documented quotes must be obtained. A memorandum to file, signed by EWDD staff, that identifies the quotations by date, source, quantity, time of performance, and all other requirements of the goods and/or services sought shall serve as sufficient documentation.

For small purchases between $25,001 and $250,000, a Request for Quote (RFQ) must be used. The RFQ shall be provided in writing (including fax or e-mail) to the vendors and should specify the quantity, time frames, and all the requirements of the product or services being sought. Three or more written quotes must be obtained with this method. All responses shall be in writing. A memorandum to file that identifies the selection process, the written solicitation, and all written responses shall serve as sufficient documentation.

For all quotations, the lowest price estimate shall serve as the primary criterion for selection. If the selected proposers did not offer the lowest price, justification must be incorporated into the memorandum to file documenting the criteria for selection and the relevance of the criteria to the need and benefit.
Proper documentation for a small purchase includes:

- The reason for selecting the small purchase method.
- An estimate of the potential purchase price.
- A description of the goods or services being purchased, including the quantity and any additional criteria used to determine the procurement decision. A copy of the RFQ would suffice.
- All providers contacted/considered and the prices offered using current catalogs, price lists, prior sales receipts, or formal quotes depending on the amount of the purchase.
- Why the provider was selected, including how the provider met any additional criteria, and the price analysis.
- Copy of the purchase document (sales receipt, contract).

Sealed Bids – This method shall be used when the nature of the good or service to be purchased will be more than $250,000 and can be precisely defined. Sealed bids shall be solicited publicly for a fixed-price contract through an Invitation for Bids (IFB), also known as Requests for Bids (RFB). The IFB/RFB will be publicly solicited or advertised through the Regional Alliance Marketplace for Procurement (RAMP), newspapers, local advertising and/or trade papers. IFB/RFB defines the quantity, timeframes, and product requirements. Vendors are notified of the purchase requirements and submit a sealed bid to a specified location by a specified date and time. The bids are then opened at a specific date and time. A diligent effort should be made to secure at least three competitive bids. The responsible bidder (a bidder that can meet the technical requirements of the procurements), that submits the lowest bid is usually awarded the contract. Any bidder that falls outside of the parameters will normally have their bid rejected. Award of a firm fixed price or fixed unit price contract by written notice is sent to the lowest responsible bidder. If only one bid is obtained and that bidder is deemed to be responsible, then the noncompetitive or sole source process may be used. Contract offers shall be made to the most responsible bidder whose bid conforms to all of the material terms and conditions of the IFB/RFB and is the lowest price.

Proper documentation for a sealed bid purchase includes:

- The reason for selecting the sealed bid method.
- An estimate of the potential purchase price.
- A copy of the IFB/RFB.
- Bids received.
- Determination of the responsibility of the bidder.
- Why the provider was selected.
- Copy of the award document.

IFB/RFB versus RFP

The IFB/RFB is used when there is a clear understanding of the project requirements, scope of work and technical specifications. The Request for Proposal (RFP) is used in cases where the specific requirements and technical specifications of a project are of a functional nature or unclear. The RFP then provides a guideline for potential proposers to use in preparing a bid/proposal.

Competitive Proposals (RFP) – This method shall be used for procurements in excess of $250,000 when the nature of the goods or services to be acquired cannot be defined as required by the sealed bid method; specifically, when factors other than price are important in the selection decision. Competitive proposals shall be managed through a RFP process with the objective to offer a fixed-price or cost-reimbursement type of contract.

The RFP must indicate the scope of work, the deadline for receipt of proposals, and the appeals process. The RFP will be made available on the City's Regional Alliance Marketplace for Procurement (RAMP) at RAMPLA.org. A bidders' conference will be held to present the RFP to interested parties. Bidders are required to submit their proposals to a specified location by a specified date and time. Each RFP is reviewed and evaluated as to the merits of the proposal. This review includes a cost reasonableness analysis. There should be a documented methodology for technical evaluation of each proposal. Careful documentation of the successful bidder selection should be maintained for reference. A public notice of intent to award is issued, followed by the award and the execution of the contract. If only one proposal is obtained and that proposal is deemed to be responsible, then the noncompetitive or sole source process may be used.

Proper documentation for a competitive proposal purchase includes:

- The reason for selecting the competitive proposal method.
- An estimate of the potential purchase price.
- A copy of the RFP.
- Questions and answers posed during the RFP process.
- Bids received.
- The scoring criteria and the evaluation/scoring sheets for each proposal, including determination of the responsibility of the bidder and the cost analysis.
- Why the provider was selected.
- The public notice of intent to award.
- Copy of the award document.

Noncompetitive Proposals (Sole Source) – This method of procurement may be used only when the award of a contract is not feasible under Small Purchase Procedures, Sealed Bids or Competitive Proposals, and one of the following circumstances applies:

- The goods and/or services are available only from a single source; or
- The public exigency or emergency need for the goods and/or services is too immediate to undergo the competitive solicitation process, and the procurement is for a limited time only; or
- The awarding agency (e.g., State of California, U.S. Department of Housing and Urban Development, U.S. Department of Labor) authorizes the specific noncompetitive procurement (upon a formal request for approval); or
- After the solicitation from a number of sources, the competition is determined inadequate.
- This method of procurement requires written justification for provider selection, a cost analysis, and City Attorney approval all of which must be carefully documented and maintained.

Proper documentation for a sole source purchase includes:

- The reason for selecting the sole source method, including why the procurement was infeasible under one of the other procurement methods and which of the additional sole source conditions the procurement met.
- An estimate of the potential purchase price.
- A determination of the responsibility of the bidder and the cost analysis.
- Why the provider was selected.
- Copy of the award document.

To the greatest extent possible, this method of procurement shall be avoided.

Piggyback Method – This method of procurement may be used when an organization has been procured by another federal, state, local agency, or City department within the past two years and EWDD seeks to contract with that organization for comparable services. In this instance, EWDD shall secure and retain copies of the other agency's procurement document, a detailed summary of the procurement process, and elected official approval of the procurement process and selection. EWDD shall prepare written justification for such action and secure City Attorney approval.

EWDD may authorize a funded subrecipient to use a vendor that has been procured by the City without requiring a further procurement process.

Request for Qualifications – This method of procurement may be used when EWDD is seeking to establish a list of qualified organizations that provide highly specialized or technical services. By establishing the list of qualified organizations, EWDD or its subrecipients may elect to contract with one or more of the organizations on an "as needed" basis.

Cost Analysis vs. Price Analysis

A cost or price analysis must be performed with the method and degree of analysis dependent on the facts surrounding the particular procurement situation. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.

As a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of their estimated cost (e.g., under professional, consulting, and architectural engineering services contracts). A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders. A cost analysis may not be necessary if one can establish price reasonableness on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other circumstances to determine the reasonableness of the proposed contract price. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts.

Competition

To the greatest extent possible, procurement shall be conducted in a manner that provides full and open competition. The following are examples of requirements that are restrictive of competition and must be avoided:

- Placing unreasonable requirements on firms or organizations as conditions to qualify to do business.
- Requiring unnecessary experience or excessive bonding.
- Imposing noncompetitive pricing practices between firms or organizations, or between affiliated companies or organizations.
- Granting noncompetitive awards to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only “brand name” products.
- Imposing overly restrictive specifications.
- Imposing any arbitrary action in the procurement process.

Procurement Cycle

Funding of an organization through any one of the procurement methods shall be for a period of up to four years.

Development and Release of Procurement Document

PCD shall designate a Procurement Coordinator for each procurement process. It shall

be the responsibility of the Procurement Coordinator to ensure compliance with the procedures set forth herein, and to ensure that all procurement is conducted in a confidential manner.

A determination shall be made and concurred with by the City Administrative Officer (CAO) and the Personnel Department that the services to be procured cannot be performed by City staff, in accordance with Charter Section 1022.

The Procurement Coordinator shall ensure that no conflict of interest exists for any individual, firm, or organization participating in the procurement process.

Guiding principles and a procurement schedule shall be presented to the appropriate Commission or Board for comment and or approval.

EWDD shall prepare estimates of the cost of services to be procured. This may include, but not be limited to, conducting a survey of the cost of comparable services, and determining a budget amount that reflects EWDD's best estimate of the cost of services to be procured.

Clear evaluation criteria and a standard proposal evaluation instrument shall be developed. At a minimum, all proposals shall be evaluated for Demonstrated Ability (requiring a minimum of two years of experience within a defined period of time in providing comparable services), Program Design, and Cost Reasonableness.

All attempts should be made so that the criteria for Demonstrated Ability shall neither favor nor discriminate against existing City contractors or entities that have not contracted with the City.

PCD will develop a worksheet or checklist for determining the eligibility and responsiveness of each proposal. If a proposer is found to be ineligible or non-responsive, their proposal will not be scored.

PCD will submit the procurement document to the City Attorney for review and approval as to form and legality.

PCD will brief the EWDD General Manager on the procurement document and associated schedule on a regular basis.

PCD will work with the EWDD Information and Technology Division to issue public notification through an announcement in a local public medium, the EWDD webpage, the City's Early Notification System, Regional Alliance Marketplace for Procurement (RAMP) at RAMPLA.org, and other customary and reasonable means of notifying the public, advising of the release of the procurement document.

EWDD may request a mandatory Letter of Intent to Propose from potential proposers.

PCD will advise all EWDD staff of the release of the procurement document together with instructions that staff is prohibited from assisting any proposer in the preparation of a proposal; from discussing the process and/or the merits of any potential proposer with any third party; and to forward any unattended procurement documents left in common areas to the Procurement Coordinator.

All procurement documents shall remain open for a minimum of three (3) weeks from the date of release.

Any modifications and amendments to a procurement process will be publicly noticed and incorporated into the procurement document through posting on the RAMPLA.org website.

A minimum of one (1) Bidders' Conference shall be conducted per procurement. The date, time and location of the session shall be specified in the procurement document.

All technical assistance questions from potential proposers shall be posed through e-mail communication, and all responses provided by EWDD shall be shared with all potential proposers on the RAMPLA.org website.

Acceptance of Proposals

One of two methods will be identified in the procurement document for the submission of proposals:

On-line Submission

All proposals must be completed and submitted per the instructions set forth in the procurement document using the on-line platform identified.

Proposals submitted by any other manner including those hand-delivered will not be accepted or considered for funding. Also, on-line submissions not meeting deadline, as set forth in the procurement document, will have no standing for an appeal.

Hard-Copy Submission:

One (1) week prior to the deadline for submission, all EWDD staff shall be advised of the proposal deadline and instructed to direct any proposers attempting to submit proposals immediately to the EWDD Front Desk staff for formal receipt and to have their proposals be date- and time-stamped.

On the day of the deadline for the submission of proposals, as set forth in the procurement document, PCD staff shall be stationed to receive proposals. Such proposals shall immediately be stamped with the date and time of the receipt of each proposal.

Following the deadline for proposal submission, the receiving staff shall immediately deliver all date- and time-stamped proposals to the designated Procurement Coordinator.

Proposals not received by the deadline, as set forth in the procurement document, shall not be accepted.

Review of Proposals

The Procurement Coordinator shall coordinate the review and evaluation of proposals and assign staff responsibilities.

PCD staff shall prepare and maintain a log that identifies all proposers, funds requested, collaborators, services to be provided, area to be served, number of individuals to be served, proposed outcomes, and any other elements of the proposal that shall serve as the executive summary of all proposals received.

PCD staff shall conduct an eligibility and responsiveness review to determine if each

proposer is eligible to apply, including whether the proposer has been debarred by the State of California and whether all sections of the proposal have been completed as identified on the proposal checklist.

PCD staff shall ensure that each proposer has complied with the City's BAVN and Business Inclusion Program (BIP) requirements.

PCD staff shall review the documentation that all subcontractors identified in a proposal have been competitively procured by the proposer prior to submission of the proposal.

PCD staff shall be responsible for the review and evaluation of the non-narrative sections of the "Demonstrated Ability" and "Cost Reasonableness" categories of the proposals.

When possible, the review and evaluation of proposals shall be conducted by individuals ***independent of the City of Los Angeles***, who are experts in the subject matter of the procurement. All reviewers must be briefed on and acknowledge in writing that they will abide by the Conflict of Interest requirements described in the Code of Conduct section of this policy.

Formal training sessions shall be conducted by the Procurement Coordinator for all individuals who are to review proposals. Training materials shall include the procurement document, the evaluation instrument, and the conflict of interest declaration.

Raters shall be allowed sufficient time in which to review proposals assigned to them.

Proposals shall be reviewed by a team of at least two raters, with each rater reviewing proposals independently of one another and then convening to form a single, consensus final evaluation score.

Each review team shall be assigned to review and evaluate multiple proposals that focus on specific communities, populations, or services. For example, a team would be assigned to review proposals submitted to serve the East Region, while another team would review proposals submitted to serve the North Valley Region, in order to achieve a consistency of scoring within a specific region.

Consensus meetings for each review team shall be facilitated by EWDD staff. The consensus meeting will result in a single consensus scoring document for each proposal, which will be submitted to EWDD.

EWDD staff shall review all scores provided by the raters to ensure that there is consistency in the review of the proposals and that consensus has been reached by the raters.

The names of proposal raters shall be confidential as a means to protect raters from outside influence or retaliation in their review and evaluation of proposals. Under no circumstances are the names of proposal raters to be shared with the general public. EWDD is ultimately responsible for the final results.

For existing EWDD contractors, actual program performance shall be evaluated on the basis of past performance, as documented in records on file with EWDD.

To promote open competition, a Performance Verification form that allows non-City contractors to certify their demonstrated ability on performance measures that mirror those against which City contractors are evaluated shall be included, when appropriate. The certification shall include contact information of third parties who can verify the proposer's performance.

To the greatest extent possible, determination of cost reasonableness shall be an objective, quantitative evaluation.

All proposed costs shall also be reviewed to determine that they are allowable, allocable and necessary in keeping with federal, state and City procurement guidelines.

In conjunction of the Cost Reasonableness evaluation, reviewers shall conduct an analysis of the proposed contract price. This analysis shall include a comparison of each proposed contract price to: 1) all other proposals received; 2) current contract prices; 3) published market prices; 4) EWDD's own cost estimate; and 5) various metrics such as the cost per individual served.

Proposed costs that cannot be accurately determined as a result of errors and/or omissions in preparation of the proposed budget shall not be considered reasonable and shall not be scored.

All proposed indirect costs shall be supported by a letter from the cognizant federal agency.

All proposed profit must be reviewed to determine that it is in accordance with any relevant Directives that are current for the proposed contract period.

To maintain the integrity of the process, a minimum of two (2) staff members shall review sections of proposals that cannot be reviewed by outside reviewers.

In the event that the EWDD Operations (OPS) notifies PCD of its intent to respond to a procurement issued by PCD, a clearly defined firewall must be established between PCD as the administrator of the procurement and OPS as the proposer.

The following actions shall be taken:

- The EWDD General Manager and the Assistant General Managers of Workforce Development and Finance and Administrative Services shall be notified in writing of such intent;
- EWDD Operations (OPS) staff shall be prohibited from participating, discussing, or inquiring of PCD staff in any way, regarding the development, review, and/or scoring of such proposal, with the exception of any publicly held meeting of which the procurement and proposal are the subject; and
- PCD staff and OPS staff, including the respective Assistant General Managers, are prohibited from engaging in any discussions regarding the procurement until the procurement review has been concluded and the scores have been formally released to the proposers and to the appropriate governing board.

In the event that a City Department notifies PCD of its intent to respond to a procurement issued by PCD, a clearly defined boundary must be established between PCD, as the administrator of the procurement, and the City Department as the proposer.

The following actions shall be taken:

- The EWDD General Manager and the Assistant General Managers of Workforce Development and Finance and Administrative Services shall be notified in writing of such intent;
- City Department staff shall be prohibited from participating, discussing, or inquiring of PCD staff in any way, regarding the development, review, and/or scoring of such proposal, with the exception of any publicly held meeting of which the procurement and proposal are the subject; and
- PCD staff and City Department staff, including the respective Assistant General Managers, are prohibited from engaging in any discussions regarding the procurement until the procurement review has been concluded and the scores have been formally released to the proposers and to the Workforce Development Board.

To be considered for funding, a proposal must receive a score of at least 70 percent of attainable points. However, a score of 70 percent or more is not a guarantee of funding. In addition, a high score does not necessarily guarantee funding.

EWDD shall reserve the right to determine that a procurement process has failed. The basis for failure may include a lack of sufficient responses and/or a lack of responses that meet the requirements of the procurement document.

In the event that EWDD determines that procurement has failed, EWDD shall notify all proposers of such determination in writing.

Release of Results and Funding Recommendations

All proposers shall be notified in writing signed by the Assistant General Manager of Workforce Development of the outcome of the procurement.

Funding Recommendation Letters shall include: 1) the score awarded; 2) the amount of funds being recommended to the proposer; 3) the right to appeal the procurement process; and 4) a caveat that the recommendations remain subject to approval by the appropriate governing board, City Council and Mayor, and are contingent upon the availability of funds.

The results of the procurement may be concurrently released to the appropriate governing board.

Presentation of Scores and Funding Recommendations to Appropriate Governing Board

PCD shall present the results of the procurement, including the scoring, to the appropriate committee on the governing board in a Funding Recommendation Report addressed to the relevant Board president.

The Funding Recommendation Report shall provide:

- The summary of the facts pertaining to the procurement;
- The purpose of the procurement;
- When the procurement was conducted;
- The number of proposals received;
- The method of evaluating the proposals;
- The meeting(s) conducted with proposers; and
- The results of any appeals hearing(s).

The results of the procurement may be concurrently released to the proposers.

The relevant committee shall meet within a reasonable time following the conclusion of the review process and consider EWDD's recommendations.

Appeals Procedures

Appeals shall be limited to issues arising from the procurement process only.

All proposers shall be advised of their right to appeal the procurement process.

For all WIOA-funded procurements, the Appeals Board shall be established in accordance with the WDB/LEO (Local Elected Official) agreement.

All Appeals Board hearings are public hearings; however, if necessary, a part of the meeting may be conducted in closed session. Closed sessions may be called during the course of a meeting or public hearing in order to allow the members to obtain advice from counsel. Members are not permitted to deliberate among themselves unless in an open, public session.

All Appeals Board members shall be provided with a copy of the procurement document, a copy of this document (Procurement Guidelines), a summary of facts regarding the specific procurement that includes a written summary of the procurement process, and each written appeal together with a departmental response.

In the Appeals Hearing, appellants shall have five (5) minutes to make their oral presentation, which shall be followed by a question and answer period not to exceed fifteen (15) minutes at the discretion of the Board.

At the conclusion of the Appeals Hearing, the Board shall take one (1) of the following actions:

- Uphold the score awarded by EWDD; or
- Sustain the appeal and remand the proposal to EWDD with direction.
- For WIOA-funded programs, the Appeals Board's decision shall be considered final.
- The results of the Appeals Hearing shall be compiled into a report and submitted to the executive committee of the appropriate commission or board.

Approval of Funding Recommendations by Commission and/or Board

Upon approval of the funding recommendations by the Executive Committee of the appropriate governing board, EWDD shall prepare a City Council Committee transmittal that outlines the procurement process and results.

In accordance with EWDD policy, all transmittals shall be executed by EWDD executive staff and the General Manager at the regularly scheduled transmittal meeting.

Transmittals that pertain to the use of WIOA funds shall be jointly addressed to the Mayor and City Council and signed by both the EWDD General Manager and the WDB Chair.

PCD shall draft an "Offer Sheet" to be issued to successful proposers. The Offer Sheet contains a summary of the services to be provided, the cost of such services, performance goals, and the term of the agreement.

No proposer shall be recommended for funding if the State of California or the City of Los Angeles has established that there is a debt against a proposer that has not been repaid, or for which a repayment agreement has not been executed.

No proposer shall be recommended for funding that has been debarred, suspended, or otherwise excluded from participation in federal assistance programs. All contracts shall include a self-certification by the subrecipient that it is not a debarred party. The federal government System for Award Management website (www.sam.gov) shall be searched for exclusion records, and a copy of said search shall be maintained with scoring documents.

Notwithstanding a designation of being "high risk," a proposer may be recommended for funding where there is documentation of the proposer's demonstrated ability to perform under the agreement.

High Risk is defined as having a demonstrated history of unsatisfactory performance, financially instability, poor administrative practices, or failure to comply with the terms and conditions of previously awarded agreements.

In the event a high-risk proposer is recommended for funding, special conditions shall be imposed and set forth in the agreement with the City. Such special conditions shall include:

- Compensation to the subrecipient solely on a cost-reimbursement basis with no opportunity for the receipt of advance payments for services performed;

- Requiring the subrecipient to subcontract with a third party to perform those duties and responsibilities that the subrecipient has a demonstrated inability to perform, or to secure technical assistance;
- Increased monitoring by the City and/or increased reporting by the subrecipient;
- Requiring prior approvals of personnel and other actions.

The subrecipients shall be advised of any special conditions included in the agreement prior to the execution of the agreement with the City and the reasons for the imposition of such special conditions. The process for requesting the reconsideration or termination of such special conditions shall be set forth in the agreement.

City Council and Mayor Approval

Upon approval by the City Council and Mayor of EWDD's funding recommendations under the procurement, PCD shall notify all proposers in writing of the final results of the procurement.

The letter shall include an offer to contract, a.k.a. the Offer Sheet, to the successful proposers.

The letter shall include a request that the successful proposer accept, in writing, the terms set forth in the Offer Sheet within five (5) days of receipt. If the successful proposer does not accept the terms, the proposer may request a meeting to negotiate the outstanding terms.

Contract Negotiations and Execution

OPS is responsible for all contract negotiations and contract execution, in accordance with EWDD's Contracting Procedures.

Maintenance of Records

EWDD shall maintain records documenting each procurement, including:

- A copy of the procurement document.
- The cost or price analysis, if procurement is in excess of the Simplified Acquisition Threshold.
- Document showing check of Excluded Parties List System (SAM.gov) to verify entity is not excluded or disqualified.
- The scoring instrument.
- A description of the scoring methodology.
- The public notice of release of the procurement.
- Technical assistance questions and answers.
- A copy of proposals.

- A copy of the letters notifying the proposers of their scores.
- A copy of the report to the governing authority seeking approval of the scores awarded.
- A copy of the materials provided to the Appeals Board, if convened.
- A copy of the letters notifying the proposers of the Appeals Boards' action(s) and their funding recommendations, if appeals process was required.
- A copy of the report to the governing authority advising of the Appeals Boards' actions(s) and requesting approval of the funding recommendations, if appeals process was required.
- A copy of the transmittal to the Council and Mayor documenting the procurement process and requesting approval of the proposal results, if necessary.
- A copy of the final City Council and Mayor action, if necessary.
- A copy of letters to the proposers notifying them of the City Council and Mayor approved action.

Such records shall be electronically archived and placed in a location that is accessible for monitoring and auditing purposes.

Records shall be retained for a minimum of three (3) years following termination of the agreement and after final disposition of pending matters. Pending matters include audits, litigation, and other business associated with the procurement process. EWDD shall consult with the City Attorney prior to the destruction of any records.

Public Records Requests

Requests to review scoring instruments, the scores of other proposals, time and date stamp logs, or any other documents that are part of the procurement process must be submitted in writing in accordance with the California Public Records Act. The Communications Group of EWDD shall be notified any such request. EWDD shall seek City Attorney guidance prior to responding to any such requests.

Code of Conduct

No staff of the Economic and Workforce Development Department (EWDD) who works in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a sub-grant or contract, where there is a conflict of interest, either real or perceived. A conflict of interest would arise where the EWDD staff member, any member of that person's immediate family, domestic partner, or organization that employs, or is about to employ, a member of the staff member's immediate family has a financial or other interest in the firm or organization competing for an award under an EWDD procurement.

The term “immediate family” includes those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, son-in-law and daughter-in-law.

The term “financial or other interest” includes:

- Any direct or indirect financial interest in a specific contract including a commission or fee, a share of the proceeds, the prospect of a promotion or of future employment, a profit, or any other form of financial gain.
- Any of the following interests in the subrecipient ownership: a partnership interest or other beneficial interest of five (5) percent or more; the ownership of five (5) percent or more of stock; employment in a managerial capacity; or membership on the board of directors or governing body.

No EWDD staff member shall solicit or accept gratuities, favors, or anything of monetary value from proposers, subrecipients, potential subrecipients or parties to sub-agreements.

All Strategic Planning and Research section staff members that are assigned to participate in a procurement process shall participate in the City’s ethics training program.

Request for Proposals (RFP) Format

The following shall serve as a general guideline for the content of an RFP document.

Cover Page – The cover page should identify the funding source, program, issuance date, submission deadline, anticipated term of contracts, submission address, and information on technical assistance.

Table of Contents (TOC) – TOC should note all sections below along with identifying all exhibits, forms, appendices and attachments.

Background/Introduction – The background shall include a discussion of EWDD as the administrative entity for the RFP, a brief overview of the solicitation, and the purpose of the solicitation.

RFP Specifications – This section shall include a discussion of the contract term, eligibility requirements, source of funds and funding request amounts, a preliminary schedule, the proposer’s conference, technical assistance, deadline for submission, proposal review process, proposal award, and appeals process.

Program Design – This section shall include a discussion of the scope of the work solicited.

Evaluation Criteria – This section shall include an overview of the major proposal evaluation categories and maximum points possible for award.

Proposal Package – This section shall include a description of the narrative responses to be prepared by the proposer and general proposal preparation guidelines.

General Proposal Preparation Guidelines – This section shall include a discussion of specific required proposal guidelines, including but not limited to:

- Overview – Guidelines for completion and submission of proposal
- Proposal Contents Checklist
- Required Documents Submitted with Proposal

General RFP and City Contracting Information – This section may include:

- Costs Incurred by Proposers
- Best Offer
- Alternatives
- Proposal Errors
- Waiver of Minor Administrative Irregularities
- Interpretations and Clarifications
- Optional Materials/Services
- Accuracy and Completeness
- Withdrawal of Proposals
- Addendum
- Representations
- Acceptance of Terms and Conditions
- Multiple Proposals
- Applicable Laws and Regulations
- Standard Provisions for City Contracts
- Standing of Proposer
- Proprietary Interests of the City
- Discount Terms
- Assurances

Additional RFP and City Contracting Information and Documents – This section may include:

- Municipal Lobbying Ordinance
- Contractor Responsibility Ordinance
- Equal Benefits Ordinance

- Living Wage and Service Worker Retention Ordinance
- Nondiscrimination, Equal Employment Practices and Affirmative Action Program
- Slavery Disclosure Ordinance
- Americans with Disabilities Act
- Child Support Assignment Orders
- First Source Hiring Ordinance
- Federal Funding Accountability and Transparency Act Reporting
- Articles of Incorporation and By-Laws
- Current roster of proposing company's Board of Directors with contact information
- Resolution of Executorial Authority – PCD will review this document, along with board minutes listing attendees, to verify board authorization to submit proposal and execute contract. PCD may also interview Board Chair or designee, if necessary.
- Bidder Certification City Ethics Commission (CEC) Forms
- Certification Regarding American Disabilities Act
- Business Inclusion Program Outreach
- Nonprofit Status Documentation from the Internal Revenue Service
- City Business Tax Registration Certificate
- Audited financial statements from those organizations not previously funded by the Department

Contract Execution Requirements – This section may include, but is not limited to, the description of the following requirements and information:

- Insurance Certificates
- Corporate Documents
- City Business License Number
- Proof of IRS Number
- Certifications
- Affirmative Action Plan
- Collaboration
- Contracting Method/Payment for Services
- Program Income

- Contract Cost
- Records Retention
- Security Clearance and TB Testing
- Governing Law
- Commitment to Carry out All Contractor Responsibilities
- City Attorney Contract Approval
- Contractor Non-Performance
- Breach of Contract
- Amendments/Modifications/Change Orders
- Prime Contractor
- Subcontractors/Joint Ventures
- Copies of Subcontractor Agreements
- Supplier Performance Feedback Meeting
- Periodic Independent Audit
- Financial Audit
- Contractor Evaluation Ordinance – Including notification of prospective proposers that their performance on a City service contract will be subject to City evaluation
- Federal Award Identification Number (FAIN) including Award Date and identification of whether award is Research & Development
- SAM.gov search results to verify non-exclusion

In drafting a Request for Proposals, EWDD staff shall use the most recently released RFP as an exemplar. Given that City contracting requirements are subject to revision, the draft will always be reviewed by the City Attorney to ensure that it is current and accurate.

REFERENCES
OMB Memo #M-18-18, dated 6/20/2018

Replacement Operator Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides procedures to be followed if there is a need to replace a WorkSource or YouthSource Center operator/contractor.

BACKGROUND

From time to time it may become necessary to either terminate service or replace current WorkSource or YouthSource agreements at certain centers. Such instances include, but are not limited to:

1. Contractor provides the City written notice of any facts that may materially affect the performance of their agreements or impact the City's decision to continue an agreement with the Contractor.
2. Contractor fails to meet certification standards.
3. Department and/or WDB do not approve the contractor's request to assign their agreement.

POLICIES & PROCEDURES:

In the event WorkSource or YouthSource Center agreements are to be terminated with an existing contractor, the Economic and Workforce Development Department (Department) staff shall prepare a report to the Workforce Development Board regarding the impact of such actions on the community, together with recommendations to either discontinue services or identify a replacement operator.

Proposers to the WorkSource and YouthSource Request for Proposals (RFP) who attain a passing score shall be placed on the Qualified Operator Replacement List (list of eligible providers). Inclusion on this list of does not automatically result in a contract, but rather, it establishes a list of qualified operators from which the City may select, if needed. The list shall remain in effect for the same term as the underlying RFP.

The Department shall, at all times, maintain a list of qualified replacement operators.

Replacement operators may only be drawn from the list of eligible replacement operators. All efforts to prevent or minimize a disruption in services to existing customers must be considered. If there is a need to replace a current operator the evaluation factors to be reviewed may consist of:

1. Replacement operator's original bids proposed area of service and/or final score;
2. Financial stability at the time of evaluation;

3. Current program and fiscal performance
4. Partnering and leveraging of community resources (preferably in the region to be assumed); and

Responsibilities of the selected replacement operator shall be as follows:

If assuming an existing location:

a. Assume the management of the day-to-day operations of an existing WorkSource/YouthSource Center;

b. Transition existing WorkSource/YouthSource Center staff to the replacement operator's payroll, in accordance with the City's Worker Retention Ordinance;

c. Assume a facility lease from the City or negotiate a new lease..

d. Assume all responsibility for the WorkSource/YouthSource Center facility management including all City owned furniture and equipment;

e. Assume responsibility for all active WorkSource/YouthSource Center customers and exited customers in follow-up;

f. Assume all active ITA, on-the-job training, customized training, and work experience (WE) agreements and any other agreements which the previous WorkSource/YouthSource Center operator may have entered into.

If establishing a new service location:

a. Locate and negotiate lease for new service location of WorkSource/YouthSource Center in the designated service delivery area;

b. Coordinate the transition of City-owned furniture and equipment to new location;

c. Transition existing WorkSource/YouthSource Center staff to the replacement operator's payroll, in accordance with the City's Worker Retention Ordinance;

d. Manage the day-to-day operations of the WorkSource/YouthSource Center;

e. Assume responsibility for all active WorkSource Center customers and exited customers in follow-up; and

f. Assume all active ITA, on-the-job training, customized training, and WE agreements and any other agreements which the previous WorkSource/YouthSource Center operator may have entered into.

Salary and Bonus Limitation for Calendar Years 2021 and 2022

EFFECTIVE DATE: January 1, 2022

POLICY STATEMENT

This policy provides the salary and bonus limitation for individuals compensated by the Department of Labor-Employment and Training Administration (DOLETA) funded programs for calendar years 2021 and 2022. It applies to all City subrecipients expending Workforce Innovation and Opportunity Act (WIOA) and DOJ Second Chance funds.

BACKGROUND:

On June 15, 2006, President Bush signed into law an emergency supplemental appropriation bill, Public Law 109-234. Section 7013 of this public law limits salary and bonus compensation for individuals who are paid by funds appropriated to DOLETA and provided to recipients and subrecipients. Specifically, Section 7013 states:

> "*None of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after the date of enactment of this section shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer the Federal programs involved including Employment and Training Administration programs."*

Subsequently, on August 15, 2006, the DOLETA issued TEGL 05-06. The State of CA Employment Development Department (EDD) also issues a directive every year, the latest of which is WSD 21-02, issued on August 16, 2021, applicable for 2021. These directives inform states and other DOLETA-funded recipients and subrecipients of limitations on salary and bonus payments, the programs affected by this provision, effective dates and funding cycles, covered individuals and transactions, application of the limitation, and related grant and contract modifications.

PROCEDURES

Public Law 109-234 sets the limit on salary and bonus compensation at a rate equivalent to no more than an Executive Level II. A salary table providing this rate is listed on the Federal Office of Personnel Management website, under "Policy, Pay and Leave" (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/). **These levels are adjusted annually**. The levels for 2022 and the last two years are as follows:

Year	Limit	Effective Date
2020	$197,300	January 1, 2020
2021	$199,300	January 1, 2021
2022	$203,700	January 1, 2022

Additional guidelines regarding the limitation:

- It applies to both the gross amounts of salaries and bonuses. The sum of all bonuses received over the twelve-month period when added to the employee's salary may not, at any time, exceed the limitation.
- It does not apply to benefits that are not salaries and bonuses. For example, fringe benefits, insurance premiums, and/or pension plans are not included in the calculation.
- **It is prorated based on the amount of time the employee is dedicated to the DOLETA-funded program(s).**

***Example #1**:*

Executive Director's 2022 W-2 Gross Compensation is $140,000. He worked part-time (.60 FTE) all year but 100% of his time benefited the City WIOA contract:

Description	Amount
2022 Salary & Bonus Limit	$ 203,700
Prorated Salary & Bonus Limit [$203,700 x (.60 x 100%)]	$122,220
Executive Director's Total Gross Compensation	$140,000
Salary Benefiting City WIOA Contract ($140,000 x 100%)	$140,000
Compensation in Excess of Limitation ($140,000 - $122,220)	**$17,780**

Example #2:

Executive Director's 2022 W-2 Gross Compensation is $140,000. He worked part-time (.50 FTE) all year and only 80% of his time benefited the City WIOA contract.

Description	Amount
2022 Salary & Bonus Limit	$203,700
Prorated Salary & Bonus Limit [$203,700 x (.50 x 80%)]	$81,480
Executive Director's Total Gross Compensation	$140,000
Salary Benefiting City WIOA Contract ($140,000 x 80%)	$112,000
Compensation in Excess of Limitation ($112,000 - $81,480)	**$30,5200**

Example #3:

Executive Director's 2022 W-2 Gross Compensation is $160,000. He worked full-time all year but only 50% of his time benefited the City WIOA contract.

Description	Amount
2022 Salary & Bonus Limit	$203,700
Prorated Salary & Bonus Limit ($203,700 x 50%)	$101,850
Executive Director's Total Gross Compensation	$160,000
Salary Benefiting City WIOA Contract ($160,000 x 50%)	$80,000
Compensation in Excess of Limitation ($80,000<$101,850)	**0**

- It applies to salaries and bonuses regardless of whether they are paid as a direct or an indirect cost.
- It does not apply to "contractors" as defined in 2 CFR 200.23.
- The City will use the limitation imposed by the State EDD if and when it sets a limit below Executive Level II.

Salaries determined to be in excess of these limitations will not be allowable under WIOA formula, discretionary, and all other grants from the US. Department of Labor Employment Training Administration.

REFERENCES

- Public Law 109-234
- DOL Training and Employment Guidance Letter (TEGL) 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, dated August 15, 2006
- State of California Employment Development Department Workforce Services Directive (WSD) 21-02, Salary and Bonus Limitations for 2021, dated August 16, 2021

INQUIRIES

If you require further information regarding this policy, please contact your EWDD Program Monitor or the Financial Management Division at (213) 744-9000.

(Adopted PY 15-16) (Revised PY 22-23)

Subcontractor Monitoring Policies and Procedures

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy establishes guidelines and procedures for the performance of subcontractor monitoring and resolution of any subsequent findings and concerns or observations by all Economic and Workforce Development Department (EWDD) subrecipients.

POLICY AND PROCEDURES

Definitions

Concern or Observation – statement or comment on a matter which the monitor believes may possibly result in a finding if not addressed. Generally, a concern or observation does not require a corrective action plan.

Corrective Action Plan (CAP) - A list of specific steps that subcontractors must take within a stated period of time in order to achieve compliance.

Finding – A violation of a specific compliance requirement contained in laws, regulations, federal, state and City policies and directives, Uniform Guidance, and grant terms and conditions that requires specific corrective action plan. Findings may result in questioned costs, and/or disallowed costs.

Monitoring – The monitoring review is an oversight activity that may lead to opportunities for technical assistance and/or corrective action. A monitoring review is a process used to measure progress, identify areas of compliance, offer opportunities for technical assistance to help resolve non-compliance issues, and ensure that federal funds are used responsibly.

Oversight – Performed by subrecipients in various ways such as on-site monitoring, risk assessment, desk reviews, and analysis of performance and financial reports.

Subrecipient – A non-federal entity that expends federal awards received from the City as pass-through entity to carry out a federal program but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. 2 CFR Section 200.93). Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

1. Determines who is eligible to receive what Federal assistance;
2. Has its performance measured in relation to whether objectives of a Federal program were met;

3. Has responsibility for programmatic decision making;
4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
5. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

Subcontractor – in this policy and procedures, is an entity that receives funding from a subrecipient to carry out a part of federal or City program and is subject to federal, state and City compliance requirements. The subrecipient's other contracts/vendor agreements are not covered in this policy and procedures.[5]

POLICY

The Economic and Workforce Development Department (EWDD) awards federal, state, and local grants to for-profit and nonprofit subrecipients. It is the policy of the department to require its subrecipients to conduct desk and on-site monitoring reviews[6] of their subcontractors every fiscal year to assure compliance with federal, state, local, and City grant regulations. Desk and on-site monitoring reviews provide the sub recipients with sufficient fiscal oversight of their subcontractors, ensuring that public funds are safeguarded and utilized for goods and services necessary for program operations.

PROCEDURES

Subcontractor monitoring must include the following procedures:

- Evaluation of the subcontractors' internal control systems,
- Verification of expenditures against supporting documents,
- Review of the necessity and reasonableness of billed expenses,
- Verification of recording in the books of accounts,
- Verification of compliance with the subcontractor agreement, and
- Performance of additional procedures as appropriate.

Subcontractor monitoring may be conducted using one or a combination of on-site visit or desk review. Subrecipients' approach will depend on whether or not the subcontractor is at the same time a subrecipient of EWDD or receives direct funding from EWDD. EWDD shall provide a list of subrecipients annually.

[5] See Uniform Guidance 2 CFR 200.331 – Subrecipient and Contractor Determinations.

[2] During the pandemic where physical distancing is required, on-site visits have been replaced with "enhanced" desk reviews that are conducted virtually.

- **On-site Visit** – Use this approach if the subcontractor does not receive direct funding from EWDD.
    - Visit subcontractor on-site and perform the above monitoring procedures.
- **Desk Review** – Use this approach if the subcontractor receives direct funding from EWDD.
    - Require subcontractor to submit general ledgers,
    - Verify reported expenditures against the subcontractor's general ledgers,
    - Review supporting documentation for selected samples,
    - Review and ensure adherence to the approved budget, expenditure cost limitations, cost classifications, and other reporting requirements, and
    - Obtain, a copy of the latest fiscal review report and single audit report from EWDD and note relevant findings and concerns.

Subrecipients must maintain documentation of subcontractor monitoring, be it on-site or desk review. At a minimum, the subrecipient must have on file for EWDD verification, a written report or memorandum communicating to the subcontractor the results of the review including the findings and basis, if any, and their resolution. Subrecipients may take appropriate action, such as withholding of funds, if a subcontractor fails to comply with these sub monitoring requirements and/or be nonresponsive in providing the necessary documents for review. In such cases, the subrecipient should immediately notify EWDD in writing stating the reasons for withholding funds, and if applicable, return funds to EWDD.

Subrecipients may request technical assistance or guidance from EWDD fiscal and program monitors regarding on-site program and fiscal monitoring and desk review procedures, federal, state, local, and City grant regulations.

REFERENCES

2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;

2 CFR 200 Sub Part D - Post Federal Awards Requirements- Performance and Financial Monitoring and Reporting (200.327, 200.328)

2 CFR 200 Sub Part D - Post Federal Awards Requirements- Subrecipient Monitoring and Management; (200.330, 200.331)

2 CFR 300 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Health and Human Services;

2 CFR 2800 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Justice;

2 CFR 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Labor;

20 CFR 683.400 (C) (1), (D) - What are the Federal and State monitoring and oversight responsibilities.

20 CFR 683.410 (a) (1) through (4) – What are the roles and responsibilities of recipients and subrecipients.

Employment Development Department Directive WSD 18-06, Subrecipient and Contractor Determination.

Employment Development Department Draft Directive WSSD 210, Standards for Oversight and Instruction for Substate Monitoring.

(Adopted PY 20-21) (Revised PY 22-23)

Supportive Services/Needs-Related Payments Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance to the City of Los Angeles One-Stop Operators in providing supportive services that are necessary to enable WIOA eligible individuals who cannot afford to pay for such services to participate in authorized Workforce Innovation and Opportunity Act (WIOA) activities.

Definition

Supportive services are customer services that are necessary to enable WIOA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIOA activities. For Youth participants, such activities must correspond to the required WIOA Elements for Youth Programs. Examples of such services include, but are not limited to:

- Childcare and dependent care for dependents of customer.
- Clothing - Adequate clothing to allow customer to wear appropriate work attire while participating in WIOA activities and during job interviews.
- Housing - Temporary shelter, housing assistance and referral services.
- Linkages to community services - Alcohol/drug/gang intervention counseling, drop-out prevention, pregnancy prevention, money management, tutoring or other purposes.
- Referrals to medical services - Referral services to appropriate medical service providers.
- Transportation - Expenses for commuting to and from WIOA activities such as public transportation fare, carpool arrangement, or gas for personal auto.
- Other – Services that are consistent with these policies and when justification is maintained in the customer's file. Examples include, but are not limited to, the following: uniforms or work-related tools, including such items as eyeglasses and protective eye gear that may be needed for participating in WIOA activities and/or employment, materials for individuals with disabilities~~,~~ and needs-related payments.

BACKGROUND

WIOA regulations allow Workforce Development Boards to establish limits on the provision of supportive services or provide the WorkSource and YouthSource Centers with the authority to establish such limits, including a maximum amount funding and maximum length of time for supportive services (including needs-related payments) to be available to customers. Procedures may also be established to allow WorkSource and YouthSource Centers to grant exceptions to the limits established under this provision.

Additionally, WIOA regulations mandate that post-employment follow-up services must be made available for a minimum of 12 months after registered customers are placed into unsubsidized employment; WIOA regulations require that Youth be provided follow-up services for not less than 12 months after the completion of participation. Follow-up services may include supportive services, provided the services are clearly documented in a registered customer's case file.

I. Supportive Services

Supportive Services Policy

- Supportive services may be provided only when necessary for enabling an individual to participate in WIOA activities and may be made available to anyone participating in Title I activities.
- Follow-up services, which for youth may include supportive services, must be provided to all participants for a minimum duration of 12 months.
- Supportive services may only be provided to customers who cannot obtain supportive services through other programs or partner agencies providing such services. The provision of accurate information about the availability of support services in the local areas, as well as referral to such activities, is one of the career services that must be made available to adult and dislocated worker through the One-Stop Delivery system.
- Local Boards may establish limits on the provision of Support Services or provide One-Stop operators the authority to establish such limits, including maximum amount and maximum time. One-Stop Operator is to ensure the costs are reasonable, necessary, and allowable under federal guidelines.
- Supportive services may be received throughout the period that the customer is enrolled in WIOA activities (Career or Training Services).
- Supportive services must be documented in a customer's file as part of the individual's Individual Employment Plan (IEP) or Youth Individual Service Strategy (ISS) and include a needs assessment and justification for supportive services, amount of planned funding, and verification that services were received.
- Documentation of supportive services must include a receipt in the customer's case file to validate that services were received and to ensure that payments are made for authorized WIOA services. Contracted providers must utilize CalJobs™ to report actual date support services were provided. Documentation will be verified by WDD monitors in CalJOBS™

Supportive Services*	
Types of Supportive Services	**Acceptable Documentation**
Childcare	• Day Care Agreement/Contract, Invoice, and Proof of Enrollment
Clothing	• Interview Clothing Receipts • Work Uniform Receipts

Housing	• Rental Agreement and Current Rental invoice or receipt that shows total cost.
	• Current Utility Bill
	  ○ Dept of Water and Power (DWP)
	  ○ Gas Company
	  ○ Internet Provider (Internet ONLY, may not extend to "bundle" of cable)
	  ○ Phone (Cellphone or landline)
	• YOUTH - temporary dwelling receipt (i.e. hotel, motel)
	  ○ Invoice or Room Bill with name of location, total cost incurred and check in date

Transportation	• Gasoline Reimbursement ○ Driver's License, Proof of Insurance, registration and gas receipts • Metro Bus Pass (Daily, Weekly or Monthly) copy of pass (front and back) and receipt of purchase
Other	• Invoice-receipts for work equipment such as boots, tools or eyeglasses and protective eye gear. • Employers' request for work equipment needed by employees.
**This table does not include all acceptable supportive service and corresponding documentation. Please contact assigned monitor for additional technical assistance.*	

- One-Stop Operator must strive to pay vendors directly whenever possible to ensure Supportive Service is administered in a reasonable manner on behalf of the participant. If unable to pay vendors directly, One-Stop Operator has the responsibility of reviewing receipts for reimbursements to ensure cost is allowable.
- One-Stop Operator will ensure supportive services are properly coded in CalJOBS™.

II. Needs-Related Payments

Needs-related payments are supportive services in the form of monetary assistance necessary to enable individuals to participate in training services. Needs-related payments are provided through cash assistance or arrangement with another human resource agency.

Needs-Related Payments Policy

- Needs-related payments may be provided to participants in the WIOA Adult or Dislocated Worker programs.
- Needs-related Payments may be provided during the entire length of time that a customer utilizes a WIOA training program or unpaid work experience, but may not be continued after the customer completes training. If necessary, needs related payments may be provided to an eligible participant within 30 calendar days of acceptance into a training program.
- Needs-related payments may be provided to WIOA Youth participants at any level of the provision of WIOA Youth services during the entire length of time that a Youth participant remains in the WIOA Youth program. Needs-related payments are not an allowable post-exit follow-up service.
- Needs-related payments must be documented in a customer's file and include justification for services, amount of planned funding, and verification that services were received by customer(s).
- Eligibility for Needs-related payments:
    - Adults must be unemployed, not qualify for or have ceased to qualify for unemployment compensation (UC) and be enrolled in a program of training services under WIOA.
    - In addition, a Dislocated Worker may be eligible to receive needs-related payments, only if such worker was enrolled in training services:
        - By the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated worker; or
        - If later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
        - Dislocated Workers must be unemployed and ceased to qualify for UC or trade adjustment allowance under Trade Adjustment Assistance (TAA) and be enrolled in a program of training services.

- All WIOA Youth participants may receive need-based payments. An urgent need for such payments must be demonstrated and documented in the participant's file.

- Limits on payments
  - For adults, establish that the maximum is the current minimum wage for every hour of documented participation in WIOA classroom training. Payment may not exceed the applicable weekly level of the UC.
  - For dislocated workers, payments must not exceed the greater of the following two levels:
    - For customers who were eligible for UC as a result of a qualifying dislocation, payment may not exceed the applicable weekly level of the UC. Payment is based on every hour of documented participation in WIOA classroom training.
    - For customers who did not qualify for UC as a result of a qualifying layoff, the weekly payment may not exceed the poverty level for an equivalent period. Payment is based on every hour of documented participant in WIOA classroom training.
  - For Youth, the maximum needs-based payment is $1,200 per participant per year.
  - A participant may not receive needs-related payments for either post-employment or post exit follow-up services as he/she is no longer participating in an eligible WIOA activity but may still receive all other support services for up to 12 months after exiting the program.

III. Incentive Payments (Youth Only)

Incentive payments are funds paid to Youth participants in the form of cash and/or gift cards based on attendance, successful performance, or completion of an activity that leads to attainment of a goal as identified in the participant's Individual Service Strategy. Such payments are intended to provide participants with an incentive to remain in the activity or be a reward for good performance. Incentives may be provided when participants reach certain milestones such a credential attainment, measurable skill gain, completion of Career Assessment, Job-Readiness Training, or Grant specific task, and in some instances, employment and retention.

Appropriate Incentives: Per WIOA Sec 129; 20 CFR § 681.640; 2 CFR Part 200 incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash. Contracted providers will establish limits for incentives.

Documentations: Case Management notes should indicate incentive has been earned and distributed to participants. Providers must also maintain verification documentation inclusive of case notes, incentive distribution log, verification documentation included in participant file and input into CalJOBS™.

Eligibility Requirements: Participants are eligible for incentives provided for recognition and achievement directly tied to training activities and work experiences. Incentive payments must be tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200."

PROCEDURES

At the start of each fiscal year, which runs from July 1 through June 30, agencies are required to submit a Budget/Expenditure Plan that lists the total amount set aside for Supportive Services.

Monthly Expenditure Reports are due to the Financial Management Division (FMD) of the EWDD no later than the 15th of the month for support services provided in the prior month. Agencies need to include those support services provided, as well as those support services leveraged and report them accordingly on to the Non-training Leverage Resources Form.

A copy of the Non-training Leverage Resources Form should reflect support services provided to Adult and Dislocated Worker participants. The form should include, participants name, grant code, description of support services and amount.

Two copies of each form must be submitted each month. One copy of each form must be submitted to FMD, and one copy of each form must be submitted to your assigned budget/program analyst. FMD does allow invoices to be e-mailed prior to submitting a signed/hard copy. If emailing FMD, ensure your assigned analyst is copied in your electronic submission. If the agency only submits hard copies, one copy needs to be sent to the assigned analyst.

FMD will compile the data and make that information available to the Planning Group for use in the One-Stop Operator's annual performance evaluation. This information will also be made available to the Operations Division to help program analysts track their agencies' progress throughout the program year. Failure to conform to this requirement may adversely affect an agency's performance results and may lead to disallowed costs.

REFERENCES

- WIOA (Public Law 113-128) Sections 3 and 134
- SB 734 (DeSaulnier), Chapter 498, Statues of 2011
- EWDD Workforce Development System Directive 20-13
- Workforce Services Directive WSD 18-10, Subject: WIOA Training Expenditure Requirement (January 31, 2019)
- WIOA Sec 129; 20 CFR § 681.640; 2 CFR Part 200

Training Expenditure Requirement Policy

EFFECTIVE DATE: July 1, 2022

POLICY

This policy establishes certain requirements for the amount of formula funding that must be expended on training activities as defined by WIOA.

BACKGROUND

State Senate Bill (SB) 734 imposed training expenditure requirements on local boards carrying out WIOA funded programs. Local boards are required to spend at least 30 percent of their adult and dislocated worker WIOA formula fund allocations on workforce training services (this minimum training expenditure requirement does not apply to the youth formula fund allocations). A portion of the minimum training expenditure requirement (an amount of up to 14 percent of the adult and dislocated worker formula fund allocation) may be met by applying designated leveraged resources (as defined in this policy) used for training services.

State Assembly Bill (AB) 1149, signed September 27, 2017, expanded the types of services to which leveraged funds may be applied to include supportive services and expands the types of leveraged funds that may be applied to the 14 percent credit, described above, to include specified federal, local, state, and private funds. In addition to the seven categories of leveraged resources permitted under SB 734, AB 1149 allows the following types of leveraged funds to count toward meeting the local area's 30 percent minimum training expenditure requirement:

- Temporary Assistance for Needy Families (TANF) funds spent on supportive services,
- TANF funds spent on transitional and subsidized employment,
- Local, state, or federal funds spent on training or supportive services, and
- Any other public or private funds spent on training or supportive services, for individuals enrolled in training. Subject to State Board approval.

PROCEDURES

In order to be applied toward the training expenditure requirement, training services must meet the following criteria:

1. Must be provided to WIOA adult or dislocated worker participants enrolled in a training activity in CalJOBS^{SM}.
2. Must meet the definition of training services provided in WIOA Section 134(c)(3)(D). Training services may include the following:
    a. Occupational skills training, including training for nontraditional employment.
    b. On-the-job training.

c. Incumbent worker training.

d. Programs that combine workplace training with related instruction, which may include cooperative education programs.

e. Training programs operated by the private sector.

f. Skill upgrading and retraining.

g. Entrepreneurial training.

h. Transitional jobs.

i. Job readiness training provided in combination with any of the services in (a)-(h)

j. Adult education and literacy activities provided concurrently or in combination with any of the services in (a)-(g).

k. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

3. Must meet the definition of a training service as provided in Title 20 CFR Section 680.420:

   A program of training services is one or more courses or classes, or a structured regimen that provides the services in Title 20 CFR Section 680.200 and leads to one of the following:

   a. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or the federal government, an associate or baccalaureate degree.

   b. A secondary school diploma or its equivalent.

   c. Employment.

   d. Measurable skill gains toward a credential described in (a) or (b) above, or employment.

4. Must pass the following three-pronged test:

   a. Is the service defined as a basic or individualized career service under WIOA? If so, the service cannot be counted toward the training expenditure requirement.

   b. b. Is the service defined as training under WIOA section 134(c)(3)(D)? If so, the service can be counted toward the training expenditure requirement.

   c. c. Is the service not listed under WIOA section 134(c)(3)(D) but meets the definition of training in Title 20 CFR Section 680.420? If so, the service can be counted toward the training minimum.

5. The determining factors are whether the services are provided through a structured learning process and whether this learning process leads to the attainment of skills or competencies needed to perform work duties during the course of the workday. In summary, the service should lead to employment and/or greater labor productivity on the job.

With the exception of certain types of Customized and On-the-Job training (OJT), and the alternatives to traditional ITA training programs described in the Alternative Training Programs Policy, only training providers through their training programs listed on the ETPL are eligible to receive WIOA funds to train adults and dislocated workers.

Formula funds and leveraged resources allocated to WIOA Career Services may not be applied toward the minimum training expenditure requirement. Only resources spent to provide "training services" as defined above to WIOA participants may be applied.

Leveraged Resources

Local boards and contractors may apply leveraged resources used for training services toward meeting a portion of their minimum training expenditure requirement (an amount of up to 14 percent of their adult and dislocated worker formula fund allocation for local boards). Local boards and contractors may apply only the following leveraged funds as part of the credit:

1. Federal Pell Grants established under Title IV of the Higher Education Act of 1965.
2. Public programs authorized by the Workforce Innovation and Opportunity Act of 2014 (e.g., Job Corps, Migrant and Seasonal Farm Worker, Rapid Response, WIOA Title II Adult Education and Literacy, national and state WIOA discretionary grants, WIOA youth program, etc.). This category of leveraged resources does not include WIOA adult and dislocated worker formula funds. Local Boards are permitted to apply youth formula funds expended on training for individuals ages 18-24 as a leveraged resource if: (1) the individuals are co-enrolled in either the WIOA adult or dislocated worker program, and (2) the training meets all requirements set forth in this Directive.
3. Trade Adjustment Assistance.
4. Department of Labor National Emergency Grants.
5. Match funds from employers, industry, and industry associations (including the employer paid portion of customized training, the wages of an apprentice during the apprenticeship period, and the employer paid portion of on-the-job training). Note – Match funds from the employer paid portion of on-the-job training may only include the employer's cost attributed to the participant's training. See Attachment 2 to the State of California Workforce Services Directive WSD 18-10 for further details. https://www.edd.ca.gov/Jobs_and_Training/pubs/wsd18-10.pdf
6. Match funds from joint labor-management trusts.
7. Employment Training Panel grants.

8. Supportive services as defined by WIOA and the corresponding sections of the CFR, but only for those individuals enrolled in training services for occupations in demand by industry, as defined in Section 3174(c)(3)(D) of Title 29 of the United States Code and the corresponding sections of the CFR. Supportive services may include, but are not limited to, the costs of trainees' or students' books, safety and lab equipment, tools and any payment of costs permitted under WIOA rules and corresponding regulations pertaining to supportive services expenditures, including the rule that these supportive services costs are necessary for the individual to participate in training.
9. TANF funds spent on supportive services as defined by WIOA and the corresponding sections of the CFR, for TANF enrolled individuals co-enrolled in and receiving training services for occupations in demand by industry through WIOA. Supportive services may include, but are not limited to, the costs of trainees' or students' books, safety and lab equipment, tools and any payment of costs permitted under WIOA rules and corresponding regulations pertaining to supportive services expenditures, including the rule that these supportive services costs are necessary for the individual to participate in training.
10. TANF funds spent on transitional and subsidized employment for TANF enrolled individuals co-enrolled in and receiving training services through WIOA.
11. Any other local, state, or federal funds spent on training or supportive services for individuals enrolled in training, provided the individuals are enrolled in WIOA for performance reporting and tracking purposes.
12. Any other public or private funds source approved by the State Board used to provide training or supportive services to individuals enrolled in training, provided the individuals are enrolled in WIOA for performance reporting and tracking purposes.

    Local Areas seeking approval for funds under this category must submit a letter to the State Board. City of Los Angeles AJCC7 Contractors must submit a letter requesting approval of funds under this category to their program monitor. EWDD will then submit a formal request to the State Board. State Board approval is required before such funds can be counted towards an AJCC's training leveraged resources. EWDD will notify the Workforce Development System once the status of such funds has been determined by the State Board.

[7] America's Job Centers of California (AJCC) are also known locally as WorkSource Centers.

Adult WorkSource Requirements

Training services are primarily provided though the Adult WorkSource Centers (WSCs). As such, certain requirements must be imposed upon the centers to ensure the local area meets its goals for training expenditures. Specifically, WSCs must expend an amount equal to or greater than the percentage of their adult and dislocated worker WIOA formula fund allocations enumerated in their Job Training Agreements (Contracts) on workforce training services as defined in this policy. A portion of the minimum training expenditure requirement, as enumerated in their contracts, may be met by applying designated leveraged resources (as defined in this policy) used for training services. Only the training services included in the State's requirements will be counted towards each WSCs goal. This policy may be amended by directive.

REFERENCES

SB 734 (DeSaulnier), Chapter 498, Statues of 2011

AB 1149 (Arambula), Chapter 423, Statutes of 2017

EDD WDS No. 18-10

WIOA Grievance and Complaint Procedures

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

The principles and procedures set forth in this WIOA Title I Complaint Resolution Procedure shall be used by all WorkSource and YouthSource Centers, and subcontractors with the City of Los Angeles to resolve complaints which arise in connection with programs operated under the WIOA Title I grant funded programs.

BACKGROUND

The City of Los Angeles, Local Workforce Development Area (LWDA), hereby establishes this Workforce Innovation and Opportunity Act (WIOA) Complaint Resolution Procedure pursuant to Title 20 CFR Section 683.600-683.650, [Subpart F—Grievance Procedures, Complaints, and State Appeals Processes]; and, Title 29 CFR Part 38, [Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act]. The City's Workforce Innovation and Opportunity Act, WIOA, Title I programs are administered by the Workforce Development Division (WDD) of the Economic & Workforce Development Department (EWDD).

POLICIES

Retaliation Prohibition

No person, organization or agency may discharge, or in any other manner discriminate or retaliate against any person, or deny any person a benefit to which that person is entitled under the provisions of the WIOA Title I regulations because such person has filed any complaint, instituted or caused to be instituted, any such proceeding or investigation, or has provided information or assisted in an investigation.

Confidentiality

The identity of any person who has furnished information relating to, or assisting in, the investigation of a possible violation of the Act shall be confidential to the extent possible, consistent with a fair determination of the issues.

In any case where the alleged violation of the Act or WIOA Title I regulations is also an alleged violation of another law, regulation or agreement, nothing shall preclude an individual or an organization from filing a complaint or grievance under the other law or agreement with respect to the non-WIOA Title I cause of action, as well as filing a complaint under the WIOA Title I in accordance with the procedures described herein.

Time Frames

All time frames specified in these procedures refer to consecutive calendar days including weekends and holidays. When the time frame stated refers to a receipt of notice mailed certified return receipt requested, the time frame shall commence when the Postal Service first attempts delivery; (i.e., leaves a notice). It is the responsibility of all parties to pick up mail in a timely manner.

"Complaint" means a written expression by a party alleging a violation of the Act, regulations promulgated under the Act, recipient grants, sub-agreements, or other specific agreements under the Act.

WORKSOURCE/YOUTHSOURCE CENTERS' COMPLAINT REQUIREMENTS

Each of the designated WorkSource/YouthSource Centers has the duty and responsibility to ensure that the WorkSource/YouthSource Agency is in compliance with the provisions of the WIOA complaint resolution procedure and shall work cooperatively with the City of Los Angeles' designated EO Compliance Officer to process all complaints filed with their agency involving WIOA Title I funded participant activities.

All recipients and subrecipients of WIOA Title I funds must make reasonable efforts to ensure their policies and corresponding information will be understood by affected participants and individuals, including youth and individuals with limited English proficiency. These efforts must comply with the language requirements of Title 29 CFR Section 38.9.

Local Areas must provide a copy of the local grievance and complaint procedures to each participant. These procedures must include the following:

- Notification that the participant has the right to file a grievance or complaint at any time within one year of the alleged violation.
- Instructions and timelines for filing a grievance or complaint.
- Notification that the participant has the right to receive technical assistance from the Local Area in filing the grievance or complaint.
- Notification that the participant may file an appeal or request a separate review by EDD if they experience an incident of restraint, coercion, or reprisal as a result of filing a complaint.

The local grievance and complaint procedures must be posted in a public location and made available to any interested parties or members of the public.

Local Areas and WorkSource/YouthSource Centers (Centers) have the responsibility to provide technical assistance to complainants, including those filing grievances or complaints against the Local Area or Center. Technical assistance includes, but is not limited to, providing instructions on how to file a complaint, and providing copies of relevant documents such as the WIOA, federal regulations, state laws and regulations, local procedures, and/or contracts. This does not require Local Areas or Centers to violate any rule of confidentiality or provide legal advice.

Orientation
At Orientation, each participant in the WIOA Title I program will be provided with a copy of the Summary of the WIOA Complaint Resolution Procedure. Each participant will sign a receipt indicating that he or she has received the complaint information and that receipt, along with a copy of the Summary of the Complaint Procedures, shall be maintained in the participant's file. This information shall be provided in other languages and in electronic format upon request.

These procedures will be available for use by all individual entities, including unsubsidized employees in an employment activity operating with WIOA Title I funds, participants in an employment activity operated with WIOA funds, subcontractors of LWDA, entities and individuals that are applicants for WIOA program funding, labor unions, community based organizations, education agencies, private employers and other interested parties.

TYPES OF COMPLAINTS COVERED UNDER WIOA

There are four distinct procedures for filing WIOA complaints. The WIOA Complaint procedures cover the following types of complaints:

1. **Program Complaint (Noncriminal)**
2. **Discrimination Complaint**
3. **Questioned/Disallowed Costs Complaint**
4. **Fraud, Waste and Abuse [20 CFR Part 683, Subpart B, Administrative Rules, Costs, and Limitations]**

Program complaint issues covered by the WIOA are:

Displacement [§683.270 & §680.840]

A participant in a program or activity authorized under Title I of WIOA must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation). Where an employment activity would violate a collective bargaining agreement, the regulations provide that the appropriate affected labor organization and employer must provide written concurrence before the employment activity can be undertaken. The employment or assignment of a WIOA participant or the filling of a position is prohibited when the employer has terminated any regular, unsubsidized employee or otherwise reduced its workforce with the intent of filling the vacancy with a WIOA participant. A WIOA participant may not be employed or assigned to a position where the employer has caused an involuntary reduction to less than full time in hours of an employee in the same or substantially equivalent job.

Health and Safety [§683.280]

Health and safety standards established under the Federal and State Law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in programs and activities under Title I of the WIOA.

Workers' Compensation: To the extent that workers' compensation law applies, workers' compensation must be provided to participants in programs and activities under Title I of the WIOA **on the same basis as the compensation provided to other individuals in similar employment.**

NOTE: In the case of a complaint alleging a violation of health and safety standards by a contractor (employer), the contractor will be required to demonstrate its compliance with State and Federal regulations governing health and safety requirements for that industry [e.g., CAL/OSHA certification].

Wage and Labor Standards [§683.275 & §684.920]

Individuals in On-The-Job training or employed in activities under Title I of the WIOA must be paid at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills. Such rates must be in accordance with applicable law [Fair Labor Standards Act of 1938, Section 6(a)(1) 29 U.S.C. 206(a)(1) or applicable State or local minimum wage law].

Violation of the Act, grant or agreement (including retaliation), [WIOA Section 188(a)]:

- Terms and conditions of WIOA participant employment (On-the-Job Training, Customized Training, Work Experience):

Complaints filed under this section relate only to the terms and conditions of WIOA **participant** employment. Typical complaints under this section include disputes over wages or working hours, working conditions, employee and/or training evaluations and disciplinary actions, including termination for cause. The responsibility for resolving the complaint rests initially with the employer and/or contractor.

Discrimination Complaints [WIOA Section 188, 29 CFR Part 38]

All complaints received by the EO Compliance Unit are documented on a continuous basis and provided to the EWDD Workforce Development System (WDS). This information will be included in the Annual WDS evaluation process and is provided to the Workforce Development Board (WDB) every year. This information, however, will not be utilized by the WDS in the evaluation of WorkSource/YouthSource Centers.

Information to be reported:

- Number of complaints from each WorkSource/YouthSource Center
- Category of complaint: WIOA Complaint, Customer Service Issue, or Other Complaint (non-WIOA)

The collected data is provided to the Workforce Development Division (WDD) by the end of the second week of September on an annual basis.

PROGRAM COMPLAINTS: WIOA TITLE 20 CFR §683.600 (Subpart F)

These procedures will guide the receipt, hearing and resolution of noncriminal complaints filed at the City of Los Angles LWDA level for complaints relating to WIOA programs and services.

REFERENCES

– WIOA Section 181

– Title 20 CFR §683.600

– Title 29 CFR §38.35

- Only a complaint which alleges a violation of the WIOA, regulations promulgated under the Act, recipient grants, sub-agreements, or specific agreements under the Act, including terms and conditions of **participant** employment, may be filed.
- Complaints may be brought by any individual or organization including, but not limited to: WIOA applicants/participants, contractors, collaborators, vendors (ITA's), staff of the LWDA or contractors, applicants for participation or financial assistance, labor unions, community based organizations or any other interested persons.
- With the exception of complaints alleging fraud or criminal activity, the filing of a noncriminal complaint must be made within one (1) year of the alleged occurrence.
- A complainant who has not exhausted this procedure may appeal directly to the Governor's Office if the LWDA has not rendered a decision within the 60 days of the filing of the complaint specified in the procedures, if the complainant believes the LWDA's complaint procedure is not in compliance with the WIOA.

FILING OF A WIOA COMPLAINT

Per WIOA regulations, every complaint must be in writing before the official complaint resolution process will commence. The complaint must be signed and dated. *A written complaint may be submitted via facsimile or scanned and sent as an e-mail attachment.*

The complaint must contain the following information:

- ❑ The full name, mailing address and telephone number of the Complainant;
- ❑ The full name, mailing address and telephone number of the Respondent;
- ❑ A clear and concise statement of the facts and dates describing the alleged violation(s);
- ❑ The provisions of the Act, regulations, grant or other agreements under the WIOA believed to have been violated. Complaints against individuals, including staff or participants, must indicate how those individuals did not comply with the WIOA law, regulation, or contract;

- ❑ Complaints may be amended to correct technical deficiencies at any time up to the time of the hearing. Complaints may not be amended to add new issues. The one (1) year time period in which a complaint may be filed is not extended for complaints that are re-filed with amendments. Complaints may be withdrawn at any time prior to the issuance of the hearing officer's decision;
- ❑ The remedy to the complaint which would satisfy the Complainant; If the Complainant fails to cooperate or is unavailable, the complaint may be dismissed upon reasonable notice to the last known address of the Complainant;
- ❑ It is the responsibility of both the Complainant and the Respondent to notify the City of Los Angeles' EO Compliance Unit of any change of address.

LEVEL ONE — FILE WITH THE WORKSOURCE/YOUTHSOURCE CENTERS

- The WorkSource Center/YouthSource Center receiving WIOA funds through the Workforce Development Division grant programs agree to adopt the City of Los Angeles' WIOA Complaint Resolution procedures.
- It is the policy of the City of Los Angeles, LWDA, that complaints under WIOA should be resolved at the lowest level possible. Therefore, under the City of Los Angeles' WIOA complaint resolution procedures, complaints filed under the WIOA (with the exception of those complaints involving allegation(s) of discrimination) must first be filed with the designated EO Complaints Officer at the WorkSource/YouthSource Center level.
- The WorkSource/YouthSource Center must notify the City LWDA within 24 hours of the receipt of a written WIOA complaint. The notification should be sent to:

  City of Los Angeles
  Economic & Workforce Development Department
  1200 West 7th Street, 6th Floor
  Los Angeles, CA 90017
  Attn: Richard Cheng, EO Compliance Officer

  Telephone: (213) 744 - 9351
  Fax: (213) 744 - 7118
  TTY: 711
  E-Mail: Richard.Cheng@LACity.Org
- The City of Los Angeles, LWDA, reserves the right to intervene in the processing of any WIOA complaint at the informal resolution stage in order to assist in resolution, clarify the issues, provide technical assistance, conduct the informal resolution meeting or schedule a hearing before an impartial hearing officer in order to ensure due process and compliance with the 60 day time limit required for resolution pursuant to the WIOA regulations.
- The WorkSource/YouthSource Center has ten (10) days from the receipt of the written complaint to schedule and conduct an informal complaint resolution meeting at the WorkSource/YouthSource Center level.

- After the complaint is accepted, the Complainant will be notified by the WorkSource/YouthSource Center, in writing, of the date, time and place of the informal resolution meeting. At the informal resolution meeting an attempt to resolve the complaint will take place. Respondents must make "good faith" efforts to resolve all complaints prior to scheduling an administrative hearing in the matter.
- Failure on the part of any party in the complaint to exert good faith efforts shall not constitute a basis for dismissing a complaint, nor shall this be considered to be a part of the facts to be judged in the resolution process. The LWDA or sub-grantees must assure that every complaint not resolved informally is given a formal hearing, regardless of the complaint's apparent merit or lack of merit.
- In the event of an informal resolution of the WIOA complaint at the WorkSource/YouthSource Center level, the WorkSource/YouthSource Center will provide a written settlement agreement to the Complainant which describes the issues, provides the date of the informal resolution meeting, the attendees, and the terms of the agreement which has been reached by the parties as full and complete settlement of the complaint. The written agreement will be signed by the Executive management or their authorized representative and the Complainant. A copy of the signed settlement agreement will be maintained in the Complainant's participant file, in the complaint log of the WorkSource Center and at the LWDA level for audit purposes. A copy of the signed settlement agreement will be faxed to the City LWDA EO Compliance Unit within 24 hours.
- If no resolution is reached, the Complainant will be notified immediately in writing of the impasse and his/her right to request an administrative hearing. The WorkSource/YouthSource Center will also mail a copy of the notice of impasse certified mail return receipt requested. The request for administrative hearing must be made in writing; it may be transmitted by facsimile or e-mail.

Individual Training Account (ITA) Complaint Procedures

a. Denied Training Complaint Procedures

Should a participant be dissatisfied with a denial of request for training, the participant may request a WorkSource/YouthSource Center (WSC/YSC) ITA Panel review. A participant's request for WSC ITA Review Panel must be made within five (5) working days of the notification of the denial of the request for training. The WSC ITA Review Panel will **only** review requested training denial that is determined not to be in a demand occupation, or on issues relating to the assessment process. Denial based on training requests exceeding maximum limit ($7,500 for 12 months technical training) is reviewed on a case-by-case basis.

The WSC ITA Review Panel will be comprised of staff with decision-making authority and business members with industry-specific knowledge of technical skill sets. The panel should establish a written policy formulating the procedures the panel will follow in reviewing training denials.

The WSC ITA Review Panel must complete its review within five (5) working days of the request for review. The decision of the WSC ITA Review Panel must be made in writing and be included in the participant's file. The WSC must notify the participant and the City LWDA EO Compliance Unit of a panel denial. The WSC also must notify the participant of the right to request a review by the City LWDA within five (5) days of the notification of denial. The complaint must be in writing, signed and dated; and addressed to the City of Los Angeles Economic & Workforce Development Department at the address provided above.

b. Individual Training Accounts (ITA) Program Complaint Procedures
Participants who have program complaints while attending training must file their complaint with the WorkSource Center's EO Complaints Officer. The WorkSource Center shall maintain procedures for resolving disputes involving ITA participants in accordance with the requirement of the WIOA and City LWDA Complaint Procedures. The WorkSource Center must forward a copy of a complaint filed with them against an ITA provider school to the City LWDA within 24 hours of the receipt of a written WIOA complaint.

ITA Program Complaints, including claims that the training received at the ITA vendor school was incomplete or deficient, are handled by the WorkSource Center's EO Complaints Officer in accordance with the WIOA Complaint Procedures. The WorkSource Center shall have ten (10) days from the date of the receipt of the written complaint to schedule and conduct an informal resolution meeting with the participant and, if applicable, the ITA training provider in order to resolve the complaint informally. The WorkSource Center will then memorialize in writing the outcome of the informal resolution meeting to resolve the complaint. The WorkSource Center will provide the Complainant with a written copy of the outcome (i.e., settlement agreement, a statement of impasse) within five (5) days of the informal resolution meeting.

ITA complaints alleging discrimination are to be filed with the City of Los Angeles LWDA EO Compliance Unit.

Participants' Terms & Conditions of Employment Complaints (OJT)

Each WorkSource/YouthSource Center is required to establish procedures for resolving complaint matters relating to the terms and conditions of **participant** employment. In addition, third party contractors (OJT/Customized Training) are also required to establish and maintain procedures for resolving disputes involving the terms and conditions of **participant** employment. At a minimum these procedures must include the following:

- Written notice, upon enrollment into employment or training programs, of the scope and availability of such procedures. Contractors' complaint procedures shall be set forth in a written document and shall stipulate that a complaint will be resolved within 20 days of the date the complaint was filed. A copy of the contractors'/OJT employers' complaint resolution procedure shall be provided to

each participant upon his/her enrollment into the program and at the time of placement into the job.

- Written notice, at the time the complaint is filed, of the procedures under which the complaint will be processed.
- Written notice to the City LWDA EO Compliance Unit of the complaint within 24 hours of receipt of the written complaint.
- Written notification of the disposition of the complaint, and the reasons therefore, which shall be issued within 25 days of the filing of the complaint. *If the employer is required to use a certain grievance procedure under a covered collective bargaining agreement, then these procedures should be followed for the handling of the WIOA complaints under this Section.*
- Written notification of the Complainant's right to request a review of the WorkSource Center or third-party contractor's decision by the City of Los Angeles Economic & Workforce Development Department. Such requests for review must be filed within five (5) days upon the receipt of the contractor's written decision. The request for review shall include the following information:

  - ❑ The full name, telephone number and mailing address of the party requesting the review;
  - ❑ The name, address and telephone number of the other party;
  - ❑ A copy of the written decision issued by the employer and/or WIOA contractor;
  - ❑ A statement of why the request for review is being made and/or the section of the decision to be reviewed;
  - ❑ A statement of the relief (i.e., remedy) being sought.
  - ❑ Requests for review should be sent to:

City of Los Angeles
Economic & Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attn: Richard Cheng, EO Compliance Officer

Telephone: **(213) 744 - 9351**
Fax: **(213) 744 - 7118**
TTY: **711**
E-Mail: **Richard.Cheng@LACity.Org**

LEVEL TWO — REVIEW BY THE CITY OF LOS ANGLES LWDA

If an informal resolution cannot be reached at the WorkSource Center level, the Complainant may request that an administrative hearing be scheduled before an

impartial hearing officer. Request for an administrative hearing at the LWDA level should be made within five (5) days of the Complainant's receipt of the written decision at the WSC level that an impasse has been reached in settling the complaint matter. This request can be transmitted by facsimile or e-mail. The request should be sent to the City of Los Angeles' Economic & Workforce Development Department at the address above.

- If time permits and the parties agree, the LWDA may conduct an informal resolution meeting prior to scheduling the hearing.
- Prior to the hearing, the Complainant may amend his/her complaint to correct technical deficiencies but not to add issues. The amendment must be submitted in writing to the City of Los Angeles' EO Compliance Officer at the address given above.
- Prior to the hearing, the Complainant and Respondent are entitled to technical assistance from the City LWDA EO Compliance Unit. However, the City LWDA EO Compliance Unit *cannot provide legal advice*.
- Prior to the hearing, the Complainant and Respondent are entitled to reasonable discovery requests for production of documents by the date specified in the notice of administrative hearing. In the event of a dispute, the hearing officer shall make the final determination of reasonable request for document production.
- Prior to the hearing, the Complainant and Respondent are entitled to request witnesses by the date specified in the notice of administrative hearing. Please note that the City LWDA *does **not** have subpoena power* in these matters. Neither the Complainant nor the Respondent has the right to conduct a deposition of prospective witnesses.
- The recommendation(s) of the hearing officer are reviewed by the General Manager, Economic & Workforce Development Department. The General Manager may adopt or reject, in whole or in part, the findings and/or recommendation(s) of the hearing officer and will render the Final Determination for the City of Los Angeles Local Workforce Development Area (LWDA) within 60 days of filing of the complaint.

ADMINISTRATIVE HEARING [For Both Program & Discrimination Complaints]

- The administrative hearing will be conducted by an impartial hearing officer who has been appointed by the General Manager, Economic & Workforce Development Department.
- Hearings on any complaint will be conducted within 30 days of the filing of the complaint.
- Within ten (10) days of the hearing, written notice of the date, time and place of the hearing, the manner in which it will be conducted, the issues to be decided and the rights of the parties will be sent to the Complainant and Respondent(s) by Certified Mail/Return Receipt Requested.

- Interested parties may also apply for the notice of hearing by contacting the EO Compliance Office. An interested party is defined as a person or organization potentially affected by the outcome. The notice to other interested parties will include the same information furnished to the Complainant and Respondent and state whether such interested parties may participate in the hearing and, if applicable, the method by which they may request such a hearing.
- Any request to withdraw a complaint must be in writing and received prior to the scheduled hearing.
- Requests to reschedule a hearing must also be made in writing and for good cause. Requests must be made at least 72 hours prior to the scheduled hearing. The General Manager, Economic & Workforce Development Department, will make the final decision on such requests. *Should any party fail to appear at the hearing without prior notice, the hearing officer may rule to continue the hearing in their absence.*
- Any party may be represented by an attorney or other representative at his/her own expense. The City LWDA cannot appoint an attorney to represent either party nor can the LWDA provide legal advice to either party. Any party represented by an attorney or other representative shall inform the EO Compliance Unit in advance of the hearing.
- Either party may bring witnesses and documentary evidence.
- Either party may have records or documents relevant to the issues produced by their custodian when such records or documents are kept by either party in the ordinary course of business. The Complainant may also request that the employees and/or participants of the Respondent, who have knowledge of the pertinent facts in the complaint, be available to testify at the hearing. Any requests for records, documents, and/or persons serving as witnesses must be made in writing and must first be submitted to the EO Compliance Unit of the Economic & Workforce Development by the date specified on the notice of administrative hearing. The request must specify which records, documents, and/or individuals are presumed to be relevant to the issue(s) set forth in the complaint.
- The hearing officer will have the discretion to determine issues of relevancy at the time of the hearing. Failure on the part of either party to supply information and/or make persons available that have been requested may result in sanctions imposed by the hearing officer and/or the City LWDA. If the failure is on the part of the Respondent (e.g., WIOA service provider/contractor) it may be considered a breach of the Respondent's WIOA contractual agreement with the City.
- The hearing will be conducted in an informal manner with strict rules of evidence not being applicable. Both parties have the right to present written and/or oral testimony and arguments; the right to call and question witnesses in support of their position; the right to examine records and documents relevant to the issues; and the right to be represented. The hearing will be recorded electronically.

FINAL DETERMINATION

No later than 60 days after the filing of the *program* complaint or 90 days after the filing of a *discrimination* complaint, the General Manager, Economic & Workforce Development Department, will notify the Complainant and Respondent in writing of the recommendation(s) of the hearing officer and the "Final Determination" of the Economic & Workforce Development Department. The written decision will contain the following information:

- The name(s) of the parties involved;
- A statement of the alleged violation(s) and the issues related to the alleged violations;
- A statement of the facts;
- The hearing officer's recommended decision and the reasons for the decision;
- The General Manager's review of the hearing officer's recommendation(s) and the Final Determination at the LWDA level;
- A statement of corrective action or remedies for violations, if any, to be taken; and,
- Notice of the right of either party to request a review of the decision by the State Review Panel within ten (10) days of the receipt of the decision.

Appeal of Decision/Final Determination of a Program Complaint

If the Complainant does not receive a decision at the LWDA level within 60 days of the filing of the complaint, or receives an adverse decision, the complainant has the right to file an appeal with the State. The Complainant may request a State hearing by submitting a written notice of appeal to:

Chief, Compliance Review Division, MIC-22-M

Employment Development Department

P.O. Box 826880

Sacramento, CA 94280-0001

LEVEL THREE – STATE APPEAL PROCESS FOR PROGRAM COMPLAINTS

- The State Review Panel (SRP) will review appeals of decisions issued at the LWDA level. The SRP will not conduct any evidentiary hearings, but will review the record established by the LWDA and issue a decision on the basis of the information contained therein.
- A request for a State review of the LWDA's decision must be filed in writing and mailed to the Compliance Review Division (CRD) within ten (10) days of the receipt of the decision by the appealing party. The request for review should contain the following information:

- ❑ Full name, telephone number, and mailing address of the Complainant;
- ❑ Full name, telephone number, and mailing address of the Respondent;
- ❑ A copy of the local hearing officer's decision;
- ❑ A copy of the Final Determination issued by the LWDA;
- ❑ A brief statement of the reasons a State review is being requested. The statement must specify the errors of fact and/or statutory and regulatory interpretations that are alleged to have been made by the hearing officer/LWDA. If appropriate, the statement must identify the elements of the hearing officer's decision to be reviewed; and,
- ❑ A statement of the remedy sought by the appellant. If not provided elsewhere in the appeal, the appellant must provide a statement setting forth the arguments presented to the local hearing officer that the appellant considers to support the appropriateness of the remedy he or she is seeking.

On receipt of the Complainant's appeal of the adverse decision, the State shall provide for an independent review by SRP. The CRD will notify the parties concerned and the LWDA administrative entity or sub grantee by first class mail of the request for the State review of the local hearing officer's decision. The SRP's decision will be final and issued to both the Complainant and the respondent by first class mail.

STATE GRIEVANCE COMPLAINT PROCEDURES FOR PROGRAM COMPLAINTS

- If no decision has been issued at the LWDA or sub grantee-level within the 60 day time limit, a Complainant may file a complaint with the State.
- A request for an initial State hearing must be filed within 15 days, or if mailed, postmarked within 15 days of one of the following dates:
  - ❑ The date on which the LWDA or sub grantee should have issued a decision regarding a locally filed grievance complaint.
  - ❑ The date after the filing of complaint when an instance of restraint, coercion, reprisals, or discrimination was alleged to have occurred as a result of filing the complaint.
- A request for a State hearing relating to allegedly deficient LWDA and sub grantee complaint procedures, and to allegations of improper actions as a consequence of a grievance complaint, should be filed immediately.

Requests for State hearings shall be filed in writing to the Compliance Review Division (CRD), at the address listed below and must include the following information:

- ❑ Full name, telephone number, and mailing address of the Complainant;

- ❑ Full name, telephone number and mailing address of the LWDA or sub grantee;
- ❑ A statement of the basis of the request;
- ❑ Copies of the relevant documents, such as the grievance complaint filed at the LWDA or sub grantee.

Employment Development Department
Compliance Review Division, (CRD)
P.O. Box 826880, MIC-22M
Sacramento, CA 94280-0001

On receipt of the request for State hearing, if an evidentiary hearing was held at the LWDA level, the State shall request the record of the hearing from the LWDA and shall review the record without scheduling an additional hearing. If an evidentiary hearing was not held at the LWDA level, the State shall instruct the LWDA to hold a hearing within 30 days of receipt of the appeal or request for EDD review.

LEVEL FOUR – FEDERAL APPEAL PROCESS FOR PROGRAM COMPLAINTS

- If the State Review Panel (SRP) has issued an adverse decision regarding a grievance or complaint, or has not issued a decision within 60 days of receipt of a local level appeal, request for EDD review, or grievance or complaint, the complainant may file an appeal with the Secretary. This appeal process applies to grievances and complaints that originated at the local or state level.
- Appeals of an adverse decision must be filed within 60 days of receipt of the adverse decision from the SRP. In cases where the SRP did not issue a decision, the complainant must file an appeal within 120 days of either of the following:
  - ❑ The date on which the complainant filed the appeal of a local level decision or request for EDD review with the state.
  - ❑ The date on which the complainant filed the grievance or complaint with the state.
- All appeals to the Secretary must be sent to the DOL National Office via certified mail with return receipts requested. Copies of the appeal must simultaneously be provided to the DOL Employment and Training Administration (ETA) Regional Administrator and the respondent. Mailing addresses for the DOL National Office and ETA Regional Administrator are included below:

DOL National Office:

Secretary of Labor
Attn: Assistant Secretary of ETA
U.S. Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210

ETA Regional Administrator:

Office of Regional Administrator
U.S. Department of Labor
P.O. Box 193767
San Francisco, CA 94119-3767

- Grievances or complaints filed directly with the Secretary that were not previously filed with the Local Area and/or state will be remanded to the Local Area or state, as appropriate.
- The Secretary shall issue a final determination no later than 120 days after receiving the appeal.

REMEDIES

- Remedies that may be imposed for a violation of any requirement under WIOA Title I shall be limited to the following:
  - ❑ Suspension or termination of payments under WIOA Title I.
  - ❑ Prohibition of placement of a participant with an employer that has violated any requirement under WIOA Title I.
  - ❑ Reinstatement of an employee, where applicable, payment of lost wages and benefits, and reestablishment of other relevant terms, conditions, and privileges of employment.
  - ❑ Other equitable relief, where appropriate.
- None of the above shall be construed to prohibit a complainant from pursuing a remedy authorized under another federal, state, or local law for a violation of WIOA Title I.

DISCRIMINATION COMPLAINTS

RESOLUTION OF WIOA COMPLAINTS ALLEGING DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY, CHILDBIRTH AND RELATED MEDICAL CONDITIONS, SEX STEREOTYPING, TRANSGENDER STATUS, AND GENDER IDENTITY), NATIONAL ORIGIN (INCLUDING LIMITED ENGLISH PROFICIENCY), AGE, DISABILITY, POLITICAL AFFILIATION OR BELIEF, RETALIATION, PARTICIPATION IN A WIOA PROGRAM, AND CITIZENSHIP, WHERE APPROPRIATE.

The City of Los Angeles, Local Workforce Development Area (LWDA) has assured the U.S. Department of Labor (DOL) and the State of California Employment Development Department (EDD) that no one enrolled in the City's WIOA program will be discriminated against because of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including Limited English Proficiency), age, disability, political affiliation or belief, retaliation, participation in a WIOA program, and citizenship, where appropriate. This means that:

- No benefits may be denied a WIOA participant because of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including Limited English Proficiency), age, disability, political affiliation or belief, retaliation, participation in a WIOA program, and citizenship, where appropriate while being registered, interviewed, counseled, tested, or while working, engaged in a work activity or attending class as part of the program;
- WIOA participants must be provided with the same opportunities to use all the facilities available in the program as any other participants;
- Fair employment practices shall be provided to all employees with regard to recruitment, selection, assignment, transfer, promotion, training, compensation, benefits and termination regardless of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including Limited English Proficiency), age, disability, political affiliation or belief, retaliation, participation in a WIOA program, and citizenship, where appropriate;
- In addition, sexual harassment is against the law. Acts of sexual harassment are grounds for a discrimination complaint based under Title VII of the Civil Rights Act of 1994;
- A discrimination complaint may be filed within 180 days of the alleged discrimination, either with the City of Los Angeles, Local Workforce Development Area (LWDA) grant recipient, or with the Department of Labor, Civil Rights Center (CRC).

PROCEDURES FOR DISCRIMINATION COMPLAINTS FILED WITH THE CITY OF LOS ANGELES LWDA

Any person who believes that he or she or any specific class of individuals has been, or is being, subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of the WIOA regulations may file a written complaint or a representative may file the complaint on his or her behalf. Complaints filed with the City LWDA should be mailed directly to:

City of Los Angeles
Economic & Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attn: Richard Cheng, EO Compliance Officer

Telephone: (213) 744 - 9351
Fax: (213) 744 - 7118
TTY: 711
E-Mail: Richard.Cheng@LACity.Org

Complaints should be filed in writing and shall:

- ❑ Be signed and dated by the Complainant or his/her representative;
- ❑ Contain the Complainant's name, address, telephone or other means of contacting him/her;
- ❑ Identify the Respondent; and,
- ❑ Describe the Complainant's allegation in sufficient detail to allow the LWDA EO staff to determine whether: (1) LWDA or CRC has jurisdiction over the complaint; (2) the complaint was filed timely (i.e., within 180 days of the occurrence); and (3) the complaint has apparent merit, (i.e., whether the allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of the WIOA);
- ❑ Each Complainant and Respondent has the right to be represented by an attorney or other individual of his or her own choice;
- ❑ Complaints may be submitted by facsimile but not by e-mail.

The EO Compliance Officer will issue a written acknowledgement of receipt by the LWDA of the complaint alleging discrimination by a WIOA Title I recipient. The notice will include the Complainant's right to representation in the complaint process. A copy of the complaint will be forwarded to the Equal Employment Opportunity Office, Employment Development Department.

Alternative Dispute Resolution (ADR)

The Complainant will be offered ADR immediately upon receipt of the discrimination complaint. *The choice of whether to use ADR rests with the Complainant*. The preferred form of ADR is mediation.

Mediation is a voluntary process during which a neutral third party assists both parties (Complainant and Respondent) in communicating their concerns and come to an agreement to resolve a dispute. The mediator does not make decisions, rule as to who is right or wrong, nor take sides or advocate for one side or the other. The role of the mediator is to help with communication so that the parties can reach an understanding about how to resolve their differences.

As the law allows, mediation proceedings and the information shared are confidential and no information divulged during this mediation may be used in court or any legal or administrative proceedings.

If the parties do not reach an agreement under ADR, the Complainant may file directly with the Civil Rights Center (CRC) as described below. A party to any agreement reached under ADR may file a complaint with the CRC in the event the agreement is breached. In such circumstances, the following rules apply:

The non-breaching party may file a complaint with the CRC within 30 days of the date on which the non-breaching party learns of the alleged breach.

The CRC will evaluate the circumstances to determine whether the agreement has been breached. If the CRC determines that the agreement has been breached the Complainant may file a complaint with the CRC based upon his or her original allegation(s), and the CRC will waive the time deadline for filing such a complaint.

CONCILIATION

If the Complainant elects not to participate in the ADR process, the EO Officer will investigate the circumstances underlying the complainant. At any point in the investigation of the complaint, the Complainant, the Respondent, or the EO Officer may request that the parties attempt conciliation. The EO Officer shall facilitate such conciliation efforts.

Conciliation is a process whereby the parties to a dispute agree to utilize the services of a conciliator, who then meets with the parties separately in an attempt to resolve their differences. Conciliation differs from mediation in that the goal is to conciliate, most of the time by seeking concessions.

If the conciliator is successful in negotiating and understanding between the parties, said understanding will be committed to writing and signed by the parties. The "agreement" then becomes a legally binding contract and falls under contract law.

The LWDA has 90 days to issue a Notice of Final Action.

For complaints filed with the City LWDA, an investigation of the complaint shall be conducted and a written report shall be prepared and sent to the Complainant and the Respondent, and an attempt to resolve the complaint informally shall take place within 30 days of the filing of the complaint.

- A notice of administrative hearing shall be issued within ten (10) days of the request for hearing. A notice of Final Determination shall be issued within 90 days of the filing of the complaint. The "Notice of Final Determination" shall include notification of the right to file a complaint with the Department of Labor, Civil Rights Center (CRC).
- If the Complainant is dissatisfied with the resolution of the complaint, they may file a complaint with CRC within 30 days of the date that the Complainant received notice of the LWDA's proposed resolution. If the Complainant has not received notice of resolution within 90 days of filing, the Complainant may file the complaint with the CRC.
- If the Complainant wishes to file a complaint with CRC, the Complainant must wait until the LWDA issues a decision or until 90 days have passed since the filing of the original complaint with the LWDA.

Discrimination Complaints filed with the Center of Civil Rights (CRC):

A complaint filed pursuant to this part must be filed within 180 days of the alleged discrimination. The CRC, for good cause shown, may extend the filing time. In order to receive an extension, the Complainant must be notified by the LWDA that a waiver letter is to be filed with CRC. The waiver letter should include the reason the 180 day time period elapsed.

This time period for filing is for the administrative convenience of the CRC and does not create a defense for the Respondent. Complaints filed with the Civil Rights Center should be mailed directly to:

Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue N.W., Room N-4123
Washington, D.C. 20210

- Complaints should be filed, in writing, and shall:
  - ❑ Be signed by the Complainant or his or her representative;
  - ❑ Contain the Complainant's name, address, or other means of contacting him or her;
  - ❑ Identify the Respondent;
  - ❑ Describe the Complainant's allegation in sufficient detail to allow the CRC to determine whether: (1) the CRC or the LWDA, has jurisdiction over the complaint; (2) the complaint was filed timely (i.e., within 180 days of the alleged occurrence); and, (3) the complaint has apparent merit, (i.e., whether the allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions).
  - ❑ Both the Complainant and the Respondent have the right to be represented, at their own expense, by an attorney of other individual of their own choice.

Actions by CRC

- The CRC determines acceptance of a complaint filed pursuant to Title 29 CFR Section 38.72. When CRC accepts a complaint for investigation it shall:
- Notify the LWDA or sub grantee and the Complainant of the acceptance of the complaint for investigation; and,
- Advise the LWDA or sub grantee and Complainant on the issues over which the CRC has accepted jurisdiction;
- The LWDA, sub grantee, the Complainant, or a representative may contact the CRC for information regarding the complaint filed.

- When the complaint contains insufficient information, the CRC will seek the needed information from the Complainant. If the Complainant is unavailable after reasonable means have been used to locate him or her, or the information is not furnished within 15 days of the receipt of such request, the complaint file may be closed without prejudice upon notice sent to the Complainant's last known address.
- The CRC may issue a subpoena to the Complainant to appear and give testimony and/or produce documentary evidence, before a designated representative, relating to the complaint being investigated. Issuing a subpoena can be done anywhere in the United States, at any designated time or place.
- Where the CRC lacks jurisdiction over a complaint, the CRC shall:
  - ❑ Advise the Complainant, indicating why the complaint is not covered by the nondiscrimination and equal opportunity provisions outlined in WIOA or Title 29 CFR Part 38; and
  - ❑ Refer the Complainant to the appropriate federal, state, or local authority when possible.
- The CRC will contact the Complainant when a claim is not to be investigated and explain the basis for that determination.
- The CRC will refer complaints governed by the Age Discrimination Act of 1975 to mediation as specified in Title 45 CFR Section 90.43(c)(3).
- If the Complainant alleges more than one kind of complaint, "joint complaint," (e.g., individual employment discrimination, age discrimination, equal pay discrimination, etc.), the CRC shall refer such joint complaint to the Equal Employment Opportunity Commission (EEOC) for investigation and conciliation procedures for joint complaints at Title 29 CFR Part 1691. The CRC will advise the Complainant, the LWDA, and the subgrantee of the referral.
- At the conclusion of the investigation, the CRC shall issue an Initial Determination. The Initial Determination shall notify the Complainant and the LWDA, or subgrantee, in writing of:
  - ❑ Specific findings of the investigation;
  - ❑ Proposed corrective or remedial action and the time by which the corrective or remedial action must be completed;
  - ❑ Whether it will be necessary for the LWDA or subgrantee to enter into a written agreement and;
  - ❑ The opportunity to participate in voluntary compliance negotiations.
- Where no cause determination is made, the Complainant and the LWDA or sub grantee shall be notified in writing. Such determination represents the final agency action of the Department.

Corrective Actions/Sanctions for Discrimination

Letter of Findings, Notice to Show Cause, or Initial Determination issued pursuant to Title 29 CFR Section 38.87; shall include the steps and the specific time period it will take the LWDA or subgrantee to achieve voluntary compliance. (See Section 38.90 for corrective action steps.) **Monetary corrective action may not be paid from federal funds.**

The "Final Determination" will be mailed to the Complainant and Respondent. The "Final Determination" will contain the information as described above, with the exception that the Complainant has the right to file a complaint with the Department of Labor Civil Rights Center (refer to Alternative Dispute Resolution section).

QUESTIONED/DISALLOWED COSTS COMPLAINTS

Initial Determination:

The contractor will be notified in writing by letter of the Initial Determination based on the audit review by the Workforce Development Division (WDD), or Audit Section Financial Management Division (FMD), as appropriate. The Initial Determination letter will include:

- A list of all questioned costs;
- Whether the costs are allowed or disallowed, including the reasons with appropriate citations for such actions;
- Acceptance or rejection of any corrective action taken to date, including correction on administrative findings;
- Possible sanctions; and,
- The opportunity for an informal resolution of no more than 60 days from the date of the Initial Determination.

Informal Resolution

- The contractor will have ten (10) days in which to request an informal resolution of the audit issues. The request must be in writing to the EO Compliance Unit.
- During the informal resolution, the contractor may provide documentation to support allowability of costs and proposed action of administrative findings. Negotiations of repayments may be initiated at this time.

Final Determination

- The FMD will issue a Final Determination. The Final Determination will include:
  - ❑ Reference to the Initial Determination;
  - ❑ Summation of the informal resolution meeting, if held;

- ❑ Decisions regarding the disallowed costs listing each disallowed cost and noting the reason for each disallowance;
- ❑ Questioned costs that have been allowed by the LWDA and the reason for the allowance;
- ❑ Demand for payment of the disallowed costs;
- ❑ Description of the debt collection process and other sanctions that may be imposed if payment is not received;
- ❑ Rights to a hearing;
- ❑ Status of each administrative finding.

- The contractor will have 21 days after the Final Determination is issued to submit a written request for hearing with the EO Compliance Unit, EWDD. *If there is no appeal request, the Department's Final Determination shall be submitted to the Mayor for consideration by the Economic Development Committee (EDC) of the City of Los Angeles City Council.*
- The contractor will receive written notice of the scheduled hearing at least ten (10) days before the hearing. The ten (10) day notice may be shortened with the written consent of both parties. The contractor may withdraw the hearing request; the withdrawal request must be submitted in writing.
- The hearing officer's report, which will be completed within 20 days after the conclusion of the hearing, and any other reports or documentation, will be submitted to the Mayor for transmittal to the EDC. The EO Compliance Unit, EWDD, will notify the contractor of the date of the EDC meeting and provide the contractor with a copy of the Department's report to the Mayor on the hearing officer's findings and recommendations.
- For appeal of costs over $500,000, the hearing officer's report, which will be completed within 20 days after the conclusion of the hearing and any other reports or documentation, will be submitted to the Mayor for transmittal to the EDC. EO Compliance Unit, EWDD will notify the contractor of the date of the EDC meeting and provide the contractor with a copy of the Department's report to the Mayor, on the hearing officer's findings and recommendations.
- The EDC will review the matter and may allow testimony by the parties in accordance with its rules and procedures.
- The recommendation of the EDC will be sent to the City Council and Mayor for final consideration. The contractor will be notified in writing of the final decision of the City Council and Mayor. The written notification will include the items listed in Section C and shall be given 60 days from the date of the receipt of the contractor's request for appeal.
- In the event costs in addition to those recommended for disallowance by EWDD are disallowed by the Mayor and Council, the opportunity for a hearing

concerning the additional disallowed cost matter will be at the Mayor, and Council level.

- If the contractor does not appeal the final finding of the Local Workforce Development Area (LWDA), the contractor shall agree to a repayment plan within 30 days of the final decision of the City Council, and Mayor, or program funds may be discontinued.

FRAUD & PROGRAM ABUSE COMPLAINTS

The reporting requirements for Fraud and Program Abuse require that "information and complaints involving criminal, fraud, waste, abuse or other criminal activities shall be reported through the Department's Incident Reporting System, directly and immediately to the Department of Labor, Office of Inspector General, with a copy provided simultaneously to the Employment Development Department." WIOA contractors are required, therefore, to establish internal management procedures which insure that the City of Los Angeles LWDA is *notified immediately* of any discovery of possible fraud, program abuse, or criminal activities.

Types of fraud include, but are not limited to: embezzlement, forgery, theft, falsification of records and claims regarding trainees (e.g., knowingly enrolling ineligible participants); misapplication of funds (e.g., intentional service to ineligible participants, violation of contact procedures); gross mismanagement (e.g., un-auditable records, unsupported costs, inaccurate fiscal and/or program reports and payroll deductions not made to the Internal Revenue Service of the State of California Franchise Board).

The LWDA is not permitted to release information concerning an ongoing investigation except with the consent of the investigation agency/authority. Notification of any such discovery should be made within **24 hours** to:

City of Los Angeles
Economic & Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attn: Richard Cheng, EO Compliance Officer

Telephone: **(213) 744 - 9351**
Fax: **(213) 744 - 7118**
TTY: **711**
E-Mail: **Richard.Cheng@LACity.Org**

Youth Customer Flow

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy describes the sequence of activity for a youth accessing Workforce Innovation and Opportunities Act (WIOA) services through the City's YouthSource system.

BACKGROUND

The WIOA places a priority on the delivery of services to out-of-school youth. WIOA stipulates that not less than 75 percent of allotted youth funds be used to provide out-of-school youth with workforce activities. Since 2012, the YouthSource system has focused on reengaging dropout youth through its partnership with the Los Angeles Unified School District (LAUSD) Office of Pupil Services, which collaborates with the YouthSource system to identify out-of-school youth and target them for services. Additionally, over the last few years, the system has expanded its priority of services to include additional disconnected youth (i.e. homeless, justice-involved, dropout, pregnant and parenting, and foster youth) ages 16 to 24, who have barriers to accessing education, employment, housing, and overall well-being services.

As a federal Performance Partnership Pilot (LAP3) designee, the YouthSource system works with local partners and internal systems of support to increase the high school graduation, college acceptance, and employability and employee placement of its participants. There is an increased emphasis on individual participant needs through the development of customer-centered objective assessments, individual service strategies, intensive case management practices, and follow-up services that are linked to the individual's educational needs and career pathway interests, and ultimately leads to successful completion of the program.

At a minimum, YouthSource providers are deploying the following program components:

- Outreach and Recruitment
- Info sessions
- Education/Needs Assessment and Intake
- Career Assessment
- Program Suitability Assessment
- WIOA Eligibility Determination
- Development of Individual Service Strategy/Plan
- Provision of Services
- Reassessment as needed
- Minimum of 12 months of Follow-up services

Youth participants entering the City's YouthSource centers (YSC) come from direct recruitment, outreach, referrals including the LAUSD dropout list and truancy diversion project, self-referred youth ("walk-ins"), and other youth and community-based organizations such as the City FamilySource centers.

YOUTH CUSTOMER FLOW POLICY

- Referrals to YouthSource Centers (YSCs) are made through multiple sources including partner agencies, LAUSD, direct YSC outreach & recruitment, and self-referrals/ walk-ins
- YouthSource Centers maintain a regular weekly schedule of general information sessions at which potential enrollees may obtain information about the YSC's WIOA-funded and Non-WIOA funded services as well as auxiliary services.
- YSC staff working in conjunction with the LAUSD PSA Counselor will determine school status of youth in attendance: In-School Youth (ISY) and Dropout/Non-Dropout Out-of-School youth (OSY). A minimum of 75% of youth enrolled in the YouthSource system must be out-of-school youth as defined by WIOA. Dropout youth are returned to school or to an alternate high school diploma/diploma equivalency program. In-school youth remain in school.
- During the assessment process, if the youth is found to be in need of any immediate services such as Mental Health or housing, those needs will be addressed through the YSC's resources or through the LAP3 network of resources prior to examining the youth's suitability for WIOA services.
- YSC staff will determine program eligibility based on WIOA eligibility criteria.
- Youth who are ineligible or choose not to enroll in the YSC/WIOA program are referred to non-WIOA resources via the YSCs system of support (LAP3) (i.e. WorkSource Center, Youthbuild, LAUSD Support Services Educational Options, FamilySource Center, community colleges and community-based organizations).
- Youth committed to participating in YSC WIOA activities complete the eligibility determination process and, if eligible, the enrollment process.
- Eligible youth are enrolled in the WIOA program and complete additional objective assessments to identify their academic levels, skill levels, career interests, and service needs. Utilizing the identified objectives, an Individual Service Strategy (ISS) that addresses the youth's needs and goals and is directly linked to WIOA youth performance indicators is developed with the YSC case manager. Taking the objective assessment into account, the ISS will identify career pathways that include education and employment goals, and appropriate achievement objectives and services. Services provided to the youth will include, as appropriate, activities leading to attainment of a secondary school diploma or equivalent, preparation for post-secondary educational and training opportunities, strong linkages between academic instruction and occupational education, preparation for unsubsidized employment opportunities, and effective connections to employers. Youth will meet with the assigned case manager on a

regular basis to review their progress toward attainment of their high school diploma and/or for guidance toward achieving their educational goals and/or employment goals. The case manager works with the youth to establish an educational plan that includes both traditional and alternative school programs as well as alternatives to the high school diploma. In addition, the youth may participate in work readiness workshops that will prepare youth to achieve employment objectives.

- WIOA related activities shall not be imposed to In-School Youth during normal school hours. WIOA program related activities shall not interfere with or replace In-school Youth participants' regular academic requirements.
- Youth and YSC staff are to maintain regular communication and the service strategy is reassessed quaterly and updated as needed as the youth progresses toward completion of planned activities and attainment of program outcomes. In addition, YSCs must ensure participants are placed in safe education, training, and work locations.
- Completion of services is linked to performance outcomes,
- An Exit and Follow-up Strategy is developed with the youth,
- Upon completion of planned services, a strategy for the required 12-month follow-up period is developed and executed. YSC shall provide services and support, as needed.

All services provided from enrollment to exit and through follow-up for both WIOA enrolled and Non-WIOA enrolled youth are to be entered into the CalJOBS^{SM}, data collection system and any additional tracking system prescribed by the City.

Youth Eligibility Policy

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides guidance to youth contractors on how to establish participant eligibility for youth enrolled under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

The WIOA seeks to strengthen the workforce development system through innovation, alignment and improvement of employment, training and education programs in the US by promoting individual and national economic growth.

PROCEDURES

To be eligible to participate in activities carried out under WIOA during any program year, an individual shall, at the time the eligibility determination is made, be an in-school or out-of-school youth as defined below.

An **in-school youth** is defined as follows:

- Attending school, including secondary and postsecondary school (as defined by State law);
- Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- A low-income individual; and
- One or more of the following:
    - Basic skills deficient.
    - An English language learner.
    - An offender.
    - A homeless individual, a homeless child or youth a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
    - Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
    - A youth who is an individual with a disability.
    - An individual who requires additional assistance to complete an educational program or to secure or hold employment.

An **out-of-school** youth is defined as:

- Not attending any school ***(not including Title II Adult Education, Job Corps, Youth Build, high school equivalency programs, non-credit bearing postsecondary classes, dropout reengagement programs, or charter schools that provide instruction exclusively in partnership with WIOA, Federally-funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps)***.;
- Not younger than age 16 or older than age 24; and
- One or more of the following:
    - A school dropout.
    - A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
    - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
        - Basic skills deficient; or
        - An English language learner.
    - An individual who is subject to the juvenile or adult justice system.
    - A homeless individual or a runaway.
    - An individual in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
    - An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
    - An individual with a disability.
    - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

The City was awarded two waivers from the DOL to increase the amount of service dollars being spent on the disconnected youth population. In-school youth enrolled under this waiver do not count against the 25 percent in-school youth enrolment and fiscal expenditures allowance. The criteria are:

- Youth between the ages of 16 and 24, and
- Living within the City of Los Angeles who are current or former foster youth or homeless/runaway youth.

In addition to the aforementioned items, the WDB has identified the following additional eligibility requirements. Youth must be:

- A current resident of the City of Los Angeles;

- Eligible to work in the United States of America
- In compliance with Section 3 of the Military Selective Service Act (Males only)

REFERENCES

- A homeless individual as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)),
- a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)),
- a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677)
- California Education code, Title 2. Chapter 3, section 47612.1
- WIOA Section 129 (a).
    - SPECIAL RULE. — For the purpose of this subsection, the term ‘‘low-income,’’ used with respect to an individual, also includes a youth living in a high-poverty area.
    - EXCEPTION AND LIMITATION
        - EXCEPTION for Persons who are not Low-Income Individuals.
        - DEFINITION — In this subparagraph, the term ‘‘covered individual’’ means an in-school youth, or an out-of- school youth who is described in subclause (III) or (VIII) of paragraph (1)(B)(iii).
        - EXCEPTION — In each local area, not more than five percent of the individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.
        - (B) LIMITATION — In each local area, not more than five percent of the in-school youth assisted under this section may be eligible under paragraph (1) because the youth are in-school youth described in paragraph (1)(C)(iv)(VII).
- Due to precautions being implemented by employers and employees related to physical proximity associated with COVID-19, the Department of Homeland Security (DHS) announced that it will exercise discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9) under Section 274A of the Immigration and Nationality Act (INA). Employers with employees taking physical proximity precautions due to COVID-19 will not be required to review the employee’s identity and employment authorization documents in the employee’s physical presence. Employers must monitor the DHS and ICE's Workforce Enforcement announcements about when the extensions end and normal operations resume.

(Adopted PY 15-16) (Revised PY 22-23)

Youth Workplace Learning Expenditure Requirement

EFFECTIVE DATE: July 1, 2022

POLICY STATEMENT

This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) youth work experience programs and minimum expenditure requirements.

BACKGROUND

WIOA affirms a commitment to providing high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in postsecondary education, or a Registered Apprenticeship. To better prepare youth for the workforce, WIOA includes a requirement that a minimum of 20 percent of local area youth funds must be spent on work experience.

POLICIES & PROCEDURES:

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience provides in-school (IS) and out-of-school (OS) youth an invaluable opportunity for career exploration and to develop workplace skills. Work experience may be paid or unpaid, as appropriate, take place in - the private for-profit, non-profit, or public sector, and can be conducted in-person or remotely, and through virtual platforms. Labor standards apply in any work experience where an employee/employer relationship exists. Work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience, may occur inside or outside the work site and should include information necessary to understand and work in specific industries or occupations. It is also recommended that work experiences in service of a career pathway are coordinated with employers in industry and sector partnerships. WIOA identifies work experience within the following categories:

- Summer employment opportunities and other employment opportunities available throughout the program year.
- Pre-apprenticeship programs.
- Internships and job shadowing.
- On-the-job training opportunities.

Youth formula funds may be used to pay a participant's wages, related benefits and support services for work experience in the public, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience. Allowable expenditures beyond wages may include the following:

- Staff time spent identifying potential work experience opportunities.
- Staff time working with employers to develop the work experience.
- Staff time spent working with employers to ensure a successful work experience.
- Staff time spent evaluating the work experience.
- Classroom training or the required academic education component directly related to the work experience.
- Orientation sessions for participants and employers.
- Incentive payments to youth for an achievement directly tied to the work experience.
- Employability skills/job readiness training to prepare youth for a work experience.

Work experience shall adhere to the following:

- The duration of the work experience assignment shall not exceed 90 days without prior City approval.
- The total number of hours shall not exceed 300 without prior City approval. If work experience is leveraged, justification for City General Fund paid work experience over 120 hours, and County funded work experience above maximum hours determined by the County must be outlined in writing.
- Incentives shall not exceed $100 in the form of a gift card without prior City approval, must be tied to the goals of work experience achievements, and outlined in writing before the commencement of the program.
- Compliance with California paid sick leave and labor code law, and the City of Los Angeles minimum wage.

WIOA and 20 CFR subsection 681.590 require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. Youth work experience is primarily provided though the YouthSource Centers (YSCs). As such, certain requirements must be imposed upon the centers to ensure the local area meets its goal for work experience expenditures. Specifically, YSCs must expend an amount equal to or greater than 23 percent of their youth WIOA formula fund allocations on work experience activities as defined in this policy. The expenditure rate applies to total youth funding and is not applied separately for IS youth and OS youth funds. Leveraged resources cannot be used to fulfill any part of the work experience requirement.

Supportive services are a separate WIOA Youth Program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in work experiences.

Funds spent on paid and unpaid work experience must be tracked and reported to the Economic and Workforce Development Department (EWDD) Financial Management Division (FMD) and assigned program monitors. This includes wages and staff costs for the development and management of work experiences.

REFERENCES

- 20 CFR Workforce Innovation and Opportunity Act; Final Rule §681.590 & §681.600
- State EDD Directive WSD17-07, “WIOA Youth Program Requirements”
- TEGL No. 8-15, “Second Title I WIOA Youth Program Transition Guidance”
- TEGL No. 21-16, “Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance”
- EWDD FMD Directive No. 17-001 “New Financial Reporting Requirements for WIOA grants”

City of Los Angeles Economic and Workforce Development Department

Annual Plan PY 2022-23 Public Comment Draft

Community Forum Agenda

May 4, 2022 – 5pm via Zoom

https://us02web.zoom.us/j/87035196112

I. Agenda/Introductions

II. Annual Plan Presentation

III. Questions and Dialogue

IV. Adjournment

Q1: Coming out of this recession, what services do jobseekers, especially those with the highest barriers to employment need to return to the workforce? What new services should EWDD consider as we finalize our plan?

- Tech skills, data entry, coding in re digital tech
- Mental health services and well-being, youth need to be re-engaged
- Additional training for the staff on de-escalation and how to deal with chronically homeless, functionally drug addicted, crisis training, more chronic condition than the work-ready population
    - Partnership with DMH to facilitate training
- TIP (transforming impossible to possible) model: trains staff on how to support clients in their transition but it has a mental health component
    - https://www.youtube.com/watch?v=14XmRwhcVFg
    - HUD jobs+ funded program, successful in Chicago

Q2: Youth disconnection from both employment and education doubled during the pandemic. What supports do youth need to reengage in both education and employment?

- Partnerships with Rec and Parks to encourage recreation for youth.
- Artificial intelligence is a threat to WD. How do we have field trips to the tech industry? How do we get them excited about that? Take them to an EV plant. Connecting them to the learning initiative of the new industries that are coming board because eventually they will be inserted in the workforce
- Youth sports that transfer to work skills: teamwork, communication, leadership, makes the unconscious qualities more conscious

Q3: The tight labor market has provided opportunities for workers to leave jobs for higher paying employment opportunities. For those that lack high school diplomas and/or post secondary education, how can we prepare those individuals for middle-skill jobs?

- Parallel pathways, outlining an education plan with a workforce development plan, more fieldtrips, the staff are doing outreach on construction jobs, etc. and don't have built in time to do the extra stuff
- Vocational training, those with the highest barriers still being overlooked
- Linkages between youth and adult pathways

Q4: What else should EWDD consider as we put together this plan?

- Difficulty to get increased funding for staff. The cap for the Hire LA contract for staffing is very limited
- Increased staffing and admin support would help case managers focus on their case loads
- Focus group with the youth to ask them that question
- Incorporate milestones leading up to goals



You're Invited To Comment!

EWDD'S ANNUAL PLAN PUBLIC FORUM

WEDNESDAY, MAY 4, 2022

5:00 PM (PT)

ZOOM MEETING INFORMATION, VISIT:

bit.ly/EWDD_AnnualPlan

The City of Los Angeles Economic & Workforce Development Department (EWDD) is inviting job seekers, the public, non-profit service organizations, employers, and the business community to comment on the City of Los Angeles Workforce Development Board's first draft of the Workforce Innovation and Opportunity Act (WIOA) 2022-2023 Annual Plan.

Comments may be submitted by email to EWDD.planning@lacity.org through Tuesday, May 10, 2022, at 5:00 pm (PDT). A virtual community forum will be held to discuss the draft plan.

The Annual Plan covers the service strategies, activities, and budget for the City's Workforce Development System. It outlines how the City will deliver services and meet the objectives of promoting a trained workforce with access to good jobs and a strong business/employer regional economy.

The WIOA supports the City's workforce development activities provided through its Workforce Development System, comprised of WorkSource/America's Job Centers of California, satellite sites, and YouthSource Centers.

7.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Recommendations from the Economic and Workforce Development Department's (EWDD) Regarding the Reallocation of County Youth @ Work Program Funds for Earn and Learn Activities**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- WDB Report #7- PY 21-22 County Redistribution

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

7

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: May 19, 2022

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF RECOMMENDATIONS FROM THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT'S (EWDD) REGARDING THE REALLOCATION OF COUNTY YOUTH @ WORK PROGRAM FUNDS FOR EARN AND LEARN ACTIVITIES

WDB ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Workforce Development Board:

1. AUTHORIZE the General Manager of the EWDD, or designee, to redistribute $685,580 in LA County Funds to provide youth work experience activities retroactive from July 1, 2021, to June 30, 2022 (Tables 1,2, and 3);
2. AURTHORIZE the General Manager of EWDD to execute new agreements and amendments as outlined in Tables 1 and 2 for the period of July 1, 2021 through June 30, 2022.

BACKGROUND

The economic impact of the novel coronavirus pandemic and the Safer at Home orders issued in response to the spread of the virus has had a disastrous impact on the Los Angeles labor market. Since Mayor Garcetti issued his Safer at Home Order in March 2020, more than 1.3 million Angelenos have filed for unemployment insurance, and job losses have had a disproportionate impact on low-wage hourly workers from high-barrier communities in the City of Los Angeles, including youth ages 16 to 24.

The City's HIRE LA program, which provides paid work-experience to youth ages 14-24, is critical in the response to EWDD's response to the pandemic. Funded through the City General Fund and Los Angeles County, the program provides on average of 6,000 youth an average of 120 hours of paid work experience annually. In response to COVID-19, EWDD has developed new strategies that will allow for increased access to virtual work experience and Learn & Earn opportunities.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

RECOMMENDATION

In order to ensure full utilization of HIRE LA's Youth funding, EWDD analyzed enrollment data to identify agencies in danger of under expending contracted funds. Service providers well below the 50% of enrollment and expenditure goals were identified and recommended for funding reductions. In total, EWDD is proposing to redistribute $685,580 in LA County Funds.

Tables 1, 2, and 3, and summarized in Attachment 1 provide a summary of EWDD's recommended reallocation for the LA County Funds.

Table 1: Redistribution of Youth at Work County Funds

AGENCY	DECREASE	INCREASE	NET CHANGE
Catholic Charities of Los Angeles, Inc. - Central		$7,163	$7,163
Catholic Charities of Los Angeles, Inc. - South		$54,716	$54,716
Coalition for Responsible Community Development	$(14,295)		$(14,295)
El Proyecto del Barrio, Inc. - NV	$(16,660)		$(16,660)
El Proyecto del Barrio, Inc. - SV		$2,326	$2,326
Goodwill Industries of Southern California	$(69,042)		$(69,042)
Los Angeles Brotherhood Crusade	$(26,211)		$(26,211)
Pacific Gateway/ City of Long Beach		$235,687	$235,687
Para Los Ninos-Central	$(92,857)		$(92,857)
Para Los Ninos-East	$(30,971)		$(30,971)
Regents of the University of California (UCLA)		$7,140	$7,140
Watts Labor Community Action Committee	$(64,259)		$(64,259)
Youth Opportunity Movement - Boyle Heights		$85,717	$85,717
Youth Opportunity Movement - Watts		$26,265	$26,265
All People's Community Center		$19,040	$19,040
Housing Authority of the City of Los Angeles	$(21,420)		$(21,420)
Los Angeles LGBT Center	$(19,040)		$(19,040)
Los Angeles Unified School District	$(104,719)		$(104,719)
UAW-Labor Employment and Training Corporation		$21,420	$21,420
Totals	**$(459,474)**	**$459,474**	**$0**

Table 2: Redistribution of SIY County Funds

AGENCY	DECREASE	INCREASE	NET CHANGE
Catholic Charities of Los Angeles, Inc. - Central	$(7,044)		$(7,044)
Catholic Charities of Los Angeles, Inc. - South	$(18,783)		$(18,783)
Coalition for Responsible Community Development	$(25,826)		$(25,826)
El Proyecto del Barrio, Inc. - NV	$(7,044)		$(7,044)
El Proyecto del Barrio, Inc. - SV	$(25,826)		$(25,826)
Goodwill Industries of Southern California	$(23,479)		$(23,479)
Los Angeles Brotherhood Crusade		$21,131	$21,131
Pacific Gateway/ City of Long Beach		$72,783	$72,783
Para Los Ninos-Central	$(37,566)		$(37,566)
Para Los Ninos-East	$(16,435)		$(16,435)
Regents of the University of California (UCLA)		$2,348	$2,348
Watts Labor Community Action Committee	$(21,131)		$(21,131)
Youth Opportunity Movement - Boyle Heights		$14,087	$14,087
Youth Opportunity Movement - Watts		$70,437	$70,437
Managed Career Solutions, Inc.		$2,348	$2,348
Totals	**$(183,134)**	**$183,134**	**$0**

Table 3: Redistribution of JJCPA County Funds

AGENCY	DECREASE	INCREASE	NET CHANGE
Catholic Charities of Los Angeles, Inc. - South	$(14,324)		$(14,324)
El Proyecto del Barrio, Inc. - SV		$7,162	$7,162
Goodwill Industries of Southern California		$7,162	$7,162
Para Los Ninos-Central	$(14,324)		$(14,324)
Youth Opportunity Movement - Boyle Heights	$(14,324)		$(14,324)
Youth Opportunity Movement - Watts		$28,648	$28,648
Totals	**$(42,972)**	**$42,972**	**$0**

NEXT STEPS

Upon WDB approval, EWDD will execute agreements and amendments to agreements with contractors listed in Tables 1, 2, and 3.

CMH:GR:MV:FG;cg

8.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Receive and File an Update from the Economic and Workforce Development Department (EWDD) Regarding Year 22/Program Year (PY) 2021-22 (July 1, 2021 - June 30, 2022) Workforce Development Board (WDB) Annual Plan Expenditures and any Potential Fiscal Issues/Disallowed Costs**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available

Workforce Development Board
City of Los Angeles

9.

DATE: May 19, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding a $500,000 Small Business Corp Initiative Operated in Partnership with the City's Business Source Center System**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- WDB Report #9 - Small Business Corp.

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

9

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: May 19, 2022

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF RECOMMENDATIONS FROM THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD) REGARDING A $500,000 SMALL BUSINESS CORP INITIATIVE OPERATED IN PARTNERSHIP WITH THE CITY'S BUSINESS SOURCE CENTER SYSTEM

WDB ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Workforce Development Board:

1. AUTHORIZE the General Manager of the EWDD, or designee, to allocate $500,000 in City General Funds to provide 100 youth internships with Los Angeles area small businesses. (Table 1); and
2. AURTHORIZE the General Manager of EWDD to execute new agreements as outlined in Table 1 for the period of June 30, 2022 through June 30, 2023.

BACKGROUND

The economic impact of the novel coronavirus pandemic and the Safer at Home orders issued in response to the spread of the virus has had a devastating impact on the Los Angeles labor market. Since Mayor Garcetti issued his Safer at Home Order in March 2020, more than 1.3 million Angelenos have filed for unemployment insurance, and job losses have had a disproportionate impact on low-wage hourly workers from high-barrier communities in the City of Los Angeles, including youth ages 16 to 24.

The City's HIRE LA's Youth program, which provides paid work-experience to youth, ages 14-24, is a critical and valuable tool as EWDD responds to the COVID-19 pandemic. Funded through the City General Fund and Los Angeles County, the program provides approximately 6,000 youth an average of 120 hours of paid work experience annually. In response to the COVID-19 pandemic, EWDD has developed new strategies that will allow for increased access to virtual work experience and Learn & Earn opportunities.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

RECOMMENDATION

EWDD, in partnership with the Mayor's College Promise Works program and the City's BusinessSource Center Program, will create the Los Angeles Business Corp to provide opportunities in the business field to participants of the Hire LA's Youth program. Specifically, the program will provide 100 community college students who are pursuing careers in business administration with a 300-hour internship that will also support small and/or growing businesses in the Los Angeles area. The goal of the program is to provide youth with real world experience in their field of interest while also supporting employers.

EWDD recommends funding YouthSource Centers that are currently co-located at the nine Los Angeles Area Community Colleges through the College Promise Works program to implement the Small Business Corp. Table 1 provides a summary of EWDD recommended funding:

Table 1: Redistribution of Youth at Work County Funds

AGENCY	INCREASE
Catholic Charities of Los Angeles, Inc. – South LA	$125,000
Coalition for Responsible Community Development	$125,000
El Proyecto del Barrio, Inc. – North Valley	$125,000
Para Los Ninos-East LA	$125,000
TOTALS	**$500,00**

NEXT STEPS

Upon WDB approval, EWDD will execute agreements and amendments to agreements with contractors listed in Table 1.

CMH:GR:FVC:MV:FG:cg